

Master's Student Handbook

General Information

2025/26



* Please note that the information in this handbook might be subject to slight changes.

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Additional information: This document may change throughout the year, so it is essential that you check the version available on [SharePoint](#).

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Welcome to the **Nova School of Business & Economics**, on our campus in Carcavelos!

The Nova School of Business & Economics is an open community of insight and enterprise, dedicated to the creation of inspiring talent and meaningful solutions to improve and transform the World.

Our programs will help you discover where you can excel and have a meaningful impact; obtain the know-how and the attitude that breeds achievement and, ultimately, foster your individual and collective potential. We believe that we must stay at the forefront of innovation, sustaining excellence and rigor while preparing the leaders of tomorrow.

Congratulations! Thanks to your effort and hard work, you have entered one of the best internationally ranked and demanding schools, where you will have space, time, and resources to support you to reach your goals.

Our mission is to be a community dedicated to the development of talent and knowledge that impacts the world.

Take advantage of all the services and events offered by the school. At Nova SBE you will benefit from rigorous teaching, focused on helping you acquire scientific and technical knowledge, and developing your soft skills to ensure a complete education.

During the program, you will face many challenges. Don't forget that we are here to support you in any way we can.

You will also be surrounded by an international environment, so make the most of it and immerse yourself in the Nova way of life.

In this handbook, you will find academic information about your program, such as calendars, procedures, and rules & regulations. We have tried to make the information as clear as possible and request that whenever you have a question, start by consulting this Handbook.

As always, and more than ever, we are open to hearing your insights and proposals to continue to improve Nova SBE.

Learn, grow, and be happy here at Nova SBE!



**Professor
Pedro Oliveira**
Dean



**Professor
Pedro Gardete**
President of the
Scientific Council



**Professor
Filipa Castanheira**
President of the
Pedagogical Council

I. Remember

1. THIS HANDBOOK IS ESSENTIAL

Be familiar with the information contained in the Student Handbook. Pleading ignorance of the rules and regulations shall not be accepted as an excuse.

2. YOUR INSTITUTIONAL EMAIL IS IMPORTANT

The school will use your institutional email to communicate with you. Be sure to check your email regularly.

3. CHECK YOUR MASTER'S SHAREPOINT PAGE REGULARLY

It is your responsibility to stay up to date with the latest academic announcements, course updates, syllabi, enrollment periods and other activities on SharePoint.

4. UPHOLD THE HIGHEST STANDARDS OF INTEGRITY AND HONESTY

The academic and social conduct of all students at Nova SBE is governed by an Honor Code. You must respect others and respond to the authority of Course Instructors and other School personnel. Cheating, plagiarism, or other forms of academic dishonesty will not be tolerated. You are responsible for your actions and their consequences.

5. MONITOR YOUR ACADEMIC RECORDS THROUGH NETPA

It is your responsibility to check that you are complying with all academic obligations to graduate. Avoid enrolling in additional semesters and paying further tuition by monitoring and ensuring you are fulfilling your degree requirements.

6. LIVE UP TO YOUR FINANCIAL OBLIGATIONS

Late payments will imply the application of interest fees as well as restrictions on course enrollment until settlement or a payment plan has been established.

7. HELP US HELP YOU

Provide us with your constructive feedback. There will be opportunities for you to provide us with your suggestions for improvement. Please participate.

8. ENGLISH AS OUR OFFICIAL WORKING LANGUAGE

English is the school's official working language. Therefore, all documents and communications from the school will be in English, and we ask you to use English for your communications as well. For instance, if you need a school signature on any document, please provide an authenticated translation. Documents in Portuguese are also acceptable.

II. General Overview

Bridging Courses

Bridging courses are dynamic and intensive, asynchronous programs designed to equip students with foundational skills in Mathematics, Economics, Business, and Programming. These courses are tailored to ensure that students admitted into our Master's programs are well-prepared and confident in meeting course prerequisites.

The courses offered are as follows:

Bridging Course	Program	Management & IMM	Finance & IMF	IEI	IDPP	Econ	BA
Financial Accounting		X	X	X			
Finance - Introductory		X	X	X			
Statistics I		X	X	X			
Basics in Programming		X	X	X	X	X	
Programming							X
Basic Microeconomics					X	X	X
Maths & Stats		X			X		X
Advanced Math & Stats for Economics						X	X

Bridging courses do not provide credits, though a final assessment might be done to provide feedback and information on student progress. These courses are not part of the Master's degree program curriculum and therefore will not be included in the final transcript or records, nor the Final Certificate, and are free of charge.

Standard Structure of Degree Program

SEMESTER 1 30 ECTS	SEMESTER 2 30 ECTS	SEMESTER 3 30 ECTS
Mandatory Courses (Including IMF-IMM Career Program or Mastering Your Career)	Mandatory Courses	Work Project
Elective Courses	Elective Courses	
Modules		

Master's degrees are intensive, full-time programs, requiring students to attend classes regularly and complete all mandatory assessments. Courses generally run from Monday to Friday from 8.00 am to 10.00 pm. Some classes will also take place on Saturdays to accommodate the comprehensive curriculum.

To fully benefit from the program, students are strongly advised against engaging in any professional activities during this period.

The Master's degree program typically lasts 3 semesters and includes 90 ECTS. The first two semesters focus on coursework, while the final semester is dedicated to the Work Project. Coursework usually involves reading assignments, written assignments, discussions, and presentations.

Students who choose to complete 120 ECTS credits must pay the additional semester fee to extend their program to 4 semesters. Any credits beyond 120 ECTS will be listed as extracurriculars, with priority given to courses in the student's area of study.

If a student exceeds the 120 ECTS limit, the following rules determine which courses are considered extracurricular:

1. **Courses Outside the Program** For courses outside the student's program, the ones with the lowest grades are considered extracurricular. If the student has the same lowest grade in courses worth 7 and 3.5 ECTS, the course that brings the total to 120 or fewer ECTS is prioritized, with a preference for the 3.5 ECTS course if possible.
2. **Courses Within the Program:** For elective courses within the student's program, the one with the lowest grade is considered extracurricular. As in the previous criterion, if both a 7 ECTS and a 3.5 ECTS course share the same grade, preference is given to the one that brings the total to 120 or fewer ECTS, ideally the 3.5 ECTS course. If multiple courses with the same number of ECTS share the same grade, the most recently completed courses will be considered extracurricular. Mandatory courses or courses that fulfill specific program requirements can never be considered extracurricular.

