

Master's Student Handbook

General Information

2021/22





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Congratulations! Thanks to your effort and hard work, you have entered one of the best internationally ranked and also 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 any way we can.

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 Handbook.

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

A handwritten signature in blue ink that reads "Daniel Traça".



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

A handwritten signature in blue ink that reads "Miguel Ferreira".



**Professora Ana
Balcão Reis,** President
of the Pedagogical
Council

A handwritten signature in blue ink that reads "Ana Balcão Reis".

I. Remember

1.

THIS HANDBOOK IS ESSENTIAL

Be familiar with the information contained in the Student Handbook. Pleading ignorance of the rules and regulations shall not be accepted as an excuse.

2.

YOUR INSTITUTIONAL EMAIL IS IMPORTANT

The School will only use your institutional email to communicate with you. Be sure to check your email regularly.

3.

CONSULT YOUR MASTER'S AREA ON MOODLE REGULARLY

It is your responsibility to stay up to date with what's going on with the latest academic announcements, course updates, syllabi, enrollment periods and other activities on the Moodle page.

4.

UPHOLD THE HIGHEST STANDARDS OF INTEGRITY AND HONESTY

Academic and social conduct of all students at Nova SBE are governed by an Honor Code. You must respect others and respond to the authority of Course Instructors and other School personnel.

Cheating, plagiarism, or other forms of academic dishonesty will not be tolerated. You are responsible for your actions and their consequences.

5.

MONITOR YOUR ACADEMIC RECORDS THROUGH NETPA

It is your responsibility to check that you are complying with all academic obligations in order to graduate. Avoid enrolling in additional semesters and paying further tuition by monitoring and making sure that you are fulfilling your degree requirements.

6.

LIVE UP TO YOUR FINANCIAL OBLIGATIONS

Late payments will imply application of interest fees as well as restrictions on course enrollment, until settlement or a payment plan has been established.

7.

HELP US HELP YOU

Provide us with your constructive feedback. There will be opportunities for you to provide us with your suggestions for improvement. Please participate.

8.

ENGLISH AS OUR OFFICIAL WORKING LANGUAGE

English is the School's official working language. As such, all documents and communications from the School will be in English and we ask you to do the same. For example, if you need a School signature on any given document, you will need to send us an authenticated translation.

Bridging Courses

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

- **Math for Managers** (MSc in Management and Finance, IMM, IMF and Impact Entrepreneurship and Innovation);
- **Financial Accounting** (MSc in Management and Finance, IMM, IMF and Impact Entrepreneurship and Innovation);
- **Financial Introductory** (MSc in Management and Finance, IMM, IMF and Impact Entrepreneurship and Innovation);
- **Statistics I** (MSc in Management and Finance, IMM, IMF and Impact Entrepreneurship and Innovation);
- **Basics in Programming** (MSc. in Business Analytics)
- **Introduction to Management** (MSc. in Business Analytics)
- **Basic Microeconomics** (MSc. in Business Analytics)
- **Basic Maths & Stats** (MSc. in International Development and Public Policy; MSc in Economics)
- **Math &Stats** (MSc in Economics and MSc. in Business Analytics)

Students invited to take part in a Bridging course or courses will attend classes online during the month of August prior to the Master’s kick-off semester in September. Bridging courses do not earn credits, though final assessment is carried out to provide feedback and information on student progress. These courses do not form part of the Master’s degree program curriculum, and therefore will not be included in the final transcript or records nor the Final Certificate and are free of charge.

Standard Structure of Degree Program

SEMESTER 1 30ECTS	SEMESTER 2 30ECTS	SEMESTER 3 30ECTS
Mandatory Courses (including Mastering Your Career)	Mandatory Courses	Work Project
Optional Courses	Optional Courses	
Professional Development Modules		

Courses generally run from Monday to Friday from 8:00 am to 10:00 pm. Some classes take place on Saturday. The Master’s degrees are intensive, full-time programs so students are required to attend all classes and carry out all mandatory assessment accordingly. The Master’s Programs are full time and we strongly advise students against any professional activity during this time.

The standard duration of the Master’s degree program is 3 semesters, although for students who wish to complete 120 ECTS the duration will be 4 semesters. Typically, the first two semesters are devoted to coursework, while the last semester is devoted to the Work Project. Coursework generally consists of reading assignments, written assignments, discussions and presentations.

A student is expected to maintain a minimum level of performance at all times. The academic performance of each student is reviewed each semester.

Academic Requirements and Degree Eligibility

MINIMUM AND MAXIMUM DURATION

The minimum duration requirements and maximum duration allowed for the Master's degree programs are as follows:

Minimum number of semesters: 3
Maximum number of semesters: 6

ACADEMIC REQUIREMENTS

Students can graduate once they have completed the minimum requirements:

Completion of a minimum of 60 ECTS (max 90 ECTS in course work which includes all mandatory and elective courses. Students may carry out an elective outside their program, as an Outside Program elective up to a maximum of 7 ECTS.

Complete a total of 90 ECTS which must include:

- Course work (min 56 ECTS) – mandatory courses and electives
- Professional development and career elective (min 4 ECTS) which includes Microsoft Excel Certification
- Work project (30 ECTS)

MINIMUM ACADEMIC PERFORMANCE STANDARDS

During the Master's Program, students must obtain approval of **at least 18.5 ECTS** in courses and modules per semester. This rule will not apply for students on their Exchange semester.

If the student does not earn this minimum amount of ECTS per semester, he/she may be subject to academic probation. Students who experience extenuating circumstances that affect their academic progress should make their situation known to their respective Program Manager as soon as the problem arises. These matters are handled with appropriate confidentiality and privacy considerations.



