



## **WELCOME GUIDE 2017/2018**

### **An Information Package for Exchange Students at NOVA School of Business and Economics**

**Published by the International Office**

<p>Accredited by:</p>  <p>Member of:</p> 	<p><b>NOVA SCHOOL OF BUSINESS AND ECONOMICS</b> Campus de Campolide – 1099-032 LISBOA – PORTUGAL Tel: +351 21 380 1600 <a href="http://www.novasbe.unl.pt/en/">http://www.novasbe.unl.pt/en/</a></p>
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WELCOME GUIDE 2017-2018:

An Information Package for Exchange  
Students at NOVA  
School of Business and Economics

A publication of the  
International Office

Universidade Nova de Lisboa  
NOVA School of Business and Economics  
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June 2017

## Key dates to Remember

### Calendar for the academic year 2017/2018

First Semester – FALL		
Dates		Events
Undergraduate	Master	
07 Sep		Welcome Meeting
14 Sep – 13 Dec Make-up classes: 11-13 Dec	S1, T1: 05 Sep – 17 Oct Make-up class: 17Oct / 11 Nov S1, T2: 25 Oct – 07 Dec Make-up class: 06-07 Dec	Classes
14-20 Jun Add/Drop: 21-22 Sep Latecomers: 07-15 Sep	11-13 July Add/Drop Period (S1,T1): 06-12 Sep Add/Drop Period (T2): 26 Oct-08Nov	Enrolment
03-19 Jan	T1: 19 – 24 Oct S1, T2: 12 – 20 Dec	Examinations—first period
27 Jan – 03 Feb	-	Examinations—second period (resit)
07 November	07 November	Business Forum
14 Dec-02 Jan	21 Dec-02 Jan	Christmas Break

**Note:** Master classes are divided in Semester (S1, S2) and Trimester courses (T1, T2, T3, T4).

**Fall 17:** S1, T1, T2.

**Spring 18:** S2, T3, T4.

Please check the exam calendar before the enrolment as it is not possible to choose courses that have exams overlapping. Students are advised not to make travel commitments during the exam period before confirming their exam schedule. **Exams will not be rearranged.**

Second semester - SPRING		
Dates		Events
Undergraduate	Master	
08 February		Welcome Meeting
15 Feb – 18 May Make-up classes: 17-18 May	S2, T3: 31 Jan – 14 Mar Make-up class: tba S2, T4: 02 Apr – 15 May Make-up class: tba	Classes
Latecomers: Tba Add/Drop Period: Tba	December: Tba Add/Drop Period (S2,T3):01-07 Feb Add/Drop Period (T4): 03-09Apr	Definite Enrolment
14 February		Business Forum & Teaching Day
26-29 March		Easter Holiday
28 May-15 Jun	T3: 17-23 Mar / S2, T4: 18-26 May	Examinations—first period
23 Jun – 30 Jun	-	Examinations—second period (resit)

**Note:** Master classes are divided in Semester (S1, S2) and Trimester courses (T1, T2, T3, T4).

**Fall 17:** S1, T1, T2.

**Spring 18:** S2, T3, T4.

Please check the exam calendar before the enrolment as it is not possible to choose courses that have exams overlapping. Students are advised not to make travel commitments during the exam period before confirming their exam schedule. **Exams will not be rearranged.**

### Important Rules

- 1- During enrolment it will **not be possible to guarantee the placement of students in their first choices** in courses considering there are limited places in the courses. If a course is mandatory for your plan of studies you need to speak with your home university to find a solution, as Nova SBE is not able to place students in courses where there are no more places available.
- 2- **No one is allowed to take exams earlier than the scheduled dates or to take them after returning to the home school.** In case of calendar conflict with your home university or other events you may reconsider applying to Nova SBE or you can find a solution directly with your home university as no exam will be changed because of this reason.
- 3- Students can **take courses only from the level** (Undergraduate or Masters) they were nominated for.

## 10 Things to Keep in Mind

- i **Read this guide carefully!** It contains vital information for a successful Exchange Experience. Ignorance of the rules and regulations enclosed cannot be used as an excuse for any action or conduct.
- ii **Check your institutional e-mail and the Moodle regularly** for announcements made by the Offices or Courses Areas. Also keep your contact info, including mobile phone, up to date on NetPa, in case we need to contact you urgently.
- iii **Commit to the community's life** by engaging in the social activities proposed and leading your own activities. The programs at Nova SBE are a communal endeavor by the class. You will have much to learn from your peers and from your teachers.
- iv **Uphold the highest standards of integrity and honesty.** Respect your colleagues and teachers. Enforcement of the Code of Conduct is extremely strict at the Nova SBE. Severe penalties will be applied to any misconduct toward the Honor Code or class room behavior.
- v **Do not quit a Masters course!** If you quit a Masters course in the middle of the term your grade will be recorded as "FAILED" on the course roster and Transcript that is returned to your home school.
- vi **Check your academic records regularly** through the Netpa online platform.
- vii **Live up to your financial obligations!** Any late payment that you might have will incur an interest penalty.
- viii **Bring your Student Card with you to Campus everyday!** You might need it to access the facilities at Nova SBE. Masters Students will need this to access their exclusive rooms, especially.
- ix **Be sure to have all documents properly signed** as requested by your home university.
- x **Help us to help you!** All the procedures of your Exchange period are handled by the International Office. You are entitled **to a diligent and considerate service by the International Office.** In some more specific academic issues you can also contact Prof. John Huffstot, the Undergraduate Office, and the Master's Office. Please be courteous and respectful with the Offices' team: respect the schedule of each office and check for the information you need before contacting the office.

## Dining facilities

### Residência Alfredo de Sousa

(in the campus dormitory)

Bar Service: 8:30 am - 8:30 pm

Lunches: 11:30 am – 2:30 pm

Dinners: 6:30 pm – 8:30 pm

### **Faculdade de Ciências Médicas**

(Campo dos Mártires da Pátria, 130)

Bar Service: 8 am – 7 pm

Lunches: 11:30 am – 14:30 am

### **Faculdade de Ciências Sociais e Humanas**

(Av. de Berna, 24)

Bar Service: 7:30am – 8 pm

Lunches: 11:30 am – 2:30 pm

Dinners: 6:30 pm – 8:30 pm

## **Medical Assistance**

Universidade Nova de Lisboa does not have medical appointments on Campus, but it holds an agreement with **SAMS** Clinical Center, nearby. The medical appointment has a cost of approximately 30 euros (please note this does not include additional medical services that might be necessary).

Do not forget to present your student's card or a declaration of enrolment that proves you study at Nova SBE – UNL. Also remember to always carry your health insurance card in case you hold one.

