

Fact Sheet

Bachelor's level

Academic year 2025/26



Contacts

Address	Contact People
<p>Nova School of Business and Economics International Mobility Team Rua da Holanda, 1 2775-405 Carcavelos Portugal PLISBOA03 (erasmus code)</p> <p>Web address: https://www2.novasbe.unl.pt/en/ Link for general information: https://www2.novasbe.unl.pt/en/programs/exchange-programs/general-information</p> <p>Telephone & Office hours for students Tel: +351 21 380 1670. Monday to Friday 9:00am – 5:00pm Walk in office hours: Mondays, Wednesdays & Fridays 10.00 am - 1.00 pm</p> <p>Email: International.mobility@novasbe.pt for partners and exchange applicants. Bachelors@novasbe.pt for bachelor students (accepted students) Masters@novasbe.pt for Master students (accepted students)</p>	<p>Prof. Catherine da Silveira Associate Dean for International Affairs and Partnerships</p> <p>Beatriz Santos, Ms. & Mariana Silva, Ms. International Relations Manager international.relations@novasbe.pt Management of agreements</p> <p>Paula Caria, Ms. Head of International Programs & Mobility</p> <p>Beatriz Narra, Ms. Incoming Student Advisor: Nomination and applications inquiries, support to incoming students and general questions from partners. Contact for Learning agreements.</p> <p>Franciely Torrente, Ms. Margarida Silva, Ms. Outgoing Mobility Assistants</p> <p>Carolina Andrade, Ms. Mobility Assistant</p>
<p>Nominations to Nova SBE are done through our exclusive online nomination platform. No email nominations will be accepted.</p>	

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Language and medium of instruction	Course offer fully available in English. First-year courses may also be taught in Portuguese. All classes and exams will be exclusively on campus.
English Proficiency	Confirmation of English Level B2: IELTS 6; TOEFL iBT 80 (online version acceptable); CFE minimum 170 or grade C (minimum 170); CAE Advanced (any grade); CPE with any pass grade; High school education fully taught in English or Bachelor's fully taught in English; Mother tongue declaration /bi-lingual; Statement issued by home school stating fluency in B2 level of English.
Syllabi	For applicant Bachelor students, access to course Syllabi is available on Nova University Lisbon's website until students get access to our systems. Please be aware that information available on this website may be outdated.

Enrollment	Enrollment in courses is done through a platform accessed with a username and password sent in the welcome email. It's recommended to choose courses from the same year (1 st , 2 nd or 3 rd year) to avoid scheduling conflicts, but it is not mandatory. At Nova SBE, spots in courses are limited , and we cannot guarantee students get their first choice . As such, students are advised to have alternative options approved by their home university . There is also a period for changes (add/drop) , during which students can adjust their selections based on availability. It's important to note that home universities cannot request specific courses to be taken at Nova SBE. Students who come in their last semester of studies and have to take specific courses must be made aware of this rule and consider their options before applying.
Administrative fees	All incoming students, including freemovers, will need to pay an administrative fee of 36,5 euros.

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Exchange Documents	During your stay, the Declaration of Arrival, Declaration of Departure, as well as the Certificate of Enrollment, can be requested via Netpa. For other specific documents, students must ensure they are duly completed for signature and submit a request on the appropriate forms via SharePoint. Requests to sign Learning Agreements must follow the same procedure, since we are currently unable to access EWP.
Transcript of Records	Transcripts of Records are uploaded on our internal platform (Netpa), and students are responsible for sending it to their home university . Transcripts of Records will be available by the end of February (for the Fall semester) and end of July (for the Spring semester). No transcripts will be issued in January or June.
Workload	<p>The final list of courses for Exchange students is published on SharePoint and visible to students after being accepted.</p> <p>Courses are full-time, Monday to Friday during working hours, and structured in Semesters and trimesters. A regular Nova SBE student enrolls in about 28 ECTS.</p> <p>Each course is worth 7 ECTS or 3,5 ECTS. This implies three weekly classes of 1H30 per course, for 12 weeks. In this workload, there are both theoretical and practical classes. Most courses have one practical class and two theoretical ones per week.</p> <p>Maximum limit of ECTS: 31,5 ECTS</p>
Assessment	<p>Assessment is defined by the course instructor (rules available on course syllabus). Mid-terms may be booked for Saturday mornings. <u>Students are advised not to make travel commitments before checking their mid-term schedule.</u></p> <p>In-class written work cannot be worth less than 50 %. The weight of the exam's grade cannot be less than 30 %, nor more than 70 %.</p> <p>Exams are offered twice: The first examination period extends over three weeks while the second lasts approximately only one week. Students can take a maximum of two exams during the second exam period (Resit). They're eligible for these exams if they failed or missed the first one. Note that the evaluation method in the second assessment may be different. <u>Students must enroll online.</u></p> <p>Improving a Grade: Limited to one grade improvement exam per semester, by obtaining a grade of at least 10. Students must enroll for the exam on NetPA, <u>3 days</u> before the exam date and pay the enrollment fee. <u>Exam schedules will not be rearranged.</u></p>

