



UNIVERSIDADE
CATÓLICA
PORTUGUESA

International Student Guide Guia do Estudante Internacional



LISBOA SINTRA
PORTUGAL

This brochure is a brief guide to the Lisbon/Sintra centre of the Catholic University of Portugal. It aims to explain what you will find here if you decide to come and study at our university.

To help you make that decision and prepare for your time in Portugal, it includes practical information that tries to answer the questions that all students (not just foreign ones) most frequently ask.

We hope you are curious and interested. If you choose “Católica”, for a short period of time or an entire study cycle, we are sure our community will welcome you with open arms.

The International Relations Department is available to help you maximise your experience in student mobility.

International Student Guide

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"The Catholic University of Portugal has its own personality, offering a Christian vision of the world and of mankind that is the result of the values expressed by that vision."

Dear international students,

Over the years, the Catholic University of Portugal has established its position through its high quality teaching, demanding training programmes, the prestige of its lecturers, and the many leading managers, lawyers, officials and businessmen that it has taught and who have been successful both in Portugal and internationally.

I wish to welcome all foreign students from every part of the world to UCP - with you, the University will become a richer place and I hope you will also benefit from your stay among us.

A handwritten signature in black ink, which appears to read "Manuel Braga da Cruz".

Manuel Braga da Cruz
Rector

THE CATHOLIC UNIVERSITY OF PORTUGAL

The Catholic University of Portugal (also commonly called UCP or "Católica" by students) is a relatively new university that was created by the Catholic Church in 1967. The university enjoys wide-ranging autonomy in running and creating courses, and all courses, degrees and diplomas have the same weight as those in state universities. UCP's status is that of a non-profit-making institution of public utility.

Although it is not yet forty years old, the university helped to revitalise higher education in Portugal during the 1970s and 1980s, as it was the first university to develop such areas as Business Administration and Biotechnology.

UCP's constant concern about the quality of its courses immediately led it to adopt the system of self-evaluation and later to accept the external assessment of the Portuguese Universities Foundation. The results - especially for the more established courses such as Management, Law and Economics - have been very encouraging (link), confirming the reputation that UCP enjoys among employers in Portugal and abroad.

The quest for excellence has also led the university to create Study Centres and Laboratories to carry out pure and applied research in certain strategic areas.

UCP does not only aim to provide high-quality education that combines academic excellence and training for working life, but also aims to offer students a complete education inspired by Christian values.

There is only one Catholic University in Portugal, but it has campuses in several cities: Braga, in the most northern region; Oporto, the country's second city; Viseu and Figueira da Foz in the central region (the former inland, the latter on the coast) and finally Lisbon, which is the seat of the university. Lisbon alone has around 5,000 students, accounting for over half the institution's total number of students.

This brochure is designed for students who wish to come and study with us in Lisbon.

FACTS AND FIGURES

4 Centres

19 Faculties and Institutes

Undergraduate students in 2004: 8.978

Postgraduate students in 2004/05: 2.296

Lecturers: 1.047

Staff: 477

Degrees awarded in 2004: 1.658

Degrees awarded since 1967: 21.850

■ THE CAMPUSES IN PALMA DE CIMA AND SINTRA ■

The main site of the university has two campuses, one in the city, the other in the outskirts, some 15 km away.

The concept of a campus at UCP and at Portuguese universities in general is different from that of an American campus. Our campuses are normally integrated into the city and comprise a series of buildings that house academic activities and support services, linked by green spaces. Students do not live on campus. In Lisbon, the female hall of residence is a ten-minute walk from the campus.

Palma de Cima

This is the largest and oldest campus. It is located in the northern area of Lisbon, near "Cidade Universitária", which houses the various faculties of the state-run University of Lisbon, the National Library and the University Stadium. It can be reached by underground and several bus-routes.

The campus has four faculties: the Faculty of Human Sciences (FCH); the Faculty of Economics and Business Administration (FCEE), the Faculty of Law (FD) and the Faculty of Theology (FT). In addition to these faculties, the campus also houses Post-Graduate Institutes, the Rector's Office, the John Paul II Library and the administrative and scholastic departments.

Sintra

This brand new campus is on the way to Sintra in a development zone next to a technology park and another university centre belonging to Lisbon Technical University. It is home to the Faculty of Engineering (FE) and other institutes.

THE FACULTIES

Faculty of Economics and Business Administration

Faculty of Engineering

Faculty of Human Sciences

Faculty of Law

Faculty of Theology

■ THE FACULTY OF ECONOMICS AND BUSINESS ADMINISTRATION ■

The Faculty of Economics and Business Administration at the Catholic University of Portugal has been teaching graduate and post-graduate studies for more than 30 years. Its former students occupy top positions in both public administration and the business community.

Our Business Administration degree was the first one in Portugal and has been systematically ranked top of the list. The Economics degree is also highly ranked in Portugal. By choosing certain optional subjects, students can also acquire knowledge in specific areas of Business Administration.

Our MBA offers a choice between a general program and one of three alternative areas of specialisation. Students may choose to take the course in one year, as full-time students, or in two, using the part-time curriculum. A large number of the courses offered are taught by foreign lecturers from acknowledged universities. We started running a masters program in Economics in 2004 so as to provide professionals with advanced knowledge of economic theory and econometric methodology. We also have a large number of executive programs.

Our school has several years of experience in short-term student mobility with other European universities. Most of this short-term mobility is organised under the European Union Erasmus programmes.

We have recently intensified our efforts to increase international recognition of our school, both in terms of attracting foreign students and professors and in offering top quality education. With this objective in mind, several measures have been taken:

- The number of schools in our Erasmus network has been increased;

- A growing number of undergraduate courses may be taught in English;
- Recruitment of PhDs from the most prestigious American and European universities (MIT, University of Chicago, Université Catholique de Louvain, etc.);
- The international research quality of our faculty has been recognised by independent reports;
- We have applied for the accreditation of our school by international institutions;
- We have organised Summer Schools for the European Economic Association;
- Our students participate in the ESSAM programme.

At the beginning of each semester, there is an informal lunch with all foreign students and those responsible for the Erasmus programme in our faculty. The student association and some of our former Erasmus students help the incoming students to adapt to our university and to life in Lisbon.

Both the Economics and Business Administration curricula are organised according to the ECTS rules.

■ THE FACULTY OF ENGINEERING ■

Teaching and Research Areas

The Faculty of Engineering offers undergraduate programmes of study in Biomedical and Clinical Engineering, Environment and Urban Studies Engineering, Civil Engineering and Computing and Information Systems Engineering.

In addition, the FE offers several postgraduate programmes, including Railroad Engineering, Engineering and Territorial Planning, Evaluation in Engineering, Sustainable Construction, Information Systems and Data Mining. We offer also MSc courses in Clinical Engineering and Qualification of the City.

The FE is also involved in research activities in related areas, including Information Systems, Information Management, Systems Engineering, Civil Engineering, Hydraulic Structures, Transportation, Urban Planning, Environmental Science, Mechanical Engineering, Clinical Engineering, Medical Imaging, Biomedical Science, Materials Science, Geology, Molecular and Cell Biology, Microbiology and Genetics, Laser and Plasma Physics, Earth Sciences, Superstring Theory, Applied Mathematics.

Student associations and extra-curricular activities

The FE has its own student association (AAFEUCP - Associação Académica da Faculdade de Engenharia da Universidade Católica Portuguesa), with its own facilities.

The Sintra Campus includes a football/basketball field where the students can practice these games and organise championships.

The faculty holds regular seminars for the students and teachers, with subjects related to their teaching and research areas, as well as others of general interest.

