# Fact Sheet:
# Master level (2nd cycle)

**Academic year 2019/2020**

NOVA SCHOOL OF BUSINESS & ECONOMICS

## New School Address

Nova School of Business and Economics
International Mobility Team
Student Central
Rua da Holanda, nº 1
2775-405 Carcavelos
Portugal

**Web address:** https://www2.novasbe.unl.pt/en/

**Telephone:** +351 21 380 16 89

## Contact People

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INTERNATIONAL MOBILITY TEAM:

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**Accommodation & Visas:**
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## Language of instruction

All courses are taught in English.

MANDATORY REQUIREMENT FOR FALL 19:

Students are required to have at least a **European B2 English Level, TOEFL 84 and/or IELTS 6** grade. If students do not have an English language certificate, Nova SBE accepts a declaration from the Academic Director stating their English Level.

## Master's Courses

Master's Syllabi are available for download at the following link:
**Syllabi at Nova SBE**

**Link for general information:**
https://www2.novasbe.unl.pt/en/programs/exchange-programs/general-information

Updated information will be sent by the International Mobility Team in the Welcome Mail.

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. Each student is given a certain number of points and distributes the points by the courses they wish to attend. In this way, students who really want to take a certain course will much probably give more points to that one course 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.

COURSE OFFER

**Master's Course Offer**
**Exchange Students**
**Fall 19**

| PERIOD | COURSE CODE | COURSE NAME | ECTS |
|---|---|---|---|
| S1 | 2162 | International Trade | 7 |
| S1 | 2206 | Banking | 7 |
| S1 | 2460 | Strategy Consulting | 7 |
| S1 | 2461 | Business Intelligence | 7 |
| S1 | 2483 | Applied Social Entrepreneurship | 7 |
| S1 | 2484 | Corporate Strategy and Transformation | 7 |
| S1 | 2488 | Methods for Applied Business Problems | 7 |
| S1 | 20101 | Competitive Strategy: an analytical approach | 7 |
| S1 | 20103 | Evidence-based practices for wellbeing | 7 |
| S1 | 20104 | Future Business | 7 |
| T1 | 2135 | Economics of Health and Health Care | 3,5 |
| T1 | 2177 | Public Finance | 3,5 |
| T1 | 2217 | Corporate Governance | 3,5 |
| T1 | 2222 | Financial Statement Analysis | 3,5 |
| T1 | 2233 | Macroeconomics of Financial Markets | 3,5 |
| T1 | 2238 | Financial Reporting | 3,5 |
| T1 | 2332 | Entrepreneurship | 3,5 |
| T1 | 2337 | Integrated Marketing Communications | 3,5 |
| T1 | 2338 | International Business | 3,5 |
| T1 | 2352 | Quality Management | 3,5 |
| T1 | 2375 | Corporate Social Responsibility | 3,5 |
| T1 | 2388 | Leadership and Change Management | 3,5 |
| T1 | 2389 | Customer Relationship Management | 3,5 |
| T1 | 2416 | Family Business | 3,5 |
| T1 | 2454 | Doing Business in China | 3,5 |
| T1 | 2462 | E-Business | 3,5 |
| T1 | 2473 | Negotiation | 3,5 |
| T1 | 2479 | Social Impact Investment | 3,5 |
| T1 | 2481 | Product Design and Development | 3,5 |
| T1 | 2489 | Data Curation | 3,5 |
| T1 | 2490 | Geoeconomics and International Relations | 3,5 |
| T1 | 2496 | Strategic Foresight and Scenario Planning | 3,5 |
| T1 | 20105 | Impact Investments | 3,5 |

