

OPENING NOTICE

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

Re-entry

Institution Organic Unit:	UNL Nova SBE	Academic Year	2025/2026
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1. **Vacancies** : not applicable
2. **Access and entry conditions:**
 - a. Having been enrolled and registered at Nova SBE in the program or in its predecessor program;
 - b. Not having been enrolled in the Nova SBE program in the academic year prior to the one in which they intend to re-enter;
3. **Ranking Criteria:**
 - a. Re-entry is automatic for candidates who have not been subject to academic dismissal more than once and have not interrupted their studies for a period longer than 5 years.
 - b. The re-entry of candidates who do not meet the requirements indicated in the previous clause is subject to evaluation and approval by the Pedagogical Council.
4. **Registration options:** Candidates are not allowed to submit a 2nd application option for another cycle of studies (undergraduate) at Nova SBE.
5. **Formalization of applications:** exclusively online, through the form available on the Nova SBE institutional website. In the same academic year, enrollment and registration can only be requested through one of the special competitions.
 - 5.1. **List of mandatory documents** (under penalty of exclusion) for the application process:
 - a) Photograph (passport type);
 - b) 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).*
 - 5.2. **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.
 - 5.3. **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.
6. **Application payment:** The application costs €70 (non-refundable). Payment must be made using the payment methods provided by the registration platform. Only registrations for which payment has been made within the established deadline will be considered valid.

7. Calendar:

Application ¹	from May 14, 2025, to May 21, 2025
Results Announcement (Provisional)	June 12, 2025
Complaints ²	from June 12, 2025, to June 26, 2025
Results Announcement (Final)	June 30, 2025
Registration and enrollment ³	on a date to be defined

¹ The competition will open at 10 a.m. on the first day and close at 5 p.m. on the last day, Lisbon time.

² Candidates may exercise their right to complain by sending a written request to studyatnova@novasbe.pt with the subject "complaint" and indicating the program to which it refers.

³ 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.

8. **Jury:** Prof. Vasco Santos (who presides), Prof. Leonor Rossi; Prof. Áurea Quintino
9. **Regulation:** This notice does not exempt you from reading the full regulation, which you can consult [here](#).
10. **Information and clarification:** studyatnova@novasbe.pt
11. **Crediting:** In accordance with the crediting regulations in force at Nova SBE.

Nova SBE, Carcavelos, May 2025

Ana Balcão Reis

Professor Ana Balcão Reis