

Rules relating to Mobility Programs of Graduate Students

Foreword

The Nova School of Business and Economics (SBE) has a vast number of agreements with foreign counterparts in order to make it possible for students to study abroad for a semester. This is one of the features of Nova's Mobility Programs.

The list of current agreements is available at:

<https://www2.novasbe.unl.pt/en/programs/exchange-programs/list-of-agreements>.

Section I - Application Process

General Provisions

1. Moodle is where all the relevant information about the Mobility Programs can be found, such as: dates of the information sessions, application deadlines, details about partner schools, conditions of access and eligibility, documentation needed, fact sheets, deadlines for communication of confirmation of the application or withdrawal, application results, and assignment of scholarships. Students Handbooks are also available on Moodle, which include information on Mobility Programs and associated rules.

2. The participation of Nova SBE students in the Mobility Program is decided by competition. Each application period refers to the following semester (i.e. If you apply during the Fall semester, you will initiate your exchange program next Spring).

Before the application period is officially opened, there is an Information Session, to which all graduate students are invited. At these sessions students receive information on rules and procedures.

3. It is the responsibility of each student to obtain all necessary information about partner schools they may be interested in, including study plans and curricular units offered, specific requirements required by each institution (e.g., language requirements and documentation of skills (e.g., TOEFL or IELTS scores), minimum ECTS, language of instruction, minimum grade point average, etc.), accommodation, food, and other relevant information.

4. The results of the contest are published on Moodle.

5. Once a candidate is officially allocated and nominated, procedures and communications on the Mobility Program are managed by the student and the partner school (host institution). It is important to stress, however, that students can only contact the partner school after nominations are complete.
6. Students who are allocated to and officially nominated for Nova SBE's partner schools are excluded from paying tuition fees there.
7. *Freemovers* (students who choose not to go through an application process and name their own Exchange institution) are subject to:
 - 1 – Approval from the Academic Director (of school and course choices)
 - 2 – Tuition payment at both universities (Nova SBE and partner school)
8. All communications should be carried out through each student's institutional email and outgoing.masters@novasbe.pt.

Article 1 – Eligibility

1. Students may carry out an Exchange Program during their Master's program for the Fall or Spring semester. The program is directed at students who wish to study at one of Nova SBE's partner institutions for a maximum period of one semester. Students can choose from among any of the partner institutions that are offered each semester, **apart from those in their country of origin**.
2. Students who are enrolled in a specific curriculum track (Work Stream) will need to determine the most appropriate semester to apply given the more rigid nature of these programs. Work stream students are advised to contact their Program Managers before applying.
3. Note that if an exchange semester affects the normal duration of the degree program, which requires an additional semester to complete the degree program, students are subject to the payment of an additional semester fee.

Article 2 - Application procedure

There are two available application periods.

1. The first application period occurs in the Fall semester (September), with the mobility period taking place in the following Spring. The second application period occurs in the Spring semester (February), with the mobility period taking place in the following Fall.
2. Students are strongly advised to check the fact sheets and additional important information available on Moodle before submitting their application and take part in the information sessions that are offered.
3. Students must apply through a platform provided on Moodle and go through the following steps:
 - a) Rank their choice of institution in order of preference (12 maximum)
 - b) Pay the 100€ deposit
 - c) Upload the following documents in PDF format:
 - a. Statement of Awareness and Compliance (available on Moodle and mandatory),
 - b. Final undergraduate certificate (mandatory),
 - c. Motivation letter of no more than 20 lines, indicating the reason for applying and choice of potential institutions.
 - d. Proof of volunteer work (important but optional),
 - e. Proof of work or internship experience (important but optional).
4. The refund of the deposit will occur in the semester in which the student is attending the Mobility Program in the event of compliance with all requirements. The deposit is also returned in all cases in which the student cannot be placed at any destination or gives up the placement obtained within the confirmation period. In the event that the student withdraws from the Mobility Program after the deadline set for withdrawals, the deposit shall be forfeited, and the student shall be ineligible to participate in the same mobility call.

Article 3 - Ranking of Applicants

1. The ranking of students will consider the following allocation criteria:

	For students who have completed one or more Master courses at Nova SBE	For students who have not yet completed a Master's course at Nova SBE
Final GPA of undergraduate degree	30%	75%
Academic quality of institution of origin – undergraduate degree (Palme attributed by the Eduniversal ranking)	10%	25%
Current GPA (Masters)	40%	
Total ECTS so far completed	20% (Total ECTS/ 10)	

A tie between candidates will be settled considering the following criteria:

- First level: proof of volunteer work and/or work/internship experience
- Second level: motivation statement and interview

Article 4 - Publication of the results of the competition

1. The first result of the contest is announced on Moodle.
2. At the end of the period defined for withdrawal, the remaining vacancies are cleared, and a second round is prepared and announced.
3. For students who may not be placed in the other rounds phase, the International Mobility Team will contact you individually to discuss the available slots.
4. No exchange of placements between students or institutions shall be permitted under any circumstances.

Article 5 – Withdrawals

1. Withdrawals shall be communicated by email.
2. If the withdrawal occurs after the placement of the student has been communicated to the institution of destination, it is the responsibility of the student to inform the institution of destination, advising the Nova International Mobility Team at the same time.
3. The withdrawal, even if communicated in the terms referred to in paragraphs 1 and 2 above, does not exempt the student from fulfilling any obligations to the institution of destination, namely the payment of accommodation reservations and/or registration fees, or any other.
4. Withdrawal after the deadline will prohibit applying for mobility ever again and the deposit made to the Nova SBE shall be forfeited.