Degree Eligibility

A student is deemed to have completed the requirements for graduation if he/she has:

- 1. Submitted official Bachelor’s certificate and/or official diploma, which must be in English, containing the degree awarded, final course list (with ECTS/credits and final grade) and confirmation of your GPA
- 2. Met the minimum duration and academic requirements outlined above
- 3. Satisfied additional requirements, if any (double degree students)
- 4. Paid all owing fees to the School

After confirming that they have satisfied all degree requirements, students must submit a Degree Completion Request Form. Certificates may take up to 30 working days to be issued.

Final Grade

The final classification of the Master’s is a weighted average of the final classification of the Academic Curricular component and the final classification of the Master’s Work Project. Mastering Your Career and Professional Development Modules, including the Microsoft Excel Certification do not count towards the Final GPA. For the calculation, the curricular component is truncated (capped) to the second decimal place. 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:

$$ACA = \sum_{courses} \frac{CG * course\ ECTS}{Total\ number\ of\ courses\ ECTS}$$
$$GPA = (ACA *.65) + (WP *.35)$$

LEGEND:
ACA= Academic Curricular Average
WP= Work Project Grade
CG= Course Grade



Academic Calendar

The academic calendar contains important dates associated with your academic program. These include but are not restricted to orientation dates, term dates, enrollment dates, final exam periods, etc. The document is available in the Master's Area on Moodle. Please note that this Calendar may be subject to last minute changes.

APPLICATIONS WEEK

During the 3rd week of September (20.09.2021– 24.09.2021), course instructors are asked to reduce the workload, i.e. assignments, midterms, quizzes or any other type of assessment, in order to allow students to prepare and submit job applications. International companies usually have their recruitment period from September to October for jobs starting in June the following year. During this week students will also have the opportunity to meet recruiters at the Virtual Career Fair on the 22nd of September.

Course Formats*

Courses are divided into two types: mandatory and elective courses. Mandatory courses represent core subject areas of the degree program. They are normally carried out during the first two semesters of the program.

Each course grants a specific number of ECTS (European Credit Transfer System). Grades are distributed on a scale of 0-20, with 10 being the lowest passing grade and 20 the highest passing grade. Certain courses or modules use a pass/fail grading system. Students are required to attend classes and complete all required assessment components.

COURSES MAY FOLLOW A FULL SEMESTER OR HALF A SEMESTER

• Full courses (full semester)

A full course is typically worth 7 ECTS and takes place over a period of 12 weeks. These courses consist of 3-hour weekly classes, meeting once or twice a week. The exam period for full courses take place at the end of each semester and it may have a midterm.

The full semester periods will frequently appear abbreviated as S1 (Semester 1 / Fall semester) and S2 (Semester 2 / Spring semester).

• Half courses (half semester)

A half course is generally worth 3.5 ECTS for a period of 6 weeks. These courses consist of 3-hour weekly classes, meeting once or twice a week. The exam period for half courses takes place at the end of each trimester.

The half semester periods will frequently appear abbreviated as T1 (term 1 / first half of first semester), T2 (term 2 of first semester), T3 (term 3 of second semester) and T4 (term 4 of second semester).

*** The continued situation of COVID-19 requires that special attention be given to the relevant information about the course (i.e. format, assessment, etc.) on the course syllabus.**

COURSE INFORMATION

The course syllabus provides detail of the course content, assessment methods and weights, and recommended reading. It will also contain the instructors' office hours and their contact email. Syllabi are available on [Moodle area Courses Syllabi-21/22](#) or on [NetPa](#).

For information on courses offered please read the Curricular Information Handbook for your degree, also available in the Masters Area on Moodle.

III. Master's curriculum

Master's curriculum

The degree programs are three-semester programs (minimum 90 ECTS): Courses - 56 ECTS + Professional Development Modules - 2 ECTS + Mastering Your Career - 2 ECTS + Work Project - 30 ECTS

Mandatory: Courses

Before the semester starts, students are pre-enrolled in mandatory courses. Mandatory courses cover the core academic knowledge, and some serve as a prerequisite for specific elective courses. **Students will be allocated to courses and respective terms and class sections. These cannot be changed.** For more information about each master's program mandatory course, please consult the respective student handbook. Students can consult the enrolments on Netpa.

Students belonging to a degree program in which **there are two levels of courses in place (standard/advanced)** will be assigned to one of the two based on their academic background. Although the level indicated by the student is taken into consideration, the Academic Director will validate the student choices made during registration. Once validated, the level will remain unaltered for the entire academic year.

Students who fail a mandatory course will be re-enrolled in the course in the next available period. Note that because some mandatory courses are only offered in the Fall semester, students who do not obtain a passing grade, will only be able to retake them in a year's time, i.e. the next Fall semester, and will be automatically enrolled by the Academic Services.

Mandatory: Career Module

The Mastering Your Career is worth 2 ECTS. It is mandatory to all 8 Master’s programs. The course includes:

- Discovery Week
- CV Checkpoint
- Career Workshops
- Career Events
- Virtual Career Fair
- Curriculum Vitae completion

It is designed to help students prepare for their career path and career development.

The Career workshop enrollments are done online through the bidding platform. We encourage you to read the Bidding for Mastering Your Career Workshops Guidelines available on Moodle.

