

Fact Sheet:
Bachelor level (1st cycle)

Academic year 2019/2020



New School Address

Nova School of Business and Economics
International Mobility Team
Student Central
Rua da Holanda, nº 1
2775-405 Carcavelos
Portugal

Web address: <https://www2.novasbe.unl.pt/en/>

Telephone: +351 21 380 16 89

Contact People

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INTERNATIONAL MOBILITY TEAM:

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Accommodation & Visas:

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Language of instruction

100% of the undergraduate courses are taught in English.
First Year courses can also be taught in Portuguese.

MANDATORY REQUIREMENT FOR FALL 19:

Students are required to have at least a **European B2 English Level, 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.

Bachelor Courses

Bachelor Syllabi are available for download at the following link:

[Syllabi at Nova SBE](#)

Course offer

2019/2020

Bachelors Course Offer for Exchange

Fall Semester

Cd.	Course unit	ECTS	theo.	prac.	lang. of instr.	Year	Area
1100	Principles of Microeconomics	7,5	2	1	EN	1st	Economics
1101	Principles of Macroeconomics	7,5	2	1	EN/PT	1st	Economics
1102	Microeconomics	7,5	2	1	EN	2nd	Economics
1103	Macroeconomics	7,5	2	1	EN	2nd	Economics
1104	Seminar in European Economics	7,5	2	1	EN	3rd	Economics
1108	Development Economics	7,5	2	1	EN	3rd	Economics
1110	Economic History	7,5	2	1	EN	3rd	Economics
1111	Advanced Microeconomics	7,5	2	1	EN	3rd	Economics
1112	Industrial Organization	7,5	2	1	EN	2nd	Economics
1113	Global Economics I	7,5	2	1	EN	3rd	Economics
1114	Global Economics II	7,5	2	1	EN	3rd	Economics
1115	Public Economics	7,5	2	1	EN	3rd	Economics
1200	Principles of Management	7,5	2	1	EN/PT	1st	Management
1201	Financial Accounting	7,5	2	2	EN	1st	Management
1202	Management Accounting	7,5	1	2	EN	2nd	Management
1203	Finance	7,5	2	1	EN	2nd	Management
1204	Marketing	7,5	2	1	EN	2nd	Management
1205	Operations Management	7,5	2	1	EN	3rd	Management
1206	Organizational Behaviour	7,5	2	1	EN	3rd	Management
1207	Strategy	7,5	2	1	EN	3rd	Management
1208	Information Systems	7,5	2	1	EN	3rd	Management
1210	Entrepreneurship	7,5	2	1	EN	3rd	Management
1211	International Management	7,5	2	1	EN	3rd	Management
1212	Global Business Environment	7,5	2	1	EN	3rd	Management
1213	Business Seminar	7,5	2	1	EN	3rd	Management
1301	Calculus I	7,5	2	2	EN/PT	1st	Quantitative Methods
1302	Calculus II	7,5	2	2	EN/PT	1st	Quantitative Methods
1303	Linear Algebra	7,5	2	2	EN/PT	1st	Quantitative Methods
1304	Data Analysis and Probability	7,5	2	2	EN/PT	1st	Quantitative Methods
1305	Statistics for Economics and Management	7,5	2	1	EN	2nd	Quantitative Methods
1306	Econometrics	7,5	2	1	EN	2nd	Quantitative Methods
1308	Introduction to Programming	7,5	2	1	EN	3rd	Management
1402	European Law	7,5	2	1	EN	3rd	Law
1405	Law in Economics and Business	4	2	0	EN	2nd	Law
1409	Intro. to Modern and Contemporary History	4	2	0	EN	3rd	History

(Please note the [list of precedences](#) and prerequisites for courses and bear in mind that most mathematics courses require a profound knowledge of quantitative methods)