<http://pics.sams.pt/Servicos/Paginas/SAMSAtenimentoPermanente.aspx>

Address: Rua Fialho de Almeida, 21 a 21-D | 1070-128 Lisboa

T.: (+351) 213 811 800

### **Public transportation:**

#### **Carris (Bus)**

Praça de Espanha - Autocarros 716, 726, 746, 756

Rua Marquês de Fronteira - Autocarros 713, 742

São Sebastião - Autocarros 742, 746

### **Metropolitano de Lisboa (Subway)**

Blue Line - Praça de Espanha

Blue/ Red Line - São Sebastião

### **PUBLIC FACILITIES:**

**1- Centro de Saúde de Sete Rios** (health center, smaller than a hospital and with less services)

Largo Professor Arnaldo Sampaio, 1547-010 Lisboa

T: 217 211 800

Nearest subway station: Jardim Zoológico (blue line)

### **2- Hospital Santa Maria**

Avenida Professor Egas Moniz, 1649-035 Lisboa

T: 217 805 000

Nearest subway station: Cidade Universitária (yellow line)

### **PRIVATE FACILITIES:**

**1- Companhia da Saúde** (private clinic very close to the school, you only need to cross the street):

[www.companhiadasaude.pt](http://www.companhiadasaude.pt)

Rua de Campolide, 166G 1070-037 Lisboa

T:: 21 384 1860 / 91 346 1094

**2- Hospital da Luz** (private hospital next to Centro Comercial Colombo)

[www.hospitaldaluz.pt](http://www.hospitaldaluz.pt)

Avenida Lusíada, 100; 1500-650 Lisboa



T: 217 104 400

Nearest subway stations: Colégio Militar/Luz (blue line)

These are just some examples of medical facilities. There are others in Lisbon, both private and public, that you can access.

NOTE: If you need to miss classes, do not forget to speak with the Professors to explain your situation in order to avoid missing some important content or assignments of that class. Also if you are going to the Doctor, always ask for a Medical Declaration that states you were there as you might need later.

## **International Office**

**Professor John Huffstot** – Head of the International Office

**Maria João Martins, Ms** – Incoming Students Coordinator

**João Fernandes, Mr** – Accommodation, Visa & Integration

[exchangestudents@novasbe.pt](mailto:exchangestudents@novasbe.pt)

Room: 106

**Office Hours: 9:30 am – 12:30 / 2:00 pm – 4:00 pm (weekdays)**

Telephone: +351 21 380 1689

## WELCOME GUIDE 2016/2017

### An Information Package for Exchange Students in Economics and Business Administration

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## **Foreword**

Welcome to *Nova School of Business and Economics* (NOVA SBE). In this Welcome Guide, exchange students planning to study at NOVA SBE may find detailed information regarding academic opportunities. The local International Office, the service managing the participation of NOVA SBE in international student exchange programs, has prepared this document.

NOVA SBE offers undergraduate courses in Economics and in Management, graduate courses in Economics, Management, and Finance (Master and Ph.D.), the Lisbon MBA program and a number of non-academic executive education programs.

Our academic programs are very internationally oriented. All of our undergraduate courses that are open to exchange students are taught in English, and course outlines and textbooks are the same or similar to those employed in the most demanding European universities. Final exams may always be taken in English. The commitment to excellence standards has been widely acknowledged and the school has been granted accreditations by the world's leading accreditation bodies.

The School places a strong emphasis on research, which can be evaluated by the large number of publications in international peer-review academic journals.

In our school you may study for one or two semesters, picking up courses in economic theory, business administration, quantitative methods, economic history, and other social sciences. These courses belong to our undergraduate programs (Economics and Management) or to our Masters programs in Economics, Management, or Finance. It is easy for our students to attend courses in partner universities and for foreign students to fit in here. An intensive Portuguese language course is offered at the beginning of each semester by the Faculty of Social Sciences (FCSH).

I hope this Guide will be useful for you. Please keep in mind that all the information contained in the Guide may be subject to change. For up-to-date information or in case you have additional questions, please feel free to contact the International Office. We will be delighted to help you,

**The International Office team**

## **1 International Exchange Opportunities**

NOVA SBE's international openness for undergraduate and master's education is firmly rooted in student exchanges with foreign partner universities. Basically, you can study temporarily with us under one of three regimes: ERASMUS+ program, mobility within bilateral agreements or independent applications (Free movers). A brief explanation of each route follows in the next three sections.

All information in this Guide applies to the three regimes unless otherwise stated. In particular, note that exchange opportunities are directed to third and upper-year undergraduate students of Economics, Business Administration, and related fields in foreign universities. Study plan rules and transcripts of records - ECTS certificates - are common to all regimes as well.

### **1.1 The ERASMUS+ Program**

The Erasmus+ program is the standard opportunity for international exchange at NOVA SBE. Over 80 per cent of visiting students are enrolled under this regime. Erasmus+ students are from schools/universities that have a written Erasmus + exchange agreement.

#### **Rights of a participating student**

*Erasmus+ students are entitled to:*

- a) be informed, in writing, about the content of the learning agreement. At the end of the study period abroad, the host university should provide the incoming student and the home university with a transcript of records;
- b) receive academic recognition for the study period abroad, i.e., the home university is committed to ensuring that the study period undertaken abroad — including examinations or other assessment forms — is recognized as replacing a comparable period of study — likewise including examinations or other assessment forms — at the home university, even though the content may differ;
- c) be fee-exempted at the host university. No university fees — for tuition, registration, examinations, access to laboratory and library facilities, etc. — are to be paid at the host institution. However, small fees may be charged for costs such as insurance, student unions and the use of miscellaneous material — enrolment in grade improvement exams, photocopiers, laboratory products,

etc. — on an equal basis with local students. Likewise, the host institution may charge for accommodation services provided to incoming students;

- d) keep receiving in full during your stay abroad any national grants or loans you may have been awarded previously.

### **Warning**

Note that all *Erasmus+ student* applications to study at NOVA SBE must be submitted through your home university.

#### **1.2 Mobility within bilateral agreements**

NOVA SBE has signed exchange bilateral agreements with more than 80 schools in more than 50 countries. This includes countries from all continents of the world. Applications to study at NOVA SBE should be submitted through your home university.

#### **1.3 The free moving program**

A *free mover student* is someone coming from eligible universities which have not signed a written exchange agreement or with which we have a written agreement but that was not placed within the nomination process due to slots limitations.

An incoming *free mover student* is an exchange student that pays tuition fees to Nova SBE in the amount of 3000€ / 4000€ per semester.

Necessary documents to apply: signed & stamped Transcript of Records from your home university, Curriculum Vitae and proof of enrolment at home university.

To apply please send your documents using the online application, according to the following deadlines:

For Fall semester	May 15
For Spring semester	October 15

**Table 1: Deadlines for Applications for Free mover Program at Nova School of Business and Economics**

Expect a response from the International Office within a month.

### 1.4 The European Credit Transfer System—ECTS

The European Credit Transfer System (ECTS) was developed by the European Commission in order to provide common procedures to guarantee academic recognition of studies abroad. It provides a way of measuring and comparing learning achievements and transferring them from one institution to another. All courses at NOVA SBE have explicit ECTS credits attached.

#### Grading scale

Following the Portuguese convention, Nova SBE uses a 0-20 scale to report grades. The top grade, 20 points, is attributed to an outstanding performance. The bottom grade, 0 points, is awarded only to extremely disastrous performances.

Note also that 10 points is the threshold to pass; a grade of 9 or less is recorded as a “fail”. You can compare our scale with the ECTS grading scale in Table 2.

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
FX/F*	-	FAIL – some more work or considerable work required before the credit can be awarded

\* indicates "Failed"

**Table 2: Grading scales at Nova School of Business and Economics.**

### 1.5 English-taught courses

The teaching of undergraduate courses in English is a clear sign of NOVA SBE's commitment to student exchanges. All master courses are taught in English

as well as the undergraduate courses. “English-taught course” means that English is the language of instruction in that course; lectures, tutorials, dialogue with students, bibliography, and assessment work – everything is conducted in English.

