

Fact Sheet

Bachelor's level

Academic year 2026/2027



Contacts	Meet the Team
<p>Nova School of Business & Economics PLISBOA 03</p> <p>Rua da Holanda, 1 2775-405 Carcavelos, Portugal</p> <p>Website Incoming Students Program Information</p> <p>Telephone & Office hours +351 213 801 670 Monday - Friday 9:00am – 5:00pm</p> <p>Walk-ins: Student Central Monday, Wednesday & Friday 10.00 am - 1.00 pm</p> <p>Email Addresses</p> <p>Partners/Exchange applicants international.mobility@novasbe.pt</p> <p>Admitted Incoming Bachelor Students bachelors@novasbe.pt</p> <p>Management of Agreements international.relations@novasbe.pt</p>	<p>Professor Catherine da Silveira Associate Dean for International Affairs and Partnerships</p> <p>Beatriz Santos, Ms. & Mariana Silva, Ms. International Relations Managers Management of Agreements</p> <p>Paula Caria, Ms. Head of International Programs & Mobility</p> <p>Beatriz Narra, Ms. Incoming Student Advisor Nomination and Applications inquiries, support to Incoming Students and general questions from Partners. Contact for Learning Agreements.</p> <p>Carolina Andrade, Ms. Mobility Assistant for Incoming and Outgoing Students Nomination and Applications inquiries, support to Incoming Students and general questions from Partners.</p> <p>Franciely Torrente, Ms. Margarida Monteiro Silva, Ms. Outgoing Mobility Advisors</p>
<p>Nominations to Nova SBE are to be submitted exclusively through our online nomination platform. Email nominations will not be accepted.</p>	

Language of Instruction English Requirements Administrative fees	
Language of Instruction	Course offer fully available in English. First-year courses may also be taught in Portuguese. All classes and exams will be exclusively on campus .
English Requirements	<p>One of the following documents must be submitted:</p> <ul style="list-style-type: none"> - IELTS 6 - TOEFL iBT 80 (online version is acceptable) - CFE minimum 170 - CAE Advanced / CPE Proficiency with any passing grade - High school education fully taught in English or current degree (Bachelor's or Master's) fully taught in English - Statement issued by home school stating fluency in B2 level of English.
Administrative fees	All incoming students, including Freemovers, are required to pay 36,50€ worth of Administrative Fees and School Insurance . No waivers of this value are possible.

Nominations and Application Deadlines	
Nominations	<p>Nominations to Nova SBE are to be submitted exclusively through our online nomination platform. Email nominations will not be accepted.</p> <p>Deadlines</p> <p>Fall & Full Year students: February 20th to April 20th</p> <p>Spring students: July 20th to September 20th</p>
Applications	<p>Instructions will be sent directly to students right after the nomination process is concluded.</p> <p>Deadlines</p> <p>Fall & Full Year students: April 27th</p> <p>Spring students: September 27th</p>

Declaration of Stay, Transcript of Records & others	
Documents and Learning Agreements	<p>Documents students can request and download directly on NetPa, provided that their debts are settled, meaning if the Administrative Fees and School Insurance are not paid, no document will be issued:</p> <ul style="list-style-type: none"> - Declaration of Arrival; Declaration of Departure; Certificate of Enrollment. <p>Erasmus Learning Agreements must be submitted via EWP (when available). A <i>Forms</i> will also be provided for non-Erasmus students to submit their Learning Agreements in PDF format, applicable for Erasmus students if EWP is not available.</p>
Transcript of Records	<p>At the end of their Exchange semester, students will be able to request their Transcript of Records on NetPa once all their exam grades are published and debts are settled. Students are responsible for sending their Transcripts of Records directly to their home school.</p> <p><u>Fall students:</u> January</p> <p><u>Spring students:</u> May</p>

