

# Fact Sheet

## Master's level

Academic year 2020/2021

---



Address	Contact People
<p>Nova School of Business and Economics</p> <p>International Mobility Team Rua da Holanda, 1 2775-405 Carcavelos Portugal</p> <p>Web address <a href="https://www2.novasbe.unl.pt/en/">https://www2.novasbe.unl.pt/en/</a></p> <p>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>Victoria Winter</b> Director of Institutional Relations <a href="mailto:victoria.winter@novasbe.pt">victoria.winter@novasbe.pt</a></p> <p><b>INTERNATIONAL MOBILITY TEAM</b> <b>Filipa Oliveira Martins, Mrs</b> International Mobility Team Leader (responsible contact person for the LA) <a href="mailto:international.mobility@novasbe.pt">international.mobility@novasbe.pt</a></p> <p><b>Catarina Fortes, Ms</b> Incoming Mobility Advisor <a href="mailto:international.mobility@novasbe.pt">international.mobility@novasbe.pt</a></p> <p><b>Margarida Teiga, Ms</b> Outgoing MSc Students Manager <a href="mailto:outgoing.masters@novasbe.pt">outgoing.masters@novasbe.pt</a></p> <p><b>Accommodation &amp; Visas:</b> <a href="mailto:lifatnova@novasbe.pt">lifatnova@novasbe.pt</a></p>

<b>IMPORTANT</b>	
<b>Language of instruction</b>	English
<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. A declaration from the local Academic Director is also accepted
<b>Syllabi</b>	Master's Syllabi are only available via email – <a href="mailto:international.mobility@novasbe.pt">international.mobility@novasbe.pt</a>
<b>Enrollment</b>	<p>The enrolment is done within a <b>Bidding system</b>. The bidding system for enrollment is a system that several universities across Europe are using in order to allow students to enroll in the courses they want due to the limited places. Each student is given a certain number of points and distributes the points by the courses they wish to attend. In this way, students who really want to take a certain course will much probably give more points to that one course than to another they want less. It works like a bid. In the end, the students who offered the highest bids will get a place in the course.</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:</b> in this way, one is advised to have alternative choices approved by the home university. <b>We have a period of changes (add/drop) where students may change 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 by mail all documents dully filled in for signature																					
<b>Transcript of Records</b>	Transcripts of records are <b>sent only by email</b> until the end of February and July. No Transcripts may be issued in January or June																					
<b>Workload</b>	<p>There is a special course list for Exchange students published in Moodle and attached to this Fact Sheet</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>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 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>																					
<b>Grading Scale</b>	<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" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th style="padding: 5px;">ECTS Scale</th> <th style="padding: 5px;">% of successful students normally achieving the grade</th> <th style="padding: 5px;">Definition</th> </tr> </thead> <tbody> <tr> <td style="padding: 5px;"><b>A</b></td> <td style="padding: 5px;"><b>10</b></td> <td style="padding: 5px;"><b>EXCELLENT</b> – outstanding performance with only minor errors</td> </tr> <tr> <td style="padding: 5px;"><b>B</b></td> <td style="padding: 5px;"><b>25</b></td> <td style="padding: 5px;"><b>VERY GOOD</b> – above the average standard but with some errors</td> </tr> <tr> <td style="padding: 5px;"><b>C</b></td> <td style="padding: 5px;"><b>30</b></td> <td style="padding: 5px;"><b>GOOD</b> – generally sound work</td> </tr> <tr> <td style="padding: 5px;"><b>D</b></td> <td style="padding: 5px;"><b>25</b></td> <td style="padding: 5px;"><b>SATISFACTORY</b> – fair but with significant shortcomings</td> </tr> <tr> <td style="padding: 5px;"><b>E</b></td> <td style="padding: 5px;"><b>10</b></td> <td style="padding: 5px;"><b>SUFICIENT</b> – performance meets the minimum criteria</td> </tr> <tr> <td style="padding: 5px;"><b>F</b></td> <td style="padding: 5px;">-</td> <td style="padding: 5px;"><b>FAIL</b> – some more work or considerable work required before the credit can be awarded</td> </tr> </tbody> </table>	ECTS Scale	% of successful students normally achieving the grade	Definition	<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
ECTS Scale	% of successful students normally achieving the grade	Definition																				
<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																				
<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 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																					

