

## OPENING NOTICE

### Bachelor's Degree in Economics | Bachelor's Degree in Management | Bachelor's Degree in Ocean Studies\*

Tests specially designed to assess the ability to attend higher education for students over the age of 23

<b>Institution   Organizational Unit:</b>	UNL: Nova SBE	<b>Academic Year</b>	2025/2026
<b>Institution   Organizational Unit: *</b>	UNL: Nova SBE; Nova Law; Nova IMS; Nova FCSH; Nova FCT   Univ.Algarve   Univ. Évora   Inst. Hidrográfico		

1. **Vacancies in Economics:** 19      **Vacancies in Management:** 19      **Vacancies in Ocean Studies:** 2

2. **Access and entry conditions:**

- Turn 23 years old by December 31 of the preceding year;
- Do not hold a higher education qualification;
- Hold a secondary education course or a legally equivalent qualification, provided they have not taken the admission exams required for access to the course they are applying for in the same academic year;
- Are not covered by the international student status.
- Have knowledge of the English language (minimum level required B2)

3. **Assessment components of the Entrance Exams** (each component is graded on a numerical scale from 0 to 20)

- Written Mathematics Test (PE) - 80%:
  - The test assesses knowledge from the approved syllabus of the Mathematics A subject in Portuguese secondary education. Candidates must present a valid identification document (citizen card or passport) to take the written test.
- Academic and professional curriculum (CV) - 5%:
  - Numerical scale for the evaluation: 20-Excellent; 17- Very Good; 14- Good; 10- Sufficient; 0- Insufficient
- Explanatory letter of the candidate's motivations for entering higher education (CM) - 5%:
  - Numerical scale for the evaluation: 20-Excellent; 17- Very Good; 14- Good; 10- Sufficient; 0- Insufficient
- Candidate's level of English knowledge (minimum level required B2) - 10%:
  - Conversion to numerical scale of English levels: C2- 20 points; C1- 17 points; B2 – 14 points.
  - Candidates with a level lower than B2 will be excluded from the tests.
- Interview.
  - The "Interview" component is not mandatory, and the jury has the exclusive power to waive or not this assessment component.

4. **Final grade :**

Those who score below 10, without rounding, in the Written Mathematics test, fail.

For all other candidates, the final grade is calculated as the weighted average of the grades awarded to each mandatory component. A candidate is considered approved if they achieve a grade equal to or higher than 10 points, without rounding. The final grade (F) is determined by the following formula:

$$F = 0.80*PE + 0.05*CV + 0.05*CM + 0.10*IN$$

5. **Tie:** Whenever, after applying the ranking criteria, two or more candidates in a tie situation compete for the last available place, they will be admitted even if it is necessary to create additional vacancies.

6. **Application Options:** Candidates may select a second application option for another bachelor's program at Nova SBE, which will only be considered if they are classified as 'approved not admitted,' 'failed,' or 'excluded' in their first-choice program.

7. **Formalization of applications:** exclusively online, through the form available on the Nova SBE institutional website.

7.1. **List of mandatory documents** (under penalty of exclusion) for the application process:

- Photograph (passport type);
- Photocopy of the candidate's identification document, with due consent for data processing - *In case of opposition to the reproduction/copying of the identification document, the document must be presented in person to the Nova SBE Admissions Team within the deadline established for the application, with an indication of the reason for its presentation (application for the competition).*
- Academic and professional CV (Curriculum Vitae) in English;
- Letter in English explaining the candidate's motivations, specifically regarding the reasons why the candidate wishes to enter higher education and the skills they believe they possess for attending the degree program they intend to enroll in,

how this may add greater value to the knowledge already acquired and contribute to their professional development, as well as their future career aspirations.

- e) A declaration, under oath of honor, stating that the candidate does not hold a qualification granting access to higher education and is not covered by the status of an international student - Available on the application form.
- f) Certificate of English from the British Council or equivalent institution, or a secondary education certificate fully taught in English, or proof of attendance in the English subject at the B2 level. (minimum level required B2) - The certificate must indicate the level achieved according to the Common European Framework of Reference for Languages. Online certificates without supervision are not accepted as proof of language.

**7.2. List of optional documents** for the application process:

Other documents (diplomas, qualification certificates, letters of recommendation) that the candidate considers useful to demonstrate their qualifications and CV.

**7.3. Application process instructions:** by completing the application form online and uploading the required documents. The original documents may be requested at any time for verification. Translation into Portuguese or English of documents whose original language is not Portuguese or English is mandatory and must be carried out by a translator recognized by the Portuguese diplomatic representation or duly certified by the competent authorities for this purpose. This certification applies to the content of the translation and to the signatures of the parties involved in the relevant acts. All documents must be uploaded to the application platform, and documents sent by email or other method will be excluded.

**7.4. Notifications:** are sent to candidates at the email address provided at the time of application. It is the candidate's responsibility to regularly check their email, including advertising, spam, and junk folders, as well as to ensure compliance with deadlines for any clarification requests.

**8. Application payments:**

- For applying for the Written Mathematics Test, payment of the following fee is due: 60 EUR.
- For the M23 Access and Entry application, payment of the fee is due (payment due for those accepted to the Written Mathematics Exam): 70 EUR.

The amounts are non-refundable. Payment must be made using the payment methods provided by the application platform. Only applications for which payments have been made within the established deadline will be considered valid.

**9. Calendar:**

<b>Application</b>	from May 14, 2025, to May 21, 2025 <sup>1</sup>
<b>Publication of candidates admitted to the Test (Provisional)</b>	May 28, 2025
<b>Complaints <sup>2</sup></b>	from May 28, 2025, to June 11, 2025
<b>Publication of candidates admitted to the Test (Final)</b>	June 13, 2025
<b>Access Test Date (in person)</b>	June 17, 2025
<b>Results Announcement (Provisional)</b>	June 30, 2025
<b>Complaints</b>	from June 30, 2025, to July 14, 2025
<b>Results Announcement (Final)</b>	July 18, 2025
<b>Registration and enrollment <sup>3</sup></b>	on a date to be defined

<sup>1</sup> The competition will open at 10 am and close at 5 pm, Lisbon time.

<sup>2</sup> Candidates may exercise their right to complain by sending a written request to [studyatnova@novasbe.pt](mailto:studyatnova@novasbe.pt) with the subject "complaint" and indicating the program to which it refers.

<sup>3</sup> Registration and enrollment must be completed using the link provided to "Approved admitted" candidates. "Approved admitted" candidates who do not enroll within the established deadlines will be prevented from enrolling after the deadline.

**10. Jury:** Prof. Vasco Santos (who presides), Prof. Leonor Rossi; Prof. Áurea Quintino

**11. Regulation:** This notice does not exempt you from reading the full regulation, which you can consult [here](#).

**12. Information and clarification:** [studyatnova@novasbe.pt](mailto:studyatnova@novasbe.pt)

**13. Creditation:** In accordance with the creditation regulations in force at Nova SBE.

Nova SBE, Carcavelos, May 2025

Ana Balcão Reis

Professor Ana Balcão Reis