Mandatory: Professional Development Modules

As a compulsory requisite for your degree program, students must complete a set of modules aimed at enhancing professional development and job market success. These modules are organized under 4 distinct Areas:

- A:** Quantitative Skills, modules that will provide you with important tools to analyze and interpret data;
- MSc Management and International Master’s in Management, MSc in Impact Entrepreneurship and Innovation and MSc in International Development and Public Policy are required to take the **Microsoft Office Specialist Certification**. Students who have taken the Microsoft Specialist Certification during their Bachelor’s studies can choose to take the most advanced level instead (**Microsoft Excel Expert course**) or take another module in Area B, C or D to complete the remaining 0.5 ECTS;
 - MSc Business Analytics, MSc Economics and Msc Finance and IMF are required to take the Microsoft Expert Certification. Students who have completed the MO Expert Certification during their Bachelor’s studies must take another module in Area B, C or D to complete the remaining 0.5 ECTS. Please note that for MSc in Finance, International MSc in Finance and MSc in Economics, the Excel module does not carry any ECTS.

B: Ethics, modules that will challenge you to think about ethical issues;

C: Corporate Links & Internationalization, modules that will expose students to an international experience;

D: Communication & New Trends, modules that will challenge you to think “out-of-the-box” and to use these skills to lead organizations in a future dominated by innovation, as well as presentation and public speaking skills.

Students must complete 0.5 ECTS from each Area, totaling a minimum of 2 ECTS. Some modules are mandatory for your degree and are specified above in bold. Grading is on a pass/fail basis. **The list of modules on offer and dates in which each takes place will be made available on Moodle during the first trimester.**

The duration of modules is typically of 2 to 3 days to a week, with few exceptions (e.g. language courses, which encompass 60 hours of classes per semester, and the Mentoring Program). Please consult the offering once it becomes available.

Mandatory: Work Project

Students who enter their third and final semester will normally have completed 60 ECTS. Students will spend their last semester working on their Work Project worth 30 ECTS. However, students missing mandatory courses, modules and/or credits in electives may take up to a maximum of 14 ECTS and simultaneously carry out their Work Project.

Students who require more than 14 ECTS must enroll in an additional semester and pay the corresponding additional semester fee. Information on Work Projects is discussed in more detail in Section VIII.

Elective Courses

Each degree program has a list of elective courses which students may choose from. If a student wishes to carry out an elective belonging to another degree program, he/she may do so up to a maximum of 7 ECTS.

There are three types of electives: general, core and directed. The latter two are specific to those students wishing to cover an Area of Expertise. When choosing an elective, please consult the Curricular information Booklet for recommended background. If you did not carry out the mandatory courses outlined in that list but believe you have sufficient academic preparation, student's may contact the elective's Course Instructor to obtain approval as long as requested in a timely manner.

Areas of Expertise and Streams

AREAS OF EXPERTISE

An Area of Expertise is an area of special interest within specific degree programs, enabling students to focus a part of their studies on a specific academic domain (within Economics, Management or Finance). This includes disciplinary knowledge, skills and attitudes, as well as theories, methods and techniques that are specific to the area.

To fulfill an area of expertise, students must satisfy 21 ECTS. These credits are divided as follows: i) core electives, all of which must be completed, and, ii) directed electives, a set of specific electives students must choose from in order to make up the 21 ECTS.

Students are not obligated to choose an area of expertise but if so they must choose only one. However, those who wish to do so may decide at any time, either during one of the enrollment periods or at the end of their degree, as long as the student has satisfied all core and directed elective courses.

STREAMS

Streams allow students to have a deeper and more consistent academic learning experience, by focusing on a specific field of study while completing their Master's program. There is a fixed study plan associated with a prearranged final Work Project and may include other activities such as modules or special classes.

GENERAL PRINCIPLES, APPLYING TO ALL STREAMS:

1. The streams are associated with specific elective courses and the respective Field Labs (FL)/Work Projects (WP); each stream will constitute a block and students will be guaranteed enrollment in their stream's courses and FL/WP.
2. Students will have the name of the area of expertise (not the stream) in their program certificates.
3. The selection process will be coordinated by a selection committee.
4. Students selected for the stream will have fewer points (or none) when bidding for other electives.

NON-ELIGIBILITY:

Double Degree and CEMS students cannot apply to the streams. Students selected for streams will not be able to do an exchange semester during the first three semesters of the Master's Program.

Withdrawals from the stream will be possible up to one week after your acceptance in the stream. After this date, withdrawals will have the following implications:

1. Losing the direct/automatic access to the stream's directed electives and Field Lab/Work Project;
2. Maintaining the same bidding points for the semester of withdrawal.

III. Master’s curriculum

AREAS OF EXPERTISE AND STREAMS:

A COMPARATIVE LOOK

	Areas of Expertise	Streams (exclusive for MSc in Management and International Masters in Management)
Application	Before or during the MSc program	During the Admission process to the MSc program
Target Students	MSc in Finance, International Masters in Finance, MSc in Economics	From regular programs (not available to Double Degree and CEMS Students)
Alteration/Withdrawal	Can be done at any time	There are specific deadlines
Limit	Max 1 Area of Expertise	Max 1 Stream
Study Plan	Allows for greater choice of elective courses	Very little or no flexibility in choice of electives
Course Enrolment	Manual (need to bid)	Automatic (no need to bid)
Study plan open to Outside Program Electives?	Yes	Limited
Do students receive fewer bidding points?	No	Yes (may be o)
Option to carry out Exchange Semester?	Yes	Only after the 3 rd semester
Choice of Work Project?	Yes	No (pre-arranged)



Registration

Registration takes place at the beginning of the Master’s program. A student is considered registered after the payment of the first installment is made.

Course Enrollment

All courses will have an enrollment cap and all classes are limited to guarantee that their quality is preserved. Therefore, **it is important that alternative options are considered before and during the enrollment period.**

Students should check the course schedules and exams calendar before choosing any electives to avoid schedule and date conflicts. Note that **class attendance is highly recommended.**

Enrollment in courses (electives and modules) are the responsibility of the student and are done **exclusively online**. A validation period is available before each enrollment event. Students should take advantage of this period to verify login credentials and academic curricular details. Any irregularities should be reported immediately to the Master’s Team prior to the start of the enrollment process.

