

Fact Sheet

Master's level

Academic year 2023/2024



Contacts

Address	Contact People
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IMPORTANT	
Language of instruction and classes	English. 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	Master's Syllabi are available on our site .
Enrollment	<p>The enrolment is done through a Bidding system. This system is used by several universities across Europe and allows students to enroll in courses they want and which have limited places. Each student is given a certain number of points and distributes them by the courses they wish to attend. In this way, students who really want to take a certain course will most likely attribute more points on that one course than to another they want less. It works like a bid. In the end, the students who made the highest bids will get a place on the course.</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, 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.</p> <p>Home Universities/Schools cannot ask for one specific course to be taken at Nova</p>

IMPORTANT	
	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.
Exchange Documents	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 (OLA) system .
Transcript of Records	Transcripts of records are sent only by email 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.
Workload	<p>There is a special course list for 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 Trimesters and 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"> – Full-courses take 12 weeks of class work and are worth 7 ECTS – Short-courses take 6 weeks of class work and account for 3.5 ECTS each <p>The courses can be lectured once a week for three hours in a row OR in 2 sessions of 1.5 hours per week. Besides these classes, course instructors also provide open office hours for individual consultations.</p> <p>Maximum limit of ECTS: 31,5 ECTS</p>
Assessment	<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 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> <p>Exams must take place on campus, on the designated date/time.</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"> <thead> <tr> <th>ECTS Scale *</th> <th>Average % of students achieving the grade</th> <th>Definition</th> </tr> </thead> <tbody> <tr> <td>A</td> <td>10</td> <td>EXCELLENT – outstanding performance with only minor errors</td> </tr> <tr> <td>B</td> <td>25</td> <td>VERY GOOD – above the average standard but with some errors</td> </tr> <tr> <td>C</td> <td>30</td> <td>GOOD – generally sound work</td> </tr> <tr> <td>D</td> <td>25</td> <td>SATISFACTORY – fair but with significant shortcomings</td> </tr> <tr> <td>E</td> <td>10</td> <td>SUFICIENT – performance meets the minimum criteria</td> </tr> <tr> <td>F</td> <td>-</td> <td>FAIL – some more work or considerable work required before the credit can be awarded</td> </tr> </tbody> </table>	ECTS Scale *	Average % of students 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
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	<p>* 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.</p>																					
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. More information at: http://ple.fcsh.unl.pt/en/semester-course/.</p>																					

Nominations and Applications

Nominations	<p>Nominations are done on Nova SBE's platform.</p> <p><u>Deadlines for nominations:</u> 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 for applications:</u> Until April 27 for the Fall semester and whole academic year Until September 27 for the Spring semester</p>
Freemovers	<p>Freemover students must apply on the platform available on Nova SBE's website.</p> <p><u>Deadlines for applications:</u> Feb 20 – April 27 August 1 – September 27</p>

Life at Nova SBE	
Accommodation	Nova SBE signed partnerships with companies that help students find suitable accommodation in Lisbon or Carcavelos. Check out our website for more information - Life at Nova SBE .
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>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>
Visa Request	<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 ("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.</p> <p>Do not enter Portugal with a Tourist Visa, you will not be able to renew it.</p> <p>Usually required documents:</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 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	
	<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>Upon arrival, book your appointment with SEF for renewal purposes as times vary between two to five months to get an appointment.</p> <p>Third-country nationals who already hold a residence permit from an EU Member State 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 here) 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>
Facilities	<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.

Aug 7 – 9, 2023	Bidding for Fall courses (online) – <i>Subject to alteration</i>
Aug 21 – 25, 2023	Integration Activities
Aug 28 – 30, 2023	Add/Drop Period (S1, T1 and T2 courses) – <i>Subject to alteration</i>
Sep 4 - Oct 16, 2023	Classes – S1 and T1 courses
Oct 9 – 12, 2023	Add/Drop T2 courses
Oct 18 – 24, 2023	Exams – T1 courses
Oct 25 – Dec 07, 2023	Classes – S1 and T2 courses
Dec 09 – 21, 2023	Exams – S1 and T2 courses
Dec 11 – 13, 2023	Bidding for Spring courses (online) – <i>Subject to alteration</i>
Feb 02, 2024	Welcome Spring

Jan 23 – 26, 2024	Add/Drop Period (S2, T3 and T4 courses) – <i>Subject to alteration</i>
Feb 5 – Mar 18, 2024	Classes – S2 and T3 courses
Mar 20 – 27, 2024	Exams – T3 courses
Mar 11 – 14, 2024	Add/Drop Period – T4 courses – <i>Subject to alteration</i>
Apr 2 – May 15, 2024	Classes – S2 and T4 courses
May 17 – 29, 2024	Exams – S2 and T4 courses

Notes:

- Exams will not be rearranged. See information above.
- Make-Up Days are scheduled in order to make up for classes that have been scheduled on National holidays. See SharePoint 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 SharePoint – International Mobility Area - before enrolling in courses **as it is not possible to enroll in courses that have overlapping exams.**