



# CALL FOR APPLICATIONS - NOTICE Nr. 1/2024

Católica Lisbon School of Business & Economics  
- Lisbon -  
Academic Year 2024/2025

1<sup>st</sup> CYCLE  
International Undergraduate Programs  
in Business Administration and in Economics and Finance

## General Access and Special Regime – High Performance Athletes

The International Undergraduate Programs in Business Administration and in Economics and Finance is governed by the principles of the General Regulation nr. NR/R/0208/2023 from Universidade Católica Portuguesa. It is accredited by A3ES (NCE/16/00151 – Business Administration and NCE/16/00150 – Economics and Finance) with the Registration Number in DGES R/A-Cr (R/A -Cr 12/2017/AL03 – Business Administration and R/A -Cr 24/2017/AL02 – Economics & Finance).

### 1 Eligibility criteria

Admissions are open to applicants who fulfil both the Academic and Profile requirements as specified below:

#### 1.1 Academic Requirements

- a) Students must complete their secondary Education or legally equivalent education until the 31st of August of the application year.

Note: Students from foreign high school educational systems must obtain equivalence to the Portuguese education system. This is ruled by Decree-Law no. 227/2005, of December 28<sup>th</sup>, available at Direção-Geral da Educação, the official website of the Directorate-General for Education (DGE) at <https://www.dge.mec.pt/contactos>. More information on Equivalence requirement: <https://www.dge.mec.pt/faq-equivalence-foreign-qualifications>.

- b) Students must present an eligible Mathematics Exam (Exame Nacional de Matemática A - 19 for the students of the Portuguese secondary education or legally equivalent, for students from foreign high school educational systems), with the minimum converted mark of 120/200 in the Portuguese scale.

Note: Only exams taken in 2022, 2023 and 2024 are considered valid. A list of eligible Mathematics exams is presented in Appendix A according to “Retificação da Deliberação 491/2023” (<https://diariodarepublica.pt/dr/detalhe/declaracao-retificacao/491-2023-215269495>). Students



are advised to contact the Marketing & Admissions Office at [ug.admissions.clsbe@ucp.pt](mailto:ug.admissions.clsbe@ucp.pt) to learn if their Mathematics exam can be considered legally equivalent.

- c) Students are not eligible for the International Students Statute.

## 1.2 Profile Requirements

The profile requirements include three elements: proof of English Proficiency, Curriculum Vitae, and Personal Statement & Elevator Pitch Video.

- a) **The minimum English level to apply is B2 in the Common European Framework of Reference for Languages (CEFR). The recommended English level to apply is C1, according to CEFR.**

Note: To prove the English level, applicants must submit one of the following:

- Proof that they are native English speakers (e.g.: Identity Card with primary citizenship from an English speaking country);
- A recognized certificate, e.g. IELTS, TOEFL, CAE;
- A declaration from their high school mentioning that they have been taught exclusively in English for at least one year during secondary Education;
- An English Examination in the final year of secondary Education with the diploma granting a CEFR level of B2 or higher.

If students do not meet any of the above-mentioned conditions, they can take an in-person English Test on Campus. The Internal Test intends to evaluate the English level of the applicant. To register, students are kindly requested to contact the Marketing & Admissions Office at [ug.admissions.clsbe@ucp.pt](mailto:ug.admissions.clsbe@ucp.pt).

- b) **Students must submit a Curriculum Vitae (CV)**

Students can download the template at: <https://clsbe.lisboa.ucp.pt/asset/55021/file>.

- c) **Students must submit a Personal Statement accompanied by an Elevator Pitch Video**

The Personal Statement should have a minimum of 350 and a maximum of 500 words. The template is available at <https://clsbe.lisboa.ucp.pt/asset/55031/file>. The pitch video for students to present themselves to the Admissions Jury should last approximately 1 minute.

If considered relevant, the Admissions Jury may request an individual interview with the applicant as an additional component of the evaluation process. The invitation to the interview is sent by email to the applicant's email address. When scheduled, unjustified failure to attend the interview will result in an incomplete application.

The minimum application grade to the International Undergraduate Programs is 140/200.



