



INFO SESSION

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# Platforms for your Masters



# Contents

- 01. OUTLOOK & MICROSOFT TEAMS
- 02. STUDENT HUB
- 03. MOODLE
- 04. NETP@
- 05. BIDDING

PLATFORMS FOR YOUR MASTERS

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# Outlook & Microsoft Teams

# 01

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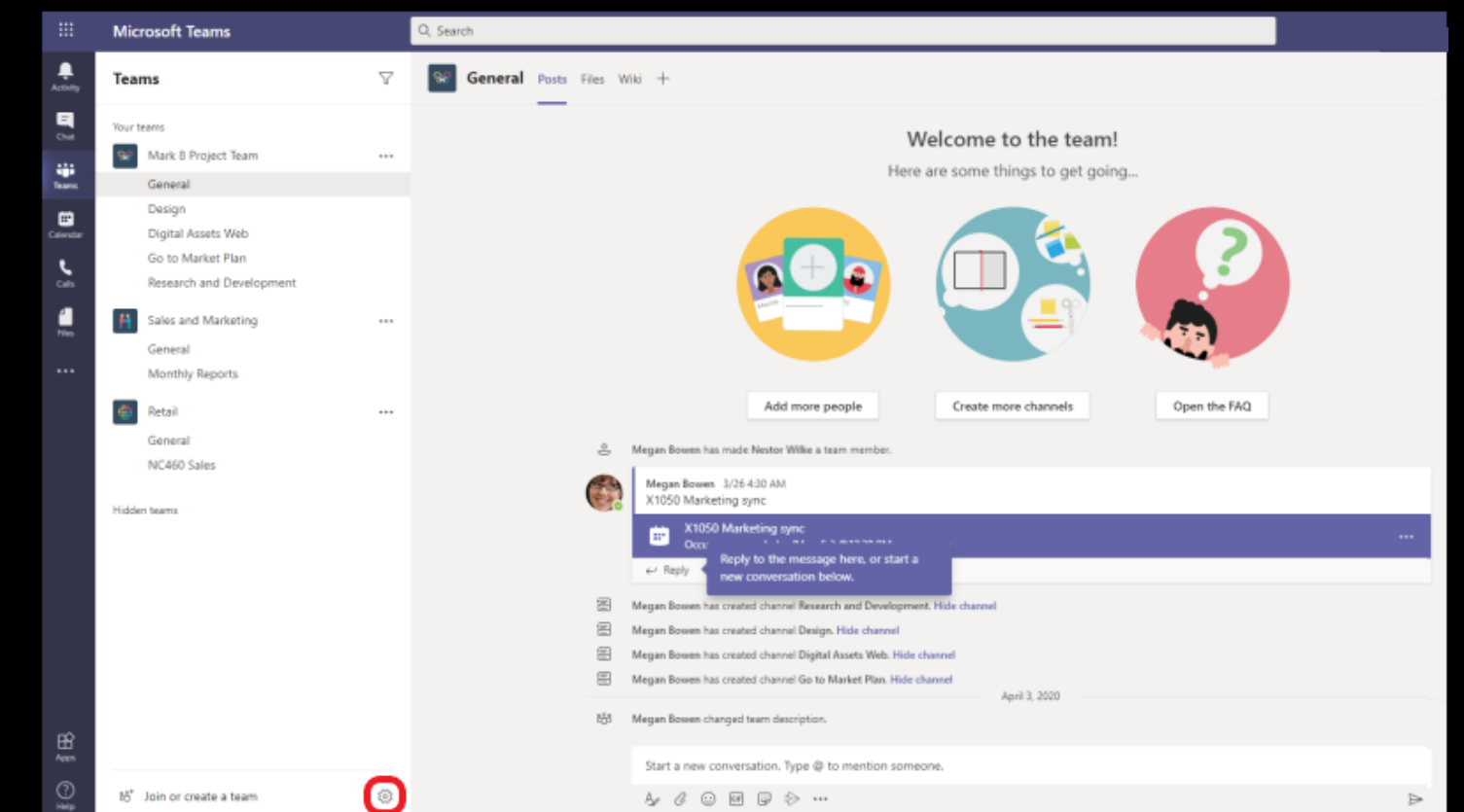
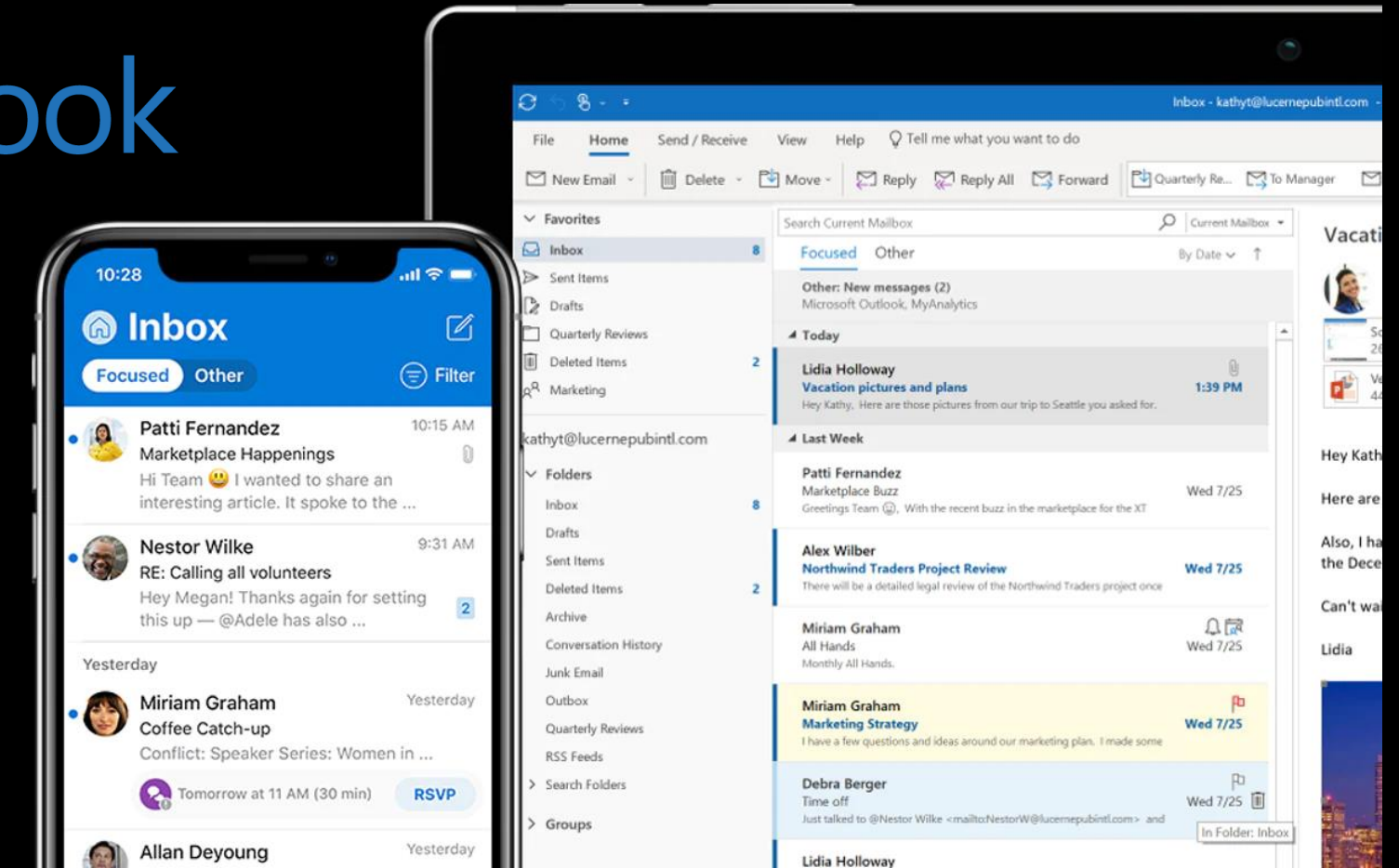
# Outlook & Microsoft Teams