2019/2020**Bachelors Course Offer for Exchange
Spring Semester**

Cd.	Course unit	ECTS	theo.	prac.	lang. of instr.	Year	Area
1100	Principles of Microeconomics	7,5	2	1	EN/PT	1st	Economics
1101	Principles of Macroeconomics	7,5	2	1	EN	1st	Economics
1102	Microeconomics	7,5	2	1	EN	2nd	Economics
1103	Macroeconomics	7,5	2	1	EN	2nd	Economics
1104	Seminar in European Economics	7,5	2	1	EN	3rd	Economics
1107	Macroeconomic Policies	7,5	2	1	EN	3rd	Economics
1111	Advanced Microeconomics	7,5	2	1	EN	3rd	Economics
1112	Industrial Organization	7,5	2	1	EN	2nd	Economics
1113	Global Economics I	7,5	2	1	EN	3rd	Economics
1114	Global Economics II	7,5	2	1	EN	3rd	Economics
1115	Public Economics	7,5	2	1	EN	3rd	Economics
1200	Principles of Management	7,5	2	1	EN	1st	Management
1201	Financial Accounting	7,5	2	2	EN/PT	1st	Management
1202	Management Accounting	7,5	1	2	EN	2nd	Management
1203	Finance	7,5	2	1	EN	2nd	Management
1204	Marketing	7,5	2	1	EN	2nd	Management
1205	Operations Management	7,5	2	1	EN	3rd	Management
1206	Organizational Behaviour	7,5	2	1	EN	3rd	Management
1207	Strategy	7,5	2	1	EN	3rd	Management
1208	Information Systems	7,5	2	1	EN	3rd	Management
1210	Entrepreneurship	7,5	2	1	EN	3rd	Management
1211	International Management	7,5	2	1	EN	3rd	Management
1212	Global Business Environment	7,5	2	1	EN	3rd	Management
1301	Calculus I	7,5	2	2	EN/PT	1st	Quantitative Methods
1302	Calculus II	7,5	2	2	EN/PT	1st	Quantitative Methods
1303	Linear Algebra	7,5	2	2	EN/PT	1st	Quantitative Methods
1304	Data Analysis and Probability	7,5	2	2	EN/PT	1st	Quantitative Methods
1305	Statistics for Economics and Management	7,5	2	1	EN	2nd	Quantitative Methods
1306	Econometrics	7,5	2	1	EN	2nd	Quantitative Methods
1307	Modeling and Optimization	7,5	2	1	EN	3rd	Quantitative Methods
1308	Introduction to Programming	7,5	2	1	EN	3rd	Management
1402	European Law	7,5	2	1	EN	3rd	Law
1405	Law in Economics and Business	4	2	0	EN	2nd	Law
1409	Intro. to Modern and Contemporary History	4	2	0	EN	3rd	History
New	Investments				EN	3rd	Management

(Please note the [list of precedences](#) and prerequisites for courses and bear in mind that most mathematics courses require a profound knowledge of quantitative methods)

Link for general information:

<https://www2.novasbe.unl.pt/en/programs/exchange-programs/general-information>

Updated information will be sent by the International Mobility Team in the Welcome Mail, in the beginning of June.

Note 1: 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 where students may change their options, pending availability of places. Enrolment is done online in a platform to which the student will have access with a username and password sent in the welcome e-mail. Students are advised to choose courses from one year of studies only, in order to have a suitable schedule.

Note 2: Home Universities/Schools **cannot** ask for one specific courses to be taken at Nova SBE, because **we do not guarantee enrolment** 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.

Note 3: Students must bring all documents dully filled in for signature

Workload and Assessment

WORKLOAD

Courses at Bachelor level are full-time and are offered from Monday to Friday during working hours. International Mobility students make their choice from a list of available courses for International Mobility students. A typical Nova SBE student takes four / five courses per semester, corresponding to about 30 ECTS credit units.

Bachelor courses are structured in semesters and each course counts for 7,5 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.

The **limit of ECTS** one **International Mobility student** is allowed to enrol at is **32**.

ASSESSMENT METHODS

Students' course evaluation is conducted on an individual basis, and final grades are on a scale of **0 – 20**. Academic courses approval requires that the final grade is equal to or more than 10.

Each course's evaluation can be based on the student's participation in class, coursework, classwork, tests, examinations and other evaluation, according to rules defined by the Course Instructor at the beginning of the academic period, in the course syllabus and moodle. Professors may choose to offer also mid-term exams and these may be booked for Saturdays morning – please check your mid-term schedule after classes start in Moodle. Students are advised to not make travel commitments prior to checking their mid-term schedule.

