

# **Regulation of the Change of Institution/Course Pair and Re-entry Regimes in the undergraduate study cycles of the Faculdade de Economia of Universidade Nova de Lisboa**

## **Order No. 5312/2025**

*Summary:* Regulation of the Change of Institution/Course Pair and Re-entry Regimes in the undergraduate study cycles of the Faculdade de Economia of Universidade Nova de Lisboa

Ordinance no. 181-D/2015, of 19 June, which approves the General Regulation on the Regimes for Re-entry and Change of Institution/Course Pair in Higher Education ("General Regulation"), in its current wording, establishes and regulates the general rules on the regimes for re-entry, change of course and transfer in higher education institutions.

Article 25 of the General Regulation grants on the legally and statutorily competent body of each higher education institution the authority to approve regulations governing its respective change of institution/course pair and re-entry regimes.

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, following the deliberation of the Scientific Council on 14/04/2025, and in accordance with Article 10(1)(e) of the Statutes of the Faculdade de Economia of Universidade Nova de Lisboa. - Nova School of Business & Economics, I hereby approve the Regulation of Change of Institution/Course Pair and Re-entry Regimes in the undergraduate study cycles of this Faculty.

April 29, 2025 - The Diretor, *Pedro Manuel Sousa Mendes Oliveira*.

## **Regulation of the Change of Institution/Course Pair and Re-entry Regimes in the undergraduate study cycles of the Faculdade de Economia of Universidade Nova de Lisboa**

### Article 1

#### **Object and scope**

This regulation governs the Change of Institution/Course Pair and Re-entry regimes for the study cycles leading to a Bachelor's degree (1st Cycle) at the Faculdade de Economia of Universidade Nova de Lisboa – Nova School of Business & Economics (NovaSBE).

### Article 2

#### **Definitions**

For the purposes of these regulations, the following definitions apply:

a) "Change of Institution/Course Pair" – the process by which a student registers and/or enrolls in an institution/course pair other than the one in which, in previous academic years, they were previously enrolled, with or without an interruption of studies in a higher education institution.

b) "Re-entry" – the process by which a student, after interrupting their studies in a given higher education institution/course pair, re-enrolls in the same institution and in the same or a successor course.

### Article 3

#### **Access Conditions**

- 1 - Applicants who fulfil one of the following access conditions may apply for a Change of Institution/Course Pair:
  - a) Are or have been registered or enrolled in another national higher education institution/course pair and have not completed it and have also taken the national secondary school exams in any academic year under the general access regime, provided they correspond to the entrance exams required for the academic year of the application, and obtained a grade no lower than the minimum grade(s) set by Nova SBE;
  - b) Are or have been registered or enrolled in foreign higher education institutions in a course defined as higher education by the legislation of the respective country, and have not completed it, and have passed the subjects of the secondary education course as long as they correspond to the entrance exams required by Nova SBE for the academic year of the application, in order to be admitted to that course;
  - c) Were admitted to Nova SBE through special higher education access calls, under the terms defined in the General Regulation.
- 2 - Students are not allowed to Change Institution/Course Pair in the academic year in which they have been placed in a higher education institution/course pair under any access and entry regime and have enrolled and registered.
- 3 - Applicants who fulfil the following conditions may apply for re-entry:
  - a) Were previously registered and enrolled at Nova SBE in the course or pair that preceded it;
  - b) Have not been enrolled at Nova SBE in the course in the academic year prior to the one in which they intend to re-enter.

#### Article 4

##### **Admission Conditions**

- 1 - The admission conditions for the Change of Institution/Course Pair regime are:
  - a) Specific academic qualifications, as defined in the Call for Applications published on Nova SBE's website ("Call for Applications");
  - b) English language proficiency requirements, under the conditions to be defined in the Call for Applications;
  - c) For current Nova SBE students, the number of ECTS completed, as specified Call for Applications, and they must not be under academic probation, as per Nova SBE's Regulation on Academic Probation.
- 2 - Re-entering may be automatic if the applicant, cumulatively:
  - a) has not been placed on academic probation more than once, as per Nova SBE's Regulation on Academic Probation; and
  - b) has not interrupted the course for more than 5 years.
- 3 - The admission of applicants who do not fulfil the requirements set out in the previous paragraph is subject to evaluation and approval by the Pedagogical Council.
- 4 - The selection criteria for the Change of Institution/Course Pair regime are published in the Call for Applications.
- 5 - Requests for Re-entry, for Change of Institution/Course Pair during the academic year, are only accepted under exceptional circumstances and if academic integration conditions are met.
- 6 - The requirements referred to in the previous paragraph must be submitted to Academic Services and are subject to the payment of the applicable fees, with possible increase. The corresponding decision will be notified to the applicants by electronic means, who, in the event of placement, will have the deadline set to proceed with registration and enrolment process.

