

Fact Sheet: Master level (2nd cycle)

School address:	Nova School of Business and Economics International Office Campus de Campolide 1099-032 Lisboa Portugal
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Language of Instruction:	All Master courses are taught in English. Students are expected to be fluent in oral and written English.

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<p>Courses:</p>	<p>The Masters courses are available on the website at the following links:</p> <p>Economics: http://masters.novasbe.unl.pt/programme-details-economics/electives</p> <p>Management: http://masters.novasbe.unl.pt/program-details-finance/electives</p> <p>Finance: http://masters.novasbe.unl.pt/program-details-finance/electives</p> <p>This links are only for general information. Updated information will be sent by the International Office.</p> <p>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. In this way, 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.</p> <p>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 platform to which the student will have access with a username and password.</p>
<p>Workload and Assessments:</p>	<p>Workload</p> <p>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.</p> <p>Type of courses offered:</p> <ul style="list-style-type: none">• 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. <p>The limit of ECTS one exchange student is allowed to enrol at is 32.</p>

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Assessment Methods

Students' course evaluation is conducted on an individual basis, and final grades are on a **scale of 0 – 20**. Academic courses approval requires that the final grade is equal to or more than 10.

Each course's evaluation can be based on the student's participation in class, coursework, classwork, tests, examinations and other evaluation, according to rules defined by the Course Instructor at the beginning of the academic period, in the course syllabus.

The weight of all individual in-class written work cannot be less than 50%. The weight of the exam's grade cannot be less than 30% and not more than 70%. 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).

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

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<p>Portuguese Language Course:</p>	<p>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.</p> <p>Classes are held in its facilities located at Av. de Berna, n. 26–C, P–1050 LISBOA. More information at: http://www.fcsh.unl.pt/clcp/Erasmus/erasmus_en.html .</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.</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 university holds only a very limited number of vacancies in its on-campus student dormitory (Residência Alfredo de Sousa).</p> <p>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: 250€ - 400€/month • Meals: 150€ - 200€/month • Books/Supplies: 50€/month • Transportation (bus, train, metro): 36€/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>

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	<p>Other students are strongly recommended to have a health insurance covering the whole period in Lisbon.</p>
Facilities:	<p>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.</p>

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How to get to Nova SBE!



Annex

Academic Calendar 2016/2017:

Fall

08 September 2016	Welcome Meeting for Exchange Students
12-14 July 2016	Enrolment in courses (Bidding)
1st half/ full courses: 09-15 September 2016 2nd half: 31 Oct - 07 Nov 2016	Changes on course enrolment
07 September 2016 – 12 December 2016	Classes (Full courses)
1st half: 07 Sep 2016 – 18 Oct 2016 2nd half: 28 Oct 2016 – 12 Dec 2016	Classes (Half courses)
1st half: 21 – 27 October 2016 2nd half/ full courses: 14 - 22 December 2016	Exam Period

Spring

09 February 2017	Welcome Meeting for Exchange Students
December 2016 - tba	Enrolment in courses (Bidding)
1st half/ full courses: 03-09 February 2017 2nd half: 28 Mar – 03 Apr 2017	Changes on course enrolment
01 February 2017 – 16 May 2017	Classes (Full courses)
1st half: 01 Feb 2017 – 15 Mar 2017 2nd half: 27 Mar 2017 – 16 May 2017	Classes (Half courses)
Tba	Make up classes
1st half: 18 - 24 March 2017 2nd half/ Full courses: 19 – 27 May 2017	Exam Period

Note: Make-Up Days are scheduled in order to make up to classes that have been scheduled on National holidays. Classes will be offered at the same time and room.