The weight of all individual 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%.

Check the Syllabi [here](#).

For each course, **the examination is 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 (**resit**) and you can only take them if you failed the first exam or you missed it. Note that the evaluation method in the second assessment may be different. Students must enrol online.

Improving a Grade

If necessary, students are allowed to improve a grade. This is limited to **one** grade improvement exam per semester. There is no possibility to enrol in a course for a second time, once a student obtains the credits of a course, by obtaining a grade of at least 10. The student must keep the grade obtained in the course, which will be recorded on the Transcript of Records unless there is a grade review by the faculty. Students **must enrol for the exam at the Bursary Office 72 hours prior to the exam** date, and pay the enrolment fee. **Exams will not be rearranged.**

GRADING SCALE

We use a 0-20 scale to grade students, following the Portuguese convention. The top grade, 20 points, distinguishes an outstanding performance and is very rarely awarded. The bottom grade, 0 points, is awarded only to absolutely disastrous performances. Note also that the fail range is from 0 to 9; hence, 10 points is the threshold to pass. You can compare our scale with the ECTS grading scale in this table:

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 with a number of notable errors
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

Portuguese Language Course

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/>.

The International Mobility Team has all info updated in moodle - International Mobility Area.

The **ILNOVA** Universidade Nova de Lisboa's Language Institute offers a large offer of paid language courses.

For more information please visit <http://ilnova.fcsh.unl.pt/index.php>

Nominations

Incoming students' nominations must be done directly by the home university with which an Exchange agreement has been signed.

The nominations should be done on Nova SBE's new platform until **May 15th for the Fall semester** and whole academic year and by **October 15th for the Spring semester**. Late nominations won't be accepted.

Life at Nova

ACCOMMODATION

There is an active market in Lisbon for rental housing where most foreign students can find a nice place to stay.

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

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:

- Accommodation: 450€ - 850€/month
- Meals: 150€ - 200€/month
- Books/Supplies: 50€/month
- Transportation (bus, train, metro): 40-70€/month
- Leisure: 75€ - 100€/month

HEALTH INSURANCE

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.

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.

VISA REQUEST

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 **Long-stay Permit Visa for Study Purposes**, as they are staying **longer than 90 days in Portugal**. DO NOT ENTER PORTUGAL WITH A TOURIST VISA OR STAMP.

Documents

- Visa Form, which you can obtain [here](#);
- Acceptance letter, in which the correct dates of your studies are stated;
- Two passport photos (in colour)
- Your passport and copies of your previous visas (please note that Passports must be valid for up to six months)
- A copy of your return ticket reservation (although not always required)
- Travel insurance to cover you for the Schengen area
- Flight dates and times
- Accommodation plans for the duration of your stay (eg. hotel reservation)
- Proof of sufficient funds to last the duration of your stay
- Proof of civil status (married, children, etc.)
- Proof of economic status (employed, self-employed, student, retired, etc.)
- 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)

Where to ask

At the Portuguese embassy or consulate in your home country

What to ask for

If possible at the Embassy or Consulate (it depends on Nationalities), ask for a Long Stay Permit for Study Purposes to the Schengen Area with Multiple Entries, that covers the length of your entire stay.

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.

Upon arrival, book your appointment with **SEF** for renewal purposes as times vary between two to five months to get an appointment.

Facilities

Library/documentation centres, 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' organisations and clubs are also open to International Mobility Students. More info can be found in Moodle.

Academic Calendar

2019/2020: FALL 19

26-30 August	Induction Week (not Mandatory)
02 September	Welcome Meeting for Exchange Students
03-08 July	Enrolment in Courses
25-27 July	Add or Drop a Course
12 September 2019	First day of Classes: 1st Year courses
02 September 2019	2nd & 3rd Year courses
05 December 2019	Last day of Classes: 1st Year courses
27 November 2019	2nd & 3rd Year courses
27th November 2019 and 05th December 2019	Make - up Classes
04-13 January 2020	*Exam Period (First Assessment): 1st Year courses
06-19 December 2019	2nd & 3rd Year courses
21 - 24 January 2020	*Special Resit Exams: 1st Year courses
08 - 15 January 2020	2nd & 3rd Year courses
11 Dec 2018 to 02 Jan 2019	Christmas break: 1st Year courses
24 Dec 2018 to 01 Feb 2020	2nd & 3rd Year courses
February	All Transcripts of Records will be sent to students and schools, digitally, until the end of the month. NO ToR WILL BE SENT BY POST as Nova SBE is aiming at an increased environmental sustainability

Note:

*Exams, midterms, tests and presentations can be scheduled on Saturdays. Midterm exams calendar will be available at the beginning of the semester.