Academic Requirements

MINIMUM AND MAXIMUM DURATION

The minimum duration requirements and maximum duration allowed for the Master's degree programs are as follows:

- Minimum number of semesters: 3
- Maximum number of semesters: 6

ACADEMIC REQUIREMENTS

Students can graduate once they have completed the minimum requirements*:

- Coursework – mandatory courses and electives - min 56 ECTS
- Modules – 2 ECTS
- Career Program/Mastering Your Career – 2 ECTS
- Work project – 30 ECTS

*For more details, please check section III. Master's Curriculum.

Complete a minimum of 60 ECTS (up to a maximum of 90 ECTS) in coursework, which includes all mandatory and elective courses. Students may take elective courses outside their program. Please refer to your respective Student Handbook to confirm the maximum number of ECTS allowed for these electives.

ACADEMIC PROBATION

Academic Probation occurs when students do not meet the minimum credits established per semester, which entails the following:

1. **Evaluation and Notification:** Academic probation is assessed per academic semester. Students who are placed on academic probation will be notified by their Student Advisor via email and should schedule a meeting to discuss their individual case. To schedule a meeting to overview each individual case and better understand what are the options and consequences.
2. **Minimum progress standards:** To avoid being placed on academic probation, students must meet the minimum progress standards outlined in the chart below. Please note that this requirement does not apply to students during their exchange semester.

The minimum required progress is:	
After 1 semester	18.5 ECTS
After 2 semesters	37 ECTS
After 6 semesters	Graduation

3. **Restrictions:** While on academic probation, students are not allowed to enroll in academic components for the next two semesters. After this period, students must reapply for admission.
4. **Appeals:** Students may submit an official request that should include a valid, documented reason for not meeting the minimum ECTS requirement. This request must be addressed to the Pedagogical Council.
5. **Probation Lifted:** If the request is approved, students can resume their studies as usual in the following semester.

Students can consult the complete Regulation on Academic Probation [here](#).

ADDITIONAL ACKNOWLEDGMENTS – ACTIVE CITIZENSHIP MERIT AWARD

The **Active Citizenship Merit (MCA) Award** recognizes students' engagement in activities of social and/or environmental impact during their journey at Nova SBE for both Bachelor's and Master's programs. This recognition happens on students' graduation day, complementing a particular reference in their diploma's supplement.

To receive this mention, students must earn Role to Play points by participating in citizenship activities, or by volunteering with civil society organizations - either on- or off-campus. Points are awarded and monitored via the [Role to Play Get Involved](#) platform.

To be eligible, master's students must earn a minimum of **20 Role to Play points**. More information is available [here](#).

Degree Eligibility

A student is deemed to have completed the requirements for graduation if they have:

1. Submitted an official **Undergraduate certificate** and/or official diploma to the Academic Services.
2. Met the minimum duration and academic requirements outlined above.
3. Satisfied additional requirements, if any (double degree, IMM, and IMF students)
4. Paid all owing fees to the school.

After confirming that they have satisfied all degree requirements, students must submit a Degree Completion Request Form on NetPa. Certificates may take up to 30 working days to be issued.

Important information regarding undergraduate certificates

Students from **the Fall intake** must submit their official undergraduate certificates to Academic Services by **October 31, 2025**. For the **Spring intake**, the deadline is **March 31, 2026**. The documents must be in English or Portuguese and must include information on the degree awarded, final GPA, date, and a final course list with grades/credits.

Original documents should be presented at Academic Services (Student Central).

Alternatively, if you have digitally authenticated documents, you can send them directly to masters@novasbe.pt. Besides the required information mentioned above, the digital documents must contain:

- A valid signature identified in the signature panel of the PDF file, or
- A link/code/QR code to access their content.

Please note that scanned documents or pictures will not be considered valid. Failure to present valid documentation by the deadline will **prevent students from accessing NetPa, participating in Bidding and Add/Drop periods, and ultimately graduating.**

Final Grade

The final grade for the Master's program is determined by a weighted average of two components: the final grades of the approved academic curriculum (including both mandatory and elective courses) and the final grade of the Master's Work Project.

Please note that grades earned in Mastering Your Career and Modules will not be factored into the final GPA calculation.

When calculating the final GPA, the grades for the academic curriculum component are rounded to the second decimal place. Additionally, the final grade will be rounded to the nearest whole number when it equals or exceeds XX.50. For example, a grade of 14.50 will be rounded up to 15.

FORMULA FOR THE CALCULATION OF THE FINAL GRADE POINT AVERAGE:

GPA= Grade Point Average (final grade of the program)

ACA= Academic Curricular Average

WP= Work Project Grade

CG= Course Grade

$$ACA = \sum \text{courses} \frac{CG * \text{course ECTS}}{\text{Total number of courses ECTS}}$$

$$GPA = (ACA * .65) + (WP * .35)$$

IMF/IMM Career Program, Mastering Your Career and Modules do not count toward the final GPA.

There is the possibility of automatically calculating the average through [NetPa](#). Under "Academic Areas" you must select the "Course Status" option. The area "Student Curricular Status" is then displayed, and you can find the "current average" option within the "Degree" section.

Academic Calendar

The [Academic Calendar](#) contains important dates associated with your academic program. These include, but are not limited to, orientation dates, term dates, enrollment dates, final exam periods, etc. Please note that this Calendar may be subject to last-minute changes.

NO ASSIGNMENTS WEEK

During the 3rd week of September (September 15-19, 2025), course instructors are asked to reduce the workload, i.e., assignments, midterms, quizzes, or any other type of assessment, to allow students to prepare and submit job applications. International companies usually have their recruitment period from September to October for jobs starting in June of the following year. During this week students will also have the opportunity to meet recruiters at the Career Fair on September 16.

