

Fact Sheet

Bachelor's level

Academic year 2022/2023



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</p> <p>Link for general information https://www2.novasbe.unl.pt/en/programs/exchange-programs/general-information</p> <p>Telephone +351 21 380 16 89</p>	<p>Victoria Winter Director of Institutional Relations victoria.winter@novasbe.pt</p> <p>INTERNATIONAL MOBILITY TEAM Paula Caria, Ms International Mobility Team Leader international.mobility@novasbe.pt</p> <p>Luís Crespo, Mr Incoming Mobility Assistant international.mobility@novasbe.pt</p> <p>Inês Morais, Ms and Filipa Vieira, Ms Outgoing BSc Students Assistant outgoing.bachelors@novasbe.pt</p> <p>Accommodation & Visas: lifeatnova@novasbe.pt</p>

IMPORTANT	
Language of instruction and classes.	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. Other documents that are accepted: TOEFL IBT HOME EDITION; IELTS Online; A declaration from the local Academic Director stating the student's English.
Syllabi	Bachelor's Syllabi are available on our site https://www2.novasbe.unl.pt/en/programs/exchange-programs/courses-for-exchange-students .
Enrollment	<p>Enrollment is done on a platform to which the student will have access with a username and password sent <u>in the welcome e-mail</u>. In order to have a suitable schedule without overlaps, it is preferable to choose courses from same year of studies, although it is not mandatory.</p> <p>At Nova we have a limited number of places in each course. We are not able to guarantee that all students are placed according to their first preferences: in this way, one is advised to have alternative choices approved by the home university. We have a period of changes (add/drop) where students may change their options, pending availability of places.</p> <p>Home Universities/Schools cannot ask for one specific course to be taken at Nova SBE, because we do not guarantee enrollment in specific courses. 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 prior to applying to Nova SBE.</p>

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 until the end of February (for Fall) and July (for Spring). No Transcripts may be issued in January or June.
Workload	<p>There is a specific course list available to Exchange students.</p> <p>Courses are full-time, Monday to Friday during working hours, and structured in Semesters.</p> <p>A regular Nova SBE student takes four / five courses per semester, corresponding to about 30 ECTS credit units.</p> <p>Each course counts for 7.5 ECTS, 7 ECTS or 4 ECTS. This implies three weekly classes of 1H30 per course, during 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 will count for 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 prior to checking their mid-term schedule.</u></p> <p>In-class written work cannot be 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 one week only. Be aware that no more than two examinations can be taken in the second exam period (re-sit) and you can only take them <u>if you failed the first exam or missed it.</u> 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> prior to the exam date and pay the enrollment fee. <u>Exams will not be rearranged.</u></p>
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>

IMPORTANT			
	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	10	SUFICIENT – performance meets the minimum criteria
	F	-	FAIL – 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 for 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 platform . <i>Deadlines</i> From February 20 th until April 20th for the Fall semester and whole academic year from August 1 st until September 20th for the Spring semester
Applications	The platform sends a link directly to the students, right after the nomination is done. Deadlines for applications Until April 27th for the Fall semester and whole academic year Until September 27th for the Spring semester
Freemovers	Freemover students have to apply on the platform available on Nova SBE's website <i>Deadlines</i> February 20 th – April 27 th July 1 st – September 27 th

Life at Nova	
Accommodation	Nova SBE signed partnerships with companies that help foreign students find a 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 on their own 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>In order 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 a health insurance coverage for the whole period in Lisbon, which is also mandatory for a Visa Request.</p>
Visa Request	<p>In order to obtain the correct Visa, you need to possess the following documents and information.</p> <p>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 at Application forms - General information - Short Stay Visas (Schengen) - Visa (mne.gov.pt)) • 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 colour) • 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.

	<p>Where to ask: 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.</p> <p><u>IMPORTANT NOTICES:</u> 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 <u>as soon as you receive your Acceptance Letter</u>. Upon arrival, book your appointment with SEF for renewal purposes as times vary between two to five months to get an appointment.</p>
<p>Facilities</p>	<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. More info can be found in Moodle.</p>

Academic Calendar 2022/2023

12 – 14 Jul 2022	Enrollment in Fall courses (online) <i>Dates TBC</i>
2 – 4 Aug 2022	Add/Drop Period (TBC)
22 – 31 Aug 2022	<i>Welcome Week</i>
05 Sep – 29 Nov 2022	2 nd and 3 rd Year courses classes
06 – 09 Sept 2022	Add/Drop courses
19 Sep – 9 Dec 2022	1 st Year courses classes
06 – 21 Dec 2022	2 nd and 3 rd Year courses exams
10-20 Dec 2022 / 4-7 Jan 2023*	1 st year courses exams
05 – 14 Jan 2023	2 nd and 3 rd Year courses re-sit and grade improvement exams
18-21 Jan 2023	1 st year courses re-sit and grade improvement exams
04 – 06 Jan 2023	Enrollment in Spring courses (online) <i>Dates TBC</i>
27 Jan – 01 Feb 2023	Add/Drop courses (1 st , 2 nd and 3 rd years)
23 – 27 Jan 2023 (TBC)	<i>Welcome Week</i>
06 Feb – 11 May 2023	Classes (1 st , 2 nd and 3 rd years)
18 May – 03 Jun 2023	Exams (1 st , 2 nd and 3 rd years)
15 – 22 Jun 2023	Re-sit and grade improvement exams (1 st , 2 nd and 3 rd years)

Note:

*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 in order to make up to classes that have been scheduled on National holidays. See Moodle area for information. Students are advised not to make travel commitments during the midterm season and exam period before confirming their midterm and exam schedule. 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.**