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 enrolment. It is not possible to enrol in courses that have exams overlapping. **Exams will not be rearranged.**

SPRING 20

23-29 January 2020	Induction week (Not mandatory)
31 January 2020	Welcome Meeting for International Mobility Students
06 – 09 January 2020	Enrolment in Courses
04 – 10 February 2020	Add or Drop a Course/ Late enrolments
04 February 2020	First day of Classes
07 May 2020	Last day of Classes
7th May 2020	Make – up Classes
18 May – 03 June 2020	Regular Exam Period (First Assessment)
15 – 22 June 2020	Special Resit Exams
06 - 12 April 2020	Easter break
July	All Transcripts of Records will be sent to students and schools, digitally, until the end of the month. NO ToR WILL BE SENT BY POST as Nova SBE is aiming at an increased environmental sustainability.

Note:

*Exams, midterms, tests and presentations can be scheduled on Saturdays. Midterm exams calendar will be available at the beginning of the semester in 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 enrolment. It is not possible to enrol in courses that have exams overlapping. **Exams will not be rearranged.**

Fact Sheet:
Master level (2nd cycle)

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Academic year 2019/2020



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Contact People

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Accommodation & Visas:

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Language of instruction

All courses are taught in English.

MANDATORY REQUIREMENT FOR FALL 19:

Students are required to have at least a **European B2 English Level, 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.

Master's Courses

Master's Syllabi are available for download at the following link:

[Syllabi at Nova SBE](#)

Link for general information:

<https://www2.novasbe.unl.pt/en/programs/exchange-programs/general-information>

Updated information will be sent by the International Mobility Team in the Welcome Mail.

The enrolment is done within a **Bidding system**. 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 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.

COURSE OFFER

Master's Course Offer

Exchange Students

Fall 19

PERIOD	COURSE CODE	COURSE NAME	ECTS
S1	2162	International Trade	7
S1	2206	Banking	7
S1	2460	Strategy Consulting	7
S1	2461	Business Intelligence	7
S1	2483	Applied Social Entrepreneurship	7
S1	2484	Corporate Strategy and Transformation	7
S1	2488	Methods for Applied Business Problems	7
S1	20101	Competitive Strategy: an analytical approach	7
S1	20103	Evidence-based practices for wellbeing	7
S1	20104	Future Business	7
T1	2135	Economics of Health and Health Care	3,5
T1	2177	Public Finance	3,5
T1	2217	Corporate Governance	3,5
T1	2222	Financial Statement Analysis	3,5
T1	2233	Macroeconomics of Financial Markets	3,5
T1	2238	Financial Reporting	3,5
T1	2332	Entrepreneurship	3,5
T1	2337	Integrated Marketing Communications	3,5
T1	2338	International Business	3,5
T1	2352	Quality Management	3,5
T1	2375	Corporate Social Responsibility	3,5
T1	2388	Leadership and Change Management	3,5
T1	2389	Customer Relationship Management	3,5
T1	2416	Family Business	3,5
T1	2454	Doing Business in China	3,5
T1	2462	E-Business	3,5
T1	2473	Negotiation	3,5
T1	2479	Social Impact Investment	3,5
T1	2481	Product Design and Development	3,5
T1	2489	Data Curation	3,5
T1	2490	Geoeconomics and International Relations	3,5
T1	2496	Strategic Foresight and Scenario Planning	3,5
T1	20105	Impact Investments	3,5

