

Exchange Program Information Session

FALL 2022/2023



Prof. João Pedro Pereira

ACADEMIC DIRECTOR OF EXCHANGE PROGRAMS

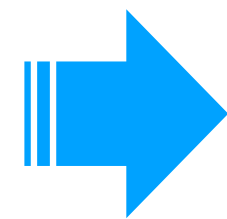
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INTERNATIONAL MOBILITY TEAM MANAGER

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OUTGOING MASTER STUDENTS' OFFICER – INTERNATIONAL MOBILITY
PROGRAMS TEAM

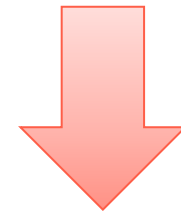
Partner Schools Available for Master Students



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

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!

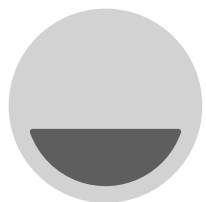
Exchange Steps



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.

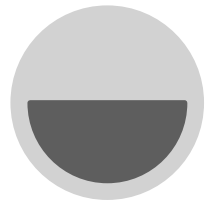


APPLICATION

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.



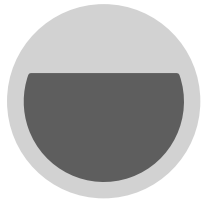
RESULTS

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

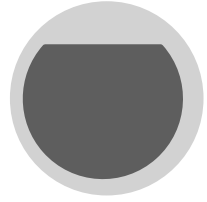


ARRANGEMENTS

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)

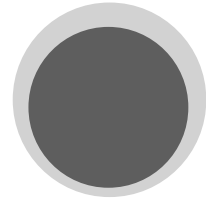
Fill in your **Learning Agreement and send it to us by email.**



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.

Key documents: LEARNING AGREEMENT



Erasmus+ LEARNING AGREEMENT – MASTERS-LEVEL STUDY



NOVA
NOVA SCHOOL OF
BUSINESS & ECONOMICS

Academic Year: 20 /20

Student	Last name(s)	First name(s)	Date of birth	Nationality	Gender (M/F)	Field of study
Sending institution	Name	School/Department	Erasmus code	Address	Country	Contact person email, phone
	Nova SBE, Universidade Nova de Lisboa	School of Business and Economics	PLaboa03	Campus de Carcavelos, 2775-405, Carcavelos	Portugal PT	beatriz.david@novasbe.pt, outgoing-masters@novasbe.pt, +351 21 380 1670
Receiving institution	Name	School/Department	Erasmus code	Address	Country	Contact person email, phone

Before the Mobility

Study program at receiving institution

period of mobility: from (month/year) to (month/year)

TABLE A before the mobility	Course title at the receiving institution	Course I.D.	Semester (e.g. Autumn/Spring)	Nº ECTS

(If necessary, continue on a separate sheet of paper and attach)

Is the student declaring an Area of Expertise at Nova SBE? (optional) yes no

If yes, what is the name of the Area of Expertise?

If you wish to apply any of the courses in TABLE A to your Area of Expertise (optional), list them below.

Course title	Nº ECTS	Authorized by Nova SBE Academic Coordinator before the mobility

Recognition at sending institution (Nova SBE)

TABLE B before the mobility	Recognition of courses	Recognition of credits
	Waivers are not granted for courses abroad that are MANDATORY in the Nova SBE study program. All ELECTIVE courses successfully completed at the receiving institution will be accepted at Nova SBE.	All ECTS earned at the receiving institution will be accepted at Nova SBE.

Student's language skills – before the mobility

The language of instruction in my proposed study program is (enter to the right). I have this skill at present in the language of instruction or I agree to acquire it prior to my mobility (indicate ✓ at the right).	A1	A2	B1	B2	C1	C2	native speaker

Commitment

By signing this document, the student, the Sending Institution and the Receiving Institution confirm that they approve the Learning Agreement and that they will comply with all the arrangements agreed by all parties. Sending and Receiving Institutions undertake to apply all the principles of the Erasmus Charter for Higher Education relating to mobility for studies (or the principle agreed in the inter-institutional Agreement for institutions located in Partner Countries). The Sending Institution and the student should also commit to what is set out in the Erasmus grant agreement. The Receiving Institution confirms that the educational components listed in Table A are in line with its course catalogue and should be available to the student. The Sending Institution commits to recognise all the credits gained at the Receiving Institution for the successfully completed educational components and to count them towards the student's degree as described in Table B. Any exceptions to this rule are documented in an annex of this Learning Agreement and agreed by all parties. The student and the Receiving Institution will communicate to the Sending Institution any problems or changes regarding the study programme, responsible persons and/or study period.

Commitment	Name	Email	Position	Date	signature
Student			student		
Responsible person at the sending institution	Prof. John Huffstut	jhuffstut@novasbe.pt	Exchange Program Coordinator		
Responsible person at the receiving institution					

During the Mobility

Exceptional changes to the study program indicated in TABLE A

Changes to TABLE A during the mobility	Course title at the receiving institution	Course I.D.	Nº ECTS	✓ DELETE this course	✓ ADD this course
Commitment – changes must be agreed to and authorized by all three parties, as above, before returning from mobility					
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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: lfeatnova@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 4th 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

Thank you

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