■ THE FACULTY OF HUMAN SCIENCES ■

The Faculty of Human Sciences (FCH) trains highly qualified professionals in a broad human sciences, from more traditional subjects such as Philosophy to more recent areas such as Applied Foreign Languages, Translation, Media Studies and Cultural Communication, Social Service, Sociology, Political Science and International Relations.

The FCH provides an education that aims to be up to date with the latest academic and educational trends and methodologies, combining in-depth theoretical reflection with practical components to guarantee a solid cultural training that emphasises humanistic values.

Post-graduate studies at the FCH focus on the following areas: art and heritage, cultural studies, translation studies, philosophy, culture industries and TEFL [Teaching English as a Foreign Language]. The FCH's aim is to provide a deeper level of knowledge that can satisfy the demands and needs of contemporary society.

The FCH uses continuous assessment with compulsory class attendance, reflecting a vision of a university that is based on participation and dialogue between peers and on a personalised relationship between lecturers and students as a *sine qua non* for personal and cognitive development.

Since 1994, the FCH has established a series of exchanges with European institutions under the Erasmus/Socrates Programme. It now has a large number of partner universities, in Belgium, the Czech Republic, France, Germany, Greece, Ireland, Italy, Poland, Spain and Sweden.

The results achieved have been very positive, and the FCH's policy is to expand this

programme ever further, offering students the opportunity to come into contact with very different cultures and means of teaching and learning, thereby satisfying their ever-increasing expectations.

The FCH's determination to have curricular internships is of particular note, as are the activities designed to establish regular contacts with the world outside the university and with the job market.

The faculty has an assessment office that follows the careers of former students so as to create lasting ties between the university and its students, and to study the best ways in which to train professionals that can satisfy the demands of the job market, while never losing sight of the individual identity of a Catholic university.

There is also a translation and word-processing centre that aims to stimulate visibility of this field in Portugal and encourage higher quality in that area, bringing together lecturers and high-flying students to provide these services.

■ THE FACULTY OF LAW ■

Students who choose to study at the Faculty of Law will enjoy the following benefits:

A personalised approach to tuition

- The Faculty of Law places great importance on the development of personalised relationships between lecturers and students. The department's excellent student-teacher ratio (fewer than 10 students per teacher) allows for close contact and a truly effective system of continuous assessment, further enhanced by practical lessons with reduced class size.

Quality and rigor

- In its 25 years of existence, UCP has never forsaken the demand for rigor in the legal training and personal development of its students, given that personal and professional success increasingly depends on the quality of the education received.

- Some factors which are essential to the quality of the teaching of law at UCP are: a highly-qualified teaching staff, extensive support services and an effective system of student evaluation of teachers and courses.

Theoretical and practical classes

- Each subject on the course is divided into theoretical (or part theoretical-part practical) and practical classes.
- Although all classes last 75 minutes, the total number of hours of tuition and the combination of different types of classes is flexible and depends on the specific requirements of each subject.
- Theoretical classes, which take the form of lectures, do not always follow the traditional model.
- Practical classes are considered essential for students to consolidate the knowledge that they have previously acquired and then apply it to real situations. In classes containing no more than 25 students, teachers provide opportunities for student participation in discussions on themes already lectured, in solving practical cases, and in analysing decisions in case law.

Seminars

The Faculty of Law's focus on flexibility allows for links to be made between classes and real life via a range of seminars which are taught not only by Portuguese and foreign professors, but also by highly reputed names from the various legal professions (lawyers, judges, employees of the Department of Justice), many of whom are former students of Católica's Faculty of Law.

New technologies

In recent years, emphasis has been placed on training members of staff in the use of new technologies in their teaching.

Availability of teaching staff

A distinctive feature of our method of tuition is the rejection of the notion of teaching en masse.

Teachers arrange times when they are available to see students in order to discuss any difficulties and exchange ideas, thus contributing to the development of academic dialogue.

Grading

The guiding principles for the system of assessment is the following:

- a) the adoption of a system of continuous assessment in all subjects;
- b) a final written exam with the requirement that, in order to pass the subjects, at least

- a grade 10 is obtained in this exam, whilst permitting the grade of the final exam to be combined with the continuous assessment grade in order to produce an average grade;
- c) the opportunity to take oral exams to improve grades;
- d) the introduction of thematic or interdisciplinary modules, with compulsory and exclusively oral assessment;
- e) the opportunity to take exams to improve grades, by sitting a new written exam in one of the two normal exam periods immediately afterwards.

For optional law subjects, following a decision made by the teacher responsible for the discipline and which has been previously announced at the beginning of the respective semester, any other method of assessment may be adopted.

Internationalisation

The Faculty of Law at the Catholic University of Portugal has focused on international integration at a range of different levels:

- Curricular seminars and conferences by foreign lecturers;
- The possibility of having an entire semester taught in English
- Active participation in the Erasmus Programme;
- Organisation of, or participation in, Summer Schools;
- Integration in several projects involving international academic co-operation.

At the same time, the Faculty of Law is also committed to diversifying internationalisation through activities such as the following:

- Programmes for the international movement of students outside the Erasmus area (initially within the area of North American law);
- Programmes for the international movement of researchers and lecturers;
- Participation with the Universities of Hannover, Rouen and Le Havre in the "Erasmus Mundus" program set up for citizens from other countries wishing to pursue postgraduate studies in the EU.

■ THE FACULTY OF THEOLOGY ■

The Faculty of Theology opened in 1968/69 at the UCP's centre, in Lisbon. It was granted canonical approval by the decree *Ampla cum sedes* from the Congregation for Catholic Education (Holy See) on 1 October 1971.

In 1987, the Faculty expanded to the UCP centres in Braga and Oporto.

The goals of the Faculty of Theology and its study centres are as follows:

- a) to foster the study of the experience, history and doctrine associated with the Christian faith and other religious traditions through academic research and advanced learning;
- b) to support the Catholic Church in its mission;
- c) in the religious field, to contribute to the on-going dialogue with other Christian traditions, non-Christian religions and non-believers; in the cultural field, to contribute to exchanges with the Christian faith in the areas of art and the humanities, science and technology, work and politics;
- d) to coordinate and teach subjects relating to ethics and the Christian outlook in other faculties and institutes within UCP and establish an interdisciplinary approach to questions on the border between Theology and other areas of knowledge..

The Faculty awards first degrees, masters and doctorates in Theology and first degrees and masters in Religious Studies.

Degree in Theology

The degree course in Theology encourages the systematic study of Biblical and theological materials, with a general approach to subjects from the fields of philosophy and the human sciences.

It is designed for those who wish to become priests and members of religious or lay communities who wish to have a solid grounding in theology. There are complementary psycho-pedagogical subjects and an internship that provides the requirements for teaching Moral Education and Catholicism in state and private schools.

The course lasts five years

Degree in Religious Studies

The degree in Religious Studies combines theological studies with pedagogical and pastoral training.

It provides specific training for teachers of Catholic Moral and Religious Education (EMRC) in state and private schools (area of EMRC), and for pastoral work in ecclesial communities and movements (area of Pastoral Theology).

It is also designed for all those who wish to deepen their general knowledge of Biblical and theological matters.

The course lasts four years, plus a professional internship for teachers of Catholic Moral and Religious Education.

The course is taught after normal working hours (18:00-21:00).

Other Courses

These courses, which do not lead to a qualification, include study weeks, summer courses, intensive themed courses, and e-learning courses.

Assessment

The Faculty's system of final assessment involves written and oral exams. Seminars and specific courses adopt continuous assessment.