Upon your arrival, you will be given an Office 365 account, which comprises an Outlook and a Microsoft Teams account (among others).

The School Services will communicate important information throughout the Academic Year via your Nova SBE e-mail account. Each Student is responsible to check it regularly.

The Microsoft Teams will be useful to chat with your fellow colleagues and Professors, to do group assignments, and much more.

Stay tuned!



PLATFORMS FOR YOUR MASTERS

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# Student Hub

# 02

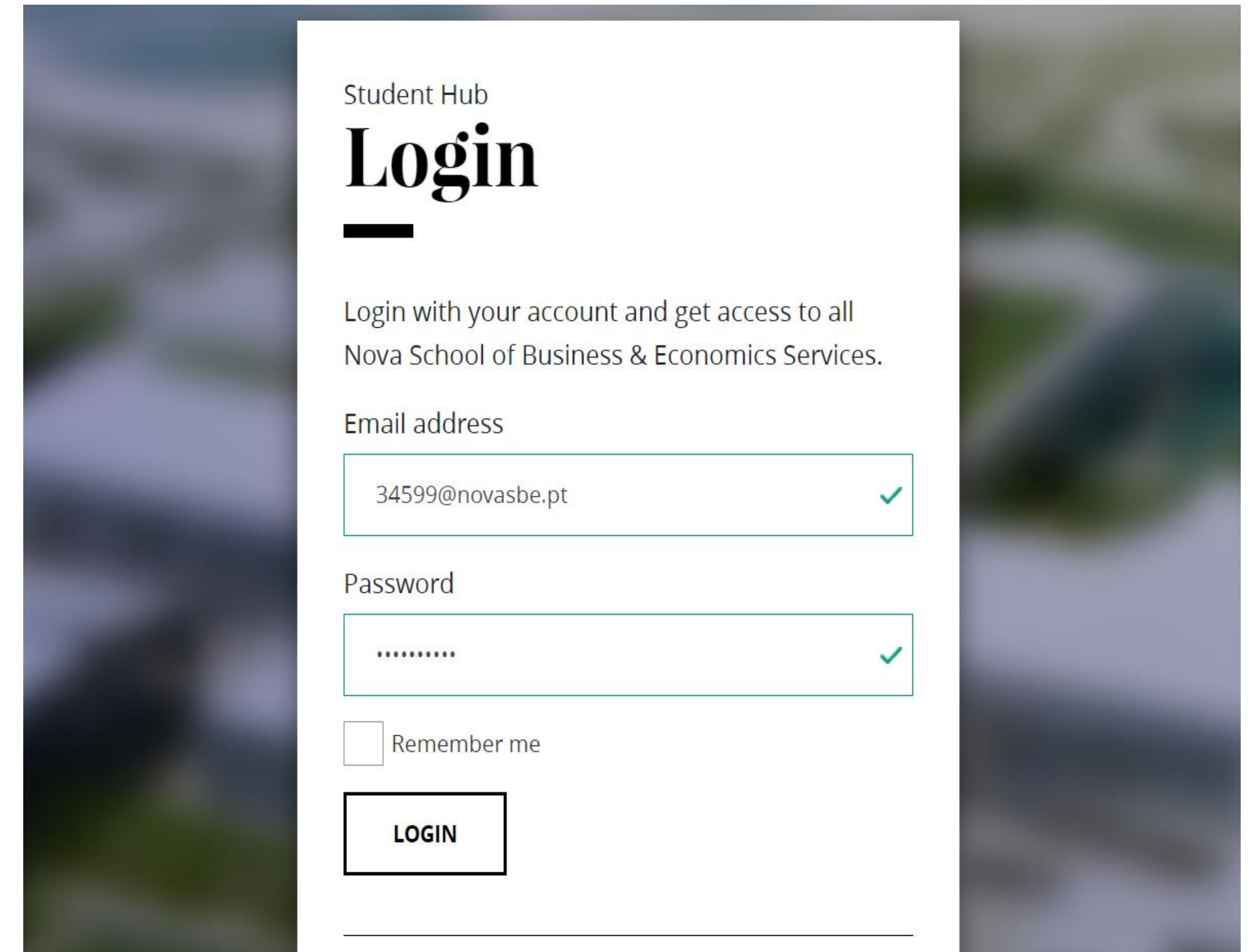
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# Student Hub

[HTTPS://WWW2.NOVASBE.UNL.PT/EN/STUDENT-HUB](https://www2.novasbe.unl.pt/en/student-hub)

Trough the Student Hub you will be able to access all other academic online platforms, namely:

- Moodle
- NetP@
- Bidding
- Outlook

A screenshot of the Student Hub login interface. The page has a white background with a blurred image of a building in the background. The title 'Student Hub' is at the top left, followed by 'Login' in a large, bold font. Below the title, there is a message: 'Login with your account and get access to all Nova School of Business & Economics Services.' The form contains two input fields: 'Email address' with the value '34599@novasbe.pt' and a green checkmark, and 'Password' with a masked password '.....' and a green checkmark. Below the password field is a checkbox labeled 'Remember me'. At the bottom of the form is a black button with the text 'LOGIN' in white. A horizontal line is at the bottom of the form area.

Student Hub

## Login

Login with your account and get access to all Nova School of Business & Economics Services.