PERIOD	COURSE CODE	COURSE NAME	ECTS
T2	2128	Competition Policy	3,5
T2	2134	Economics of Education	3,5
T2	2156	Seminar on Current Economic and Financial Issues	3,5
T2	2166	The Economics of Agriculture and the Environment	3,5
T2	2215	Auditing	3,5
T2	2236	Private Equity	3,5
T2	2257	Futures and Options	3,5
T2	2300	Management Seminar	3,5
T2	2329	Consumer and Managerial Decision Making	3,5
T2	2330	Consumer Behavior	3,5
T2	2339	International Marketing Strategy	3,5
T2	2359	Operations Management	3,5
T2	2376	Project Management	3,5
T2	2417	Management of Non-Profit Organizations	3,5
T2	2441	Digital Marketing	3,5
T2	2446	Small Business Management	3,5
T2	2448	Business Model Innovation	3,5
T2	2452	Business Strategy and Practice	3,5
T2	2465	Open Innovation	3,5
T2	2466	Service Management	3,5
T2	2491	Data Visualization	3,5
T2	2492	Doing Business in Emerging Markets	3,5
T2	2493	Marketing Analytics	3,5
T2	2500	Performance and Progress	3,5
T2	20110	Science-Based Entrepreneurship and Innovation	3,5

Master's Course Offer
Exchange Students
Spring 20

PERIOD	COURSE CODE	COURSE NAME	ECTS
S2	2176	Development Economics	7
S2	2206	Banking	7
S2	2220	Entrepreneurial Finance & Venture Capital	7
S2	2232	Applied Corporate Finance	7
S2	2327	Brand Management	7
S2	2386	Persuasion and Negotiation	7
S2	2421	Applied Entrepreneurship	7
S2	2437	Luxury and Fashion Marketing	7
S2	2460	Strategy Consulting	7
S2	2461	Business Intelligence	7
S2	2471	Enterprise Systems	7
S2	2483	Applied Social Entrepreneurship	7
S2	2484	Corporate Strategy and Transformation	7
S2	2487	Machine Learning	7
S2	2488	Methods for Applied Business Problems	7
S2	2580	Value-Based Health Care	7
T3	2138	Environmental Policy	3,5
T3	2145	Labor Economics	3,5
T3	2173	Macroeconomic Theory	3,5
T3	2184	Political Economy	3,5
T3	2193	Behavioral Economics and Finance	3,5
T3	2194	History of Economic Analysis	3,5
T3	2214	Asset Management	3,5
T3	2215	Auditing	3,5
T3	2218	Derivatives	3,5
T3	2222	Financial Statement Analysis	3,5
T3	2225	Risk Management	3,5
T3	2233	Macroeconomics of Financial Markets	3,5
T3	2236	Private Equity	3,5
T3	2238	Financial Reporting	3,5
T3	2239	Corporate Valuation	3,5
T3	2243	Real Estate Finance	3,5
T3	2248	Fixed Income	3,5
T3	2272	Financial Econometrics	3,5
T3	2273	Fintech Ventures	3,5
T3	2332	Entrepreneurship	3,5
T3	2334	Global Human Resources Management	3,5
T3	2337	Integrated Marketing Communications	3,5
T3	2338	International Business	3,5
T3	2339	International Marketing Strategy	3,5
T3	2346	Modeling Business Decisions	3,5
T3	2352	Quality Management	3,5
T3	2356	Sustainable International Business	3,5
T3	2364	Venture Simulation	3,5
T3	2375	Corporate Social Responsibility	3,5
T3	2388	Leadership and Change Management	3,5
T3	2389	Customer Relationship Management	3,5
T3	2412	Managerial Accounting	3,5
T3	2454	Doing Business in China	3,5
T3	2458	Talent Development	3,5
T3	2467	E-Commerce	3,5
T3	2473	Negotiation	3,5
T3	2478	Business Models for Sustainability	3,5
T3	2481	Product Design and Development	3,5
T3	2490	Geoeconomics and International Relations	3,5
T3	2494	Computational Thinking and Data Science (includes Applied Statistics)	3,5
T3	2496	Strategic Foresight and Scenario Planning	3,5
T3	2497	Models and Decision-Making	3,5
T3	20107	International Migration	3,5

