

Enrolments Fact Sheet – Fall 2021/22

July bidding period

1. OVERVIEW OF THE BIDDING PERIOD

The Bidding Platform supports the enrolment process for master's students at Nova SBE. The enrolments for each semester start with one or two bidding periods, followed by two Add/drop periods during the first week of each trimester classes, where students have the opportunity to add and drop classes provided there are available seats.

The Bidding system was designed in 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 and no guarantee that students will be enrolled in all their requested courses or modules.**

Only students who are officially enrolled 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 courses, nor comply with course assessments including exams, will see their course status as a Fail. **This will appear on the final transcript.**

It is essential that students **consult the “Enrolments – The Guide”** for key details on the bidding and add/drop processes, requirements per program or courses and other information.

2. BIDDING PERIOD GENERAL INFORMATION

2.1 Bidding Period Calendar

Phase	Starts (*)	Ends (*)
Validation	12-Jul-21, 3:00 p.m.	14-Jul-21, 3:00 p.m.
Bidding	14-Jul-21, 3:00 p.m.	19-Jul-21, 3:00 p.m.

* All dates/hours are in Lisbon local date/time (Lisbon timezone).

2.2 Bidding Period Students Eligibility and Offer

Students	Offer available to bid
CEMS-MIM incoming students	Selection of Master course electives CEMS MIM Mandatory and Exclusive Courses
Double Degrees	Master course electives Language courses MYC workshops Courses with separate registration: <ul style="list-style-type: none"> 2260 – Nova Students Portfolio
Exchange, Freemovers	Selection of Master course electives

Offer notices (for Double Degree students only):

- Excel module is available for enrolment in a separate process. Students who do not register for Excel in the Fall can opt to taking it in the next semester Spring 21/22.
- Professional Development Modules and Study Trips will be available on later enrolment periods.

2.3 Add/drop period

Add/drop period takes place from 03 to 09 September 2021. Detailed calendar and more information will be announced closer to the date.

2.4 Additional notes for the Bidding Period

- Masters Fall Schedules, Irregular schedules, Make-up days and Exams Calendar can be found on [Moodle Masters Area](#).
- Masters Courses Syllabi can be found on [Moodle - Courses Syllabi Area](#) (open access).
- Before the actual bidding period, students should enter the bidding system during the validation period in order to verify login credentials.
- Students are pre-enrolled on mandatory courses, according to their study plan and class capacity. For more information, please consult your Student Handbook (this does not apply to incoming Exchange and Freemover students).
- Contact bidding@novasbe.pt for support during this enrolment period.

3. 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.