

Fact Sheet

# Master's level

Academic Year 2024/25

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## Contacts

Address	Contact People
<p><b>Nova School of Business and Economics</b> International Mobility Team Rua da Holanda, 1 2775-405 Carcavelos Portugal</p> <p><b>Web address:</b> <a href="https://www2.novasbe.unl.pt/en/">https://www2.novasbe.unl.pt/en/</a> Link for general information: <a href="https://www2.novasbe.unl.pt/en/programs/exchange-programs/general-information">https://www2.novasbe.unl.pt/en/programs/exchange-programs/general-information</a></p> <p><b>Telephone</b> +351 21 380 16 89</p>	<p><b>Prof. Catherine da Silveira</b> Director of Institutional Relations <a href="mailto:cdsilveira@novasbe.pt">cdsilveira@novasbe.pt</a></p> <p><b>INTERNATIONAL MOBILITY TEAM</b> <b>Paula Caria, Ms.</b> Head of International Programs &amp; Mobility <a href="mailto:international.mobility@novasbe.pt">international.mobility@novasbe.pt</a></p> <p><b>Filipa Verganista, Ms.</b> Incoming Student Advisor <a href="mailto:international.mobility@novasbe.pt">international.mobility@novasbe.pt</a></p> <p><b>Franciely Torrente, Ms.</b> Outgoing MSc Mobility Assistant <a href="mailto:outgoing.masters@novasbe.pt">outgoing.masters@novasbe.pt</a></p>
<p>Nominations to Nova SBE are done through our exclusive <b>online nomination platform</b> (only for students who will be studying at Nova SBE are to be included here). <b>No email nominations will be accepted.</b></p>	

IMPORTANT	
<b>Language of instruction</b>	English. All classes and exams will be exclusively on campus.
<b>English Proficiency</b>	Students are required to have at least a European B2 English Level, IELTS 6; TOEFL iBT 80; CFE minimum 170 or grade C (minimum 170); CAE Advanced (any grade); CPE with any pass grade; High school education fully taught in English or Bachelor's fully taught in English; Mother tongue declaration/bi-lingual.
<b>Syllabi</b>	Master's Syllabi are available on our website <a href="https://www2.novasbe.unl.pt/en/programs/exchange-programs/courses-for-exchange-students">https://www2.novasbe.unl.pt/en/programs/exchange-programs/courses-for-exchange-students</a> .
<b>Enrollment</b>	The enrollment is done within a <b>Bidding system</b> , where students allocate points to the courses they wish to attend. This allows us to accommodate as many preferences as possible, given the <b>limited spots per course</b> . The more points a student assigns to a course, the better their chances of securing a place. However, we advise students to have <b>alternative options</b> approved by their home university, as <b>we cannot guarantee placement in their first-choice courses</b> . There's also a <b>period for changes (add/drop)</b> , during which students can adjust their selections based on availability. It's important to note that home universities <b>cannot</b> 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**

<b>Exchange Documents</b>	Students must send all documents by mail, dully filled in for signature. Learning agreements for the Erasmus Program should preferably be sent through the <a href="#">online Learning agreement system</a> .
<b>Transcript of Records</b>	Transcripts of records are <b>sent only by email</b> until the end of February (for Fall) and July (for Spring). No Transcripts will be issued in January or June.
<b>Workload</b>	<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/Trimesters.</p> <p>A regular Nova SBE student takes four/five courses per semester, corresponding to about 30 ECTS.</p> <p>Type of courses offered:</p> <ul style="list-style-type: none"> <li>• <b>Full-courses</b> take 12 weeks of class work and are worth 7 ECTS;</li> <li>• <b>Short-courses</b> take 6 weeks of class work and account for 3.5 ECTS each.</li> </ul> <p>The courses can be lectured once a week with the duration of three hours in a row OR be lectured in 2 sessions of 1.5 hours per week. Besides these classes, faculty also provides open office time for individual consultations.</p> <p><b>Maximum limit of ECTS: 31,5 ECTS</b></p>
<b>Assessment</b>	<p>Assessment is defined by the course instructor.</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>In each semester, there is only one examination period per course. For Full courses, the examinations are scheduled at the end of the semester during which they are offered; for short courses, the examinations will be offered at the end of each Term (please see the calendar section).</p> <p>It is not possible to enroll in courses that have exams overlapping.</p>

**IMPORTANT****Grading Scale**

**0 – 20** (Fail range is from 0 to 9; 10 points is the threshold to pass)

Equivalence to ECTS:

<b>ECTS Scale*</b>	<b>% of successful students normally achieving the grade</b>	<b>Definition</b>
<b>A</b>	<b>10</b>	<b>EXCELLENT</b> – outstanding performance with only minor errors
<b>B</b>	<b>25</b>	<b>VERY GOOD</b> – above the average standard but with some errors
<b>C</b>	<b>30</b>	<b>GOOD</b> – generally sound work
<b>D</b>	<b>25</b>	<b>SATISFACTORY</b> – fair but with significant shortcomings
<b>E</b>	<b>20</b>	<b>SUFFICIENT</b> – performance meets the minimum criteria
<b>F</b>	<b>-</b>	<b>FAIL</b> – some more work or considerable work required before the credit can be awarded

\* 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.