Email address

34599@novasbe.pt ✓

Password


..... ✓

☐ Remember me

**LOGIN**



# Student Hub



Welcome

**Universia3 TESTE**

Status: Active

<

Bachelor of Science in Management


DASHBOARD

ACADEMIC JOURNEY >

LIFE AT NOVA >

CAREER & PERSONAL DEVELOPMENT >

STUDENT WELL-BEING >




NOVA SCHOOL OF BUSINESS & ECONOMICS


## Welcome to the Student Hub!

Welcome to the Student Hub! Here, you will find direct links to your most-used Nova SBE resources (Outlook, OneDrive, Moodle, Netpa, bidding platform, etc.), as well as information important for your journey at Nova SBE. To help you get started, please check the [FAQ list here](#). Enjoy!


## Tools & Applications




**Webmail (Gmail)**  
Login to your Nova SBE email account.




**Webmail (Outlook)**  
Login to your Nova SBE email account.




**Customize My Email**  
Personalize your Nova SBE email.



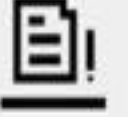
**Moodle NOVASBE**  
Your gateway to academic information on your Program, workareas for your Courses and a means to contact your instructors.




**NetP@**  
Self-service platform. Check grades or pay your tuition, among others.




**Masters Enrollment - Bidding Platform**  
Win a seat at your favourite course through our bidding system. Masters Programs only.




**Bachelors Enrollment Platform**  
Enroll in your Bachelor program courses. Bachelor Programs only.



**CEMS.org**  
Here you can find all the information you need for your CEMS MIM program. CEMS MIM Students only.



**Social Sciences DataLab**  
Free access to a complete set of biographic and statistocal databases, crucial to develop advanced research in Social Sciences.



NOVA SCHOOL OF BUSINESS & ECONOMICS

PLATFORMS FOR YOUR MASTERS

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# Moodle

# 03

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# Moodle

[HTTPS://MOODLE.NOVASBE.PT/](https://moodle.novasbe.pt/)

On Moodle, you will be able to find all the information you need about your program and other relevant information.

Log in once and stay tuned!

Explore your program!



**Search Courses**  
and Categories >



**Start Here**  
where to start >



**for Students**  
Info & support >



**for Instructors**  
Info & support >



**Site News**  
and Announcements >



moodle@NOVASBE

Username

Username

Password

Password

☐ Remember username

Cookies must be enabled in your browser ?

Log in

**Are you logging in for the first time?**

To login, use your **Nova SBE Account** - Username and Password.

After login, look for information in **Start Here/General Help**, for **Students** and **Instructors** in the Front Page.

**Problems** with your Username, Password, Name or eMail?  
Please **contact IT Helpdesk at Nova SBE** (helpdesk@novasbe.pt)

# Moodle

## MASTERS AREA

On the Masters Area, all the information is organizaed under sections.

Under each section, you will be able to find all the academic relevant information about your Master's program, including: the Student Handbooks, the academic calendars, and the guides to bid.

Click on the section name  
and find more information!

▶	Latest News
▶	Academic Year 2021-2022
▶	Alternative Examination Arrangements
▶	Student Handbooks
▶	Course Enrollment
▶	Modules
▶	Language Courses
▶	Work Projects
▶	About to graduate? Here's what you need to know
▶	International Mobility
▶	Student Card

▼	Academic Year 2021-2022	▼	Student Handbooks	▼	Course Enrollment
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This is the section used by the Program Management team to share academic relevant topics. Students will be visible by clicking on top of the blue lettering.	This is the section used by the Program Management team to share the Student Handbooks with Students. The St and Students are responsible to keep up-to-date. Note that all documents will be visible by clicking on top of the bl	In this section, Students will be able to find more information regarding the course enrolment, including the Bidding guidelines. It also contains the courses' Syllabi. Students are responsible to keep up-to-date. Note that all documents will be visible by clicking on top of the blue lettering.
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<b>Academic Dates &amp; Schedules</b>  <b>Academic Calendar 2021/2022</b> (last update: 23.11.2021) <a href="#">here</a>   <b>Semester 2</b>  <b>Planned Make-up Days Spring Semester 2024/2023</b> (last update: 09.12.2021) <a href="#">here</a>	<b>Student Handbooks 2021/2022</b> [Please note that the Student Handbooks are subject to updates]  <b>Master's Handbook General Information</b> (last update: 23.09.2021) <a href="#">here</a>  <b>Master's in Business Analytics Handbook</b> (last update: 06.12.2021) <a href="#">here</a>  <b>Master's in Management Handbook</b> (last update: 14.12.2021) <a href="#">here</a>	<b>Bidding Information</b> <ul style="list-style-type: none"><li>• Enrollment in courses (electives and modules) is the responsibility of the students and is done exclusively online.</li><li>• Course enrollment consists of two phases: i) enrollment period (first enrollment) and ii) add/drop period (additional enrollments or changes).</li><li>• It is the Student's responsibility to consult all the Guides below.</li><li>• Students should access this page in order to bid for the desired courses. In case of technical issues, students should contact the Bidding team (to the address <a href="mailto:bidding_issues@novashe.pt">bidding_issues@novashe.pt</a>)</li></ul>
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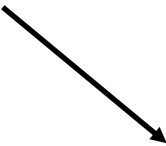
# Moodle

## SYLLABI

Under the section Course Enrollment, you will be able to find your courses' and Professional Development Modules' Syllabi.

The Syllabi contains all the information regarding each course/Module, namely: its contents, lenght, and evaluation method.

Click on the Master's section...



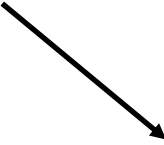
Bachelors Syllabi ▶

Masters Syllabi ▼

- Masters Courses Syllabi-2122\_S1\_T1\_T2
- Masters Courses Syllabi-2122\_S2\_T3\_T4
- Masters Modules Syllabi-2122

PhD Syllabi ▶

...and check your courses and Modules!



All Users - Syllabi Read/Save:

- "View list" and "View single" tabs - to Open/Save Syllabi;
- "Search" tab - to filter and/or order the Courses;
- select the **Course**;
- click on the **Syllabus URL**.

View listView singleSearch

Entries per page10SearchSort byTime addedAscendingAdvanced searchSave settings

12345678910...17»



# Moodle

## COURSES

Find the course you wish to access!

By clicking Search Courses (please choose the correct semester and/or trimester), you will access each course's Moodle page.

In case it is needed, please ask your Professor the password to access it.

Home / Courses / 2021/22-Masters / 1Sem

Course categories: 2021/22-Masters / 1Sem

21/22-M-S1

Courses

Search courses Search courses Go

1 2 3 »

2174-Macroeconomic Analysis-2122\_S1

2175-Econometrics-2122\_S1

2188-Microeconomic Analysis-2122\_S1

2206-Banking-2122\_S1



Search Courses  
and Categories >



Start Here  
where to start >



for Students  
Info & support >



for Instructors  
Info & support >



Site News  
and Announcements >

Click on Search Courses tool  
and select the semester  
and/or trimester afterwards!

