

**NOVA**

**IMS**

Information  
Management  
School

# INFORMATION SHEET ERASMUS +

2023-2024



# NOVA IMS Facts



3

Bachelor degrees

20

Postgraduate Programs

9

Master Degree Programs

1

Doctoral Program



+3200

students

25%

international students

81

nationalities

12%

international teachers



+80

research, innovation and  
capacitation projects

+140

annual international  
publications



+150

available  
software\*

1

Microsoft® Office 365  
account per student



+600

annual job offers

1338€

average monthly  
income\*\*

95%

employment  
rate\*\*

\*for teaching and research.

\*\*Independent ObipNOVA report on NOVA IMS graduates in 2018. Employment rate measured according to active graduates.

# Accreditations and Certifications



## The Quality Management System

The Quality Management System of NOVA IMS has the quality certification according to the norm NP EN ISO 9001:2015 by APCER, in the provision of services to students and support the programs at NOVA IMS.



## Erasmus Mundus Program

The master degree program in Geospatial Technologies is part of the European Commission's Erasmus Mundus program, and it has been selected as one of the best European Master degree programs.



## AACSB

The double degree master program in Information Systems Management is developed in partnership with the University of Ljubljana, which is accredited by AACSB (Association to Advance Collegiate Schools of Business).



## Eduniversal

Six of NOVA IMS' Master and Postgraduate Programs were ranked in the TOP of the world Best Masters Ranking 2020-2021, by Eduniversal - international agency that publishes the annual ranking of the best MBA and Master degrees in the world.



## Computing Accreditation Commission

NOVA IMS has the 1<sup>st</sup> Bachelor Degree in Europe accredited in Information Systems by ABET, a North American accreditation agency, recognized as the worldwide leader in assuring quality and stimulating innovation in applied science, computing, engineering, and engineering technologies.

## ABET

## UNIGIS

NOVA IMS is accredited as a member of UNIGIS, an international network that gathers the best schools in Geographic Information Systems.



## A3ES

NOVA IMS programs are accredited by A3ES (Agency for Assessment and Accreditation of Higher Education).



## iSchools

NOVA IMS was the 1<sup>st</sup> Iberian Peninsula institute to join iSchools, an international organization that brings together the leading universities in research and teaching of information science.



## EMOS

The Master / Postgraduate Program in Statistical Systems obtained the EMOS (European Master in Official Statistics) accreditation by European Statistical System (ESS).



## USGIF

NOVA IMS is the 1<sup>st</sup> university outside the USA to obtain the GEOINT (Geospatial Intelligence) accreditation by the United States Geospatial Intelligence Foundation (USGIF), the only global organization dedicated to promoting the professional practice of GEOINT and building a community of interest across the industry, academia, and Public Administration.





## Welcome to NOVA IMS

This is the place and time for discoveries for you as it was for the Portuguese sailors in the 15<sup>th</sup> and 16<sup>th</sup> centuries. This is an outstanding opportunity to define what will be your academic, professional and personal future. You will experience how it's like to study abroad with students and professors from several countries and, at the same time, to discover one of the oldest and most interesting cities in the world. This is, as it was for many others before, your opportunity to go global!

I and all NOVA IMS staff will make our best to make this an enjoyable and unforgettable experience. Besides the professors that will teach many curricular units in English and will do their best to help you on your integration, you will also receive support from our very efficient team of non-academic staff to help you to familiarize with NOVA IMS facilities (e.g., library, labs, study halls, canteen, etc.). I will be personally available for any practical or technical problem you might have during your stay. You will also be able to count with the excellent support of Ms. Ana Sousa and other people from the Erasmus Office for any bureaucratic or organizational problem.



**Pedro Cabral**

Erasmus Coordinator

You will have the opportunity to study in an Institution that cares highly with the quality of teaching, research and all provided services. I am sure this is the right place for anyone who ambitions a good education and an unforgettable personal experience that will, hopefully, be remembered for a long time.

