

# Student Handbook

## General Information

Degree Programs

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2025/26



\* Please note that the information in this handbook may suffer slight changes throughout the year, so it is important that you check the version available on the [Bachelor's Programs SharePoint](#).

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# Contents

## I. Welcome Message for students

## II. 10 Tips to make your experience a success

## III. Academic structure & credits

- Credit transfer

## IV. How to enroll in courses

- Enrollment and Add & Drop Periods

## V. Assessment

- Course Assessment
- Midterms & Exam Regular Period
- Resit Exams Period
- Grade Improvement
- Special Exam to Graduate
- Final Grades
- Feedback and Final Exam Revision
- Course and Faculty Evaluation

## VI. Student Statuses

- Specific Educational Needs

## VII. Rules of Conduct

- Conduct in the classroom
- Confidentiality of Information
- Honor Code

## VIII. Academic Probation and Interruption of Study

## IX. Career Services @ Nova SBE

## X. Active Citizenship Certificate

## XI. Tuition Fees and Other Payments

- [Tuition fees and Payment deadlines](#)
- [Minimum Tuition Fee / Additional Semester Fee](#)
- [Late Payments](#)
- [Extra charges](#)
- [Fee Chart](#)

## **XII. [Support Services](#)**

- [Bachelor's Support Team](#)
- [Life at Nova SBE](#)

## **XIII. [Governance](#)**

- [Vice-dean for Degree Programs](#)
- [Bachelor's Director](#)
- [Academic Directors](#)
- [Pedagogical Council](#)

## **XIV. [Completing the bachelor's degree](#)**

- [Documents after graduation](#)
- [Grade Point Average \(GPA\)](#)

## **XV. [After the bachelor's degree](#)**

- [Masters at Nova SBE](#)

# I. Welcome Message for students

Welcome to **Nova School of Business & Economics**, on our campus in Carcavelos!

Nova School of Business & Economics is an open community of insight and enterprise dedicated to the creation of inspiring talent and meaningful solutions to improve and transform the world.

Our programs will help you discover where you can excel and have a meaningful impact; obtain the know-how and an attitude that breeds achievement, and, ultimately, foster your individual and collective potential. We believe that we must stay at the forefront of innovation, sustaining excellence and rigor while preparing the leaders of tomorrow.

Learn, grow, and be happy here at Nova SBE!

## **To the new students:**

Congratulations! You are now a Nova SBE student. This is surely the result of all your effort and hard work, but it is also due to those who supported you on the journey: your family, your teachers, and your friends. So, take full advantage of the opportunity that is being given to you.

At Nova SBE, you will benefit from rigorous teaching focused on helping you to acquire scientific and technical knowledge and developing your soft skills to ensure complete education. You will also be surrounded by an international environment, with colleagues and faculty from all over the world, which will help you grow as individuals and professionals.

During the next few years, there will be many challenges. But don't forget that we are here to support you in many ways. So, together, let's turn these challenges into learning opportunities!

Enjoy your years at Nova SBE! And let the adventure begin!

## **To all students:**

Our mission is to support you in your preparation to be excellent professionals as well as active and participative citizens concerned with building a better world. It depends on you, through your work, effort, and attitude toward colleagues, teachers, and all the people who will work beside you through these years, to make the best of it.

Make sure you merge your studies with other activities in and outside Nova SBE – do volunteer work, sports activities, collaborate with the Nova SBE Students' Union, or join a student club with activities that can impact the world. Open your horizons to new opportunities, look for an internship in Portugal or abroad, and learn what the job market is like and what areas best fit your profile.

In this handbook, you will find all the relevant academic information about your degree, such as calendars, procedures, and regulations. We tried to make the information as clear as possible, so please come back to this document whenever you have a question.

As always, we are open to hearing your insights and suggestions so we can continue to grow boldly.

We wish you a great academic year!



**Professor  
Pedro Oliveira**  
Dean



**Professor  
Pedro Gardete**  
President of the  
Scientific Council



**Professor  
Filipa Castanheira**  
President of the  
Pedagogical Council



**Professor  
Paulo Côrte-Real**  
Academic Director for the  
Bachelor's in Economics



**Professor  
António Marinho Torres**  
Academic Director for the  
Bachelor's in Management

## II. 10 Tips to make your experience a success

### 1. THIS HANDBOOK IS ESSENTIAL

Students are responsible for knowing all the rules and requirements of their degree described in this Handbook, the Academic Calendar, and the rules that apply to each course they are enrolled in (available on the Moodle page of each course). Not knowing these rules does not revoke their applicability.

### 2. WE ARE HERE TO HELP YOU

All your issues should be solved in the Student Central (located at the Hovione Atrium). The Bachelor's team and your Student Advisor will always make sure that they're available to listen to any issues you may have and are ready to help you.

### 3. PLEASE CHECK YOUR EMAIL AND SHAREPOINT

It is fundamental that students check their institutional email frequently, as well as [the Bachelor's SharePoint](#), since these will be the primary means of communication used.

### 4. BE RESPONSIBLE

Before the beginning of the semester, students should confirm the courses they are enrolled in, their schedules, and keep all proof of registration.

### 5. EXCHANGE

Credits obtained with the Exchange program will only be acknowledged after the credit transfer of those courses has been requested and accepted.