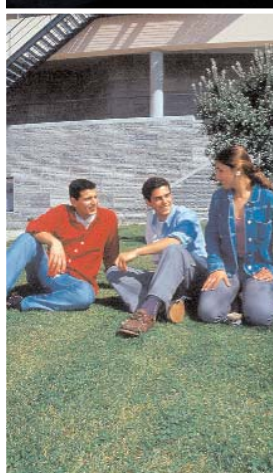
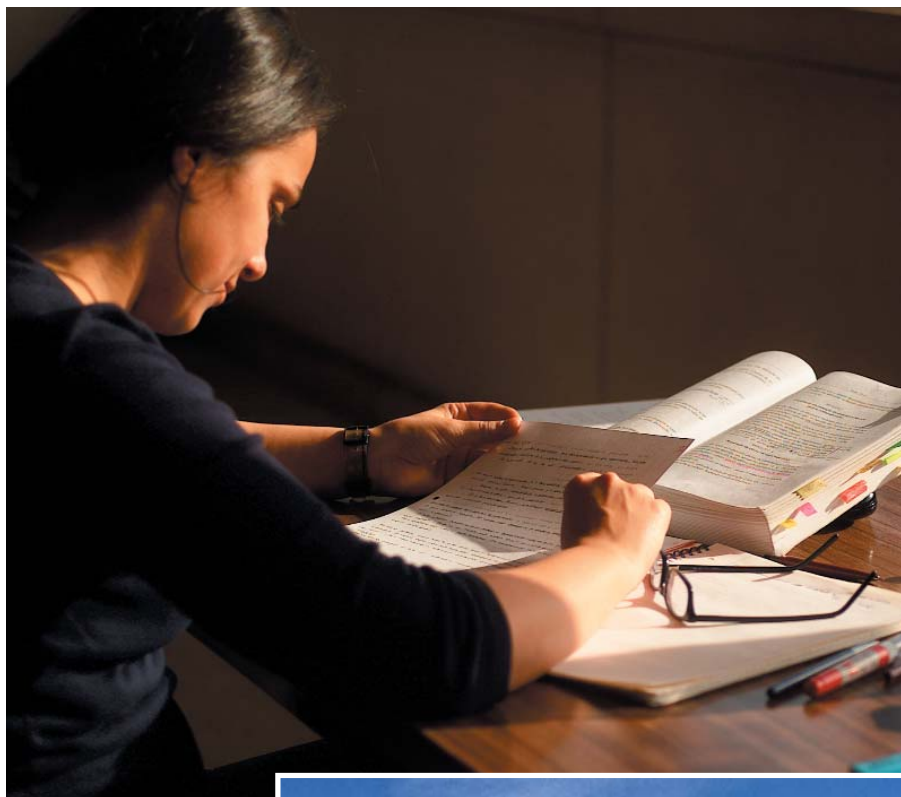
Internationalisation and Mobility

The Faculty is part of the Conference of Catholic Theological Institutions and the Association of Deans of Theology of Spain and Portugal.

It joined the EU Socrates/Erasmus programme and is also part of international networks for co-operation and research programmes.

The Faculty is a member of the Societas Oecumenica





STUDYING AT UCP

■ Courses in Lisbon/Sintra ■

First degrees in Lisbon	First degrees in Sintra
<p>Applied Foreign Languages Business Administration Economics International Relations Law Media Studies and Cultural Communication Philosophy Political Science Religious Science Social Service Sociology Theology Translation</p>	<p>Biomedical Engineering Civil Engineering Clinical Engineering Environmental and Urbanism Engineering Industrial Engineering IT Engineering</p>

The two campuses also teach post-graduate courses, master's degrees in various areas and doctoral programmes.

The post-graduate qualifications that only award a diploma include the MBAs and numerous courses for executives, some of which involve a strong component of e-learning.

A complete course catalogue can be found at:

www.ucp.pt/site/custom/template/ucptplportalpag.asp?sspageID=441&lang=1&artigoid=206

Teaching Language

The teaching language of instruction is Portuguese, although some classes - especially by visiting professors lecturing at post-graduate level - are taught in English. Students must have some knowledge of Portuguese before starting courses at UCP. Therefore, every year the university runs courses in Portuguese for foreigners (see: Language support).

For student assessment (exams, tests, oral and written work), it is recommended that students who do not yet master Portuguese should speak in advance to the respective professors about using English (or, potentially, some other language).

Academic Year

The academic year is usually divided into 2 semesters, running from September to January and from February to June.

Examinations are held from mid-January to mid-February and in June/July.

Teaching Methods

Teaching at UCP is based on a combination of theoretical classes (formal lectures) and theoretical/practical classes (which also involve student participation), case-studies, seminars, and practical laboratory or studio-based classes.

Groups at UCP are relatively small (a maximum of 40 students), which allows for student participation in a system of continuous assessment.

Even formal lectures, which bring together all the groups from the same year, do not exceed 150 students, specifically the case in the first year of the Law degree.

Lectures, seminars, group work and laboratory work take place from Monday to Friday, usually between 8:00 a.m. and 8:00 p.m.

Students are required to attend at least 2/3 of these activities.

A student enrolled in a regular degree course is expected to have between 25 and 30 contact hours (lectures, seminars) per week.

The average number of teaching weeks per semester is 13.

In addition, students are expected to read the respective reading lists, study and carry out research on their own so that they can submit work (often in groups).

Some degree course, such as Social Service and Media Studies and Cultural Communication, include a compulsory one-semester internship.

Assessment and Grading System

The Portuguese grading scale is 0-20, where 10 is the minimum passing grade.

10 to 13 - Sufficient to Satisfactory

14 and 15 - Good

16 and 17 - Very good

18 to 20 - Excellent

In general, a system of continuous assessment has been adopted, including tests and work produced during the semester. However, there may also be compulsory final exams for students who have failed to achieve the minimum pass-mark but did get a final grade of 8 or 9 in the continuous assessment or tests.

Students should always read the regulations for the respective faculty and check with the academic office (serviços escolares e secretariado do curso) so as to know exactly what type of assessment is used in the subjects they are taking.

UCP and Mobility

The Catholic University of Portugal is working towards making its courses international and encouraging mobility, in particular within the framework of the European Union and with Portuguese-speaking countries. Hundreds of foreign students come and study on our undergraduate courses under the ERASMUS programme, while over 150 UCP students go to European universities every year for one or two semesters.

The second largest group of foreign students at UCP comes from Portuguese-speaking African Countries (PALOP), and these students usually take entire degree courses at UCP.

The Declaration of Bologna at UCP

The entire university is currently working on the major transformations involved in implementing the Declaration of Bologna, which will take place in 2005/06. By the end of that academic year, ECTS credits will be awarded for all the subjects taught at degree level, the Supplement to the Diploma will be introduced and the institutional guide to courses will be published on the internet.

INTERNATIONAL STUDENTS

1. Do you want to participate in a student mobility programme such as SOCRATES/ERASMUS?
2. Do you want to enrol on a first degree?
3. Are you interested in post-graduate courses?

1. Do you want to participate in a student mobility programme such as SOCRATES/ERASMUS?

a) The Erasmus Programme

Who can participate?

If you are a student from one of the 25 member states of the European Union, the three countries of the European Economic Area (Iceland, Liechtenstein and Norway), or the three candidate countries (Bulgaria, Romania and Turkey), you have the possibility of studying here for a period of between 3 and 12 months under the ERASMUS-SOCRATES programme, with a study grant and without having to pay tuition fees at the Catholic University.

Bilateral Agreements

If you want to participate, go to the international relations office of your home university and ask about the SOCRATES-ERASMUS programme, and what it can do for you. You can also consult the website of your home university and our own website in order to find out, among other things, about bilateral agreements between your home university and the Catholic University of Portugal.

The Learning Agreement

An important part of your ERASMUS study period is the Learning Agreement. This sets out the programme of studies which you will follow abroad, as well as the confirmation of academic achievement protocol, and must be agreed in writing between your home university, your host university and yourself. Any changes to that Learning Agreement should be

agreed in writing by all three parties.

