

OPENING NOTICE

Bachelor's Degree in Economics | Bachelor's Degree in Management

Holders of other Higher Education Courses

Institution Organizational Unit:	UNL Nova SBE	Academic Year	2025/2026
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1. **Vacancies in Economics** : 2 **Vacancies in Management** : 2

2. Access and entry conditions:

2.1 Hold one of the following degrees/courses :

- bachelor's, master's or doctoral degree obtained from a Portuguese higher education institution;
- bachelor's, master's, or doctoral degree from a foreign higher education institution, officially recognized in Portugal under Decree-Law No. 66/2018, of August 16, as currently worded;
- general nursing and/or kindergarten educators discontinued degrees and prove simultaneously that have completed a secondary education course, complementary secondary education course or a 10th or 11th year of schooling

2.2 Other conditions :

- Have knowledge of the English language (minimum recommended level B2).
- Not being covered by the international student status.

3. Seriation Criteria

a. Quantitative Background (FQ) - 20%:

- The quantitative training completed in the previous program by the student will be graded on a scale of 1 to 3 and will take into account the school where the program was completed, the number of subjects in the area of quantitative methods in which the candidate passed and the respective grade. The score for this criterion will be the arithmetic mean of the scores given to the 3 items being assessed, rounded to the nearest unit.

Scoring	1	2	3
Subjects (relevant program content)			
≥ 3 quantitative methods courses			X
1 or 2 quantitative methods courses		X	
0 quantitative methods courses	X		
Classification			
Grade equal to or higher than 14 on average in quantitative methods subjects			X
Grade between 10 and 14 on average in quantitative methods subjects		X	
Failure in all subjects or absence thereof	X		
School			
School in the Financial Times Ranking of Business Schools			X
School with one of the following accreditations: EQUIS or ACCSB		X	
Other schools in the area of Economics and Management	X		
School of Engineering, Science and/or Technology or other areas will be evaluated by the jury			

b. Final Course Grade (CFC) - 20%:

Rating between 0 and 20 values.

Note: in the case of classifications on a foreign scale, the classification conversion formula published by CNAES applies.

c. Interview (E) – 40%:

- Rating between 0 and 100% for each item under evaluation, where 100% is excellent; 75% is good; 50% is sufficient; 25% is insufficient; 0% is non-existent. The score for this criterion will be the arithmetic mean of the scores given to the 4 items under evaluation.
 - Personal Attitude and Communication
 - Motivation and academic goals
 - Relevant knowledge and skills
 - Contribution of the program to the professional path

d. Seniority of the Access Qualification (AHA) - 10%:

- Preference will be given to candidates with the fewest years since obtaining their access qualification. A discrete grade between 1 and 4 will be assigned according to the table:

Completion date	Scoring
≤ 1 year	4
> 1 year and ≤ 2 years	3
> 2 years and ≤ 3 years	2
> 3 years	1

3. Delay in Program Completion (DCC) - 10%:

- Preference will be given to candidates who have completed the access qualification within the expected time. Classification between 0 and 1.

DCC = Years expected to complete the program/Years it took the candidate to complete the program

4. **Final Grade** : The minimum final grade (F) for admission is 70% and is determined by the following formula:

$$F = 20\%*(FQ/3)*100 + 20%*(CFC/20)*100 + 40\%*E + 10\%*(AHA/4)*100 + 10\%*DCC*100$$

5. **Tie**: Whenever, after applying the ranking criteria, two or more candidates, in a tie, compete for the last available place, the candidate with the highest score in the interview will be admitted. If the tie persists, the order of applications will be applied, and the candidate who applied first will be selected.

6. **Application Options**: Candidates are allowed to submit a 2nd application option for another cycle of studies (undergraduate degree) at Nova SBE, which will only be considered if the candidate is "admitted not placed", "rejected", "excluded" in the 1st option indicated.

7. **Formalization of applications**: exclusively *online*, through the form available on the Nova SBE institutional website. In the same academic year, you can only apply for enrollment and registration through one of the special competitions.

7.1. **List of mandatory documents** (under penalty of exclusion) for the application process:

- Photograph (passport type);
- Photocopy of the candidate's identification document, with due consent for data processing - *In case of opposition to the reproduction/copy of the identification document, the document must be presented in person to the Nova SBE Admissions team, within the deadline established for the application, indicating the reason for submission (application for the competition).*
- Declaration of honor attesting to having the level of English required to attend classes in English - *Available on the application form.*
- Academic and professional CV (Curriculum Vitae) in English ;
- Explanatory letter of the candidate's motivations in English – *Present the reasons why the candidate wishes to enroll in the program they are applying for, the skills they believe they possess to successfully complete it, how the program can enhance their existing knowledge and contribute to their professional development, and their career aspirations;*
- Qualification certificate(s) - *Must contain the curricular units that the candidate has completed (passed), with the respective names, ECTS credits and grades. The qualification certificate must clearly indicate the candidate's name, course name, degree and institution of origin.*
- Declaration with the normal duration of the program of origin and/or Program Regulations published in the Official Gazette;
- Declaration, under oath, that they are not covered by the international student status - *Available on the application form.*

7.2. **List of optional documents for the application process:**

- Other documents (diplomas, qualification certificates, letters of recommendation) that the candidate considers useful to demonstrate his/her qualifications;

7.3. **Application process procedure**: by completing the application form online and uploading the required documents. The original documents may be requested at any time for verification. The translation into Portuguese or English of documents whose original language is not Portuguese or English is mandatory and must be carried out by a translator recognized by the Portuguese diplomatic representation or duly certified by the competent authorities for this purpose. This certification applies to the content of the translation and the signatures of those involved in the acts in question. All documents must be placed on the application platform; documents submitted by email or any other method will not be accepted.

8. **Notifications**: These are sent to candidates at the email address provided when applying. Candidates are responsible for regularly checking their email, including spam, trash and junk folders, and for ensuring that any clarifications are received by the due date.

9. **Payment of application**: The application fee is €70 (non-refundable). Payment must be made using the payment methods provided by the application platform. Only applications for which payment has been made within the established deadline will be considered valid.

10. **Calendar**:

Application ¹	from June 2, 2025 to June 6, 2025
Publication of candidates admitted to the Interview (Provisional)	June 12, 2025
Complaints ²	from June 12, 2025 to June 26, 2025
Publication of candidates admitted to the Interview (Final)	June 30, 2025
Interview (in person at Nova SBE Campus)	July 1, 2025
Results Announcement (Provisional)	July 7, 2025
Complaints ²	from July 7, 2025 to July 21, 2025
Results Announcement (Final)	July 25, 2025
Registration and enrollment ³	to be defined

¹ The competition will open at 10am on the first day and close at 5pm on the last day, Lisbon local time.

² Candidates may exercise their right to complain by sending a written request to studyatnova@novasbe.pt with the subject "complaint" and indicating the competition/course to which it refers.

³ Registration and enrollment must be completed using the link provided to "Admitted and Placed" candidates. "Admitted and Placed" candidates who do not enroll within the established deadlines will be prevented from enrolling after the deadline.

10. Jury: Prof. Vasco Santos (who presides), Prof. Leonor Rossi; Prof. Áurea Quintino

11. Regulation: This notice does not exempt you from reading the full regulation, which you can consult [here](#).

12. Information and clarification: studyatnova@novasbe.pt

13. Crediting: In accordance with the credit regulations in force at Nova SBE.

Nova SBE, May 2025



Ana Balcão Reis

Vice-Dean for Degree Programs