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Grading Scale	<p>0 – 20 (Fail range is from 0 to 9; 10 points is the threshold to pass)</p> <p>Equivalence to ECTS:</p> <table border="1" data-bbox="363 331 1492 907"> <thead> <tr> <th data-bbox="391 338 534 365">ECTS Scale*</th> <th data-bbox="603 338 901 443">% of successful students normally achieving the grade</th> <th data-bbox="991 338 1114 365">Definition</th> </tr> </thead> <tbody> <tr> <td data-bbox="391 454 411 481">A</td> <td data-bbox="603 454 639 481">10</td> <td data-bbox="991 454 1441 521">EXCELLENT – outstanding performance with only minor errors</td> </tr> <tr> <td data-bbox="391 533 411 560">B</td> <td data-bbox="603 533 639 560">25</td> <td data-bbox="991 533 1476 600">VERY GOOD – above the average standard but with some errors</td> </tr> <tr> <td data-bbox="391 611 411 638">C</td> <td data-bbox="603 611 639 638">30</td> <td data-bbox="991 611 1342 638">GOOD – generally sound work</td> </tr> <tr> <td data-bbox="391 649 411 676">D</td> <td data-bbox="603 649 639 676">25</td> <td data-bbox="991 649 1460 716">SATISFACTORY – fair but with significant shortcomings</td> </tr> <tr> <td data-bbox="391 728 411 754">E</td> <td data-bbox="603 728 639 754">20</td> <td data-bbox="991 728 1422 795">SUFFICIENT – performance meets the minimum criteria</td> </tr> <tr> <td data-bbox="391 806 411 833">F</td> <td data-bbox="603 806 619 833">-</td> <td data-bbox="991 806 1437 907">FAIL – some more work or considerable work required before the credit can be awarded</td> </tr> </tbody> </table> <p><i>* The ECTS grading scale equivalence is obtained based on the distribution of course unit grades in the three academic years prior to the one in which the student completed his/her course unit.</i></p>	ECTS Scale*	% of successful students normally achieving the grade	Definition	A	10	EXCELLENT – outstanding performance with only minor errors	B	25	VERY GOOD – above the average standard but with some errors	C	30	GOOD – generally sound work	D	25	SATISFACTORY – fair but with significant shortcomings	E	20	SUFFICIENT – performance meets the minimum criteria	F	-	FAIL – some more work or considerable work required before the credit can be awarded
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Portuguese Language Course	<p>The Faculdade de Ciências Sociais e Humanas da Universidade Nova de Lisboa (FCSH) organizes a Portuguese language and culture course targeted to foreign international students. Classes are held in its facilities located at Av. de Berna, n. 26–C, P–1050 LISBOA. These classes will not be offered at Nova SBE's Carcavelos Campus. More information at: http://ple.fcsb.unl.pt/en/semester-course/.</p>																					

Nominations and Applications

Nominations	<p>Nominations are submitted on Nova SBE's new platform.</p> <p><u>Deadlines</u></p> <p>From February 20 until April 20 for the Fall semester and whole academic year. From July 20 until September 20 for the Spring semester.</p>
Applications	<p>The platform sends a link directly to the students, right after the nomination is done.</p> <p><u>Deadlines</u></p> <p>Until April 27 for the Fall semester and whole academic year. Until September 27 for the Spring semester.</p>

