

Enrolments – A Closer Look

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1. OVERVIEW

The Bidding Platform supports the enrolment process for Master's students at Nova SBE. According their Masters programs requirements, students must enrol and complete course mandatories, course electives, Mastering Your Career (MYC) and Professional Development Modules, to graduate.

This document provides a limited step-by-step guidance to help students how to place enrolment bids on the Bidding Platform. However, due to the richness of the Bidding enrolment process and masters program structure, students are strongly advised to consult in advance the respective Bidding Platform Guide. This guide allows the students to get the deep understanding which is key to successful bidding results.

The following step-by-step (Closer Look) guides are available in this document:

- Bidding for Electives
- Bidding for MYC workshops

When bidding for modules, students should refer to the bidding for Electives step-by-step, taking account for the specific on ECTS limits and points for modules.

2. GENERAL BIDDING RULES AND OTHER KEY INFORMATION

Please, refer to the respective "Enrolments - The Guide" to get the details on:

- Points
- ECTS Limits
- Allocation Criteria

Also, remember the following:

- It is expected that students exhibit **fair play** throughout the enrolment process. Students who are allocated a slot (seat) but do not attend the class behave unfairly towards others by preventing a fellow student to sit the class. Students are expected to drop classes they do not want to pursue during the Add/drop period.
- If the demand is very low for a course, workshop or module, the School may cancel it at short notice. The students affected will be offered an alternative option.
- It is the student's responsibility to ensure a conflict-free class timetable.
- Your enrolment results are available on "Rank" at the top of the screen on the bidding system. Green shading indicates the classes you were able to enrol in and pink shading indicates which were not obtained. The "i" button shows ranking order of your choices against those made by other students.

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3. A CLOSER LOOK: BIDDING FOR COURSE ELECTIVES

Bidding Platform Link: <u>http://bidding.novasbe.pt</u>

- Please clear cookies every time before entering the bidding platform.
- **Do not use your mobile phones to enrol in courses.** PCs or laptops should be the preferred means for enrolment.

This is the main bidding page:

Bidding	3128 - Test Stude	nt	Bidding	Curriculum	🖈 Una	wailability	🗰 Schedule	O Account	Simulator	🖾 Alerts	ΟLog	gout
Masters in Economics - Specia	ilist Track - No Area of Expertise								demic Year: 2016/20		ter <table-cell></table-cell>	Help
Balance:	Mandatorias 7.0 Sum ECTS: 0	Electives 23 S2: 0 T3: 0	T4: 0			o Area of Exp	ertise 46.67%	-			1 0 7	14.00 1.00 7.00
Elective Courses Selected				± Save							0	.00
Primary List					E	lective Course search	es Available					
					24	455 - Raising Ca 247 - Applied De	pital in Global Marke	15		T4 350E0	TS E	0
					23	246 - Bank Regu	lation			13 35010	TS E	•
Alternate List					21	245 - Audit and S 243 - Real Estate	Supervision Techniqu e Finance	25		T4 3.50 EC	75 E	•
					21	240 - Financial Ir	dermediation			T4 3.50 EC	15 E	
					23	236 - Private Equ 235 - Credil Risk	лту			T4 350EC	75 E	
					21	233 - Macroecon 226 - Hedge Fun	omics of Financial M	arkets		T3 350EC	TS E	
					21	225 - Risk Manaj	pement			T4 3.50EC	TS E	•
		Masters in Economics -	Specialist Track -	No Area of Expertise	23	248 - Fixed Incor	ne			1.0-3NAPSHOT	75 E	217/03/13)

To the left: primary list (main bidding table) followed by alternate list (plan B table).

To the right: List of available electives to choose from. If a student is pursuing an area of expertise, he/she must select the necessary core and elective courses for that area (see Handbook for more details).

There is a button at the centre top of the bidding page to help explain specific sections.