Students can enroll up to a maximum of 35 ECTS per semester, except for those Students entering their Work Project semester (the maximum permitted is 14 ECTS).

Course enrollment consists of two phases: i) enrollment period (first enrollment) and ii) add/drop period (additional enrollments or changes). The dates of each phase can be found in the Academic Calendar on Moodle.

Students are strongly advised to read the bidding guidelines and watch the tutorial videos on Moodle beforehand.

Electives may have only one class option (section), or more than one. The choice will appear on the bidding platform as section TA, TB, TC, etc. Each section has a specific timetable.

ENROLLMENT PERIOD

Students will be able to enroll online in elective courses prior to the start of each term, through a bidding process. At this time students can only enroll up to 30 ECTS for the semester. This takes into account the mandatory courses students are already enrolled in.

Enrollment confirmation: Students must check that they are correctly enrolled in the course and class (obtained through bidding) and attending the respective correct course and class. No grades are issued otherwise.

ADD/DROP PERIOD

Students will be able to cancel or change their enrollment in electives during the first week of classes in each trimester. At this stage students can enroll in additional ECTS - up to a maximum of 35 ECTS. During this period students can attend any elective course in order to make a final decision regarding enrollments.

During the Add/Drop periods for T2 and T4, students cannot cancel full courses.

Note: Students who withdraw from a course outside the bidding and add/drop periods or neglect to formally withdraw will see the course represented on their student file as having failed the course.

MINIMUM NUMBER OF STUDENTS PER ELECTIVE COURSE

There is a minimum number of students required for an elective course to operate. If this number is not reached, students will be notified that the course has been cancelled and students will need to find a course replacement.

Transfers

Disclaimer: This section does not apply to transfers referring to the regular and international Master's programs.

Students who wish to request a change of Master's Program must apply to the change by accessing the link available on Moodle Masters Area, during the official transferring periods. An extraordinary Master's Admissions Committee will evaluate the application (also considering the academic performance in the current program) and the decision is communicated to the student. Any enquiries and requests of assistance during the process should be addressed to requests.admissions@novasbe.pt

Upon transferring, the crediting of credits (completed at the previous Nova SBE Master's Program) is analyzed, case by case, in the Master's Admissions Committee, and the decision is communicated to the student.

Students can request a degree transfer from the 1st of November until the 15th of November, for transfers that will be effective in the start of the Spring semester, and from the 15th of May until the 31st of May (not available for the IMF/IMM programs), for transfers that will be effective in the start of the Fall semester.

Before transferring students must at least complete one semester of the Master's Program they were first enrolled in.

CEMS-MIM Y1, CEMS-MIM Y2 and Double Degree students that want to request transferring, should contact the CEMS-MIM (mim@novasbe.pt) and Double-Degrees (double.degrees@novasbe.pt) teams, respectively.

A transfer of Master's program results in **one or more additional enrollment semesters** (depending on the new Master's curriculum) **and the payment of a transferring fee**. It will also imply **an adjustment of the tuition fee to the new Master's program tuition in place at the time of the transferring**.

Important note: **Nova SBE scholarships of merit** will be reassessed in the Master's Admissions Committee and the decision communicated to the student. **Nova SBE means-tested scholarships** extensions, beyond the period first considered due to transferring of Master's program, will imply a new application at the time of the extension, subjected to an evaluation by the Master's Admissions & Aid Committee, and the decision will be communicated to the student.

Withdrawals

Students who wish to withdraw from their program must notify the Master's Team until a maximum of 30 consecutive days after the first tuition deadline payment. With the exception of the first tuition instalment, the student will not be liable for the remaining tuition.

Students who withdraw from the program without notifying the Master's Team in writing or who submit a late notice will be liable for the payments pertaining to the academic year.

Students, who quit, may be readmitted in some circumstances and will be subject to the rules and tuition fees corresponding to the academic year in progress. They must contact the Admissions Team for readmission application details and deadlines.

Interruption of Study

Interruption of study may be granted for a maximum period of 1 semester after the completion of at least one study semester. During any interruption of studies, no study achievements are possible and no credits may be transferred towards the degree. The semester in which students are on interruption of study do not count towards the standard study period. Interruption of study beyond 1 semester will imply readmission into the program through the Admissions Team and will imply fee adjustments that are in place at time of readmission.

Important notes:

- students who request an interruption of study and hold a Nova scholarship (Fellow or other) will lose their scholarship upon their return.
- The request must be submitted until 30 days prior the next tuition deadline payment.

Tuition Fee and Payments

Tuition is subject to review and/or change every year. Degree changes occurring in a new academic year may be subject to a tuition increase.

General information on tuition fees, tuition instalments and payment deadlines for the current year is on the Booklet of your program and on Netpa. Students are financially responsible for all tuition and related fees associated with registered courses. To determine your account balance you must access your financial account Information online through netpa. To avoid interest, service charges and other consequences, be sure that you allow sufficient time for your payment to reach us. Interest and service charges will not be waived for late payment.

Any changes in the program tuition for the following year will not affect students who maintain active enrollment in their program.

Late Payments

Outstanding balances will accrue interest as well as restrictions to enrollments. The School does not e-mail statements to prompt payment. To determine your account balance you must access your financial account information through Netpa.

Payment Plan

If you are unable to make timely payment on your student account balance in full by the billing due date, the School provides an the option of a payment plan.

The Payment Plan allows students to spread payment of anticipated tuition over an increased number of installments, for the full academic year or one semester only. Contact the Master's Team, before the deadline of the tuition payment, for additional information.