**Note: It is very important to have at least a B2 level (CEFR) in the English language to enrol in English taught courses.**

Exchange students who choose to take Portuguese-taught courses can always take their examinations in English. Nova University offers a Portuguese-language course free of charge to Erasmus+ students, though there is an enrolment fee to be paid in the beginning of the semester. Students who are not studying at Nova SBE under the Erasmus+ program can enrol in the Portuguese-language course but will be charged a semester fee (apart from the enrolment fee). For more information please contact *Curso de Português para Estrangeiros*: [cursoportugues@fcsh.unl.pt](mailto:cursoportugues@fcsh.unl.pt)

## **1.6 Contacts**

The International Office is NOVA SBE’s front desk for exchange students. The Office is your contact at NOVA SBE, prior to and during your stay at Nova SBE.

International Office team:

Maria João Martins and João Fernandes

### **Internet home page**

<http://www.novasbe.unl.pt/en/>

### **Mailing address**

International Office  
NOVA School of Business and Economics UNL  
Campus de Campolide  
P-1099-032 LISBOA PORTUGAL

### **Other Contacts**

Voice: +351 21 380 1600

International Office : +351 21 380 1689

E-mail: [exchangestudents@novasbe.pt](mailto:exchangestudents@novasbe.pt)

NOVA SBE is a college of the **Universidade Nova de Lisboa**. The university itself runs an International Relations Office that assures the inter-college co-ordination of the local International Offices. Its contacts are as follows:

*Gabinete de Relações Internacionais*  
Reitoria da Universidade Nova de Lisboa  
Campus de Campolide  
1099-085  
LISBOA-PORTUGAL

Voice: +351 213 845 207

E-mail: [erasmus@unl.pt](mailto:erasmus@unl.pt)

Home page: <http://www.unl.pt/en/>

Further information on the University as a whole can be found at <http://www.unl.pt/en/>.

## **2 Nova School of Business and Economics**

This section introduces you to the school where you may study Economics, Finance, or Management for one or two semesters. After a bird's eye view of its aims, you may read brief descriptions of those services you can expect to use more.

### **2.1 Overview**

Since its foundation in 1977 as Faculdade de Economia da Universidade Nova de Lisboa – FEUNL; NOVA SBE has been meeting the challenge of improving the overall quality of university education in Economics and Business Administration through its high standards in teaching and research and its strong commitment to international co-operation, which includes student and faculty exchanges. The faculty academic background also strongly reflects the school's international orientation; as you may see in the faculty listing, most doctoral degrees were awarded by foreign universities.

The school's accountability before the community is recognized in several ways that extend beyond the strict teaching and research activities. The reputation of our students in the eyes of employers is one important signal. Public recognition for NOVA SBE's competencies is also clear in the co-operation ties strengthened



over the years with government bodies and private institutions. Many services are commissioned by national and international organizations through NOVA SBE's study bureaus and several faculty members have or have had key appointments in the cabinet and the central bank board.

NOVA SBE is organized into two main functional areas: Economics and Management. Both comprise undergraduate and graduate programs. The school is also an active player in executive education programs.

The Doctoral and Master programs in Economics were introduced in 1978 and are intended to further the education in Economics to an advanced level and to develop research skills in this field. The programs:

- update and educate the economist at an advanced level;
- prepare graduate students for teaching careers in universities or polytechnic institutes;
- introduce individuals to theoretical and applied research in Economics.

In 1980 NOVA SBE launched the first Portuguese MBA program. Initially affiliated with the Wharton School of Business — University of Pennsylvania. The programme remains faithful to the American inheritance of sound education in core management and related fields.

An extensive range of executive education programs is offered every year by NOVA SBE through *Nova Forum*. This institution is a joint venture involving the school and key partners in the entrepreneurial sector.

## **2.2 Location**

NOVA SBE occupies two separate but neighbouring locations:

- the former *Colégio de Campolide* building – Campus de Campolide, P1099–032 LISBOA;

The first is an historic building of beautiful architectonic features, built by the *Jesuits* at the end of the XIX century. Converted into a military facility after the republican revolution in 1919, the building was offered to the *Universidade Nova de Lisboa* in the 1980s to install the former FEUNL. Following its renewal (concluded in 1988), NOVA SBE has used this space for classrooms, administrative services, and most teaching staff offices. Classes for all but the MBA and some classes of the CEMS program are held at this location. The International Office is also located here, as is the general library, the computer centre, and the student union.

## *Communication and IT*

### **2.3.1 School's IT facilities**

Exchange Students receive a username and password for the School's IT services. This password provides access to the school's portal, as well as to the institutional email account. If you lose your password please contact the IT Helpdesk (2nd floor, room 206).

### **2.3.2 Institutional E-mail**

The institutional email account at the School's domain address to the following formula:

***IDnumber@novasbe.pt.***

This account may be forwarded to a personal account (contact the IT Help Desk for help in doing this). Students are responsible for confirming that any forwarding rules are properly set up, so that all emails arriving at the institutional account reach them at the forwarded account.

The International Office may contact the students individually or in groups via their institutional email. Since communication between the International Office and students is very important to address administrative questions, it is essential that students check their institutional account regularly. Problems with their institutional mailbox will not be considered or accepted as an excuse for not having received important information from the International Office or any other office at Nova SBE.

Students should make sure that they read the messages sent to their institutional mailbox.

If you are not receiving emails because your school's email box is full please contact the IT Help Desk.

### **2.3.3 Moodle**

Moodle is an eLearning platform available to Nova SBE Faculty and Students that is used as a complement to face-to-face classes and that enables rich interaction between moodle-Teachers and Students. It provides goal-oriented feedback and tools for collaborative work and sharing of materials in an online environment, available any time and from any location with Internet access. Frequent visits to the Offices and Courses areas are important to stay up-to-date about any changes or any development in the program.

You can access Moodle at <https://moodle.novasbe.pt/> and enter with your login details. Each course usually has a Moodle area managed by the Professors.

For information on how to:

- Start: before Login, click “How Do I start?” on the Front Page;
- Use Moodle: after Login, please consult the “Info & Support” block on the left.

To join a specific area students are frequently asked for an enrollment key that is provided in the first class.

The International Office also has a Moodle area that students should join and visit frequently. Instructions on how to join this area are provided when students receive their credentials.

## **Bidding Platform**

The Bidding Platform is the system used for course enrolment in elective master courses. The concept of this platform is, as the name indicates, a bid: students are given a certain number of points according to their program that they must distribute for the several courses. In the end, an algorithm runs and attributes the courses to the students according to their bids. Detailed information on how this platform works will be sent to all students and published on the Moodle, nearer to the enrolment periods.

## **Netpa**

Netpa is the platform where you can check your personal academic information, grades, enrol/add/drop courses and enrol for the resit exams.

### ***2.3.4 Computer and internet access***

Students with a personal laptop can access the School’s wireless connection: **eduroam**. To configure your laptop please consult the instructions on the homepage “eduroam guest”. Students can also use the computer labs. The computer lab in Room 215 is dedicated to Masters Students only. There, students can use the desktop computers available, using their Username and Password to log in.

A self-service printing system, managed by the Copy Shop on-campus, is available on the 2nd floor.

### **2.3.5 IT support**

The IT HELPDESK provides support to students regarding access and operation of the School's IT services, including:

- Management of the students' privileges in the School's IT infrastructure;
- Configuration of laptops to access the School's resources (wi-fi, email, etc), as well as for managing their user privileges for the intranet;
- Other services in the portal or email.