Bidding	3128 - Test Stud	lent	Bidding	Curriculum	🖈 Unavailability	🖬 Schedule	O Account	🚟 Simulator	🔀 Alerts	🖒 Logout
Masters in Economics - Special	st Track - No Area of Expertise							demic Year: 2016/2	017 2nd Semes	ter 📀 Help
Number of ects from mandatory courses you are enrolled in.	Mandatories	Electives Number of ects you are bidding in semestral courses.		Nu	? iilable to	rtise				
Your current balance of points	Sum ECTS:	S2: 0 T3: 0	T4: 0	Number of ects you bidding in trimestral of plus half of the seme courses.	are courses estral	46.67% 25.00%				14.00 0.00 7.00 0.00
Elective Courses Selected	Sum of ects you are currently bidding in.	Number of ects yo bidding in trimestr plus half of the se courses.	ou are al courses mestral	± Save						0.00

The progress bar will indicate whether enrolment in a mandatory course is missing (striped green bar). A solid green will mean that you are currently enroled in a mandatory course or courses. The number of ECTS is referenced in the bar.

Masters in Economics - S	Specialist Track - Area of Expertise - Ma	croeconomics and Financial Markets		Academic Year: 2016/2017 2nd Seme	ster 🛛 🕄 Help
Balance:	Mandatories	Electives	12.5	Area of Expertise - Macroeconomics and Financial Markets	
	Sum ECTS: 10.5	S2: 0 T3: 7	T4: 3.5		16.00 0.00 0.00 3.50
Elective Courses Selecte	50		± Save		2
N			0		J VA
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There are four sections on the bidding page: PRIMARY LIST section, ALTERNATE LIST section, AREA OF EXPERTISE section (indicates ECTS so far chosen towards completion of Area) and LIST OF ELECTIVES section

Balance:	Mandatories	Electives	0	No Area of Expertise	
	Sum ECTS:	S2: 0 T3: 0 T4:	0	46.67% 6 25.00%	14.00 0.00 7.00 0.00
Elective Courses Selected			± Save		0.00
Primary List				Elective Courses Available	
2455 - Raising Capital in Giol	bal Markets	Primary List	Max. Bid:	search.	
				2247 - Applied Derivatives	14 330ECTS E O
2346 - Modeling Business De	rcisions	tored Sections: 4 13/14 350 ECTS E	O Max. Bid:	2246 - Bank Regulation 2245 - Audit and Supervision Techniques	tives weets E O
T3 / TA T4 / TA				2243 - Real Estate Pinance	9ECIS E 0
		4		2240 - Financial Intermediation	14 350ECTS E O
Alternate List				2236 - Private Equity	14 350 ECTS E 0
		Alternate List		2233 - Macroeconomics of Financial Markets	13 1501CTS L O
				2226 - Hedge Funds	14 350ECTS E O
				2225 - Risk Management	74 150 FCTS E O
				2248 - Fixed Income	T3 340 ECTS E O
				2254 - Strategic Marketing	14 150 ECTS E 0

Primary List: The student must drag into this box his/her preferred choices.

Alternate List: This list will only be considered if the primary list has been completed. This is also a drag and drop procedure of preferred choices.

3.1 Primary List and Alternate List

On the bidding platform, students will see two separate sections: a **primary list** (main bidding table) and an **alternate list** (a student's "plan B" table in the event of not obtaining a seat or seats from the primary list).

During the bidding period, students must complete both the Primary and Alternate lists to maximise chances of obtaining a seat.

3.2 Placing bids

- A student may allocate or bid zero points for any or all classes (sections).
- A student may assign as many points as he/she sees fit for a class, as long as the bid does not exceed the student's available balance.
- Capacity (seats) should be an important part of your point allocation strategy.
- A student may place bids on multiple sections of a course (TA, TB, etc.). Students must place
 a bid at least on the preferred section of the course. A section with no bid means that the
 student is not interested in that section, which is different from indicating a bid
 of zero points. A zero bid means that the student is interested in the class but does not wish
 to spend points (or has no choice because he/she has exhausted all points).
- If a course offers more than one section, your balance will only consider the highest bid made and subtract those bid points from your overall balance.
- At the end of the bidding period, after the algorithm has processed all bids, the **actual** amount charged to the student is equal to the arithmetic average between the points he/she used and those given by the last student who successfully seizes a seat.
- The algorithm awards seats to students by processing all bid points submitted in descending order (from the most points to the least points given) up until class capacity is maxed at 100%.