Cancellations / Withdrawals

Students are financially responsible for all fees incurred by course registration. A student may withdraw in good standing from a course within the period established at the start of the academic year.

Failure to attend classes, informing the Course Instructor of withdrawal or stopping payment does not constitute official withdrawal from a course, program or Institution. Students should consult the tuition fee regulation.

Extra costs (in addition to tuition fees)

Half-course / Full-course: €300

Additional Module: €300

Additional semester MSc. ECO | MNG | BA | MIEI | MIDPP: €2000

Additional semester Finance: €2200

Fees Policy

Nova SBE is part of Universidade Nova de Lisboa, which establishes common fees for all schools- Please consult the fees chart on Moodle.

Fines

1. Late penalty fees increase the longer the payment is past due. These may apply when students fail to comply with academic procedures such as timely enrolments, creditation requests, etc.

DEADLINE	LEVEL
Up to 5 working days	1st
From the 6th to the 15th working day	2nd
From the 16th to the 30th working day	3rd
After the 30th day and for each day overdue	4th

Financial aid and scholarships

Financial aid and scholarships are awarded in the form of tuition waivers ranging from 20% to 80% of tuition fees, excluding the first enrollment fee paid to secure your place on the program. These are exclusively awarded during the application period. Some are granted for the entire period of study under the premise that minimum academic criteria are met while others are awarded for the first academic year only.

Nova provides financial support to students in the form of financial aid and scholarships. These include merit-based scholarships; means-tested scholarships; Nova Fellowship for Excellence; Fundação Amélia de Mello and André Sousa Bessa exclusive to finance degree programs) and Fundação Calouste Gulbenkian scholarships (exclusive to MSc in Impact Entrepreneurship and Innovation Portuguese students).

All issues and concerns regarding financial aids and scholarships must be taken up with the admissions team before the start of classes.

VI. Tuition and Fee Policies

MERIT-BASED SCHOLARSHIPS AND NOVA FELLOWSHIP FOR EXCELLENCE

The merit-based and Nova Fellowship for Excellence scholarships apply to the two semester tuition installments of the student's first year, excluding the first enrollment fee paid to secure your place on the Program. Maintaining the scholarship for the third semester requires that the following conditions are met:

SCHOLARSHIP	GPA	CRITERIA
Merit-Based Fee Reduction	16	1. Must satisfactorily complete at least 46 ECTS by the end of the first year, approving the mandatory courses in which the student is enrolled in the semester(s) at Nova SBE.
		2. Must complete MYC and all required modules, including the Excel certification, by the end of the first year.
		3. Must not fail any courses or modules.
		4. Must hold a GPA of at least 16 (15.5 or higher) to maintain fellowship/fee reduction for third semester.

PLEASE ALSO NOTE:

1. Students that go on an exchange program need to complete the Excel certification and must save the proof of stay to justify their inability to complete more modules, if this is the case.
2. There is no funding beyond the third semester.
3. Students who transfer to another degree program and hold a Nova scholarship (Fellow or other) will not receive their scholarship from the moment they enter the new Master's program but from the moment they were granted the scholarship in the first place. There is no funding beyond the third semester, even if the student changes to another degree program. This will not apply to students who are transferred to the international programs.

CASES IN WHICH SCHOLARSHIP FUNDING IS LIMITED OR NOT APPLICABLE:

- CEMS MIM students receive partial funding for the CEMS Year 1 tuition fees.
 - Four semester degree programs (Double Degrees) do not receive funding beyond the third semester.
 - Students who postpone the start of their degree program lose their scholarship funding. The same applies to students who interrupt their studies.
 - Students who withdraw from CEMS MIM or a Double Degree program will lose their funding.

Please note that scholarship funding excludes the first installment (enrollment fee) paid prior to start of the degree program (1000 euros).

During the admission process, within the respective application period. The means-tested scholarship is granted for the entire degree program, maximum 3 semesters.

Additional Semesters

If a student needs one additional semester to complete the degree program, one additional semester's tuition will apply. The maximum number of additional semesters permitted is three. The tuition fee for the additional semester is published annually and students must refer to the Academic Services for this information.



Final Exams

Final exams for full-courses are scheduled at the end of each semester while half-course exams are immediately scheduled at the end of the respective half term. Full courses can have a midterm exam. There is only one examination period per course. There are no resit exam periods. An exceptional resit exam may be available to students missing only one exam. See section Special Exam to Graduate.

The exams calendar is set in the beginning of each semester and is made available on Moodle.

If a student is late to the exam, he/she will not be given extra time. All students must finish and submit their exams at the same time. Laptops and other electronics devices are not allowed during exams unless Course Instructors state otherwise.

If a student misses an exam for a legitimate medical reason or other comparable situation, the Special Requests Team must be informed within 24 hours and a formal written doctor's note or hospital report must be submitted explaining the situation. If the absence is deemed justified, students may have access to an alternative exam date. Date and other specific details are organized internally by the Master's Team and should take place immediately after the original exam date.

Events/activities such as assessment centers or other recruitment events will not be accepted as justification for missing an exam.

Alternative examination arrangements

Alternative examination arrangements can be provided for students with verified temporary or permanent disabilities. These situations must be communicated before the exams period.

- a.** For students with vision impairments or motor disabilities such as arm and hand movement, written examinations may be replaced by oral examinations or alternative forms of assessment given the nature of the student's specific disability;
- b.** For students who are hearing impaired, oral examinations should be replaced by written examinations or alternative forms of assessment given the nature of the student's specific disability;
- c.** In cases where the disability has implications in slow reading or writing, additional time for the exams should be provided. The extent of additional time allowances will depend on the requirements of the individual student though this is limited to a maximum of double the scheduled time.
- d.** If an examination question contains components (e.g. illustrations, graphs, etc.) that are difficult for students to understand and if these are crucial for an adequate understanding of the question, the instructor should make adjustments by using an alternative form to demonstrate or explain information.