Recognition of studies

If you comply with the requirements of the Learning Agreement, then recognition of your study period abroad by your home university is assured.

All your rights, as well as your obligations, as an ERASMUS student are established in the Erasmus Student Charter, which is given to you before leaving for your study period abroad.

http://europa.eu.int/comm/education/programmes/socrates/erasmus/students_en.html

b) What you should do before leaving:

- Make sure there is a bilateral agreement between your home university and the Catholic University of Portugal;
- Define your study programme with the co-ordinators at your home university and the faculty at UCP where you would like to study so that you are sure your studies in Lisbon/Sintra will be recognised. Sign the LEARNING AGREEMENT;
- Test your knowledge of Portuguese and - if necessary - see how to improve it;
- Get in touch with the faculty at UCP where you would like to study to find out about deadlines, arrival dates, accommodation, language courses, documents required, class dates;
- Find out from your home university about the financial situation while you are in Portugal and budget for the amount you will need, considering the cost of living in Portugal. Contact your bank for potential transfers of funds;
- Get the following documents to gain access to the Portuguese National Health System: European Health Insurance Card, Form E-111 or E-128. Once enrolled at UCP, students are covered by an insurance policy for accidents, civil liability, life and invalidity.

c) Travelling to and living in Portugal (see below "Entering and Living in Portugal")

d) On arrival

It is a good idea to have guaranteed accommodation, even if only temporarily, as it is not easy to find accommodation in Lisbon.

We recommend that students should arrive a few days before the start of classes so that they have time to settle in, get to know UCP, enrol in the subjects and get student documents.

The Academic Office (Serviços Escolares e Secretariado do Cursos), other support departments (GApA - Student Support) and the International Relations Office, can only be contacted Monday to Friday from 9:00 to 13:00 and from 14:00 to 18:00. No support services are available on Saturdays, Sundays, public holidays and for one week in the middle of August.

Registration and enrolment - Documents

After arrival, ERASMUS students should go the respective faculty (see CONTACTS at the end of this guide) to register at the university formally and enrol in the subjects. Students should take at least 2 passport-style photos.

They will then be given a student number and an e-mail account that they can use via the university's computers or via the internet, when outside UCP. When students enrol with the course secretaries, they are given a pin and a password for access to the student intranet (E-SCA). They are also given a student card which, if they so wish, can be used as a banking debit card. This card is essential to enter the library, have subsidised meals in the canteen, use the photocopiers and get into the car-park.

2. You want to enrol on a first degree

a) You have completed secondary education and have guaranteed access to higher education in your home country.

You have to apply for entry to UCP. Admissions take place every year in July, August and September.

There is a limited number of places.

There are two application periods: July/August and September.

The second period is for any places still vacant.

Formula to calculate the applicant's grade

Final grade in secondary education or legally equivalent qualification	60%
Grade in the entrance exam(s) (if 2 exams, each is worth 20%)	40%

Based on this average grade, Portuguese and foreign applicants will be ranked in descending order.

Entrance exams: one or two subjects from secondary education (or legally equivalent qualifications), in which the student has taken exams. The subject(s) is (are) chosen by the university according to the area of the first degree to which the student is applying.

All grades are converted into a scale of 0-200: the minimum grade for access is 95 (100 for the Law degree).

Documents required when applying at the Academic Office (Serviços Escolares)

You must bring the following:

- 1- Application form;
- 2- Photocopy of ID card (Portuguese applicants) or passport (foreign applicants);
- 3- Document(s) that prove you have completed secondary school in the country where you live, the respective final grade and the grades for each subject taken;
- 4- A declaration from the education authority of the country where you completed secondary education, confirming that the secondary qualification you have achieved is sufficient to grant you access to official higher education in equivalent degrees to the one being applied for;
- 5- A request on a special form to identify the entrance exam(s) to be taken;
- 6- One photograph

Special situations

UCP reserves places on degree courses for applicants who meet the admission conditions and come from:

Portuguese-speaking countries - 5 places

Portuguese communities abroad - 5 places

Timor - 2 places

Those who wish to apply under these special conditions must state this when applying, provide proof that they meet the requirements and complete the appropriate form (F-3).

Detailed up-to-date information on admissions, including enrolment dates for applicants who are accepted, can be found at this site:

www.ucp.pt/candidatura

b) Students who have attended higher education outside Portugal

If students wish to enrol on equivalent courses from the same area (e.g. you are attending or have attended a degree in Journalism and wish to apply to the course in Media Studies and Cultural Communication at UCP), you can request a transfer to UCP. If the course you are applying to is from a very different area, you must request a transfer and change of degree.

In both cases, the request will be examined on an individual basis by the faculty to which you are applying.

Transfers or changes in degree for students who have not completed at least one year of a course at an institution of higher education will only be accepted in exceptional circumstances.

The request to transfer or change degree must be accompanied by the following documents:

- Form F-5 for a simple transfer, or F-7 for a change in degree;
- The study plan from the degree where you were enrolled, including ECTS credits, if applicable;
- A transcript of academic records, including subjects passed, number of ECTS credits, if applicable, and the respective grades;
- A syllabus from the subjects passed;
- A photocopy of passport or identity card.

These are the standard documents requested for transfers and changes of degree. Faculties may request additional documents.

NOTE

Foreign records of studies must be authenticated by the education authorities in the respective countries. The same applies to any translations when the original is not in English, French or Spanish. Both the original and any translation must also be certified by the Portuguese diplomatic or consular authorities, or be accompanied by the Hague Convention Apostille.

The forms can be requested from the Academic Office or downloaded from the UCP site (www.sesc.lisboa.ucp.pt), where you may also obtain information on the deadlines for transfers and changes in degree.

Registration and Enrolment

Students who are accepted onto degree courses must register with the Academic Office and pay the registration fee and the tuition fee for the first month of the course.

Documents Required:

- Completed registration form;
- 3 photos;
- Anti-tetanus record.

Foreign students must also show proof that their entry into and residence in Portugal are properly authorised.

Tuition and Other Fees

Applications for degrees, formal requests for transfers and transfer and change of degree, registering, enrolment, and attending first-degree courses are all subject to payment of fees.

For up-to-date information on the fees involved, see www.ucp.pt/candidatura.

Payments to UCP can be made via the ATM system, bank transfer or in person at the university treasury.

E-mail Account

Students will be given a student number and an e-mail account that they can use via the university's computers or via the internet, when outside UCP. When students enrol with the course secretaries, they are given a pin and a password for access to the student intranet (E-SCA).

Student ID

Students are also given a student card which, if they so wish, can be used as a banking debit card. This card is essential to enter the library, have subsidised meals in the canteen, use the photocopiers and get into the car-park.

3. Are you interested in post-graduate courses?

Although this guide is essentially designed for students from the first cycle, much of the information may also be useful for those applying for post-graduate courses or programmes.

All the faculties, as well as the Institutes of Political Studies, of European Studies, of Education, of Health Science and of Oriental Studies, offer post-graduate courses that can either lead to degrees or diplomas.

Many of these courses or programmes have variable calendars and undergo major changes from one year to the next. The individual faculty and institute sites have up-to-date information on the types of courses and programmes, specialisations, conditions for admission, application schedules, study plans, and payments and tuition fees. For the direct contact in each faculty and institute, see "Contacts" below.

Entering and Living in Portugal

Entering Portugal

ERASMUS students

Students from EU/EEA countries do not need to have a visa to enter Portugal, but they do need to have a valid national identity card or equivalent document.

If you stay in Portugal for more than 3 months, you will need a residence permit, which can be obtained in Lisbon. Go to the regional delegation of the Serviço de Estrangeiros e Fronteiras (SEF - Foreigners and Frontiers Department) with your identification document, 3 photos, proof of registration at UCP, proof that you can support yourself financially during your study period and a health insurance document.