PERIOD	COURSE CODE	COURSE NAME	ECTS
T4	2137	Empirical Macroeconomics	3,5
T4	2141	Global Energy Markets	3,5
T4	2150	Fiscal Policy and Stabilization	3,5
T4	2169	Financial Crises in History	3,5
T4	2181	Policy evaluation	3,5
T4	2182	European Economy	3,5
T4	2185	Game Theory	3,5
T4	2226	Hedge Funds	3,5
T4	2235	Credit Risk	3,5
T4	2240	Financial Intermediation	3,5
T4	2261	Energy Finance	3,5
T4	2276	Financial Distress, Bankruptcy and Restructuring	3,5
T4	2300	Management Seminar	3,5
T4	2329	Consumer and Managerial Decision Making	3,5
T4	2330	Consumer Behavior	3,5
T4	2359	Operations Management	3,5
T4	2397	Innovation Management	3,5
T4	2416	Family Business	3,5
T4	2419	Positive Organizations	3,5
T4	2439	Management Control Systems	3,5
T4	2440	Big Data Analysis	3,5
T4	2441	Digital Marketing	3,5
T4	2448	Business Model Innovation	3,5
T4	2451	Operations Strategy	3,5
T4	2452	Business Strategy and Practice	3,5
T4	2465	Open Innovation	3,5
T4	2468	Technology Strategy	3,5
T4	2469	Big Data Seminar	3,5
T4	2472	Web Analytics	3,5
T4	2475	Sales & Retailing	3,5
T4	2493	Marketing Analytics	3,5
T4	2495	Continuous, Adaptive, Data-driven systems	3,5
T4	2500	Performance and Progress	3,5
T4	2519	International Taxation	3,5
T4	20106	Innovation and Technology in Healthcare and life sciences	3,5
T4	20109	Leading Social Enterprises with impact in International Development	3,5
T4	20100	Advanced Behavioral Economics and Finance	3,5
T4	20102	Economics of Poverty	3,5
T4	20108	Islamic Finance	3,5
T4	20110	Science-Based Entrepreneurship and Innovation	3,5
T4	20111	Strategy Implementation	3,5

Note 1: 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 where students may change their options, pending availability of places. Enrolment is done online at a bidding platform to which the student will have access with a username and password sent in the welcome e-mail.

Note 2: Home Universities/Schools **cannot** ask for one specific course to be taken at Nova SBE, because **we do not guarantee enrolment** 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.

Note 3: Students must bring all documents dully filled in for signature

Workload and Assessment

WORKLOAD

The Nova Master's Programs are full-time programs offered from Monday to Friday during working hours. Exchange students make their choice from a list of available courses for international mobility students.

Type of courses offered:

- **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. 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.

The **limit of ECTS** one **International Mobility student** is allowed to enrol at is **31,5**.

ASSESSMENT METHODS

Students' course evaluation is conducted on an individual basis, and final grades are on a scale of **0 – 20**. Academic courses approval requires that the final grade is equal to or more than 10.

Each course's evaluation can be based on the student's participation in class, coursework, classwork, tests, examinations and other evaluation, according to rules defined by the Course Instructor at the beginning of the academic period, in the course syllabus.

The weight of all individual 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%. 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). **It is not possible to enroll in courses that have exams overlapping.**

Check the Syllabi [here](#).

Grading scale

We use a 0-20 scale to grade students, following the Portuguese convention. The top grade, 20 points, distinguishes an outstanding performance and is very rarely awarded. The bottom grade, 0 points, is awarded only to absolutely disastrous performances. Note also that the fail range is from 0 to 9; hence, 10 points is the threshold to pass. You can compare our scale with the ECTS grading scale in this table:

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 with a number of notable errors
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

Portuguese Language Course

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. A possibility is being studied that these classes start to be taught at Nova SBE's Carcavelos Campus.

More information at: <http://ple.fcsch.unl.pt/en/semester-course/>.

The International Mobility Team has all info updated in moodle - International Mobility Area.

The **ILNOVA** Universidade Nova de Lisboa's Language Institute offers a large offer of paid language courses. For more information please visit <http://ilnova.fcsch.unl.pt/index.php>

Nominations

Incoming students' nominations must be done directly by the home university with which an Exchange agreement has been signed.