I hope you enjoy Lisbon, NOVA IMS and Portugal!

## Institution

Name: Universidade Nova de Lisboa

Erasmus Code: PLISBOA03

Faculty: Nova Information Management School - NOVA IMS

Address: Campus de Campolide, 1070-312 Lisboa, Portugal

Phone Number: +351 213 828 610

Web page: [www.novaims.unl.pt](http://www.novaims.unl.pt)

Erasmus+ Mobility: <https://www.novaims.unl.pt/pt/ensino/alunos/programas-de-mobilidade/>

## Erasmus Office Contacts



**Ana Sousa / Hugo Caldeira**  
Erasmus Office  
[erasmus@novaims.unl.pt](mailto:erasmus@novaims.unl.pt)



**Pedro Cabral**  
Erasmus Coordinator  
[pcabral@novaims.unl.pt](mailto:pcabral@novaims.unl.pt)



# Application and Enrollment

## Important Information

The Board of NOVA IMS have determined a numerus clausus of 60 students per semester for mobility students. The selection criteria will be first come, first served.

## Important Deadlines

### Fall semester or whole Academic Year

**Nominations:** from March 15<sup>th</sup> to May 31<sup>st</sup>  
**Applications and student documents:** July 1<sup>st</sup>

### Spring Semester

**Nominations:** from August 1<sup>st</sup> to November 1<sup>st</sup>  
**Applications and student documents:** December 1<sup>st</sup>

After these dates we will not be able to accept further applications.

## Applications

After being nominated students will be informed about how to access our ONLINE Application Form.

## Nominations

- Partner Universities must send the list of nominated students to Erasmus Office:  
**erasmus@novaims.unl.pt;**
- NOVA IMS will contact the selected students by e-mail to give them the necessary information and request the documents in order to proceed with the mobility process.

## Language Requirements

- Proficiency in English = at least level B1.

All the classes for Mobility students are taught in English. Students must be aware that they need to have solid knowledge of the English language to successfully attend lessons/courses.

## Documents Required from the Student

- Learning agreement duly filled in, signed and with the stamp of the University of origin or OLA - Online Learning Agreement (preferably);
- Transcript of records (only English version is accepted);
- Copy of European Health Insurance Card or for students outside European Union copy of Health Insurance (English version). These documents must be valid for the whole period of stay;
- Statement of responsibility (document to be made available by the Erasmus Office of NOVA IMS);
- Passport size photo.

**Please fill in the forms on the computer. We will not accept hand written forms.**

The document Transcript of records must be an official document issued by the sending Institution. The Learning Agreement has to be signed by the students and the Coordinator and must have the stamp of the partner university.

Students don't need to send or bring hard copies of the documents, unless their home University requires this, or due to the lack of quality of the image of the documents sent.

Erasmus Office will verify all the documents and upon validation of the Erasmus Coordinator will send the signed Learning Agreement to the student.

## Acceptance Letter

Will only be issued upon request of the student.

## Course Registration and Academic Information

### Academic Calendar

Please visit: <https://www.novaims.unl.pt/pt/ensino/alunos/calendario-academico/>.

## Bachelor Degree

Almost all the course units are taught in English.

In every Academic Year, some changes may occur regarding the courses offered in English. However, we do not expect significant changes from one year to the next.

For further information about the courses please consult our website:

- Degree in Data Science  
[www.novaims.unl.pt/lcd](http://www.novaims.unl.pt/lcd)
- Degree in Information Management  
[www.novaims.unl.pt/lgi](http://www.novaims.unl.pt/lgi)
- Degree in Information Systems  
[www.novaims.unl.pt/lsti](http://www.novaims.unl.pt/lsti)

Mobility students can choose curricular units from different courses and from different years. However, selecting courses from the same programme and year will reduce possible overlaps.

## Master Degrees

Almost all courses are taught in English. The study plan should be proposed based on the student's study area and the existing agreement between NOVA IMS and the Sending Institution e.g. Master Programmes held in working hours.