The IT HELPDESK is open from 8 am to 8 pm, every weekday, and is located in room 206, on the 2nd floor. Students can also contact the Helpdesk by email: [helpdesk@novasbe.pt](mailto:helpdesk@novasbe.pt) (replies during office hours).

## **2.3 Library (Serviços de Documentação) & Copy Shop**

### **Library**

The library's collections contain an up-to-date set of information resources focused on the areas of Economics, Finance, and Management. These resources include books, eBooks, periodicals, reference materials, and online databases. Resources may be accessed at the *Almada Negreiros Library* on the Campolide Campus. The library also offers remote access to many of their electronic resources.

#### Library Hours:

Please consult the Library Hours webpage for detailed information: <http://libraries.fe.unl.pt>

To use the library, students should have a Library Card, which can be obtained free of charge at the *Almada Negreiros Library*. Students will need to fill out a brief form and provide their Nova SBE student ID, another form of identification, and a photograph (returnable after card is made). Cards are not transferable and must be shown whenever requested by the library staff.

The library offers the following services:

- Check-out of books and periodicals from the library's collections;
- Reading and study rooms;
- Inter-library loans;
- Computers to access the catalog and other electronic resources;
- Access to a wide variety of high-quality electronic resources (Portuguese and foreign);
- Electronic publishing and retrieval of Nova SBE "working papers";
- Personal reference service;
- Training and assistance in library use.

For more detailed information about borrowing materials, accessing electronic resources, and other services, students should visit the library's website at <http://libraries.fe.unl.pt>

### **Copy Shop (*Reprografia*)**

Location: Residência Alfredo de Sousa

Opening hours:

Monday to Friday: 9 am to 7 pm

Mid-July to mid-August: 10 am to 6 pm (closed for lunch between 1 pm and 2 pm)

Christmas break: 9 am to 4 pm

Nova Business Cards are available for purchase at the Copy Shop.

A self-service system for printing, copying, and scanning is available. For more information please contact: [reprografia.feunl@gmail.com](mailto:reprografia.feunl@gmail.com)

### **2.4 Social Services (*Serviços de Acção Social*)**

*Serviços de Acção Social* (SAS) runs social services for students of the *Universidade Nova de Lisboa*. Among its aims, SAS manages student dormitories, bars and restaurants, and facilities for health care.

The closest dining facility unit for NOVA SBE students is located in the campus dormitory (*Residência Alfredo de Sousa*). Operating hours are as follows: bar service 8:30 a.m. through 8:30 p.m., lunches 11:30 a.m. through 2:30 p.m. and dinners 6:30 p.m. through 8:30 p.m. NOVA SBE exchange students are also entitled to use all other dining facilities operated by SAS, such as those at the *Faculdade de Ciências Sociais e Humanas* (Av. de Berna, n.º 24.) and the

*Faculdade de Ciências Médicas* (Campo dos Mártires da Pátria, n.º 130). Moreover, and following an agreement signed with the other public higher education institutions based in Lisbon, all NOVA SBE exchange students can also use any dining facilities at the following institutions: *Universidade de Lisboa* and *Instituto Politécnico de Lisboa*. All that is necessary is to show your NOVA SBE student card. Lunches and dinners are provided in SAS dining facilities at very reasonable prices. For more information about SAS, you can visit the website [http://sas.unl.pt/index.html-en?set\\_language=en](http://sas.unl.pt/index.html-en?set_language=en).

Regular and exchange students at NOVA SBE can access some health care services at special prices through SAS. SASNOVA provides health services to all students in order to ensure their well-being. Students can have a General Practitioner, and also benefit from psychiatry, counselling, and nutrition appointments. All must be booked in advance directly at the residence or by telephone at +351 213 837 000 from 10 am to 12 noon or from 2 pm to 5 pm (week days).

For urgent care you should seek help at the nearest hospital. The hospital will ask you for social security identification. If you are a European Union (EU) resident, the health certificate E-110, E-111, or similar form is acceptable. You can get this form from your regional health authority. Non-EU residents should obtain insurance coverage before leaving their country of origin.

For some medical fields, private doctors provide quicker access to appointments. We therefore advise you to secure an appropriate health insurance in your country of origin, even if you come from another EU Member State.

In case of an emergency, dial 112 (free call) and ask for the ambulance service.

## **2.5 Food Services**

Besides the dining facilities of SAS NOVA, NOVA SBE students may take advantage of the following:

- **Saudade às Fatias** Restaurant and bar on the first floor of the main building of the Campolide campus, where meals are served from 12 noon until 2.30 pm.

- **Bar BluePoint:** Nova IMS (located behind Nova SBE) has two cafeterias that are accessible as well. One is inside the building of Nova IMS and the other is located near the parking lot behind the school. They both serve lunch.

Students can also access the other canteens in Lisbon that are run by the social services of public universities.

## **2.6 Student's Union (*Associação de Estudantes*) & Student Clubs**

### **NOVASU**

NOVA SU (NOVA SBE's Students Union) has several initiatives in a variety of areas. Its aims include: student representation and defence of their interests; co-operation with NOVA SBE's decision bodies in pedagogic, administrative, and curricular issues; and organization of activities for students, including:

- bookshop;
- support to NOVA SBE's student songfest group "ForTUNA";
- film shows;
- organization of parties;
- sports events.

If you are interested in practising sports, contact NOVA SU. There are several activities all year round that you can join.

NOVA SU board has an International Relations branch. This branch helps integrate newly-arrived foreign students and promotes several social and cultural events during the academic year that target exchange students specifically. Usually, all exchange students are introduced to the branch leaders at the beginning of each semester. Take a look: <http://novasu.pt/>

You can also check their page on Facebook: <https://www.facebook.com/novasu.su>

There is also a Facebook page only for exchange students at Nova SBE: [https://www.facebook.com/groups/1526437260942854/1583693465217233/?notif\\_t=group\\_activity](https://www.facebook.com/groups/1526437260942854/1583693465217233/?notif_t=group_activity)

## **Student Clubs**

Nova's students have the chance to join several social and professional clubs, developing a diversity of skills in addition to getting to know their peers in a more relaxed environment. Moreover, students from the different programs can meet one another at the various parties, social events, modules, and trips that are held throughout the academic year.

Student Clubs:

AHEAD

AIIESEC in Nova

CEMS Lisbon

Economics without borders

Green Nova

MSN - Masters Student Network

NEC - Nova Economic Club

NIC - Nova Investment Club

NIC Undergraduate Division

Nova CAFÉ Club

Nova Chess Club

Nova Consulting Club

Nova Debate

Nova Gaming Club

Nova International Club

Nova Junior Enterprise

Nova Marketing Club

Nova Running Club



Nova Skills Association

Nova Social Consulting

Nova SBE Startup Club

Nova Stat

Nova SU

Nova Surf Club

Nova Tech Club

Nova Women in Business

NOVAFRICA Student Group

Portfolio Management Club

Spotlight Nova Acting Club

Tuna Fortuna

### ***2.7 Accessibility for people with physical challenges***

All undergraduate and master's classes for exchange students are held at the Campolide Campus. This building was adapted to NOVA SBE needs taking into consideration the needs of people with motor challenges. Two floors easily accessible to wheelchairs accommodate all spaces a student needs to visit. An elevator is available for those who need it.

