

Fact Sheet

## Bachelor's level

Academic year 2025/26

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## Contacts

| Address  | Contact People  |
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| <p><b>Nova School of Business and Economics</b><br/>International Mobility Team<br/>Rua da Holanda, 1<br/>2775-405 Carcavelos<br/>Portugal</p> <p><b>Web address:</b> <a href="http://www.novasbe.unl.pt">www.novasbe.unl.pt</a><br/><b>Link for general information:</b><br/><a href="https://www.novasbe.unl.pt/en/programs/exchange-programs/general-information">https://www.novasbe.unl.pt/en/programs/exchange-programs/general-information</a></p> <p><b>Telephone</b><br/>Working hours: 10.00 am - 1.00 pm on Tuesday, Thursday and Friday<br/>+351 213801689</p> <p><b>Email</b><br/><a href="mailto:bachelors@novasbe.pt">bachelors@novasbe.pt</a> for Bachelor Students<br/><a href="mailto:masters@novasbe.pt">masters@novasbe.pt</a> for Master Students<br/><a href="mailto:international.mobility@novasbe.pt">international.mobility@novasbe.pt</a> for Partners</p> | <p><b>Prof. Catherine da Silveira</b><br/>Associate Dean for International Affairs and Partnerships</p> <p><b>Beatriz Santos, Ms.</b><br/>International Relations Manager<br/>Management of agreements</p> <p><b>Carolina Sales, Ms.</b><br/>Director of Student Affairs</p> <p><b>Paula Caria, Ms.</b><br/>Head of International Programs &amp; Mobility</p> <p><b>Beatriz Narra, Ms.</b><br/>Incoming Student Advisor<br/>Nomination and applications inquiries, support to incoming students and general questions from partners</p> <p><b>Franciely Torrente, Ms. / Margarida Silva, Ms.</b><br/>Outgoing Mobility Assistants</p> |
| <p>Nominations to Nova SBE are made through our exclusive <b>online nomination platform</b> (<u>only students who will be studying at Nova SBE are to be included here</u>). <b>No email nominations will be accepted.</b></p>   |   |

| IMPORTANT                                 |  |
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| <b>Language and medium of instruction</b> | English. First-year courses may also be taught in Portuguese.<br>All classes and exams will be exclusively on campus.  |
| <b>English Proficiency</b>                | Students are required to have at least a European <u>B2 English Level</u> , TOEFL 84 and/or IELTS 6 grade. If students do not have an English language certificate, Nova SBE accepts a declaration from the Academic Director stating their English Level.   |
| <b>Syllabi</b>                            | Bachelor's Syllabi are available on our <a href="#">website</a> .<br><b>All the syllabi available on the UNL website may be outdated.</b>  |
| <b>Enrollment</b>                         | Enrollment in courses is done through a platform accessed with a username and password sent in the Welcome Email. It is recommended to choose courses from the same year to avoid scheduling conflicts, but not mandatory.<br><br>At Nova SBE, <b>spots on courses are limited</b> , and we <b>cannot guarantee</b> students will get their <b>first choice</b> . As such, students are advised to have alternative options approved by their home university. There's also a <b>period for changes (Add/Drop)</b> , during which students can adjust their selections based on availability. It is <b>important to note that home</b> |

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|  | <p><b>universities should not request specific courses to be taken at Nova SBE given these limitations. 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.</b></p> <p>Students who do not comply with the enrollment period will be required to pay a fine if they need to be manually enrolled afterwards, for instance, in the case of missing the enrollment or course bidding period.</p> |
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| IMPORTANT                    |  |
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| <b>Exchange Documents</b>    | <p>Students can access the Declaration of Arrival and a Declaration of Departure, as well as the Certificate of Enrollment on Netpa. These documents are automatically issued on Netpa.</p> <p>For other specific documents, students must submit a request on a specific <a href="#">forms</a> via SharePoint, ensuring they are duly completed for signature. Learning Agreements for the Erasmus Program should be processed through the <a href="#">online Learning Agreement system</a>. If submitted as a PDF, they must be sent via a specific <a href="#">Forms</a>. Learning Agreements sent via email will not be processed.</p>   |
| <b>Transcript of Records</b> | <p>Transcripts of Records are <b>uploaded to our platform (Netpa), and students are responsible for downloading them (under "Documents &amp; Requests" &gt; "Downloads" and sending them to their home university.</b> Please be advised that we will not be sending the document to any partner school.</p> <p>Transcripts of Records will be available at the end of February (for the Fall semester) and July (for the Spring semester). No transcripts will be issued in January or June. An automatic email will be sent to the student's Nova SBE account once their transcript is issued by the responsible team.</p>   |
| <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. A regular Nova SBE student takes four/five courses per semester, corresponding to about 28 ECTS.</p> <p>Each course is worth 7 ECTS, or 3,5 ECTS. This implies three weekly classes of 1:30h per course, for 12 weeks. In this workload, there are both theoretical and practical classes. Most courses have one practical class and two theoretical ones per week.</p> <p><b>Recommend number of ECTS: 24,5</b></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>Exams may be booked for Saturday mornings. <u>Students are advised not to make travel commitments before checking their mid-term and final exam schedules.</u></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><b>Exams are offered twice:</b> The first examination period extends over three weeks while the second lasts only one week. Students can only take a <b>maximum of two exams</b> during the second exam period (<b>Resit</b>). Students are eligible for these exams if they failed or missed the first one. 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</u> before the exam</p> |

date and pay the enrollment fee. Exam schedules will not be rearranged.