PLATFORMS FOR YOUR MASTERS

NetP@

04

PLATFORMS FOR YOUR MASTERS

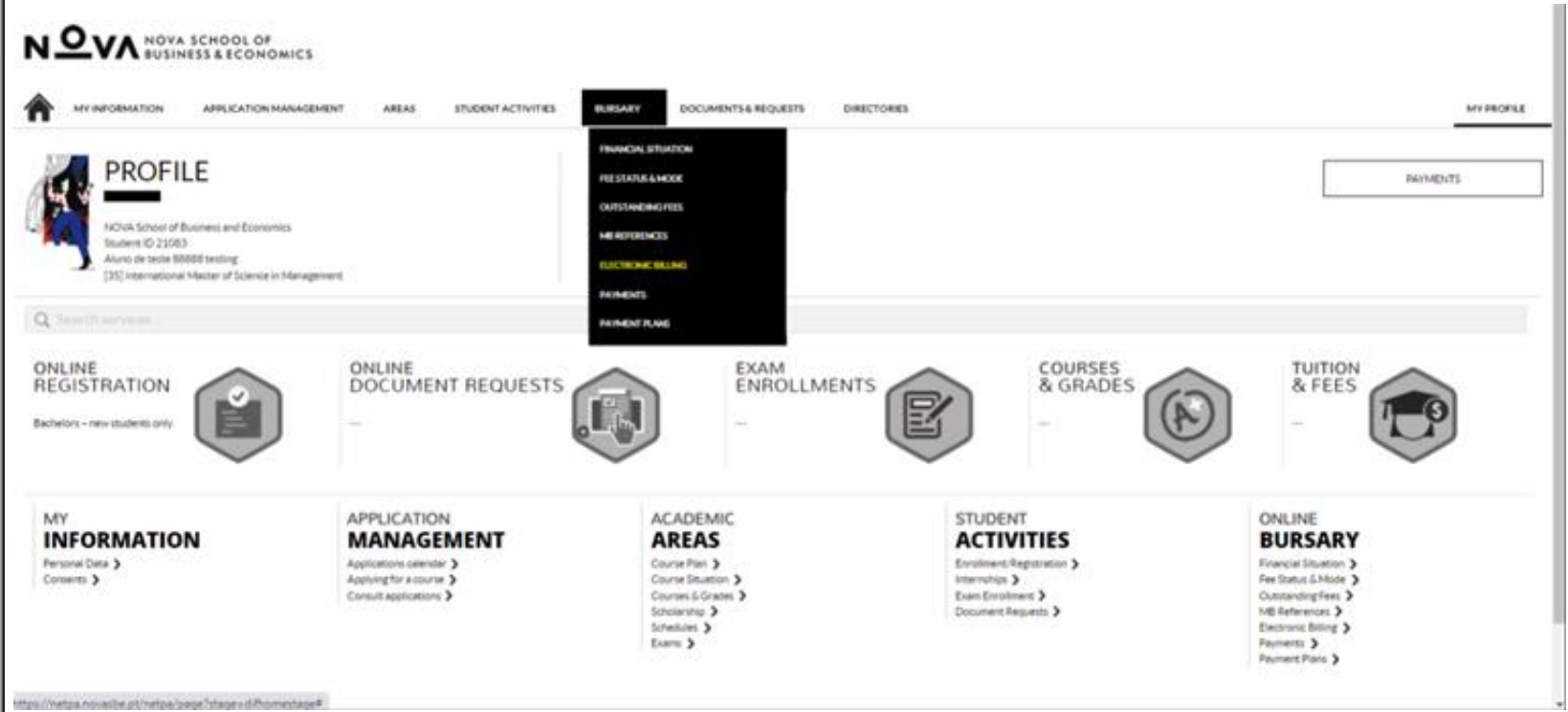