Please tell the International Office upon application what your special needs in this respect are. We will do our best to make your stay comfortable. Details on each of the academic programs are available on the website.

## **3. Academic Programs at NOVA SBE**

### ***3.1 General information***

Both Economics and Management undergraduate programs and Economics, Management, and Finance masters have two kinds of courses: mandatory and elective. The first provide the basic skills in each of the scientific

areas. Elective courses pertain to specialized disciplines (public finance, urban economics, environmental economics, marketing, strategy, etc.) and are typically attended by regular students during their third and fourth year of studies.

Since the exchange framework targets mature students, that is, foreign students who already have acquired their basic skills in the above areas, **exchange master students are entitled to select their courses from the elective ones only.**

When making up their plan of study, exchange students should also pay attention to:

- the academic semester in which each course is offered;
- the exam calendar . NOTE: **exchange students cannot take early exams and cannot take their exams back at their home school;**
- **course prerequisites.** Most courses assume a previous knowledge of relevant skills. These skills are acquired by regular students in the basic courses and so the prerequisites are identified in the syllabus that you will be able to consult on the Moodle Platform.

There are two kinds of prerequisites: compulsory and recommended. The former refer to essential skills, the absence of which will make success very unlikely. The latter refer to non-essential skills, whose command may nevertheless facilitate the student's performance in the course. Please note that the compulsory nature of prerequisites applies naturally to regular students. However, if an exchange student plans to attend a particular course at NOVA SBE, she/he should verify the contents of both compulsory and recommended prerequisite courses to ensure that similar topics were previously learned at the home university.

### **3.2. Workload**

As explained below, exchange students typically make their choice from our list of available third and fourth-year courses. Their typical Portuguese counterpart enrolls in four courses per semester. The ECTS enrolment limit is 32. Undergraduate courses are worth 7,5 ECTS if they have practical classes or 4 ECTS if they have no practical component. Masters half-courses are worth 3,5 ECTS and full courses are 7 ECTS.

The programs are structured in **semesters**. All undergraduate courses last for one semester. Master courses are organized in two types of periods: the **Full**

**courses** and the **Half courses**. Full courses last one semester, 1st Half courses take place during the first half of the semester and 2nd Half course take place during the second part of the semester.

The hours of each course are described in Table 3.

	ECTS	Total Workload hours	Independent Study hours	Contact hours	Class room hours
<b>Undergraduate</b>	7.5	210	142	68	58
13 weeks	4	112	68	44	38
<b>Masters</b>	7	196	150	46	36
12 weeks/ 6 weeks	3.5	98	75	23	18

**Table 3: Credits and hours**

Notes – Contact hours is the sum of Class room hours and tutorials. Total Workload hours is the sum of Independent Study hours and Contact hours.

The teaching staff has office hours for individual consultations and tutorials. Please check the syllabus of each course or ask the teacher directly for information about scheduling the individual consultation and tutorial hours.

### **3.3 Assessment methods**

There is no single assessment rule. It is up to the individual teacher to decide the precise method and he/she will brief the students on the very first class day. However, there is a general principle to which all assessment methods must conform. Every course will have a compulsory final examination covering the entire course outline.

### **3.4 Examinations**

The exam covers all topics covered during the semester. A few additional remarks may be helpful.

### **Examination periods**

The student's course evaluation is conducted on an individual basis, and final grades are on a scale of 0 to 20. Academic courses require that the **final grade is greater than or equal to 10**. There are no decimal points on final grades<sup>1</sup>. Each course's evaluation can be based on a student's participation in class, coursework, class-work, tests, examinations, and other evaluations.

The Final Exam is mandatory and there **MUST be more than one method of assessment**. Individual in-class written work cannot count for less than 50% of the final grade. The weight of the final exam should not be less than 30% nor exceed 70%.

The teacher clearly specifies which methods will be used and their contribution to the final grade (in percentages) in the syllabus of each course available on Moodle. Please be aware that evaluation is the sole responsibility of the teacher.

Grades are posted on NetPa within 10 days following the exam. Teachers should not provide any information to the student about the final grade before its publication online. Nova SBE's policy prohibits the release of grades over the telephone, by fax, or by e-mail. A roster may be published by teachers with the partial grades of the students during the feedback process. If a certain component of a grade, such as a paper, has an extended deadline that goes past the exam week, the final grade will be made available only when all components are delivered. When, due to an exceptional delay by the teacher, the final grade is not available within the normal deadline, a follow-up e-mail will inform students as soon as that grade is posted.

All courses and modules in which the student was enrolled will be posted on the course roster (including the ones that the student failed).

### **Masters course Examinations**

For full-courses the examinations will be scheduled at the end of the semester during which they are offered. For short courses, the examinations will be offered

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<sup>1</sup> 1 according with DR 2ª Série, nº 62, 30 Março 2010

at the end of each half during which they are offered. Examination schedules are set before the beginning of each academic year and are available on Moodle.

All students enrolled in a course (mandatory or elective) are expected to take exams when required in the course's assessment rules. **If a student does not take the final exam, the course roster will state "FAILED"**. The same information will also be recorded on the Transcript of Records.

There is only **ONE** examination period per course. There will be no special sessions.

- Laptops and other electronic devices are not allowed during the exams, unless the instructor explicitly allows it;
- If a student comes late to the exam, the instructor is not allowed to give extra time. All students, including any that may have arrived late, **MUST** finish and hand in the exam at the same time and identify all pages delivered;
- If students miss an exam for a legitimate medical or other emergency, they must provide a written document in support of their absence (e.g. medical testimony). If the absence is deemed justified, students are entitled to take a make-up exam. Date and other specific details will be organized by the Masters Office.

### **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. It is not possible to improve a grade for master courses.

**Note: For more information regarding other topics related to the examinations such as Alternative examination arrangements or Feedback and Final Exam Review, please contact the Masters Office.**

### **Undergraduate Course Examinations**

**All final examinations are written.** For each course the examination is offered twice and it is up to the student to select which trial to take. However, note the following features. The first examination period extends over three weeks while the second lasts one week only. **No more than two examinations** can be taken in the second exam period (**resit exam period**) and you can only take them if you failed the first exam or if you missed it because of overlapping exams or medical reason.

Students are thus encouraged to plan ahead in order to take all examinations in the first period, leaving the second period as a last resort backup.

Although no procedure is required to sit in the first examination period, an **appropriate enrolment is mandatory for second period exams (resit exams)**. You need to enrol for the resit exam through Netpa.

All examination dates are set well before the academic year starts. Please check the timetable in advance to plan your studies. Note that overlapping exams may occur, forcing you to use one second-period chance to take the first examination in a particular course. Examination timetables for both semesters are available on Moodle.

### **Allowed material**

Students must bring their own material to the examination, which usually includes pens and pocket calculators (for some exams). The school provides paper and only that officially-provided paper may be used. Most tests are closed-book examinations.

### **Dishonest behaviour**

If a student uses study aids that are not permitted during the examination, or if she/he contacts people other than the teachers, the examination paper will not be accepted for evaluation. The Dean may decide to expel the student from all other examinations in the same semester.

### ***3.5 Transcript of Records***

An official transcript of records, reporting courses attended, ECTS credits and grades earned by each exchange student will be sent directly to the International Office at the home University for students participating under the Erasmus+ program or attending Nova SBE under the conditions of an exchange agreement. Free-Movers receive their Transcript of Records directly at the address they have

provided in the submission of the application. If a Freemover wishes to change the original address, she/he should contact the International Office.

