



CATOLICA
LISBON
B/SINESS & ECONOMICS

LEADING TODAY.
INSPIRING TOMORROW.

Summer School

How to turn your new knowledge into ECTS



PROCEDURES

Once you finish your Summer School...

These are the **documents you will need to request at your host university.**

1. A certificate with the formal evaluation obtained with your quantitative assesement
2. The syllabus from the Summer School course.

Validation Procedure at CATÓLICA-LISBON.

Make sure you bring the original documents, in hard copies, for validation:

- Submit a **Formal Request**, to CATÓLICA-LISBON's Undergraduate Academic Diretor, in the secretariat office (library building) attaching a photocopy of above mentioned documents. (the services will analyse the originals and certify the copies)
- In the formal request please do provide your full name and student number.

FORMAL REQUEST - WAIVER

Pre-requirements for Summer School validation request:

1. The evaluation obtained is positive;
2. The summer course subject is related with your Undergraduate Program.

Each Formal Request will be evaluated having in consideration multiple aspects related with hosting school, summer school topics, evaluation methods, among other specifications.

If all the conditions are met, the Undergraduate Academic Director will confirm the Summer School waiver.

***Students need to check their ESCA for the waiver of the summer course.
The Undergraduate Student Affairs will only contact students if any issue arises.***

FORMAL REQUEST - WAIVER

No numerical classification will be given, therefore it will not be considered for your average.

The waiver will be **validated as an elective course, up to 4 ECTS**, and will count for the necessary 180 ECTS to finish your Undergraduate Program.

Each student can waiver only two summer courses during their Undergraduate Program at CATÓLICA-LISBON.

If you have any additional question do not hesitate to contact us.
undergrad.affairs.clsbe@ucp.pt