Enrolments – The Guide
Bidding and Add/Drop

Contents

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1 OVERVIEW

THE ENROLMENT PROCESS

Enrolments for each semester start with an enrolment period, followed by two Add/drop periods usually during the first week of classes of each trimester. The add/drop period allows students to change course or module enrolments from the previous periods. During these periods, students can enrol on their program curricular units, as shown on the table below. For the exact offer available, consult the "**Enrolments Fact Sheet**" specific for your period.

Semester	Enrolment Period	Available offer
Fall	Fall Enrolment	S1, T1 and T2 elective courses, S1 MYC workshops
Fall	T1 add/drop	S1, T1 and T2 elective courses, S1 MYC workshops
Fall	T2 add/drop	T2 elective courses, T2 and T4 modules (tbc)
Spring	Spring Enrolment	S2, T2 and T4 elective courses, T3 MYC workshops. Exclusive for spring intake students: T4 modules
Spring	T3 add/drop	S2, T2 and T4 elective courses, T3 MYC workshops, T4 modules
Spring	T4 add/drop	T4 elective courses, T4 modules except Careers @ "City"

Students are automatically enroled in their mandatory courses before the enrolment period. **It is therefore important that students pay close attention to class schedules when enrolling on other courses so as to guarantee no overlapping classes.**

Because there is a limited number of seats available for each course, MYC workshop or module, students need to carefully consider their preferences when enrolling. Each student is allocated a certain number of bid points at the beginning of each semester/year, which are available for an academic period and oversees how to best allocate these points across the curricular units he/she wishes to enrol in.

Only students who are officially enroled will obtain a grade at the end of the term. **No changes will be accepted after the add/drop period.** Students who do not carry out their modules or courses, nor comply with course assessments including exams, will see this represented on their student file as having failed the course**. This will appear on the final transcript.**

THE BIDDING PLATFORM

The online Bidding Platform supports the enrolment process for Master's students at Nova SBE. This system was designed in such a way that students do not need to rush their bids. **This is not a first come/first served process**, so there is no advantage in enrolling early in each bididng period and no guarantee that students will be enroled in all their requested courses.

Also, it is not advisable to postpone access to the bidding platform for the last few hours, risking slow performance if many students also do the same. Students have plenty of time during the bidding period to place, review and change their bids, avoiding last minute risks.

2   FUNDAMENTALS OF BIDDING AND ADD/DROP

Both the bidding and add/drop enrolment periods allow students to bid on courses, MYC workshops and Professional Development modules in a similar way. However, there are some changes in the operational method, which are highlighted in the following table:

Phases	Validation	Enrolment	Enrolment lists	Cancelations
Bidding	Yes (usually)	One single cycle	Two: primary + alternate	Not possible
Add/drop	No (usually)	Several cycles (*)	One: waitlist	Yes (**)

(*) the add/drop phase run in successive rounds: the add/drop cycles
(**) not available for mandatory courses and some specific curricular units

Consult the "Enrolments fact sheet" document for details on the current enrolment period.

Both the bidding phase and **each of the add/drop cycles**, follow the same two steps:
1.   Students bid for elective courses and other curricular components (if applicable)
2.   An algorithm processes students' bids to allocate curricular units according to the bidding criteria.

2.1 BIDDING PHASES

Usually the Bidding and Add/drop periods have two phases: validation and bidding.

Validation phase

When available, this phase precedes the bidding phase of the enrolments periods. During the validation phase, students must enter the bidding platform in order to make sure that login credentials are working and acknowledge by pressing the specific button. Students will get the following message if there are no problems with their credentials:

Credentials validated successfully

Validation Successful!

▶▶ Continue

Bidding phase

The bidding phase is when students performs their actual enrolment for curricular components. For bidding periods, there is a single enrolment interval to actually perform the bid requests, usually of several days, followed by the execution of the allocation algorithm.

Students can enter and adjust bids as often as necessary up until the end of enrolment interval. Students' requests will only be processed after the bidding interval has closed. For bidding periods, the results will be released within the following working days. Students will receive an email from the bidding system once the enrolment results are available.

Bidding phase - Add/drop periods

For add/drop periods, the system will run in several cycles followed by execution of the allocation algorithm. Usually, each cycle has a duration of a single day, except for the first and last ones. Students can enter and add, drop or change bids as often as necessary within each cycle.