## IMPORTANT

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| <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>% 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 great 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 their 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 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 and are paid. 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

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| <b>Nominations</b>  | <p>Nominations are made on Nova SBE's platform.</p> <p><b><u>Deadlines</u></b></p> <p>From <b>February 20</b> until <b>April 20</b> for the Fall semester and the whole academic year.</p> <p>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</u></b></p> <p>Until <b>April 27</b> for the Fall semester and whole academic year.</p> <p>Until <b>September 27</b> for the Spring semester.</p>       |

## Life at Nova

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| <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> |
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| <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 healthcare, E.U. citizens, who are not residents in Portugal, must bring their European Health Insurance Cards issued by their home countries. 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 have 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 documents, 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 of 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 date of your studies are stated - acceptance letter.</li> </ul> |

## Life at Nova

### Visa Request

**Where to request:**

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| <b>(cont.)</b>    | <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><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.</p>   |

## Academic Calendar 2025/26

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| <b>Jul 8 – Jul 10, 2024 (TBC)</b>            | <b>Enrollment in Fall courses (online)</b>  |
| <b>Jul 23 – Jul 24 / Set 3 – Set 6 (TBC)</b> | Add/drop periods  |
| <b>Aug 27 – Aug 29 (TBC)</b>                 | <i>Welcome Week</i>   |
| <b>Sep 1 – Dec 3, 2025</b>                   | Fall classes - S1 - 2 <sup>nd</sup> and 3 <sup>rd</sup> Year courses                          |
| <b>Sep 8 – Dec 2, 2025</b>                   | Fall classes - S1 - 1 <sup>st</sup> Year courses  |
| <b>Sep 1 – Oct 10, 2025</b>                  | Fall classes – T1 - 2 <sup>nd</sup> and 3 <sup>rd</sup> Year courses                          |
| <b>Oct 20 – Dec 3, 2025</b>                  | Fall classes - T2 - 2 <sup>nd</sup> and 3 <sup>rd</sup> Year courses                          |
| <b>Sep 8 – Oct 16, 2025</b>                  | Fall classes - T1 - 1 <sup>st</sup> Year courses  |
| <b>Oct 20 – Dec 2, 2025</b>                  | Fall classes - T2 - 1 <sup>st</sup> Year courses  |
| <b>Oct 13 – Oct 18, 2025</b>                 | Regular Exams T1 - 2 <sup>nd</sup> and 3 <sup>rd</sup> Year                                   |
| <b>Oct 18, 2025</b>                          | Regular Exams T1 - 1 <sup>st</sup> year courses   |
| <b>Dec 5 – Dec 19, 2025</b>                  | Regular exams S1 + T2 - 1 <sup>st</sup> , 2 <sup>nd</sup> and 3 <sup>rd</sup> Year courses    |
| <b>Jan 6 – Jan 14, 2026</b>                  | Resit exams S1 + T1 + T2 - 1 <sup>st</sup> , 2 <sup>nd</sup> and 3 <sup>rd</sup> Year courses |
| <b>Jan 16 – 18, 2026 (courses TBC)</b>       | <b>Enrollment in Spring courses (online)</b>  |
| <b>Jan 29 – 31, 2026 (TBC)</b>               | Add/Drop courses (1 <sup>st</sup> , 2 <sup>nd</sup> and 3 <sup>rd</sup> years)                |
| <b>Jan 30, 2026</b>                          | <i>Welcome Day/Activities (TBC)</i>   |
| <b>Feb 2 – May 15, 2026</b>                  | Spring classes – S2 - 2 <sup>nd</sup> and 3 <sup>rd</sup> Year courses                        |
| <b>Feb 2 – May 14, 2026</b>                  | Spring classes – S2 - 1 <sup>st</sup> Year  |
| <b>Feb 2 – Mar 16, 2026</b>                  | Spring classes - T3 1 <sup>st</sup> 2 <sup>nd</sup> and 3 <sup>rd</sup> Year courses          |
| <b>April 6 – May 15, 2026</b>                | Spring classes - T4 1 <sup>st</sup> 2 <sup>nd</sup> and 3 <sup>rd</sup> Year courses          |
| <b>Mar 20 – Mar 27, 2026</b>                 | Regular Exams T3 - 1 <sup>st</sup> , 2 <sup>nd</sup> and 3 <sup>rd</sup> Year courses         |
| <b>May 19 – Jun 3, 2026</b>                  | Regular Exams S2 + T4 - 1 <sup>st</sup> , 2 <sup>nd</sup> and 3 <sup>rd</sup> Year courses    |
| <b>Jun 17 – Jun 26, 2026</b>                 | Resit exams S2 + T3 + T4 (1 <sup>st</sup> , 2 <sup>nd</sup> and 3 <sup>rd</sup> years)        |

**Note:**

The academic calendar may suffer alterations. 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.**

