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Rules relating to Mobility Programs for Bachelor Students – 1st Cycle

Foreword

Nova School of Business & Economics (SBE) has a vast number of agreements with foreign counterparts to make it possible for students to study abroad for **one semester**. Students can check all current and available schools for each program on our International Mobility Programs' SharePoint page.

Section I - Application Process

General Provisions

1. SharePoint is the main platform for sharing all relevant information about Mobility Programs, e.g. competition dates, deadlines, regulations, forms, tutorials, etc. Allocations are automatically available on the competition platform once each round is complete. <https://novasbe365.sharepoint.com/sites/InternationalMobilityatNovaSBE/SitePages/OutgoingBSc.aspx>
2. To participate in an Exchange Program managed by Nova SBE, students must go through the official competition. Before the competition opens, an information session is held online, to provide all relevant information about applications which students are expected to attend.
3. All matters related to the students' participation in the exchange will **only be discussed** (in person, by email, by phone) **individually and directly with the student concerned**. No exceptions will be made, apart from special circumstances i.e.: the student in question is underage; the matter concerns sensitive topics related to students' physical and/or mental disabilities; the student (due to unforeseen and external reasons e.g., natural disaster) is unable to communicate directly with Nova SBE's Student Affairs teams; the student has nominated a representative with Power of Attorney for this purpose.
4. All communication between Nova SBE and students is made exclusively through their Nova SBE institutional email and bachelors@novasbe.pt, which is the contact to which all requests for information should be sent.
5. Students may not contact partner schools (about allocations or otherwise) before official nomination and without prior authorization to do so from Nova SBE's International Mobility Team.
6. Participation in an exchange program (Erasmus+, Non-Erasmus or as a freemover) is not allowed during the last semester of the Program at Nova SBE.
7. For all Outgoing Students, failure to comply with all steps and deadlines informed by the International Mobility Team will lead to the cancelation of the exchange semester, and consequently: all courses approved abroad not being accredited towards the Nova SBE degree and, for those awarded with an Erasmus+ scholarship, return of the grant received.

8. It is the student's responsibility to check all relevant information about the Bachelor's Program, including the graduation requirements in the Program's Handbook (available on SharePoint). If degree requirements are missing, they must be taken at Nova SBE upon the student's return from the exchange program.

Article 1 – Eligibility

1. To be eligible, candidates must, at the time of the competition, have completed a minimum of 20 ECTS and no more than 75 ECTS in their program of study.
2. Students whose tuition fees are overdue cannot apply for the competition.

Article 2 – Application procedure

1. The competition for exchange programs takes place once each semester. Students are informed about application deadlines via e-mail and SharePoint.
2. Applications for exchange open a year before the actual mobility, meaning students who apply and get successfully allocated will go on exchange a year after the competition takes place.
3. It is the student's responsibility to obtain and double-check all available relevant information about the partner school and its admission requirements **before applying** to the exchange competition **and before accepting** their slot allocation in the deliberation period, to ensure they **meet all the requirements at the time of the application**.
 - a. Relevant information can be collected through official partner schools' websites, factsheets, and other available official documentation. The requirements may include study plans, courses offered, language of instruction, language requirements (e.g., certificate validity, TOEFL or IELTS scores), minimum ECTS completed, minimum grade point average, accommodation, etc.
 - b. Should the student fail to ensure they meet all the necessary requirements set by the partner school before accepting their slot allocation, the student will be subject to consequences, such as the cancellation of their allocation, either by the partner schools' or Nova SBE's decision, **without re-allocation**. The student will also be ineligible to participate in the following exchange competitions held by Nova SBE until the end of their program.
4. Students must formalize their application through the app "[Exchange Out](#)" within the defined deadline. The application process requires the upload of (.pdf or .jpeg format):
 - a. IBAN (to an account exclusively in the student's name)
 - b. motivation letter.
5. In the application, the student must:
 - a. choose up to 50 schools and place them in order of preference. It is strongly recommended that the student chooses the maximum number of schools possible to increase the probability of placement.
 - b. apply only for slots intended for their Nova SBE program of studies (current or future, in case of a program change). The announced distribution of slots

reflects what is defined in the agreement between Nova SBE and the partner institution and, therefore, shall always take precedence over student applications and/or allocations. The announced slot distribution is also not subject to change per students' request.

