

Fact Sheet

Bachelor's level

Academic year 2024/25



Contacts

Address	Contact People
<p>Nova School of Business and Economics International Mobility Team Rua da Holanda, 1 2775-405 Carcavelos Portugal</p> <p>Web address: https://www2.novasbe.unl.pt/en/ Link for general information: https://www2.novasbe.unl.pt/en/programs/exchange-programs/general-information</p> <p>Telephone Working hours: 10.00 am - 1.00 pm / 2.00 pm - 4.00 pm +351 21 380 16 89</p>	<p>Prof. Catherine da Silveira Associate Dean for International Affairs and Partnerships cdsilveira@novasbe.pt</p> <p>Beatriz Santos, Ms International Relations Manager international.relations@novasbe.pt Management of agreements</p> <p>Paula Caria, Ms. Head of International Programs & Mobility paula.caria@novasbe.pt</p> <p>Filipa Verganista, Ms. Incoming Student Advisor international.mobility@novasbe.pt Nomination and applications inquiries, support to incoming students and general questions from partners</p> <p>Franciely Torrente, Ms. / Margarida Silva, Ms. Outgoing Mobility Assistants international.mobility@novasbe.pt</p>
<p>Nominations to Nova SBE are done through our exclusive online nomination platform (<u>only for students who will be studying at Nova SBE are to be included here</u>). No email nominations will be accepted.</p>	

IMPORTANT

Language of instruction	English. First-year courses may also be taught in Portuguese. All classes and exams will be exclusively on campus.
English Proficiency	Students are required to have at least a European B2 English Level, TOEFL 84 and/or IELTS 6 grade. If students do not own an English language certificate, Nova SBE accepts a declaration from the Academic Director stating their English Level.
Syllabi	Bachelor's Syllabi are available on our website https://www2.novasbe.unl.pt/en/programs/exchange-programs/courses-for-exchange-students .
Enrollment	Enrollment in courses is done through a platform accessed with a username and password sent in the welcome email. It's recommended to choose courses from the same year to avoid scheduling conflicts, but not mandatory. At Nova SBE, spots on courses are limited , and we can't guarantee everyone gets their first choice . As such, students are advised to have alternative options approved by their home university. There's a period for changes, but availability is not guaranteed. There's also a period for changes (add/drop) , during

which students can adjust their selections based on availability. It's important to note that home universities **cannot** request specific courses to be taken at Nova SBE. Students who come in their last semester of studies and have to take specific courses must be made aware of this rule and consider their options before applying.

IMPORTANT

Exchange Documents	Students must send all documents by mail, dully filled in for signature. Learning agreements for the Erasmus Program should preferably be sent through the online Learning agreement (OLA) system .
Transcript of Records	Transcripts of records are sent only by email until the end of February (for Fall) and July (for Spring). No Transcripts will be issued in January or June.
Workload	<p>There is a special course list for Exchange students published in SharePoint. Courses are full-time, Monday to Friday during working hours, and structured in Semesters. A regular Nova SBE student takes four/five courses per semester, corresponding to about 30 ECTS.</p> <p>Each course is worth 7.5 ECTS, 7 ECTS, or 4 ECTS. This implies three weekly classes of 1H30 per course, for 12 weeks. In this workload, there are both theoretical and practical classes. Most courses have one practical class and two theoretical per week. (First-year courses are worth 7 ECTS or 3.5 ECTS).</p> <p>Maximum limit of ECTS: 31,5 ECTS</p>
Assessment	<p>Assessment is defined by the course instructor.</p> <p>Mid-terms may be booked for Saturday mornings. <u>Students are advised to not make travel commitments before checking their mid-term schedule.</u></p> <p>In-class written work cannot be worth less than 50 %. The weight of the exam's grade cannot be less than 30 % and not more than 70 %.</p> <p>Exams are offered twice: The first examination period extends over three weeks while the second lasts only one week. Students can only take a maximum of two exams during the second exam period (resit). They're eligible for these exams if they failed or missed the first one. Note that the evaluation method in the second assessment may be different. <u>Students must enroll online.</u></p> <p>Improving a Grade: Limited to one grade improvement exam per semester, by obtaining a grade of at least 10. Students must enroll for the exam on NetPA <u>3 days</u> before the exam date and pay the enrollment fee. <u>Exam schedules will not be rearranged.</u></p>

