

FAQ

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**Frequently Asked
Questions**

Questions related to classes, cohorts and participation

Are the Communication & Leadership classes mandatory?

While we strongly recommend attending all classes to fully engage with the material and complete the journey, most sessions are not mandatory. However, the oral presentation classes (class 5 and class 7) are mandatory. Besides, all classes are considered for the Participation component of your final grade.

How does the participation grade work?

The participation grade is worth 20% of your final mark and includes two components: attendance and punctuality (10%) and active participation during each class (10%).

What is considered active participation in class?

Active participation means being attentive, showing interest, volunteering to contribute more than once during the class, and adding value by sharing relevant personal or professional experiences related to the context of the class.

I attended all the classes and participated in the proposed activities but didn't get a full 20 for participation. Why?

To ensure justice in evaluating all students, achieving the maximum participation grade requires not only attending all classes and engaging in activities but also consistently volunteering and contributing value to the topics being discussed.

I'm shy. Will I be penalized for not actively participating?

Our classes are the perfect place to practice communication skills and overcome shyness, helping students feel more prepared for the job market by the end of the semester. If this is a concern, please reach out to us (instructor or TA), and we will work on a strategy tailored to your needs.

I have overlapping classes or personal commitments and can't attend my assigned class. What can I do?

Any requests to switch classes must be directed to bachelors@novasbe.pt with a detailed explanation of your situation. Based on past semesters, switching is usually more straightforward when coordinated directly with a classmate willing to swap places with you.

I couldn't switch and still can't attend my assigned cohort; can I attend another cohort's sessions?

No, it is not possible to continuously attend classes from a different cohort.

I have a personal commitment and can't attend my class; can I join a session from another cohort?

Yes, except for classes 5 and 7, which require mandatory attendance in your official cohort. To attend a different cohort's class, you must email your professors for permission in advance.

If I attend another cohort's class without justification, will I still be marked absent?

Yes. To ensure justice and equity for all students, we cannot assign participation points for absences without an official justification.

What if I actively participate in a class from another cohort?

Starting this semester, participation in another cohort's class will not count toward your participation grade.

What is an official justification?

An official justification is a document issued by a medical or funeral authority stating that the student was unable to attend due to illness or a bereavement.

What if I'm sick but didn't go to the doctor to get a medical justification?

If you are sick and unable to attend class, we strongly recommend visiting a doctor to ensure your recovery and to obtain an official medical statement about your health condition. This is the only way we can justify your absence. Showing up to class sick to prove that you are not well is not considered or recommended because it puts the health of your classmates and teachers at risk.

What if I miss class due to a Nova SBE event, club commitment, or game?

Unfortunately, official Nova SBE events, club commitments (meetings, interviews, or training), and games are not considered valid reasons for missing class.

Are there any exceptions?

Yes. Students with working-student status or high-performance athlete status will have their absences justified upon providing a declaration from an official entity.

What happens if a classmate signs the attendance sheet for me?

Signing the attendance sheet on behalf of someone else is considered fraud and will have consequences for both the person signing and the person requesting it. Due to past incidents, the C&L team is particularly vigilant about this behavior.

Questions related to assignments, oral presentations and evaluation**Can I submit my written assignments in Portuguese?**

Yes, you can submit written assignments in either English or Portuguese. However, mixing the two languages within the same assignment is not allowed. You must choose one language and complete the entire assignment in that language.

I submitted my first assignment in Portuguese; can I submit the second one in English?

Yes, that's perfectly fine.

What is the best way to submit my assignment on Moodle?

Submit your work as early as possible, ideally well before the deadline. We recommend setting an internal deadline for yourself at least one day before the official deadline. After submitting, double-check that everything is correct, including the document you uploaded.

I forgot to submit my assignment on Moodle within the deadline. Will my assignment still be accepted?

Yes, we accept assignments submitted after the deadline, but there will be a penalty of 10% deducted from the final grade for each day of delay. Example: if you submit your assignment with 2 days of delay, your final grade, in that assignment, will have a penalty of 20%.

I submitted the wrong document on Moodle and realized it a few days later. Will my work be considered without penalty?

No, unfortunately, due to past experiences of document tampering, now the rule is the same for everyone with no exceptions. Any resubmissions after the deadline will incur a 10% penalty per day, regardless of proof that the work was completed before the deadline.

I'm retaking the course; can I reuse my previous assignments?

If you were issued a final grade, retaking the course means really starting from scratch, with fresh outputs. If you were not issued a final grade (i.e., you dropped the course before its end), you can use your own work and intellectual products of continuous evaluation if you correctly adapt them to this semester's purposes and layout. The C&L team has access to all previous assignments, and any resubmission of old work without changes will be flagged.

Can I use ChatGPT to help with my assignment?

Yes, but with limitations. You can use ChatGPT to organize ideas and structure your work. However, relying entirely on its output will result in penalties. All submissions are checked for AI-generated content via Turnitin, and the C&L team is trained to identify such instances.

How can I avoid spelling errors in my written assignments?

Take your time and work carefully. We recommend using Microsoft tools to identify and correct any typographical errors in your document.

Can I deliver my oral presentation in Portuguese?

No, all individual and group oral presentations are official assessment moments and must be done in English.

Will I have access to a pointer during my presentation?

Yes, the classroom computer and a pointer will be available for you to use.

What does the 'creativity and originality' criteria mean in practice?

For written assignments, this means presenting your work with an appealing design, creative and captivating writing, a visually engaging and unique organization of content. Using images, videos, diagrams, or other elements can help achieve this. For oral presentations, creativity means delivering a presentation designed to captivate, entertain, and surprise the audience. Ask yourself, "among 30 presentations, will mine stand out positively?" If the answer is yes, your presentation is likely creative and original.

How are group assignments formed?

Groups are typically assigned by the C&L Team to ensure diversity in skills and perspectives.

What happens if a group member does not contribute equally?

If a group member is not contributing, notify the professors immediately. Any concerns will be handled confidentially and fairly, and adjustments may be made if necessary. In line with current pedagogical practices in place, the Peer Assessment evaluation criterion wishes to further contribute to the fairness standard.

Can I get feedback on my written assignments and presentations?

Yes, each assignment and presentation have an official review and feedback session slot. You will receive information via email, and if you would like to get feedback, you must book an appointment.

I can't be at Nova SBE on the official review day. Can I get feedback via email or online (Microsoft Teams)?

No. These are official grade review sessions, so feedback is given in person and by appointment only.

I missed the email about the review session and didn't attend; can I still get feedback on my work?

No. You must regularly check your email throughout the semester to ensure you don't miss any official review moments.

My work is very similar to my classmates, but I received a lower grade. Why?

The C&L team strongly recommends that students not compare their grades with others. Before that, please, carefully review the evaluation criteria and reflect on your work. If you still have questions, you can schedule a slot on the official review session.

Will I receive feedback on optional assignments?

Feedback on optional assignments is given upon request. If you would like feedback, please contact both your respective TA and professor by email.