

# Fact Sheet

## Bachelor's level

Academic year 2023/2024

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## Contacts

Address	Contact People
<p><b>Nova School of Business and Economics</b></p> <p>International Mobility Team Rua da Holanda, 1 2775-405 Carcavelos Portugal</p> <p><b>Web address:</b></p> <p><a href="https://www.novasbe.unl.pt/en/">https://www.novasbe.unl.pt/en/</a></p> <p>Link for general information:</p> <p><a href="https://www.novasbe.unl.pt/en/programs/exchange-programs/overview">https://www.novasbe.unl.pt/en/programs/exchange-programs/overview</a></p> <p><b>Telephone</b> +351 21 380 16 89</p>	<p><b>Prof. Catherine da Silveira</b> Director of Institutional Relations</p> <p><b>INTERNATIONAL MOBILITY TEAM</b> <b>Paula Caria, Ms.</b> International Mobility Team Leader</p> <p><b>Filipa Verganista, Ms.</b> Incoming Mobility Assistant</p> <p>Contact: <a href="mailto:international.mobility@novasbe.pt">international.mobility@novasbe.pt</a></p> <p><b>Inês Morais, Ms.</b> Outgoing MSc Students Assistant <a href="mailto:outgoing.masters@novasbe.pt">outgoing.masters@novasbe.pt</a></p> <p><b>Accommodation &amp; Visas:</b> <a href="mailto:life@novasbe.pt">life@novasbe.pt</a></p>

IMPORTANT	
<b>Language of instruction and classes.</b>	English. First Year courses may also be taught in Portuguese. All classes and exams will be exclusively on campus.
<b>English Proficiency</b>	Students are required to have at least a <b>European B2 English Level, TOEFL 84 and/or IELTS 6</b> grade. Other documents that are accepted: TOEFL IBT HOME EDITION; IELTS Online; A declaration from the local Academic Director stating the student's English.
<b>Syllabi</b>	Bachelor's Syllabi are available on our <a href="#">site</a> .
<b>Enrollment</b>	<p>Enrollment is done on a platform to which the student will have access with a username and password sent <a href="#">in the welcome e-mail</a>. To have a suitable schedule without overlaps, it is preferable to choose courses from the same year of studies, although this is not mandatory.</p> <p><b>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, and as such, we advise students to have alternative choices approved by their home university. We have a period for changes (add/drop) where students may adjust their options, pending availability of places.</b></p> <p>Home Universities/Schools <b>cannot</b> ask for one specific course to be taken at Nova SBE, because <b>we do not guarantee enrollment</b> 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>

<b>IMPORTANT</b>	
<b>Exchange Documents</b>	Students must send all documents by mail, duly filled in for signature. Learning agreements for the Erasmus Program should preferably be sent through the Online Learning Agreement ( <a href="#">OLA</a> ) system.
<b>Transcript of Records</b>	Transcripts of records are sent until the end of February (for Fall semester exchange periods) and July (for Spring semester exchange periods). Transcripts will not be issued in January or June.
<b>Workload</b>	<p>There is a specific course list available to Exchange students, which is made available prior to the enrollment period.</p> <p>Courses are full-time, Monday to Friday during working hours, and structured in Semesters or Trimesters.</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, for 12 weeks. In this workload, there are both theoretical and practical classes. Most courses have one practical class and two theoretical classes per week. (First-year courses will count for 7 ECTS or 3.5 ECTS)</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>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><b>Exams are offered twice:</b> The first examination period extends over three weeks while the second lasts only one week. Be aware that <b>no more than two examinations</b> can be taken in the second exam period (<b>re-sit</b>), 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><b>Improving a Grade:</b> Limited to <b>one grade improvement</b> exam per semester, by obtaining a grade of at least 10. Students must enroll for the exam on NetPA <u>3 days prior</u> to the exam date and pay the enrollment fee. <u>Exams will not be rearranged.</u></p> <p>Exams must <b>take place on campus</b>, on the designated date/time.</p>

IMPORTANT			
<b>Grading Scale</b>	<b>0 – 20</b> (Fail range is from 0 to 9; 10 points is the threshold to pass)		
	Equivalence to ECTS:		
	<b>ECTS Scale*</b>	<b>Average % of students 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>10</b>	<b>SUFICIENT</b> – performance meets the minimum criteria
<b>F</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.		
<b>Portuguese Language Course</b>	The <b>Faculdade de Ciências Sociais e Humanas da Universidade Nova de Lisboa (FCSH)</b> 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: <a href="http://ple.fcsh.unl.pt/en/semester-course/">http://ple.fcsh.unl.pt/en/semester-course/</a> .		

