

Fact Sheet  
**Master's level**

Academic year 2022/2023

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## Contacts

Address	Contact People
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IMPORTANT	
<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 stating the student's English level is also accepted
<b>Syllabi</b>	Master's Syllabi are available on our site <a href="https://www2.novasbe.unl.pt/en/programs/exchange-programs/courses-for-exchange-students">https://www2.novasbe.unl.pt/en/programs/exchange-programs/courses-for-exchange-students</a> . If a syllabi for a specific course is not available, please contact us <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> we advise students to have alternative choices approved by their 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</p>

<b>IMPORTANT</b>	
	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.
<b>Exchange Documents</b>	Students must send all documents by mail, dully filled in for signature. Learning agreements for the Erasmus Program should preferably be sent through the online Learning agreement system.
<b>Transcript of Records</b>	Transcripts of records are <b>sent only by email</b> until the end of February (for Fall) and July (for Spring). 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.</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>IMPORTANT</b>																						
<b>Grading Scale</b>	<p><b>0 – 20</b> (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>% of successful students normally achieving the grade</th> <th>Definition</th> </tr> </thead> <tbody> <tr> <td><b>A</b></td> <td><b>10</b></td> <td><b>EXCELLENT</b> – outstanding performance with only minor errors</td> </tr> <tr> <td><b>B</b></td> <td><b>25</b></td> <td><b>VERY GOOD</b> – above the average standard but with some errors</td> </tr> <tr> <td><b>C</b></td> <td><b>30</b></td> <td><b>GOOD</b> – generally sound work</td> </tr> <tr> <td><b>D</b></td> <td><b>25</b></td> <td><b>SATISFACTORY</b> – fair but with significant shortcomings</td> </tr> <tr> <td><b>E</b></td> <td><b>10</b></td> <td><b>SUFICIENT</b> – performance meets the minimum criteria</td> </tr> <tr> <td><b>F</b></td> <td><b>-</b></td> <td><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>-</b>	<b>FAIL</b> – 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>																					
<b>Portuguese Language Course</b>	<p>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. More information at: <a href="http://ple.fcs.unl.pt/en/semester-course/">http://ple.fcs.unl.pt/en/semester-course/</a>.</p>																					

<b>Nominations and Applications</b>	
<b>Nominations</b>	<p>Nominations are done on Nova SBE's new platform.</p> <p><b><i>Deadlines</i></b>            From <b>February 20<sup>th</sup></b> until <b>April 20<sup>th</sup></b> for the Fall semester and whole academic year            From <b>July 1<sup>st</sup></b> 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><i>Deadlines</i></b>            Feb 20<sup>th</sup> – April 27<sup>th</sup>            July 1<sup>st</sup> – September 27<sup>th</sup></p>

<b>Life at Nova</b>	
<b>Accommodation</b>	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>
<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.</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 ("<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.</p> <p>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 at <a href="#">Application forms - General information - Short Stay Visas (Schengen) - Visa (mne.gov.pt)</a>)</li> <li>• Passport or other travel document, 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 colour)</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 from 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 dates of your studies are stated - acceptance letter.</li> </ul>

<b>Life at Nova</b>	
	<p><b>Where to ask:</b> 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>Important Notices:</b> 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>as soon as you receive your Acceptance Letter</b>.</p> <p><b><u>IMPORTANT NOTICES:</u></b> 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>. 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

2022/2023

<b>12 – 15 Jul 2022</b>	Bidding for Fall courses (online) – <i>Subject to alteration</i>
<b>22 – 26 Aug 2022</b>	<i>Welcome Week</i>
<b>24 – 30 Aug 2022</b>	Add/Drop Period (S1, T1 and T2 courses) – <i>Subject to alteration</i>
<b>05 Sep – 18 Oct 2022</b>	Classes – S1 and T1 courses
<b>13 – 19 Oct 2022</b>	Add/Drop T2 courses
<b>20 – 25 Oct 2022</b>	Exams – T1 courses
<b>26 Oct – 07 Dec 2022</b>	Classes – S1 and T2 courses
<b>09 – 20 Dec 2022</b>	Exams – S1 and T2 courses
<b>6 – 12 Jan 2023</b>	Bidding for Spring courses (online) – <i>Subject to alteration</i>
<b>23 – 27 Jan 2023 (TBC)</b>	<i>Welcome Week</i>

<b>18 Jan – 24 Jan 2023</b>	Add/Drop Period (S2, T3 and T4 courses) – <i>Subject to alteration</i>
<b>30 Jan – 14 Mar 2023</b>	Classes – S2 and T3 courses
<b>15 – 22 Mar 2023</b>	Exams – T3 courses
<b>08 – 14 Mar 2023</b>	Add/Drop Period – T4 courses – <i>Subject to alteration</i>
<b>23 Mar – 10 May 2023</b>	Classes – S2 and T4 courses
<b>11 – 22 May 2022</b>	Exams – S2 and T4 courses

**Notes:**

- Exams will not be rearranged. See information below.
- Make-Up Days are scheduled in order to make up for 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.**