Life at Nova	
Accommodation	Nova SBE has signed partnerships with companies that help foreign students find suitable accommodation in Lisbon or Carcavelos. Check our website for more information - Life at Nova
Living Expenses	<p>Students' expenses in Lisbon will naturally depend on their living situation and their spending habits. We provide, however, an approximate estimate for an average student below:</p> <ul style="list-style-type: none"> - Accommodation: 450€ - 850€/month - Meals: 150€ - 200€/month - Books/Supplies: 50€/month - Transportation (bus, train, metro): 30€ - 40€/month - Leisure: 75€ - 100€/month
Health Insurance	<p>To have access to public health care, E.U. citizens, who are not residents in Portugal, must bring their European Health Insurance Cards issued by their home countries. Other students are strongly recommended to have health insurance coverage for the whole period in Lisbon, which is also mandatory for a Visa Request.</p>
Visa Request	<p>Important Notices:</p> <p>Do not enter Portugal with a Tourist Visa, you may not be able to renew it.</p> <p>Portuguese visa processing can take anywhere from two weeks to up to three months, so it is advisable to start your visa application as soon as you receive the Acceptance Letter.</p> <p>Due to the regulations in place for visas and residence permits (applications and renewals) and data protection laws, the school's action in these procedures is very limited.</p> <p>For more detailed information on Visa processes, please consult our Life at Nova Guide.</p>

Campus life	
Facilities	<p>Library/documentation centers, computer facilities (including e-mail connections for all International Mobility students) and wireless internet access throughout the main buildings, Catering Facilities (bars, canteen), dedicated Study Rooms are available to all Students. Our campus also offers other services such as private medical facilities and access to Santander bank.</p> <p>Several students' organizations and clubs are also open to Exchange Students.</p>

Academic Calendar 2025/26

Jul 8 – Jul 10, 2025	Enrollment in Fall courses (online)
Jul 23 – Jul 24 / Set 3 – Set 6	Add/drop periods
Aug 27 – Aug 29	<i>Welcome Week</i>
Sep 2 – Oct 11, 2025	Fall classes - S1/T1 - 2 nd and 3 rd Year courses
Oct 21 – Dec 3, 2025	Fall classes - S1/T2 - 2 nd and 3 rd Year courses
Sep 9 – Oct 17, 2025	Fall classes - S1/T1 - 1 st Year courses
Oct 21 – Dec 2, 2025	Fall classes - S1/T2 - 1 st Year courses
Oct 14 – Oct 19, 2025	Regular Exams T1 - 2 nd and 3 rd Year
Oct 19, 2025	Regular Exams T1 - 1 st year courses
Dec 6 – 20, 2025	Regular exams S1 + T2 - 1 st , 2 nd and 3 rd Year courses
Jan 8 – 16, 2026	Resit exams S1 + T1 + T2 - 1 st , 2 nd and 3 rd Year courses
Jan 15 – 17, 2026 (TBC)	Enrollment in Spring courses (online)
Jan 29 – 30, 2026 (TBC)	Add/Drop courses (1 st , 2 nd and 3 rd years)
Last Week of January	<i>Welcome Activities (TBC)</i>
Feb 3 – Mar 18, 2026	Spring classes - S2/T3 1 st 2 nd and 3 rd Year courses
Mar 31 – May 15, 2026	Spring classes - S2/T4 1 st 2 nd and 3 rd Year courses
Mar 21 – 26, 2026	Regular Exams T3 - 1 st , 2 nd and 3 rd Year courses
May 21 – Jun 5, 2026	Regular Exams S2 + T4 - 1 st , 2 nd and 3 rd Year courses
Jun 20 – 28, 2026	Resit exams S2 + T3 + T4 (1 st , 2 nd and 3 rd years)

Note:

The academic calendar may suffer alterations. Exams, midterms, tests and presentations can be scheduled on Saturdays. Midterm exams calendar will be available at the beginning of the semester on Moodle. Make-up days are scheduled to make up for classes that have been scheduled on National holidays. Students are advised not to make travel commitments during the midterm season and exam period before confirming their midterm and exam schedules. Please check the exam calendar before course enrollment. It is not possible to enroll in courses that have exams overlapping. **Exams will not be rearranged.**