#### 4 Housing

There is an active market in Lisbon for rental housing where most foreign students can find a nice place to stay. The university holds only a very limited number of vacancies in its on-campus student dormitory (*Residência Alfredo de Sousa*). However, the International Office is pleased to help you find a suitable accommodation upon your arrival in Lisbon.

For your reference, typical ranges for monthly rental charges are:

- individual room in a private home: 250–400 Euros;
- shared flat, with other students: 300–500 Euros;
- flat for one person only: 550–800 Euros.

#### 5 Portuguese Language Course

Twice a year the *Universidade Nova de Lisboa* runs a Portuguese-language and culture course targeting its foreign exchange students. All students must pay an enrolment fee, but then *ERASMUS+* students are fee-exempted and others must pay a tuition fee for the course itself. The course starts in mid-September and mid-February and lasts for about five weeks. It is structured in 2-hour sessions, twice a week, in the late afternoon. As the language background normally differs among candidates, the course is offered at three levels; candidates are assigned to each level according to their performance on a diagnostic test administered on the first class day.

The course is organized by the School of Humanities of the *Universidade Nova de Lisboa* (*Faculdade de Ciências Sociais e Humanas*) and classes are held at its facilities located at **Av. de Berna, n.º 26–C, P–1050 LISBOA**, which is a short walk from the Nova SBE campus.

For information regarding fees, ECTS, certification, and other information, please contact the person(s) responsible for the course directly at [cursoportugues@fcsb.unl.pt](mailto:cursoportugues@fcsb.unl.pt)

## 6 Living in Lisbon

This section was written by Portuguese students at NOVA SBE who are especially interested in making the life of foreign colleagues easier in Lisbon.

### 6.1 Eating

From one part of the country to another there is a wide variety of typical regional dishes. Each one has its own story and you can find plenty of fish and seafood, as well as good meat and excellent sweets and desserts.

People usually eat four times a day. In the morning there is breakfast, which usually consists of milk or coffee and bread with butter, jam, ham or cheese. Lunch is between 12:00 and 13:00 and dinner between 20:00 and 21:00. For these meals there is usually soup, the main course consisting of fish or meat with some side dishes (rice, potatoes, vegetables), and fruit and/or dessert. In the middle of the afternoon (16:00 to 17:00) there is “*Lanche*” (don’t confuse it with lunch!), which is just a little snack between lunch and dinner.

### 6.2 Currency

As a member of the European Union, the Portuguese currency is the Euro.

### 6.3 Banks

Depending on how long you intend to stay in Portugal, it may be advisable to open a bank account. There are many banks, some of which offer special advantages for young people and students.

The Multibanco system (ATMs) is widespread and very convenient. With it you can withdraw up to 200 euros a day, at any hour. Or you can use it to pay in many shops with a point-of-sale system (automatic payment), use public phones, pay tolls on the motorway, buy train or concert tickets, or pay the electricity or mobile phone bills.

To open a bank account you need a document from the University proving that you are a student here and that you are resident in the country. The bank can then provide you with a *multibanco* (ATM) card on the spot. In virtually all ATMs (there is also one in the Nova SBE school, itself), you can also use your Eurocheque, Visa, Eurocard, 4B, and other system cards – check the info on the ATM.



The Student Card you will receive when you arrive at Nova is issued by **Santander**. You can link your student card to a bank account and use the Student Card as a bank card.

If you want to exchange money you can also do it in almost every bank, but you have to pay taxes and a bank commission.

#### **6.4 Transportation**

You will certainly need mobility while studying with us. This section gives you an overview of the transportation system in Lisbon and Portugal.

##### **Car**

The Portuguese road network has been improving quickly in recent years. The motorway from Lisbon to Porto was finished in 1991, making it possible to travel between the two major cities in just 2.5 or 3 hours. Several other motorways take you from Lisbon to other destinations, full of glamor and/or cultural interest: **Cascais (30 minutes)**, **Setúbal (40 minutes)**, **Torres Vedras (50 minutes)**, **Évora (1.5 hour)**, and **Badajoz (Spanish border, 2.5 hours)**. Good, fast roads are also present everywhere, along the Algarve coast, cutting the interior from west to east, approaching Northern Portugal and Galicia (Spain).

The speed limit is 120km/h on the motorway, 90km/h on lesser roads and 50km/h in urban areas. Seat belts are compulsory for drivers and for all the passengers. On the motorway remember that you have to pay toll. In Lisbon and Porto traffic jams are common, especially during rush hours, from 8:00 to 10:00 in the morning and 5:00 to 7:30 in the afternoon.

In principle, all traffic coming from the right has priority but be careful: a Portuguese behind the wheel is not such a law-abiding citizen. Always look carefully and slow down even when you are coming from the right and if you want people to think you are a Portuguese driver then use the horn! Do not risk driving after drinking alcohol: fines are expensive and you may end up spending some time in jail. A couple of bits of advice that the Portuguese always keep in mind: never forget to lock the car, never leave anything inside, and insure everything you can.

## Public transportation

The C.P. (*Caminhos de Ferro de Portugal*) is the publicly owned railway operator. Timetables are available in the ticket offices and there is a discount with the youth card (*cartão jovem*) when you travel a distance greater than 50 km and on a “blue day” (ask for a free calendar). Look for information on its website: <http://www.cp.pt>.

Public transports in general and train fares in particular are fairly inexpensive. A trip from Lisbon to Porto (about 330 km) on an inter-regional train takes about 3.5 hours. There is also a “Pendular” express and high-comfort service which takes 2.50 hours but is obviously more expensive.

As for public transport in the city (that is, Lisbon) you can use the underground, bus, train, and tram. Tickets are more expensive when you buy them on the spot (in the underground you always have to buy before getting in). All tickets are bought by charging points onto a green card called “*Cartão Lisboa Viva*” which costs 0.50 euros and lasts one year. You can charge it with one single journey or you can charge it with the “*Zapping*” option. With this option you usually have to charge a higher value but then you can change from transport to transport without having to charge it every time you go for a different transport. You just have to pass the “*Cartão Lisboa Viva*” on the validating (optical reading) machines. Using this system, you pay less for each journey.

Underground transportation is available in Lisbon (Lisboners call it “Metro”) and it is quite easy to learn how to use it as it works with coloured lines. One ticket, valid for one journey lasting one hour, costs 1.40 euros. The Metro service runs from 6:30 a.m. to 1:00 a.m.

As for buses and trams, the tickets vary from 1.80 euros on the bus to 3.40 on some touristic trams. One ticket is valid for one journey of any length. There is a Bus network that runs at night.

Depending on how often you intend to use public transportation, it may prove worthwhile to buy a season ticket, something Portuguese call “*Passe Navegante*”. With it you can use all public transports within a certain zone, depending on your travelling habits. The monthly prices are shown in Table 4.

It is also possible to buy weekly tickets, or season tickets only for the underground, according to your needs. During the day the underground is always the best solution because of the traffic. To buy the season ticket you need identification (passport for example), a photo, and to fill in a form. After a couple of

Type	Price (in euros)
<p><b>*Navegante Urbano:</b></p> <p>Urban zone of Lisbon of CP till:</p> <p>Benfica (Linha de Sintra)</p> <p>Belém (Linha de Cascais)</p> <p>Moscavide (Linha da Azambuja)</p>	<p>36.20</p> <p>(most commonly used by exchange students)</p>
<p><b>*Navegante rede:</b></p> <p>Urban zone of Lisbon of CP till:</p> <p>Amadora (Linha de Sintra)</p> <p>Algés (Linha de Cascais)</p> <p>Bobadela (Linha da Azambuja)</p>	<p>42.65</p>

days you will be given a card. Every month you can charge your “*Passé Navegante*” in any of the metro stations.

