

Regulation of the Special Call for Holders of Other Higher Education Degrees in the undergraduate study cycles of the Faculdade de Economia of Universidade Nova de Lisboa

Order No. 5311/2025

Summary: Regulation of the Special Call for Holders of Other Higher Education Degrees in the undergraduate study cycles of the Faculdade de Economia of Universidade Nova de Lisboa

Decree-Law no. 113/2014, of July 16, regulates the special calls for access and admission to higher education and, in its article 16a, assigns to the legally and statutorily competent body of each higher education establishment the authority to establish the regulatory rules for the competitions, the deadlines and the selection criteria for holders of other higher education degrees.

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 the Special Call for Holders of Other Higher Education Degrees in the undergraduate study cycles of this Faculty.

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

Regulation of the Special Call for Holders of Other Higher Education Degrees in the undergraduate study cycles of the Faculdade de Economia of Universidade Nova de Lisboa

Article 1

Object and scope

This regulation governs the Special Call for Holders of Other Higher Education Degrees ("Special Call for Holders of Other Higher Education Degrees"), 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

Access and admission conditions

1. Applicants who meet one of the following conditions may apply to the Special Call for Holders of Other Higher Education Degrees:

- a) Hold a bachelor's, master's or doctoral degree obtained from a Portuguese higher education institution;
- b) Hold a bachelor's, master's, or doctoral degree from a foreign higher education institution, officially recognized in Portugal under Decree-Law No. 66/2018, of August 16, as currently worded;
- c) Hold one of the discontinued degrees (general nursing and/or kindergarten educators) and prove simultaneously that have completed a secondary education course, complementary secondary education course or a 10th or 11th year of schooling.

2. In all cases referred to in the previous point, applicants may not hold international student status as defined by Decree-Law No. 36/2014, of March 10, as currently worded;

3. A specific condition for admission to Nova SBE is proof of English proficiency demonstrated by a certificate, under the conditions to be defined in the call for applications, published on Nova SBE's website (Call for Applications).

4. For the purposes of paragraph 1, holders of a technological specialisation diploma or a higher professional technician diploma are not eligible.

Article 3

Vacancies and deadlines

1. The total number of vacancies and the deadlines for applying for enrollment and registration of applicants for the special call for holders of other higher education degrees are established for all study cycles taught at Nova SBE, pursuant to Decree-Law no. 113/2014, of July 16.

2. Vacancies are approved annually by the Director and deadlines are set annually by Nova SBE's legal and statutory body, both of which are published on Nova SBE's website.

3. Any remaining vacancies from a special call for holders of other higher education degrees may be reallocated to another special call, subject to decision of the Director of Nova SBE.

4. Vacancies will be communicated to the Directorate-General for Higher Education under the terms and by the deadlines defined by the latter.

Article 4

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 5

Committee

- 1 - To assess and rank applicants 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, and proposing their approval to the legal and statutory body;
 - b) Prepare the provisional and/or final results notices ("Result Notices").

Article 6

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 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 8(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 7

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 8

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 9(1).
2. 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.
3. The results of applications are only valid for registration and enrolment in the academic year to which they relate.
4. 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.
5. The Results Notice will be published on the Nova SBE website.
6. Admitted and placed applicants will be notified via email.
7. 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".
8. The "Excluded" result must be duly substantiated.
9. 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 9

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 10

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 11

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 12

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 13

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 14

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 15

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 16

Entry into force

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