

# Exchange Program Information Session

FALL 2022/2023



*Prof. João Pedro Pereira*

ACADEMIC DIRECTOR OF EXCHANGE PROGRAMS

*Paula Caria*

INTERNATIONAL MOBILITY TEAM MANAGER

*Inês Garcia Morais*

OUTGOING MASTER STUDENTS' OFFICER – INTERNATIONAL MOBILITY  
PROGRAMS TEAM

# Partner Schools Available for Master Students



**Check Master's Area on Moodle for the complete list of schools**

# Exchange Rules

- Only one semester at a partner university abroad is allowed.
- During the mobility semester, students cannot be enrolled in any course, or be registered for the W.P. at Nova SBE. Modules can be an exception to this rule.



This rule does not apply to Public Policy students, due to this program's different nature and timeline. (See Exchange Regulation document on Moodle).

- Mandatory courses must be done at Nova SBE.
- Credits at the partner university will be recognized as ECTS credits for the Master's degree program.
- Students cannot do the mobility in their country of origin.

# Other important rules

○ **Most programs will require that students enrol in a fourth semester in order to graduate if they wish to go on Exchange.** Please check this information on the Handbook.

○ **Stream students are not allowed to go on Exchange during their program.** If they wish to do so, they also need an additional semester (after their Work Project).

○ **Students are not allowed to do their Work Project and Exchange semester at the same time** (mind the exception made for PP students).

○ **Please note that after accepting your allocation and during your Exchange semester, you will be officially an Outgoing Exchange student.**

# Other important rules

- Students who are allocated and officially nominated to a Nova SBE partner school are exempt from paying tuition there (apart from possible administrative fees).

**FREEMOVERS are students who choose to decline their allocation or to not go through an application process at all, selecting their own Exchange institution.**

- *Freemover* applications (including institution of choice and selected courses) are subject to the approval of Prof. João Pereira (Academic Director – International Mobility Programs).
- Freemovers are also subject to tuition fees at both universities.

---

# CRITERIA

Students are ranked according to the following:

## CRITERIA

### Students with MSc Courses completed

40% MSc current GPA

30% Final Undergraduate GPA

20% ECTS completed (total ECTS)

10% Academic quality of Institution of origin of the Bachelors degree (measured by Palms attributed by the Eduniversal Best Business Schools ranking)

*To check your school's ranking: [www.eduniversal-ranking.com](http://www.eduniversal-ranking.com)*

### Students with no MSc Courses completed (newcomers)

75% Final Undergraduate GPA

25% Academic quality of Institution of origin of the Undergraduate degree (measured by Palms attributed by the Eduniversal Best Business Schools ranking)

#### **IN CASE OF TIE for all candidates:**

- I. Volunteer work and/or work/internship experience.
- II. Interview with the Academic Director of Mobility Programs based on the motivation statement.

# During the competition

○ **ROUNDS:** The competition is divided in rounds (usually 3 to 5, depending on the number of applicants). Students who did not apply during the first round are not allowed to apply later, and must delay their application to the following semester.

○ **ACCEPT / DECLINE:** Between rounds, the students must accept or decline their allocation. Should the student fail to accept or decline their given allocation within the defined time frame between competition rounds, their allocation will be offered in the next round.

○ **DEPOSIT:** 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.

○ **IMPORTANT:** No exchange of placements between students or institutions shall be permitted under any circumstances!

# Exchange Steps



## PREPARATION

**Study the Exchange regulation and your preferred partner schools**, namely on:

- . calendar compatibility
- . admission requirements
- . courses available for masters
- . language of instruction
- . Other important aspects for your academic progression.



## APPLICATION

**Select up to 12 schools and upload the required documents:**

1. ID/Passport
2. Statement of Awareness and Compliance
3. Final Undergraduate Certificate
4. Motivation letter (optional)

NOTE: You can pay the deposit through NetPa.



## RESULTS

Results are expected 2-3 weeks after the application process is finished.

You must then **confirm your allocation** within a maximum period of a week.

You may drop a school and apply for a second round, but your first allocation will be lost.