**Table 4: Prices of the “Passé Navegante” most used by students (Metro, Carris, CP\*)**

If you want to leave Lisbon and not use the train, you can also take a bus. The service to some places is faster and the prices are very competitive. The most commonly used company for this type of mobility is *Rede Expressos*.

Taxis are a little bit expensive but they are the best solution late at night when the other transports are not running anymore. All taxis in Lisbon are fitted with a meter but bear in mind that drivers like to drive... This means that sometimes they may not choose the shortest route when taking foreign passengers. Having a couple of words in Portuguese may help. When you first arrive at the airport and if you need a taxi, make sure to ask the driver what the approximate fare will be. As an indication, a ride from the airport to Nova SBE should cost between 10 euros and 15 euros plus a charge if you carry any luggage. Fares are more expensive at night, on weekends, and outside the city.

For more information regarding transportation, please visit each company's website:

**Metropolitano de Lisboa (Underground):**

<http://www.metrolisboa.pt/eng/>

**CP – Comboios de Portugal (Train):**

<http://www.cp.pt/cp/displayPage.do?vnextoid=87cbd5abe2a74010VgnVCM1000007b01a8c0RCRD&lang=en>

**Rede Expressos (Bus for long distances):**

<http://www.rede-expressos.pt/default.aspx>

### ***6.5 Living expenses***

We list below typical retail prices of some individual items you are likely to consume during your stay in Portugal. They give you a rough idea of the living cost you can expect to find:

## **7 Organizing your stay**

Having decided to apply for temporary study with us, you may like to consider some practical issues. How to apply? What courses to take? What documents will I need to live in Portugal? How is the weather? What about insurance? This section helps you to plan your study abroad project well ahead of time.

### ***7.1 Application procedures***

First things first. To begin with, you must apply to be admitted as an exchange student at NOVASBE. Your application must be placed directly by your home university if there is a partnership agreement between the two institutions; otherwise, you apply directly to us. Whatever your case, the application should be addressed to the International Office.

**Application procedures** are simple. They can be summarized in the following three steps:

- a) Biographical Data Form – In order to make your enrolment you must fill out the biographical data form. This form is submitted on an online platform whose information about location and opening period is on the Welcome Mail we send prior to your arrival;
- b) Exchange students coming within *Erasmus+* have to submit the Learning Agreement to the International Office **electronically. It is not necessary to provide us the original documents.** If your faculty needs these documents signed, please make reference to it when submitting them;
- c) Enroll in the courses on the dates mentioned in the Welcome Mail. Also pay attention to the changes dates as it is not allowed to change your courses after that period. **Please pay attention to the deadlines! Late enrolment is not accepted.**

## **7.2 Study plan**

This is the major element of your application. We advise you to choose the courses carefully. This means meeting some criteria. We suggest that you follow the guidelines below:

- a) Choose courses only out of those available to exchange students. Please note you can only enrol for courses of the level you are nominated for. Only students who fulfil the following requisites are allowed to enrol in Masters courses:
  - You are a Masters student at your home school and were nominated as a Masters student;
  - You are an undergraduate student but you have completed at least 180 ECTS in your home university (or three full years of undergraduate studies). Students coming from European faculties who fulfill this requisite must note that to access Master courses the home school must have an agreement with our school for the Masters level. If you are not sure if your school has an agreement with us for the master level, please the following link <http://www.fe.unl.pt/index.php?page=742> and look for “MSc” after the name of your school. If this is your situation, please let us know.

- b) Pay attention to the instruction language—there is a wide choice of English-taught courses, but you can also attend a few Portuguese-taught courses in the Undergraduate level, where examinations can be administered in either language.
- c) Make sure your background meets the prerequisites defined for each selected course by checking the syllabus for each course on Moodle.
- d) Ensure coherence with home university studies. The studies at NOVA SBE must be harmonized with your education at the home university. The idea is to have your learning experience at NOVA SBE credited to your home university record. We advise you to seek the pedagogical assistance from your local university (or equivalent) co-ordinator to design your study plan.
- e) Please note that we have limited places for each course and as a result you might not always be placed in your first choice. We advise you to select some courses as a second choice. In case you do not get a place in a course you necessarily need to follow, please contact your home university since we are not able to assure your place in the courses.

**Keep in mind that you must attend the classes you are enrolled in and be on time.**

### ***7.3 Immigration documents***

EU nationals may enter Portugal with their national identification cards – no passport is required. Other foreign students must bring their passport; an entrance visa is still requested from some nationalities. Please check at the nearest Portuguese embassy about immigration requirements. Portugal is a *Shengen convention* founder. The identity of passengers proceeding from another *Shengen country* will not be checked at the border – except randomly, for security purposes.

Whatever your nationality, you are advised to carry your identification card or passport whenever circulating in public spaces. Every citizen in Portugal must be able to prove his or her identity to police on demand.

### **Application for a Visa**

All students coming from a country outside the space of the Schengen agreement need to apply for a **Student Visa to enter Portugal** and stay here for the period of mobility.

Issuing the Visa is the responsibility of the **Portuguese embassy** in the home country. Upon being nominated to Nova SBE, the student must contact the embassy in order to know which **documents** are necessary to make the visa as well as to **book an appointment** to present those documents. One of the documents is usually a proof from the host University that you are going to be a student in Portugal. We write a **Letter of Acceptance** that we send to the coordinators of the home University in case of regular exchange and to students directly in case of Free-Movers.

Note: In case the embassy is too far or does not exist in your home country, you can contact the nearest Portuguese Consulate and ask for information regarding the visa process.

Also note that the International Office has no connection with the services that issue the visas and as a result we are not able to speed up the process. You should take care of this subject as soon as possible after being nominated.

## Renewal

The renewal of the visa is made when students are already in Portugal. This action will probably be necessary for most students, since the first issue last for only 120 days and the period of mobility lasts longer than that. Please note it is important to call SEF to book the appointment very soon, if you call the service nearer the date the visa is expiring, you may only be able to book it for a later date.

The renewal is done at **SEF - Serviço de Estrangeiros e Fronteiras** (which means Service of Foreigners and Borders):

Students must book an appointment in a delegation of SEF, which can be done in two ways:

- 1- Telephone:** ☎ 808 202 653 - Warning: when you call this number, you will listen to an automatic message in Portuguese mentioning the options. You must press number 1 (schedule), then 3 (Lisbon area) and finally 3 again (renew the visa) and wait for an officer to pick up. The officers speak English.
- 2- Website:** 🌐 <http://www.sef.pt/portal/V10/EN.aspx/page.aspx>

**ATTENTION:** When you book an appointment, there are two different delegations - **ANJOS** and ODIVELAS. We advise you to book for the one in ANJOS since it is

easier to get there (Anjos is a zone in Lisbon, there is subway station with that name on the **green line**). Getting to Odivelas is more difficult. Although the subway takes you there (last stop of the yellow line), this zone is outside the "Coroa L", which the monthly 35 euros 'Passe' does not cover. You would thus need to pay extra money and once there, you would have to take a taxi or a bus because it is rather far from the subway station.

