Nova School of Business and Economics
Academic year 2018/2019

Fact Sheet: Bachelor level (1st cycle)

School address:	**Nova School of Business and Economics** **International Office** ***New Campus*: Campus de Carcavelos** **Rua da Holanda, nº 21** **2775-405 Carcavelos** **Portugal**
Web address:	http://www.novasbe.unl.pt/
Contacts:	**Prof. Milton J. Correia de Sousa, PhD** Associate Dean for International Development & Institutional Relations milton.sousa@novasbe.pt **Prof. John Huffstot, PhD** Academic Director of Mobility Programs huffstot@novasbe.pt **International Office:** **Filipa Oliveira Martins, Mrs** Mobility Programs Manager filipa.martins@novasbe.pt **Maria João Xavier Martins, Ms** Incoming Exchange Students Coordinator exchangestudents@novasbe.pt **Joana Teixeira Santos, Mrs** Outgoing Exchange Students Responsible international@novasbe.pt **Accommodation & Visas**: lifeatnova@novasbe.pt
Telephone:	+351 21 380 16 89
Language of	About 90% of the undergraduate courses are taught in English.

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Instruction:	
Undergraduate Courses:	Bachelor courses are available on the website at the following link: **http://www.novasbe.unl.pt/bachelors/courses** This link is only for general information: http://www.novasbe.unl.pt/pt/exchange-students Updated information will be sent by the International Office in the Welcome Mail. **Note**: At Nova we have a limited number of places in each course. We are not able to guarantee that all students are placed according to their first preferences: in this way, one is advised to have alternative choices approved by the home university. We have a period of changes where students may change their options, pending availability of places. Enrolment is done online at a platform to which the student will have access with a username and password.
Workload and Assessments:	**Workload** Courses in the Bachelor level are full-time and are offered from Monday to Friday during working hours. Exchange students make their choice from a list of available courses for exchange students. A typical Nova SBE student takes four / five courses per semester, corresponding to about 30 ECTS credit units. Bachelor courses are structured in semesters and each course has 7,5 ECTS or 4 ECTS. This implies three weekly classes of 1H30 per course, during 12 weeks. In this workload there are both theoretical and practical classes. Most courses have one practical class and two theoretical per week. The **limit of ECTS** one **exchange student** is allowed to enrol at is **32**. **Assessment methods** Students' course evaluation is conducted on an individual basis, and final grades are on a **scale of 0 – 20**. Academic courses approval requires that the final grade is equal to or more than 10. Each course's evaluation can be based on the student's participation in class, coursework, classwork, tests, examinations and other evaluation, according to rules defined by the Course Instructor at the beginning of the academic period, in the course syllabus. The weight of all individual in-class written work cannot be less than 50%. The weight of the exam's grade cannot be less than 30% and not more than 70%. For each course, **the examination is offered twice**. The first examination period extends over three weeks while the second lasts one week only. Be

aware that **no more than two examinations** can be taken in the second exam period **(resit)** and you can only take them if you failed the first exam or you missed it. Only note that the evaluation method in the second assessment may not take in consideration the previous work developed during the semester – it will worth 100% (each student must contact the Professor of the course to clarify this issue). Students must enrol online.

Improving a Grade – Bachelor Courses

If necessary, students are allowed to improve a grade. This is limited to **one** grade improvement exam per semester. There is no possibility to enrol in a course for a second time, once a student obtains the credits of a course, by obtaining a grade of at least 10. The student must keep the grade obtained in the course, which will be recorded on the Transcript of Records unless there is a grade review by the faculty. Students must enrol for the exam at the Bursary Office 4 days prior to the exam date, and pay the enrolment fee.

Grading scale

We use a 0-20 scale to grade students, following the Portuguese convention. The top grade, 20 points, distinguishes an outstanding performance and is very rarely awarded. The bottom grade, 0 points, is awarded only to absolutely disastrous performances. Note also that the fail range is from 0 to 9; hence, 10 points is the threshold to pass. You can compare our scale with the ECTS grading scale in Table 1.