Courses | Enrollments & Assessments

<p>Grading Scale</p>	<p>0 – 20 (Fail range is from 0 to 9; 10 points is the threshold to pass)</p> <p>Equivalence to ECTS:</p> <table border="1" data-bbox="363 331 1516 784"> <thead> <tr> <th>ECTS Scale*</th> <th>% of successful students normally achieving the grade</th> <th>Definition</th> </tr> </thead> <tbody> <tr> <td>A</td> <td>10</td> <td>EXCELLENT – outstanding performance with only minor errors</td> </tr> <tr> <td>B</td> <td>25</td> <td>VERY GOOD – above the average standard but with some errors</td> </tr> <tr> <td>C</td> <td>30</td> <td>GOOD – generally sound work</td> </tr> <tr> <td>D</td> <td>25</td> <td>SATISFACTORY – fair but with significant shortcomings</td> </tr> <tr> <td>E</td> <td>20</td> <td>SUFFICIENT – performance meets the minimum criteria</td> </tr> <tr> <td>F</td> <td>-</td> <td>FAIL – some more work or considerable work required before the credit can be awarded</td> </tr> </tbody> </table> <p>* The ECTS grading scale equivalence is obtained based on the distribution of course unit grades in the three academic years prior to the one in which the student completed his/her course unit.</p>	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	D	25	SATISFACTORY – fair but with significant shortcomings	E	20	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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<p>Workload</p>	<p>At Nova SBE, each semester is divided into two trimesters:</p> <table border="1" data-bbox="363 974 1276 1198"> <tbody> <tr> <td rowspan="2">Fall Semester</td> <td>S1 – Semester long courses (7 ECTS)</td> </tr> <tr> <td>T1 and T2 – Trimester long courses (3.5 ECTS)</td> </tr> <tr> <td rowspan="2">Spring Semester</td> <td>S2 - Semester long courses (7 ECTS)</td> </tr> <tr> <td>T3 and T4 - Trimester long courses (3.5 ECTS)</td> </tr> </tbody> </table> <p>A semester long course takes place over a period of 12 weeks. A trimestral course runs for a period of 6 weeks. Courses consist of 3 to 4.5-hour weekly classes, which may be spread over one, two, or three sessions per week.</p> <p>1 ECTS credit at Nova SBE is equivalent to a total workload of 28 hours, which includes both contact hours and independent study.</p>	Fall Semester	S1 – Semester long courses (7 ECTS)	T1 and T2 – Trimester long courses (3.5 ECTS)	Spring Semester	S2 - Semester long courses (7 ECTS)	T3 and T4 - Trimester long courses (3.5 ECTS)															
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<p>Syllabi</p>	<p>Before acceptance, students may access the UNL's Course Catalog for small course descriptions. Please be aware that information available on this website may be outdated.</p> <p>After acceptance, syllabi are available on Moodle.</p>																					
<p>Assessment & Exams</p>	<p><u>Students are advised not to make travel commitments before checking their mid-term schedule.</u></p> <p>Assessment is defined by the course instructor and the method applied in second assessment may be different than the first one.</p> <p>In-class work will not be worth less than 50%, while exams can weigh from 30% to 70% of the final evaluation.</p> <p>Students may take a maximum of two resit exams per semester and are eligible for these if they have been enrolled in the course since the beginning of the semester. Students must enroll through NetPa, and if they fail to do so, a fine will be generated due to administrative processes.</p> <p>Students can also take one grade improvement exam per semester (associated cost of 15€) and is only applicable to those who passed their exams.</p>																					

