

Fact Sheet: Undergraduate level (1<sup>st</sup> cycle)

<b>School address:</b>	<p>Nova School of Business and Economics International Office <b>New Campus:</b> Campus de Carcavelos Rua do Colégio, nº 5 2750-323 Cascais Portugal</p>
<b>Web address:</b>	<p><a href="http://www.novasbe.pt">www.novasbe.pt</a></p>
<b>Contacts:</b>	<p><b>Prof. Milton J. Correia de Sousa, PhD</b> Associate Dean for International Development &amp; Institutional Relations <a href="mailto:milton.sousa@novasbe.pt">milton.sousa@novasbe.pt</a></p> <p><b>Prof. John Huffstot, PhD</b> Academic Coordinator <a href="mailto:huffstot@novasbe.pt">huffstot@novasbe.pt</a></p> <p><b>International Office:</b></p> <p><b>Filipa Oliveira Martins, Mrs</b> Mobility Programs Manager <a href="mailto:filipa.martins@novasbe.pt">filipa.martins@novasbe.pt</a></p> <p><b>Maria João Xavier Martins, Ms</b> Incoming Exchange Students Coordinator <a href="mailto:exchangestudents@novasbe.pt">exchangestudents@novasbe.pt</a></p> <p><b>Paula Caria, Ms</b> Outgoing Exchange Students Responsible <a href="mailto:international@novasbe.pt">international@novasbe.pt</a></p>
<b>Telephone:</b>	
<b>Language of</b>	About 70% of the undergraduate courses are taught in English.

Fact Sheet: Undergraduate level (1<sup>st</sup> cycle)

<p><b>Instruction:</b></p>	
<p><b>Undergraduate Courses:</b></p>	<p>Undergraduate courses are available on the website at the following link: <a href="http://www.novasbe.unl.pt/pt/undergraduates/courses">http://www.novasbe.unl.pt/pt/undergraduates/courses</a></p> <p>This link is only for general information: <a href="http://www.novasbe.unl.pt/pt/exchange-students">http://www.novasbe.unl.pt/pt/exchange-students</a></p> <p>Updated information will be sent by the International Office in the Welcome Mail.</p> <p><b>Note:</b> 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.</p>
<p><b>Workload and Assessments:</b></p>	<p><b>Workload</b></p> <p>Courses in the undergraduate 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.</p> <p>Undergraduate 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.</p> <p>The <b>limit of ECTS</b> one <b>exchange student</b> is allowed to enrol at is <b>32</b>.</p> <p><b>Assessment methods</b></p> <p>Students' course evaluation is conducted on an individual basis, and final grades are on a <b>scale of 0 – 20</b>. Academic courses approval requires that the final grade is equal to or more than 10.</p> <p>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.</p> <p>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%.</p> <p>For each course, <b>the examination is offered twice</b>. The first examination</p>

**Fact Sheet: Undergraduate level (1<sup>st</sup> cycle)**

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 – Undergraduate 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
<b>A</b>	10	EXCELLENT – outstanding performance with only minor errors
<b>B</b>	25	VERY GOOD – above the average standard but with some errors
<b>C</b>	30	GOOD – generally sound work with a number of notable errors
<b>D</b>	25	SATISFACTORY – fair but with significant shortcomings
<b>E</b>	10	SUFFICIENT – performance meets the minimum criteria
<b>F</b>	-	FAIL – some more work or considerable work required before the credit can be awarded

**Fact Sheet: Undergraduate level (1<sup>st</sup> cycle)**

<p><b>Portuguese Language Course:</b></p>	<p>The <b>Faculdade de Ciências Sociais e Humanas da Universidade Nova de Lisboa (FCSH)</b> 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: <a href="http://www.fcsh.unl.pt/clcp/Erasmus/erasmus_en.html">http://www.fcsh.unl.pt/clcp/Erasmus/erasmus_en.html</a> .</p> <p>The International office will send the students all information regarding the Portuguese Course.</p> <p>The <b>ILNOVA</b> Universidade Nova de Lisboa’s Language Institute offers a large offer of language courses.          For more information please visit <a href="http://ilnova.fcsh.unl.pt/index.php">http://ilnova.fcsh.unl.pt/index.php</a> .</p>
<p><b>Students’ Nominations:</b></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 <a href="mailto:exchangestudents@novasbe.pt">exchangestudents@novasbe.pt</a> till <b>May 15<sup>th</sup> for the Fall semester</b> and whole academic year and by <b>October 15<sup>th</sup> for the Spring semester</b>.</p> <p><b>Student Online Application:</b> June (Fall 18) and November (Spring 19)</p>
<p><b>Accommodation:</b></p>	<p>There is an active market in Lisbon for rental housing where most foreign students can find a nice place to stay.</p> <p>The International Office provides assistance to help foreign students finding a suitable accommodation upon arrival in Lisbon. Contact <a href="mailto:exchangestudents@novasbe.pt">exchangestudents@novasbe.pt</a> for more information.</p>
<p><b>Living Expenses:</b></p>	<p>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:</p> <ul style="list-style-type: none"> <li>• Accommodation: 350€ - 450€/month</li> <li>• Meals: 150€ - 200€/month</li> <li>• Books/Supplies: 50€/month</li> <li>• Transportation (bus, train, metro): 37-43€/month</li> <li>• Leisure: 75€ - 100€/month</li> </ul>
<p><b>Health insurance:</b></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.          Other students are strongly recommended to have a health insurance</p>

**Fact Sheet: Undergraduate level (1<sup>st</sup> cycle)**

	covering the whole period in Lisbon.
<b>Facilities:</b>	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.

Annex  
**Academic Calendar 2018/2019:**

**Fall 18**

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

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 course enrolment. It is not possible to enroll in courses that have exams overlapping. **Exams will not be rearranged.**

**Fact Sheet: Undergraduate level (1<sup>st</sup> cycle)**

**Spring 19**

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

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 course enrolment. It is not possible to enroll in courses that have exams overlapping. **Exams will not be rearranged.**