- c. indicate if they intend to change their program (e.g. from Economics to Management) after the exchange competition and before their semester abroad
 - i. In case a student applies for a slot that is not according to their intended program change (i.e. applies for an economics slots when he/she will change his/her degree to management), the student will not be re-allocated to a different school and/or program slot. Should this be the case, the student may only choose to drop out of the current exchange competition and will be ineligible to participate in future exchange competitions held by Nova SBE until the end of their program (therefore, their internationalization requisite will have to be fulfilled through an alternative way).

6. Incomplete applications (missing documents/elements, etc.) and/or applications submitted after the deadline will be rejected. Applications by e-mail will not be accepted under any circumstances.

Article 3 – Ranking of Applicants

1. Eligible applications will be ranked according to the following criteria:
 - a. Grade point average (GPA) at the time of application on the 0-20 scale, rounded to the hundredths (75%);
 - b. Speed of progress through the study program (25%):

$$\text{speed of progress} = \frac{\text{Total ECTS earned}}{30 * NSem}$$

with NSem representing the number of semesters completed until the moment of submission of the application.

2. Students who have been transferred from other higher education schools and have accredited external courses to Nova SBE are allowed to apply, provided they gather a minimum of 20 ECTS. **The accredited ECTS will only give students access to the platform but will not count for the speed of progress formula (0 ECTS). The grades attributed to these courses will add up to their GPA and be considered to calculate their ranking.**

3. The final ranking of candidates is calculated based on the following formula:

$$\text{final ranking} = (0.75 * Me * \frac{100}{20}) + (0.25 * speed * 100)$$

Article 4 – Publication of the results of the exchange competition

1. Results of the competition are announced on the competition platform.
2. When allocated, students are granted a deliberation period, during which they are responsible for confirming partner schools' requirements to ensure they meet them, before

making the final decision to accept or reject their allocation.

- a. Should the students fail to accept or decline their given allocation within the defined time frame between competition rounds, **they will lose their allocation**, and their spot will be offered in the following round.
- b. When the deliberation period ends, the student's decision to accept or reject the internal allocation will be final, with no possibility of making changes afterwards.
- c. At this point, the student's allocation is indicative and only valid in Nova SBE's internal competition's context, since it is not official to the partner school at this point. This means students must still:
 - i. wait to be officially nominated to the partner school by Nova SBE without contacting the partner school directly, as previously explained in article 5 of "General Provisions";
 - ii. apply to the partner school and wait for their official acceptance.

3. At the end of the deliberation period, the remaining slots will be made available in the next round, if applicable.

4. Re-allocations shall not be permitted at any time of the process or under any circumstance other than i.e.: geopolitical tensions, conflicts or natural disasters-motivated reasons; unforeseen health conditions, surgical interventions or physical and/or mental disabilities, etc., that do not allow the student to travel during the planned exchange semester. Nevertheless, re-allocation is never guaranteed and will always be subject to the availability of remaining slots from the competition and the timings of the nomination/application processes. Exchange of allocations between students is not permitted under any circumstances.

5. Once students are nominated by Nova SBE, and officially contacted by the partner school, all procedures, formalities, and process management of the mobility program with the partner school are the sole responsibility of the student.

6. Nova SBE reserves the right to not contact other institutions about their decisions, procedures, or acceptance requirements on behalf of students, in the case of students being rejected by the partner institution.

Article 5 – Withdrawals from allocation

1. Withdrawals occurring after the deliberation period of the exchange competition must be communicated by email to bachelors@novasbe.pt.

2. If the withdrawal occurs after the student's nomination has been communicated, it is the student's responsibility to inform both the school of destination and Nova SBE's International Mobility Team (in cc) simultaneously.

3. The withdrawal, even if communicated in the terms referred to in paragraphs 1 and 2 above, does not exempt the student from fulfilling any obligations to the school of destination, namely the payment of accommodation reservations and/or registration fees, or any other.

4. Withdrawal after the deliberation period of the exchange competition will prohibit students from applying for an exchange semester in future calls and a fine of 100 € will

be charged.