In case of **withdrawal** after the designated period your exchange deposit will not be refunded



## ARRANGEMENTS

Nova SBE will nominate you within the stipulated time.

Once it's confirmed, you may wait for the contact of our partner school for the **official registration**(online)

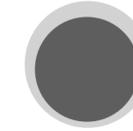
Fill in your **Learning Agreement and send it to us by email.**



## MOBILITY

If you're an Erasmus+, we will contact you to inform you of all procedures needed.

Make necessary changes to your Learning Agreement (if needed and only once).



## AFTER MOBILITY

To get course recognition, start the **accreditation process** after receiving your transcript of records

If applicable, make sure you submit all required documents to conclude the **Scholarship** process.

# Learning Agreement

- **Three mandatory signatures from:**
  - student
  - Nova SBE
  - partner school
- **Maximum credited ECTS: 35 ECTS**
- **REMEMBER:** Students can only do 7 ECTS outside their Masters area during the entire programme
- **BE CAREFUL:** Accreditation will not be given to courses very similar in content to others already completed in the Master's Program at Nova SBE
- **NOTE:** Language courses taken in the partner Institution will not count towards the maximum 35
- **CHANGES TO THE L.A.:** You can only change the L..A. once, and always within a period of 30 calendar days after classes begin.



# Scholarships

## ○ Erasmus+ Grant

Available for Member States of the European Union (EU)

*The International Mobility Programs Team will contact you in due time to give the instructions & deadlines.*

## ○ ICM – Erasmus + International Credit Mobility grant

## ○ Partner schools' grant

– SEMP scholarship, Swiss schools

**(Please be aware that this information is based on the previous offers and it is not guaranteed)**

**! Important: Not all students accepted for Exchange will be sure to receive Erasmus + or any other type of scholarship. These are limited and subject to specific criteria/eligibility.**



# Erasmus+ possible scenarios

- **Virtual mobility:** Fully online programs do not entitle students to a scholarship. However, all procedures mentioned (including contract and Erasmus+ documentation) must be complied with in order for your programme to be recognised at Nova SBE;
- **Blended mobility:** These programs are divided into two periods: an online period (not paid) and on campus period (paid). This may happen if the host university chooses to start the semester fully online, but later on resumes classes on campus, for example.
- **On campus mobility:** Students are requested to be on campus (paid).

**!** Important: Not all students accepted for Exchange will be sure to receive Erasmus + or any other type of scholarship. These are limited and subject to specific criteria/eligibility.



# Important tips

- Don't buy your ticket or pay for accommodation before having accepted by the partner university.
- Pay attention to courses that may be taught in other languages (for example, Spanish or French).
- Do not leave your application for the last minute, as it will not be accepted after the given periods (rounds).
- To ensure the courses you pick are credited, go over the syllabi and compare them with courses taken at Nova.
- Check exam dates and calendar compatibility before officially enrolling in courses (when possible). This is particularly helpful also when it comes to flights and Nova SBE commitments.

# Important tips

**If your destination is a school in Europe**, you should go to the *Loja do Cidadão* and get a *Cartão Europeu de Saúde* and/or arrange health insurance.

**If your destination school is outside of Europe:**

- you need a passport
- you need to find out if you need a visa for that country
- additional health insurance is mandatory

*If you have doubts concerning these issues, please contact Life at Nova: [lifatnova@novasbe.pt](mailto:lifatnova@novasbe.pt)*

**Due to Covid-19, mobility programs have been heavily impacted and at any time, partner schools may decide to change to a fully online program.**

If you decide not to go forward with the online option, please inform us and if you are eligible for the following semester's application, you can do so since reallocation will not be possible.

# HOW TO APPLY

Online Application Process:

February 4<sup>th</sup> at 12 pm to February 10th at 1:00 pm.

Application is done through **Moodle – International Mobility section**, where you will also find additional information, including the complete **List of partner schools**.

Results: First round expected to be processed in a week.

# QUESTIONS?

*Let us know!*

*Inês Garcia Morais → [outgoing.masters@novasbe.pt](mailto:outgoing.masters@novasbe.pt)*

*Thank you*

**From all of us at  
NOVA SBE:  
Have a great  
time!**