Other students

Students must have a travel document (passport) valid for at least 3 months longer than the duration of their expected stay. Students from nation states of the EU/EEA only need to present a valid national identity card.

For study visits of over 3 months, students must have a valid study visa. This must be requested - before leaving your home country - at the Portuguese diplomatic mission or consulate in your country of residence. Granting this visa may take up to 90 days.

The request for a study visa should be accompanied by proof of acceptance by UCP.

Those requesting study visas must also take a document proving that they will have income in Portugal, or, for scholarship-holders, proof that the respective scholarship exists.

Presentation of the document proving that the student receives a scholarship makes the proof of income unnecessary.

A complete list of all Portuguese diplomatic representations in the world can be found at the following site belonging to the Portuguese Ministry of Foreign Affairs:

www.min-estrangeiros.pt/mne/estrangeiro/

Living in Portugal

Students who have study visas must request a residence permit after arriving in Portugal. This permit comes as a residence card.

Students from member states of the European Union and other countries that have signed the Schengen Agreement have 90 days from the day of entry in Portugal to request the residence permit.

The permit must be requested from:

Serviço de Estrangeiros e Fronteiras (SEF)
DIRECÇÃO REGIONAL DE LISBOA, VALE DO TEJO E ALENTEJO
Av. António Augusto de Aguiar, 20
1069-119 LISBOA
Phone: 213 585 500
Fax: 213 144 053
Open: 9:00-15:00
E-Mail: dir.lisboa@sef.pt

Loja do Cidadão dos Restauradores
Praça dos Restauradores
1250 Lisboa
Fax: 213 262 912
Open: 8:30-19:30; 9:30-15:00 (Saturday)

We hope that you will enjoy your time in Portugal!

SUPPORT SERVICES

■ ACADEMIC SUPPORT ■

Academic Office

This department organises and supports students in all scholastic issues (application, transfer, registration, enrolment, attendance and successful study), issues diplomas and certificates, organises and processes special academic requests made by students and is responsible for issues related to the university insurance scheme covering students. Students needing these services should go to the General Secretariat.

Course Secretariat

Each course has a secretariat that simultaneously works for the respective faculty and in conjunction with the Academic Office. Students deal with specific issues related to their courses, such as timetable information, enrolment in groups, subjects, exams, times for oral exams, contact with lecturers, at the course secretariat.

E-services for the Academic Community - E-SCA

Students have access to online services via the E-services for the academic community on the UCP portal. These services currently include the following:

1. Administrative

- Consult and alter your personal data
- Consult the subjects you are enrolled in
- Consult your grades
- Consult your treasury situation
- Special request forms and requests for certificates
- Student timetables
- Location of classrooms on campus

2. Educational Support

- Consult subject programmes, assessment criteria and reading lists
- Downloadable contents (notes and exercises)
- Discussion forums
- Information sent by teaching staff

IT

In addition to the rooms used for IT classes, students have free access to computers in a space that is open all day on Floor 4 of the building that houses the faculties of Human Sciences (FCH), Law (FD) and Theology (FT).

The Economics and Business Administration building (FCEE) has 24-hour a day, seven-day a week access to computers in an open space.

The Universia Room (20 computers and 1 printer) is on Floor 2 of the John Paul II University Library.

Language Support

The Faculty of Human Sciences runs Portuguese for Foreigners courses, as follows:
Intensive course in early September: 3 hours per day, Monday to Friday, for 3 weeks
Annual course - 2 hours per week
For further information, contact: c.santos@fch.ucp.pt

Library

The John Paul II University Library (BUJPII) occupies Floors 3, 4 and part of Floor 5 of the building of the same name. It contains around 250,000 books and 3,600 periodicals.

It includes numerous specialist databases in the areas taught on UCP degree courses and links for research in catalogues at other libraries. The library recently joined the "b-on" - Online Knowledge Library - consortium, allowing UCP teachers and students access to the complete texts of 12,500 academic journals.

The European Documentation Centre is also located in the Library.

The library uses an open access system. Users can consult the computerised catalogue via the access terminals and then get the books required from the shelves. There are some study and work rooms for groups of 3-5 people. Besides studying in the library, readers can take books out on loan.

Through the interlibrary loan system, BUJPII allows its users access to bibliographical and documentary sources in other libraries, document centres and archives.

BUJPII has a simple, A4-format, self-service photocopy system, using a prepaid card which can be obtained at the Copy Centre.

A printer can be used via a public workstation on Floor 3.

Access to the library and associated services is via the UCP student or lecturer card and is free of charge.

Floor 4 has an information and user-support desk.

BUJPII has a branch in Sintra that is dedicated to engineering and technology, with a reading room and computer access.

Studios and Laboratories

The Palma de Cima campus has: 1 radio studio; 1 photography studio, 1 TV studio, 1 multimedia room and a language laboratory.

Sintra has four laboratories (Floor 3) for the Engineering courses.

Virtual Campus

UCP is part of a major nationwide electronic University project called e-U. This has enabled the online creation of online university services, the production and sharing of academic contents, and internet (and intranet) access from inside and outside the university at any time and from any place.

www.ucp.pt/site/custom/template/ucptplminisite.asp?sspageID=2429&lang=1

The two campuses are covered by a "wifi" network, and students can access the internet and university services from any point in UCP via their portable computers.

There are special workplaces that are specifically equipped to use this network. Users have access to chairs, tables and sockets, as well as to printers.

These spaces are identified with the following image:



■ OTHER FORMS OF SUPPORT ■

Accommodation

Students who need accommodation in Lisbon should contact GapA immediately:

e-mail: mandrade@ci.ucp.pt or mcamara@ci.ucp.pt

Tel: + 351 21 721 40 00 (X 2617)

You should see the GApA site first:

www.gapa.lisboa.ucp.pt

Then complete and send the downloadable form.

Bookshop and Student Shop

The Palma de Cima campus has a bookshop with a wide range of works, especially those published by the university and those that are part of the subject reading lists.

The Student Shop has newspapers and magazines, stationery and UCP merchandising.

Both shops are located on the ground floor of the library building.

Floor 0 of the Faculty of Engineering (Sintra campus) also has a small bookshop/stationery shop.

Canteens and Cafeterias

The Lisbon campus has:

1 canteen and 1 cafeteria in Building 1, Floor 0 (building that houses the Faculties of Human Sciences, Law and Theology);

1 canteen and 1 cafeteria on Floor 0 of the Faculty of Economics and Business Administration building;

1 restaurant on Floor 4 of the Faculty of Economics and Business Administration building;

1 cafeteria on Floor 0 of the Library building.

The Sintra campus has:

1 canteen/cafeteria

The area around the Palma de Cima campus (Lisbon) has many small restaurants and snack-bars.

Card Office (Loja do Cartão)

The Card Office is located on Floor 0 of the John Paul II University Library building.

Immediately after registration, students should take their student identification number, given by the Academic Office, and get their UCP student card.

Chaplaincy (Catholic)

The chaplaincy is an open space that welcomes everybody in search of spiritual support and those who wish to join prayer, training and volunteer groups.

The chapel (open all day) holds mass every weekday at 13:00.

Chaplaincy: John Paul II University Library, Floor 2

Chapel: John Paul II University Library, Floor 0

GAPA (Student Support Office)

The Student Support Office (GApA) is located on Floor 5 of the John Paul II University Library building and provides the following services:

- Financial aid
- Psycho-educational support
- Help in finding accommodation
- Career advice and placement service - UNIVA
- Cooperation with Student Associations and voluntary activities

GApA manages the economic support that UCP provides to undergraduate students (exemption or reduction of fees) and works with the state's Social Welfare Fund to award study grants to Portuguese, EU and Brazilian students facing financial difficulties.