## **6. ENROLL IN THE EXAM PERIOD**

Taking exams during the resit or special exam period is only possible if students are enrolled in that exam. Exams that are taken without enrollment will not be accepted.

## **7. INTEGRITY AND HONESTY ARE CRUCIAL**

Students must maintain high levels of integrity and honesty, respecting staff, colleagues, and faculty. Please read the Honor Code and the Code of Conduct in this manual. Nova SBE is extremely rigorous in the application of these codes.

## **8. FULFILL YOUR COMMITMENTS**

Students are responsible for checking their financial obligations, namely the deadlines for paying tuition fees under the established payment plan. Enrollments and issuing documents will only be possible after the school tuition fee is paid.

## **9. GET INVOLVED IN THE NOVA SBE COMMUNITY**

The students' participation in the school's social activities is strongly advised, as well as creating new activities.

## **10. WE HELP YOU BUILD YOUR CAREER**

The **Careers @ Nova SBE team** supports students and recent graduates in navigating the challenges of their professional journey through personalized counseling, career development programs, and professional skills modules. The team also serves as a bridge between students and organizations. Be sure to get in touch with them: [Nova SBE Career Services - Home](#)

# **III. Academic structure & credits**

1. Bachelor's degree programs are intensive, full-time programs, requiring students to attend classes regularly and complete all mandatory assessments. Courses generally run from Monday to Friday (with one day off classes, whenever possible). Exams and midterms may take place on Saturdays.
2. The programs are structured by semesters, with each course assigned a specific number of ECTS (European Credit Transfer and Accumulation System) credits. Upon successful completion of a course, the corresponding ECTS credits are awarded to the student.
3. The academic year is divided between:
  - Fall semester (S1) – Trimester 1 and Trimester 2 (T1, T2)
  - Spring semester (S2) – Trimester 3 and Trimester 4 (T3, T4)

4. The Academic Calendar contains important dates associated with your academic program. It includes the semester classes periods, regular exam and resit periods, holidays, make-up classes, etc. Please note that this Calendar may be subject to last-minute changes. You can find the Academic Calendar on [Sharepoint](#).
5. Courses are divided into two types: mandatory and elective courses. Mandatory courses represent core subject areas of the degree program. Elective courses offer students a valuable opportunity to deepen their knowledge in specific areas aligned with their interests and career aspirations.
6. The course syllabus provides details about the course content, assessment methods and weights, and recommended reading. It also includes the instructors' contact email. Syllabi are made available by each course instructor on [Moodle](#). For information on courses offered, please consult the Handbook for your program.
7. Each semester there will be full semester courses and half semester courses. A full course is normally worth 6 or 7 ECTS and takes place over a period of 12 weeks. A half course is generally worth 3 or 3.5 ECTS for a period of 6 weeks.
8. The courses consist of 3 to 4.5-hour weekly classes, which may be spread over one, two, or three sessions per week. Each course may follow a different class format, including the following:
  - **Theoretical (T) classes**, which always have a corresponding **Practical (P) class**. For example, if a course has a "TX" (Theoretical) class, the corresponding Practical class will be labeled "Pxxx". If the Theoretical class is labeled "TXA", the corresponding Practical class will end with "A" (e.g., P101A, P102A...).
  - **Theoretical-Practical (TP) classes**, which combine both theoretical and practical elements in a single format. These classes are labeled "TP" (e.g., TPA, TPB...).
  - If a class is taught in **Portuguese**, its code will end with **"PT"** (e.g., TPAPT, TXAPT, PXXXAPT...)
9. For the Ocean Studies degree, all courses are taught exclusively in English. In the Economics and Management degrees, most courses are also offered only in English, especially from the second year onwards. Therefore, a B2 level of English (according to the CEFR) is recommended.
10. First-year students from Economics and Management can choose from **one of the three language tracks**.
  - a. **English language track** (all courses taught in English),
  - b. **Portuguese language track** (all courses taught in Portuguese),
  - c. **Mixed language track** (all courses taught in English, except for Calculus I, Calculus II, Data Analysis and Probability and Linear Algebra with Programming, which are taught in Portuguese).

11. Each semester, students may enroll in up to 35 ECTS. However, students are advised to enroll in a maximum of **30 ECTS per semester**. Only students who have completed at least 135 ECTS and meet the graduation requirements may exceed this limit, up to a maximum of 45 ECTS.
  - a. Non-curricular courses are eligible for this limit
  - b. Grade improvements, curricular internships, summer schools, and other courses out of the class period are not included.
12. Students must register for a **minimum of 6 semesters to graduate and acquire a minimum of 180 ECTS** (European Credit Transfer System) credits and a **maximum of 195 ECTS**.
13. If a **student exceeds the 195 ECTS limit**, the following rules determine which courses are considered extracurricular:
  - a. **Extra Modules:** Courses that are not required for graduation and allow the student to reach 195 or fewer ECTS are considered extracurricular first.
  - b. **Courses Outside the Scientific Area:** For courses outside the student's scientific area, the ones with the lowest grades are considered extracurricular. If the student has the same lowest grade in courses worth 7 and 3.5 ECTS, the course that brings the total to 195 or fewer ECTS is prioritized, with a preference for the 3.5 ECTS course if possible.
  - c. **Courses Within the Scientific Area:** For courses within the student's scientific area, the ones with the lowest grades are considered extracurricular. Similar to the previous criterion, if the lowest grade is the same for courses worth 7 and 3.5 ECTS, the course that brings the total to 195 or fewer ECTS is prioritized, with a preference for the 3.5 ECTS course if possible.
14. **Students must consult their program's Handbook to understand the Study Plan and the requirements for graduation eligibility.**

## Credit Transfer

All students may request credit for courses completed at other institutions, **up to a maximum of 30 ECTS**, upon entering the university.