| PERIOD | COURSE CODE | COURSE NAME | ECTS |
|---|---|---|---|
| T2 | 2128 | Competition Policy | 3,5 |
| T2 | 2134 | Economics of Education | 3,5 |
| T2 | 2156 | Seminar on Current Economic and Financial Issues | 3,5 |
| T2 | 2166 | The Economics of Agriculture and the Environment | 3,5 |
| T2 | 2215 | Auditing | 3,5 |
| T2 | 2236 | Private Equity | 3,5 |
| T2 | 2257 | Futures and Options | 3,5 |
| T2 | 2300 | Management Seminar | 3,5 |
| T2 | 2329 | Consumer and Managerial Decision Making | 3,5 |
| T2 | 2330 | Consumer Behavior | 3,5 |
| T2 | 2339 | International Marketing Strategy | 3,5 |
| T2 | 2359 | Operations Management | 3,5 |
| T2 | 2376 | Project Management | 3,5 |
| T2 | 2417 | Management of Non-Profit Organizations | 3,5 |
| T2 | 2441 | Digital Marketing | 3,5 |
| T2 | 2446 | Small Business Management | 3,5 |
| T2 | 2448 | Business Model Innovation | 3,5 |
| T2 | 2452 | Business Strategy and Practice | 3,5 |
| T2 | 2465 | Open Innovation | 3,5 |
| T2 | 2466 | Service Management | 3,5 |
| T2 | 2491 | Data Visualization | 3,5 |
| T2 | 2492 | Doing Business in Emerging Markets | 3,5 |
| T2 | 2493 | Marketing Analytics | 3,5 |
| T2 | 2500 | Performance and Progress | 3,5 |
| T2 | 20110 | Science-Based Entrepreneurship and Innovation | 3,5 |

**Master's Course Offer**
**Exchange Students**
**Spring 20**

| PERIOD | COURSE CODE | COURSE NAME | ECTS |
|---|---|---|---|
| S2 | 2176 | Development Economics | 7 |
| S2 | 2206 | Banking | 7 |
| S2 | 2220 | Entrepreneurial Finance & Venture Capital | 7 |
| S2 | 2232 | Applied Corporate Finance | 7 |
| S2 | 2327 | Brand Management | 7 |
| S2 | 2386 | Persuasion and Negotiation | 7 |
| S2 | 2421 | Applied Entrepreneurship | 7 |
| S2 | 2437 | Luxury and Fashion Marketing | 7 |
| S2 | 2460 | Strategy Consulting | 7 |
| S2 | 2461 | Business Intelligence | 7 |
| S2 | 2471 | Enterprise Systems | 7 |
| S2 | 2483 | Applied Social Entrepreneurship | 7 |
| S2 | 2484 | Corporate Strategy and Transformation | 7 |
| S2 | 2487 | Machine Learning | 7 |
| S2 | 2488 | Methods for Applied Business Problems | 7 |
| S2 | 2580 | Value-Based Health Care | 7 |
| T3 | 2138 | Environmental Policy | 3,5 |
| T3 | 2145 | Labor Economics | 3,5 |
| T3 | 2173 | Macroeconomic Theory | 3,5 |
| T3 | 2184 | Political Economy | 3,5 |
| T3 | 2193 | Behavioral Economics and Finance | 3,5 |
| T3 | 2194 | History of Economic Analysis | 3,5 |
| T3 | 2214 | Asset Management | 3,5 |
| T3 | 2215 | Auditing | 3,5 |
| T3 | 2218 | Derivatives | 3,5 |
| T3 | 2222 | Financial Statement Analysis | 3,5 |
| T3 | 2225 | Risk Management | 3,5 |
| T3 | 2233 | Macroeconomics of Financial Markets | 3,5 |
| T3 | 2236 | Private Equity | 3,5 |
| T3 | 2238 | Financial Reporting | 3,5 |
| T3 | 2239 | Corporate Valuation | 3,5 |
| T3 | 2243 | Real Estate Finance | 3,5 |
| T3 | 2248 | Fixed Income | 3,5 |
| T3 | 2272 | Financial Econometrics | 3,5 |
| T3 | 2273 | Fintech Ventures | 3,5 |
| T3 | 2332 | Entrepreneurship | 3,5 |
| T3 | 2334 | Global Human Resources Management | 3,5 |
| T3 | 2337 | Integrated Marketing Communications | 3,5 |
| T3 | 2338 | International Business | 3,5 |
| T3 | 2339 | International Marketing Strategy | 3,5 |
| T3 | 2346 | Modeling Business Decisions | 3,5 |
| T3 | 2352 | Quality Management | 3,5 |
| T3 | 2356 | Sustainable International Business | 3,5 |
| T3 | 2364 | Venture Simulation | 3,5 |
| T3 | 2375 | Corporate Social Responsibility | 3,5 |
| T3 | 2388 | Leadership and Change Management | 3,5 |
| T3 | 2389 | Customer Relationship Management | 3,5 |
| T3 | 2412 | Managerial Accounting | 3,5 |
| T3 | 2454 | Doing Business in China | 3,5 |
| T3 | 2458 | Talent Development | 3,5 |
| T3 | 2467 | E-Commerce | 3,5 |
| T3 | 2473 | Negotiation | 3,5 |
| T3 | 2478 | Business Models for Sustainability | 3,5 |
| T3 | 2481 | Product Design and Development | 3,5 |
| T3 | 2490 | Geoeconomics and International Relations | 3,5 |
| T3 | 2494 | Computational Thinking and Data Science (includes Applied Statistics) | 3,5 |
| T3 | 2496 | Strategic Foresight and Scenario Planning | 3,5 |
| T3 | 2497 | Models and Decision-Making | 3,5 |
| T3 | 20107 | International Migration | 3,5 |

