

**Regulation on Academic Probation of the Faculdade de Economia of Universidade NOVA de Lisboa – Nova School of Business & Economics**

**Order No. 6207/2025**

**Summary:** Approves the Regulation on Academic Probation of the Faculdade de Economia of Universidade NOVA de Lisboa – Nova School of Business & Economics.

The Faculdade de Economia of Universidade NOVA de Lisboa – Nova School of Business and Economics, hereby establishes the academic probation framework stipulated in Article 5 of Law No. 37/2003, of August 22 (Basic Law on Higher Education Funding), which determines that public higher education institutions must define an academic probation framework that promotes students' academic performance.

In accordance with subparagraph a) of paragraph 3, Article 100 of the Code of Administrative Procedure (CPA), as approved by Decree-Law No. 4/2015, of January 7, in its current version, and Article 110, paragraph 3 of the Legal Regime of Higher Education Institutions, as approved by Law No. 62/2007, of September 10, given the urgent need for implementation in the current academic year, this regulation was not subject to a public consultation.

Therefore, pursuant to subparagraph e) of paragraph 1 of Article 10 of the Statutes of the Faculdade de Economia of Universidade NOVA de Lisboa – Nova School of Business and Economics, and following consultation with the Pedagogical Council, the Regulation on Academic Probation is approved, the text of which is attached to this order.

May 20, 2025 — The Director, *Pedro Manuel Sousa Mendes Oliveira*.

**ANNEX**

**Regulation on Academic Probation of the Faculdade de Economia of Universidade NOVA de Lisboa – Nova School of Business and Economics**

Article 1

**Object and scope**

This regulation defines the academic probation framework applicable for enrollment in 1<sup>st</sup> Cycle (Bachelor's), 2<sup>nd</sup> Cycle (Master's), and 3<sup>rd</sup> Cycle (PhD) programs for Nova SBE students and applies to all students regularly enrolled in any of these study cycles.

Article 2

**Concept of academic probation**

Academic probation refers to the loss of the right to enroll in Nova SBE's 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> Cycle programs, when a regularly enrolled student fails to meet the academic performance criteria outlined in Article 3 of this regulation.

Article 3

**Academic probation framework**

1. Students whose academic performance in the 1<sup>st</sup>, 2<sup>nd</sup> or 3<sup>rd</sup> Cycles falls below the minimum thresholds specified in the Student Handbook for the respective cycles shall be subject to academic probation, preventing enrollment Nova SBE immediately and for two consecutive semesters.
2. The minimum academic progress required for students enrolled in the 1<sup>st</sup> Cycle is assessed every two semesters, and non-compliance results in the application of the academic probation framework.
3. The minimum academic progress required for students enrolled in the 2<sup>nd</sup> Cycle is assessed every semester, and non-compliance results in the application of the academic probation framework.
4. The minimum progress required for students enrolled in the 3<sup>rd</sup> Cycle is assessed every two semesters, and non-compliance results in the application of the academic probation framework.

5. The minimum progress requirement does not apply to students on exchange semesters or students holding the Worker-Student status while maintaining that status.
6. For calculating minimum progress under this regulation, only ECTS credits from courses taken at Nova SBE as a regularly enrolled student shall be considered.
7. For joint or associated study cycles, unless otherwise specified, the most restrictive academic probation framework in force among the involved entities applies.

#### Article 4

##### **Notification**

Students placed on academic probation status shall be notified through their private personal area in the internal academic management system (student portal) and/or by email, whenever they fail to achieve the minimum progress as specified in Article 3, paragraphs 2, 3, and 4 for each level of study.

#### Article 5

##### **Appeal Process**

1. The decision to place a student in academic probation may be appealed within ten working days, addressed to the President of the Pedagogical Council, duly justified.
2. The appeal must be submitted to the academic services of the respective study cycle via email, postal mail, or personal delivery.

#### Article 6

##### **Lifting academic probation**

1. If the appeal is granted, the student may resume enrollment in the following semester. Otherwise, the academic probation decision shall remain in effect. Otherwise, the academic probation decision shall remain in effect.
2. When lifting academic probation for the 1<sup>st</sup> Cycle students, minimum progress calculation will restart.
3. When lifting academic probation for the 2<sup>nd</sup> Cycle students (90 ECTS), compliance with the maximum period stipulated for course academic probation (6 semesters) must be considered, including previously attended semesters.
4. When lifting academic probation for the 2<sup>nd</sup> Cycle students (60 ECTS), compliance with the maximum period stipulated for course academic probation (4 semesters) must be considered, including previously attended semesters.
5. When lifting academic probation for the 3<sup>rd</sup> Cycle students, compliance with the maximum period stipulated for course academic probation (12 semesters) must be considered, including previously attended semesters; however, upon a duly justified request to the Academic Director and subject to approval by the Scientific Council, an extension up to a maximum of four semesters may be authorized.

#### Article 7

##### **Interruption of study cycle attendance**

1. Any interruption in attendance for one academic semester in the 1<sup>st</sup> and 2<sup>nd</sup> Cycles, or one or two academic semesters (consecutive or non-consecutive) in the 3<sup>rd</sup> Cycle must be formally requested as outlined in the respective student handbooks.
2. In cases where 1<sup>st</sup> Cycle attendance is interrupted for one academic semester, it shall not be considered for academic probation purposes, as long as the student maintains enrollment and regular tuition payment.
3. Interruption in attendance for 2<sup>nd</sup> and 3<sup>rd</sup> Cycle is not considered for academic probation purposes.

#### Article 8

##### **Academic probation period**

1. Students on academic probation are prevented from enrolling/registering for two academic semesters in any study cycle offered by Nova SBE, including those they were previously enrolled in and from enrolling in curricular units under Article 46-A of Decree-Law No. 65/2018, of August 16.
2. During this period no tuition fees are due.

3. Requests for credit recognition of training undertaken during this period will be denied, in accordance with the Nova SBE's Regulation on Academic and Professional Knowledge Credit Recognition.

#### Article 9

##### **Re-enrollment after Probation**

1. After completing their academic probation period, 1<sup>st</sup> cycle students may enroll/register at Nova SBE through one of the special calls: Re-entry or Course Change.
2. In either case mentioned above students must apply subjecting themselves to respective admission regimes.
3. Students on academic probation may re-enter after a minimum period equivalent to two academic semesters and up to five years post-probation.
4. After five years, as defined above, re-entry requests undergo evaluation by Pedagogical Council which also rules on second re-entry requests, regardless of when they occur.
5. Students with outstanding tuition debts may only re-enter upon settling those debts.
6. After fulfilling their academic probation period, 2<sup>nd</sup> or 3<sup>rd</sup> cycle students must reapply according to rules stipulated therein.

#### Article 10

##### **Exceptional situations**

1. Special academic probation frameworks apply if students fall under one following categories:
  - a) Part-time student;
  - b) Student with duly proven physical/sensory disability, which hinders academic performance;
  - c) Student on maternity/paternity leave;
  - d) Student suffering from transmissible/infectious disease, severe illness or prolonged recovery, duly proven by competent medical services preventing academic performance;
2. The academic probation framework for the students referred to in paragraph (a) of the previous number is described in the Nova SBE Part-Time Student Regulation.
3. The academic probation status applicable students mentioned above subparagraph (b) to (d) of paragraph 1, who provide proof will be analyzed decided upon Pedagogical Council;

#### Article 11

##### **Doubts and omissions**

Omissions and doubts of interpretation raised in the application of these regulations will be resolved by order of the Nova SBE's Director.

#### Article 12

##### **Entry into force**

This regulation shall enter into force on the day following their publication in "Diário da República".