1. The ECTS credits and grades obtained at the previous institution will be recognized and considered in the student's academic record at Nova SBE. Students are advised to consult the **Regulation for Crediting Academic Education and Professional Experience** ("[Regulamento de Creditação de Conhecimentos Académicos e Profissionais](#)"), available on [Nova SBE's website](#).
2. The following rules apply to the credit transfer process (after acceptance at Nova SBE):
  - a. First-time students at Nova SBE must submit their credit transfer request within 30 days of enrollment.

- b. Credit transfer requests can only be submitted once.
  - c. For students seeking credit courses approved to fulfill internationalization requirements, the deadline is extended to up to six months after the end of the exchange program.
  - d. Double accreditation is not allowed. Courses that were completed to fulfill the requirements of another degree cannot be credited towards this degree.
3. Students may request a waiver for mandatory courses. A waiver will be granted if the syllabus of the completed course covers at least 80% of the content of the corresponding course offered by Nova SBE.
  - a. To obtain a waiver in a course at Nova SBE, it must be originally worth at least 6 ECTS (except for those that are worth lower ECTS).
4. What should students do to apply for ECTS credit transfer:
  - a. Students must fill in the request form available on [SharePoint](#) and submit it to the Bachelor's Team within the deadlines, along with the Syllabus of the course.
  - b. Students are encouraged to read the [Guidelines for Request for Knowledge Creditation of Credits Earned](#), available on the Nova SBE website.
  - c. To begin the credit transfer process, students must pay a fee listed in the [Fee Chart](#). If the request is approved, an additional fee will apply for each ECTS credit exceeding 4 ECTS.
  - d. Once the request has been thoroughly reviewed, students will be notified of the outcome by email.

## IV. How to enroll in courses

### Enrollment and Add & Drop Periods

1. First-year students will be automatically enrolled in the recommended first-semester courses. Students will be allocated to courses and respective terms and class sections. These cannot be changed. From the second semester onwards, students are responsible for enrollment.
2. To access the enrollment platform, students must have **no outstanding tuition fees to use the enrollment platform**. Students should access [Netpa](#) to settle any missing payments.
3. Students can enroll in up to a **maximum of 35 ECTS** (although **the recommended would be 30 ECTS**) and finalist students (with 135 ECTS approved) can enroll in up to a maximum of 45

ECTS during the Add & Drop period. However, **please note that this is a very heavy workload**.

4. Enrollments for each semester start with an **Enrollment Period** followed by **Add & Drop** phases.
5. During the regular [Enrollment](#) Period, students will be choosing courses, not schedules nor course instructors. During this phase, the system generates the most optimized version of each student's schedule based on their course selections and class availability. The assigned schedule will never include overlapping classes, which means that not all requested courses may be assigned. This phase is not competitive; students can enter and modify their choices at any time until the end of the enrollment period.
6. The second enrollment period is called [Add & Drop](#), which allows students to adjust their course enrollment if needed. If you were not enrolled in some of the courses you selected during the initial Enrollment Period, this may be due to schedule overlaps or a lack of available slots. During Add & Drop, students can also change courses or class sections, depending on availability and course prerequisites.
7. **Students who missed the initial enrollment period should use Add & Drop to enroll.**
8. The Add & Drop period is dynamic, meaning that slots may become available as students adjust their course selections. While no slots may be available initially, a single student dropping a course can open up a spot. This is a first-come, first-served process, so be prepared and have alternative options ready in case your top choices are unavailable. Students should also be aware that making changes during this period carries some risks—if you drop a course, you might not be able to re-enroll later.
9. You can check the schedule for each class on the “Academic Year 2025-2026” folder on [SharePoint](#) and verify the available slots in real-time.
10. After the Add/Drop period closes, changes to class enrollments are not permitted. For exceptional cases (such as proven medical interventions or student statuses), students must send a request via [form](#). These cases will be reviewed by the President of the Pedagogical Council.

## V. Assessment

### Course Assessment

1. Student knowledge is assessed individually, with results graded on a scale from 0 to 20. A passing grade is 10 or higher, based on the final overall grade. Certain courses or modules may use a pass/fail grading system.