**Portuguese Language Course**

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.

More information at: <http://ple.fcsh.unl.pt/en/semester-course/>.

**Nominations and Applications****Nominations**

Nominations are done on Nova SBE's new platform.

**Deadlines**

From **February 20** until **April 20** for the Fall semester and whole academic year.

From **August 1** until **September 20** for the Spring semester.

**Applications**

The platform sends a link directly to the students, right after the nomination is done.

**Deadlines**

Until **April 27** for the Fall semester and whole academic year.

Until **September 27** for the Spring semester.

<b>Life at Nova</b>	
<b>Accommodation</b>	Nova SBE signed partnerships with companies that help foreign students find suitable accommodation in Lisbon or Carcavelos. Check our website for more information - <a href="#">Life at Nova</a>
<b>Living Expenses</b>	<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"> <li>- Accommodation: 450€ - 850€/month</li> <li>- Meals: 150€ - 200€/month</li> <li>- Books/Supplies: 50€/month</li> <li>- Transportation (bus, train, metro): 30€ - 40€/month</li> <li>- Leisure: 75€ - 100€/month</li> </ul>
<b>Health Insurance</b>	<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>
<b>Visa Request</b>	<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 ("<b>Temporary Stay Visa for Attendance of a Study Program into an Educational Establishment</b>") 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, <b>instead of</b> renewing your Schengen Visa. Do not enter Portugal with a Tourist Visa, you will not be able to renew it.</p> <p><b>Documents usually required:</b></p> <ul style="list-style-type: none"> <li>• Official form (available <a href="#">here</a>).</li> <li>• Passport or other travel document, and copies of previous visas (please note that Passports must be valid for up to six months).</li> <li>• Two passport-sized photos (in color).</li> <li>• A copy of your return ticket reservation (although not always required).</li> <li>• 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.</li> <li>• Valid travel insurance covering necessary medical expenses, including emergency assistance and repatriation.</li> <li>• Accommodation plans for the duration of your stay (e.g. hotel reservation).</li> <li>• Form authorizing access to the Portuguese criminal record by the Immigration and Border Services (SEF).</li> <li>• Criminal record from your country of origin or country of residency for over one year.</li> <li>• Proof of means of subsistence to last the duration of the stay.</li> <li>• Proof of civil status (married, children, etc.).</li> <li>• Proof of economic status (employed, self-employed, student, retired, etc.).</li> <li>• Document issued by the higher education institution in which the correct dates of your studies are stated - acceptance letter.</li> </ul>

<b>Life at Nova</b>	
<b>Visa Request (cont.)</b>	<p><b>Where to request:</b> 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><b><u>IMPORTANT NOTICES:</u></b> 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 <b><u>as soon as you receive your Acceptance Letter.</u></b> Upon arrival, book your appointment with <b>SEF</b> for renewal purposes as times vary between two to five months to get an appointment.</p>
<b>Facilities</b>	<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), and dedicated Study Rooms are available to all Students. There is also a bank and private medical facilities. Several student' organizations and clubs are also open to International Mobility Students.</p>

## Academic Calendar 2024/25

<b>Jul 29 - Aug 2, 2024</b>	<b>Enrollment in Fall courses - Bidding (online)</b>
<b>Last Week of August</b>	<i>Welcome Week</i>
<b>Sep 2 - Oct 11, 2024</b>	Fall classes - S1/T1
<b>Oct 21 - Dec 3, 2024</b>	Fall classes - S1/T2
<b>Oct 14 - Oct 19, 2024</b>	Regular Exams T1
<b>Dec 6 - 19, 2024</b>	Regular Exams T2 + Final Exams S1
<b>Jan 15 - 17, 2025 (TBC)</b>	<b>Enrollment in Spring courses - Bidding (online)</b>
<b>Jan 29 - 30, 2025 (TBC)</b>	Add/Drop courses
<b>Last Week of January</b>	<i>Welcome Activities (TBC)</i>
<b>Feb 3 - Mar 18, 2025</b>	Spring classes - S2/T3
<b>Mar 31 - May 16, 2025</b>	Spring classes - S2-T4
<b>Mar 21 - 28, 2025</b>	Regular Exams T3
<b>May 21 - Jun 5, 2025</b>	Regular Exams T4
<b>May 19 - 31, 2025</b>	Regular Exams T4 + Final Exams S2

### Note:

The academic calendar may suffer changes. 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.**