## 2 Vacancies

The following vacancies will apply for the 2024/2025 academic year:

International Undergraduate Program	Via 12th grade	Physically and sensory disabled students	Portuguese Emigrants, Family Members Residing with Them, and Lusodescendants	Total General Access
Economics & Finance	40	1	1	42
Business Administration	164	1	1	166

International Undergraduate Program	Special Regime High performance Athlete
Economics & Finance	1
Business Administration	1

## 3 Application Deadlines

The following deadlines will apply for the 2024/2025 academic year:

Round	Application Deadline	Period of possible interviews	Conditional Offer Results	Conditional Offer Acceptance Deadline	Official Results	Enrollment period	Welcome Activities	Classes Start
1st	4/12/2023 - 4/01/2024	15/01/2024 - 19/01/2024	31/01/2024	3/02/2024	1 <sup>st</sup> Period: 26/07/2024	1 <sup>st</sup> Period: 26/07/2024 - 30/07/2024	29/08/2024 - 31/08/2024	2/09/2024
2nd	5/01/2024 - 29/02/2024	11/03/2024 - 15/03/2024	27/3/2024	30/03/2024				
3rd	1/03/2024 - 29/04/2024	09/05/2024 - 15/05/2024	29/5/2024	1/06/2024	2 <sup>nd</sup> Period: 13/08/2024	2 <sup>nd</sup> Period: 13/08/2024 - 15/08/2024		
4th	30/04/2024 - 12/06/2024	24/06/2024 - 28/06/2024	9/7/2024	12/7/2024				

The deadline for submitting the final documentation for all rounds in the Application Status Page (<https://admissions.clsbe.lisboa.ucp.pt/account/login>) is July 19<sup>th</sup>.



Note: The *Application Fee* must be paid within 72 hours after submitting the application. Applications will only be processed and evaluated after its payment takes place.

After receiving the conditional offer, the *Conditional Offer Fee* must be paid within 72 hours to ensure the vacancy. If the payment deadline is not respected, a 100% penalty fee is applied, and no Conditional Offer Fee payments will be accepted after July 12<sup>th</sup> 2024. The Conditional Offer Fee is not reimbursable.

Candidates that have their high school results published on a later date than the official results deadline on 26/07/2024 (1<sup>st</sup> period) and 13/08/2024 (2<sup>nd</sup> period), for example A Level Diplomas, must apply in one of the above-mentioned rounds and send their final scores until August 29<sup>th</sup> to [admissions.lisboa@ucp.pt](mailto:admissions.lisboa@ucp.pt) and [ug.admissions.clsbe@ucp.pt](mailto:ug.admissions.clsbe@ucp.pt). The respective results are communicated September 3<sup>rd</sup> and the enrollments will take place between September 3<sup>rd</sup> and September 5<sup>th</sup>.

Reassessments (e.g. Reapreciação Exame Nacional de Matemática A) must be sent to [admissions.lisboa@ucp.pt](mailto:admissions.lisboa@ucp.pt) and [ug.admissions.clsbe@ucp.pt](mailto:ug.admissions.clsbe@ucp.pt) until September 3<sup>rd</sup>. The respective results are communicated September 6<sup>th</sup> and the enrollments will take place between September 6<sup>th</sup> and September 8<sup>th</sup>.

#### 4 Application Documents

Applications to the International Undergraduate Programs take place exclusively online at: <https://admissions.clsbe.lisboa.ucp.pt/account/register>. Therefore, all documents must be submitted digitally. Although the originals or certified documents are not required for application purposes, the original documents will need to be presented upon enrollment in the program.

##### 4.1 Students will need to submit the following Personal Documentation

- Passport photo
- ID document/Passport
- Nr. of fiscal identification

##### 4.2 Students will need to submit the following Academic Documentation:

###### a) High School Graduates (students who have already finished high school):

###### a1) Students from Portuguese Schools:

- Secondary Education Certificate (Ficha ENES). Note that you can submit initially Ficha ENES from previous years to apply, but you must submit Ficha ENES 2024 until July 19<sup>th</sup> to close the application process.

###### a2) Students from International Schools in Portugal:

- Secondary Education Certificate with grades with the Hague Apostille and Official Translation to English by a sworn translator



To obtain the Hague Apostille you must contact the Ministry of Foreign Affairs in your country.