2. The course instructor defines the evaluation method of each course, and it should be announced at the beginning of the semester in the Syllabus, which is available on [Moodle](#).
3. Final grades are determined using the following weighting criteria:
  - a. **Final Exam** – This is mandatory and covers the core content taught throughout the course. It must account for 30% to 70% of the final grade.
  - b. **Continuous Assessment** – This may include class participation, group projects, midterms, and/or other assignments.
4. In-person individual written evaluations (such as final exams and midterms) must account for **at least 50%** of the total grade, except in the following courses: *Communication and Leadership* and *Managing Impactful Projects*.
5. If a student misses a mandatory evaluation due to a legitimate reason, the student must:
  - a. Submit a request form (available on [SharePoint](#)) within **24 hours**, along with a formal report clearly explaining the situation (e.g. health-related issue).
  - b. If the Pedagogical Council accepts the justification, it is up to the course instructor to decide how the student missed evaluation will be compensated, in accordance with the general criteria established by the Scientific Council.
  - c. Students that have missed the regular exam period, may have access to an additional resit exam. This period is stated in the Academic Calendar, and the exams calendar is also shared on Sharepoint. As such, students should be prepared to do their exams within the dates of the Resit exam period.
6. Each semester includes two exam periods: the regular exam period and the resit exam period. Refer to the exam calendar on [Sharepoint](#) for specific dates.
7. Students are responsible for verifying that their final grade has been published within six months of the exam date. Final grades are available on **Netpa** (the student's personal area). No changes will be accepted if an objection is submitted after this six-month period.

## Midterms & Exam Regular Period

1. Final exams for semester-long courses are scheduled at the end of each semester, while trimester courses have their exams at the end of the respective trimester.
2. Trimester courses may include a midterm assessment, while semester courses typically include one or two midterm evaluations.
3. Only one final exam date is offered per course. In exceptional circumstances, students may be eligible to take a Special exam. (See the section [Special Exam to Graduate](#) for more details)
4. Students who enroll in courses at the beginning of the semester are automatically registered

for regular exams.

5. The exam calendar is set at the beginning of each semester and made available on SharePoint.
6. Students who arrive late for an exam will not be granted extra time. All students must complete and submit their exams simultaneously.

## Resit Exams Period

1. To be eligible for resit exams, students must have been enrolled in the course at the beginning of the semester and must not have passed the course.
2. To take a resit exam, students must enroll through **Netpa**. Students who do not enroll within the specified deadlines will not be allowed to take the exam.
3. Students may take a maximum of **two resit exams per semester**.
4. Students with different academic statuses should contact the Student Advisors Team for detailed information regarding the number of resit exams allowed per semester and the enrollment procedures.
5. The evaluation method for each course is outlined in the **syllabus**, available on **Moodle**.
6. See below the rules for the Exam Period:

EXAM PERIOD	WHEN	WHO HAS ACCESS	EVALUATION METHOD
<b>Regular Period:</b> - Regular exams & Grade Improvements	Oct (T1), Dec. or Jan. March (T3), May & June	All Students	Continuous evaluation and Final Exam
<b>Resit Period:</b> - Resit exams & Grade Improvements	Jan & June	All students (maximum of 2 exams per semester) Statuses' Students (check with Student Advising the maximum exams)	Final exam with or without continuous evaluation*

\*The type of final assessment is decided by the Course Instructor of each course.

## Grade Improvement

1. Students can enroll for grade improvement in the regular or the resit period if they do it in the two semesters after approving the course. Students should enroll during the period that will be communicated via [sharepoint](#).
2. The grade improvement has a 15€ cost that should be paid through Netpa right after the

enrollment for the grade improvement. This fee is not applicable to SAS scholarship holders.

3. For students who have participated in the Exchange program, the deadline is extended for one more semester (three semesters in total).
4. If a course is offered only in one semester, the deadline is extended for one more semester.
5. Students have access to three grade improvements during their Bachelor's degree.
6. Repeating grade improvements in the same course is not allowed.
7. To make grade improvements during the regular period, enrollment must take place within the stipulated dates: before the beginning of the semester for continuous evaluation or by the end of the trimester/semester otherwise, depending on the duration of the course.
8. Students can enroll in grade improvement during the resit period of the same semester in which they passed the course, provided they meet the deadlines mentioned on [Sharepoint](#).
9. During the exchange semester, students cannot make grade improvements at Nova SBE.
10. Grade improvements in another institution (exchange/change of institution/course) are not allowed.
11. For students who enroll and complete an exam as grade improvement and are unable to obtain a higher grade, the highest grade achieved is the one that will be calculated for the final Grade Point Average (GPA). Nevertheless, in this case, the grade improvement will be deducted from the three allowed per degree.
12. If students decide to withdraw from grade improvement, they will not be reimbursed.
13. If students want to withdraw from a grade improvement and don't want it to be deducted from the allowed number of grade improvements, they must inform the Bachelor's Team ([bachelors@novasbe.pt](mailto:bachelors@novasbe.pt)) before doing the first mandatory evaluation moment of the course. However, as mentioned in point 12, students will not be reimbursed.
14. If students enroll in grade improvement during the regular period (for continuous evaluation), it will only be possible to change to the resit period if the type of evaluation stipulated in the Syllabus allows it. If so, students must submit a formal request to [bachelors@novasbe.pt](mailto:bachelors@novasbe.pt) before the start of the regular exam period. By not complying with this last rule, students will not be allowed to change the evaluation period, and the grade improvement will be deducted from the established limit.
15. Grade improvement can be made by students who have finished their degree a year after graduating if they have not requested that the final certificate be issued, which officially concludes the degree.
16. Grade improvement exams are not calculated for the limit of two resit exams.
17. The number of credits (ECTS) associated with grade improvement is not included in the limit that a student can do per semester.

