

# Guidelines

## Request for Knowledge Crediting of Credits Earned

Academic year 2025/2026

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## Guidelines for Request for Knowledge Crediting of Credits Earned

This guide is designed to give some guidelines regarding the curricular units we've accepted so far from some universities, as well as all the necessary documents and relevant rules to be considered in this process.

You can find the reference map below. Keep the following information in mind:

- The request for Knowledge Crediting of Credits Earned should be submitted through a form that will be shared with all students accepted through the special contest, in a more detailed communication to be sent after the welcome email.
- Please note that it's extremely important to request the necessary documentation (transcript with grades, syllabus and workload)\* to your previous university in order to submit your request.

\* To submit the request the documents may not be official, however, the credit process will only be completed after the official documents have been submitted.

Please be aware that:

- 1 - You may only request up to 30 ECTS.
- 2 - We will only consider the ECTS and grades attributed by the university of origin, regardless of the ECTS that a curricular unit may be worth at Nova SBE.
- 3 - To obtain a waiver in a curricular unit at Nova SBE, it must be originally worth at least 6 ECTS.
  - This rule is applied in most of our curricular units, except for those that are worth lower ECTS.
- 4 - The costs for this request can be found in the UNL's fees chart, available on our [website](#).

Institution of Origin		Nova SBE		
Home Institution	Curricular Unit title	Type of credit transfer		Waivers at Nova SBE (if applicable)
		Economics	Management	
ISEG	Introdução ao Direito/ Foundations of Law	General Elective	Waived	Law in Economics and Business
	Economics and Business History	Waived	General Elective	Economic History
	Economics and Business Information	N/A	N/A	N/A
	Principles of Management	N/A	N/A	N/A
	Quantitative Finance	N/A	N/A	N/A
Faculdade de Economia do Porto	Matemática I	Waived with the combination of 2 curricular units	Waived with the combination of 2 curricular units	Calculus II
	Matemática II			
	Microeconomia I	Waived	Waived	Principles of Microeconomics
	História Económica e Social	Waived	Waived	Introduction to Modern and Contemporary History
	Álgebra Linear	N/A	N/A	N/A
	Introdução às Ciências Sociais	N/A	N/A	N/A
	Cálculo Financeiro	N/A	N/A	N/A
	Matemática II	Waived	Waived	Linear Algebra with Programming
Matemática I	N/A	N/A	N/A	

Institution of Origin		Nova SBE		
Home Institution	Curricular Unit title	Type of credit transfer		Waivers at Nova SBE (if applicable)
		Economics	Management	
Universidade Católica Portuguesa-Lisbon School of Business & Economics	Macroeconomia	Waived	Waived	Principles of Macroeconomics
	Macroeconomics I	Waived	Waived	Principles of Macroeconomics
	Microeconomia	Waived	Waived	Principles of Microeconomics
	Microeconomics I	Waived	Waived	Principles of Microeconomics
	Contabilidade Financeira	Waived	Waived	Financial Accounting
	Financial Accounting I	Waived	Waived	Financial Accounting
	Matemática I	N/A	N/A	N/A
	Matemática II	N/A	N/A	N/A
	Estatística I	Waived	Waived	Data Analysis and Probability
	Introdução ao Estudo da Empresa	N/A	N/A	N/A
	Mathematics for Business and Economics	Waived with the combination of 2 curricular units	Waived with the combination of 2 curricular units	Calculus II
	Mathematics II			
	ISCTE	Matemática	Waived with the combination of 2 curricular units	Waived with the combination of 2 curricular units
Optimização				
Matemática I		Waived with the combination of 2 curricular units	Waived with the combination of 2 curricular units	Calculus I
Matemática II				
Optimização		Waived	Waived	Linear Algebra with Programming
Introdução às Finanças / Fundamentals of Finance		N/A	N/A	N/A
Contabilidade de Gestão I / Management Accounting I		General Elective	Waived	Management Accounting
Contabilidade Financeira I / Financial Accounting I		N/A	N/A	N/A
Gestão do Marketing		General Elective	Waived	Marketing
ICT's for Management / Informática de Gestão		N/A	N/A	N/A
Introdução à Gestão		N/A	N/A	N/A
Microeconomia / Microeconomics		Waived	Waived	Principles of Microeconomics
Direito das Sociedades Comerciais		General Elective	General Elective	Business Law
Instituto Superior Técnico		Computação e Programação	Waived	Waived
	Cálculo Diferencial e Integral I	N/A	N/A	N/A
	Fundamentos da Programação	Waived	Waived	Computer Programming

**Subtitles:**

**Waived** - Waiver from taking the corresponding mandatory curricular unit at Nova SBE | **General Elective** - Considered an elective curricular unit outside the field & **Area Elective** - Considered an elective curricular unit within the field (in both cases ECTS and grade are counted) | **Isolated Curricular unit** - Only ECTS are considered | **N/A**- Not Applicable.

**Note:** If you would like to credit a curricular unit that is not on the attached list, rest assured that we will analyze your request.

**Additional Rules:**

1. Grade improvements for curricular units that have been approved in another university and credited at Nova SBE will not be allowed, nor repeating this curricular unit at Nova SBE. Any enrollments or grade improvements that do not comply with these rules will be canceled.
2. Credited ECTS will not be counted for the Academic Probation (this occurs when the student does not meet the minimum credits in a pre-determined number of semesters), according to the information available in the student handbook (this document is available for students enrolled at Nova SBE).
3. Exchange program applications:
  - Students can only apply (i.e. enter the application platform) within the range of 20-75 approved ECTS, which include the credited curricular units from another university, so take that into account when planning your application.
  - For the calculation of the ranking, ECTS transferred from another University upon entering Nova SBE will not be accounted for in the speed of progress component.

If you need any further information, please feel free to contact us through this [email](#).