Results are released in just a few hours in the add/drop period. There is no fixed time for the system to reopen after each time, as this depends on the amount of data to process. Students receive an email from the bidding system once they are available. Upon reopening students who didn't get a place in a course that they've bided for, must make new attempts.

Contrary to the bidding period, students are able to bid on courses even if there are "0" slots available during the add/drops. In this situation, students will be placed on a waitlist.

The last cycle only allows cancellations of unwanted courses or other curricular units. It is no longer possible for students to bid.

Below, there is an example of an add/drop phase calendar:

	1st cycle	2nd cycle	3rd cycle	4th cycle	5th cycle
Actions allowed		add + drop		last chance to bid	drop only
Day 1	3:00 PM 9:00 AM				
Day 2		1:00 PM			
Weekend					
Day 3		12:00 PM	1:00 PM 12:00 PM		
Day 4				1:00 PM 12:00 PM	
Day 5					1:00 PM 10:00 AM
Day 6					

3 TYPES OF COURSES OFFERED

On the Bidding Platform, students will find these types of courses or course components to bid:
- Full and half courses
- Courses with additional registration steps (Special Projects applications)
- Mastering Your Career (MYC) workshops
- Language courses placements
- Professional Development Modules

Only a subset of these courses or components may be available for each period. **Consult the "Enrolments fact sheet " document for your enrolment period**.

3.1. Full and half courses

A full course is worth 7 ECTS and takes place over a period of 12 weeks. The exam period for full courses take place at the end of each semester and there might be a midterm exam. The full semesters are abbreviated as S1 (first/Fall semester) and S2 (second/Spring semester).

A half course is generally worth 3.5 ECTS for a period of 6 weeks. The exam period for half courses takes place at the end of each trimester. The half semesters are abbreviated as T1 (1st half of S1), T2 (2nd half of S1), T3 (1st half of S2) and T4 (2nd half of S2).

Both full and half courses consist of 1,5 or 3-hour weekly classes, meeting once or twice a week, in one of the following formats:

- Normal: 2x 1,5 or 1x 3-hour on-campus classes.
- Remote: 2x 1,5 or 1x 3-hour synchronous online classes at scheduled days/hours.
- Mixed: on-campus 1,5h class plus 1,5h synchronous online class, at a scheduled day/hour.
- Blended: on-campus 1,5h class at scheduled day/hour plus asynchronous class based on pre-arranged online contents/videos.

There are exceptions to the above-mentioned rules, namely in what concerns annual courses, whose ECTS counting may differ.

All information on both mandatory and elective courses is available on course Syllabus (Course Aims and Contents, Teaching and Learning Methods, Assessment, Bibliography and contacts). Master's Syllabi are available on Moodle and on the Bidding platform. Courses may have sections (TA, TB, …) and students enroled in a section of a course must attend the classes of that section.

3.2. Master's courses with additional registration steps

Some master's courses may have additional registration steps, besides bidding. <u>Please always refer to the Enrolments Fact Sheet that details the specifics of the enrolment period in question, and therefore may overrule the instructions below.</u>

Students must choose a special code course on bidding meaning they will only **be indicating at this stage their intention to take this course, as a separate application process is required.** Accepted students will be officially enrolled in the course by the School before the add/drop period.

For course	Select on bidding:
2195 - Nova Economics Special Project	20006 - Nova Economics Special Project (NOTICE OF INTENTION TO APPLY ONLY)
2260 - Nova Students Portfolio	20005 – Nova Students Portfolio (NOTICE OF INTENTION TO APPLY ONLY)
2543 - Special Project L'Oréal Brandstorm	20008 - Special Project L'Oreal Brandstorm (NOTICE OF INTENTION TO APPLY)

- No points will be charged nor ECTS subtracted (bid with "0" points).
- Separate application is always mandatory and with fixed deadlines. Consult each course syllabus for those details.

3.3. Mastering Your Career workshops (2578) – Career Development Plan

As a mandatory requisite for your Masters degree program, students must enrol and complete a workshop belonging to the Mastering your Career (MYC) course, aimed at professional and career development. MYC is worth 2 ECTS and you will be automatically enrolled for this course. **This course has five mandatory requirements.** You will need to fulfil the requirements within each section to pass the course and receive the 2 ECTS. None of these sections is worth any ECTS on its own. Make sure you consult the Mastering Your Career syllabus for more information.