## Special Exam to Graduate

1. The Special Exam is available exclusively to students who are about to graduate and have a maximum of two pending courses in which they were previously enrolled during their program.
2. If a student has never enrolled in these courses is not eligible for the Special Exam.
3. Students must register for the Special Exam(s) through the General Requests Form, which can be accessed via [SharePoint](#). Students should submit the request before the deadline, which can be found on the same SharePoint page. Once the form is submitted, the student's case will be evaluated.
4. The Special Exam takes place in the semester following their last semester, until the end of September for Fall courses, or until the end of February for Spring courses. Any form submitted outside the timeframe established will not be considered.
5. To apply for a Special Exam, students are not required to pay tuition fee for an additional semester but must pay a "Special Exam fee". Fees for the Special Exam can be access at the [Fee chart](#).
6. The evaluation method is determined by the course instructor. Students may have the option to take a 100% exam-based evaluation during the regular exam period or, if the course syllabus does not allow for a full exam-based assessment, they will be required to follow the continuous evaluation method.
7. If students attempt their pending courses by doing a Special Exam during the normal exam period and fail, they have one last chance to retake them during the resit period by paying the "Special Exam Fee" again.
8. Students who fail the "Special Exam" must retake it in the following semester by paying the minimum tuition fee (national students), after submitting the request via [General Requests Form](#).
9. International students must pay the isolated course fee. If more than two courses are required to graduate, they must pay an additional semester's tuition.
10. Students who have been accepted into a Master's program at Nova SBE will be permitted to complete only one Special Exam. For more information, please contact [bachelors@novasbe.pt](mailto:bachelors@novasbe.pt).

## Final Grades

1. The recommended deadline for disclosing the final grades of each course is five days after the exam.
2. Grades are posted on Netpa. Once posted, students may use the review process period to

obtain clarification on marks received. The school does not release grades over the phone or by e-mail.

## Feedback and Final Exam Revision

1. Students are entitled to obtain feedback from the course instructors about their performance, grade, and to review their final exam.
2. Exam review dates normally occur five days after grade publication. It is the course instructor's responsibility to define and announce the date of the exam review.
3. If students don't agree with the exam result, they can request the course instructor to revise the exam if they justify the motives, up to two days after consulting it.
4. When a revision request is submitted, the entire midterm or exam will be reassessed, which may result in a higher or lower grade.
5. Revising exams out of the established period is not allowed unless a mutual agreement exists.

## Course and Faculty Evaluation

### COURSE EVALUATION SURVEY

At the end of each class period and before exams, students will be asked to complete an online survey about each course. Student feedback through surveys is crucial for improving courses and enhancing the effectiveness of course instructors.

The form includes questions about course instructors and the course itself, as well as additional space for comments and suggestions. These surveys are online and anonymous and will be sent to your institutional e-mail after each term/semester.

## VI. Student Statuses

There are various student statuses that may be requested depending on your individual situation. Each status comes with specific rights and responsibilities. You can find all relevant information on [SharePoint](#).

If none of the listed statuses apply to your situation, please contact us so that your case can be individually assessed. You can reach us at [bachelors@novasbe.pt](mailto:bachelors@novasbe.pt).

## Specific Educational Needs

We offer tailored support for students with specific educational needs, which may include access to information, academic accommodations, mobility assistance, and well-being support. Early identification is essential to ensure successful academic and social integration.

Students must submit their accommodation requests via the designated form on [Sharepoint](#) **before the start of the evaluation periods**. Each request is reviewed on a case-by-case basis, taking into account the documented diagnosis to ensure that the accommodations provided are appropriate for each student's needs.

For more information on how the Student Advisors can support you, please refer to this [Sharepoint page](#).

### Types of Arrangements

- **Additional time** - Allows for extended time during exams or assessments.
- **Spelling mistakes** - Accommodates students with specific spelling challenges.
- **Evaluation adjustments** - Includes options such as taking exams on a computer or adjusting lettering size.
- **Extra materials** - Provides support with additional materials, such as a lamp or magnifying glass.
- **Additional accommodations** - Students can indicate further needs, and advisors (through the Pedagogical Council) will analyse and consider additional accommodations.

## VII. Rules of Conduct

### Conduct in the classroom

Students must attend and participate in all classes that they are enrolled in.

For all students to benefit from the learning experience, it is required that they comply with the following rules in the classroom:

1. **Punctuality:** Course Instructors may prohibit students from entering class when they arrive late.
2. **Preparing classes and participating in discussions:** Active participation demands that students prepare case studies and other projects and participate in discussions with pertinent observations. Remember: class participation may be evaluated.

3. **Mobile phones** should be switched off until the end of the class.
4. **Using laptops and other electronic devices in classrooms** is up to the course instructor's approval.
5. **Compliance with all the rules mentioned above** may be used and reflected in the course's final grade. In addition, course instructors can expel any student who is not complying.

## Confidentiality of Information

### 1. Confidentiality of Information

All the information in the videos shown in classes, comprising all content, image, sound, and any other information disclosed to students by course instructors or Teaching Assistants (TAs), is protected and confidential. This information is only available for Nova SBE students and their studies. It cannot be copied, reproduced, or shared in Portugal or abroad unless there is authorization to do so, in writing, by the course instructor or TA.