### Working Hours Format

- Data Science and Advanced Analytics  
[www.novaims.unl.pt/mdsaa](http://www.novaims.unl.pt/mdsaa)
- Knowledge Management and Business Intelligence  
[www.novaims.unl.pt/mgi-gcbi-regime-diurno](http://www.novaims.unl.pt/mgi-gcbi-regime-diurno)  
[www.novaims.unl.pt/mddm-mi-regime-diurno](http://www.novaims.unl.pt/mddm-mi-regime-diurno)  
[www.novaims.unl.pt/mddm-dma-regime-diurno](http://www.novaims.unl.pt/mddm-dma-regime-diurno)
- Data-Driven Marketing  
<https://www.novaims.unl.pt/mddm-dma-regime-diurno>
- Information Systems and Technologies Management  
[www.novaims.unl.pt/mgi-gsti-regime-diurno](http://www.novaims.unl.pt/mgi-gsti-regime-diurno)

### After Working Hours Format

- EMOS



## Limitation or Restriction on Course Registration

- **All the courses have a limited number of vacancies;**
- The list of available courses can change as they are fulfilled on a “first come, first served” basis;
- It is not possible for Bachelor’s degree students to enrol in Master Courses;
- Students must attend the NOVA IMS curricular units correspondent to the same cycle of studies that they attend at their Sending University. Master students will only be able to attend undergraduate courses in exceptional cases;
- Due to NOVA IMS’ bachelor course programme structure organization we recommend the attendance of the Spring semester since there are more optional curricular units available;
- There are Curricular Units that may overlap. To try to reduce possible overlaps we strongly recommended:
  - **Preferably** - Always choose curricular units from the same course/year (no risk of overlapping schedules);
  - **Other Option** - Choose curricular units of the same course and from 1<sup>st</sup> and 2<sup>nd</sup> year or from 2<sup>nd</sup> and 3<sup>rd</sup> year (moderate risk of overlapping schedules).
- Some courses that need previous knowledge of statistics / econometrics or computing / programming are conditioned.
  - **100101** - Artificial Intelligence
  - **100146** - Computational Methods for Optimization
  - **200142** - Computational Intelligence for Optimization
  - **100027** - Computation II
  - **100029** - Computation III
- Elective curricular units will only be taught if there is a minimum number of students enrolled. Confirmation can only be given during the enrolment period.
- Curricular Units in which Erasmus students cannot enrol:
  - **100063** - Information Systems Project Management
  - **100231** - Business Law
  - **100088** - Project of Information Systems
  - **100048** - Informatics and Information Law
  - **100134** - Digital Innovation Projects
  - **100144** - Information Systems Project II
  - **100149** - Smart and Sustainable Cities

For **Bachelor Degree Students** the total sum of ECTS credits for the curricular units to be selected, cannot exceed 45 (in the case of one semester) or 90 (in the case of an academic year).

For **Master Degree Students** the total sum of ECTS credits for the curricular units to be selected, cannot exceed 37,5 (in the case of one semester) or 75 (in the case of an academic year).

## Trimester/Semester Courses

**Trimester courses (quarterly courses)** - those courses take place in half of a semester duration, in the first seven weeks of the semester (1<sup>st</sup> trimester of the Fall Semester or 3<sup>rd</sup> trimester of the Spring Semester) or in the last seven weeks of the semester (2<sup>nd</sup> trimester of the Fall Semester or 4<sup>th</sup> trimester of the Spring Semester). Those courses usually have 3.5 or 4 ECTS and are assigned to Master Degree Study Plans.

**Semester courses** - those courses take place during an entire semester, which means during 14 weeks of classes. The academic year is divided in two semesters: Fall Semester (classes from September to December) and Spring Semester (classes from February to June). In the Master Degree Study Plans, those courses usually have 7.5 ECTS; In the Bachelor Degree Study Plans, semester courses can hold from 2 to 6 ECTS.