| PERIOD | COURSE CODE | COURSE NAME | ECTS |
|---|---|---|---|
| T4 | 2137 | Empirical Macroeconomics | 3,5 |
| T4 | 2141 | Global Energy Markets | 3,5 |
| T4 | 2150 | Fiscal Policy and Stabilization | 3,5 |
| T4 | 2169 | Financial Crises in History | 3,5 |
| T4 | 2181 | Policy evaluation | 3,5 |
| T4 | 2182 | European Economy | 3,5 |
| T4 | 2185 | Game Theory | 3,5 |
| T4 | 2226 | Hedge Funds | 3,5 |
| T4 | 2235 | Credit Risk | 3,5 |
| T4 | 2240 | Financial Intermediation | 3,5 |
| T4 | 2261 | Energy Finance | 3,5 |
| T4 | 2276 | Financial Distress, Bankruptcy and Restructuring | 3,5 |
| T4 | 2300 | Management Seminar | 3,5 |
| T4 | 2329 | Consumer and Managerial Decision Making | 3,5 |
| T4 | 2330 | Consumer Behavior | 3,5 |
| T4 | 2359 | Operations Management | 3,5 |
| T4 | 2397 | Innovation Management | 3,5 |
| T4 | 2416 | Family Business | 3,5 |
| T4 | 2419 | Positive Organizations | 3,5 |
| T4 | 2439 | Management Control Systems | 3,5 |
| T4 | 2440 | Big Data Analysis | 3,5 |
| T4 | 2441 | Digital Marketing | 3,5 |
| T4 | 2448 | Business Model Innovation | 3,5 |
| T4 | 2451 | Operations Strategy | 3,5 |
| T4 | 2452 | Business Strategy and Practice | 3,5 |
| T4 | 2465 | Open Innovation | 3,5 |
| T4 | 2468 | Technology Strategy | 3,5 |
| T4 | 2469 | Big Data Seminar | 3,5 |
| T4 | 2472 | Web Analytics | 3,5 |
| T4 | 2475 | Sales & Retailing | 3,5 |
| T4 | 2493 | Marketing Analytics | 3,5 |
| T4 | 2495 | Continuous, Adaptive, Data-driven systems | 3,5 |
| T4 | 2500 | Performance and Progress | 3,5 |
| T4 | 2519 | International Taxation | 3,5 |
| T4 | 20106 | Innovation and Technology in Healthcare and life sciences | 3,5 |
| T4 | 20109 | Leading Social Enterprises with impact in International Development | 3,5 |
| T4 | 20100 | Advanced Behavioral Economics and Finance | 3,5 |
| T4 | 20102 | Economics of Poverty | 3,5 |
| T4 | 20108 | Islamic Finance | 3,5 |
| T4 | 20110 | Science-Based Entrepreneurship and Innovation | 3,5 |
| T4 | 20111 | Strategy Implementation | 3,5 |

**Note 1**: At Nova we have a limited number of places in each course. We are not able to guarantee 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. Enrolment is done online at a bidding platform to which the student will have access with a username and password sent in the welcome e-mail.