It also co-ordinates a programme for student part-time jobs.

Parking

Although the traffic in Lisbon is very difficult and intense, cars are a widely-used means of transport for UCP students.

The Palma de Cima campus has open-air car-parks with around 700 places open to students. Payment must be made to use these spaces on weekdays between 7:00 and 21:00 and on Saturday morning.

RUF - University Hall of Residence (Female)

The hall has 70 individual rooms and three double rooms, all with private bathrooms. There are 14 rooms on each floor. It has a common-room with television, and a kitchenette to make breakfast and light meals.

There is a large study-room equipped with computers (with internet and e-mail).

The hall offers the following services:

- Dinner from Monday to Saturday and meal ticket for Sundays and public holidays;
- Weekly laundry of towels and bed-linen;
- Self-service laundry with washing-machines and driers;
- Garage

It takes about 10 minutes to walk from the hall to the Palma de Cima campus.
The hall normally only accepts students for an entire academic year.

Contact:

Residência Universitária Feminina

Rua Diogo de Macedo, n.º 5

1649-023 Lisboa

Phone: + 351 21 795 87 61, + 351 21 796 24 68

Fax: + 351 21 795 85 43

e-mail: dirruf@ruf.ucp.pt

Welcome

The people of Lisbon - and the Portuguese in general - are very friendly and welcoming. They enjoy practising their English, Spanish and French, and are happy to show foreigners the city. However, the life of Lisbon inhabitants, including UCP students, is very busy.

Many people live outside the city and have to travel long distances every day. So students often only stay in the university for classes and to study in the library.

We recommend that foreign students join in the reception activities that each faculty organises for you at the start of the semester and make the most of every extracurricular opportunity (parties, etc.) that will help you to integrate into the UCP academic community and the city in general.

■ STUDENT ASSOCIATIONS AND EXTRA-CURRICULAR ACTIVITIES ■

Student Associations

- Associação Académica de Ciências Humanas (AACH) www.aach-ucp.com/
- Associação Académica de Direito (AAD) aad.lisboa.ucp.pt
- Associação Académica da Faculdade de Engenharia (AAFE)
- Associação de Estudantes da Faculdade de Ciências Económicas e Empresariais (AEFCEE) www.aefcee.lisboa.ucp.pt/
- Associação de Estudantes da Faculdade de Teologia (AEFT)

Sports

- ADUC - UCP Sports Association

Music

- Choir: www.coro.lisboa.ucp.pt/
- Tuna Académica de Lisboa

Theatre

- Grupo de Teatro NOSTER

Volunteer groups

- GASUC - Grupo de Associação Social da Universidade Católica
- GAS'ÁFRICA- Grupo de Acção Social - África

International Student Associations

- AIESEC-Lisboa Católica- AIESEC Portugal local committee
- ELSA- European Law Students Association

OPENING HOURS AND LOCATION OF FACILITIES

BOOKSHOP

BUJPII, Floor 0

Monday-Friday: 9:00 - 18:30

Saturday: 9:00 - 12:00

CANTEENS AND CAFETERIAS

■ Canteen of Bldg. 1 - Monday-Friday: 12:00 - 15:00

■ Canteen of Economics and Business Administration Bldg - Monday-Friday: 12:00 - 15:00
and 19:00 - 21:00

■ Cafeterias of Bldg. 1 and Economics and Business Administration Bldg.
Monday-Friday 7:30 - 20:00

■ Cafeteria of BUJPII
Monday-Friday: 8:30 - 18:30
Saturday: 8:30 - 11:45

CAR-PARKS

■ Parque Sul - open 24 hours/day

■ Parque Norte - Monday-Friday: 7:00 - 22:00

CASHIERS OFFICE

BUJPII, Floor 0

Monday, Tuesday, Wednesday, Friday: 9:30 - 12:30 and 14:00 - 17:00

Thursday: 9:30 - 19:00

GAPA

BUJPII, Floor 5

Tuesday-Thursday: 10:00 - 12:45 and 14:30 - 17:00

Monday and Friday: 10:00 - 12:45

LIBRARY

■ Palma de Cima - BUJPII

Monday-Friday: 9:00 - 21:00

Saturday: 9:00 - 13:00. (The library is closed on Sundays)

Tel: + 351 21 721 40 16

■ Sintra - Faculty of Engineering - Floor 1:

Monday-Friday: 9:30 - 19:00

Saturday: 9:30 - 13:00. (The library is closed on Sundays)

Tel: + 351 21 426 98 02

CARD OFFICE

BUJPII, Floor 0

Monday-Friday: 9:00 - 13:00 and 14:00 - 18:00

STUDENT SHOP

BUJPII, Floor 0

Monday-Friday: 9:00 -18:30

ACADEMIC OFFICE RECEPTION DESK -SECRETARIADO ESCOLAR

BUJPII, Floor 0

Monday, Tuesday, Wednesday, Friday: 9:30 - 12:30 and 14:00 - 17:00

Thursday: 9:30 - 19:00

ACADEMIC OFFICE - REGISTRY

BUJPII, Floor 5

Monday-Friday: 9:00 - 13:00 and 14:00 - 18:00

PORTUGAL

Portugal is a small country with a total area of around 90,000 km² and 10 million inhabitants, located at the western edge of Europe. It has a very long Atlantic coastline and magnificent beaches that are greatly appreciated by over 12 million tourists every year.

As one of the oldest nations in Europe, whose independence dates back to 1143, Portugal has a rich and interesting history that is reflected in the art, landscape and cuisine from north to south and also throughout the world that the Portuguese discovered as from the 15th century.

Portugal has undergone massive political, cultural, economic and educational transformations over the last thirty years, since the revolution of 25 April 1974. It joined the European Union twenty years ago and is now a modern country with good infrastructures, although it still needs to work hard to achieve the average levels of European development.

■ LISBON ■

Lisbon - the capital since the 13th century - was founded by the Phoenicians, who called it "Olissipo" or "good port". It is built on seven hills and some plateaus on the right bank of the River Tagus, overlooking the estuary. The city is bathed in light, and its buildings are decorated in pale colours which from a distance make it appear to be white - "la ville blanche", as Swiss film-director Alain Tanner called it in a famous film set in Lisbon. The city has around half a million inhabitants, while Greater Lisbon - which includes Cascais, Sintra and the left bank of the Tagus - houses 2 million people, many of whom commute into the capital every day, creating a floating population that gives the city its cosmopolitan dynamic.

The historic centre, which looks out over the river, expanded after the castle was conquered from the Moors in the 12th century. Its palaces, churches, monasteries, fountains, squares, alleys, stairways and cobbled streets reflect the city's lively centuries-long past and bear witness to the coming together of many different cultures: the Roman presence, the Arab conquest, the reconquest, the Portuguese voyages of discovery and trade with the new world, the evangelical and missionary work in Africa, Brazil, Asia and Timor. Part of the city-centre was destroyed by an earthquake in 1755, but the reconstruction work

led immediately afterwards by the Marquis of Pombal gave Lisbon's "Baixa" (historic centre) its advanced urban plan. The city has grown enormously since the middle of the 20th century, expanding to the flatter areas further inland. This growth area houses many of the universities, including the Catholic University of Portugal, as well as large zones holding offices, shops and new residential areas.

The left and right banks of the Tagus are linked by two of the longest suspension bridges in Europe: the 25 de Abril and the Vasco da Gama bridges. The 1990s saw the start of a new relationship between the city and the river, with Lisbon again turning towards the Tagus and the urban regeneration of the riverside docklands. "Parque das Nações" (the site of the World Exhibition of 1998, dedicated to the Oceans) developed to the north next to the Vasco da Gama Bridge, while pedestrian areas were created along the riverbank between the city-centre and the Torre de Belém, with numerous cafés, restaurants and discotheques, establishing a very lively area, especially at night and weekends.