### 2. Classes might be recorded

Classes in which you participate might be recorded. These recordings will be stored in Microsoft Teams or Moodle, which comply with the General Data Protection Regulation requisites. The data will only be shared among Nova SBE students and will be stored for a period, after which it will be deleted.

## Honor Code

Please read the Honor Code below. It outlines the expectations, rights, and responsibilities of every student at Nova SBE.

Intellectual pursuit requires academic integrity, a fact that must be understood and upheld by all members of higher-learning institutions. This code defines the rules that must be observed to guarantee that the student body of Nova School of Business and Economics (Nova SBE) preserves the academic integrity of its work.

1. The following rules substantiate widely accepted standards of academic integrity:
  - a. Not copying somebody else's academic work, notably while taking an in-class, take-home or online assessments and exams, or if applicable, dissertations.
  - b. Using only authorized materials when taking an in-class or take-home exam.
  - c. Working with others when doing so improves the quality of everyone's work, except when this is explicitly forbidden or implicitly prohibited as a matter of common

practice.

- d. Sharing one's work and knowledge with others, except when doing so allows someone else to use one's work with the purpose of committing an academic integrity violation, either explicitly or by tacitly allowing the misappropriation of one's work when this misuse could have been foreseen. In particular, this rules out explicitly or tacitly allowing someone else to use one's work in breach of the previous three rules.
  - e. Not using mobile phones during exams, nor otherwise searching databases or the Internet for academic work or obtaining it from commercially or freely-offered services and submitting it as one's own after major or minor revisions.
2. Breaching the above-mentioned rules constitutes a violation of academic integrity and may result in the annulment of the examination or work thus affected. Moreover, it may lead to the awarding of a non-passing grade in the course where the violation took place and further result in the opening of a disciplinary process and the application of penalties by the Disciplinary Section of the University's Senate.
  3. Claiming ignorance of the rules spelled out in point 1, or that its breach took place without malice does not excuse the perpetrator(s) in any way. This notwithstanding, duly justified extenuating or aggravating circumstances may be weighted when deciding on an equitable penalty.

## VIII. Academic Probation and Interruption of Study

1. Academic Probation occurs when students do not meet the minimum ECTS in a pre-determined number of semesters. As a result, students are not allowed to enroll for a period of two academic semesters in any study cycle offered by Nova SBE, including the program in which they were enrolled, nor to enroll in isolated curricular units.
2. To avoid being placed on academic probation, students must meet the minimum progress standards outlined in the charts below. Please note that this requirement does not apply to students during their exchange semester.

**Study Plan 2022/2023 (enrollment after 2022/23)**

Minimum required progress	ECTS
After 2 semesters	21
After 4 semesters	56
After 6 semesters	95
After 8 semesters	135
After 10 semesters	Graduation

3. Academic Probation cases are evaluated every semester. Students are notified by email and will also have access to this information on Netpa.
4. Students may submit an official request to lift academic probation in response to the notification received.
  - a. The request should include a valid reason for not meeting the minimum ECTS requirements.
  - b. If the request to lift academic probation is accepted, students must enroll in the following semester. If students do not enroll, the annulment will lose its validity, and the students' enrollment will expire automatically.
5. When academic probation is lifted, academic progress is calculated from then on (see the minimum progress chart at the beginning of this section).
6. Students on academic probation have one opportunity to be reinstated after a minimum period of one year and no later than five years following unenrollment. Reinstatement applications deadlines are defined every year. All deadlines, as well as the rules of reinstatement, must be checked on [Nova SBE's website](#).
7. Students can suspend their studies for one semester but must maintain the annual enrollment and pay tuition. Suspended semesters are not considered when calculating academic progress. Students who wish to suspend their studies must officially communicate their intention via [form](#) to suspend studies before the beginning of the semester.
8. If students suspend their studies for more than one semester, they will have to apply for reinstatement.

## IX. Careers Services @ Nova SBE

1. The **Careers @ Nova SBE team** is available to support students with any issues related to recruitment processes or career management. The team operates an open-door policy, and career consultants are available to discuss any concerns related to entering the job market. Students can schedule a session through the [Career Services sharepoint page](#) or contact the team via email at [careers@novasbe.pt](mailto:careers@novasbe.pt). Some of the topics students may address include:
  - "How to choose what I want to do?"
  - "How to introduce myself to companies?"
  - "How to write a CV and motivation letter?"
2. **Personal and Curriculum Vitae data:** Students have the Nova SBE Career Center (or JobTeaser) Platform available during their bachelor's degree and up to five years after graduating. The platform promotes interaction between students and companies by making

job offers and events from various organizations available. Students must enroll through the [Job Teaser Platform](#) to access the multiple services available.

## X. Active Citizenship Certificate

To promote awareness and engagement in social and environmental impact, Nova SBE offers the **Certificate of Active Citizenship**, which will be reflected in the **Diploma Supplement** of eligible students.

### Eligibility Criteria:

Students must earn **40 points** through impactful activities registered via the **Nova SBE Role to Play | Get Involved platform**, including:

- Formal and active participation in programs developed by the Nova SBE Role to Play team (e.g., volunteering programs).
- Engagement in social and environmental impact-driven projects, such as:
  - Participation in student clubs working on mentoring or peer-tutoring projects.
  - Contribution to Nova SBE Knowledge Centers through study and research projects.