IMPORTANT	
	<p>Campus. More information at: <a href="http://ple.fcsh.unl.pt/en/semester-course/">http://ple.fcsh.unl.pt/en/semester-course/</a>.</p>

Nominations and Applications	
<b>Nominations</b>	<p>Nominations are done on Nova SBE's new platform.</p> <p><b><u>Deadlines</u></b>            Until <b>April 20<sup>th</sup></b> for the Fall semester and whole academic year            Until <b>September 20<sup>th</sup></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>Deadlines for applications            Until <b>April 27<sup>th</sup></b> for the Fall semester and whole academic year            Until <b>September 27<sup>th</sup></b> for the Spring semester</p>
<b>Freemovers</b>	<p>Freemover students have to apply on the platform available <a href="#">on Nova SBE's website</a></p> <p><b><u>Deadlines</u></b>            Jan 1<sup>st</sup> – April 27<sup>th</sup>            July 1<sup>st</sup> – September 27<sup>th</sup></p>

Life at Nova	
<b>Accommodation</b>	<p>Nova SBE signed partnerships with companies that help foreign students find a suitable accommodation in Lisbon or Carcavelos. Check our website for more information - <a href="#">Life at Nova</a></p>
<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>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>
<b>Visa Request</b>	<p>In order to obtain the correct Visa you need to possess the following documents and information. Please note that all students coming from countries outside the EU, EEA and Switzerland are required to ask for a <b>Long-stay Permit Visa for Study Purposes</b>, as they are staying <b>longer than 90 days in Portugal</b>. DO NOT ENTER PORTUGAL WITH A TOURIST VISA OR STAMP</p> <p><b>Documents required</b></p> <ul style="list-style-type: none"> <li>• Visa Form, which you can obtain <a href="#">here</a>;</li> </ul>

<b>Life at Nova</b>	
	<ul style="list-style-type: none"> <li>• Acceptance letter, in which the correct dates of your studies are stated;</li> <li>• Two passport-sized photos (in color)</li> <li>• Your passport and copies of your previous visas (please note that Passports must be valid for up to six months)</li> <li>• A copy of your return ticket reservation (although not always required)</li> <li>• Travel insurance to cover you for the Schengen area</li> <li>• Flight dates and times</li> <li>• Accommodation plans for the duration of your stay (e.g. hotel reservation)</li> <li>• Proof of sufficient funds 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>• Copy of your Criminal Record (if you have been living elsewhere for over one year, this should be issued by that country and not by your home country)</li> </ul> <p><b>Where to ask</b> At the Portuguese embassy or consulate in your home country</p> <p><b><u>IMPORTANT NOTICES:</u></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>
<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), dedicated Study Rooms are available to all Students. There is also a bank and private medical facilities.</p> <p>Several students' organizations and clubs are also open to International Mobility Students. More info can be found in Moodle.</p>

## Academic Calendar

### 2020/2021

<b>13 – 17 July 2020</b>	<b>Bidding for Fall courses (online)</b>
<b>24 – 28 August 2020</b>	<i>Welcome Week</i>
<b>04 – 10 September 2020</b>	Add/Drop Period (S1, T1 and T2 courses)
<b>03 Sep – 16 Oct</b>	Classes – S1 and T1 courses
<b>19 – 24 October 2020</b>	Exams – T1 courses
<b>27 Oct – 02 Nov 2020</b>	Add/Drop T2 courses
<b>26 Oct – 07 Dec 2020</b>	Classes – S1 and T2 courses
<b>09 – 19 December 2020</b>	Exams – S1 and T2 courses
<b>07 – 11 December 2020</b>	<b>Bidding for Spring courses (online)</b>
<b>21 – 27 January 2021</b>	<i>Welcome Week</i>
<b>01 – 05 February 2021</b>	Add/Drop Period (S2, T3 and T4 courses)
<b>01 February – 16 Mar 2021</b>	Classes – S2 and T3 courses
<b>17 – 24 Mar 2021</b>	Exams – T3 courses
<b>26 Mar – 06 April 2021</b>	Add/Drop Period – T4 courses
<b>25 Mar – 10 May 2021</b>	Classes – S2 and T4 courses
<b>12 – 22 May 2021</b>	Exams – S2 and T4 courses

Note:

Exams will not be rearranged. See information below.

Note: 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 exam period before confirming their exam schedule. Please check the exam calendar on Moodle – International Mobility Area - before enrolling in courses **as it is not possible to enroll in courses that have exams overlapping.**