## Nominations and Applications

<b>Nominations</b>	<p>Nominations are done on <a href="#">Nova SBE's platform</a>.</p> <p><b><u>Deadlines for nominations:</u></b>            From <b>February 20</b> until <b>April 20</b> for the Fall semester and whole academic year from <b>August 1</b> until <b>September 20</b> for the Spring semester.</p>
<b>Applications</b>	<p>The platform sends a link directly to the students, right after the nomination is done.</p> <p><b><u>Deadlines for applications:</u></b>            Until <b>April 27</b> for the Fall semester and whole academic year            Until <b>September 27</b> for the Spring semester</p>
<b>Freemovers</b>	<p>Freemover students must apply on the platform available <a href="#">on Nova SBE's website</a>.</p> <p><b><u>Deadlines for applications:</u></b>            February 20 – April 27            July 1 – September 27</p>

Life at Nova SBE	
<b>Accommodation</b>	Nova SBE signed partnerships with companies that help students find suitable accommodation in Lisbon or Carcavelos. Check out our website for more information - <a href="#">Life at Nova SBE</a> .
<b>Living Expenses</b>	<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"> <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 Portugal, 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.</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 ("<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.</p> <p>Do not enter Portugal with a Tourist Visa, you will not be able to renew it.</p> <p><b>Usually Required Documents:</b></p> <ul style="list-style-type: none"> <li>• Official form (available at <a href="#">Application forms - General information - Short Stay Visas (Schengen) - Visa (mne.gov.pt)</a>)</li> <li>• Passport or other travel document, and copies of your 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 your 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> <p><b>Where to ask:</b></p> <p>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>IMPORTANT NOTICES:</b></p> <p>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></p> <p>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> <p><b>Third-country nationals who already hold a residence permit from an EU Member State</b>  You can come to Portugal without applying for a new visa, but it is mandatory that you inform authorities in advance. This process is called "Communication of Mobility for Higher Education Students" (more information <a href="#">here</a>) and can be done by the school – you will need to send us some documentation that we will then submit to authorities. Deadlines for this process will be communicated before each semester starts.</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, food services (bars, canteen), dedicated Study Rooms are available to all Students. There is also a bank and private medical facilities on campus.</p> <p>Several students' organizations and clubs are also open to International Mobility Students. More information can be found on the school's website..</p>

## Academic Calendar 2023/2024

*Subject to changes, a final calendar will be sent to enrolled students.*

<b>Jul 12 – Jul, 2023</b>	<b>Enrollment in Fall courses (online) Dates TBC</b>
<b>Jul 19 – 28, 2023</b>	Add/Drop Period
<b>Aug 31, 2023 (TBC)</b>	<i>Welcome Activities (TBC)</i>
<b>Sep 4 – Oct 16, 2023</b>	Fall classes - S1/T1 - 2 <sup>nd</sup> and 3 <sup>rd</sup> Year courses classes
<b>Oct 23 – Dec 05, 2023</b>	Fall classes - S1/T2 - 2 <sup>nd</sup> and 3 <sup>rd</sup> Year courses classes
<b>Sep 18 – Oct 26, 2023</b>	Fall classes - S1/T1 - 1 <sup>st</sup> Year courses classes
<b>Nov 6 – Dec 14, 2023</b>	Fall classes - S1/T2 - 1 <sup>st</sup> Year courses classes
<b>Oct 20 – 21, 2023</b>	Regular Exams T1 - 2 <sup>nd</sup> and 3 <sup>rd</sup> Year courses
<b>Oct 31 – Nov 2, 2023</b>	Regular Exams T1 - 1 <sup>st</sup> year courses
<b>Dec 9 – 22, 2023</b>	Regular Exams S1/ T2 - 2 <sup>nd</sup> and 3 <sup>rd</sup> Year courses
<b>Dec 16, 2023 – Jan 8, 2024</b>	Regular Exams S1/ T2 - 1 <sup>st</sup> year courses
<b>Jan 8 – 17, 2024</b>	Resit exams S1/ T1/ T2 - 2 <sup>nd</sup> and 3 <sup>rd</sup> Year courses
<b>Jan 17 – 20, 2024</b>	Resit exams S1 + T1 + T2 - 1 <sup>st</sup> Year courses
<b>Jan 10 – 11, 2024</b>	<b>Enrollment in Spring courses (online)</b>
<b>Jan 24 – Feb 1, 2024</b>	Add/Drop courses (1 <sup>st</sup> , 2 <sup>nd</sup> and 3 <sup>rd</sup> years)
<b>Feb 2, 2024 (TBC)</b>	<i>Welcome Activities (TBC)</i>
<b>Feb 5 – Mar 18, 2024</b>	Spring classes - S2/T3 1 <sup>st</sup> 2 <sup>nd</sup> and 3 <sup>rd</sup> Year courses
<b>Apr 1 – May 14, 2024</b>	Spring classes - S2/T4 1 <sup>st</sup> 2 <sup>nd</sup> and 3 <sup>rd</sup> Year courses
<b>Mar 19 – 22, 2024</b>	Regular Exam T3 – 1 <sup>st</sup> 2 <sup>nd</sup> and 3 <sup>rd</sup> Year courses
<b>May 17 – Jun 5, 2024</b>	Regular Exam S2/ T4 - 1 <sup>st</sup> 2 <sup>nd</sup> and 3 <sup>rd</sup> year courses
<b>Jun 17 – 25, 2024</b>	Re-sit and grade improvement exams S2/ T3/ T4 - 1 <sup>st</sup> , 2 <sup>nd</sup> and 3 <sup>rd</sup> 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 SharePoint.

Make-Up Days are scheduled in order to make up classes that have been scheduled on National holidays. See SharePoint 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.**