The nominations should be done on Nova SBE's platform until **May 15th for the Fall semester** and whole academic year and by **October 15th for the Spring semester**. Late nominations won't be accepted.

Life at Nova

ACCOMMODATION

There is an active market in Lisbon for rental housing where most foreign students can find a nice place to stay.

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

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:

- Accommodation: 450€ - 850€/month
- Meals: 150€ - 200€/month
- Books/Supplies: 50€/month
- Transportation (bus, train, metro): 40-70€/month
- Leisure: 75€ - 100€/month

HEALTH INSURANCE

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.

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.

VISA REQUEST

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 **Long-stay Permit Visa for Study Purposes**, as they are staying **longer than 90 days in Portugal**. DO NOT ENTER PORTUGAL WITH A TOURIST VISA OR STAMP.

Documents

- Visa Form, which you can obtain [here](#);
- Acceptance letter, in which the correct dates of your studies are stated;
- Two passport photos (in colour)
- Your passport and copies of your previous visas (please note that Passports must be valid for up to six months)
- A copy of your return ticket reservation (although not always required)
- Travel insurance to cover you for the Schengen area
- Flight dates and times
- Accommodation plans for the duration of your stay (eg. hotel reservation)
- Proof of sufficient funds to last the duration of your stay
- Proof of civil status (married, children, etc.)
- Proof of economic status (employed, self-employed, student, retired, etc.)
- 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)

Where to ask

At the Portuguese embassy or consulate in your home country

What to ask for

If possible at the Embassy or Consulate (it depends on Nationalities), ask for a Long Stay Permit for Study Purposes to the Schengen Area with Multiple Entries, that covers the length of your entire stay.

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.

Upon arrival, book your appointment with **SEF** for renewal purposes as times vary between two to five months to get an appointment.

Facilities

Library/documentation centres, computer facilities (including e-mail connections for all International Mobility students) and wireless internet access throughout the main building, Catering Facilities (bars, canteen), dedicated Study Rooms to all Students are available. There is also a bank and medical facilities.

Several students' organisations and clubs are also open to International Mobility Students. More info can be found in Moodle.

Academic Calendar
2019/2020: FALL 19

26th – 30th August 2019	Induction Week (not mandatory)
02 September 2019	Welcome Meeting for Exchange Students
20-29 August 2019	Enrolment in courses (Bidding)
04 September - 05 December 2019	Classes (Full courses – S1)
1st half (T1) / full (S1) courses: 06 Sep-12 Sep 2nd half (T2): 28 Oct - 04 Nov	Changes on course enrolment (Add/Drop)
1st half (T1): 04 Sep – 16 Oct 2nd half (T2): 24 Oct – 05 Dec	Classes (Half courses – T1 & T2)
1st half (T1): 17 Oct	Make up classes
1st half (T1): 18 – 23 October 2nd half (T2) / full (S1) courses: 09 - 17 December	Exam Period
February	All Transcripts of Records will be sent to students and schools, digitally, until the end of the month. NO ToR WILL BE SENT BY POST as Nova SBE is aiming at an increased environmental sustainability

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 before enrolling in courses **as it is not possible to enroll in courses that have exams overlapping.**

SPRING 20

23rd – 29th January 2020 29 January 2020	Induction Week (Not mandatory) Welcome Meeting for Exchange Students
13th – 20th January 2020	Enrolment in courses (Bidding)
30 January – 12 May	Classes (Full courses – S2)
1st half (T3) / full (S2) courses: 01- 08 Feb 2nd half (T4): 26 Mar – 01 April	Changes on course enrolment (Add/Drop)
1st half (T3): 31 Jan – 07 Feb 2020 2nd half (T4): 24 Mar – 30 Mar 2020	Classes (Half courses – T3 & T4)
1st half (T3): 12-13 Mar 2nd half (T4): 12 May	Make up classes
1st half (T3): 16 - 23 Mar 2nd half (T4) / Full (S2) courses: 14 – 25 May	Exam Period
July	All Transcripts of Records will be sent to students and schools, digitally, until the end of the month. NO ToR WILL BE SENT BY POST as Nova SBE is aiming at an increased environmental sustainability

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.**