IMPORTANT

Grading Scale	<p>0 – 20 (Fail range is from 0 to 9; 10 points is the threshold to pass)</p> <p>Equivalence to ECTS:</p> <table border="1" data-bbox="363 376 1492 952"> <thead> <tr> <th data-bbox="363 376 598 488">ECTS Scale*</th> <th data-bbox="603 376 981 488">% of successful students normally achieving the grade</th> <th data-bbox="986 376 1492 488">Definition</th> </tr> </thead> <tbody> <tr> <td data-bbox="363 495 598 562">A</td> <td data-bbox="603 495 981 562">10</td> <td data-bbox="986 495 1492 562">EXCELLENT – outstanding performance with only minor errors</td> </tr> <tr> <td data-bbox="363 568 598 636">B</td> <td data-bbox="603 568 981 636">25</td> <td data-bbox="986 568 1492 636">VERY GOOD – above the average standard but with some errors</td> </tr> <tr> <td data-bbox="363 642 598 676">C</td> <td data-bbox="603 642 981 676">30</td> <td data-bbox="986 642 1492 676">GOOD – generally sound work</td> </tr> <tr> <td data-bbox="363 683 598 750">D</td> <td data-bbox="603 683 981 750">25</td> <td data-bbox="986 683 1492 750">SATISFACTORY – fair but with significant shortcomings</td> </tr> <tr> <td data-bbox="363 757 598 824">E</td> <td data-bbox="603 757 981 824">20</td> <td data-bbox="986 757 1492 824">SUFFICIENT – performance meets the minimum criteria</td> </tr> <tr> <td data-bbox="363 831 598 952">F</td> <td data-bbox="603 831 981 952">-</td> <td data-bbox="986 831 1492 952">FAIL – some more work or considerable work required before the credit can be awarded</td> </tr> </tbody> </table> <p><i>* The ECTS grading scale equivalence is obtained based on the distribution of course unit grades in the three academic years prior to the one in which the student completed his/her course unit.</i></p>	ECTS Scale*	% of successful students normally achieving the grade	Definition	A	10	EXCELLENT – outstanding performance with only minor errors	B	25	VERY GOOD – above the average standard but with some errors	C	30	GOOD – generally sound work	D	25	SATISFACTORY – fair but with significant shortcomings	E	20	SUFFICIENT – performance meets the minimum criteria	F	-	FAIL – some more work or considerable work required before the credit can be awarded
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Portuguese Language Course	<p>The Faculdade de Ciências Sociais e Humanas da Universidade Nova de Lisboa (FCSH) organizes a Portuguese language and culture course targeted to foreign international mobility students. Classes are held in its facilities located at Av. de Berna, n. 26-C, P-1050 LISBOA. These classes will not be offered at Nova SBE's Carcavelos Campus.</p> <p>More information at: http://ple.fcs.unl.pt/en/semester-course/.</p>																					

Nominations and Applications

Nominations	<p>Nominations are done on Nova SBE's new platform.</p> <p><u>Deadlines</u></p> <p>From February 20 until April 20 for the Fall semester and whole academic year. From August 1 until September 20 for the Spring semester.</p>
Applications	<p>The platform sends a link directly to the students, right after the nomination is done.</p> <p><u>Deadlines</u></p> <p>Until April 27 for the Fall semester and whole academic year. Until September 27 for the Spring semester.</p>

Life at Nova	
Accommodation	Nova SBE signed partnerships with companies that help foreign students find suitable accommodation in Lisbon or Carcavelos. Check our website for more information - Life at Nova
Living Expenses	<p>Students' expenses in Lisbon will naturally depend on their living situation and their spending habits. We provide, however, an approximate estimate for an average student below:</p> <ul style="list-style-type: none"> - Accommodation: 450€ - 850€/month - Meals: 150€ - 200€/month - Books/Supplies: 50€/month - Transportation (bus, train, metro): 30€ - 40€/month - Leisure: 75€ - 100€/month
Health Insurance	<p>To have access to public health care, E.U. citizens, who are not residents in Portugal, must bring their European Health Insurance Cards issued by their home countries.</p> <p>Other students are strongly recommended to have health insurance coverage for the whole period in Lisbon, which is also mandatory for a Visa Request.</p>
Visa Request	<p>To obtain the correct Visa, you need to possess the following documents and information. Students coming from countries outside the Schengen Area, or the Republic of Ireland are required to ask for a Schengen Visa for Studying Purposes ("Temporary Stay Visa for Attendance of a Study Program into an Educational Establishment") for longer than three months and up to one year) or a Residence Permit (for stays that could take longer than one year). Please note that you can apply for a Residence Permit once you are in Portugal, instead of renewing your Schengen Visa. Do not enter Portugal with a Tourist Visa, you will not be able to renew it.</p> <p>Documents usually required:</p> <ul style="list-style-type: none"> • Official form (available here). • Passport or other travel document, and copies of your previous visas (please note that Passports must be valid for up to six months). • Two passport-sized photos (in color). • A copy of your return ticket reservation (although not always required). • Document certifying the third-country national is in a regular situation when the applicant is from a different nationality than that of the country where the visa is being requested. • Valid travel insurance covering necessary medical expenses, including emergency assistance and repatriation. • Accommodation plans for the duration of your stay (e.g. hotel reservation). • Form authorizing access to the Portuguese criminal record by the Immigration and Border Services (SEF). • Criminal record from your country of origin or country of residency for over one year. • Proof of means of subsistence to last the duration of your stay. • Proof of civil status (married, children, etc.). • Proof of economic status (employed, self-employed, student, retired, etc.). • Document issued by the higher education institution in which the correct dates of your studies are stated - acceptance letter.