Article 6 – Exchange as a Freemover

1. Nova SBE does not nominate students for an exchange as a freemover.
2. As a freemover, the student pays tuition fees at Nova SBE, as well as at the destination School (amount must be checked directly with the destination institution).
3. This process is done completely by the student, who must pay attention to the destination school's requirements and application deadlines.
 - a) If the student chooses to go to one of Nova SBE's partner schools, it will only be necessary to inform Nova SBE's International Mobility team after being accepted, by sending an email to bachelors@novasbe.pt.
 - b) If the student chooses a non-partner school, it is necessary to request authorization to proceed prior to the application. In this case, the student must send some informational materials to be forwarded to the Academic Director, like flyers, the program's handbook, the course offer, etc. If the Academic Director considers that the school complies with the necessary requirements, the student will receive the authorization to proceed with the application.
4. The student must always inform the International Mobility team by e-mail about the acceptance (with all necessary proof) or denial.
5. The freemover students must respect the rules, deadlines and instructions provided by the International Mobility Team and comply with all mandatory steps and procedures informed after the acceptance at the destination School.

Article 7 - Learning Agreement (LA)

1. The Learning Agreement is a mandatory document for all Outgoing students: Erasmus+, Non-Erasmus and Freemovers. Each student must submit a Learning Agreement (LA) to indicate the curricular units that wish to attend at the school of destination, as well as the number of ECTS. If the destination school is outside of Europe, the original credits must be reflected on the LA as well. The total number of ECTS in the LA must be between 24 and 37.5. The student is responsible for converting credits to ECTS using the credit conversion file provided by Nova SBE. If the conversion is done incorrectly, Nova SBE reserves the right to credit the correct amount of ECTS, not the ones written by the student on the Learning Agreement.

2. **In compliance with the Erasmus+ Program**, students must have the LA signed by the student, the Nova SBE International Mobility Team, and the appropriate representative at the destination school, following this signature order. It is the student's responsibility to request the destination School's signature. The document must be sent via the *Erasmus Online Learning Agreement* platform.

The LA for Non-Erasmus and freemover students only need the signatures of the student and the Nova SBE International Mobility Team and should be sent to Nova by forms.

For all students (no matter which program they participate in), the final version of the LA must be sent to all parties **before students leave for the destination school**. Non-

compliance with the rule will lead to the **cancellation of the mobility**.

3. For students participating in the Erasmus+ Program, the Online Learning Agreement (<https://learning-agreement.eu/>) is the mandatory tool to be used. For all other cases, such as Non-Erasmus, Freemover students, and schools within the EU not using the OLA, a specific Learning Agreement template is available on SharePoint.

4. It is the student's responsibility, upon arrival at the school of destination, to review/correct/amend the LA (if needed). The **change must be sent up to 30 days (maximum) after the start of classes at the school of destination** for analysis of the International Mobility Team. Students are responsible for ensuring that they maintain the minimum and maximum of ECTS on the LA when making changes.

5. Any unauthorized alteration of the LA implies non-recognition of the credits upon the student's return to Nova SBE.

Article 8 - Absence from Nova SBE during the period of mobility/exchange

1. During the semester of mobility, the student cannot enroll in courses at Nova SBE or take any type of exam, including grade improvement exams.

2. The student shall not be allowed to undertake exam(s) at Nova SBE pertaining to curricular unit(s) pursued at the destination school, nor shall the student be allowed to undertake exam(s) for Nova SBE curricular units at the destination school (i.e., any and all Nova SBE exams must be taken at Nova SBE, and any and all destination school exams must be taken at the destination school).

Section II – Erasmus+ Procedures

General Provisions

All students within the Erasmus+ program have obligations in terms of procedures and timings that they must comply with, under the condition of having their mobility cancelled due to non-compliance. All terms are clearly stated in the Erasmus+ contract that **all students within the program must sign** (scholarship holders and non-scholarship holders).

Non-compliance with any steps or deadlines, as well as absence of justification for missed steps or deadline will lead to cancellation of the exchange, meaning that all courses taken during the semester abroad will not be recognized and credited towards the Nova SBE degree; the internationalization requirement will not be met and scholarships awarded will have to be returned (in case the student has been awarded with an Erasmus+ scholarship).

Article 9 – Erasmus+ Mobility Grant

1. For schools in the European Union, students are automatically considered candidates for the Erasmus+ mobility grant, which is intended to **partially cover** costs related to attending an educational establishment abroad. This does not mean students will automatically become scholarship holders.

2. Note that due to the financial constraints of the Erasmus+ program, the funding

available is generally less than the total number of corresponding applications.

3. The allocation of scholarships, in terms of Article 3, is made in descending order of ranking, until the funds available for this purpose have been exhausted.