Do not forget to check with SEF which documents you will need for the renewal. Among them is a **Declaration of Studies** from the host University. Ask for this document at the International Office.

Location of the SEF delegations for visa renewal:

#### **ANJOS:**

Lisbon CNAI  
Rua Álvaro Coutinho, n.º 14  
1150-025 Lisboa  
Telephone: 218 106 100  
Fax: 218 106 154  
Open: 8h30 - 16h30 (Monday to Friday)

#### **ODIVELAS:**

Posto Desconcentrado de atendimento da Loja do Cidadão de Odivelas  
Odivelas Parque, Caixa 18  
Telephone: 21 152 61 17  
Fax: 21 152 61 16  
Horário: 9h00 -17h00 (Monday to Friday)

For more information about travelling to/ in the European Union please check the Travel section on the European Union website:

[http://europa.eu/youreurope/citizens/travel/index\\_en.htm](http://europa.eu/youreurope/citizens/travel/index_en.htm)

#### **7.4 Weather**

The climate in Lisbon is mild when compared to most other European countries. In the first semester, daily (night) temperature may range from 5° to 20°



Celsius. Rain appears more frequently in December and January. Most days are sunny.

In the second semester be prepared for daily (night) temperatures between 12° and 30° Celsius. Rain is rare and most days are very sunny.

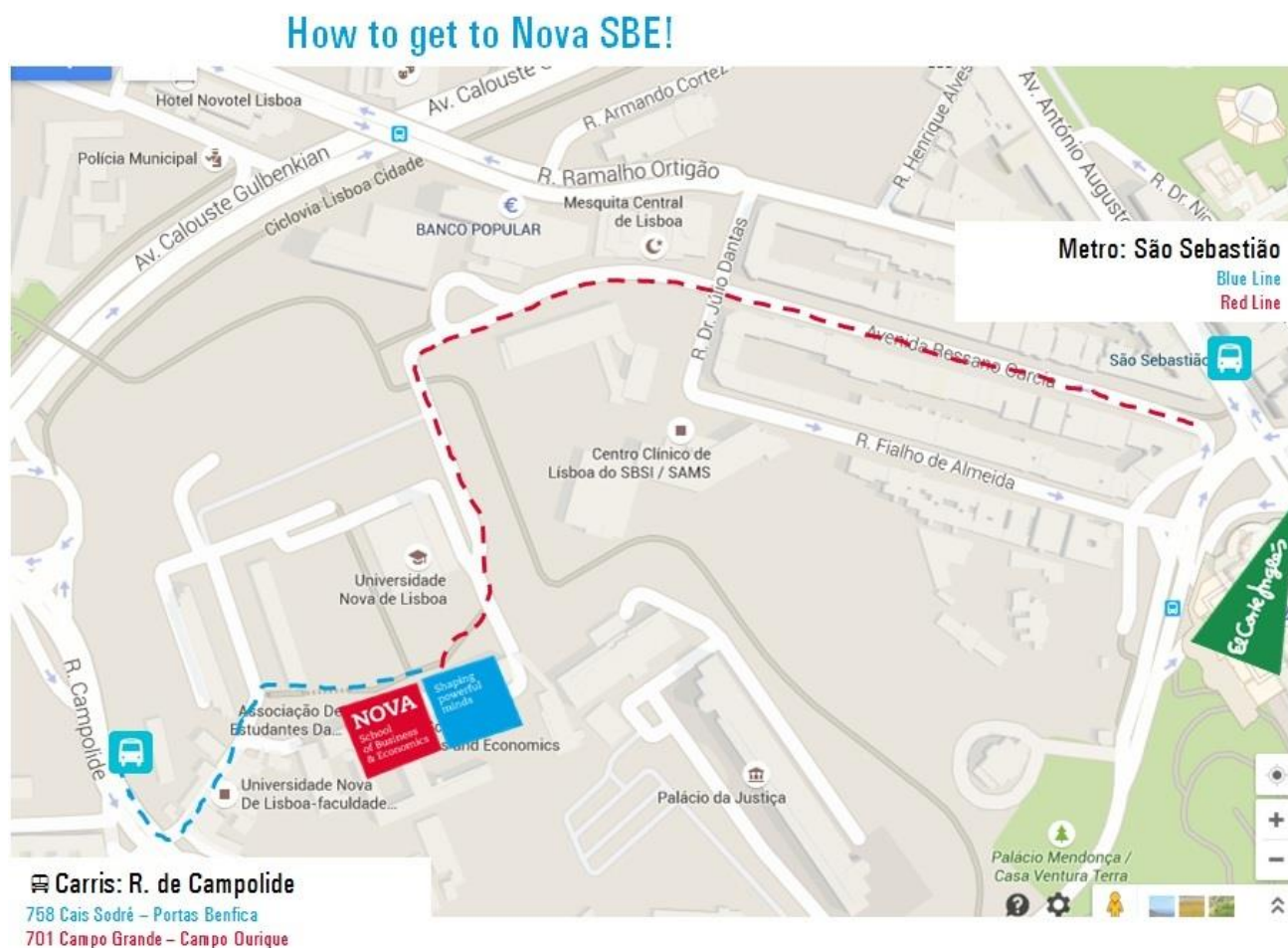
Due to these moderate conditions, most houses do not have central heating. Air conditioning, however, is common in public buildings.

### ***7.5 Arrival in Lisbon***

Having followed the application procedures, you have to arrive in Lisbon for the Welcome Meeting that the International Office organizes. If you plan to attend the Portuguese language course, make sure you arrive on time for the first class too. At this point, you may wish to review the academic calendar on the front page. Definite enrolment dates are compulsory; exchange students will not be allowed to enrol after these dates. Incoming students must make their own arrangements to get accommodation and this makes earlier arrival most recommendable.

## How to get to Nova SBE

Nova SBE is located in *Campus de Campolide*, in the zone of *Campolide*. In terms of public transports, you can get to Nova SBE either by bus or metro. Please find below a map that can help you finding your way to the school.



**Picture 2: How to get to Nova SBE**

**Final Note:** This guide does not exempt the reading of the Masters Handbook and Undergraduate Handbook. These two guides may be accessed on Moodle.

### BEFORE ARRIVAL

- 1  Read the Welcome Mail carefully for detailed information
- 2  Apply for a Visa (non EU/ non Schengen space residents)
- 3  Non EU citizens: take care of personal insurance coverage  
EU citizens: be sure to bring the European Health Insurance Card (EHIC)
- 4  Register on "Erasmus Insc platform"
- 5  Submit Learning Agreement (only Erasmus + students)
- 6  Get your username & password for Nova SBE platforms
- 7  Register for the relevant Moodle Areas
- 8  Enrollment in courses

### UPON ARRIVAL

- 9  Attend Welcome Meeting event
- 10  Get student's card at the library
- 11  Get name tag at international office (only master)
- 12  Fill in biographical data at Netpa (only undergraduate)
- 13  Get signature from international office on the necessary documents from home university
- 14  Sign and submit Honor Code and terms & Conditions at International Office
- 15  Study & enjoy!

### BEFORE DEPARTURE

- 16  Get signature from international office on the necessary documents from home university

### AFTER DEPARTURE

- 17  Get the Transcript of Records with all grades from Nova SBE (sent to home university directly except for Free-movers who receive it at their home address).