

Student Handbook **Master's in International Development & Public Policy** degree program

2021/2022





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

Nova School of Business and 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 the attitude that breeds achievement and, ultimately, foster your individual and collective potential. We believe that it is our duty to stay at the forefront of innovation, sustaining excellence and rigor while preparing the leaders of tomorrow.

Congratulations! Thanks to your effort and hard work, you have entered one of the best ranked and also most demanding schools, where you will have space, time and resources to support you to reach your goals.

Our mission is to be a community dedicated to the development of talent and knowledge that impacts the world.

Take advantage of all the services and events offered by the school. At Nova SBE you will benefit from rigorous teaching, focused on helping you to acquire scientific and technical knowledge, as well as developing your soft skills to ensure a complete education.

During the program, you will face many challenges. Don't forget that we are here to support you in many different ways.

You will also be surrounded by an international environment, so make the most of it and immerse yourself in the Nova way of life.

In this handbook, you will find academic information about your program, such as: calendars, procedures and rules & regulations. We have tried to make the information as clear as possible and request that whenever you have a question, start by consulting this manual.

As always, and more than ever, we are open to hear your insights and proposals to continue to improve Nova SBE.

Learn, grow and be happy here at Nova SBE!



**Professor
Daniel Traça,**
Dean



**Professor
Miguel Ferreira,**
President of the
Scientific Council



**Professora Ana
Balcão Reis,**
Bachelor's Director,
President of the
Pedagogical Council

I. 10 Things to Keep in Mind

1.

Read this guide carefully! It contains vital information for a successful Masters. Ignorance of the rules and regulations enclosed cannot be used as an excuse for any action or conduct.

2.

Check your institutional e-mail and Student Hub regularly for announcements made by the program managers. Also keep your contact info, including mobile phone, up to date on Netpa, in case we need to contact you urgently.

3.

Be active in your job search! The Career Services will give you support and counselling, but it is entirely your responsibility to find a job.

4.

Commit to community life by engaging in the social activities proposed and leading your own activities. The Master's programs at Nova SBE are a communal endeavour by the class. You will have much to learn from your peers and from your teachers.

5.

Uphold the highest standards of integrity and honesty. Respect your colleagues and teachers. Enforcement of the code of conduct is extremely strict at the Nova SBE Masters. Severe penalties will be applied to any misconduct towards the Honor Code and class decorum.

6.

Do not quit a course! If you quit a course in the middle of the term you will get a "fail" on the course roster and transcript.

7.

Check regularly your academic records through the online platform in order to avoid attendance of additional semesters.

8.

Live up to your financial obligations! Any late payment will imply payment of interests and delay fees.

9.

Bring your Student Card with you to Campus every day! You will need it to access facilities.

10.

Help us help you! All the procedures of your Master's are handled by the Academic Services. You are entitled to a diligent and considerate service by the Team. Please be courteous and respectful: respect the Student Central hours and check for the information you need before contacting the Team.

Bridging Courses

Bridging courses are short intensive courses to help students with limited background in Mathematics, and/or Economics. These courses help prepare students admitted into the Master’s Program by covering the essential skills and knowledge to help meet courses pre-requisites. The courses offered are as follows:

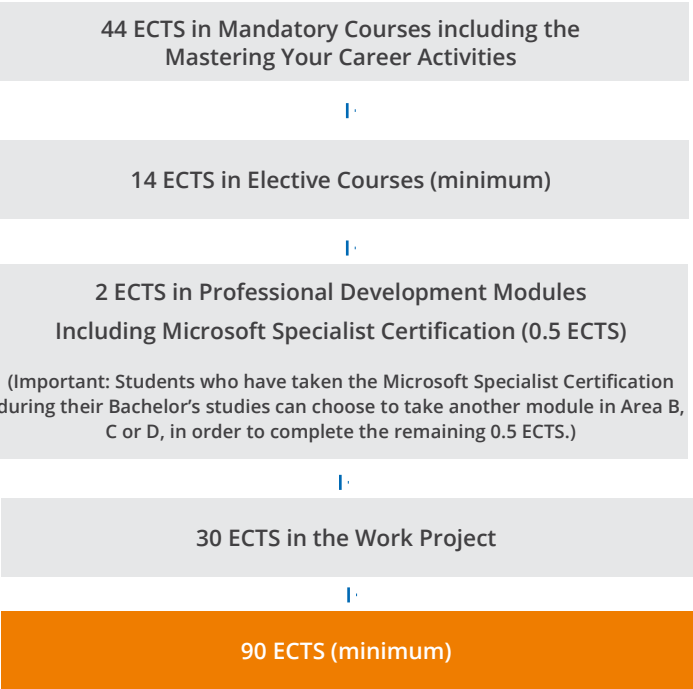
- Maths & Stats
- Basic Microeconomics

Master’ Structure

RECOMMENDED STRUCTURE

ENTRY IN	SEP-DEC	JAN	FEB-MAY	MAY-JUN	JUN-SEP
Fall 2021	Academic Term 1	Professional Development (PD) Modules	Academic Term 2	Professional Development (PD) Modules	Work Project Term (WP defense From Oct 2022)

THE STANDARD ECTS CURRICULUM SHOULD UNFOLD AS FOLLOWS:



Requirements to Graduate

IN ORDER TO GRADUATE, STUDENTS MUST SATISFY ALL OF THE REQUIREMENTS BELOW:

- Pass all required courses and Mastering Your Career Activities.
- Obtained 2 ECTS in Modules – each module is worth 0.5 ECTS (attendance of 1 module in each Area).
- Complete a minimum of 56 ECTS (max 86 ECTS) in the academic courses, including all mandatory and elective courses.
- Pass the Work Project - 30 ECTS.
- Complete a minimum of 90 ECTS (56 + 2 + 2 + 30).

International Track

For more information on how to have the International track mention, please **check the Student Handbook General Information** but please be advised of the following:

- The MIDPP program is not compatible with Double Degree programs;
- If you wish to do an Exchange program semester, you will need to do an additional semester and you will only be able to go on exchange after completing the first year. Information about the applications will be made available in the beginning of each semester.



How to — calculate the Final Grade

The final classification of the Master's is calculated by the final classification of the Academic Curricular Average and the final classification of the Master's Work Project.

For the calculation, the Academic Curricular Average has **two unrounded decimal places**.

The final grade will be rounded to the nearest whole number, when the grade is equal or above XX.50 (e.g.: 14.50 will be rounded up to 15).

FORMULA FOR THE CALCULATION OF THE FINAL GRADE POINT AVERAGE:

GPA = Grade Point Average (final grade of the program)

WP = Work Project

CG = Course Grade

ACA = Academic Curricular Average

$$ACA = \sum_{\text{courses}} \frac{CG * \text{course ECTS}}{\text{Total number of courses ECTS}}$$

$$GPA = (ACA * .65) + (WP * .35)$$

Mastering Your Career and Development Modules do not count for final GPA.

Tuition Fees

REGULAR MASTERS STUDENT

- 11.900€ for the intake 2021/2022.
- The fee is charged in four instalments: 1,000€ + 2,967€ + 3,967€ + 3,966€.

An additional fee will be charged per additional semester, for example, for students going on an Exchange program. The tuition fee for the additional semester is published annually and students must refer to the academic services for this information.

- **Deadlines:**
 - 1st instalment** – paid by the student during the application period
 - 2nd instalment** – by July 7th, 2021
 - 3rd instalment** – by February 15th, 2022
 - 4th instalment** – by June 15th, 2022

If you are unable to make timely payment on your student account balance in full by the billing due date, the School provides an optional Payment Plan. Such Plan allows students to spread payment of anticipated tuition over an increased number of instalments for the entire academic year or for one semester only. Please, consult Moodle for additional information.

CEMS MIM STUDENT

Students enrolled in the CEMS MIM program will be subject to a different payment schedule in the MIM Year 2 (intake 2022/2022). Please contact the CEMS Office for more details.