## Elective Courses

At NOVA IMS, Bachelor Degree Programs comprise 180 ECTS, and Master Degree Programs may comprise 95 or 120 ECTS. Part of those ECTS should be approved as mandatory courses, specific for each program, and the remaining ECTS should be taken as elective courses. The total of ECTS taken as elective courses vary in each program. The students enrol the mandatory courses per semester and select a set of elective courses from a list of available courses (semester or trimester courses) to complete the total ECTS needed. An elective course in a Program can be a mandatory course of another Program or just a course offered as extra. In the latter, the course only takes place if a minimum number of enrolments are registered.

## Portuguese Language Courses

It is not possible to attend these courses at NOVA IMS. If the student wants to attend a Portuguese language course, they have to contact, for instance, FCSH, another Faculty of Universidade Nova de Lisboa.

For more information: <http://ple.fcsh.unl.pt/en/start/>.

## Welcome Day, Registration and Date of Arrival

### Welcome Day

Usually takes place in the week before the beginning of classes. Presence is important but not mandatory.

### Registration and Enrolment

NOVA IMS Academic Services will contact students about the necessary procedures. This process only starts after the Learning Agreement has been duly signed by the student and the responsible person from both institutions (sending and receiving).

### Date of Arrival

If you do not arrive on our official start date, you must obtain permission from our Erasmus Coordinator. We do not accept students to start our courses if they arrive later than two weeks, after the beginning of the semester.

## Changes to the Learning Agreement

Requests for changes to the Learning Agreement must be made until 10 days after the beginning of the classes. Any changes to the Learning Agreement should be approved by the Erasmus Coordinator of the Home University and the Erasmus Coordinator of NOVA IMS.

## Exams

Please check the calendar of the exams for each curricular unit and all the aspects concerning assiduity (physical presence of students in the classroom) and the evaluation methods carefully.

The Academic Calendar and exam periods (1<sup>st</sup> and 2<sup>nd</sup>) are the same for all NOVA IMS students.

You should be aware that if you fail a 1<sup>st</sup> phase exam you need to do the 2<sup>nd</sup> phase exam in order to pass (check the exam calendar). Note that there are many curricular units in which there is not a 1<sup>st</sup> phase exam. In these cases, the 1<sup>st</sup> phase corresponds to continuous evaluation and, the 2<sup>nd</sup> phase exam, corresponds to non-continuous evaluation. The non-attendance to an exam does not confer the grade of (0) zero. Students should not make plans to travel home before the end of exams.

## Transcript of Academic Records

The Academic Services department only issues the Transcript of Records of the courses of NOVA IMS. This document will be sent to the student after the exchange period. The request needs to be made at the Academic Services of NOVA IMS.

This document certifies that students were evaluated and indicates the grades obtained. The non-attendance to the exams will not be mentioned in the Transcript of records. Students can also check their grades on NetPA. The Transcript of Records can only be issued after the end of the 2<sup>nd</sup> exam period. We will not provide certificates of class attendance. We cannot provide a declaration of school attendance because we do not have that information.

## Description of the Institutional Grading system

The result achieved in a course unit, whether through continuous assessment or in an examination, is expressed on a 0 to 20 grading scale.

The lowest passing grade is 10.

### ECTS grading scale:

ECTS Scale	% of successful students normally achieving the grade	Definition
A	10	EXCELENT - outstanding performance with only minor errors
B	25	VERY GOOD - above the average standard but with some errors
C	30	GOOD - generally sound work with a number of notable errors
D	25	SATISFACTORY - fair but with significant shortcomings
E	10	SUFFICIENT - performance meets the minimum criteria

#### ECTS Credits:

1 Full Academic Year = 60 ECTS | 1 Semester = 30 ECTS | 1 Trimester = 20 ECTS

## Certificate of Erasmus Student Mobility

Students must request, the Declaration of Erasmus Student Mobility indicating the dates of arrival and departure of the student from NOVA IMS at the Erasmus Office NOVA IMS personally. This document cannot be sent by email or regular post, students must come to Erasmus office to get it.