If the certificate does not include information of the grading scale (total scale and minimum passing grade) a Declaration from the secondary school is required with the grading scale:

<https://clsbe.lisboa.ucp.pt/asset/55041/file>

- Certificate of Equivalence (<https://www.dge.mec.pt/faq-equivalence-foreign-qualifications>) that must have been previously requested to Direção-Geral da Educação

If you attend an International School in Portugal and don't receive the Equivalence Certificate from the Ministry of Education in Portugal until the deadline, please contact your School to fill in the form ([www.clsbe.lisboa.ucp.pt/asset/56996/file](http://www.clsbe.lisboa.ucp.pt/asset/56996/file)), which must be accompanied by your consent form ([www.clsbe.lisboa.ucp.pt/asset/57226/file](http://www.clsbe.lisboa.ucp.pt/asset/57226/file)) and apply with a provisional mark for the secondary education. If you are admitted you will need to submit the Equivalence Certificate from the Ministry of Education in Portugal until end of November 2024. If you live in a foreign country, please contact: [ug.admissions.clsbe@ucp.pt](mailto:ug.admissions.clsbe@ucp.pt).

- Mathematics Exam Certificate (if it is not included in your Secondary Education Certificate)

### **a3) Students from International Schools in Foreign Countries:**

- Secondary Education Certificate with grades with the Hague Apostille and Official Translation to English by a sworn translator.

To obtain the Hague Apostille you must contact the Ministry of Foreign Affairs in your country.

If the certificate does not include information of the grading scale (total scale and minimum passing grade) a Declaration from the secondary school is required with the grading scale:

<https://clsbe.lisboa.ucp.pt/asset/55041/file>

- Certificate of Equivalence (<https://www.dge.mec.pt/faq-equivalence-foreign-qualifications>) that must have been previously requested to Direção-Geral da Educação

If you do not receive the Equivalence Certificate from the Ministry of Education in Portugal until the deadline, please contact [ug.admissions.clsbe@ucp.pt](mailto:ug.admissions.clsbe@ucp.pt).

- Mathematics Exam Certificate (if it is not included in your Secondary Education Certificate)

### **b) High School Finalists (students who have not yet finished high school):**

- Transcript of records from their completed secondary years and up to the point when the student submits the application.



- Diploma Statement with a predicted mark for the secondary education and for the Mathematics Exam, signed by a secondary education teacher or counselor. Students can download the Diploma Statement at: <https://clsbe.lisboa.ucp.pt/asset/55036/download>

Note: If the certificate does not include information of the grading scale (total scale and minimum passing grade) a Declaration from the secondary school is required with their grading scale: <https://clsbe.lisboa.ucp.pt/asset/55041/file>

Until the 19<sup>th</sup> of July all applicants must submit the documentation mentioned for High School Graduates (4.2 a) in their Application Status Page at <https://admissions.clsbe.lisboa.ucp.pt/account/login> .

**c) All Students will also need to submit the following documentation/files as part of their profile requirements:**

- Proof of English Proficiency with minimum B2 level/Declaration
- Curriculum Vitae;
- Personal Statement & Elevator Pitch Video.

## 5 Application Procedure

- Applications are submitted using an online application form at: <https://admissions.clsbe.lisboa.ucp.pt/account/register>
- Applicants must create a user profile by inserting their email and a password. After creating a profile, they may login to begin their application. They can update their application and save draft versions until they choose to submit the final version.
- Applications will only be considered if:
  - The application fee is paid within 72 hours after submitting the application. If this deadline is not respected, a 100% penalty fee is applied; students who do not pay the application fee within the deadline are going to receive an email with the notification that the application is archived and will no longer be considered.
  - All the Application Documents (point 4.) have been submitted;
  - The documentation is in English or in Portuguese.

## 6 Application assessment, selection and results publication

- An Admissions Jury will make the selection and ranking of the candidates.
- Each application receives a final classification expressed in the range 100-200 on the whole numerical scale of 0-200, which results from the weighted average of the marks attributed to each of the components:

Criteria / Minimum Grade (scale 0-200)	Weight
Secondary Education (minimum grade: 100/200)	50%
Mathematics Exam (minimum grade: 120/200)	35%



Profile requirement: Curriculum Vitae (min.: 120/200) Personal Statement accompanied by Elevator Pitch Video (min.: 120/200) English Certificate/Declaration (min.: 120/200)	15%
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Note: each component of the Profile Requirements has a weight of 5%.