### Point Requirements:

- 40 points total are required to receive the **Active Citizenship Certificate**.
  - **20 points** fulfil the **Careers with Impact** course requirement.
  - **20 additional points** are needed to qualify for the **Certificate**.

For more information, please visit the [Role to Play Sharepoint page](#).

## XI. Tuition fees and other payments

### Tuition Fees and Payment deadlines

1. Students are financially responsible for all tuition and related fees associated with registered courses. General information on tuition fees, tuition installments, and payment deadlines for the current year is available on [Sharepoint](#) and on [Netpa](#).
2. The tuition fee is annually defined and can be checked on Netpa. The tuition payment is set to be processed annually, by default (even if students attend only one semester), nevertheless, students can divide the payments into two or ten installments (for European students) or three

installments (for international students).

3. Students wishing to change their payments into installments (two or ten) can do so by changing the payment mode on Netpa. There is a step-by-step guide on changing the payment mode available on [Sharepoint](#).
4. Other costs related to additional fees please consult the chapter [Fee Chart](#).
5. Students who need to enrol in only one semester to graduate can request the payment of the minimum tuition fee (regular students) or additional semester fee (international students) on the General Requests Form on the [SharePoint](#).
6. There are various forms of payment:
  - 6.1. On [Netpa](#) by using PayPal, MB WAY, MB references – ATM, Credit Card, and other payment methods at the Bursary Office.
7. Payment references are personal and non-transferable. Students cannot pay their tuition fees with other students' payment references.
8. Students may also apply for the Social Services Scholarship (SAS) in case of financial difficulties via [bolsas@unl.pt](mailto:bolsas@unl.pt). If this scholarship is denied, or if a student is faced with unexpected financial difficulty during the academic year, the student should contact the Scholarship and Study Funding Team ([scholarships.bachelors@novasbe.pt](mailto:scholarships.bachelors@novasbe.pt)).

## Minimum Tuition Fee / Additional Semester Fee

1. When national students have three or more courses remaining to graduate, they should request to pay the minimum tuition fee for that semester. The same applies for international students who may request to pay the additional semester fee.
2. Students must register for paying the minimum tuition fee or additional semester fee (international students) for the semester through the General Requests Form, which can be accessed via [SharePoint](#).

## Late Payments

1. Outstanding balances will accrue interest **as well as restrictions on enrollments**. To determine your account balance, you must access your financial account information through [Netpa](#).
2. Paying tuition fees after the deadline implies payment of interest, according to the current legislation.

3. Not paying tuition fees implies that all curricular acts are invalid. For example, students with outstanding fees cannot access any documents issued by the Bachelor's Team attesting that they attended Nova SBE or their academic transcripts.
4. Additionally, non-compliance with tuition payment implies that the student cannot enroll in the following semester.

## Extra charges

1. The implementation of progressive fines, as presented in the [fee chart](#), is applied whenever academic acts are authorized after the legal deadline (enrollments in courses and exams, crediting requests, and others).
2. The implementation of each level is done according to the deadlines indicated in the chart below (valid from the end of the deadline set for the execution of the academic act). The value of each fee is available in the currently valid [fee chart](#).

## Fee Chart

The **academic acts** (Diploma/certificate of registration of degree completion of a Bachelor's) and the crediting of academic, professional, or acquired knowledge and skills must be consulted on the [Fee Chart](#), Deliberação n.º 702/2020, published in Diário da República. The fee table is valid as of the date of publication of this handbook.

1 - Scholarship students from the Social Services of Universidade Nova de Lisboa (SASNOVA), who do exams in the special exam period, are exempt from paying the respective fee until the 31st of October, relative to the year in which they are receiving the scholarship.

2 - The exceptions to the above-mentioned bullet are:

- a) 2nd emission of certificates and statements, which are 50% of the original fee;
- b) Applications to Master's Degree. If the scholarship holder enrolls in the program the fees that were paid in the application to that study cycle will be returned;
- c) Paying a fine for not having complied with deadlines;
- d) Requests for Crediting, recognition, and emission of records of foreign higher education academic level.

3 - Exemption given to scholarship holders (SASNOVA) is valid during the school year in which the scholarship is attributed, from the 1st of October until the 31st of August.

## XII. Support services

### Bachelor's Support Team

1. **Student Central** is the administrative support center for students' academic life, and should be contacted for matters related to:
  - **Bachelor's student support services:** The requests (crediting, statements and certificates, etc.) should be submitted via forms on [Sharepoint](#).
  - **Student Advisor:** Reach out to your student advisor for guidance regarding your program, to support your decisions and help you in key aspects that may affect your student life. If you face special circumstances, such as health or other personal issues, they can assist you in building a plan to guarantee a smooth and successful journey, and to find the best alternatives to help you succeed and find balance between your personal and student life. If you have special educational needs, we will guide, clarify, and inform you about the available services and arrangements accessible at the school.
  - **Exchange Programs:** about the applications and management of exchange programs; summer schools; Erasmus + scholarships.
2. **Scholarships and Study Funding:** At Nova SBE we are deeply committed to not only recognizing our students' potential but also providing support to ensure they can complete their Bachelor's degree without any financial barrier standing in their way. The scholarship programs available reflect Nova SBE's mission of promoting universal access to its programs and social mobility.
3. **IT helpdesk:** Available at Student Central from Monday to Friday, 9 a.m. to 6 p.m.
4. All communications must be done through the student's institutional email (ex: [12345@novasbe.pt](mailto:12345@novasbe.pt)).
5. **Contacts:**
  - General matters: [bachelors@novasbe.pt](mailto:bachelors@novasbe.pt)
  - Scholarships and Study Funding: [scholarships.bachelors@novasbe.pt](mailto:scholarships.bachelors@novasbe.pt)
  - IT helpdesk: [helpdesk@novasbe.pt](mailto:helpdesk@novasbe.pt)

