

Fact Sheet: Master level (2nd cycle)

School address:	Nova School of Business and Economics International Office <i>New Campus:</i> Campus de Carcavelos Rua do Colégio, nº 5 2750-323 Cascais Portugal
Web address:	http://www.novasbe.unl.pt/
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Telephone:	+351 21 380 16 89
Language of Instruction:	All Master courses are taught in English. Students are expected to be fluent in oral and written English.
Courses:	

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The Masters courses are available on the website at the following link:
<http://www.novasbe.unl.pt/masters/courses>

This link are only for general information. Updated information will be sent by the International Office.

NOTE: At Nova we have a limited number of places in each course. In this way the enrolment is done within a **Bidding system**. The bidding system for enrollment is a system that several universities across Europe are using in order to allow students to enroll in the courses they want due to the limited places. Each student is given a certain number of points and distributes the points by the courses. In this way, students who really want to take a certain course will much probably give more points to that one than to another they want less. It works like a bid. In the end, the students who offered the highest bids will get a place in the course.

This system does not guarantee, however, 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. Enrollment is done online on a Bidding platform to which the student will have access with a username and password.

Workload

The Nova Masters Programs are full-time programs offered from Monday to Saturday during working hours. Exchange students make their choice from a list of available courses for exchange students.

Type of courses offered:

- **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). 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 open office time for individual consultations.

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

Workload and Assessments:

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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%. 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 half (please see the calendar section). **It is not possible to enroll in courses that have exams overlapping.**

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 extremely 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

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:

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	<p>http://www.fcsh.unl.pt/clcp/Erasmus/erasmus_en.html .</p> <p>The International office will send the students all information regarding the Portuguese Course.</p> <p>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 .</p>
<p>Students' Nominations:</p>	<p>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 by October 15th for the Spring semester. Late nominations won't be accepted.</p> <p>Student Online Application: June (Fall 18) and November (Spring 19) <u>Students that do not fill the online application form won't be accepted.</u></p>
<p>Accommodation:</p>	<p>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.</p>
<p>Living Expenses:</p>	<p>Students' expenses in Lisbon will naturally depend on their living situation and on their own spending habits.</p> <p>We provide, however, an approximate estimate for an average student below:</p> <ul style="list-style-type: none"> • Accommodation: 300€ - 450€/month • Meals: 150€ - 200€/month • Books/Supplies: 50€/month • Transportation (bus, train, metro): 37-43€/month • Leisure: 75€ - 100€/month
<p>Health insurance:</p>	<p>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.</p> <p>Other students are strongly recommended to have a health insurance covering the whole period in Lisbon.</p>
<p>Facilities:</p>	<p>Library / documentation centres, computer facilities (including e-mail connections for all exchange students) and wireless internet access</p>

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	<p>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.</p>
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Annex
Academic Calendar 2018/2019:
Fall 18

Tba: early September 2018	Welcome Meeting for Exchange Students
Tba: July 2018	Enrolment in courses (Bidding)
1st half (T1) / full (S1) courses: 06 Sep-12 Sep 2nd half (T2): 26 Oct - 02 Nov	Changes on course enrolment (Add/Drop)
05 September - 07 December 2018	Classes (Full courses – S1)
1st half (T1): 05 Sep – 16 Oct 2nd half (T2): 25 Oct – 07 Dec	Classes (Half courses – T1 & T2)
1st half (T1): 17 Oct 2nd half (T2): 06 / 07 Dec	Make up classes
1st half (T1): 19 – 24 October 2nd half (T2) / full (S1) courses: 11 - 19 December	Exam Period

Spring 19

Tba: early February 2019	Welcome Meeting for Exchange Students
Tba: December 2019	Enrolment in courses (Bidding)
1st half (T3) / full (S2) courses: 01- 08 Feb 2nd half (T4): 26 Mar – 01 April	Changes on course enrolment (Add/Drop)
31 January – 14 May	Classes (Full courses – S2)
1st half (T3): 31 Jan – 14 Mar 2019 2nd half (T4): 25 Mar – 14 May 2019	Classes (Half courses – T3 & T4)
1st half (T3): 14 Mar 2nd half (T4): 13 / 14 Mai	Make up classes
1st half (T3): 16 - 23 Mar 2nd half (T4) / Full (S2) courses: 15 – 25 May	Exam Period

Exams will not be rearranged. See information below.

Note: 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 exam period before confirming their exam schedule. Please check the exam calendar before enrolling in courses as it is not possible to enroll in courses that have exams overlapping. **Exams will not be rearranged.**