If a student requires special arrangements for classes, this must be communicated to the Academic Services at the beginning of the semester.

Course Evaluation

Students' course evaluation is conducted on an individual basis, and final grades are on a scale of 0 – 20. Academic courses and Work Project approval requires that the final grade is equal to or greater than 10. All final grades are rounded to the nearest integer.

Course evaluations can be based on student participation, coursework, classwork, tests, examinations and other evaluations. Continuous assessment cannot count for less than 50% of the final grade. A final exam is mandatory and course instructors must use more than one method of assessment. The weight of the final exam can vary between 30% and 70%.

The course syllabus will describe the evaluation methods to be applied and their contribution to the final grade (in percentages). Evaluation is the sole responsibility of the Course Instructors.

Grades are posted on Netpa, normally five consecutive days after the final exam. If a certain component of a grade, such as a paper, has an extended deadline that goes over the exam week, the final grade will be made available only when all components are delivered. When, due to an exceptional delay, the final grade is not available within the normal period, the School will inform students as soon as the grade is posted.

Course Instructors are asked not to provide information to students about the final grade, before its publication online. Course Instructors are asked not to disseminate final course grades until these have been 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 nor by e-mail.

Feedback and Final Exam Review

Students are entitled to obtain feedback from the Course Instructors about their performance, grade and to review their final exam. Exam review dates normally occur five days after grade publication.

Students may request a review of their final exam grade to the Course Instructors.

In the Fall semester, given the proximity to the holiday season, the final exam review may be scheduled during the month of January.

Only gross mistakes in grading, i.e., those with the potential of involving at least 50% of the points assigned to the question or 1 point, whatever lowest, should be considered. If the student is correct and an increase in the points of a question is higher than the threshold set above, the Course Instructor should request a grade change to the President of the Pedagogical Council, explaining the reasons for the change in each question.

When the grade change is due to mistakes in the addition of partial grades, the threshold above does not apply. There is no appeal to the appraisal of the grade review by the Course Instructor.

Grade Improvement

There is no possibility for grade improvement. There are no resit exam periods whereby courses can be retaken. The student must maintain the passing grade obtained.

Evaluating Courses and Course Instructors

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. 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. The results of the survey will be communicated to the Course Instructors and the Faculty Council, after all grades for that semester have been posted.

MASTER'S SATISFACTION SURVEY

During the Spring semester students will be asked to complete an annual online survey about their overall experience in the Nova SBE Master's, including topics such as schedules, service, staff, exams calendars, program structure, and others. This survey is anonymous. The survey form will be distributed through an online tool.

MASTER'S WORK PROJECT SURVEY

During the month of the Work Project (WP) defense, students will be asked to submit a WP evaluation form, including feedback on the supervisor, the support by the Master's Team and other services during the WP. The feedback will be communicated to the supervisor and the Faculty Council and remains confidential.



Work Projects

Students must complete a Work Project (WP) towards their Master's degree, an original piece of work supervised by a professor (Advisor). Work Projects are submitted at the beginning of either January or June.

Defense dates are available on the Academic Calendar.

Double Degree (DD) and CEMS-MIM students will have specific requirements and calendars. Students will be instructed in due time by the Double Degree and CEMS Team.

WP topics are organized per program and in accordance with the available Areas of Expertise. WP topics will be made available to students in due time and is comprised of Field Labs (exceptionally Directed Research and Directed Research Internship formats may be approved subject to the approval of the Academic Director of the respective program).

For 2021/22 intake, students will join a group format to develop the final WP, in a Field Lab format. This will be the recommended process for all students for all degree programs, as the School believes group work fosters a more challenging, relevant and rewarding WP outcome. Economics students will follow a different procedure.

Further details, examples of past WP and specific guidelines for each one of the formats described below can be found on Moodle and NOVA's website – Library area – RUN (Repositório Universidade Nova), or please look for help at the Library.

Work Projects are managed by the Planning and Academic Progress team at Student Central. Students may contact the team at workprojects@novasbe.pt.

Field Labs (recommended format)

The Field Lab (FL) project is focused on a high-impact real problem that the student is able to face in the job market and offers the possibility to integrate distinct knowledge areas. This includes team-based work and individual work. The school is constantly developing new partnerships to expand the offer of FL.

FL will be the preferred format for all Master's programs.

Other Formats: Directed Research (DR)

WP developed individually with the support of an advisor from NOVA. DR is aimed at students intending to follow a research career – e.g., doing a PhD.

Directed Research Internship (DRI)

WP developed individually where the student is integrated in an internship for a problem-based issue, with the support of an advisor from NOVA and an advisor from the company.

Enrolling in your Work Project

Enrollment in the Master's Work Project (WP) must occur during the semester before the start of the WP itself. Students may only enroll in work project after having completed a minimum of 44 ECTS.

1. General Information on Work Projects is available on Moodle which includes Work Project Handbook, key deadlines such as defense dates and other relevant information.
2. A list of topics (within the three formats) and advisors can be found online, on the Bidding Platform during the enrollment period for WPs. Students who would like to propose their own topic may do so as long as they have made previous arrangements with an advisor.
3. Plagiarism: It is mandatory for students to do their plagiarism test and send the report to the Advisor one month before the defense. The Advisor will decide whether the student can proceed in submitting the WP or if there are academic and ethical problems.