4. Students that have been officially identified as having financial constraints (i.e. that are receiving SAS, beNOVA, Santander Apoio Universitário, Rodrigo Guimarães, Kearney scholarships) will go to the top of the ranking to be prioritized to receive a scholarship. In addition, it is possible for students to receive a top-up for fewer opportunities if: they are SAS scholars; have refugee status; other proven severe situations that negatively impact their academic success (i.e. physical, mental or intellectual disabilities, as well as chronic or severe health or mental conditions. These top-ups are always subject to evaluation (based on the documentation presented by students) and not guaranteed.

5. In compliance with the rules of the Erasmus+ Program, if there are leftover funds, the distribution of scholarships will be carried out according to the ranking order for ongoing mobilities that have not yet been finished at the time the fund is distributed by the Rectory of Universidade Nova de Lisboa to Nova SBE.

6. The Erasmus+ mobility grants are not attributable to students studying in countries considered by the Erasmus+ program as ineligible.

7. Students must access the Erasmus+ platform, through the link provided, and complete all mandatory information within the timeframe stipulated by the International Mobility team. Non-compliance with this deadline cancels the exchange semester and Erasmus procedures.

8. The Rectory of Universidade Nova de Lisboa is responsible for issuing and managing the Erasmus+ mobility grants.

9. The results of the assignment of scholarships are indicated by the Rectory and students are notified by email, usually in July/August for those who will do an exchange semester during the Fall, and in November/December for those who will do an exchange semester during Spring.

10. The mobility period lasts up to six months, with no scholarships lasting longer than this period, and no less than 3 months. Since funding is limited and Nova SBE's objective is to cover as many students as possible, the scholarship will only take into account the regular exam period. The possibility of financially supporting the resit exam period will only be considered if all students receive a scholarship and there are left over funds.

11. For students granted with an Erasmus+ scholarship, the maximum amount paid will be calculated according to the mobility dates previously provided by the student and indicated in the Erasmus + contract signed by the student. The student will receive a first installment (total amount is stated in the Erasmus+ contract), and the second part of the scholarship will be paid according to the official number of days spent in mobility, that is validated by Declaration of Stay/Certificate of Attendance which is signed and stamped by the destination School. It is not possible to extend mobility periods longer than the dates initially communicated by students, since funding is limited and generally not sufficient for all participants.

12. The final Declaration of Stay that includes both the beginning and end dates must be submitted on the Erasmus+ platform, up to 30 days after the end of the mobility, so the

second part of scholarship can be paid. If this deadline is not complied with, the scholarship will have to be refunded by the student.

Section III – Credits earned abroad

General Provisions

Erasmus+ Students will not be able to have their courses credited until they have completed all the necessary steps of the Erasmus program: i) filling in the final report (EU survey); ii) uploading the Certificate of Attendance, transcript of records (ToR) issued by the destination School and final version of LA (if there were changes), all on the Erasmus + platform. **No accreditations will go forward without the Erasmus+ procedures having been completed.**

For all Outgoing Students (Erasmus, Non-Erasmus and Freemovers), the courses listed on the Transcript of Records issued by the destination School must be the same as the courses stated on the Learning Agreement (final version fully signed including changes). In case of any discrepancy between the ToR and the LA in terms of credits/ECTS associated to a curricular unit, the information stated on the ToR (issued by the Receiving Institution) will be the valid one for the credit conversion procedure at Nova SBE.

Article 10 - Credit Criteria

1. Upon return, all students must request that the courses approved abroad be accredited toward their bachelor's degree, by filling in the forms available on SharePoint for this purpose.
2. As general criteria, the following shall be established:
 - a) The conversion of credits from Receiving Institutions to Nova SBE will be based on the ECTS system and guidelines provided on Nova SBE's credit conversion procedure.
 - b) Excluded from the provisions in the previous point are those curricular units of obligatory character that have been given prior authorization.
 - c) No more than 37.5 ECTS units will be credited for the exchange semester.

The Nova SBE Academic Director of each program may decide differently from paragraph 2 (a) and (b) if (s)he has reasonable grounds to believe that the procedures for allocating credit units and/or accuracy in the classification system adopted determined by a school of destination constitute an exceptional situation.

3. The adoption of specific criteria, where applicable, shall be guided by the principles of equality and non-discrimination.
4. Specific criteria may be adopted, particularly in the following situations:
 - a) The allocation of ECTS units in the school of destination in question departs significantly from the dominant pattern in the universe of Nova SBE partner schools.
 - b) The school of destination does not practice the ECTS unit system.
 - c) The classification rigor in the school of destination departs significantly from the dominant standard at Nova SBE.