Course Formats

Courses are divided into two types: mandatory and elective courses. Mandatory courses represent core subject areas of the degree program. They are normally carried out during the first two semesters of the program. Elective courses offer students a valuable opportunity to deepen their knowledge in specific areas aligned with their interests and career aspirations.

Each course grants a specific number of ECTS (European Credit Transfer System). Grades are distributed on a scale of 0-20, with 10 being the lowest passing grade and 20 the highest passing grade. Certain courses or modules use a pass/fail grading system. Students are required to attend classes on Campus and complete all required assessment components.

COURSES MAY RUN FOR A FULL SEMESTER OR A HALF SEMESTER

• Full courses (full semester)

A full course is typically worth 7 ECTS and takes place over a period of 12 weeks. These courses consist of 3-hour weekly classes, meeting once or twice a week. The exam period for full courses takes place at the end of each semester and they may have a midterm.

The full semester periods will frequently appear abbreviated as S1 (Semester 1 / Fall semester) and S2 (Semester 2 / Spring semester).

• Half courses (half semester)

A half course is generally worth 3.5 ECTS for a period of 6 weeks. These courses consist of 3-hour weekly classes, meeting once or twice a week. The exam period for half courses takes place at the end of each trimester.

The half-semester periods will frequently appear abbreviated as T1 (term 1 / first half of first semester), T2 (term 2 / second half of first semester), T3 (term 3 / first half of second semester) and T4 (term 4 / second half of second semester).

COURSE INFORMATION

The course syllabus provides details about the course content, assessment methods and weights, and recommended reading. It also includes the instructors' contact email. Syllabi are made available by each course instructor on Moodle. You can access them in the Moodle section titled 'Courses Syllabi-25/26' or on [NetPa](#).

For information on courses offered, please consult the Handbook for your program.

III. Master's Curriculum

Each Master's curriculum has 5 mandatory elements: Mandatory Courses, Career Program, Modules, Work Project, Elective Courses.

Mandatory Courses

Before the semester starts, students are pre-enrolled in mandatory courses. Mandatory courses cover the core academic knowledge, and some serve as a prerequisite for specific elective courses. **Students will be allocated to courses and respective terms and class sections. These cannot be changed.** For more information about each master's program's mandatory courses, please check the respective student handbook. Students can check the enrolments on [NetPa](#).

Students who do not pass a mandatory course will automatically be enrolled in the course by the Academic Services the next time it is offered. Note that many mandatory courses are only offered once per year, so students who do not earn a passing grade will only be able to retake them in a year's time.

Career Program

Emphasizing career development beyond mandatory and elective courses during the master's program is crucial. That's why the school offers a Career Program tailored to address the challenges of the job market. These modules consist of activities in which students can engage to

enhance their skills and take the necessary steps to advance in their careers, helping them prepare for their career path and development.

Mastering Your Career is mandatory for all Master's programs except **International Master's in Finance and International Master's in Management** and is worth 2 ECTS. All the necessary information regarding this course is available on the [Mastering Your Career SharePoint](#).

The **IMF&IMM Career Program** is a **mandatory and exclusive** component of the International Master's in Finance and International Master's in Management programs and is also worth 2 ECTS.

All the necessary information regarding this module is available at the [IMF&IMM Career Program SharePoint](#).

Students who do not pass Mastering Your Career or the IMF&IMM Career Program will be enrolled again during the next available period.

Modules

As a compulsory element of the degree program, students must complete two modules in the following areas:

- A. **Ethics (1 ECTS):** Concepts and practical discussion and problem-solving of ethical issues in business. Competencies you may acquire and/or accelerate: critical thinking, problem-solving, creativity, and social consciousness.
- B. **Sustainability (1 ECTS):** This course builds core knowledge and practical skills to assess environmental impacts and create integrated, legally compliant sustainability solutions.

Modules must be completed in person at the end of January of the student's first semester. They are graded on a pass/fail basis.

Work Project

By the third and final semester, students must have completed a minimum of 44 ECTS in mandatory and/or elective courses to be eligible to apply for the Work Project, which is worth 30 ECTS.

Students missing mandatory courses, modules, and/or credits in electives may take additional courses up to a **maximum of 14 ECTS** and simultaneously carry out their Work Project.

Students who require more than 14 ECTS after the completion of the second semester must enroll in an additional semester and pay the corresponding additional semester fee.

Please note that the Master's programs at Nova SBE are full-time and in-person. Completing a WP semester remotely is possible only under specific conditions:

- 1) The WP topic and format are suitable for remote work.
- 2) The WP advisor agrees with this option.

In such cases, students must ensure they are not required to make up for any missed modules or elective/mandatory courses. Otherwise, they must fulfill the graduation requirements by completing their thesis semester on campus.

Information on Work Projects is discussed in more detail in **Section VIII**.

Elective Courses

Each degree program offers a selection of elective courses for students to choose from. Students have the opportunity to customize their Master's degree by selecting elective courses that align with their interests and goals. They can choose from a range of elective courses available within their own Master's program, as well as elective courses offered in other Master's programs (elective outside program).

If a student wishes to enroll in an elective from another program, they may do so for a maximum of 7 ECTS (Master's in Business Analytics, Master's in Economics, Master's in International Development and Public Policy, and Master's in Impact Entrepreneurship and Innovation) or 10.5 ECTS (Master's in Finance, International Master's in Finance, Master's in Management, and International Master's in Management), respectively.

IV. Registration and Course Enrollment

Registration

Students are officially enrolled upon payment of the enrollment fee (on acceptance). However, continued enrollment is contingent upon timely payment of the subsequent tuition installments due prior to the commencement of the Master's program.

Failure to meet this financial obligation will result in the suspension of enrollment, during which access to academic platforms, course registration, and related services will be temporarily revoked until the outstanding balance is settled.

Course Enrollment

Before the start of each semester, students are automatically pre-enrolled in mandatory courses. However, enrollment in elective courses and modules is done online, and the exclusive responsibility lies with each student.

The [online Bidding platform](#) supports the enrollment process for Master's students at Nova SBE.