- The results will be emailed in each round by the Faculty to students and expressed as Conditionally Admitted (Conditional Offer)/Waiting List/Ineligible.

Applicants must submit their final documentation and add further grades until July 19<sup>th</sup> in their Application Status Page at <https://admissions.clsbe.lisboa.ucp.pt/account/login>. All applicants are going to receive the final decision on July 26<sup>th</sup> (1<sup>st</sup> period) or on August 13<sup>th</sup> (2<sup>nd</sup> period).

If applicants experience any changes in their current academic situation once the final grades are received, they are recommended to upload the documentation in the application platform for the application to be reassessed. Applicants will receive an email with further instructions and deadlines on this matter. An email should be sent to the Marketing & Admissions Office at [ug.admissions.clsbe@ucp.pt](mailto:ug.admissions.clsbe@ucp.pt) notifying that new updates were made in the application.

## 7 Application Decisions

The Admissions Jury's decisions are communicated in the above-mentioned deadlines, by email. There are several possible application decisions:

### 7.1 Conditional Offer Admission Decision

Applicants receive a "Conditional Offer Admission" if the Admissions Jury considers that the applicant has sufficient merit to be admitted to CATÓLICA-LISBON's International Undergraduate Programs. Applicants will be notified by email of the conditional offer admission and respective conditional scholarship. To secure their place at Católica Lisbon School of Business & Economics applicants must pay the conditional offer admission within 72 hours. If the predicted grades are/become final, the conditional offer becomes definite.

### 7.2 Waiting List Decision

Receiving a Waiting List status means that the Admissions Jury considers that the student does not have sufficient merit to be conditionally admitted at that moment in time; therefore, the academic performance and possibly the profile must be improved until July 15<sup>th</sup>.

If the student wishes to update the grades, namely with a higher grade in the Mathematics Exam and/or in the High School Diploma, the results must be promptly uploaded in the Application Status Page



(<https://admissions.clsbe.lisboa.ucp.pt/account/login>) and an email must be sent to the Marketing & Admissions Office at [ug.admissions.clsbe@ucp.pt](mailto:ug.admissions.clsbe@ucp.pt) notifying that new grades have been inserted. After the applicant submits the final results, the application will be reassessed, and the student is going to receive the official result on July 26<sup>th</sup> or August 13<sup>th</sup>.

### 7.3 Ineligible Decision

Applicants receive an Ineligible notification if one or more of the following requirements are not met:

- a) Mathematics Exam eligibility;
- b) High School Diploma equivalence to the Portuguese high school system by the Ministry of Education in Portugal, which is a mandatory requirement to attend Higher Education in Portugal
- c) The minimum required grade in the Application Grade 140/200;
- d) The minimum required grade in the Mathematics Exam (120/200);
- e) The minimum required grade in the Secondary School average (100/200).
- f) The minimum required grade in any of the profile components (120/200)

Students are highly recommended to contact the Marketing & Admissions Office if they have any questions regarding their eligibility.

## 8 Publication/ communication of Final Admissions Results

The applicants receive the official Admissions Results in July 26<sup>th</sup> (1<sup>st</sup> period) and in August 13<sup>th</sup> (2<sup>nd</sup> period). The enrollment period occurs right after the publication date.

The following scenarios can occur:

### Conditional offers

High School Graduates

- a) If the candidate had applied with final grades, the conditional offer admission will become an official admission. Applicants will then receive an email with the official admission to Católica Lisbon School of Business & Economics and more instructions on the enrollment procedure and welcome activities.

High School Finalists

- b) If the final grades are equal to the predicted application grades of the Conditional Offer, the offer is definite and the scholarship, if existing, is confirmed. If the final grades are higher than the predicted application grade of the Conditional Offer a higher scholarship, if existing, may be awarded.
- c) If the final grades are lower than the predicted application grades of the Conditional Offer, the application is reassessed. The offer may be maintained, eventually with a scholarship, or withdrawn.