Within the requirement "Career Workshops", students must attend and successfully complete 1 workshop. **The enrolment for that workshop will be done via bidding**. The workshop will be one hour and a half long and occur throughout the Fall semester (S1) for Fall students or during the first half of Spring (T3) for spring students. They will occur on a blended model (presential and online). The bidding platform will show the date and time, and format in which they will occur, please refer to each workshop Syllabus.

The individual workshop alone does not carry ECTS but count towards completing your Mastering Your Career course worth 2 ECTS. The grading scheme is on a pass or fail basis. The list of workshops on offer and dates in which each take place is available on Moodle – Masters Area as well as in the Bidding platform.

3.4 Language courses placements – Spanish, Portuguese and French:

Language courses are part of the Professional Development Modules (area C) and are worth 0,5 ECTS. Level of instruction will be dependent on the participants' knowledge of the language. <u>Please always refer to the Enrolments Fact Sheet that details the specifics of the enrolment period in question, and therefore may overrule the instructions below.</u>

Enrolment will be done during the first enrolment period of the semester only (July/August for Fall classes and December/January for Spring). During the Add/drop periods students cannot enroll neither withdraw language courses.

- Language course schedule will always be on Fridays and Saturdays. The final and exact schedule will be released to enrolled students.
- Interested students should bid for it by selecting language courses in the platform: "20003 Portuguese Language Course (for placement test only)", "20002 French Language Course (for placement test only)" or "20004 Spanish Language Course (for placement test only)".
- Once enroled, students will received further information about the placement tests at the end of the bidding period.
- **Official registration is conditional to performance on diagnostic test and course availability** (both at course level allocation and vacancies/semester).
- Students should not bid for the course in case the schedule is not compatible with their personal commitments as course attendance is mandatory for the entire semester.

3.5. Professional Development Modules

The Modules are divided in 4 areas and the **students must approve at least 0,5 ECTS of each area, completing in total 2 ECTS to graduate**. Each Module is worth 0.5 ECTS and is evaluated on a Pass/Fail scheme. These ECTS do not count to the maximum of 30 ECTS students can enroll each this period in academic courses.

The Professional Development Modules which are available varies from the bidding period and the add/drop periods, according to the specifics of the modules calendar and enrolments processing.

Most of the times the modules offer follows the pattern below:
- Language courses are available during the S1 and S2 bidding periods (see previous section 3.4 language course placements).
- Excel is available for registration on Moodle during S1 and S2 periods.
- Stata for Finance programs are usually available to drop during the T1 add/drop.
- Careers @ "City" and the remaining modules are available from the T2 period onwards.

General notes on Modules

- Please always refer to the Enrolments Fact Sheet that details the specifics of the enrolment period in question, and therefore may overrule the instructions below.
- **Students must ensure attendance in enrolments made in modules,** especially when carrying out exchange mobility periods (academic calendar compatibility), internships, recruitments processes, or other personal commitments during January or May/June.
- **Students who are officially enrolled in a module and fail to attend will obtain a failing grade.** This grade will appear on their student file.
- **Merit Scholarship holders** will lose their grant if fail any of the modules or fail to attend.
- If a student withdraws from a module outside the bidding platform, the **points used will not be reimbursed.** For example: students enrolled in a Careers @ "City" but fails payment of the deposit will be removed from the module. Therefore, no points will be reimbursed.
- **For Double Degrees:** Double degree students may need to enroll in modules specific to their study plan. Please contact double.degrees@novasbe.pt should you have questions.

Modules' degree requirements

Each degree has **specific requirements** and observations which must be taken into account when choosing modules.

Special considerations on Excel, Stata and Careers @ "City" modules:

Microsoft Excel

- All **Management, Impact Entrepreneurship & Innovation and International Development & Public Policy** students are required to complete the **Excel Specialist**, except if they have already taken this course during Bachelor studies, in which case the following rules applies:
    - a) Students admitted before Academic Year 2020/21, are required to take Excel Expert instead.
    - b) Students admitted on Academic Year 2020/21 onwards, can choose Excel Expert or another module in Area B, C or D, in order to complete the remaining 0.5 ECTS.
- **Economics and Finance and** students must complete **Excel Expert**.
- **Business Analytics** students can choose between Excel and Celonis Certification.
- **Enrolments must be made on Moodle** directly by each student. More information will be sent in due time by the Program Manager on said registration process and deadlines.