Final Report Delivery

Students must submit the final version of the Work Projects (WP) according to the delivery date set in advance. Hard copies of work projects are not requested. All work projects are submitted in pdf format and uploaded online. but in a PDF file to be uploaded online. The delivery dates cannot be changed, unless there are unforeseen exceptional circumstances to consider (in case of student's illness, for example). Such exceptional requests must be submitted to the Academic Director of the respective master program and subject to internal analysis. Students having difficulties to meet their WP delivery date should first discuss their situation with their Advisor and then seek advice by contacting the WP team.

Failure to submit by the scheduled day results in exclusion to defend WP

Full guidelines for formal WP requirements, including formatting rules, how to make references, and specific guidelines to each format can be found on Moodle and need to be followed by student/Advisor. Students may be penalized in their evaluation if they don't follow the rules.

Failure to deliver the WP

Students failing to deliver or defend their WP are required to register for another semester and pay the correspondent fee (additional semester). However, the School cannot guarantee that the supervisor will be able to carry on from one semester to the other.

Public Defense

The Work Project (WP) is evaluated by a jury in a session that is scheduled for that purpose. The jury comprises of at least three and not more than five faculty members, including the Advisor. The period for public defenses is indicated in the academic calendar, and all sessions will be scheduled within that period. Students and professors are requested to keep these dates free. The final schedule will be available to students a few weeks before the public defense period, on Moodle.

The presentation by the student should be prepared in PowerPoint (or similar) and sent to the Advisor in advance. There is no required template available. You are not required to send it to the Academic Services.

The defense begins with a presentation by the student (15 minutes), followed by a discussion with the jury. Each public defense session should take up to 45 minutes. FL may have distinctive defense features.

The WP grade obtained in the final discussion is given on a scale of 0-20. Work Project approval requires a final grade greater or equal to 10.

The WP grade will have two components:

- The written WP report
- The WP oral presentation and defense

The jury is required to communicate to the student only the final grade of the WP. It is free to provide a breakdown between the two components of the grade or to provide additional feedback or comments. Students are entitled to overall feedback about the general quality of their work and for the shortcomings that justify their grade, from the president of the jury.



Special Exam to Graduate

Students that have successfully presented their Master's Work Project, but still require a passing grade in one course, will be able to take one course required to graduate, will be able to take the given course's exam a second time, as long as they have been enrolled in the course before.

There is a fee for taking the special exam to graduate. If there is a strong reason for a fee reduction, students may present a written appeal. In order to schedule the special exam to graduate, students must request it before their WP defense. The exam date will always take place after their WP defense, ideally in the next 2 weeks. This second exam may be written or oral, and the final grade will not exceed 12 out of 20.

Mobility Programs

Master's students may participate in an exchange program during one academic semester and attend courses at a Nova SBE partner school. During the study period at a partner university, the student cannot be enrolled in any course at the Nova SBE Master's nor be registered for the Work Project.

The student continues to pay tuition fees at Nova SBE during the mobility period. Exchange studies based on established agreements are exempt from tuition fees.

Nova SBE organizes application rounds twice a year, managed by the International Mobility Team.

APPLICATION STEPS

1. Check the international agreements available and the Exchange Program Regulation in the Master's Area on Moodle, section International Programs - Exchange;
2. Attend the Exchange Information Session at the beginning of each semester - dates announced in advance;
3. Do not miss the application deadlines and submit the required documents online, according to the instructions on Moodle;
4. If you get accepted for one of your preferred schools, the nomination process to the partner university will be made;
5. After nomination, the student should contact the partner university directly to ask for information regarding the enrollment process, academic calendar, deadlines, courses available; visas and all other relevant information for the period abroad;
6. Submission of a Learning Agreement is necessary prior to departure;
7. When returning to Nova SBE, the student must request course and credits creditation, mandatory for degree completion.

AFTER THE MOBILITY PERIOD

To convert credits and grades to the Nova SBE Master the student must submit the Transfer of Exchange Credits Form after arrival. This form must be accompanied by the original version of the transcript of records obtained at the partner university. The transcript must satisfy the following:

- The number of credit units must be expressed according to the ECTS system. If the credits used by the partner university do not correspond to the ECTS system, the student must present information in official document that permits the ACEP to convert them to the ECTS system. It is fundamental to know the number of units corresponding to the host university's normal workload during one academic year.
- To convert the grade, if the scale used is different from Nova SBE's, it is important to know if the scale used considers an indication of pass/failure rates, and the frequency distribution of grades recently obtained at the partner university.
- Only original transcript of records or authenticated translations will be accepted.

All courses included in the transcript of records must be part of the Transfer of Exchange Credits Form. This request must be submitted within 1 month of the last exam at the partner university.

- Only courses relevant to the respective Master's will be credited.
- The student may ask for the integration of a course(s) done at the partner university within an area of expertise of Nova SBE's Master's Programs. To grant this integration, the Academic Director of Mobility Programs must be consulted before the mobility period.
- A maximum of 35 ECTS will be recognized.

If the student is awarded with an Erasmus grant a minimum of one approved course on the semester abroad is necessary.

Students are advised to do the majority of mandatory courses before leaving for an Exchange. It is not possible to replace mandatory courses with courses carried out during your Exchange period.

Students can contact the international Mobility Team.

International Master's in Finance and Management

ADMISSION REQUIREMENTS:

- English language at minimum C1 level (or mother tongue);
- Second language and a third (if English is not the mother tongue) at minimum B1 level (or mother tongue) on admission.
- A 10-week international internship outside of Portugal, and outside of country of nationality of the student;

REQUIREMENTS TO GRADUATE AS INTERNATIONAL MASTER'S:

In order to graduate in the International Master's in Management or International Master's in Finance, all graduating students are required to:

1. Speak 3 languages:
 - Mother tongue;
 - English at minimum C1 (or as mother tongue);
 - Second language and a third (if English is not the mother tongue) at minimum B1 level (or mother tongue).
2. Have completed a minimum of one of the following activities between completion of the Bachelor's degree and the end of the second semester, or be able to provide proof that the requirements will be completed before the Work Project semester:
 - International Exchange Semester outside Portugal and outside the country where the Bachelor's degree was obtained;
 - Or a 10-week international internship outside of Portugal, and outside of country of nationality of the student;
 - Or enrollment and completion of a CEMS or Double Degree.