5. The decision of the Nova SBE Academic Director shall always prevail in the event of dispute or disagreement.

Article 11 - Types of Credit

1. For each curricular unit taken abroad, students may request the following type of accreditations:

a) correspondence to a **mandatory** curricular unit – In addition to the crediting of ECTS, correspondence is given to compulsory curricular units, respecting the precedence required by Nova SBE. To make a request, students must fill in the request in the *Waiver request area* on Moodle within the given deadline, with a syllabus attached of the curricular unit in question, that will be evaluated by the course instructor from Nova SBE. To obtain this type of accreditation, the following cumulative requirements must be met:

- a. The curricular unit carried out at the school of destination comprises at least 80% of the program of the equivalent course unit at Nova SBE;
- b. Its number of credits corresponds to 80% of the number of ECTS of the equivalent course unit at Nova SBE. If a curricular unit does not meet the requirements, it may be joined with another, and the correspondence will always be to a single curricular unit of Nova SBE;
- c. The curricular units carried out in the school of destination have a weighting between 6 and 20 ECTS.

This type of credit is limited to two mandatory curricular units of the study plan in which the student is enrolled at Nova SBE. For mobilities taking place in the academic year 2026/2027 onwards, waivers for mandatory courses will not be allowed.

b) accreditation as an **area elective** – the course units at the school of destination that are considered to comply with the requirement for specific area elective courses that must comply with the academic area for which they are intended to be accredited.

c) accreditation as a **general elective** – the course units at the school of destination that are considered to comply with the requirement for elective courses that must comply with the academic area for which they are intended to be accredited.

d) accreditation of an **avulsa** unit – the ECTS at the school of destination are considered and accounted for. Individual curricular units that are complementary to the curriculum program, although not specifically in the area of studies, are only awarded with a Pass/Fail grade. English language courses are not accepted.

Article 12 - Transcript of Records (ToR)

1. The ToR can be sent by the partner school: directly to Nova SBE by post or via e-mail, as well as directly to the student.

2. The ToR shall comply with the following:

- a) Include the name, classification (grade) obtained in numerical and/or ECTS scale, and number of units of credit awarded in each of the curricular units included in the study plan, approved in accordance with Article 7.
- b) Only documents officially issued by the partner school can be accepted.

Article 13 – The Transfer of Mobility Credits

1. All Outgoing students, after completing the exchange program, must submit a request via forms to transfer mobility credits of the courses taken abroad towards their degree at Nova SBE. This request must be accompanied by a digital version of ToR, LA and the Changes to the LA (if applicable).
2. The student cannot select which curricular units will be accredited from the Transcript of Records (ToR). All curricular units that the student has passed, which are listed in the ToR and duly authorized in the Learning Agreement (and/or any changes to it), will be accredited.
3. Courses will be accredited (as area elective, general elective, waiver, avulsa) according to the designation on the *Table of Recognition at the Sending Institution*, which can be found on the fully signed final version of the Learning Agreement.
4. In case of any question about the credit conversion stated on the final version of the Learning Agreement and on the information in the ToR issued by the partner School, it will be double checked using Nova SBE's credit conversion procedure. After checking, the process will be completed according to Nova SBE's guidelines and procedures.
5. For the grade conversion method, it will be processed according to Nova SBE's procedure. It will only be possible for students to choose the numerical or ECTS scale when the ToR issued by the destination School clearly informs the student's grade in both scales (numerical and ECTS). When the grade is shown on one single scale (numerical or ECTS), the process will be concluded based on the grade provided in the ToR. Extra tables, destination School's e-mails, power point slides and presentations with references to this topic will not be accepted under any circumstances as a basis for a grade conversion.
6. In the applicable cases, once the transfer of mobility credits is processed by Nova SBE, the student will not be able to request a different grade conversion scale for the accreditation.
7. Students going abroad from the academic year 2026/2027 onwards, all courses taken during the Exchange semester will be credited at Nova SBE as pass/fail, meaning grades obtained abroad will not count towards student's GPA at Nova SBE - only the corresponding ECTS will be transferred. Waivers for mandatory curricular units will no longer be allowed. For students going abroad in the academic year 2025/2026, previous rules remain in effect.

Article 14 - Doubts and omissions

Any omissions and/or doubts arising in the application of these present regulations shall be resolved by order of the Director of Student Affairs or higher levels.

Article 15 – Effective date

These regulations shall become effective on the date of their publication in the internal system of academic management of Nova SBE and the student's portal.