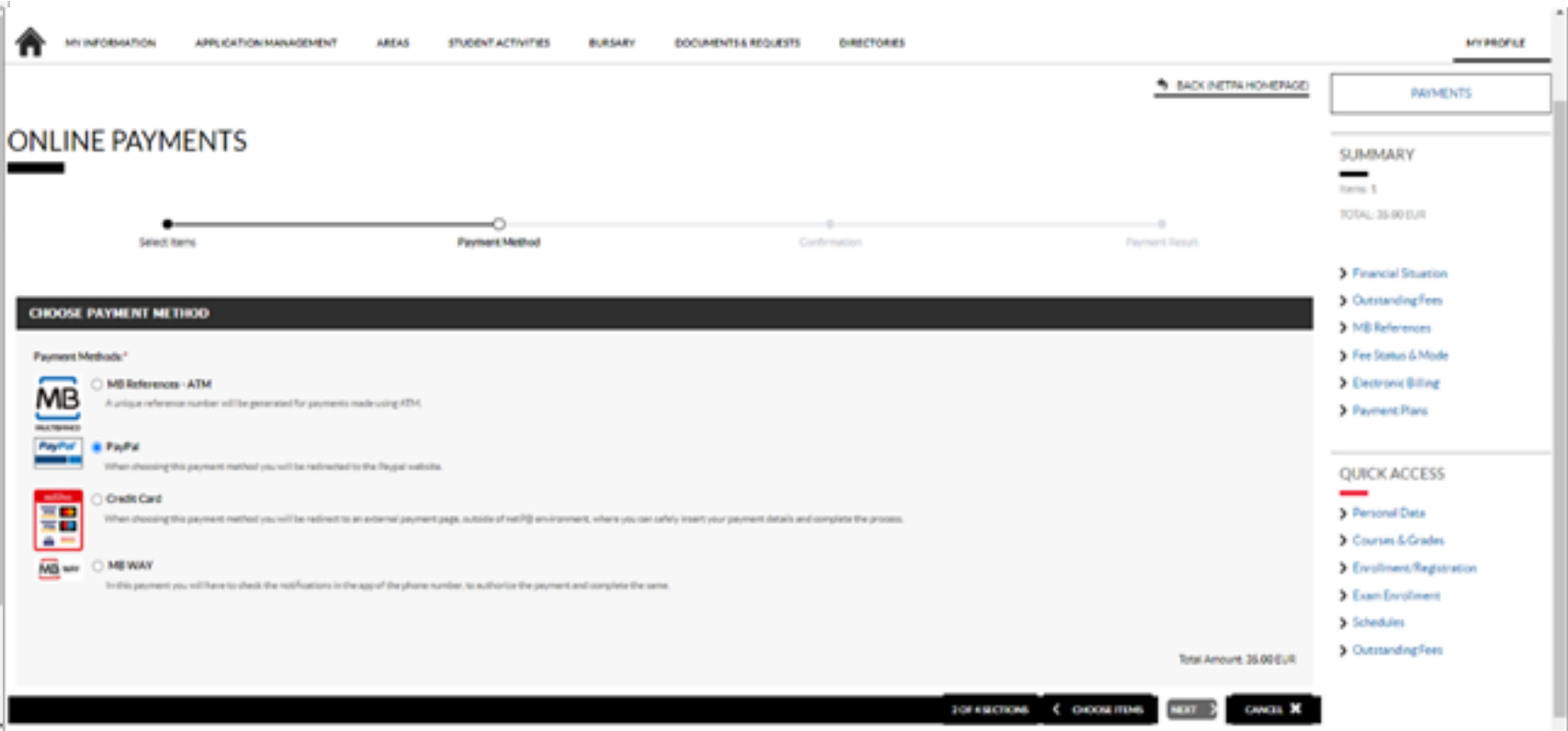
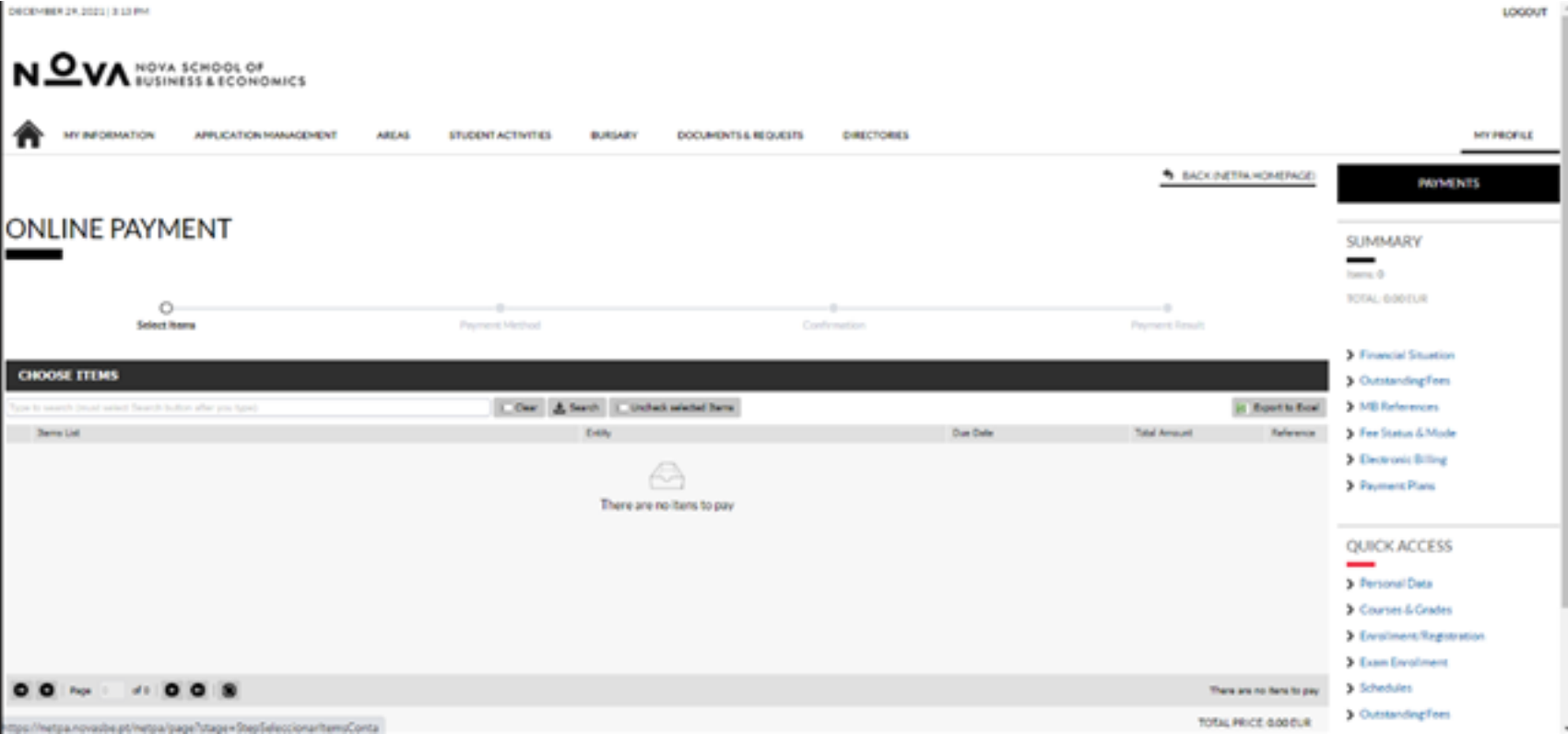
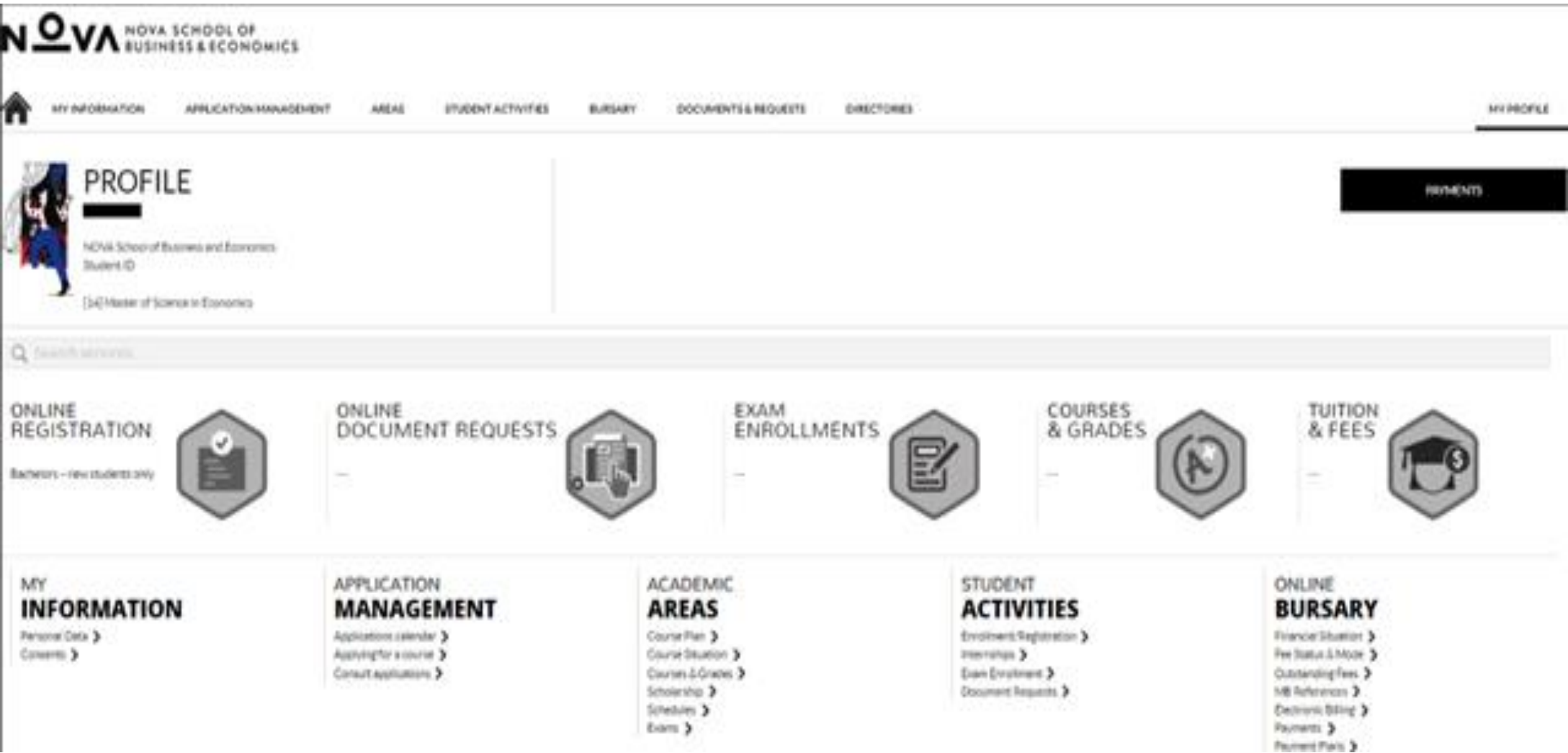
NetP@

