

# 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 to 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.

### 3. A CLOSER LOOK: BIDDING FOR COURSE ELECTIVES

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

- **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:

The screenshot shows the 'Bidding' platform interface for a student named '3128 - Test Student'. The top navigation bar includes links for Bidding, Curriculum, Unavailability, Schedule, Account, Simulator, Alerts, and Logout. The main header indicates the student is in the 'Masters in Economics - Specialist Track - No Area of Expertise' for the 'Academic Year: 2016/2017 2nd Semester'. The interface features a progress bar for 'Mandatories' (7.0) and 'Electives' (2.0). The 'Balance' is 0, and the 'Sum ECTS' is 0. The 'Elective Courses Selected' section includes a 'Primary List' and an 'Alternate List'. The 'Elective Courses Available' section lists various courses with their ECTS values and bidding status.

**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.

The screenshot shows the 'Bidding' platform interface with a help icon (question mark) overlaid. The help icon is positioned over the 'Number of ects you are bidding in semestral courses' section. The page shows the same progress bar and balance as the previous screenshot, but with a help icon overlaid on the 'Number of ects you are bidding in semestral courses' section.

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 enrolled in a mandatory course or courses. The number of ECTS is referenced in the bar.

The screenshot shows the 'Bidding' platform interface for a student named '3128 - Test Student', specifically for the 'Area of Expertise - Macroeconomics and Financial Markets'. The progress bar for 'Mandatories' (7.0) and 'Electives' (12.5) is shown. The 'Balance' is 0, and the 'Sum ECTS' is 10.5. The 'Elective Courses Available' section lists various courses with their ECTS values and bidding status.

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

The screenshot displays the bidding interface with the following components:

- Balance:** 0
- Mandatories:** 7.0
- Electives:** 23
- Sum ECTS:** 0
- S2:** 0, **T3:** 0, **T4:** 0
- Elective Courses Selected:** A section with a "Save" button.
- Primary List:** A table with columns for course ID, name, and sections (TA, TB, etc.). A green arrow points to this section.
- Alternate List:** A section for alternate choices. A green arrow points to this section.
- List of Electives:** A table of available elective courses with columns for course ID, name, ECTS, and a selection button. A green arrow points to this section.
- No Area of Expertise:** A section showing progress bars for different areas of expertise.

**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.
- Students who do not obtain a seat (slot) will not be charged. During add/drop periods, **unsuccessful bids remain active to the next cycle**, unless canceled by the student.

- 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 enrolled 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).

The screenshot shows a user interface for selecting courses. At the top, there's a 'Balance' section with a green bar indicating 7.0 and a 'Sum ECTS' of 0. Below this, there are tabs for 'Mandatories' and 'Electives'. The 'Electives' tab is active, showing a list of courses. A green arrow points from a course in the 'Elective Courses Available' list to the 'Primary List' section, with the text 'Drag elective to Primary List'.

The screenshot shows the 'Primary List' section. It contains a list of courses with their details, including course number, name, section, ECTS, and a 'Max. Bid' field. The courses listed are:

- 2173 - Macroeconomic Theory (T3, 3.50 ECTS, C, 0)
- 2226 - Hedge Funds (T4, 3.50 ECTS, E, 0)
- 2214 - Asset Management (T3/T4, 3.50 ECTS, E, 0)

Below the list, there are input fields for 'T3 / TA' and 'T4 / TA' with values 0 and 2 respectively. A '1st Preference' button is visible at the bottom.

**Step 2.** Order your primary list.

Elective Courses Selected Save

**Primary List**

\* 2346 - Modeling Business Decisions Ignored Sections: 2 T3/T4 3.50 ECTS 0 1 Max. Bid: 35

T3 / TA 30 T4 / TA 35 T3 / TB T4 / TB

1 2 3 4

\* 2214 - Asset Management Ignored Sections: 2 T3/T4 3.50 ECTS E 1 Max. Bid:

T3 / TA T4 / TA

1 2

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.

Elective Courses Selected Save

**Primary List**

\* 2346 - Modeling Business Decisions Ignored Sections: 2 T3/T4 3.50 ECTS 0 1 Max. Bid: 35

T3 / TA 30 T4 / TA 35 T3 / TB T4 / TB

1 2 3 4

\* 2214 - Asset Management Ignored Sections: 2 T3/T4 3.50 ECTS E 1 Max. Bid:

T3 / TA T4 / TA

1 2

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 0 (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.

### Step 5. Link your courses (optional)

Elective Courses Selected
Save

Primary List

2346 - Modeling Business Decisions
Ignored Sections: 1
T3 / T4
3.50 ECTS
E
i
Max. Bid: 0

T3 / TA  ↔ 1

T4 / TA  ↔ 2

T3 / TB  ↔ 3

T4 / TB  ↔ 4

2455 - Raising Capital in Global Markets
Ignored Sections: 1
T4
3.50 ECTS
E
i
Max. Bid:

TA  ↔ 1

Choose one of the following...
×

-

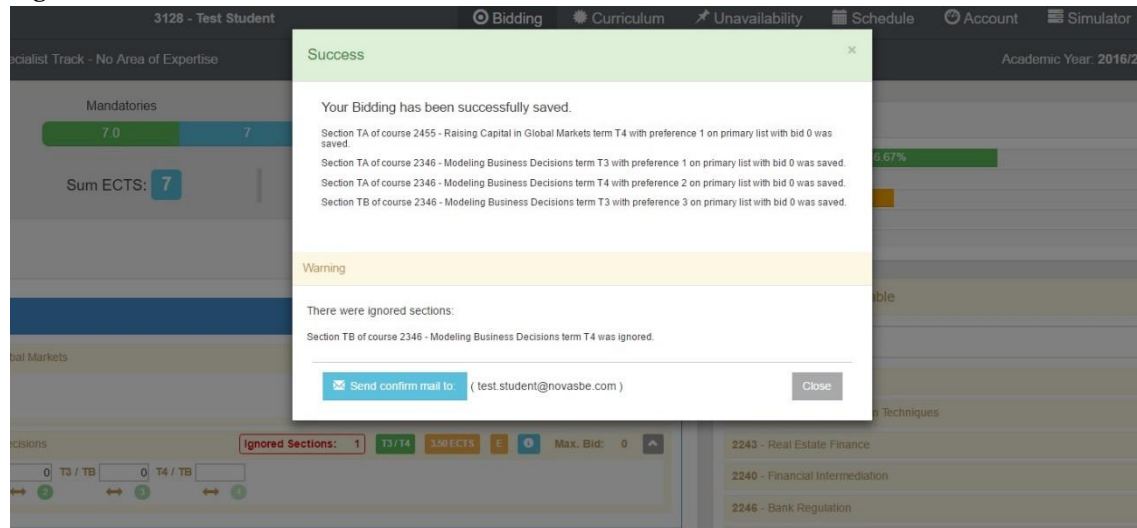
2346 - Modeling Business Decisions

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.





#### 4. A CLOSER LOOK: BIDDING FOR MYC WORKSHOPS

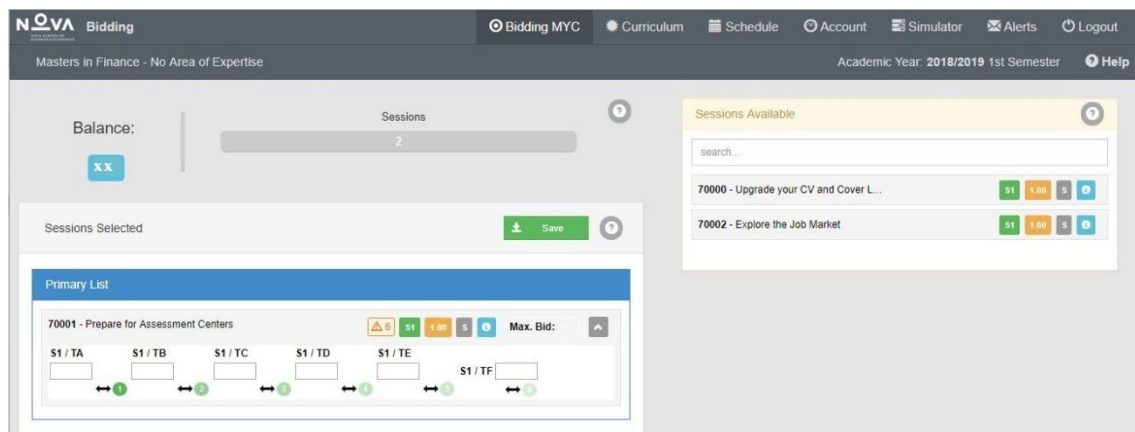
Bidding Platform Link: <http://bidding.novasbe.pt>

- **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 enrolling in workshops is very similar to the process for enrolling 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 enrolling. If you are a student who already completed the MYC course or completed the workshop requisite, you will not have access to the workshop.

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. During add/drop periods, **unsuccessful bids persist to the next cycle**, unless canceled by the student.
- 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).



**Order** your list of workshop(s).



**Arrange** order of preferred workshop(s).

Primary List

70001 - Prepare for Assessment Centers

S1 / TA S1 / TB S1 / TC S1 / TD S1 / TE S1 / TF

Max. Bid: 20

More Information

70002 - Explore the Job Market

S1 / TA S1 / TB S1 / TC

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

\* 70001

- Prepare for Assessment Centers

S1 / TC S1 / TA S1 / TB S1 / TD S1 / TE S1 / TF

Max. Bid: 20

20



**Insert** the amount of points you wish to bid.

Primary List

\* 70001

- Prepare for Assessment Centers

S1 / TA S1 / TB S1 / TC S1 / TD S1 / TE S1 / TF

Max. Bid: 20

20

\* 70002

- Explore the Job Market

S1 / TA S1 / TB S1 / TC

Max. Bid: 10

10



**Link** your workshop (optional)

Elective Courses - Alternate List

2374 - Social Entrepreneurship

Ignored Sections: 1

TA

Click to link to a course

Choose one of the following...

2389 - Customer Relationship Management

2222 - Financial Statement Analysis

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).

Elective Courses - Alternate List

2374 - Social Entrepreneurship

Ignored Sections: 1

TA

Click to link to a course

Choose one of the following...

2389 - Customer Relationship Management

2222 - Financial Statement Analysis

Alternative List

\* 70000  
- Upgrade your CV and Cover Letters

7000 ▼ \$1 1.00 \$ Max. Bid: 10 ▲

TA 10

⚠ Don't forget to click save before you leave the page.

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 0 (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 - Mastering Your Career	17:30 - 19:00 TA 70016 - Develop a Successful
18:00				
19:00				
20:00				
21:00				

## 5. RELEVANT LINKS

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

Course Syllabi on Moodle: [Moodle Course Syllabi](#)

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

- BIDdeo 1 – [Here's the Platform](#)
- BIDdeo 2 – [Getting My Electives](#)
- BIDdeo 3 – [The Alternate List](#)

## 6. SUPPORT

For technical issues during this enrolment period, contact [bidding@novasbe.pt](mailto: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.

- **“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.