■ SINTRA ■

The ancient town of Sintra and its hills are located around 20 km. from Lisbon, offering a combination of natural beauty and historical heritage that led UNESCO to classify them as "World Cultural and Landscape Heritage". See www.cm-sintra.pt.

■ THE PORTUGUESE EDUCATION SYSTEM ■

The Portuguese education system is divided into pre-school (children under 6), primary education (three phases totalling 9 years), secondary education (three years in various thematic areas, ending with national exams in the 12th grade for entrance to university) and higher education at universities and polytechnics.

Access to higher education is restricted by the principle of *numerus clausus*, with vacancies filled according to grades. The state-run education system is free and education in general is compulsory until the 9th grade. Schooling will soon be compulsory until 18.

There are three types of university in Portugal: state universities (the oldest and best known of which are Coimbra and Lisbon); the Catholic University of Portugal, which enjoys a special status under the Concordat signed by Portugal and the Vatican; and private universities. There are also numerous state-run polytechnics.

State-run higher education at first degree level is theoretically free, although students actually pay fees whose maximum value is currently 900 per annum.

The Catholic University of Portugal is almost exclusively funded by student fees, which are an average of 3,300 per annum. However, Portuguese, EU and Brazilian students in financial difficulties can apply for state-funded study grants and for exemption from or reduction of fees, granted by the university itself.

Currently, universities award the following degrees:

First level: licentiate degree courses (*licenciaturas*) lasting between 4/6 years. This is the most widespread level, and allows access to most jobs, normally after an internship.

Second level: master's degree comprising a taught course lasting 2/3 semesters and one more semester to write and submit a thesis.

Third level: doctorates, whose time-span varies, with areas such as Law and the Arts comprising 4/5 years of research followed by the submission of a thesis.

Most study plans are organised according to the academic year of 2 semesters and with a set number of class-hours per week per subject.

The Declaration of Bologna in Portugal

The Declaration of Bologna, which introduces the approved new guidelines designed to create a European zone of higher education, will bring in many alterations in the near future. By 2006/07, all courses will be organised according to the European Credit Transfer and Accumulation System (ECTS). This system is student-based, which means the underlying philosophy is based on the student working to achieve the goals of the programme, which are ideally established in terms of the results of learning and competencies to be acquired. The ECTS is based on mutual trust between institutions and transparency of information, and is an essential tool in enabling mobility and recognition of study programmes.

Under this new system, the first level can be achieved after a cycle lasting 3-4 years (180-240 ECTS credits). The second cycle, leading to a master's degree, requires a total of 300 ECTS credits, including those achieved in the first cycle.

Thus:

First cycle: Degree - 6-8 semesters, 180-240 ECTS

Second cycle: Master's - 2-4 semesters, 60-120 ECTS

OTHER INFORMATION (A-Z)

■ BANKS AND CURRENCY

Banks are open to the public from Monday to Friday, between 8:30 and 15:00.

Portugal is part of the Euro zone, so its currency is the Euro (€ or EUR).

Debit cards are one of the most widely used forms of payment in Portugal.

There are ATMs, which accept a wide range of cards, in practically every street.

There are also ATMs in every building on the Palma de Cima campus and at the Sintra campus.

The Palma de Cima campus also has a branch of the BES bank (BUJPII building, Floor 0).

■ BEACHES

For 15-40 km along the Atlantic west coast outside Lisbon, there are famous beaches, such as Estoril, Cascais, Guincho, Praia das Maçãs, Ericeira (the last two are especially well known for the excellent surfing). Lisbon's inhabitants enjoy these beaches all year round, as well as others south of the Tagus, just 10 km from the city.

■ CLIMATE

Lisbon has a temperate Atlantic climate with some Mediterranean influence. It is a sunny city, even in winter. Temperatures are rarely lower than 5 degrees Celsius, but can rise to over 35 degrees in summer. The spring and autumn tend to be windy. All year long, the people of Lisbon and tourists make the most of this pleasant climate in the open-air cafés alongside the River Tagus.

■ COST OF LIVING

The following are a loose guide to prices:

Mineral water (0.5 litre): 0.70

Accommodation (room per month): 200/250

Cake: 0.70

Coffee: 0.50 (0:35 at UCP)

Beer: 0.80

Cinema ticket: 5.50

Newspaper: 1

Bread roll: 0.40

Meal at an average restaurant: 10

Meal at UCP: 3.55

Sandwich: 1.20

Public transport (bus and underground):

Pre-paid ticket: 0.70

Monthly travel pass: around 25

Taxi: starting price (by day): 2/(at night): 2.35

■ CULTURAL LIFE AND ENTERTAINMENT

Lisbon has a lively cultural life and there is also a wide range of entertainment options for young people.

The city has a busy cultural calendar including ballet, opera, classical, jazz and rock concerts, as well as theatre. These are sometimes integrated into summer festivals, such as the Sintra Festival, which are mostly held in established locations that include the Belém Cultural Centre (CCB), the Gulbenkian Foundation and Culturgest.

Foreign institutes in Lisbon organise a varied range of cultural activities (films, theatre, exhibitions, conferences, debates).

All these cultural events are advertised in daily and weekly newspapers and on the internet.

Lisbon City Council publishes a monthly Cultural Agenda, which is also available online (www.lisboacultural.pt)

The city also has a varied and interesting number of restaurants, bars and discotheques in the more popular areas, such as Bairro Alto, Docas (docklands) and along the Estoril coast.

■ GETTING TO LISBON

The most common way of getting to Lisbon is by plane.

If there are no traffic jams, Portela Airport is about 15 minutes from the Catholic University of Portugal. To get directly to UCP, it is easiest to use either of the following buses: number 55 or 68.

If arriving by train, leave the Oriente Railway Station and take the Metro (underground): Red Line to Alameda, Green Line to Campo Grande, Yellow Line towards Rato - get off at Cidade Universitária.

For those coming by car: Take the exit marked Hospital de Santa Maria from the 2.^a circular ring road, then ask for directions.

■ GREEN SPACES

Lisbon has several green spaces inside the city. One of them is Campo Grande, located next to Cidade Universitária. In addition, Lisbon is bordered on one side by the Monsanto Woods, which cover an area of 1000 hectares. www.cm-lisboa.pt/pmonsanto

■ HEALTH

Students from the European Union and the EEA can use the same Portuguese National Health Service (SNS) as Portuguese citizens. You should have the European Health Insurance Card or have forms E-111 or E-128, issued by your respective countries.

We recommend that other students take out a health insurance policy before coming to Portugal.

The Portuguese Health Service does not cover dental care.

For more information on the SNS:

www.acime.gov.pt/modules.php?name=FAQ&myfaq=yes&id_cat=1&categories=Sa%FAde#74

■ SHOPPING

As a capital city, Lisbon shopping is very developed. You can find anything, from luxury shops selling the best-known brand-names, massive shopping centres, hypermarkets, supermarkets, fresh food shops and local neighbourhood shops.

Most shops are open Monday to Friday, from 10:00 to 19:00, closing for lunch between 13:00 and 14:00. On Saturdays, they only open in the morning.

Shopping centres, supermarkets and hypermarkets are open every day, including part of the day on Sundays and public holidays. Shopping centres are open until 23:00.

■ SPORT AND LEISURE

The Lisbon University Stadium is next to the Palma de Cima campus. This has equipment for a wide range of sporting activities.

Students from UCP enjoy special prices.

For more information: www.eul.pt

UCP has several sports groups, which are part of the Sports Association.

■ TIME

Legal time in mainland Portugal is Greenwich Mean Time, also called WET or UT, in winter. In the summer, it is moved one hour forward.