## **Waiting List**

All waiting list applicants will be reassessed and on July 26<sup>th</sup> and on August 13<sup>th</sup> may still receive an admission to the Programs. These applicants may be entitled to scholarships if admitted.

## **Ineligible**

All ineligible applicants who submit additional information until July 19<sup>th</sup> will be reassessed and on July 26<sup>th</sup> and on August 13<sup>th</sup> may still receive an admission to the Programs. These applicants may be entitled to scholarships if admitted.

All applicants are going to receive an email with the official communication from Católica Lisbon School of Business & Economics.

In case students are going to take an additional exam to improve their grades or ask for an exam reassessment, they must send the results until September 3<sup>rd</sup> to [admissions.lisboa@ucp.pt](mailto:admissions.lisboa@ucp.pt) and to [ug.admissions.clsbe@ucp.pt](mailto:ug.admissions.clsbe@ucp.pt).

## **9 Course functioning and Timetable**

The International Undergraduate Programs have a total length of six semesters, one of them being a mandatory international exchange experience. With in-person daytime classes, classes usually take place from Monday to Friday, between 8:00 am and 8:00 pm. The first year typically has classes during the morning, the second year during the afternoon and there is a mix in the third year, since it is a highly customizable year. The assessment tests occur from Monday to Saturday between 8:00 am and 8:00 pm. The teaching language is English. The attendance of the International Undergraduate degree courses involves teaching activities, in the classroom and outside, where specific software is actively used. Thus, it is expected that all students have a laptop computer so that they can follow and attend all school activities without limitations. The academic calendar for 2024/25 is going to be available at: <https://intra.clsbe.lisboa.ucp.pt/pt-pt/atuais-alunos/undergraduate-students/academic-information/academic-calendar>.

## **10 Tuitions and Fees**

Tuitions and fees are set out annually and published at [www.ucp.pt](http://www.ucp.pt), so the amounts set in subsequent academic years may be different.

### **Extract of the Fees Table 2024/2025**

(Does not exempt the consultation of the complete and updated document for 2024/2025)



Fees	
Early Bird Application fee (until 29/04/2024)	100€
Application Fee (from 30/04/2024-12/06/2024)	165€
Conditional Offer Fee	420€
Enrollment* (includes school insurance and student card)	435€ + 1 <sup>st</sup> tuition
Tuition fees	
1 <sup>st</sup> year – 10 monthly payments (28.5 ECTS/semester)	684€/month

The above-mentioned fees are non-refundable.

(\*) Students who are formally admitted and who have already paid the conditional offer fee will only pay a confirmation fee of 15 € to enroll at Católica Lisbon School of Business & Economics.

## 11 Enrollment procedures

In case of being accepted in the Undergraduate Programs, the applicants must within the given deadlines:

- Pay the enrollment fee or the confirmation fee and the 1st monthly tuition fee
- Fill in the online registration bulletin including the information requested by the Portuguese Higher Education authorities (RAIDES survey).

Note: The applicants' withdrawal is assumed if the enrollment is not completed within the stipulated period. Should the enrollment procedure be completed after this period due to *force majeure* motives, the applicants must email the Marketing & Admissions Office ([ug.admissions.clsbe@ucp.pt](mailto:ug.admissions.clsbe@ucp.pt)) explaining their situation. If the deadline passes, a penalty fee of 20% applies in the five following working days and after that timeframe a penalty fee of 100% applies. The deadline for enrollment is September 13<sup>th</sup>.

The originals of previously submitted diplomas must be delivered until the end of November 2024 under penalty of cancellation of registration, with no refund of amounts paid up to that date.

Authentic documents issued abroad in compliance with the law of that country, and private documents drawn up outside Portugal, legalized by a foreign public official, are considered legalized under Portuguese law provided that the public official's signature is recognized by a diplomatic agent or Portuguese consulate in the respective State and the signature of this agent is authenticated with the respective white consular seal. In the case of documents emanating from signatory or adhering countries to the Hague Convention of October 5, 1961, the documents will be legalized by means of an apostille, pursuant to article 3 of the convention.