Stata

- Stata is offered only in Fall semesters. Economics, Finance and International Development Public Policy students are pre-enroled in it by the School.
- Stata is a mandatory requisite for Economics
- For Finance and International Development & Public Policy, the module is highly recommended but can be dropped during the add/drop.

Careers @ "City"

Careers @ "City" belong to area C and complement and enhance a student's academic experience. The trips are organized by the Careers @ Nova SBE team.

Students looking to secure a place in a Careers @ "City" must support all related costs (such as airfare, accommodation, meals, local transportation fare and other personal expenses). All Careers @ "City" modules require a deposit (nonrefundable if the student withdraws from the module).

As any other module, **all Careers @ "City" require a minimum number of students enrolled in order for the module to occur**. For information regarding this module, students must refer to syllabi [available on Moodle](#).

Due to COVID 19 measures, Careers @ "City" may be replaced by an online version of this module, subject to later decision.

4   GENERAL BIDDING AND ADD/DROP RULES

4.1 ECTS Limits

- A full-time student can take up to a maximum of 30 ECTS, including mandatory courses and Mastering Your Career (MYC), not including Professional Development Modules. Typically, a student takes **28 ECTS in academic courses per semester and this is the standard recommended workload**.

- During add/drop periods, students can go up to a **maximum of 35 ECTS**. MYC and Modules (including language courses) do not count towards this maximum. However, please note that this is a very heavy workload.
- Students in the **Work Project semester can take a maximum of 14 ECTS**, including their mandatory courses.
- Students can bid for up to **2 ECTS in modules** during bidding and in additional ECTS during add/drop periods.
- In general, all ECTS courses fully count to the ECTS limits within the respective bidding period. Exceptions are:
  - 2260 Nova Students Portfolio: 7 ECTS split as 3,5 ECTS in S1 and 3,5 ECTS in S2;
  - 2742 Policy Analysis Exercise: 3,5 ECTS split as 3,5 ECTS in S1 and 0 ECTS in S2.

4.2 Points

At the beginning of each semester or academic year, students are given separate amounts of points for elective courses, workshops and modules, according to their degree program:

Points	Allocation	Availability
Elective courses	Beginning of each semester	Full semester
MYC workshops	Beginning of Academic Year	Full Academic Year
Professional Development modules		

- All students are given **an amount of points depending on the number of electives recommended to take per semester**, during the Master's degree program. (i.e., given the 28 ECTS recommended workload per semester, if a student is enrolled in 14 ECTS in mandatory courses will have 14 ECTS left for electives, which will be the basis for calculation of bidding points). Points are visible on the platform, at the top of the screen alongside "Balance".
- No new points will be given after the initial enrolment period in the semester (or Academic Year), meaning that you may bid with the remaining points or with "0" points.
- If a student withdraws from a course / module outside the bidding platform, the **points used will not be reimbursed.** For example: students enrolled in Careers @ "City" which fails payment of the deposit will be withdrawn from the module with no reimbursement of points.
- Unused points remaining from any enrolment period will be carried over to the next, within the same semester (or Academic Year). Points cannot be saved or carried over from semester to semester (or Academic Years).
- Points are charged to the successful bids according to the following **charging rules**:
  1. Bidding - Primary list: the average between the points allocated to the bid and those given by the last student who successfully gets a seat.
  2. Bidding - Alternative list: the smaller number between the points allocated to the bid and the remaining points in student's balance.
  3. Add/drop cycle: the actual points allocated to the bid.

4.3 Placing bids

- Bids for courses or modules are always placed on the courses or modules sections. Students may bid on only one section of a course, all available sections, or on multiple sections of a course (TA, TB, etc.), leaving the remaining sections empty (with no bid).
- 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.**

- Students may place a bid of 0 (zero) points if he/she **wants to be considered for that section** but not wanting to spend more points.
- The system will not allow enrolments in courses that have overlapping exams.
- Points are deducted from the balance as soon as bids are made.
- Students can **cancel bids** during the bidding phase or add/drop cycle and **regain their points** to bid in other courses or modules.
- During add/drop, students interested in changing their enrolled section to another section of the same course or module, just need to bid in the wanted section and don't need to drop their enrolled section. In this way they don't risk losing the original course section if the bid become unsuccessful.
- At the end of the bidding period or each add/drop cycle, after the algorithm has processed all bids, the points for successful bids are **charged** according to the charging rules stated above.
- Students who do not obtain a seat (slot) will not have any point charged. During add/drop, **unsuccessful bids remain active to the next cycle**, unless cancelled by the student.
- During an add/drop phase, students can also **drop courses or modules** and regain their **charged points** for the **next cycle**, except for bids in a successful class swap.
- When a course or module offers more than one section in the same term, your balance will only consider the **highest bid** made and subtract those bid points from your overall balance.