Curriculum

FALL		SPRING	
1st Half	2nd Half	1st Half	2nd Half
2740 International Relations and Organizations (3,5 ECTS)	2746 Public Policy I (3,5 ECTS)	2747 Public Policy II (3,5 ECTS)	2745 Politics for Policy (3,5 ECTS)
2741 Markets, Incentives and Behavior (3,5 ECTS)	2738 Development Economics I (3,5 ECTS)	2739 Development Economics II (3,5 ECTS)	Elective**
2748 Statistics for Policy Action (3,5 ECTS)	2743 Policy Appraisal (3,5 ECTS)	2744 Policy Evaluation for Public Policy (3,5 ECTS)	Elective**
2750 Management (3,5 ECTS)	2742 Policy Analysis Exercise * (3,5 ECTS)	Elective**	Elective**
2578 Mastering your Career (2 ECTS)			
Modules (2 ECTS)			

* This is an annual mandatory course with final evaluation on T4 (irregular Schedule during T2, T3 and T4).
** Students must choose at least 7 ECTS from Group 1 (Economics) and 7 ECTS from Group 2 (Management).

Policy Analysis Project

- Capstone experience of the MIDPP.
- Conducted in partnership with public, non-profit, and private organizations for the purpose of solving specific policy challenges.
- Developed in groups, typically of four or five students, supported by an academic advisor.
- Prepared for the Summer of the first year through an all-year field lab sequence in collaboration with an academic tutor.
- Courses coordinated with PAP, including public policy evaluation components.
- Possibly involving Summer internship with partnering institution.
- Evaluated as an individual Work Project presented from October.

INSTITUTIONAL PARTNERS

Our institutional partners are central to the master's:

- This is a master's targeting students who will take leading roles in organizations contributing to public policy and international development.
- The experience gained in analyzing and addressing policy challenges in these organizations and working in diverse teams can greatly add to the human capital and employability of students.
- The program fulfils the mission of the school in bridging to society and impacting sustainable development through better policies.
- The list of partners includes public sector agencies (local, national and international levels), private sector companies (national and multinational) and social sector organizations.
- In 2021/22, this list is likely to include several ministries and a local council in Portugal, international organizations, third-sector organizations working in education, social inclusion, and disability, and multinational companies in international development, health and employment services.

II. Master’s in International Development and Public Policy

Elective Courses

GROUP I*					
PERIOD	CODE	COURSE	SECTION	ECTS	FACULTY
S2	2735	International Trade: Theory and Policy	TA	7	Luís Campos e Cunha
T1	2128	Competition Policy	TA	3.5	Pedro Pita Barros
T3	2193	Behavioral Economics and Finance	TA	3.5	Lenka Fiala
T3	2135	Economics of Health and Health Care	TA	3.5	Pedro Pita Barros
T3	2138	Environmental Policy	TA	3.5	Antonieta Cunha e Sá
T3	2182	European Economy	TA	3.5	José Tavares
T3	2145	Labor Economics	TA	3.5	Pedro Portugal
T4	2134	Economics of Education	TA	3.5	Pedro Freitas
T4	2158	Economics of Health Systems	TA	3.5	Pedro Pita Barros
T4	2141	Global Energy Markets	TA	3.5	Antonieta Cunha e Sá
T4	2196	International Migration	TA	3.5	Cátia Batista
T4	2184	Political Economy	TA	3.5	José Tavares
T4	2737	Private Sector Development	TA	3.5	Catia Batista
GROUP II*					
PERIOD	CODE	COURSE	SECTION	ECTS	FACULTY
S1/S2	2483	Applied Social Entrepreneurship	TA	7	Loic Pedras
S2	2638	Design Thinking for Social Innovation	TA	7	Anne- Laure Fayard
T3	2636	Brands and Marketing in Asia's Emerging Markets	TA	3.5	Andrew Harrison
T3	2371	CIRCULAR ECONOMY: Eliminate, Circulate and Regenerate**	TA	3.5	Luis Veiga Martins
T3	2490	Geoeconomics and International Relations	TA	3.5	Paulo Portas
T3	2388	Leadership and Change Management	TA	3.5	Filipa Castanheira
T3	2473	Negotiation	TA	3.5	Luís Almeida Costa
T3	2642	Principles of Shopper Marketing	TA	3.5	Miguel Pinto Fernandes
T3	2646	Strategic Costing	TA	3.5	Marta Almeida
T3/T4	2622	Blockchain fundamentals	TA	3.5	Leid Zejnilovic
T3/T4	2640	International Tourism policy	TA	3.5	Sergio Guerreiro
T4	2749	Management in the Public Sector	TA	3.5	Miguel Pina e Cunha / Milton de Sousa
T4	2417	Management of Non-Profit Organizations	TA	3.5	Silvia Herrero
T4	2359	Operations Management	TA/TB	3.5	Utku Serhatli
T4	2647	Strategic Planning and Control	TA/TB	3.5	Marta Almeida

*4 optional half-semester courses: any 2 in Economics (Group I) and any 2 in Management (Group II).