**Note 2**: Home Universities/Schools **cannot** ask for one specific course to be taken at Nova SBE, because **we do not guarantee enrolment** in specific courses. Students who come in their last semester of studies and have to take specific courses must be made aware of this rule and consider their options prior to applying to Nova SBE.

**Note 3**: Students must bring all documents dully filled in for signature

## Workload and Assessment

WORKLOAD

The Nova Master's Programs are full-time programs offered from Monday to Friday during working hours. Exchange students make their choice from a list of available courses for international mobility students.

Type of courses offered:

• **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.

The **limit of ECTS** one **International Mobility student** is allowed to enrol at is **31,5**.

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 Term (please see the calendar section). **It is not possible to enroll in courses that have exams overlapping.**

Check the Syllabi **here**.

## 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 absolutely 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 this table:

| ECTS scale | % of successfull 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** | **SUFICIENT** — performance meets the minimum criteria |
| **F** | — | **FAIL** — some more work or considerable work required before the credit can be awarded |

## Portuguese Language Course

The **Faculdade de Ciências Sociais e Humanas da Universidade Nova de Lisboa (FCSH)** organizes a Portuguese language and culture course targeted to foreign international mobility students. Classes are held in its facilities located at Av. de Berna, n. 26–C, P–1050 LISBOA. A possibility is being studied that these classes start to be taught at Nova SBE's Carcavelos Campus.
More information at: **http://ple.fcsh.unl.pt/en/semester-course/.**

The International Mobility Team has all info updated in moodle - International Mobility Area.

The **ILNOVA** Universidade Nova de Lisboa's Language Institute offers a large offer of paid language courses. For more information please visit **http://ilnova.fcsh.unl.pt/index.php**

## Nominations

Incoming students' nominations must be done directly by the home university with which an Exchange agreement has been signed.

The nominations should be done on Nova SBE's platform until **May 15th for the Fall semester** and whole academic year and by **October 15th for the Spring semester**. Late nominations won't be accepted.

## Life at Nova

ACCOMMODATION

There is an active market in Lisbon for rental housing where most foreign students can find a nice place to stay.

Nova SBE signed partnerships with companies that help foreign students find a suitable accommodation in Lisbon or Carcavelos. Check our website for more information - **Life at Nova.**

LIVING EXPENSES

Students' expenses in Lisbon will naturally depend on their living situation and on their own spending habits. We provide, however, an approximate estimate for an average student below:

- Accommodation: 450€ - 850€/month
- Meals: 150€ - 200€/month
- Books/Supplies: 50€/month
- Transportation (bus, train, metro): 40-70€/month
- Leisure: 75€ - 100€/month

HEALTH INSURANCE

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.

Other students are strongly recommended to have a health insurance coverage for the whole period in Lisbon, which is also mandatory for a Visa Request.

VISA REQUEST

In order to obtain the correct Visa you need to possess the following documents and information. Please note that all students coming from countries outside the EU, EEA and Switzerland are required to ask for a **Long-stay Permit Visa for Study Purposes**, as they are staying **longer than 90 days in Portugal**. DO NOT ENTER PORTUGAL WITH A TOURIST VISA OR STAMP.

**Documents**

- Visa Form, which you can obtain **here**;
- Acceptance letter, in which the correct dates of your studies are stated;
- Two passport photos (in colour)
- Your passport and copies of your previous visas (please note that Passports must be valid for up to six months)
- A copy of your return ticket reservation (although not always required)
- Travel insurance to cover you for the Schengen area
- Flight dates and times
- Accommodation plans for the duration of your stay (eg. hotel reservation)
- Proof of sufficient funds to last the duration of your stay
- Proof of civil status (married, children, etc.)
- Proof of economic status (employed, self-employed, student, retired, etc.)
- Copy of your Criminal Record (if you have been living elsewhere for over one year, this should be issued by that country and not by your home country)

**Where to ask**

At the Portuguese embassy or consulate in your home country

**What to ask for**

If possible at the Embassy or Consulate (it depends on Nationalities), ask for a Long Stay Permit for Study Purposes to the Schengen Area with Multiple Entries, that covers the length of your entire stay.