Winter time: from the last Sunday of October until the last Sunday of March.

Summer time: from the last Sunday of March until the last Sunday of October.

■ USEFUL LINKS

Câmara Municipal de Lisboa: www.cm-lisboa.pt

Carris: www.carris.pt

Caminhos de Ferro: www.cp.pt

Direcção Geral dos Edifícios e Monumentos Nacionais: www.monumentos.pt

Centro Cultural de Belém: www.ccb.pt

Culturgest: www.culturgest.pt

Fundação Calouste Gulbenkian: www.gulbenkian.pt

Gabinete de Relações Internacionais da Ciência e do Ensino Superior: www.grices.mces.pt

Instituto Português da Juventude: juventude.gov.pt/portal/ipj

Metropolitano de Lisboa: www.metrolisboa.pt

Ministério da Ciência e do Ensino Superior: www.mces.pt

Ministério da Educação: www.min-edu.pt

Ministério dos Negócios Estrangeiros: www.min-nestrangeiros.pt

Pousadas da Juventude: www.pousadasjuventude.pt

Tagus - Agência de Viagens: www.viagenstagus.pt

TAP (Transportes Aéreos Portugueses): www.tap.pt/eportal/v10/PT/jsp/index.jsp

União Europeia: www.europa.eu.int

CALENDAR

■ ACADEMIC YEAR ■

September	Start of academic year (see calendar for each faculty)
December/January	Christmas holiday
1st Sunday in February	UCP National Day
March/April	Easter holiday (see calendar for each faculty)
31 July	End of academic year

National/public holidays - University closed

5 October	National holiday - Proclamation of the Portuguese Republic (1910)
1 November	National holiday - All Saints' Day
1 December	National holiday - Restoration of Portuguese Independence (1640)
8 December	National holiday - Immaculate Conception
Tuesday, February	University closed for Carnival
25 April	National holiday - Day of Liberty (Revolution of 25 April 1974)
1 May	National holiday - Labour Day
Corpus Christi	National holiday - Thursday May/June
10 June	National holiday - Day of Portugal
13 June	Public holiday in Lisbon - Saint Anthony's Day
29 June	Public holiday in Sintra - Saint Peter and Saint Paul's Day

Every effort has been made to ensure the information contained in these pages is accurate at the time of going to press, but the Catholic University of Portugal can take no responsibility for any errors or omissions. Students should check with the relevant Faculty information pertaining to their intended course of studies.

CAMPUSES AND MAPS

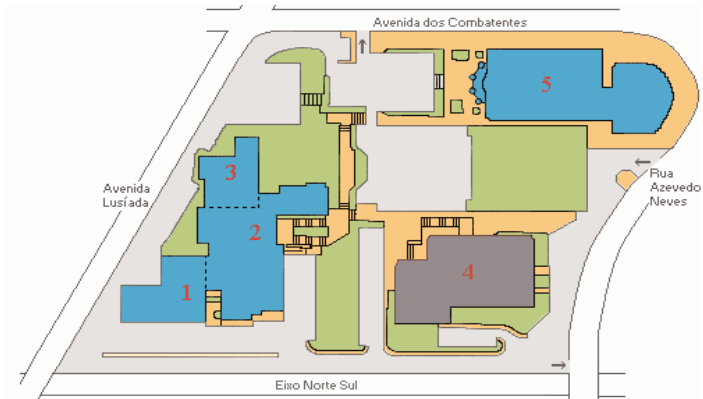
■ THE PALMA DE CIMA CAMPUS ■



**Palma de Cima
1649-023 Lisboa
Tel.: +351 21 721 40 00
e-mail: info@reitoria.ucp.pt**

THE PALMA DE CIMA CAMPUS

The Palma de Cima campus houses the Faculties of Theology, Law, Human Sciences, and Economics and Business Administration; the Institutes of European Studies, of Education, of Political Studies, of Canon Law, of Distance Education and Learning, of Health Sciences.



Buildings 1, 2 and 3

- Faculties: Theology, Human Sciences and Law
- Auditoriums A1, A2 and A3
- Student Associations (Theology, Human Sciences and Law; "Olá Erasmus")
- Student Room
- Computer open space
- Canteen and Bar
- ATM to withdraw money
- Public phone (cards and coins)

Building 4

John Paul II University Library

■ Ground floor

- Secretariat/Treasury
- Chapel
- Copy Centre
- Bookshop
- Card office
- Stationer's
- Cafeteria
- Bank (Banco Espírito Santo)
- ATM to withdraw money
- Public phone (cards and coins)

■ 2nd floor

- Information Desk
- Computer open space (Sala Universia)
- Chaplaincy
- Public phone (cards and coins)

- Institute of Political Sciences
- "Sala da Exposições"
- Multimedia room/TV Studio
- Classrooms

■ 3rd and 4th floors

John Paul II University Library

■ 5th floor

- Student Support Office
- Research Centres and Institutes

■ 6th floor

- Eduardo Coelho Library
- Public Relations and International Relations Officers
- Rector's Office
- Central Support Services and Personnel Department

Building 5 - Faculty of Economics and Business Administration

■ Ground floor

- Computer open space
- Canteen and Cafeteria

■ 1st and 2nd floors

- Classrooms

■ 2nd floor

- Students Association

■ 3rd floor

- Teachers offices

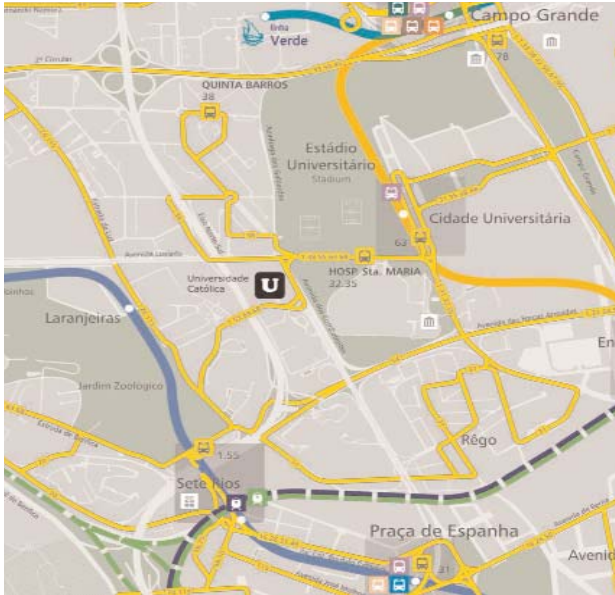
■ 4th floor

- Restaurant

■ How to get to the campus

The campus in Lisbon is located in Palma de Cima. It is well served by the public transport system.

The nearest underground stations are Laranjeiras, Jardim Zoológico and Cidade Universitária, while the University can also be reached by buses 1, 55, 63 and 68.



Bus

Underground



■ THE SINTRA CAMPUS ■



**Estrada Octávio Pato
2635-631 Rio de Mouro
Tel.: +351 21 426 97 70**

The Sintra Campus houses the Faculty of Engineering (FE) and the Institute of Oriental Studies. The Sintra Campus is located near São Marcos (Cacém) between Lisbon and Sintra, close to the Tagus Park technological centre.



■ How to get to the campus

Vimeca buses 15, 112, 121 and 140 go to the campus. From Lisbon, first take the railway from Lisbon-Cascais (get off at Oeiras or Paço de Arcos) or from Lisbon-Sintra (get off at Cacém). Access by car is via the A5 (Lisbon-Cascais motorway) or the IC19 (Lisbon-Sintra road).

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Educação e cultura

Sócrates
Erasmus





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Underground stations: Laranjeiras (blue line), Jardim Zoológico (blue line), Cidade Universitária (yellow line)



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