The date of arrival is considered as the day of the Welcome Day or the day, after that, in which the student presents himself at Erasmus Office to begin the mobility period.

The date of departure is considered as the last day in which we contact personally with the student. The date of departure cannot surpass the last day of the 2<sup>nd</sup> exam period in accordance to the school calendar.

## Accommodation

Please visit: <https://www.novaims.unl.pt/pt/ensino/alunos/programas-de-mobilidade/erasmus/useful-information/>. Please notice that the information contained on the websites mentioned are the responsibility of the respective organizations.

## Visas/ Enter in Portugal

If you need a document for Visa purposes, do not hesitate to contact us.

You can find information regarding visas and entry into Portugal at:

- [www.portaldascomunidades.mne.pt/pt/](http://www.portaldascomunidades.mne.pt/pt/)
- <https://www.vistos.mne.pt/en/short-stay-visas-schengen/general-information/application-forms>
- <https://www.sef.pt/en/>

Students who need to renew their Visa should contact the Erasmus office as soon as possible, after their arrival.

## For Other Students

“EU citizens (the same applies to citizens of Iceland, Liechtenstein, Norway and Switzerland) who remain in Portugal for longer than 3 months have to formalize their right of residence by registering.”

You must apply for this certificate at the local town hall (Câmara Municipal).

## Remember

Erasmus Office is prepared to help you, but issues relating to travel, health insurance, requests and renewal of Visas, registering entrance in Portugal and/ or residence, and accommodation are the full responsibility of the student.

## Life Cost

In the table below, you will find the costs of some daily products as an example to figure out the living costs of Portugal (reference values):

You can find information regarding visas at:

## Monthly Expenses

| Accommodation (Residences, room rental, hostels, etc) - €300 - €500

| Monthly Passes (Navegante Metropolitano) - €40

## Living costs (obviously vary per person, depending on your lifestyle and other factors).

| Indicative budget average monthly - €550 - €800

## Other

| Meal at Campus - €3,50 - €5

| Cinema - €7,10

| Bus Ticket - €2

| Metro Ticket - €1,50





## For more information about the Erasmus+ programme

Please, check here:



## Contacts

Ana Sousa / Hugo Caldeira

### Erasmus Office

Email: [erasmus@novaims.unl.pt](mailto:erasmus@novaims.unl.pt)

Tel: +351 213 828 610

Appointment Scheduler for Video Call



## How to get to NOVA IMS

### Carris

701, 713, 716, 726, 742, 746, 756, 758, 770

### Metro

São Sebastião (Linha Azul e Linha Vermelha)

Praça de Espanha (Linha Azul)

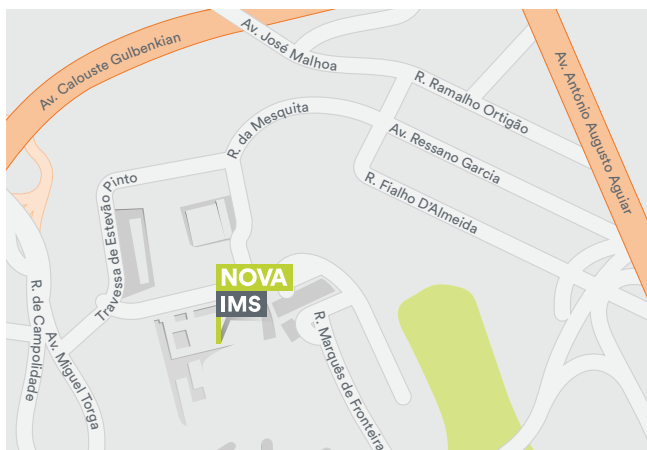
### GPS Coordinates

38.732462 | -9.159921

Campus de Campolide, 1070-312 Lisboa, Portugal

Tel: +351 213 828 610 (Call to the national fixed network)

Fax: +351 213 828 611



### NOVA IMS Accreditations and Certifications