IMPORTANT NOTICES:

- Portuguese visa processing time varies depending on the purpose of your visit. It can take anywhere from two weeks up to two to three months, so it is advisable to start the Portuguese visa application process as soon as you receive your Acceptance Letter.

Upon arrival, book your appointment with **SEF** for renewal purposes as times vary between two to five months to get an appointment.

## Facilities

Library/documentation centres, computer facilities (including e-mail connections for all International Mobility students) and wireless internet access throughout the main building, Catering Facilities (bars, canteen), dedicated Study Rooms to all Students are available. There is also a bank and medical facilities.

Several students' organisations and clubs are also open to International Mobility Students. More info can be found in Moodle.

## Academic Calendar
2019/2020: FALL 19

| | |
|---|---|
| **26th – 30th August 2019**<br>**02 September 2019** | Induction Week (not mandatory)<br>Welcome Meeting for Exchange Students |
| **20-29 August 2019** | Enrolment in courses (Bidding) |
| **04 September - 05 December 2019** | Classes (Full courses – S1) |
| **1st half (T1) / full (S1)courses: 06 Sep-12 Sep**<br>**2nd half (T2): 28 Oct - 04 Nov** | Changes on course enrolment (Add/Drop) |
| **1st half (T1): 04 Sep – 16 Oct**<br>**2nd half (T2): 24 Oct – 05 Dec** | Classes (Half courses – T1 & T2) |
| **1st half (T1): 17 Oct** | Make up classes |
| **1st half (T1): 18 – 23 October**<br>**2nd half (T2) / full (S1) courses: 09 - 17 December** | Exam Period |
| **February** | All Transcripts of Records will be sent to students and schools, digitally, until the end of the month. NO ToR WILL BE SENT BY POST as Nova SBE is aiming at an increased environmental sustainability |

Note:
Exams will not be rearranged. See information below.
Note: Make-Up Days are scheduled in order to make up to classes that have been scheduled on National holidays. See Moodle area for information. Students are advised not to make travel commitments during the exam period before confirming their exam schedule. Please check the exam calendar before enrolling in courses **as it is not possible to enroll in courses that have exams overlapping.**

SPRING 20

| | |
|---|---|
| **23rd – 29th January 2020**<br>**29 January 2020** | Induction Week (Not mandatory)<br>Welcome Meeting for Exchange Students |
| **13th – 20th January 2020** | Enrolment in courses (Bidding) |
| **30 January – 12 May** | Classes (Full courses – S2) |
| **1st half (T3) / full (S2)courses: 01- 08 Feb**<br>**2nd half (T4): 26 Mar – 01 April** | Changes on course enrolment (Add/Drop) |
| **1st half (T3): 31 Jan – 07 Fev 2020**<br>**2nd half (T4): 24 Mar – 30 Mar 2020** | Classes (Half courses – T3 & T4) |
| **1st half (T3): 12-13 Mar**<br>**2nd half (T4): 12 May** | Make up classes |
| **1st half (T3): 16 - 23 Mar**<br>**2nd half (T4) / Full (S2) courses: 14 – 25 May** | Exam Period |
| **July** | All Transcripts of Records will be sent to students and schools, digitally, until the end of the month. NO ToR WILL BE SENT BY POST as Nova SBE is aiming at an increased environmental sustainability |

Note:
Exams will not be rearranged. See information below.
Note: Make-Up Days are scheduled in order to make up to classes that have been scheduled on National holidays. See Moodle area for information. Students are advised not to make travel commitments during the exam period before confirming their exam schedule. Please check the exam calendar on Moodle – International Mobility Area - before enrolling in courses **as it is not possible to enroll in courses that have exams overlapping.**