

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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International Mobility Team Leader (responsible contact person for the LA)
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Accommodation & Visas:

lifeatnova@novasbe.pt

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.

Student Online Application: July (Fall 18) and January (Spring 19). Students that do not fill the online application form 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.**