    For example, there are 3 sections available for module "Communication for Career, Fame and Fortune" (T2/TA, T2/TB, T4/TA). This means that for T2 there are 2 sections (TA and TB) and for T4 there is one (TA).

    If a student allocates 3, 0 and 5 points to these sections, your balance will only consider 5 points as points spent and not the sum of all three.

4.4 Allocation Criteria

Allocation of seats considers the following criteria in the bidding and add/drop period for:

1. Number of vacancies available for allocation.
2. For MYC workshops, program priority (not applicable to courses or modules). This is, if a workshop grants priority for students in a particular program, so that those students can be ranked first.
3. Number of bid points given to class/section, module or MYC workshop (in primary list for courses in bidding periods).
4. Number of ECTS approved:
    o For courses and modules: priority to students with more completed ECTS.
    o For MYC workshops: priority to students with less completed ECTS.
5. Order of preferred classes/section. This preference is only considered if a student gets a slot in more than one course, module or MYC workshop.
6. Seat is allocated randomly.

For the bidding periods only (not for add/drop), the allocation algorithm considers the primary and alternate lists in the following way:

1) **Before the algorithm begins the allocation process, it looks at the primary list, and the demand by students. The algorithm lists these in descending order.**

2) Under the primary list, students choose course electives, modules or MYC workshops.
    a) The order in which they are displayed are considered; those placed higher top are given greater priority.

b) The order in which the sections are displayed are considered; sections placed to the furthest left are given greater priority.

3) Under the alternate list, students choose the course electives, modules or MYC workshops **desired as a precaution**, in case they are not allocated to one or more of the preferences listed in the primary list. **This is strongly recommended**.

    a) The order in which choices are listed is not important in the alternate list. This is because the algorithm will always process the most sought-after electives first – in descending order.

    b) The algorithm for the alternate list will however try to assign any "linked" choices, but this will only be possible if there are still slots available during the algorithm processing of the alternate list. Linking may be risky because if no slots are available (and because this procedure implies a one-to-one relationship), the bidding platform will not consider your other options in your alternate list.

4.5 Other Notes

- Updates on class schedules and the exams calendar will be made available on Moodle. Students will be notified of any last-minute changes in schedules, rooms or exams by e-mail.
- Do not use your mobile phones to enroll in courses. PCs or laptops should be the preferred means for enrollment.
- All communication with students will be done exclusively through the institutional e-mail.

5   OTHER KEY INFORMATION

FAIR PLAY

It is expected that students exhibit fair play throughout the enrolment process. Students who are allocated a slot (seat) but do not attend the course behave unfairly towards others by preventing a fellow student to sit the class. **Students are expected to drop the courses, modules or MYC workshops they do not want to pursue, during the Add/drop period.**

COURSES, MODULES OR MYC WORKSHOPS CANCELLATION

If the demand for a course, module or MYC workshop is very low, **the School may cancel it at short notice**. The students concerned will be offered an alternative option.

CLASH-FREE SCHEDULE

It is the student's responsibility to ensure a conflict-free class timetable. The Fall schedule is available on Moodle.

BIDDING RESULTS

To access your enrolment results on the Bidding Platform, click on the "Rank" button at the top of the screen. You will see green and red shading. Green shading indicates the courses, sessions and MYC workshops you were able to enrol in and pink shading indicates those not obtained. The "i" button shows ranking order of your choices against those made by other students.

6 RELEVANT LINKS

Bidding Platform Link: https://bidding.novasbe.pt

Course Syllabi on Moodle: Moodle – Course Syllabi Area

Modules Syllabi can be found on Moodle – Masters Area.

Masters Schedules, Irregular schedules, Make-up days and Exams Calendar can be found on Moodle - Masters Area.

For more information, please watch the tutorial videos available:

- BIDdeo 1 – Here's the Platform
- BIDdeo 2 – Getting My Electives
- BIDdeo 3 – The Alternate List
- BiDdeo 4 – Results, adding and dropping
- BIDdeo 5 – Bidding on the Modules

7 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.

8 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.