- Only students who are officially enroled will obtain a grade at the end of the term. No changes will be accepted after the last add/drop period (check for specific exceptions). Students who do not carry out their courses, nor comply with course assessments including exams, **will see their course status as a Fail**. This will appear on the final transcript.
- Points cannot be saved or carried over from semester to semester.
- Always check for schedule or exams overlapping.
- Students will be notified of possible last minute changes in schedules, rooms or exam dates by e-mail. However, always check for updates on class schedules and the exams calendar on Moodle before bidding.
- All communication with students will be done exclusively through your institutional e-mail account.

3.3 Selecting electives

Step 1. Drag preferred courses from the right (from the list of electives) to the left (into the Primary List section).



2173 - Macroeconomic Theory	T3 3.50 ECTS C 0 Max. Bid: 0
2226 - Hedge Funds	T4 350 ECTS E 0 Max. Bid: 0
2214 - Asset Management	Ignored Sections: 1 13/14 350ECTS E 0 Max. Bid: 0
T3 / TA 0 T4 / TA ↔ 0 ↔ 0	

Step 2. Order your primary list.





	Elective Courses Selected ± Save
	Primary List
Elective 1	# 2346 - Modeling Business Decisions Ignored Sections: 2 T3/T4 350 ECTS 0 0 Max. Bid: 35 T3 / TA 30 T4 / TA 35 T3 / TB T4 / TB ↔ 0 ↔ 3 ↔ 0
Elective 2	* 2214 - Asset Management Ignored Sections: 2 T3 / T4 Side T3 / TA T4 / TA

Indicate your choice of electives in order – the elective most important to you should be at the top (Elective 1).

Step 3. Arrange order of preferred class of elective.

For the above example, the student started with course *2346*. This particular course has 4 sections to choose from (TA and TB which belong to T₃ (term 3 in this example) and (TA and TB which belong to T4 (term 4 in this example). **The order in which the sections are placed is important**. **The section furthest to the left (in this case T3/TA) represents the student's first preference**. T4/TA represents the student's second preference. Since the student has no interest in T3/TB and T4/TB, the fields have been left blank.

Step 4. Insert the amount of points you wish to bid.

ective Courses Selected	ᆂ Save
Primary List	
* 2346 - Modeling Business Decisions	Ignored Sections: 2 13/11 3.50 ECTS 0 6 Max. Bid: 35 🔊
T3 / TA 30 T4 / TA 35 T3 / TB T4 / TB	

In this example, the student's first choice is class T₃/TA. The student has bid 30 points. If he/she is unable to secure a place in this class, the student has indicated a second choice with 35 points. The bidding platform will only consider these first two options, as no points have been allocated to the remaining two classes. If a student wishes for the remaining two classes to be considered without assigning additional points, then the student must allocate a "zero" in the box.

Note, students may:

- bid on all available sections or bid only on one section
- leave sections empty (with no bid) meaning "not interested"
- place a bid of o (zero) points if he/she wants to be considered for that section but not wanting to spend more points.

Also note:

- Students should assume a scenario in which they have not been allocated some or all of the courses (seats) from the Primary List.
- It may be helpful to adopt similar allocation of points in the Alternate List as in the Primary List.

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Step 5. Link your courses (optional)

ctive Courses Selected	± s	ave
Primary List		
2346 - Modeling Business Decisions	Ignored Sections: 1 13/14 350ECTS E 0 Max. Bid: 0	
Alternate List		
2455 - Raising Capital in Global Markets	Ignored Sections: 1 - 🔫 14 350ECTS E 0 Max. Bid:	
2455 - Raising Capital in Global Markets	Ignored Sections: 1 14 340 ECTS E 9 Max. Bid: Choose one of the following ×	
2455 - Raising Capital in Global Markets TA ↔ ①	Ignored Sections: 1 T T4 350ECTS E O Max. Bid: Choose one of the following × - ✓	Ľ

Each course placed in the alternate list can be directly linked to a course from the primary list, representing the substitute or alternative course. In the example above, the student can state that course *2455* is the alternative option for course *2346*, for instance.

The bidding platform places priority to linked courses (over unlinked courses).

