

# OPENING NOTICE

## Bachelor's Degree in Economics | Bachelor's Degree in Management

Change of Institution/Course Pair - for students who are not enrolled in Economics or Management at Nova SBE.

<b>Institution   Organizational Unit:</b>	UNL   Nova SBE	<b>Academic Year</b>	2025/2026
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1. **Vacancies:** [Economics](#): 20      [Management](#): 20
2. **Access and entry conditions:**
  - 2.1. **Non-cumulative conditions** (satisfy one of the following conditions):
    - Are or have been registered or enrolled in another national higher education institution/course pair and have not completed it and have also taken the national secondary school exams in any academic year under the general access regime, provided they correspond to the entrance exams required for the academic year of the application, and obtained a grade no lower than the minimum grade(s) set by Nova SBE;
    - Are or have been registered or enrolled in foreign higher education institutions in a course defined as higher education by the legislation of the respective country, and have not completed it, and have passed the subjects of the secondary education course as long as they correspond to the entrance exams required by Nova SBE for the academic year of the application, in order to be admitted to that course;
  - 2.2. **Other conditions:**
    - Have knowledge of the English language (minimum recommended level B2)
    - Not being covered by the international student status.
3. **Seriation criteria**
  - a. **Entrance exams (PI) and final grade point average (GPA) of secondary education (MediaSec)**  
Rating considered on a scale of 0 to 20:
    - Combination of national exams (or equivalent subjects of the entrance exams - [Replacement of Entrance Exams with Foreign Exams | DGES](#) on the closing date of the competition) with a minimum grade of 9.5 points in each of the exams.
      - Two entrance exams are required, Mathematics A and one of the following: Portuguese, Physics and Chemistry, Economics, Geography, English or Philosophy.
    - In addition to the minimum grade of 9.5 in each exam, students must achieve a minimum score of 13.5 points in the value resulting from the following formula:
      - **30% PI** Mathematics A + **20% PI** Portuguese or Physics and Chemistry or Economics or Geography or English or Philosophy + **50% MediaSec**

*Note:* in the case of classifications on a foreign scale/education system, an equivalence of the studies must be requested from the DGE or competent/equivalent authority, which allows Nova SBE to qualify the education as equivalent, as well as the specific exams and respective classifications on the Portuguese grading scale - [FAQ - Equivalences of Foreign Qualifications | Directorate-General for Education](#)
  - b. **Average of the grades obtained in the curricular units completed with approval at the institution/course (MediaUC), weighted by the overall quality of the program (QGP\*)**  
In the case of Curricular Units completed in more than one institution/course, is considered the weighted average by the total number of ECTS in the institution/course.
  - c. **Progress in the original program (PR), weighted by the overall quality of the original program (QGP\*)**  
Progress (PR) is measured according to the following formula (rating between 0 and 20):
$$PR = \frac{\text{ECTS completed in the institution/course pair}}{\text{ECTS enrolled in at the institution/course pair}} \times 20$$

*Note:* This formula will be adapted in the case of students coming from education systems where there is no allocation of ECTS per curricular unit. If there is no information on the total number of ECTS for which the student has been enrolled, will be considered 60 ECTS per year of enrollment.
  - d. **Length of time since the last registration (AUI)**  
Students with the most recent registration will be given preference. A discrete grade between 1 and 3 will be assigned according to table 2.

1 year	3
2 years	2
3 or more years	1

### \*(QGP) - Overall quality of the program

The overall quality of the program will be rated on a discrete scale of 1 to 3 according to [tables 1A](#) and [1B](#).

Table 1A - Classification of programs in Portuguese Public Universities		Table 1B - Classification of Foreign Universities and Portuguese Private Universities	
Programs with Mathematics A as one of the specific tests and in which the last candidate's entrance grade was > 15.5	3	Financial Times Ranking of Business Schools	3
Programs with Mathematics A as one of the specific tests and in which the last candidate's entrance grade was > 12.5 points and ≤ 15.5 points	2	Programs outside the «Financial Times Ranking of Business Schools» with at least one of the following accreditations: EQUIS or ACCSB	2
Others	1	Others	1

## 4. Final classification

The final grade (F) is determined by the following formula:

$$F = 25\% * PI \text{ MatA} + 10\% * \text{Other PI} + 25\% * \text{MediaSec} + 15\% * \text{MédiaUC (QGP/3)} + 15\% * \text{PR (QGP/3)} + 10\% * (\text{AUI/3} * 20)$$

Minimum admission requirement: final application score higher than 12.5 points.

- Tie:** Whenever, after applying the ranking criteria, two or more candidates, in a tie, compete for the last available place, the candidate with the highest score in the Mathematics A exam, or equivalent exam, will be admitted. If the tie continues, the order of application (first to apply) will apply.
- Application Options:** Candidates are allowed to submit a 2nd application option for another cycle of studies (undergraduate degree) at Nova SBE, which will only be considered if the candidate is "admitted not placed", "rejected", "excluded" in the 1st option indicated.
- 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/copy of the identification document, the document must be presented in person to the Nova SBE Admissions Team, within the deadline established for the application, indicating the reason for submission (application for the competition).
- Declaration of honor attesting to having the level of English required to attend classes in English
- Proof of completion of secondary education, which must include all the curricular units that the candidate has completed, with mandatory details of one of the combinations of required national exams (or legally equivalent exams), with a minimum grade of 9.5 in each of the exams, and details of the final average – ENES form ;
- Declaration with the normal duration of the course of origin and/or Copy of the Course Regulations (study plan) published in Diário da República;
- Certificate of qualifications, which must include all the curricular units in which the candidate has been enrolled to date (approved, failed and registered), with the respective names, credits/ECTS and grades. The certificate of qualifications must clearly indicate the name of the student, their degree and institution of origin. Documents issued by the Student Portal of the institution of origin are accepted, where the identification of the student and the programme in which they are enrolled is visible, as well as all the data described above. If no details are provided on the status of the courses, Nova SBE reserves the right to consider them as having been completed without academic success.

### 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;

- Application process procedure:** by completing the application form online and uploading the required documents. The original documents may be requested at any time for verification. The 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 recognised 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 the signatures of those involved in the acts in question. All documents must be placed on the application platform; documents submitted by email or any other method will not be accepted.

- Notifications:** These are sent to candidates at the email address provided when applying. Candidates are responsible for regularly checking their email, including spam, trash and junk folders, and for ensuring that any clarifications are received by the due date.

**9. Payment of application:** The application fee is €70 (non-refundable). Payment must be made using the payment methods provided by the application platform. Only applications for which payment has been made within the established deadline will be considered.

**10. Calendar:**

<b>Application</b> <sup>1</sup>	from June 16, 2025 to June 20, 2025
<b>Results Announcement (Provisional)</b>	July 4, 2025
<b>Complaints</b> <sup>2</sup>	from July 4, 2025 to July 18, 2025
<b>Results Announcement (Final)</b>	July 23, 2025
<b>Registration and enrollment</b> <sup>3</sup>	on a date to be defined

<sup>1</sup> The competition will open at 10am on the first day and close at 5pm on the last day, Lisbon local 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 "Admitted Placed" candidates. "Admitted Placed" candidates who do not enroll within the established deadlines will be prevented from enrolling after the deadline.

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

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

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

**14. Crediting:** In accordance with the credit regulations in force at Nova SBE. The admitted candidate may request equivalence of a maximum of 30 ECTS (which they have completed at their home institution) upon submission of the complete program of the courses completed and payment of the associated fees according to the UNL table.

Nova SBE, May 2025

Ana Balcão Reis

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Vice-Dean for Degree Programs