



CALL FOR APPLICATIONS FOR INTERNATIONAL STUDENTS

NOTICE Nº CPBS-02/2024

Católica Porto Business School

Academic Year 2024/2025

Undergraduate degree in Economics | Undergraduate degree in Management

Pursuant to [Decree-Law 36/2014](#) of March 10 (in its current wording), which regulates the status of international students, the Regulations for access to undergraduate and integrated master's degree programs at Universidade Católica Portuguesa ([Order NR/R/0333/2022](#), of September 23), the Regulations for the Application of the International Student Statute of Universidade Católica Portuguesa (REEIUCP - Order NR/R/0105/2019, of March 7), and the Regulations for Admission to the Undergraduate Degrees of the Faculty of Economics and Management of June 27, 2016, the rules applicable to applicants to the Undergraduate Degrees in Economics and Management are the following:

1. Eligibility criteria

For the purposes of the present call, an international student is a student who is not a Portuguese national and not:

- a) National of a member state of the European Union;
- b) Family members of Portuguese nationals or nationals of a Member State of the European Union, regardless of their nationality (family members are those considered to be such under the terms of Law no. 37/2006, of August 9, 2006 - 1) The spouse of an European Union citizen; 2) The partner with whom an European Union citizen lives in a *de facto* union, constituted under the terms of the law, or with whom the European Union citizen maintains a permanent relationship duly certified by the competent authority of the member state where they reside; 3) a direct descendant who is under 21 years of age or who is a dependant of an European Union citizen, as well as that of the spouse or partner within the meaning of the previous point; 4) a direct ascendant who is a dependant of an European Union citizen, as well as that of the spouse or partner within the scope of point 2));
- c) Those who are not nationals of a Member State of the European Union but who have been legally residing in Portugal for more than two years, uninterruptedly, on January 1st of the year in which they intend to apply for higher education, as well as their children who are legally resident with them (a residence permit for study is not considered for this purpose);
- d) Those who are beneficiaries, on January 1st of the year in which they intend to apply for higher education, of equal rights and duties status granted under an international treaty between the Portuguese State and the State of which they are a national;



- e) Those who apply for higher education through the special access and admission regimes regulated by [Decree-Law no. 393-A/99](#), of October 2, amended by [Decree-Law no. 272/2009](#), of October 1 and by [Decree-Law no. 11/2020](#), of April 2.
- f) Foreign students who are attending a Portuguese higher education institution as part of an international mobility program to complete part of a cycle of studies at a foreign higher education institution with which the Portuguese institution has established an exchange agreement for this purpose.

This regime should also be used by international students who are already attending higher education in a foreign country or who hold a higher education degree (national or foreign).

Foreign citizens who are not covered by the International Student Statute must apply to UCP under the conditions applicable to students with Portuguese nationality.

2. Admission conditions

To apply students must meet the eligibility conditions set out in point 1 of this document and are cumulatively:

- a) Holders of a qualification giving access to higher education in their country of origin or holders a Portuguese secondary education course, or a legally equivalent qualification;
- b) Have an application score equal to or greater than 100 points (0-200 scale), calculated in accordance with the terms set out in paragraph 7 of this notice;
- c) Demonstrate knowledge of the language in which the course will be taught;
- d) Have academic qualifications in the area of mathematics, considered equivalent to the mathematics entrance exam required for access to CPBS degrees (the exams correspondence table is available on the [website](#)).

3. Number of places: 39 (2 for Economics and 37 for Management)

4. Application dates

Call	Application period	Entrance exam ^[1] (if required)	Results	Enrolment
1 st	December 04 to January 22	February 06 (03:00 p.m.)	February 13	February 14 to 16
2 nd	March 04 to April 18	April 30 (03:00 p.m.)	May 07	May 08 to 10
3 rd	May 15 to June 12	June 20 (03:00 p.m.)	June 27	June 28 to 02 July

^[1] When the exams taken by the applicant in his/her country of origin are not considered equivalent to the entrance exam required in Portugal, the applicant will have to take a maths entrance exam at UCP. The opening of the 2nd and subsequent calls will depend on the number of places available in the previous calls.



5. Documentation required for the application

- Identification document (passport);
- [A sworn statement that the applicant is eligible as an "international student":](#)
- Secondary school leaving certificate from the country of origin and transcript (with subjects taken, respective marks and overall marks);
- Official statement with information on the grading scale used, including maximum and minimum marks for approval (if this information is not included in the diploma or transcript);
- Document proving the marks obtained in the national final exam (or if not national, recognized as such) of the subjects used as entrance exams (if this information is not included in the diploma and/or transcript);
- When an exam from a country for which there is no provision in Portuguese legislation is presented as a substitute for the entrance exam, the syllabus of the exam must also be submitted, as well as a document issued by the country's education services certifying that the exam for that subject is of a national level or has national recognition, as well as indicating the grading scale of the exam and the minimum and maximum positive marks;
- Portuguese language certificate at B2 level or equivalent or English language certificate, depending on the language of the course they intend to attend. Applicants who have attended secondary school in the language of the course are exempted from presenting a language certificate.

The exams from other countries that are considered valid for the purposes of replacing the entrance exam can be found at our [website](#). If you can't find specific information that applies to your case, please send us the documents you have, and we will inform you of its validity.