Step 6. Do not forget to click SAVE!

Students will see a log of their actions which were successfully saved. Students can send these logs to their email account.

3128 - Test Student	🔘 Bidding 🗮 Curriculum	📌 Unavailability	Schedule	C Account	Simulator
ecialist Track - No Area of Expertise	Success		×		
Mandatories 70 7 Sum ECTS: 7	Your Bidding has been successfully saved. Section TA of course 2455 - Raising Capital in Global Markets term T4 with preference saved. Section TA of course 2346 - Modeling Business Decisions term T3 with preference 1 or Section TA of course 2346 - Modeling Business Decisions term T4 with preference 2 or Section TB of course 2346 - Modeling Business Decisions term T3 with preference 3 or	1 on primary list with bid 0 wr n primary list with bid 0 was sa n primary list with bid 0 was sa n primary list with bid 0 was sa	s 5.67% aved. 5.67% aved. 1	-	
	Warning				
	There were ignored sections:		ible		
bal Markets	Section 1 B of course 2346 - Modeling Business Decisions term 14 was ignored.		-		
	Send confirm mail to: (test.student@novasbe.com)	Clos	e n Techniqu		
cisions Ignored S	Sections: 1 13/14 140ECTS E O Max. Bid: 0	2243 - Real Estate			
		2240 - Financial In	termediation		
		2246 - Bank Regu			





4. A CLOSER LOOK: BIDDING FOR MYC WORKSHOPS

Bidding Platform Link: <u>http://bidding.novasbe.pt</u>

- Please clear cookies every time before entering the bidding platform.
- **Do not use your mobile phones to enrol in courses.** PCs or laptops should be the preferred means for enrolment.

The process for enroling in workshops is very similar to the process for enroling in electives. The bidding platform will have a tab called **Bidding Mastering your career (MYC) Workshops**. You will be presented with a list of workshops, some of which are directed at a specific degree program. Priority will be given to those students belonging to the program.

Because there is a limited number of seats available for each workshop, students need to carefully consider their preferences when enroling. If you are a student who already completed the MYC course or completed the workshop requisite, you will not have access to the workshop.

NOVA Bidding		O Bidding MYC	Curriculum 🗮	🖬 Schedule	O Account	Simulator	🖾 Alerts	🖰 Logout
Masters in Finance - No Area of Expertise					Acader	nic Year: 2018/20	19 1st Semest	ter 📀 Help
Balance:	Sessions		0	Sessions Available				0
xx				search			_	
		_		70000 - Upgrade you	r CV and Cover L.		51 1.00	3 0
Sessions Selected		🛓 Save	0	70002 - Explore the J	lob Market		51 1.00	5 0
Primary List								
70001 - Prepare for Assessment Centers	▲6 S1 1.00 S	Max. Bid:						
S1/TA S1/TB S1/TC ↔ ③ ↔ ② ↔	\$1/TD 51/TE 51/TE 51/TE 51/TE	IF ↔ O						

This is a picture of the main MYC workshops page you will find in the Bidding Platform.

On the left, students can find the Primary List (main bidding table) followed just below by the Alternative List (which is your plan B table, in case you don't get a workshop from the Primary List). On the right side, there is a list of the available workshops. Each one has a certain number of sections, each one with its own data and schedule.

For example, in the example there are 6 sections available for "Prepare for Assessment Centers" (S1/TA ... S1/TF) for S1 (Semester 1/Fall semester). This means there are 6 classes for this workshop each with its date and schedule.

If a student allocates 3, 0, 5, 0, 2 and 1 points, respectively, your balance will only consider 5 points as it's the maximum bid, and not the sum of all six.

4.1 Primary List and Alternative List

On the bidding platform, students have available two separate sections: a **primary list** (main bidding table) and an **alternative list** (a student's "plan B" table in the event of not obtaining a seat or seats from the primary list).

Students are strongly encouraged to complete both the Primary and Alternative lists in order to maximise chances of obtaining a seat.