When the documents to be presented are written in a foreign language the respective translation to Portuguese must be submitted, carried out under the terms provided for in the notarial law. The documents must be presented in their original version or in a certified copy at the Academic Services front office (Library Building, level 0, 9am-6pm). For archiving purposes in the student's file, services may make a copy of the original document submitted, at no cost to the student, returning the original.



## 12 Accreditation from previously completed training

After enrollment, the students can request credit of their previously completed training. When requested, it will be carried out under Católica Lisbon School of Business & Economics Accreditation Regulations, applying the defined fees. The request should be done via ESCA (the students' online platform), and students must submit original versions of the study plans at the Academic Services front office (Library Building, level 0, 9am-6pm) with the stamp of the institution where previous training took place.

## 13 Other Information

### Scholarships

Students are informed of the awarded scholarship at the time they are admitted. Scholarships for 2024/2025 are going to be published on: <https://www.clsbe.lisboa.ucp.pt/international-bachelors-degrees/fees-and-scholarships>.

### Drop out

Students who wish to cancel their enrollment should request the cancellation via ESCA as soon as possible, stating their full name and respective student number. Note: Existing debts up until the moment of enrollment cancellation will not be cancelled, and the payment of the corresponding values must be completed.

## 14 Contacts

<u>Emails</u>	<u>Telephones</u>
Marketing & Admissions Office <a href="mailto:ug.admissions.clsbe@ucp.pt">ug.admissions.clsbe@ucp.pt</a>	Marketing & Admissions Office +351 214269862   +351 214269778   +351 217214295
Academic Services <a href="mailto:admissions.lisboa@ucp.pt">admissions.lisboa@ucp.pt</a>	Academic Services 21 721 40 83
Treasury <a href="mailto:tesouraria.sede@ucp.pt">tesouraria.sede@ucp.pt</a>	Treasury 21 721 40 77

Please book an appointment (in person or online) to the contacts of the Marketing & Admissions Office.

Schedule: Monday – Friday, 10h00 - 12h00; 14h30 - 17h00

Address: Palma de Cima, Building 5, 2nd Floor, Marketing & Admissions Office

Lisbon, April 18<sup>th</sup> 2024

Professor Filipe Santos,  
Dean of Católica Lisbon School of Business & Economics



## Appendix A. Eligible Exams

COUNTRY	EXAM
PORTUGAL	Exame Nacional de Matemática A
ANDORRA	Prova Oficial de Batxillerat (POB) Matemàtiques Científicotècniques
AUSTRALIA	Maths: General Mathematics Maths: Mathematical Methods Maths: Specialist Mathematics
AUSTRIA	Mathematik – Matura
BELGIUM	Mathématiques
CANADA	Advanced Functions
CAPE VERDE	Matemática PGI
FRANCE	Mathématiques, Ens. de Spécialité, Voie Générale (Terminale)
GERMANY	Mathematik – Abitur
IRELAND	Mathematics HL
ISRAEL	Mathematics – Bagrut
ITALY	Matematica – Maturità
INDIA	Mathematics
LUXEMBOURG	Mathématique
NAMIBIA	Mathematics – Namibia Senior Secondary Certificate
NORWAY	Advanced Mathematics Matematikk R1 and/or R2
ROMANIA	Matemática Mate -Info Matemática - Real Natural Science
RUSSIA	Unified State Exam (Profile level)
SCOTLAND	SQA - Higher Mathematics
SOUTH AFRICA	Mathematics
SPAIN	Matemáticas II Matemáticas Aplicadas a Las Ciencias Sociales II
SWITZERLAND	Mathématiques - Maturité Fédérale Suisse Mathématiques - Maturité Gymnasiale Suisse
UNITED KINGDOM	Mathematics: Further Pure Mathematics A Level
USA	AP Calculus AB AP Calculus BC



OTHER DIPLOMAS	EXAM
CAMBRIDGE ASSESSMENT INTERNATIONAL EDUCATION	Mathematics A level Mathematics AS level Mathematics – Further
International Baccalaureate	Mathematics Analysis and Approaches HL/ SL Mathematics Applications and Interpretations HL
European Baccalaureate	Mathematics 3 Periods Mathematics 5 Periods