Table 1: Grading scales at Nova SBE

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 with a number of notable errors
D	25	SATISFACTORY – fair but with significant shortcomings
E	10	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:	The **Faculdade de Ciências Sociais e Humanas da Universidade Nova de Lisboa (FCSH)** organizes a Portuguese language and culture course targeted to foreign exchange students. Classes are held in its facilities located at Av. de Berna, n. 26–C, P–1050 LISBOA. More information at: http://www.fcsh.unl.pt/clcp/Erasmus/erasmus_en.html . The International office will send the students all information regarding the Portuguese Course. The **ILNOVA** Universidade Nova de Lisboa's Language Institute offers a large offer of language courses. For more information please visit http://ilnova.fcsh.unl.pt/index.php .
Students' Nominations:	Incoming students' nominations must be done directly by the home university with which an Exchange agreement has been signed. The nominations should be addressed by email to exchangestudents@novasbe.pt till **May 15th for the Fall semester** and whole academic year and by **October 15th for the Spring semester**. Late nominations won't be accepted. **Student Online Application:** June (Fall 18) and November (Spring 19) Students that do not fill the online application form won't be accepted.
Accommodation:	There is an active market in Lisbon for rental housing where most foreign students can find a nice place to stay. The International Office provides assistance to help foreign students finding a suitable accommodation upon arrival in Lisbon. Contact exchangestudents@novasbe.pt for more information.
Living Expenses:	Students' expenses in Lisbon will naturally depend on their living situation and on their own spending habits. We provide, however, an approximate estimate for an average student below: • Accommodation: 350€ - 450€/month • Meals: 150€ - 200€/month • Books/Supplies: 50€/month • Transportation (bus, train, metro): 37-43€/month • Leisure: 75€ - 100€/month

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Health insurance:	In order 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 a health insurance covering the whole period in Lisbon.
Facilities:	Library / documentation centres, computer facilities (including e-mail connections for all exchange students) and wireless internet access throughout the main building, Catering Facilities (bars, canteen), dedicated Study Rooms to Masters Students are available. Several student's organisations and clubs are also open to Exchange Students.

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Annex
Academic Calendar 2018/2019:

Fall 18

03 September	Welcome Meeting for Exchange Students
13-19 June	Enrolment in Courses
30-31 July	Add or Drop a Course
13 September 2018 **03 September 2018**	First day of Classes: 1st Year courses 2nd & 3rd Year courses
07 December 2018 **30 November 2018**	Last day of Classes: 1st Year courses 2nd & 3rd Year courses
07 December 2018	Make – up Classes
03-14 January 2019 **10-22 December 2018**	*****Exam Period (First Assessment): 1st Year courses 2nd & 3rd Year courses
22 – 25 January 2019 **08 – 15 January 2019**	*****Special Resit Exams: 1st Year courses 2nd & 3rd Year courses
11 Dec 2018 to 02 Jan 2019 **24 Dec 2018 to 01 Feb 2019**	Christmas break: 1st Year courses 2nd & 3rd Year courses

Note:
*****Exams, midterms, tests and presentations can be scheduled on Saturdays. Midterm exams calendar will be available at the beginning of the semester.

Make-Up Days are scheduled in order to make up to classes that have been scheduled on National holidays. See Moodle area for information. Students are advised not to make travel commitments during the midterm season and exam period before confirming their midterm and exam schedule. Please check the exam calendar before course enrolment. It is not possible to enroll in courses that have exams overlapping. **Exams will not be rearranged.**

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Spring 19

31 January 2019	Welcome Meeting for Exchange Students
Tba: December 2018	Enrolment in Courses
Tba: January 2019	Add or Drop a Course/ Late enrolments
04 February 2019	First day of Classes
08 May 2019	Last day of Classes
Tba	Make – up Classes
20 May – 05 June 2019	*Regular Exam Period (First Assessment)
14 – 22 June 2019	*Special Resit Exams
15 - 18 April 2019	Easter break

Note:
*****Exams, midterms, tests and presentations can be scheduled on Saturdays. Midterm exams calendar will be available at the beginning of the semester.

Make-Up Days are scheduled in order to make up to classes that have been scheduled on National holidays. See Moodle area for information. Students are advised not to make travel commitments during the midterm season and exam period before confirming their midterm and exam schedule. Please check the exam calendar before course enrolment. It is not possible to enroll in courses that have exams overlapping. **Exams will not be rearranged.**