Enrollment	<p>Incoming students can be enrolled in up to 31,5 ECTS, and there is no minimum number of ECTS required.</p> <p>Course enrollments are conducted on a specific platform, accessible to students through their Nova SBE credentials. Courses indicated by students on the nomination platform are not a formal enrollment.</p> <p>Students are encouraged to choose courses from the same year (1st, 2nd or 3rd years) to avoid scheduling conflicts, although it is not mandatory. After course enrollments, there is a period for changes (add/drop), during which students can adjust their course selection based on availability.</p> <p>At Nova SBE, course vacancies are limited, so we do not guarantee enrollments in specific or first choice courses. As such, students are advised to have alternative courses pre-approved by their home university.</p> <p>Students who need to take specific courses and/or are in the last semester of their degree must be made aware of this rule before applying.</p>
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Life at Nova	
Accommodation	Nova SBE has signed partnerships with companies that help foreign students find suitable accommodation in Lisbon or Carcavelos. Check out the Life at Nova Guide for more information.
Living Expenses	<p>Students' expenses in Lisbon will naturally depend on their living situation and their spending habits. We provide, however, an approximate estimate for an average student below (values per month):</p> <ul style="list-style-type: none"> - Accommodation: 450€ to 850€ - Meals: 180€ to 200€ - Books/Supplies: 50€ - Public Transportation: 30€ to 40€ - Leisure: 80€ to 150€
Health Insurance	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 encouraged to have health insurance coverage for the whole period in Lisbon .
Visa Request	<p><u>Do not enter Portugal with a Tourist Visa as you may not be able to renew it.</u></p> <p>Portuguese Visa processing can take anywhere from two weeks to up to three months, so it is advisable to start your visa application as soon as you receive the Acceptance Letter.</p> <p>Due to the regulations in place for Visas, Residence Permits and data protection laws, the school's action in these procedures is very limited.</p> <p>For more detailed information on Visa processes, check out the Life at Nova Guide.</p>

Campus Life	
Facilities	Incoming students have access to an extended list of facilities , such as our Library and Documentation Centers, Wi-fi access throughout the main buildings, Cafeterias, Canteen and Study Rooms . Our campus also offers other services such as private medical facilities and access to Santander Bank . Several Student' Organizations and Clubs are also open to Incoming Students.

Academic Calendar 2026/27

July 14th to July 16th '26	Enrollments for Fall '26 Courses
July 28th to July 30th	Add/Drop
August 26th to August 28th	Add/Drop
August 25th to August 27th	<i>Welcome Week</i>
August 31st to December 4th	S1 Classes - 2 nd and 3 rd Year courses
August 31st to October 12th	T1 Classes - 2 nd and 3 rd Year courses
September 8th to December 4th	S1 Classes - 1 st Year courses
September 8th to October 16th	T1 Classes - 1 st Year courses
October 14th to October 20th	T1 Regular Exams - 2 nd and 3 rd Year
October 19th	T1 Regular Exams - 1 st year courses
October 22nd to December 4th	T2 Classes - 1 st , 2 nd and 3 rd Year courses
December 7th to December 21st	S1 & T2 Regular Exams - 1 st , 2 nd and 3 rd Year courses
January 5th to January 16th '27	Resit Exams - 1 st , 2 nd and 3 rd Year courses
January 5th to January 7th	Enrollments for Spring '27 Courses
January 27th and January 28th	Add/Drop
January 29th	<i>Welcome Day</i>
February 1st to May 14th	S2 Classes - 2 nd and 3 rd Year courses
February 1st to March 16th	T3 Classes – 2 nd and 3 rd Year courses
February 2nd to May 14th	S2 Classes – 1 st Year courses
February 2nd to March 16th	T3 Classes- 1 st Year courses
March 18th to March 25th	T3 Regular Exams - 1 st , 2 nd and 3 rd Year courses
April 5th to May 14th	T4 Classes – 2 nd and 3 rd Year courses
April 6th to May 14th	T4 Classes- 1 st Year courses
May 17th to June 2nd	S2 and T4 Regular Exams - 1 st , 2 nd and 3 rd Year courses
June 14th to June 23rd	Resit Exams - 1 st , 2 nd and 3 rd Year courses

Note:

The academic calendar may suffer alterations. Exams, midterms, tests and presentations can be scheduled on Saturdays. Midterm exams calendar will be available at the beginning of the semester on Moodle. Make-up days are scheduled to make up for classes that have been scheduled on National holidays. Students are advised not to make travel commitments during the midterm season and exam period before confirming their midterm and exam schedules. Please check the exam calendar before course enrollment. **Exams will not be rearranged.**