Student Guide / Fact Sheet

BSc Level

Academic Year 2026/2027



Contacts

Nova School of Business & Economics | PLISBOA 03

Rua da Holanda, 1
2775-405 Carcavelos, Portugal

Website
Incoming Students Program Information

Telephone & Office hours
+351 213 801 670
Monday - Friday 9:00am – 5:00pm

Walk-ins: Student Central
Monday, Wednesday & Friday 10.00 am - 1.00 pm

Email Addresses

Partners/Exchange applicants
international.mobility@novasbe.pt

Admitted Incoming Bachelor Students
bachelors@novasbe.pt

Management of Agreements
international.relations@novasbe.pt

For Staff Mobility
staffmobility@novasbe.pt

Meet the Team

Professor Catherine da Silveira
Associate Dean for International Affairs and Partnerships

Beatriz Santos, Ms. & Mariana Silva, Ms.
International Relations Managers
Management of Agreements

Paula Caria, Ms.
Head of International Programs & Mobility

Teresa Moura, Ms.
Incoming Students Advisor
Nomination and Applications inquiries, support to Incoming Students and general questions from Partners. Contact for Learning Agreements.

Carolina Andrade, Ms.
Mobility Advisor for Incoming and Outgoing Students
Nomination and Applications inquiries, support to Incoming Students and general questions from Partners.

Franciely Torrente, Ms. Margarida Monteiro Silva, Ms.
Outgoing Mobility Advisors

Nominations to Nova SBE are to be submitted **exclusively** through our **online nomination platform**.
Email nominations will not be accepted.

Slot Management

Partners are expected to divide exchange slots across semesters and study programs.
Exceptions may apply where this is not feasible due to specific program requirements or constraints.

Language of Instruction | English Requirements | Administrative fees

Language of Instruction	**Course offer fully available in English**. First-year courses may also be taught in Portuguese. All **classes** and **exams** will be **exclusively on campus**.
English Requirements	**One of the following documents must be submitted:** - IELTS 6 - TOEFL iBT 80 (online version is acceptable) - CFE minimum 170 - CAE Advanced / CPE Proficiency with any passing grade - High school education fully taught in English **or** current degree (Bachelor's or Master's) fully taught in English - Statement issued by home school stating fluency in B2 level of English.
Administrative fees	All incoming students, including Freemovers, are **required to pay 37,60€ worth of Administrative Fees and School Insurance**. No waivers of this value are possible.

Nominations and Application Deadlines

Nominations	**Nominations** to Nova SBE are to be submitted **exclusively** through our **online nomination platform**. **Email nominations will not be accepted.** **Slot Management** Partners are expected to divide exchange slots across semesters and study programs. Exceptions may apply where this is not feasible due to specific program requirements or constraints. **Deadlines** Fall & Full Year students: **February 20th to April 20th** Spring students: **July 20th to September 20th**
Applications	Instructions will be sent directly to students right after the nomination process is concluded. **Deadlines** Fall & Full Year students: **April 27th** Spring students: **September 27th**

Declaration of Stay, Transcript of Records & others

Documents and Learning Agreements	**Documents students can request and download directly on NetPa, provided that their debts are settled,** meaning if the Administrative Fees and School Insurance are not paid, no document will be issued: - **Declaration of Arrival**; **Declaration of Departure**; **Certificate of Enrollment**. Erasmus Learning Agreements must be submitted via EWP (when available). A *Forms* will also be provided for non-Erasmus students to submit their Learning Agreements in PDF format, applicable for Erasmus students if EWP is not available.
Transcript of Records	At the end of their Exchange semester, students will be able to **request** their **Transcript of Records on NetPa** once **all their exam grades are published and debts are settled**. **Students are responsible for sending their Transcripts of Records directly to their home school.**

Courses | Enrollments & Assessments

Grading Scale

0 – 20 *(Fail range is from 0 to 9; 10 points is the threshold to pass)*

Equivalence to ECTS:

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 withsome errors
C	**30**	**GOOD –** generally sound work
D	**25**	**SATISFACTORY –** fair but with significant shortcomings
E	**20**	**SUFFICIENT –** performance meets the minimum criteria
F	**-**	**FAIL –** some more work orconsiderable work requiredbefore the credit can be awarded

** The ECTS grading scale equivalence is obtained **based on the distribution of course unit gradesin the three academic years prior** to the one in which the student completed his/her course unit.*

Workload

At Nova SBE, each semester is divided into two trimesters:

Fall Semester	**S1** – Semester long courses (7 ECTS)
	T1 and **T2** – Trimester long courses (3.5 ECTS)
Spring Semester	**S2** - Semester long courses (7 ECTS)
	T3 and **T4** - Trimester long courses (3.5 ECTS)

A semester long course takes place over a period of **12 weeks**. A **trimestral** course runs for a period of **6 weeks**. Courses consist of 3 to 4.5-hour weekly classes, which may be spread over one, two, or three sessions per week.

