

Enrolments Fact Sheet – Spring 2021/22

December bidding 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 Year 2 and Incoming students	Selection of Master course electives CEMS MIM mandatory and exclusive courses
Double Degrees	Master course electives MYC courses
Exchange, Freemovers	Selection of Master course electives

Offer notices (for Double Degree students only):

- Economics students must choose between Macroeconometrics or Microeconometrics as their mandatory course for the spring semester. Students who wish to enrol in both (select the second course as an elective) must wait to bid in the add/drop period in case there are remaining slots
- 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.
- Language courses will be available for enrolment in a separate process, outside the bidding platform.
- 2620 Special Project L’Oreal Brandstorm Competition will be available for registration in a separate process. Applying students should select course 20008 Special Project L’Oreal Brandstorm (Notice of Intention to Apply) on the Bidding Platform. Further details can be found on “Enrolments - The Guide”.
- Professional Development Modules will be available on later enrolment periods.

2.2 Bidding Period Calendar

Phase	Starts (*)	Ends (*)
Validation	10-Dec -21, 3:00 p.m.	13-Dec -21, 3:00 p.m.
Bidding	13-Dec-21, 3:00 p.m.	15-Dec-21, 3:00 p.m.

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

2.3 Add/drop period

Add/drop period takes place from 31 January 2022 to 04 February 2022. Detailed calendar and more information will be announced closer to the date.

2.4 Additional notes for the Bidding Period

- Masters Spring Schedules, Irregular schedules, Make-up days and Exams Calendar can be found on Masters Spring 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 make sure that their login credentials are working.
- 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.