### Life at Nova SBE

**The Life at Nova SBE Team** aims to promote a healthy and engaging student experience where any member of the Nova SBE community, and especially students, can thrive. To support you throughout your journey, Life at Nova SBE Team offers assistance with day-to-day matters and

campus life, helping you make the most of your experience at Nova SBE.

This Team's mission is to co-create a positive and supportive environment from integration to graduation, leading to more significant mental health and well-being.

Please check here the [Life at Nova SBE guide](#) which will guide you through all the support services you have at your disposal.

## XIII. Governance

### Vice-Dean for Degree Programs

The day-to-day operation of the Nova SBE Bachelor's, including addressing all the students' needs, implementing the strategy of the school's management, and guaranteeing the academic standards set by the Faculty Council, is the responsibility of the Vice-Dean for Degree Programs. The Vice-Dean will address any needs or requests of students, who should get in touch with the Student Advisor, stating the issue and trying to solve it. Ultimately, some issues may be addressed to the Vice-Dean for a decision. The Vice-Dean is Ana Balcão Reis.

### Bachelor's Director

The Bachelor's Director is appointed by the Dean and is responsible for answering the students' needs, implementing the faculty's management strategy, and ensuring the maintenance of academic standards defined by the Scientific Council. The Bachelor's Director is Ana Balcão Reis.

### Academic Directors

1. The Academic Director of the Bachelor's in **Economics** is Professor Paulo Côrte-Real.
2. The Academic Director of the Bachelor's in **Management** is Professor António Marinho Torres.
3. The Academic Director of the Bachelor's in Ocean Studies is Professor Antonieta Cunha e Sá.
4. Students who wish to be received by the Academic Directors can either schedule a meeting with them via email or attend their office hours.

### Pedagogical Council

1. The Pedagogical Council is responsible for pedagogical orientation regarding instruction at Nova SBE and all matters regarding students' academic lives.
2. The President of the Pedagogical Council is appointed by the Dean.
3. The Faculty Council elects the professor's representatives in the Pedagogical Council, and their mandate coincides with the mandate of the Dean.

4. The Pedagogical Council includes Bachelor's student representatives. These are elected annually by their peers, by secret ballot, in elections organized by Nova SBE in October. All active students are eligible to run. Each Bachelor's program has two student representatives: a 1st and a 2nd delegate. These delegates act as a link between the student body and the school, meeting regularly with the Academic Director and Program Manager to discuss academic or operational matters that affect student life.
5. The Pedagogical Council meets at least twice a year and whenever summoned by the President.
6. Matters regarding the Pedagogical Council should be first sent to [advisor.bachelors@novasbe.pt](mailto:advisor.bachelors@novasbe.pt).

## XIV. Completing the Bachelor's Degree

### Documents after graduation

**Students can request two types of documents after finishing their Bachelor's degree:**

- a. **Academic Certificate:** this document attests that students have graduated. When requesting it, students can choose detailed information, such as courses approved, ECTS, and grades.

To **request certificates**, students must **submit a request on the Netpa** platform, press 'Documents & Requests' » 'Request Final Certificate.' The fees regarding the issuance of documents are outlined in the Fee Table, approved annually by the UNL Rectory, and published in *Diário da República*.

- b. **Diploma:** a document that states the Grade Point Average (GPA) and that the student has graduated. No further information is included in this document, which is only in Portuguese.

### Grade Point Average (GPA)

The Grade Point Average (GPA) is an arithmetic average weighted by credits according to this formula:

$$\Sigma (\text{Final Grade} * \text{ECTS}) / (\text{ECTS total of courses with grades}).$$

## **XV. After the Bachelor's Degree**

### **Master's at Nova SBE**

1. At the end of the Bachelor's degree, students can choose to continue their studies at Nova SBE or any other University around the world.
2. Through Nova SBE Master's programs, students will be able to obtain more specialized education in Economics, Management, Finance, Business Analytics, Impact Entrepreneurship & Innovation, and International Development & Public Policy. These are recognized not only for their academic excellence and practical approach but also for the opportunity to develop soft skills needed for professional success.
3. Each Master's degree has a minimum duration of three semesters, including the curricular part, skills accelerator modules, and a final project.
4. Nova SBE is the only school in Portugal that offers the CEMS-MIM (Master's in International Management). CEMS, the Global Alliance in Management Education, is an alliance of 34 schools (only one per country) and more than 70 multinational corporations on four continents. The program prepares students to develop a successful career in the global business environment. The MIM program can be combined with any Master's program at Nova SBE.

**More information about the Nova SBE's Master's programs can be obtained by emailing the Nova SBE Admissions Office at [leadyourfuture@novasbe.pt](mailto:leadyourfuture@novasbe.pt).**