4.2 Placing bids

- A student may allocate or bid zero points for a workshop.
- A student may assign as many points for a section as he/she deems fit, as long as the bid does not exceed the student's available balance.
- A student may place bids on multiple sections of a workshop (TA, TB, etc.). Students must place a bid on the preferred section of the workshop. A section with no bid means that the student is not interested in that section, which is **different** from indicating a bid of zero points. A zero bid means that the student is interested in the class but does not wish to spend points (or has no choice because he/she has exhausted all points).
- After the bidding period has ended and results have been released, the final "cost" of the workshop is not necessarily the bid made by the student. The actual cost for each workshop will be the arithmetic average between the points the student used and the points used by the student successfully obtaining the last seat available.
- Allocation of seats for a particular workshop is processed starting from the most points given, in descending order. The highest bidders will be those seizing seats, up to the class capacity.
- Students who do not obtain a seat (slot) will not be charged.
- Points cannot be saved or carried over from one semester to the next.

4.3 Selecting workshops



Drag preferred workshop(s) from the right (from the Workshop Area) to the left (into the Primary List table or the Alternative List).

NOVA Bidding		Bidding MYC	🏶 Curriculum	Schedule	O Account	Simulator	🔀 Alerts	🖒 Logout
Masters in Finance - No Area of Expertise					Acader	nic Year: 2018/20	19 1st Semes	ter 🛛 🕄 Help
Balance:	Sessions 2		0	Sessions Available				0
				70000 - Upgrade you	r CV and Cover L.		51 1.00	3 0
Sessions Selected		🛓 Savo	0	70001 - Prepare for a	Assessment Center	rs	51 1.00	s 0
				70002 - Explore the	Job Market		51 1.00	50
Primary List								



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Order your list of workshop(s).

0001 - Prep	are for Assessmen	t Centers		🛕 6 S1 🚺	o s 💿 Max.	Bid:
S1 / TA	S1 / TB	S1/TC	\$1 / TD	S1/TE	S1/TF]
70002 - Expl	ore the Job Market		-	▲3 S1 11	s 💿 Max.	Bid:
\$1 / TA	S1 / TB	S1 / TC				





Arrange order of preferred workshop(s).

0001 - Prep	are for Assessmen	t Centers		🛕 6 🛛 🚺	00 S 💽	Max. Bid:	^
51 / TA	S1 / TB	\$1 / TC	S1 / TD	S1/TE	S1 M	ore Informati	on
0002 - Expl	ore the Job Market			▲3 51	00 S 🖸	Max. Bid:	^

To check info on the classes' schedules please click "More Information" button





Insert the amount of points you wish to bid.





Each workshop placed in the Alternative list can be directly linked to a workshop from the Primary List, representing the substitute or alternative workshop. The bidding system places priority to linked workshop (over unlinked workshop).





	: 10 🗛
Upgrade your CV and Cover Letters	

Note, students may:

- bid on all available sections
- bid only one section
- leave sections empty (with no bid) meaning "not interested"
- place a bid of o (zero) points if he/she wants to be considered for that section but not wanting to spend more points.

Attention: MYC slot will appear in green on your calendar for the Fall or Spring semester. However, you will only need to attend 1 workshop for which you have bid and this show up in grey in your calendar (please refer to image below as an example).

17:00	17:30 - 19:00 TA 2578 - Mestering Your Carreer
19:00	
20:00	
21:00	

5. RELEVANT LINKS

Bidding Platform Link: <u>http://bidding.novasbe.pt</u>

Course Syllabi on Moodle: Moodle Course Syllabi

For more information, please watch the tutorial videos available on Moodle:

- BIDdeo 1 <u>Here's the Platform</u>
- BIDdeo 2 <u>Getting My Electives</u>
- BIDdeo 3 <u>The Alternate List</u>

6. SUPPORT

For technical issues during this enrolment period, contact bidding@novasbe.pt.

Please attach a print screen for better understanding of context of the operation you are trying to execute.

7. REFERENCES

• **"Enrolments – The Guide"**: describes the enrolment process and contains practical details on the offer, specific requirements and rules for courses and other curricular units.





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- **"Enrolments A Closer Look**": shows the enrolment steps in a step-by-step approach, with the details on the bidding system usage.
- **"Enrolments Fact Sheet**": details the calendar, student eligibility and summary of offer available for each specific enrolment period.