Enrollments for each semester start with a bidding period. Additionally, there will be an add/drop period before the start of each trimester, allowing students to adjust their enrollments in trimestral courses.

Enrollment in courses (electives and modules) is the student's responsibility, respecting the announced dates. Students are responsible for guaranteeing their enrollments on the bidding platform with no overlaps in terms of classes and exams.

No changes outside the Bidding platform are allowed.

Course enrollment consists of two phases: i) enrollment period (first enrollment) and ii) add/drop period (additional enrollments or changes). The dates of each phase can be found in the Academic Calendar.

Students are strongly advised to read the [bidding guidelines](#) beforehand and watch the tutorial videos for reference.

Electives may offer only one class option (section), or more than one. The choice will appear on the bidding platform as sections TXA, TXB, TXC, etc. **Each section has a specific timetable. Students must attend the section in which they are enrolled. No grades are issued otherwise.**

All courses have a limited number of vacancies per section to guarantee that their quality is preserved. Therefore, it is important that alternative options are considered before and during the enrollment period.

BIDDING PERIOD

Students can enroll online in elective courses before the start of each term, through a bidding process. At this time, students can only enroll up to 30 ECTS for the semester. This takes into account the mandatory courses students are already enrolled in.

ADD/DROP PERIOD

Students can cancel or change their enrollment in electives during the add/drop period that takes place each trimester before classes start. At this stage, students can enroll in additional ECTS - up to a maximum of 35 ECTS. During the add/drop periods for T2 and T4, students cannot cancel full courses.

Please note that students who decide to withdraw from a course without using the Bidding Platform will be considered to have failed the course. Furthermore, not attending a course after being allocated a slot denies another student the chance to take it.

MINIMUM NUMBER OF STUDENTS PER ELECTIVE COURSE

There is a minimum number of students required for an elective course to run. If this number is not reached, students will be notified that the course has been canceled, and students will need to find a replacement course.

V. Transfers, Withdrawals, and Interruption of Study

Transfers

If a student wishes to transition to a different Master's program, we advise them to review the study plan of the desired program and book a meeting with their student advisor to address any concerns and understand the implications of the transition.

Eligibility Requirements:

- Students must be enrolled in their current Master's program for at least one semester.
- Students must apply prior to the beginning of their last semester
- Transfers to the International Master's in Finance and International Master's in Management are not permitted.
- Applications must be submitted during the designated application periods.

This stipulation does not apply to CEMS-MIM and Double Degree students.

Application Periods:

- For Spring Semester 2025/26: Apply between November 3 and November 7, 2025.
- For Fall Semester 2026/27: Apply between June 1 and June 5, 2026.

The Master's Admissions Committee will review all applications, considering the student's current academic performance.

To apply, students should fill out this [form](#) within the stipulated deadlines. Waiver requests for mandatory courses with significant overlapping content may be considered. The decisions on these requests will be made following the internal procedure in place and the results communicated to students.

The application for the internal transfer of the master's program is binding and cannot be reversed.

Note that **work projects are not eligible for credit transfer.**

In addition to the administrative fees associated with the application process, the tuition fees and any additional semesters required will be calculated based on the cost of the new program at the time of admission.

Students who transfer to another degree program and hold a Nova SBE Scholarship (or other) will not receive their scholarship from the moment they enter the new Master's program, but from the moment they were granted the scholarship in the first place. There is no funding beyond the third semester, even if the student changes to another degree program. For further guidance on the application process, please contact the Admissions Team through leadyourfuture@novasbe.pt or find the Team in Student Central.

Students enrolled in the CEMS or Double Degree programs should contact the teams directly:

CEMS team: mim@novasbe.pt

Double Degree team: double.degrees@novasbe.pt

Withdrawals

Students who withdraw from the program without providing written notice to the [Master's Team](#) or submit a late notice may be liable for tuition fees corresponding to the academic year, depending on the timing of their withdrawal notification. The deadline for withdrawal is the date of the payment of each installment.

If students reapply later for the same program, they will be subject to the rules and tuition fees of the current academic year. They must contact the Admissions Team for details and deadlines regarding the new application.

The [Tuition fee regulation](#) is available on the School's website.

Interruption of Study

Students can request an interruption of study for a maximum period of 1 semester after the completion of at least one semester of study. During any interruption of studies, no study achievements are possible, and no credits may be transferred toward the degree. The semester in which students are on interruption of study does not count towards the standard study period. Interruption of study beyond 1 semester will necessitate reapplication to the program through the Admissions Team and will imply fee adjustments in effect at the time of readmission.

Important notes:

- Students who request an interruption of study and hold a Nova scholarship will lose their scholarship upon their return.
- To submit the request, students must fill out the request [form](#) available on the Master's Program SharePoint before the upcoming tuition deadline. Once the request is approved, the deadline for tuition fees will be deferred to the semester in which the student is scheduled to return.
- Students failing to meet the request deadline will be responsible for the interrupted payment semester(s), with an additional semester being applicable.

Before requesting an interruption of studies, students must **meet with their Student Advisor** in order to verify all consequences, timelines, and recommendations for the future.

VI. Tuition and Fee Policies

The complete fee chart is available [here](#) (in Portuguese). Further information regarding fee regulations can be found [here](#).

Tuition Fee and Payments

Students are financially responsible for all tuition and related fees associated with registered courses. General information on tuition fees, tuition installments, and payment deadlines for the current year is available in the Handbook of your program and on [NetPa](#).

To avoid interest, service charges, and other consequences, be sure that you allow sufficient time for your payment to reach the [Master's team](#). Interest and service charges for late payment will not be waived. Tuition is subject to review and/or change every year. Degree changes occurring in a new academic year may be subject to a tuition increase.

Any changes in the program tuition for the following year will not affect students who maintain active enrollment in their program. Students are responsible for providing the school with their tax number (NIF) information. The school does not e-mail statements to prompt payment, but invoices and receipts can be accessed through [NetPa](#) for your convenience.

Late Payments

Outstanding balances will accrue interest **as well as restrictions on enrollments**. To determine your account balance, you must access your financial account information through [NetPa](#).

