

Enrolments Fact Sheet – Spring 2021/22

T3 Add-drop period

1. OVERVIEW OF THE BIDDING AND ADD-DROP PERIODS

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.** Nevertheless, it is not advisable to leave it to the last hours, as it may take some time to get acquainted with the bidding platform and place your bids successfully.

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**” and “**Enrolments – a Closer Look**” 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, Students Eligibility and Offer

Students	Offer available to bid
CEMS MIM students	Selection of S2, T3 and T4 master course electives CEMS MIM S2 and T4 mandatory and exclusive courses
Exchange, Freemovers	Selection of S2, T3 and T4 master course electives
Regular and double degree master students	S2, T3 and T4 Master course electives T4 Professional Development Modules Mastering Your Careers (MYC) sessions

Offer notices:

- Students who did not enter previous enrolment periods, are able to enrol in new courses, MYC workshops or modules during this period.
- Excel module** is available for enrolment in a separate process. Students who do not register for Excel in the Spring can opt to taking it in the next semester Fall 22/23.
- 2165 Microeconometrics** and **2168 Macroeconometrics** will be available to enrol as course electives for Economics and Finance Masters during the add/drop in case there are remaining slots (priority is given to Economics students taking them as mandatory). Economics students should choose courses 21650 or 21680 as electives.
- Careers @ “City”** - This is the last chance to bid for T4 Careers @ Oporto and Careers @ Madrid, which are planned to be presential and will not be available during the T4 add/drop period. All presential Careers @ “City” require a deposit.

	Deposits and fees	Deadline for June Careers @ trips (T4)
Careers @ Oporto Careers @ Madrid	Require a deposit of 150 euros (non-refundable if student withdraws from the trip)	Wednesday 16 Feb 2022 <u>Payable only on Netpa.</u>

Please refer to the “**Enrolments – The Guide**” for further details on this topic.

- T4 elective courses and modules will be available also on the T4 Add/drop.

2.2 Bidding Period Calendar

Phase	Starts (*)	Ends (*)
Add-drop T3	31-Jan -22, 03:00 p.m.	04-Feb -22, 5:00 p.m.

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

2.3 Add/drop Cycles' Time Schedule

The add/drop will run in several cycles for processing data and allocating places, with the schedule below. The opening of each cycle is approximate as it depends on the amount of data to process.

Add/drop - courses, MYC and modules					
Period /cycle	1st cycle add/drop	2nd cycle add/drop	3rd cycle add/drop	4th cycle (last chance to add)	4th cycle (drop only)
mon, 31-jan	3:00 PM				
tue, 01-feb	12:00 PM (midday)	3:00 PM			
wed, 02-feb		12:00 PM (midday)	1:00 PM		
thu, 03-feb			12:00 PM (midday)	1:00 PM	
fri, 04-feb				12:00 PM (midday)	1:00 PM 5:00 PM

Note: The opening of each cycle is approximately as it depends on the amount of data to process.

2.4 Additional notes for the Add-drop Period

- Masters Spring Schedules, Irregular schedules, Make-up days and Exams Calendar can be found on [Moodle Masters Area](#).
- Masters Courses and Professional Development Modules Syllabi can be found on the Bidding platform and also on [Moodle - Courses Syllabi Area](#) (open access).
- 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.