

Master's level

Fact Sheet

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>	

IMPORTANT

Language / medium of instruction	Program only available in English. All classes and exams are exclusively on campus.
English Proficiency	Students are required to have at least a European B2 English Level, IELTS 6; TOEFL iBT 80; 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.
Syllabi	For applicant Master 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 Please be aware that information available on this website may be outdated.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	Enrollments are done within the Bidding system , where students allocate points to the

	<p>courses they wish to attend. This allows us to accommodate as many preferences as possible, given the limited spots per course. We advise students to have alternative options approved by their home university, as we cannot guarantee placement in their first-choice courses. There's also a period for changes (add/drop), during which students can adjust their selections. 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.</p>
Administrative fees	All incoming students, including freemovers, will need to pay an administrative fee of 36,5 euros.

IMPORTANT

Exchange Documents	<p>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.</p>
Transcript of Records	<p>Transcripts of Records are uploaded to our 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) end of July (for the Spring semester). No transcripts will be issued in January or June.</p>
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/Trimesters. A regular Nova SBE student enrolls in about 28 ECTS.</p> <p>Type of courses offered:</p> <ul style="list-style-type: none"> • Full-courses take 12 weeks of class work and are worth 7 ECTS; • Short-courses take 6 weeks of class work and account for 3.5 ECTS each. <p>The courses can be lectured once a week with the duration of three hours in a row OR be lectured in 2 sessions of 1.5 hours per week. Besides these classes, faculty also provides office hours for individual consultations.</p> <p>Maximum limit of ECTS: 31,5 ECTS</p>
Assessment	<p>Assessment is defined by the course instructor (rules available on course syllabus). In-class written work cannot be worth less than 50%. The weight of the exam's grade cannot be less than 30% and not more than 70%.</p> <p>In each semester, there is only one examination period per course. For Full courses, the examinations are scheduled at the end of the semester during which they are offered; for short courses, the examinations will be offered at the end of each trimester (please see the calendar section).</p> <p>It is not possible to enroll in courses that have exams overlapping.</p>

IMPORTANT**Grading Scale****0 – 20** (Fail range is from 0 to 9; 10 points is the threshold to pass)

Equivalence to ECTS:

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

* 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.

Portuguese Language Course

The **Faculdade de Ciências Sociais e Humanas da Universidade Nova de Lisboa (FCSH)** organizes a Portuguese language and culture course targeted to foreign international mobility 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/>.

Nominations and Applications**Nominations**

Nominations are submitted on Nova SBE's new platform.

Deadlines

From **February 20** until **April 20** for the Fall semester and whole academic year.

From **July 20** until **September 20** for the Spring semester.

Applications

The platform sends a link directly to the students, right after the nomination is done.

Deadlines

Until **April 27** for the Fall semester and whole academic year.

Until **September 27** for the Spring semester.

Life at Nova	
Accommodation	Nova SBE 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.</p> <p>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> <ul style="list-style-type: none"> • For more detailed information on Visa processes, please consult our Life at Nova Guide.
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 2026/25

Jul 29 – Aug 2, 2024	Enrollment in Fall courses – Bidding (online)
Last Week of August	<i>Welcome Week</i>
Sep 2 – Oct 11, 2024	Fall classes - S1/T1
Oct 21 – Dec 3, 2024	Fall classes - S1/T2
Oct 14 – Oct 19, 2024	Regular Exams T1
Dec 6 – 19, 2024	Regular Exams T2 + Final Exams S1
Jan 15 – 17, 2025 (TBC)	Enrollment in Spring courses – Bidding (online)
Jan 29 – 30, 2025 (TBC)	Add/Drop courses
Last Week of January	<i>Welcome Activities (TBC)</i>
Feb 3 – Mar 18, 2025	Spring classes - S2/T3
Mar 31 – May 16, 2025	Spring classes – S2-T4
Mar 21 – 28, 2025	Regular Exams T3
May 21 – Jun 5, 2025	Regular Exams T4
May 19 – 31, 2025	Regular Exams T4 + Final Exams S2

Note:

The academic calendar may suffer changes. 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.**