CRITERIA TO CHANGE FROM REGULAR TO INTERNATIONAL MASTER'S:

- Students in the regular Master's are eligible to apply for the International Master's before entering their Work Project semester, as long as the criteria for graduation are fulfilled;
- A Selection Committee (formed with Master's Academic Directors and Nova SBE Institutional Relations Director) will assess all applications and take the selection decisions, based on: i) GPA; ii) internationally relevant CV; and iii) personal statement on their international career prospective. Applicants may be called for interviews.

MSc. in Economics, Business Analytics, International Development and Public Policy, Impact Entrepreneurship & Innovation International Track

REQUIREMENTS TO GRADUATE WITH THE INTERNATIONAL TRACK:

- Have one of the following: attend a Double Degree; CEMS MIM; Outgoing Exchange during the Master's program or have a 10-week International Internship (immediately before the start of the program or until the end of the second semester, before entering the Work Project semester);
- Students must provide evidence of English language proficiency of C1 level;
- Students must provide knowledge evidence of a second foreign language at B1 level.

Graduation Ceremony

The Graduation Ceremony normally takes place each year in January. For the exact date please check the Academic Calendar. Students will receive a formal invitation from the School, with the ceremony's details (date, place, time). Confirmation of each student's attendance is mandatory.

Program Manager

Your Master's Program Manager exists to support you in making your learning experience the best possible.

SPECIFICALLY, THE PROGRAM MANAGER WILL:

- Be your first point of contact should you have any comments or suggestions related to the program or overall student experience; The Program Manager sits in the Student Central and you can contact her personally or by email;
- Assist problem solving in all areas of your Master's program, directing your queries to the appropriate school offices and helping you find the required help;
- Advise you in any queries you may have on all areas of your Master's program, including curriculum advising;
- Communicate to students key information for the smooth running of your experience (mostly through email, Moodle and Facebook);
- Facilitate periodic MOMs (Master's Open Meetings) to gather feedback on improvement opportunities and share news with the Students.

Student Central

The Academic Services - Master's Team is the main supporting service to students, running virtually all aspects of their academic life, including enrollment procedures, organization of Work Projects, setting of schedules and exams and coordination of exchange programs. Students should contact this Office for all queries concerning their Master's program.

Students are requested to respect the opening hours, and will not be assisted outside this schedule, even when staff is present at the office. Students should understand that the staff must devote a share of their work time to back office and administrative procedures.

Academic Director for the Pre-Experience Studies

The day to day operation of the Nova SBE Master's, including addressing all of 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 Academic Director for the Pre-Experience Studies. The Director will address any needs or requests of students, who should get in touch with the Program Manager, stating the issue and trying to solve it. Ultimately, some issues may be addressed to the Director for a decision.

Master's Academic Committee (MAC)

The Master's Academic Committee is presided by the Academic Director for the Pre-Experience Studies and includes also the Academic Directors of each Master. The Academic Director of each Master is appointed by the Dean and runs the respective program.

MAC advises the Academic Director for the Pre-Experience Studies in all matters related to strategy and academic affairs of the Nova SBE Master's. MAC members are the representatives of the faculty in the Pedagogical Council, according to the School's statutes.

Master's Student Representatives

The Master's Student Board includes six student representatives, two from each Master's. It meets regularly with the Director of Master's programs and Master's Program Manager to address any issues related to academic and operational matters affecting the life of students. These students are elected by their peers on a yearly basis, in elections that take place in November. All active students can run for election.

The members of the Master's Student Board are the Students' representatives in the Pedagogical Council.

Pedagogical Council

The Pedagogical Council includes faculty and students representing the Master's, Bachelors and PhD programs. As mentioned above, these are, respectively, the members of the MAC and of the Student Board. The Pedagogical Council is headed by its President, appointed by the Dean. The Pedagogical Council meets at the end of the academic year to discuss the year and gives suggestions for the subsequent academic year, or whenever it is convened by the President, for issues like breaches in the honor code.



XIV. Honor Code

Please read the Honor Code. 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 in order to guarantee that the student body of Nova School of Business and Economics (Nova SBE) preserves the academic integrity of its work.

- I. The following rules substantiate widely accepted standards of academic integrity:
1. Not copying somebody else’s academic work, notably while taking an in-class or take-home exam, or when writing a book, paper or short essay;

2. Using only authorized materials when taking an in-class or take-home exam;

3. 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;

4. 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;

5. Not 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.
- II. 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.
- III. Claiming ignorance of the rules spelled out in I, 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.

By giving this consent, I hereby declare that I fully understand and will abide by the aforementioned rules during my enrollment at Nova SBE.

Confidentiality of Information

All the information contained in the videos of the classes, comprising all their content, image, sound and any other information disclosed to me by Course Instructors (or TAs) is protected and confidential.

This information is only available for Nova SBE's students' own study, 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.

Classes might be recorded

Classes in which you participate might be recorded. These recordings will be stored in Microsoft tools 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 by a period of time, after which will be deleted.



Accredited by



Member of



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

Important Notes: students who have started their Master Program before Fall 2021 MUST follow the academic rules that were in place when they entered the Nova SBE Master's, unless they reapply for a change of Master's.