Payment Plan

If you are unable to make a timely payment on your student account balance in full by the billing due date, the school provides an option of a payment plan.

The Payment Plan allows students to spread the payment of anticipated tuition over a maximum of 15 installments, for the full academic year or one semester only. A payment plan can be requested directly on NetPa. Contact the [Master's Team](#) **before** the deadline for the tuition payment for additional information.

Extra Costs (in addition to tuition fees)

Full course	750€ * (external students: 1.500€)
Half course	375€ * (external students: 750€)
Additional module	100€
Additional semester (MSc Business Analytics, MSc Economics, MSc Impact Entrepreneurship & Innovation, MSc International Development & Public Policy, MSc Management, IMM)	3 000€
Additional semester (MSc Finance & IMF)	3 300€
Special exam	350€

Note: Extra costs are applicable for the 2025/26 academic year. We reserve the right to review and update these fees for future academic years.

Fees Policy

Nova SBE is part of Universidade Nova de Lisboa, which establishes common fees for all schools. Most relevant fees:

Master's Final Certificate (includes the Transcript of Records)	50€
Master's Diploma ("Carta de Curso")	120€
National Post	4€
International Post	8€

The complete fee chart is available [here](#) (in Portuguese).

Fines

Late penalty fees increase the longer the payment is past due. These may apply when students fail to comply with academic procedures such as timely enrollments, credit transfer requests, etc.

DEADLINE	LEVEL
Up to 5 working days	1 st
From the 6 th to the 15 th working day	2 nd
From the 16 th to the 30 th working day	3 rd
After the 30 th day and for each day overdue	4 th

Scholarships and Financial Aid

Nova SBE believes in supporting students throughout their journey, as well as recognizing the talent and merit of our students, and has therefore developed a very comprehensive policy of both social mobility and merit scholarships.

Applications for scholarships such as the Nova SBE Social Mobility and the Nova SBE Merit Scholarship take place at the time of the application to the Master's program. All new opportunities are shared with students through the School's communication channels.

For further information about scholarships and financial aid, please contact the Scholarships & Study Funding Team at scholarships.masters@novasbe.pt.

MERIT-BASED SCHOLARSHIPS

The merit-based scholarships apply to the two-semester tuition installments of the student's first year, excluding the first enrollment fee paid to secure your place in the Program. Maintaining the scholarship for the third semester requires that the following conditions be met:

SCHOLARSHIP	GPA	CRITERIA
Merit-Based Fee Reduction	16	1. Must satisfactorily complete at least 46 ECTS by the end of the first year, approving the mandatory courses in which the student is enrolled in the semester(s) at Nova SBE.
		2. Must complete MYC and all required modules by the end of the first year.
		3. Must not fail any courses or modules.
		4. Must hold a GPA of at least 16 (15.5 or higher) to maintain fellowship/fee reduction for the third semester.
		5. An interruption of studies will lead to loss of scholarship.

SOCIAL MOBILITY SCHOLARSHIPS

The Nova SBE Social Mobility Scholarship is granted for the entire degree program, a maximum of 3 semesters.

PLEASE ALSO NOTE:

1. The scholarship does not fund the amounts related to the application fee, the first installment of tuition paid as the enrollment fee, the CEMS program, the Double Degree Programs, the

amount value associated with additional semesters, exchange programs, or Executive Master's programs.

2. Students who transfer to another degree program and hold a Nova SBE Scholarship (or other) will not receive their scholarship from the moment they enter the new Master's program but from the moment they were granted the scholarship in the first place. There is no funding beyond the third semester, even if the student changes to another degree program.

CASES IN WHICH SCHOLARSHIP FUNDING IS LIMITED OR NOT APPLICABLE:

- The scholarship granted is only reflected in the installments concerning the regular duration of your Master's program (CEMS MIM)
- Double Degree students only receive funding for the regular Master's program tuition at Nova SBE.
- Students who withdraw from CEMS MIM or a Double Degree program will lose their funding.

Additional Semesters

If a student needs one additional semester to complete the degree program, one additional semester's tuition will apply. The tuition fee for the additional semester is published annually. The current fee can be found in section VI. Tuition and Fee Policies.

Students who wish or require an additional semester may apply by completing the [request form](#) available on the Master's Program SharePoint.

Important Notes:

- The additional semester's tuition fee may be consulted under the Extra Costs section of this Student Handbook. Keep in mind that these fees are applicable for the 2025/26 academic year and may be subject to change for the upcoming academic year.
- The maximum number of additional semesters permitted is three.
- The request must be submitted by the end of the regular classes of the semester preceding the one the student wishes to take as an additional semester.
- In case a student no longer wishes to complete an additional semester after applying for it, the student must inform the Academic Services before the respective tuition fee deadline. After this point, the tuition fee will be charged in full.
- If a student wishes to postpone their Master's thesis to an additional semester, they must do so by selecting this option during the work project application period in addition to submitting the formal request to complete an additional semester.

VII. Grading and Feedback

Final Exams

Final exams for full courses are scheduled at the end of each semester while half-course exams are immediately scheduled at the end of the respective half term. Full courses may have a midterm exam.

Only one final exam date is offered per course. In exceptional cases, students may be eligible to complete a single resit exam. See section Special Exam to Graduate for details.

The exam calendar is set at the beginning of each semester and available on the Master's Program [SharePoint](#).

If a student is late for the exam, they will not be given extra time. All students must finish and submit their exams at the same time.

Laptops are usually allowed during exams, as the majority are conducted in Wiseflow, unless Course Instructors state otherwise.

If a student misses an exam for a legitimate medical reason or other comparable situation, they must fill out the request form available on the [Master's Program SharePoint](#) and upload a valid statement.

If the absence is deemed justified, students may have access to an alternative exam date, during the make-up exam period. This period is stated in the Academic Calendar, and the exams calendar is also shared on the [Master's Program SharePoint](#). As such, students should be prepared to do their exams within the dates of the make-up exam period.

Events/activities such as assessment centers or other recruitment events will not be accepted as justification for missing an exam.

Course Evaluation

Students' course evaluation is conducted on an individual basis, and final grades are on a scale of 0 – 20. Academic courses and Work Project approval requires that the final grade be equal to or greater than 10. All final grades are rounded to the nearest integer.