<https://netpa.novasbe.pt/netpa/page>

On NetP@, you will be able to find all the information you need about your fees, payments, electronic billing, and to also get an enrollment certificate or ana cademic transcript.

For online payments go to Online Bursary and you will be able to choose the instalment as well as the payment method. A few days after you can get your receipt.

Discover the main page!

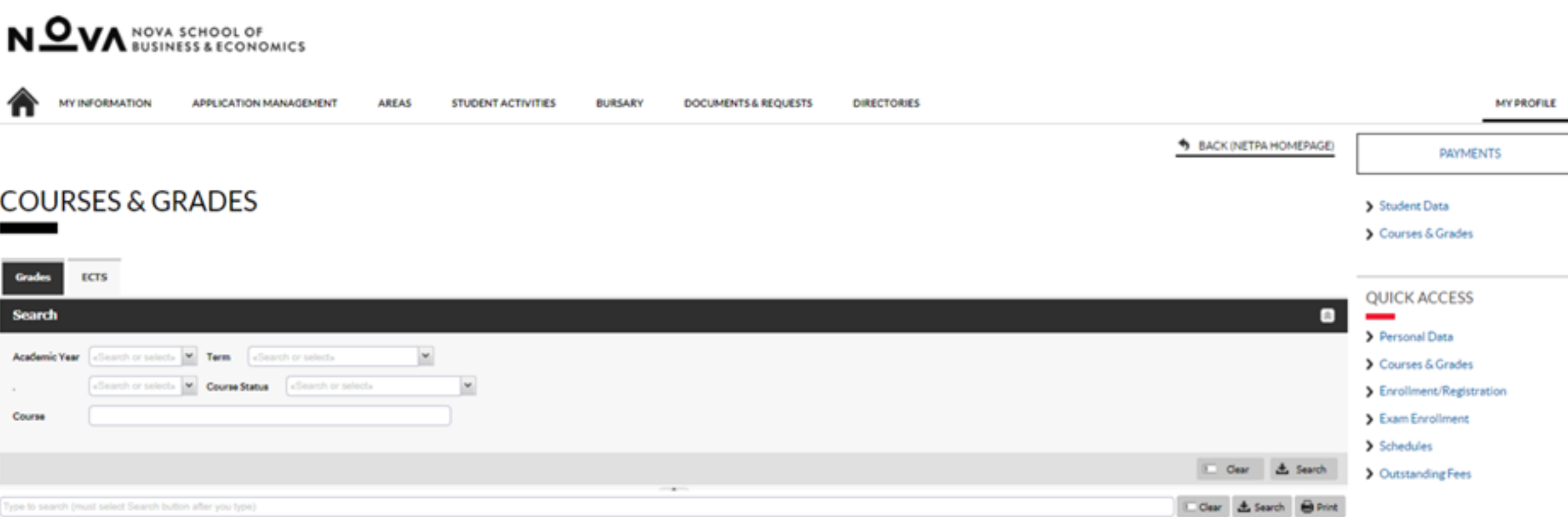
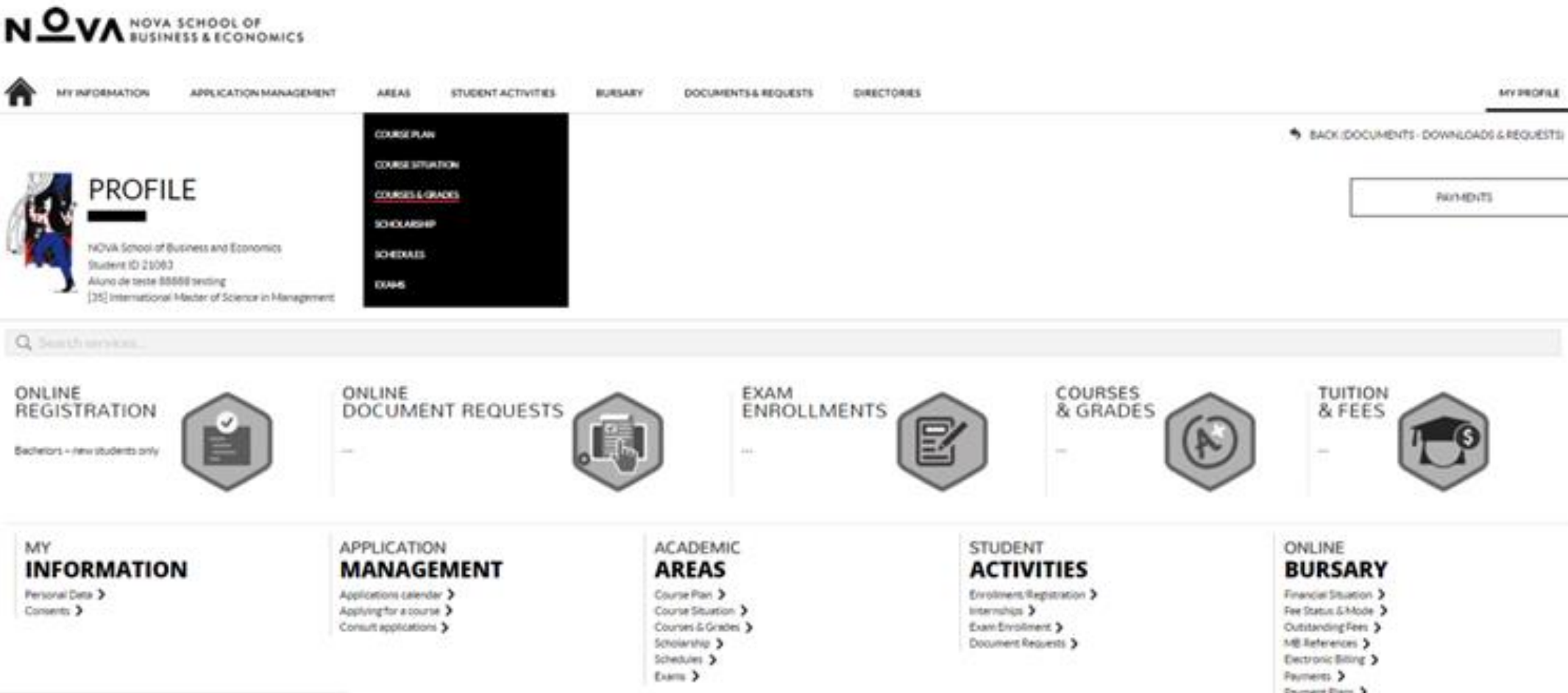
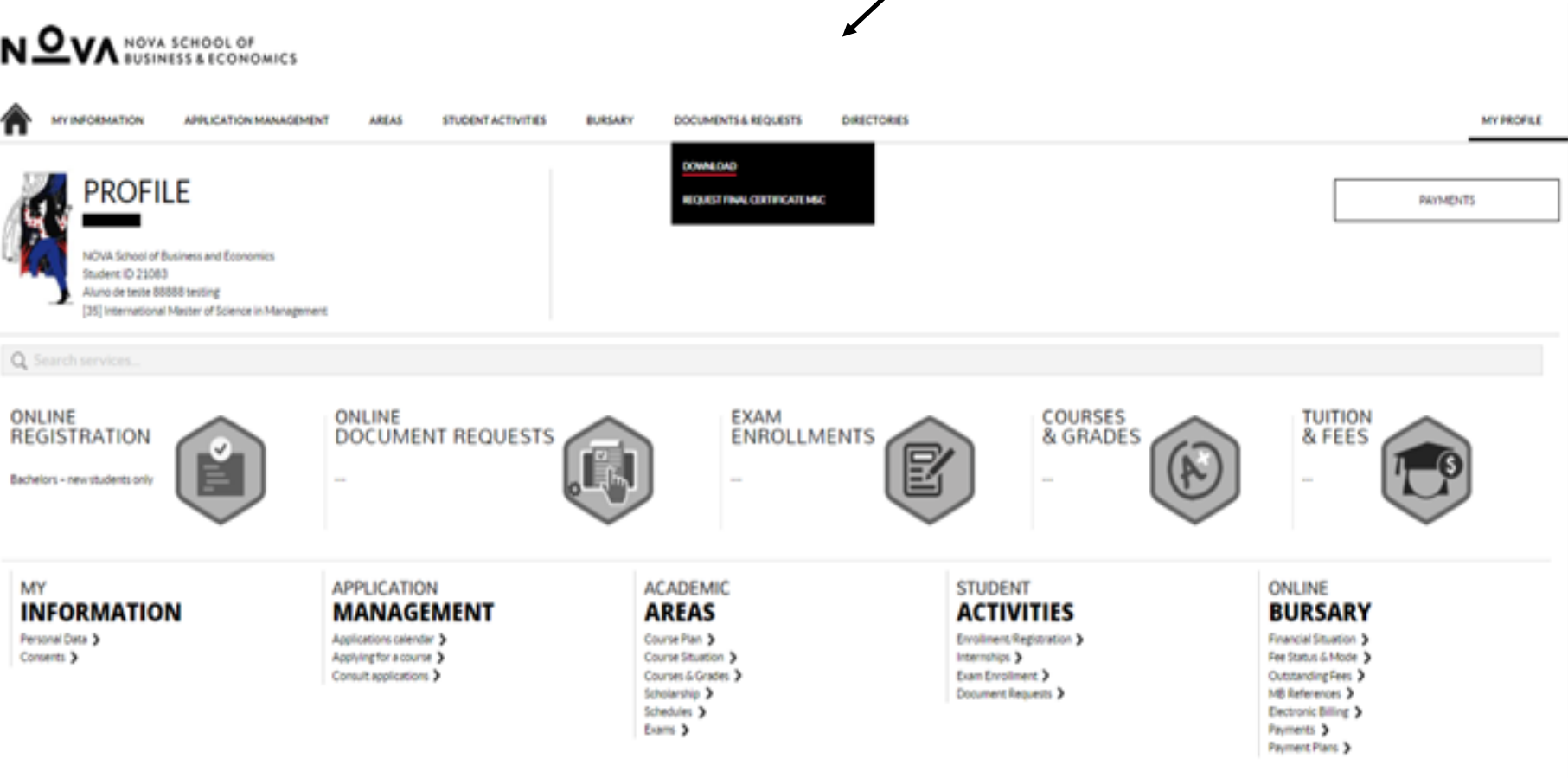