Article 6 - Learning Agreement (LA)

1. A Learning Agreement (LA) is a plan of study that details the courses the student intends to achieve during their mobility period.
2. Students can only carry out electives (including directed electives of an area of expertise) for possible credit transfer. Master students are not allowed to complete mandatory courses at partner schools nor to request waivers. In addition, it is highly recommended that students complete their Area of Expertise core courses at Nova SBE.
3. Electives that are similar in content to already approved electives carried out in the program at Nova SBE will not be authorized.
4. Students can list up to a maximum of 35 ECTS in their LA. Language courses do not count towards this maximum.
5. The LA form must be authorized and signed before the start of the mobility period (before departure) by: i) the student, ii) Nova SBE's International Mobility Team and iii) the partner institution. Nova SBE will not acknowledge foreign-earned credits without prior approval.

Article 7 - Absence from Nova SBE during the period of mobility/exchange

1. Students cannot be enrolled in courses, modules, or their work project at Nova SBE during the mobility period at the partner institution. However, students will be allowed to enroll in those modules that take place between semesters (January or June), so long as the student's mobility period is compatible. It is the student's responsibility to ensure that is feasible to do so. Please note that failure to attend a module will imply loss of scholarships for scholarship holders and a fail grade for the module.

Section II - Allocation of Scholarships

Article 8 – Erasmus+ Mobility Grant

1. For institutions in the European Union, students are automatic candidates for the Erasmus+ Mobility Grant, which is intended to **partially cover** costs of attending an educational establishment abroad.
2. Students must access the Erasmus+ platform, through the link provided by email, and complete all information of a mandatory nature within 30 calendar days. Non-compliance with this deadline cancels the application process and access to the Erasmus+ Mobility Grant.
3. Note that due to the financial constraints of the Erasmus+ program, the number of scholarships available is generally fewer than the total number of applications.
4. The allocation of scholarships, in terms of Article 3, is made in descending order of ranking, until the funds available for this purpose have been exhausted.
5. The Erasmus+ Mobility Grants are not attributable to students studying in countries considered by the Erasmus + program as ineligible.
6. The issuance and management of the Erasmus+ Mobility Grants is the responsibility of the Rectory of the Universidade Nova de Lisboa.
7. The results of the assignment of scholarships are indicated by the Rectory and the notification is sent by e-mail usually in August.

8. The Mobility period lasts up to six months, with no scholarships lasting longer than this period (and no less than 3 months).
9. The scholarships are paid according to the number of days in the Declaration of Stay, signed and stamped by the institution of destination. This document must be submitted on the Erasmus+ platform so the scholarship can be paid.

Article 9 - Other Mobility Grants

1. Information on mobility grants to countries outside of the European Union, and their application procedures will be informed by the International Mobility Team if available.

Section III – Credits earned abroad

General Provisions

1. Students who complete the Mobility Program at EU partner institutions will not be able to have their credits credited until they have completed their enrollment on the Erasmus+ platform.
2. The Declaration of Stay, transcript of records (ToR), language report (OLS), and the final report (survey) must be submitted on the platform.
3. Students who complete the Mobility Program in the first semester (Fall) will have until June 30 to request the crediting of the completed and approved curricular units. Students who complete their mobility in the second semester (Spring) have until 30 December. After these dates, the request for credit is subject to a fine.
4. To obtain the credits earned during the exchange program, the student must submit a request, after completing the semester abroad. The document for this request is available on Moodle (Transfer of Exchange Credits - TEC). This request must be accompanied by a copy of the original version of ToR, LA and the Changes to the LA document (if applicable).
5. The request should have the header completed and include all curricular units approved on exchange, telephone contact, as well as the type of accreditation required (according to Article 11).

6. Students who complete their Mobility Program outside of the European Union should submit said documents through email, to the Outgoing Masters office.

Article 10 - Credit Criteria

1. Students will only be allowed to credit courses that have been included in the LA or Changes to LA. These must be signed by both institutions and the student and sent to Nova SBE by email.
2. The student must submit the Transfer of Exchange Credits (TEC) form to the International Mobility Programs Team as soon as possible upon return. Students have a maximum of 6 months to submit this document. Note that students will only receive credits for the mobility period after that has been done.
3. The student must attach the Transcript of Records obtained by the partner institution with the TEC form.
4. Transfer of credits will consider the ECTS credits that appear on the transcript. For institutions that do not use ECTS, a conversion table will be used (see section 11).
5. All courses included in the Transcript of Records must be listed on the TEC form.

Article 11 - Types of Credit

1. The Transcript of Records must satisfy the following requirements:
 - a) The number of the credit units must be expressed according to the ECTS system. If the credits used by the Partner Institution do not correspond to the ECTS system, the students must use and enter the corresponding equivalent available on Moodle (conversion table).
 - b) Only original transcripts issued in English or Portuguese, or authenticated translations will be accepted.

Article 12 - Transcript of Records (ToR)

1. The ToR can be sent by the partner institution through the following forms: directly to Nova SBE by post or via e-mail to Nova SBE.
2. The ToR shall comply with the following:
 - a) Include the name, classification (grade) obtained, and number of units of credit awarded in each of the curricular units included in the study plan approved in accordance with Article 6;
 - b) Only documents officially issued by the partner institution can be accepted.
3. All approved course units appearing in the ToR will be credited. Students may not select specific course units to be credited. For those cases that do not follow the ECTS system, the local grade will be converted to the equivalent Portuguese grade.

Article 13 - Errors/discrepancies

Any errors/discrepancies arising in the application of these present regulations shall be resolved by order of the Academic Director of the Mobility Programs.

Article 14 – Effective date

This regulation shall become effective on the date of their publication in the internal system of academic management of Nova SBE and the student's portal.