Course evaluations can include student participation, coursework, classwork, tests, examinations, and other methods of assessment. Continuous assessment must comprise part of the final grade and course instructors are required to use multiple methods of assessment. Note that class attendance is highly recommended, and participation may be part of the evaluation method defined by the faculty. Absences in classes that require attendance as part of the evaluation must be discussed and managed directly with the course instructor. Kindly refer to each course syllabus for additional details.

By default, all courses include an exam. If exceptionally, a course does not have an exam, this information will be included in the syllabus and communicated by the course instructor at the beginning of the classes.

If the student completes continuous assessments for a course during a term/semester but fails said course and wishes to keep grades obtained to complete the course in a different term/semester, they can request this transfer of grades directly to the course instructor (only applicable if the course instructor is the same).

The course syllabus will describe the evaluation methods to be applied and their contribution to the final grade (in percentages). **Evaluation is the sole responsibility of the course instructors.**

Grades are posted on [NetPa](#), normally five consecutive days after the final exam. If a certain component of a grade, such as a paper, has an extended deadline that goes over the exam week, the final grade will be made available only when all components are delivered.

Once posted, students may use the review process period to obtain clarification on marks received. The school does not release grades over the phone or by e-mail.

Feedback and Final Exam Review

Students are entitled to obtain feedback from the course instructors about their performance, grade, and to review their final exam. Exam review dates normally occur five days after grade publication. It is the course instructor's responsibility to define and announce the date of the exam review.

In the Fall semester, given the proximity to the holiday season, the final exam review may be scheduled during January.

Only major mistakes in grading, i.e., those with the potential of involving at least 50% of the points assigned to the question or 1 point, whatever is lowest, should be considered. If the student is correct and an increase in the points of a question is higher than the threshold set above, the course instructor should request a grade change to the President of the Pedagogical Council, explaining the reasons for the change in each question.

When the grade change is due to mistakes in the addition of partial grades, the threshold above does not apply. There is no appeal for the appraisal of the grade review by the course instructor.

Grade Improvement

There is no opportunity for grade improvement or resit exam periods to retake courses. Students must maintain the passing grade they originally obtained.

Evaluating Courses and Course Instructors

COURSE EVALUATION SURVEY

At the end of each class period and before exams, students will be asked to complete an online survey about each course. Student feedback through surveys is crucial for improving courses and enhancing the effectiveness of course instructors.

The form includes questions about course instructors and the course itself, as well as additional space for comments and suggestions. These surveys are online and anonymous and will be sent to your institutional e-mail after each term/semester.

MASTER'S SATISFACTION SURVEY

During the Spring semester students will be asked to complete an annual online survey about their overall experience in the Nova SBE Master's, including topics such as schedules, service, staff, exams calendars, program structure, and others.

This survey is anonymous. The survey form will be distributed through an online tool.

MASTER'S WORK PROJECT SURVEY

During the month of the Work Project (WP) defense, students will be asked to submit a WP evaluation form, including feedback on the supervisor, the support by the Master's Team, and other services during the WP. The feedback will be communicated to the supervisor and the Faculty Council and remains confidential.

VIII. Students with Specific Needs

At Nova SBE, we are committed to providing an inclusive and supportive learning environment for all students. If you have specific educational needs — whether related to learning differences, health conditions, or other challenges that may impact your academic experience, we encourage you to request the appropriate accommodations to support your success.

To begin this process, please fill out the [Request Form](#). Once submitted, your request will be reviewed by our dedicated **Student Advisor for Specific Educational Needs**, who will work with you to understand your situation and ensure the accommodations are tailored to your individual needs.

Our goal is to ensure that every student has the opportunity to thrive academically and personally during their time at Nova SBE. For more detailed guidance, please consult the [Student Advising SharePoint page](#). To speak with your student advisor directly, please send an email to advisor.masters@novasbe.pt

IX. Work Projects

A [Work Project](#) (WP) stands as the Master's thesis—a unique research endeavor overseen by an advisor and assessed by a jury during a public defense. Successfully completing the WP is necessary to earn a Master's degree, and it is worth 30 ECTS, representing the workload of a full-time semester. WPs are defended either in December or May, with defense sessions held online. Students can consult the Academic Calendar for specific defense periods.

For students enrolled in Double Degree, CEMS MIM, or IMF and IMM programs, specific requirements and calendars apply. The Double Degree, CEMS Team and IMF&IMM teams will provide students with instructions in due time.

WP topics are organized per program and will be made available to students in a timely manner. Information sessions will be held before the application period to offer orientation and address any specificities of each program.

Students are recommended to join a group to develop the final WP, in a Field Lab format. This is the recommended process to foster a more challenging, relevant, and rewarding WP outcome.

Further details, examples of past WPs, and specific guidelines for each one of the formats described below can be found on the [Work Projects SharePoint](#) and NOVA's website – Library area – RUN (Repositório Universidade Nova), or please look for help at the Teresa e Alexandre Soares dos Santos Library. The following [Work Project formats](#) are available. Note that the Directed Research and Directed Research Internship formats require prior approval by the Academic Director of the respective program.

Field Labs (recommended format)

The Field Lab (FL) project is focused on a high-impact, real-world problem that the student can face in the job market and offers the possibility to integrate distinct knowledge areas. This includes team-based work and individual work. The school recommends this format for most programs and is constantly developing new partnerships to expand the offer of FL.

Other Formats:

Directed Research

The Directed Research (DR) is developed individually with the support of an advisor from Nova SBE. DR is aimed at students intending to follow a research career – e.g., pursuing a Ph.D.

Directed Research Internship

Directed Research Internship (DRI) is developed individually where the student is integrated into an internship for a problem-based issue, with the support of an advisor from Nova SBE and an advisor from the company.

Applying for Your Work Project

The application process for the Master's Work Project (WP) must occur during the semester before the start of the WP itself. For application purposes, both ECTS credits approved up to that point and ECTS credits in which the student is currently enrolled will contribute to achieving this minimum requirement. However, by the beginning of the WP semester, students must have successfully completed at least 44 ECTS credits.