NetP@

Academic Transcript

Certificate of enrollment



PLATFORMS FOR YOUR MASTERS

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# Bidding

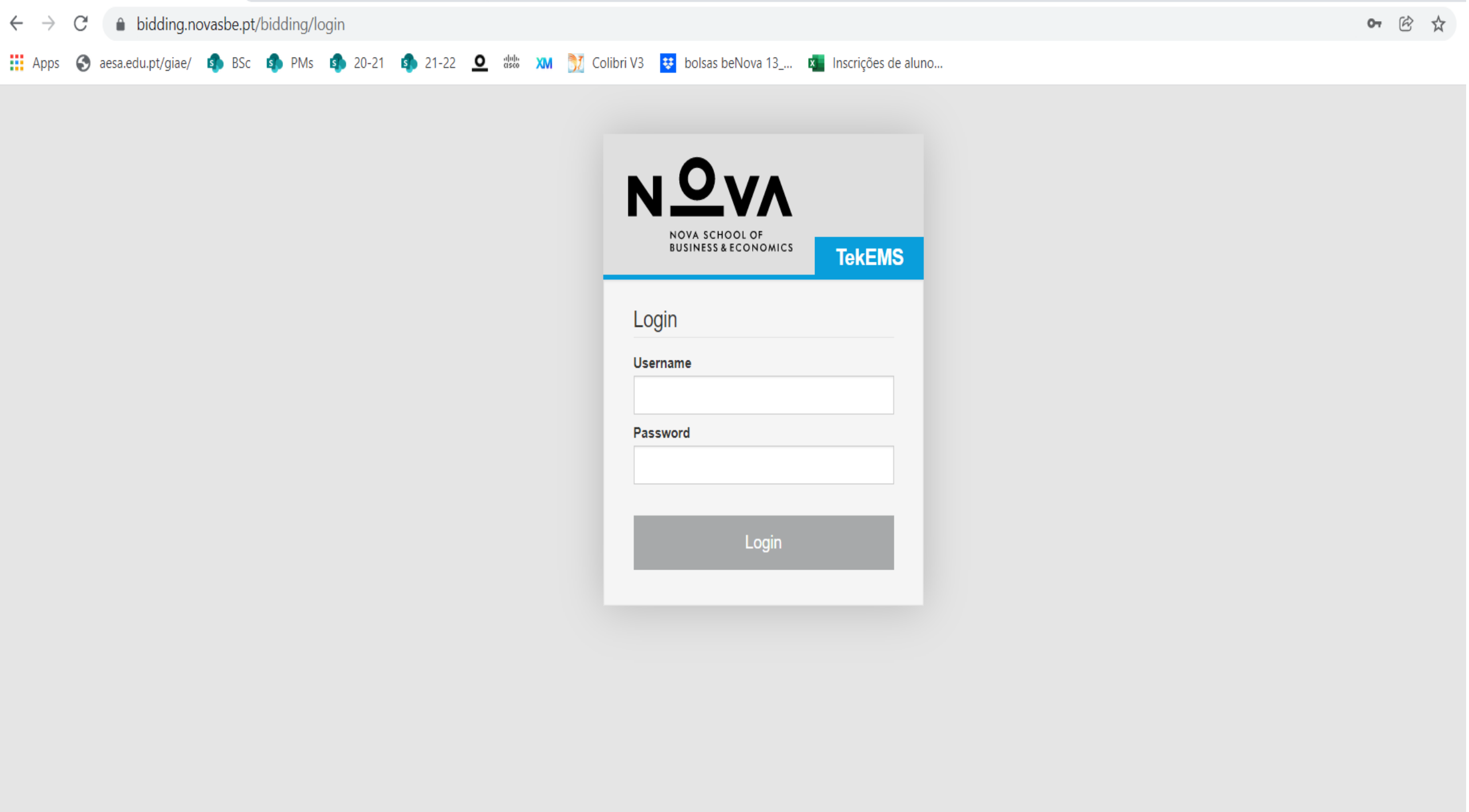
# 05

# Bidding

[HTTPS://BIDDING.NOVASBE.PT/BIDDING/LOGIN](https://bidding.novasbe.pt/bidding/login)

The enrollment for the Elective Courses will take place on Bidding platform as well as the Add/Drop periods where you will be able to add and/or remove your enrollments for the period that starts.

Please note that the platform will only be open in the designated periods.





# FAQ





# Thank you!

## Program Management Team



**Rita Ramos**

Head of Program Management

Program Manager:

MSc in Business Analytics

MSc in International Development & Public Policy

MSc in Impact Entrepreneurship & Innovation



**Catarina Pissarra**

Program Manager:

MSc in Management



**Francisca Navega**

Program Manager:

MSc in Finance



**Vera Martins**

Program Manager:

MSc in Economics

If you have any further questions, please contact: [masters.pm@novasbe.pt](mailto:masters.pm@novasbe.pt)

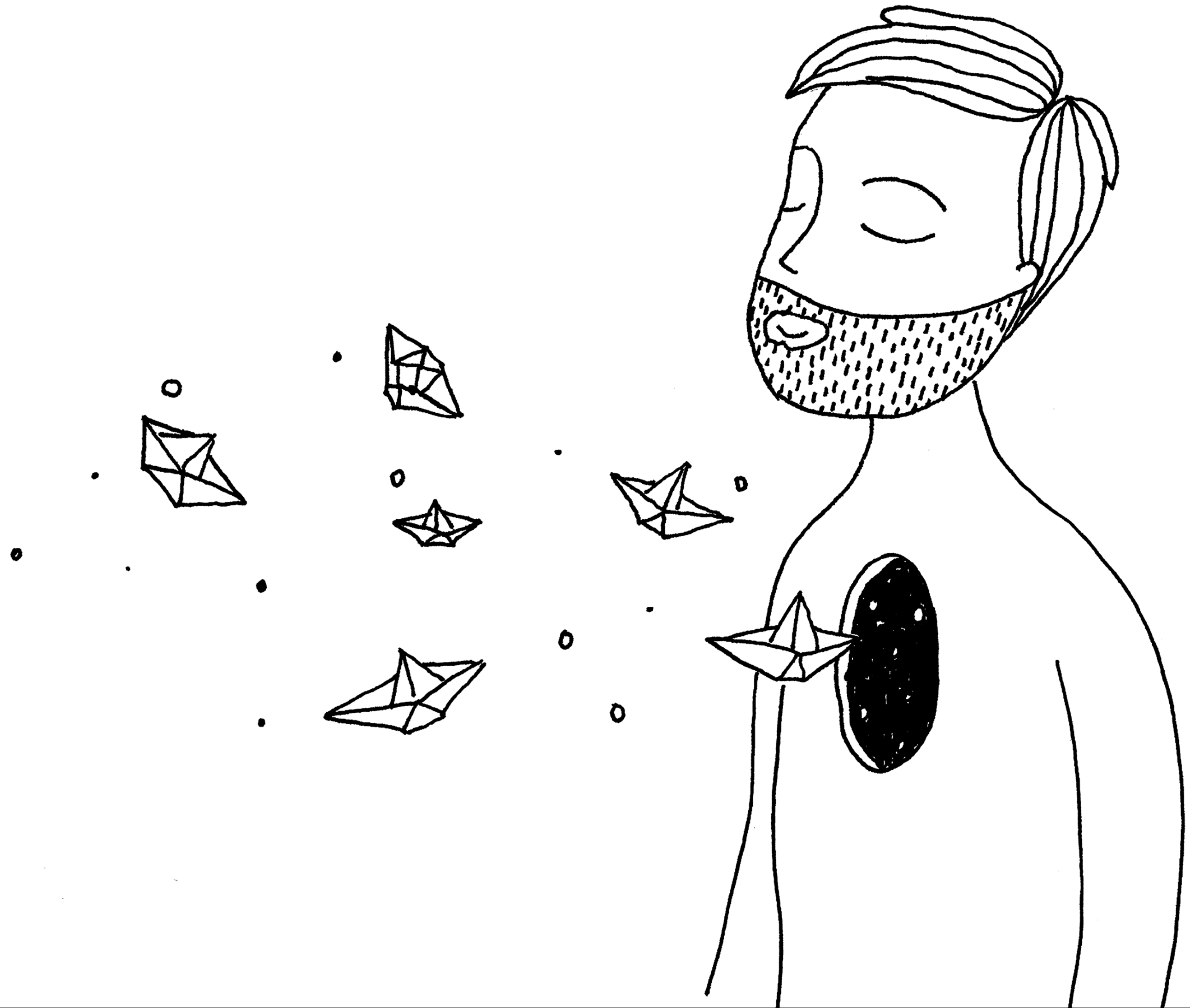


Illustration by Fernando Cobelo