**This course is considered as Outside program this academic year.



Professional Development Modules

The Modules are divided into 4 areas and the students must pass 1 module of each area according to their Master's Program. Each Module is worth 0.5 ECTS and is evaluated as Pass / Fail.

MODULE AREAS:

A – Quantitative Skills – 0.5 ECTS;

Excel Specialist Certification – 0.5 ECTS Important: Students who have taken the Microsoft Specialist Certification during their Bachelor's studies can choose to take another module in Area B, C or D, in order to complete the remaining 0.5 ECTS.

STATA – 0 ECTS – highly recommended, but not mandatory.

B – Ethics – 0.5 ECTS;

C – Corporate Links / Internationalization – 0.5 ECTS;

D – Communication and New Trends – 0.5 ECTS.

The list of modules on offering will be available at the start of each semester. Enrollment in modules will be done through the bidding platform. Most modules are offered in January and end of May / June, with few exceptions.

NOVA SBE OFFERS THE FOLLOWING LANGUAGE COURSES:

- Spanish Language Course
- Portuguese Language Course
- French Language Course

Attendance is mandatory. Depending on availability, students will attend the language course during one of the semesters at Nova SBE.

CEMS Master's in International Management (CEMS MIM) Students

Students in the CEMS MIM year one are students enrolled in one of the pre-experience Master's programs (in Economics, Finance, International Masters in Finance, Management, International Masters in Management, Business Analytics, International Development and Public Policy or Impact Entrepreneurship and Innovation).

During this first year you are expected to complete the curricular part of your Master's program including all mandatory requirements, including the regular Work Project.

In the Spring of your year two, you will do a Business Project. Guidelines on the Business Project are published in the beginning of the Spring Semester.

Students in the MDPIP, even if enrolled in the CEMS MIM, will still have to do the PAP which is a requirement of this Master and that helps prepare for the final Work Project.

REQUIREMENTS

In order to start the MIM Year-Two, students should pass all mandatory courses of their Master's program and 60 ECTS at the end of the first year, including modules. **No elements of the pre-experience Master's program can be left behind.**

MIM Year-Two students must complete a total of 45 ECTS in MIM academic courses, 15 ECTS in the Business Project, 3 ECTS in the Block Seminar, 1 ECTS in the Global Citizenship, and 2 ECTS in other skills seminars.

The 8-week international internship can be done during the MIM Year-One or MIM Year-Two.

CREDIT TRANSFERS BETWEEN MSc AND MIM

By the end of the CEMS MIM program a maximum number of 15 ECTS is allowed to be transferred from the MSc to the MIM or from the MIM to the MSc. Only MIM elective courses can be double counted. Students transferring credits from the MIM to the MSc must respect all the requirements of their master's program. For example, MIM electives cannot be used to replace mandatory courses or required modules of the MSc.

Credits obtained at another CEMS School in Year-Two can only be converted to your Year-One Master's upon submission and acceptance of the Transfer of Exchange Credits form.

After application of all flexibility rules, a student must still successfully pass a minimum of 24 ECTS per term and will be able to credit a maximum 37.5 ECTS per term.

This includes courses, the Block Seminar, Global Strategy and Organisation, Skill Seminars and the Business Project.

The CEMS Team can be contacted through mim@novasbe.pt.

All matters related with Year-One are to be addressed to the Academic Services; Matters related with Year-Two and generic CEMS MIM issues are dealt with by the CEMS Academic Director or CEMS Program Manager.

Nova SBE would like to thank Nian Canard, Francisco Nogueira and all students that contributed to the photos in this brochure.



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Disclaimer: the rules in this guide may be subject to change. Updated versions will be posted on Moodle.

Notice: we strongly recommend students to read the General Information guide.