When the exams taken by the applicant in their country of origin are not considered equivalent to the entrance exam required in Portugal, the applicant will have to take a knowledge assessment exam in the area corresponding to the entrance exam required to access the course.

Notes

Only scanned copies of original documents/certificates are required at the time of application.

Documents issued in other countries will have to be legalized by the Portuguese diplomatic or consular authority in the issuing country, or contain the [Hague Apostille](#), except for United Kingdom, and countries from EU, or European Economic Area, or European Free Trade Association.

When they are written in a foreign language other than Spanish, English or French, the respective translation must be delivered, in accordance with the provisions of the notarial law.

In the event of admission, the student must present the original documents, duly legalized, at the time of enrolment.

6. Application submission

Applications are to be submitted [online \(https://secretaria.porto.ucp.pt/CandidaturasOnline/\)](https://secretaria.porto.ucp.pt/CandidaturasOnline/).



The applicant will receive a confirmation of application receipt, where he/she can find the payment details of the application fee. The application will only be concluded when the payment is made.

Foreign applicants who do not have a bank account in Portugal and therefore use bank transfer as means of payment (IBAN) should send proof of payment by email to admissions.porto@ucp.pt.

Incomplete processes or those without associated payment will not be evaluated.

7. Application assessment, ranking criteria, and publication of the results

Applications will be evaluated and a grade will be awarded (expressed in a 100-200 range of the 0-200 whole number scale), as follows:

Criterion / Minimum score (0-200 scale)	Weight
Secondary school classification ^[1] or equivalent (minimum 100 points)	60%
Final exam classification ^[1] or equivalent (minimum 95 points) ^[2]	40%

^[1] The marks obtained will be converted to the Portuguese scale, in accordance with the applicable legislation.

^[2] For certain exams (e.g. ENEM), a minimum score of more than 95 points may be set.

CPBS reserves the right to set a minimum application score for each phase, depending on the quality of the candidate's results.

The results will be published on a digital platform with restricted access to applicants.

The results will be expressed as follows:

- **“Admitted”**
- **“Next Round”**
- **“Not Admitted”**

Applicants referred to the *next round* will automatically be considered in that call, without the need to formalize a new application and at no extra cost. They should only add new documents or information if there is any change to their previous situation.

8. Information about the programme

The Economics and Management undergraduate degrees last 3 years (180 ECTS) and are offered on a daytime schedule. Classes are usually held from Monday to Friday, between 8.30am and 7pm, and exceptionally until 8.30pm, and occasionally on Saturday mornings. Assessment tests take place from Monday to Friday between 8.30am and 8.30pm, and on Saturday mornings.

The academic year is scheduled to begin on September 9th.

Teaching language

The degrees are taught in Portuguese and English, allowing the program to be attended entirely in English.



The investment that Católica Porto Business School has made in teaching in English is in line with the expectations of the job market. Thus, each student will have one or more courses taught in English per semester, even if they are attending the program in Portuguese.

The attendance of an undergraduate degree programme involves activities, both in class and outside, where specific software is actively used. It is therefore expected that all students have a laptop to be able to follow and attend all the activities without limitations.

9. Tuition and Fees

Tuitions and fees are set out annually and published in a separate document (fees table), so the amounts to be charged in subsequent academic years will increase.

Since the values for 2024/25 are not yet available, the following are the values in force for 2023/24 to be used as reference.

Extract of the Fees and Tuitions table

(Does not exempt the consultation of the complete and updated document available [HERE](#))

Values in force in 2023/24

Fees	
Application	155,00€
Registration	415,00€
Subsequent annual enrolment	320,00€
Tuition fees	
Monthly installments (10 installments/year)	571,50€/month
Amount per year	5.715,00€
Global amount (3 years)	17.145,00€

The application and registration fees are not refundable under any circumstances, even if the student cancels the registration before the beginning of the programme.

10. Registration

The registration process will be made online and the access to the platform will be provided to the admitted applicants after publication of the results. On this platform, it will be necessary to submit:

- Passport photo (* .JPG, * .PNG or * .GIF)
- Copy of the Vaccination card with the date of the last Tetanus immunization
- Information requested by the Portuguese Ministry of Science, Technology and Higher Education)
- Registration form and other specific documents to be indicated at the time of admission (including information requested by the Portuguese Ministry of Science, Technology and



HigherEducation)

- Proof of payment of the registration fee and the 1st instalment
- Other documents (namely updated certificates) if applicable

If the applicant is a minor, the documents must be signed by the applicant and the legal guardian.

The applicant's withdrawal is assumed if the registration is not completed within the stipulated period.

The originals of the documents previously submitted (certificates and other documents submitted), must be presented before the beginning of classes, on a date and time to be set by the Academic Services, under penalty of cancellation of registration and no refund of amounts paid up to that date. Documents must be presented in their original version or in a certified copy, duly legalized if applicable.

11. Courses Accreditation

If you have already attended a higher education programme, you can request courses accreditation. This accreditation, when requested, is carried out in accordance with the Católica Porto Business School Regulations, and the fees in force will apply.

12. Other information

For more information about the undergraduate degrees, please visit [Católica Porto Business School website](#).

13. Contacts

@ | admissions.porto@ucp.pt

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Schedule an appointment [here](#).

Address

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Porto, November 23rd 2023

Dean of Católica Porto Business School

(Prof. Doutor Rui Sousa)