

WORKING STUDENT STATUTE - CATÓLICA LISBON SCHOOL OF BUSINESS AND ECONOMICS

Under article 1, paragraph 2, of the Working Student Statutes of the Portuguese Catholic University, it is incumbent upon each teaching unit of the University to determine the terms and deadlines in which the working student status must be requested by the interested parties, as well as the elements required to prove fulfilment of the requirements for such status to be granted.

In this sense, the following is established:

1. The working student status, when acknowledged, will be applicable in the semester underway. Should the working student wish to keep the status after a semester, he/she must submit a new application at the beginning of each semester.
2. To request working student status at the time of enrolment in the subjects, the student must submit to the Secretariat an application addressed to the Faculty with the request for working student status. The deadline for the first semester is **30 September**, and for the second semester is **28 February**.
3. The request referred to in the previous number must be accompanied by proof of worker status, made through the following documents:
 - Declaration by the employer indicating the type of contract and the duration of the contract;
 - Receipts of payment of the last two salaries (should the working student have been employed for less than two months, it will be necessary to deliver the second receipt in the following month);
 - Document proving discounts to Social Security.
1. When the application is done to keep the working student status, the student must once again show proof of worker status by delivering the documents mentioned in number 3, together with the last two salary receipts.
2. Applications submitted beyond the deadlines set out in number 2 shall not be admitted.

Lisbon, 8 November 2017