#### Article 5

##### **Vacancies and deadlines**

- 1 - Re-entry is not subject to any limitation of vacancies.
- 2 - The maximum number of places for the Change of Institution/Course Pair regime for enrolment in the 1st year is subject to the quantitative limitations established by law and is defined annually by the order of the member of the Government responsible for higher education.
- 3 - Places for the 2nd and subsequent years are not subject to the quantitative limitations mentioned in the previous paragraph.
- 4 - The total number of vacancies for the 1st year and the deadlines for submitting applications, per study cycle, are set annually by Nova SBE's legal and statutory body and published in the Call for Applications.
- 5 - Vacancies will be communicated to the Directorate-General for Higher Education and to the Directorate-General for Education and Science Statistics, under the terms and deadlines defined by them.

- 6 - Vacancies not filled in the competitions referred to in this Article may be allocated in the terms defined by order of the member of the Government responsible for the area of higher education for each academic year.

#### Article 6

##### **Call for Applications**

For each academic year, the application process will begin with the publication of the Call for Applications on Nova SBE's website, which must include:

- a) Deadlines for applications, publication of results, appeals and enrolment;
- b) Number of vacancies and study cycles for student admission;
- c) Required documentation;
- d) Fees and/or administrative charges;
- e) Criteria for selection and tie-breaking.

#### Article 7

##### **Committee**

- 1 - To assess and rank applicants for the Change of Institution/Course Pair regime and to analyze applications for Re-entry, a committee will be appointed by the Nova SBE's legal and statutory body, composed of three representatives from Nova SBE faculty, consisting of a president and two members.
- 2 - The composition of the jury in the case of study cycles in association and/or jointly will have at least one faculty member representing Nova SBE appointed by the legal and statutory body.
- 3 - The committee is responsible for:
  - a) Defining the selection criteria, and their respective weightings, to be considered for the Change of Institution/Course Pair regime and proposing their approval to the legal and statutory body;
  - b) Prepare the provisional and/or final results notices ("Result Notices").

#### Article 8

##### **Application Process**

- 1 - The application process takes place exclusively online.
- 2 - The application must be accompanied by the documents requested for each regime in the Call for Applications, original or verified, and it is the applicants' responsibility to ensure that they submit the required documentation by the deadlines set for this purpose.
- 3 - Applications for the Change of Institution/Course Pair and Re-entry regimes must be submitted by the deadline and under the terms set out in the Call for Applications.
- 4 - The application is subject to the non-refundable payment of fees and/or emoluments as defined in the Call for Applications and on the Nova SBE website.
- 5 - The application is unique and valid only for the academic year in which it takes place, without prejudice to what is stipulated in Article 10(5).
- 6 - Whenever the Call for Applications provides for this possibility, candidates may submit a second study cycle option, which will only be considered if the applicant is 'Admitted not placed', 'rejected' or 'excluded' in the first option indicated.
- 7 - All questions submitted by applicants regarding the application process will be answered electronically.
- 8 - All documents relating to the verification of the fulfillment of the access and admission conditions are part of the applicant's individual file.

#### Article 9

##### **Outright rejection**

- 1 - Applications will be rejected outright if:
  - a) They are not submitted in accordance with the terms and deadlines set out in the Call for Applications;
  - b) The fees and/or emoluments due have not been paid;
  - c) They relate to study cycles for which no vacancies have been opened;
  - d) Applicants are not allowed to enroll under Nova SBE's Regulation on Academic Probation.
- 2 - In the event of a outright rejection, applicants will be notified via email.
- 3 - The Admissions Team is responsible for analyzing the fulfilment of formalities and rejecting applications outright.