1. General Information on WPs will be available on [SharePoint](#), where you can find key deadlines such as defense dates and other relevant information.
2. A list of topics (within the formats available for each program) and advisors can be found online on the Student App during the enrollment period for WPs. Students can also propose their own topics if they have arranged this beforehand with an advisor.
3. Plagiarism: Students must do their plagiarism test and send the report to the Advisor one month before the defense. The Advisor will decide whether the student can proceed in submitting the WP or if there are academic and ethical problems.

Failure to submit by the deadline results in exclusion from defending the WP.

Final Report Delivery

Students must submit the final version of the Work Projects according to the delivery date set in advance. Hard copies of Work Projects are not requested. All WPs are submitted in PDF format and uploaded online. The delivery dates cannot be changed, unless there are unforeseen exceptional circumstances to consider (in case of a student's illness, for example). Such exceptional requests must be submitted to the Student Advising Team advisor.masters@novasbe.pt and will be subject to internal analysis.

Students who encounter difficulties meeting their WP delivery date should initially discuss their situation with their advisor. They can then seek further advice by contacting the Student Advisor of their MSc program.

Full guidelines for formal WP requirements, including formatting rules, how to cite sources, and specific guidelines for each format, can be found on [SharePoint](#) and need to be followed by the student/advisor. Students may be penalized in their evaluation if they do not follow the rules.

Failure to Deliver the Work Project

Students failing to deliver or defend their WP are required to register for another semester and pay the corresponding fee (additional semester). For further information on this procedure, associated costs, and other details, please check the Additional Semester section of this Student Handbook.

Please note that the School cannot guarantee that the advisor will continue working on your WP from one semester to the next.

Public Defense

The WP is evaluated by a jury in a public session scheduled for that purpose. The jury is comprised of at least three and not more than five faculty members, including the advisor. The period for public defenses is indicated in the academic calendar, and all sessions will be scheduled during that period. Students and professors are requested to keep these dates free. The final schedule will be made available to students a few weeks before the public defense period.

The presentation by the student should be prepared in PowerPoint (or similar). There is no required template available.

The defense begins with a presentation by the student (10 minutes), followed by a discussion with the jury. Each public defense session should take up to 45 minutes. Field Labs may have distinctive defense features.

The WP grade obtained in the final discussion is given on a scale of 0-20. WP approval requires a final grade greater than or equal to 10. The WP grade will have two components:

- The written WP report
- The WP oral presentation and defense

The jury is required to communicate to the student only the final grade of the WP, although it is free to provide a breakdown between the two components of the grade or to provide additional feedback or comments. Students are entitled to receive feedback on the overall quality of their work and any shortcomings that warrant their grade, directly from the president of the jury.

Special Exam to Graduate

Students who are missing a course to graduate can request a special exam if they meet all the following criteria:

- It is their final semester.
- They haven't yet defended their Master's Work Project
- They are missing only one course (except modules)
- They were previously enrolled in the missing course

The special exam will take place during the make-up exam season (the dates are available in the [Academic Calendar](#)). It may be a written or an oral exam, it may include various evaluation assignments, which can be scheduled during the make-up exam period and determined by the course instructor, and the final grade will not exceed 12 out of 20.

X. Mobility Programs

Master's students can participate in an exchange program through the exchange competition or as a freemover for one semester only. During the study period at the receiving institution, the student cannot be enrolled in any course at Nova SBE or be registered for the Work Project.

Students must complete all mandatory courses and the core courses for the Area of Expertise (if applicable) at Nova SBE. It is not possible to substitute these courses with those taken during the semester abroad. Students who go on an Exchange are required to complete an additional semester.

Nova SBE organizes application rounds twice a year, managed by the International Mobility Team. Students can only apply after having completed at least one full semester at Nova SBE. In each exchange competition there are slots for each destination school and Master's program and the students can only apply for the slots designated for their program. It is the student's responsibility to obtain and double-check all available relevant information about the partner school and its admission requirements (e.g. internal rules, application documents, language requirements, academic calendar, course offer etc.) before applying and before accepting the slot allocation in the deliberation period to ensure they meet all the requirements at the time of the application.

The student continues to pay tuition fees at Nova SBE during the mobility period. Exchange studies based on established agreements (students allocated through the exchange competition) are exempt from tuition fees at the partner school (administrative fees may apply). For Exchange as a freemover student, tuition will be paid at Nova SBE and at the receiving institution.

Erasmus+ scholarships are not guaranteed. Funding is limited and may not be sufficient to cover all allocated students. Nova SBE does not have any funding opportunities for destinations outside Europe or for freemover mobility. However, we encourage students to search for possible scholarships sponsored by receiving institutions or national governments, as well as the requirements and deadlines for application, if applicable.

Non-compliance with the procedures and deadlines stated for the mobility program and published by the International Mobility Team will result in the cancellation of the exchange semester, return of the Scholarship received (for students with Erasmus+ scholarship) and not earning transfer credits towards the Nova SBE degree for the courses taken at the receiving institution.

For more information about the exchange programs, check the Outgoing Master's SharePoint and the exchange regulation for Master's students.

XI. Graduation

Graduation Process

Important Steps for Graduation

1. Check degree requirements: Review the Student Handbooks for detailed information on all degree requirements, including courses, modules, Work Project, and any additional features (e.g., exchange credit transfer, extracurricular courses, language requirements). It is the student's responsibility to make sure they fulfill all requirements to graduate.
2. Update personal information and check the validity of the Citizen Card/ID/Passport on NetPa. If any updates are necessary, students should send the new information to the Academic Services team at masters@novasbe.pt.
3. Clear outstanding tuition fees: Ensure there are no outstanding tuition fees by checking on NetPa.
4. Finalize the Work Project (WP): Complete the final stage of the Work Project by uploading the document on the Student App following the instructions provided via email. This includes any required Confidentiality/Protocol Agreements and information about embargoes.

After completing these steps, students can place their Final Certificate request via [Netpa](#). For more information on the graduation process, click [here](#).