Life at Nova	
Visa Request (cont.)	<p>Where to request: According to your nationality and/or country of residence (if your country of residence is different from that of your nationality), you should lodge your visa application with the Portuguese Embassy/Consulate closest to you.</p> <p>IMPORTANT NOTICES: Portuguese visa processing time varies depending on the purpose of your visit. It can take anywhere from two weeks up to two to three months, so it is advisable to start the Portuguese visa application process as soon as you receive your Acceptance Letter. Upon arrival, book your appointment with SEF for renewal purposes as times vary between two to five months to get an appointment.</p>
Facilities	<p>Library/documentation centers, computer facilities (including e-mail connections for all International Mobility students) and wireless internet access throughout the main buildings, Catering Facilities (bars, canteen), dedicated Study Rooms are available to all Students. There is also a bank and private medical facilities. Several students' organizations and clubs are also open to International Mobility Students.</p>

Academic Calendar 2024/25

Jul 29 – Aug 2, 2024 (TBC)	Enrollment in Fall courses (online)
Last Week of August	<i>Welcome Week</i>
Sep 2 – Oct 11, 2024	Fall classes - S1/T1 - 2 nd and 3 rd Year courses
Oct 21 – Dec 3, 2024	Fall classes - S1/T2 - 2 nd and 3 rd Year courses
Sep 9 – Oct 17, 2024	Fall classes - S1/T1 - 1 st Year courses
Oct 21 – Dec 2, 2024	Fall classes - S1/T2 - 1 st Year courses
Oct 14 – Oct 19, 2024	Regular Exams T1 - 2 nd and 3 rd Year
Oct 19, 2024	Regular Exams T1 - 1 st year courses
Dec 6 – 20, 2024	Regular exams S1 + T2 - 1 st , 2 nd and 3 rd Year courses
Jan 8 – 16, 2025	Resit exams S1 + T1 + T2 - 1 st , 2 nd and 3 rd Year courses
Jan 15 – 17, 2025 (TBC)	Enrollment in Spring courses (online)
Jan 29 – 30, 2025 (TBC)	Add/Drop courses (1 st , 2 nd and 3 rd years)
Last Week of January	<i>Welcome Activities (TBC)</i>
Feb 3 – Mar 18, 2025	Spring classes - S2/T3 1 st 2 nd and 3 rd Year courses
Mar 31 – May 15, 2025	Spring classes - S2/T4 1 st 2 nd and 3 rd Year courses
Mar 21 – 26, 2025	Regular Exams T3 - 1 st , 2 nd and 3 rd Year courses
May 21 – Jun 5, 2025	Regular Exams S2 + T4 - 1 st , 2 nd and 3 rd Year courses
Jun 20 – 28, 2025	Resit exams S2 + T3 + T4 (1 st , 2 nd and 3 rd years)

Note:

The academic calendar may suffer alterations. Exams, midterms, tests and presentations can be scheduled on Saturdays. Midterm exams calendar will be available at the beginning of the semester on Moodle. Make-up days are scheduled to make up for classes that have been scheduled on National holidays. Students are advised not to make travel commitments during the midterm season and exam period before confirming their midterm and exam schedules. Please check the exam calendar before course enrollment. It is not possible to enroll in courses that have exams overlapping. **Exams will not be rearranged.**