1 ECTS credit at Nova SBE is equivalent to a total workload of 28 hours, which includes both contact hours and independent study.

Syllabi

Before acceptance, **students may access the UNL's Course Catalog for small course descriptions**. Please be aware that information available on this website may be outdated.

After acceptance, syllabi are available on Moodle.

Assessment & Exams

Students are advised not to make travel commitments before checking their mid-term schedule.

Assessment is defined by the course instructor and **the method applied in second assessment may be different than the first one**.

In-class work will not be worth less than 50%, while exams can weigh from 30% to 70% of the final evaluation.

Students may take a maximum of two resit exams per semester and are eligible for these if they have been enrolled in the course since the beginning of the semester. Students must enroll through NetPa, and if they fail to do so, a fine will be generated due to administrative processes.

Students can also take one grade improvement exam per semester (associated cost of 15€) and is only applicable to those who passed their exams.

Enrollment	Incoming students **can be enrolled in up to 31,5 ECTS**, and **there is no minimum number of ECTS required.** **Course enrollments** are conducted on a **specific platform**, accessible to students through their Nova SBE credentials. Courses indicated by students on the nomination platform are not formal enrollments. **Students are encouraged to choose courses from the same year** (1st, 2nd or 3rd years) **to avoid scheduling conflicts, although it is not mandatory**. **After** course enrollments, there is a **period for changes (add/drop)**, during which students can adjust their course selection based on availability. At Nova SBE, **course vacancies are limited**, so we **do not guarantee enrollments in specific or first choice courses**. As such, students are advised to have **alternative courses pre-approved by their home university**. **Students who need to take specific courses and/or are in the last semester of their degree must be made aware of this rule before applying.**

Life at Nova

Accommodation	Nova SBE has signed partnerships with companies that help foreign students find suitable accommodation in Lisbon or Carcavelos. Check out the Life at Nova Guide for more information.
Living Expenses	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 (values per month): - **Accommodation**: 450€ to 850€ - **Meals**: 180€ to 200€ - **Books/Supplies**: 50€ - **Public Transportation:** 30€ to 40€ - **Leisure**: 80€ to 150€
Health Insurance	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 encouraged to have **health insurance coverage for the whole period in Lisbon**.
Visa Request	**Do not enter Portugal with a Tourist Visa as you may not be able to renew it**. Portuguese Visa processing can take anywhere from two weeks to up to three months, so **it is advisable to start your visa application as soon as you receive the Acceptance Letter.** Due to the regulations in place for Visas, Residence Permits and data protection laws, the school's action in these procedures is very limited. For more detailed information on Visa processes, check out the Life at Nova Guide.

Campus Life

Facilities	Incoming students have access to an **extended list of facilities**, such as our **Library and Documentation Centers**, **Wi-fi access** throughout the mainbuildings, **Cafeterias**, **Canteen** and **Study Rooms**. Our campus also offers other services such as **private medical facilities** and access to **Santander Bank**. Several **Student' Organizations and Clubs** are also open to Incoming Students.

Academic Calendar 2026/27

July 14th to **July 16th '26**	**Enrollments for Fall '26 Courses**
July 28th to **July 30th**	Add/Drop
August 25th to **August 27th**	Add/Drop
August 26th to **August 28th**	*Welcome Week*
August 31st to **December 4th**	S1 Classes - 2nd and 3rd Year courses
August 31st to **October 12th**	T1 Classes - 2nd and 3rd Year courses
September 8th to **December 4th**	S1 Classes - 1st Year courses
September 8th to **October 16th**	T1 Classes - 1st Year courses
October 14th to **October 20th**	T1 Regular Exams - 2nd and 3rd Year
October 19th	T1 Regular Exams - 1st year courses
October 22nd to **December 4th**	T2 Classes - 1st, 2nd and 3rd Year courses
December 7th to **December 21st**	S1 & T2 Regular Exams - 1st, 2nd and 3rd Year courses
January 5th to **January 16th '27**	Resit Exams - 1st, 2nd and 3rd Year courses
January 5th to January 7th	**Enrollments for Spring '27 Courses**
January 27th and January 28th	Add/Drop
January 29th	*Welcome Day*
February 1st to May 14th	S2 Classes - 2nd and 3rd Year courses
February 1st to March 16th	T3 Classes – 2nd and 3rd Year courses
February 2nd to May 14th	S2 Classes – 1st Year courses
February 2nd to March 16th	T3 Classes- 1st Year courses
March 18th to March 25th	T3 Regular Exams - 1st, 2nd and 3rd Year courses
April 5th to May 14th	T4 Classes – 2nd and 3rd Year courses
April 6th to May 14th	T4 Classes- 1st Year courses
May 17th to June 2nd	S2 and T4 Regular Exams - 1st, 2nd and 3rd Year courses
June 14th to June 23rd	Resit Exams - 1st, 2nd and 3rd Year courses

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. **Exams will not be rearranged.**