Graduation Ceremony

The Graduation Ceremony normally takes place each year in June/July. For the exact date please check the Academic Calendar. Students will receive a formal invitation from the school, with the ceremony's details (date, place, time). Confirmation of each student's attendance is mandatory.

Students who defend their WP in September should also attend the graduation ceremony.

It is important to note that confirming attendance at the ceremony does not indicate that Nova SBE has validated the completion of graduation requirements. Students are responsible for ensuring they have fulfilled all degree program obligations. Official documents will not be distributed during the ceremony, so students do not need to worry about receiving them at that time.

Graduate Placement Survey & Alumni Contributions to Rankings

Because your feedback is crucial for understanding the employment status of our recent graduates, your participation in the Nova SBE Graduate Placement Survey 2025 is vital.

The information you provide (which is treated with full confidentiality) allows us to:

- Improve the support and guidance offered to current students and Alumni;
- Strengthen Nova SBE's position in global rankings, which in turn benefits the value of your degree and the school's international reputation.

Approximately three months after your Master's Thesis defense, you will receive an invitation via your student email to complete the survey. Please make sure to check your inbox regularly around that time.

In addition to this survey, Nova SBE participates in several international rankings throughout the year, many of which require alumni feedback. Your participation in these initiatives helps ensure our school is accurately represented on a global scale, contributing to ongoing improvements and recognition.

We sincerely appreciate your support and engagement in this process. Every response truly makes a difference.

XII. Services and Governance

Student Advisor

Your Master's Student Advisor exists to support you in making your learning experience the best possible.

Reach out to your Student Advisor for guidance regarding your program, to support your decisions, and to help you with key aspects that may affect your student life. If you face special circumstances, such as health or other personal issues, they can assist you in building a plan to guarantee a smooth and successful journey, and to find the best alternatives to help you succeed and find balance between your personal and student life. If you have special educational needs, the Student Advisor will guide, clarify, and inform you about the available services and arrangements accessible at the school.

Academic Services

The Academic Services - Master's Team is the main supporting service to students, running virtually all aspects of their academic life, including enrollment procedures, organization of Work Projects, setting of schedules and exams, and coordination of exchange programs. Students should contact this team for all queries concerning their Master's program. The team is available at masters@novasbe.pt or in person at the Student Central during the specified opening hours.

Students are requested to respect the opening hours, and will not be assisted outside this schedule, even when staff are present at the office. Students should understand that the staff must devote a share of their work time to the back office and administrative procedures.

Vice-Dean for Degree Programs

The day-to-day operation of the Nova SBE Master's, including addressing all the students' needs, implementing the strategy of the school's management, and guaranteeing the academic standards set by the Faculty Council, is the responsibility of the Vice-Dean for Degree Programs. The Vice-Dean will address any needs or requests of students, who should get in touch with the Student Advisor, stating the issue and trying to solve it. Ultimately, some issues may be addressed to the Vice-Dean for a decision.

Master's Academic Committee (MAC)

The Master's Academic Committee comprises the Academic Directors of each Master's who are appointed by the Dean and run the respective programs.

MAC advises the Vice-Dean for Degree Programs in all matters related to strategy and academic affairs of the Nova SBE Master's programs. MAC members are the representatives of the faculty in the Pedagogical Council, according to the school's statutes.

Master's Student Representatives

Each Master's program has two Student Representatives: a 1st and a 2nd delegate. These delegates act as a link between the student body and the school, meeting regularly with the Academic Director and Program Manager to discuss academic or operational matters that affect student life.

Student Representatives are elected annually by their peers, with elections held in October. All active students are eligible to run.

Master's Pedagogical Council

The Pedagogical Council includes the Academic Directors and Student Representatives of all Master's programs. It is headed by its President, who is appointed by the Dean. The Pedagogical Council meets every semester to discuss academic matters.

XIII. Honor Code

Please read the Honor Code below. It outlines the expectations, rights, and responsibilities of every student at Nova SBE.

Intellectual pursuit requires academic integrity, a fact that must be understood and upheld by all members of higher-learning institutions. This code defines the rules that must be observed to

guarantee that the student body of Nova School of Business and Economics (Nova SBE) preserves the academic integrity of its work.

- I. The following rules substantiate widely accepted standards of academic integrity:
 1. Not copying somebody else's academic work, notably while taking an in-class or take-home exam, or when writing a book, paper, or short essay
 2. Using only authorized materials when taking an in-class or take-home exam
 3. Working with others when doing so improves the quality of everyone's work, except when this is explicitly forbidden or implicitly prohibited as a matter of common practice.
 4. Sharing one's work and knowledge with others, except when doing so allows someone else to use one's work with the purpose of committing an academic integrity violation, either explicitly or by tacitly allowing the misappropriation of one's work when this misuse could have been foreseen. In particular, this rules out explicitly or tacitly allowing someone else to use one's work in breach of the previous three rules.
 5. Not searching databases or the Internet for academic work or obtaining it from commercially or freely offered services and submitting it as one's own after major or minor revisions.
- II. Breaching the above-mentioned rules constitutes a violation of academic integrity and may result in the annulment of the examination or work thus affected. Moreover, it may lead to the awarding of a non-passing grade in the course where the violation took place and further result in the opening of a disciplinary process and the application of penalties by the Disciplinary Section of the University's Senate.
- III. Claiming ignorance of the rules spelled out in I, or that the breach took place without malice does not excuse the perpetrator(s) in any way. This notwithstanding, duly justified extenuating or aggravating circumstances may be weighted when deciding on an equitable penalty.

Confidentiality of Information

In exceptional cases of online classes or evaluations, these classes or evaluations might be recorded. These recordings will be stored in Microsoft tools, which comply with the General Data Protection Regulation requirements. The data will only be shared among Nova SBE students and will be stored for a short period of time, after which it will be deleted.

All the information contained in the videos of the classes, comprising all their content, image, sound, and any other information disclosed to me by Course Instructors (or TAs) is protected and confidential.

This information is only available for Nova SBE's students' own study, and cannot be copied, reproduced, or shared, in Portugal or abroad, unless there is authorization to do so, in writing, by the Course Instructor or TA.