## Article 10

### Decision

- 1 - The final ranking of applicants is determined based on values expressed to the hundredths, resulting from the weighting of selection criteria, in accordance with the formula published in the Call for Applications and subject to approval by the jury.
- 2 - The decision on the application is expressed through the following results:
  - a) "Admitted placed" - if the "approved" applicant obtains an application grade that allows filling one of the places made available in the study cycle to which the applicant is applying;
  - b) "Admitted not placed" - if the "approved" applicant does not obtain an application grade enough to fill one of the places made available in the study cycle to which the applicant is applying;
  - c) "Rejected" - if the applicant does not fulfil the access conditions indicated in this regulation and/or in the Call for Applications;
  - d) 'Excluded' - if the applicant does not submit the compulsory documentation requested in these regulations and/or in the Call for Applications, or if they fall into any of the situations listed in Article 11(1).
- 3 - Whenever, after applying the selection criteria, two or more applicants in a tie situation compete for the last available place, the applicants will be admitted under the terms defined in the Call for Applications.
- 4 - The results of applications for Change of Institution/Course Pair and Re-entry are only valid for registration and enrolment in the academic year to which they relate.
- 5 - If the admitted placed applicant has any impediment to enrolment in the academic year referred to in the previous paragraph, the application may, by decision of the jury, be transferred to the following academic year, at no additional cost to the applicant, subject to a new selection process.
- 6 - The Results Notice will be published on the Nova SBE website.
- 7 - Admitted and placed applicants will be notified via email.
- 8 - The Results Notice must contain the following information: applicant number, identification of the study cycle, breakdown of scores for each selection criterion, ranking order and result with the reference "Admitted placed", "Admitted not placed", "Rejected" or "Excluded".
- 9 - The "Excluded" result must be duly substantiated.
- 10 - In cases where the application allows for the choice of more than one option, applicants will be placed in the vacancies they applied for, according to the order indicated in the application.

## Article 11

### Exclusion of applicants

- 1 - Applicants will be excluded from the application process if they:
  - a) Do not duly complete their applications with the compulsory documents identified in the Call for Applications;
  - b) Make false statements or fail to adequately prove those statements;
  - c) Infringe the provisions laid down in these regulations or in the call for applications.
- 2 - In the event of any of the causes of exclusion provided for in the previous paragraph, or any other causes that determine the exclusion of the application, applicants will be notified electronically about the exclusion or the need for correction under the terms and by the deadlines set.
- 3 - If the applicant is notified and does not make the correction provided for in the previous paragraph within the time allowed for this purpose, the reason for exclusion is confirmed.
- 4 - The Admissions Team is responsible for analyzing and verifying the existence of any exclusion causes, and the corresponding notification.

## Article 12

### Complaints

- 1 - Applicants may lodge a substantiated complaint against the decision under the terms and within the time limits indicated in the Call for Applications.
- 2 - Decisions on complaints are the responsibility of the Jury and are communicated to the complainant electronically.
- 3 - Applicants whose complaint is granted and results in their placement must enroll and register within the time limit set for that purpose.

## Article 13

### **Rectifications**

- 1 - When it is detected that, for reasons not directly or indirectly attributable to the applicant, there has been no placement or there has been an error in the placement, Nova SBE will *ex officio* rectify the situation, even if this leads to the creation of an additional vacancy.
- 2 - The rectification provided for in the previous paragraph will not affect the remaining applicants already placed.

#### Article 14

### **Registration and enrolment**

- 1 - Whenever the 'admitted placed' applicant fails to matriculate and enroll in time, the result obtained in the call expires and the vacancy is lost, and the applicants on the 'admitted not placed' list are placed until the vacancy is effectively filled or there are no applicants to be placed.
- 2 - Admitted placed applicants may postpone their enrolment for the period defined on Nova SBE's website for the study cycle for which they are applying.
- 3 - The request for postponement provided for in the previous paragraph may be subject to the payment of additional fees and/or emoluments.

#### Article 15

### **Crediting**

Pursuant to Decree-Law no. 74/2006, of March 24, Nova SBE can certify, by awarding credits in its study cycles, the professional experience and training of applicants admitted through the Admission Exams, in accordance with its regulation credit in force.

#### Article 16

### **Fees, emoluments and tuition fees**

- 1 - Payments of fees and/or emoluments are not refundable, namely in the following cases:
  - a) Failure to fulfil the requirements and conditions for access, namely applicants who submit an application based on provisional classifications which, in the end, do not materialize;
  - b) Outright rejection of the application;
  - c) Withdrawal from the application process;
  - d) False statements or documents.
- 2 - Tuition fees will be paid in accordance with Nova SBE's tuition fee regulations.

#### Article 17

### **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 18

### **Entry into force**

This regulation shall enter into force on the day following their publication in the Official Gazette.

#### Article 19

### **Repealing rule**

Repeals Resolution no. 27/2008 - Regulation of Nova SBE's Course Change, Transfer and Re-entry Regimes, published in the Official Gazette, 2<sup>nd</sup> series, no. 148 of August 1, 2008.