

# INTERNATIONAL MOBILITY

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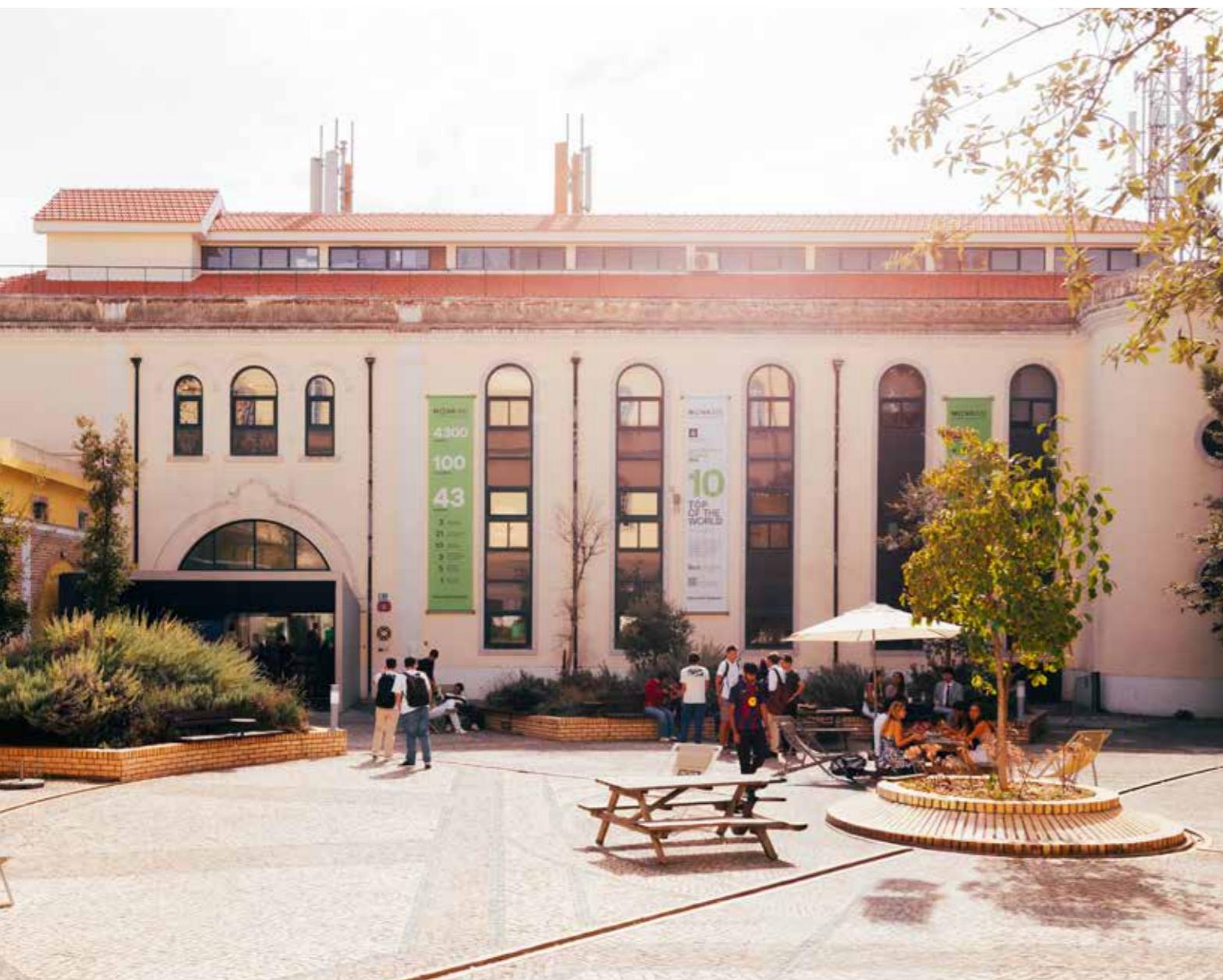
INFORMATION SHEET  
FOR INCOMING STUDENTS





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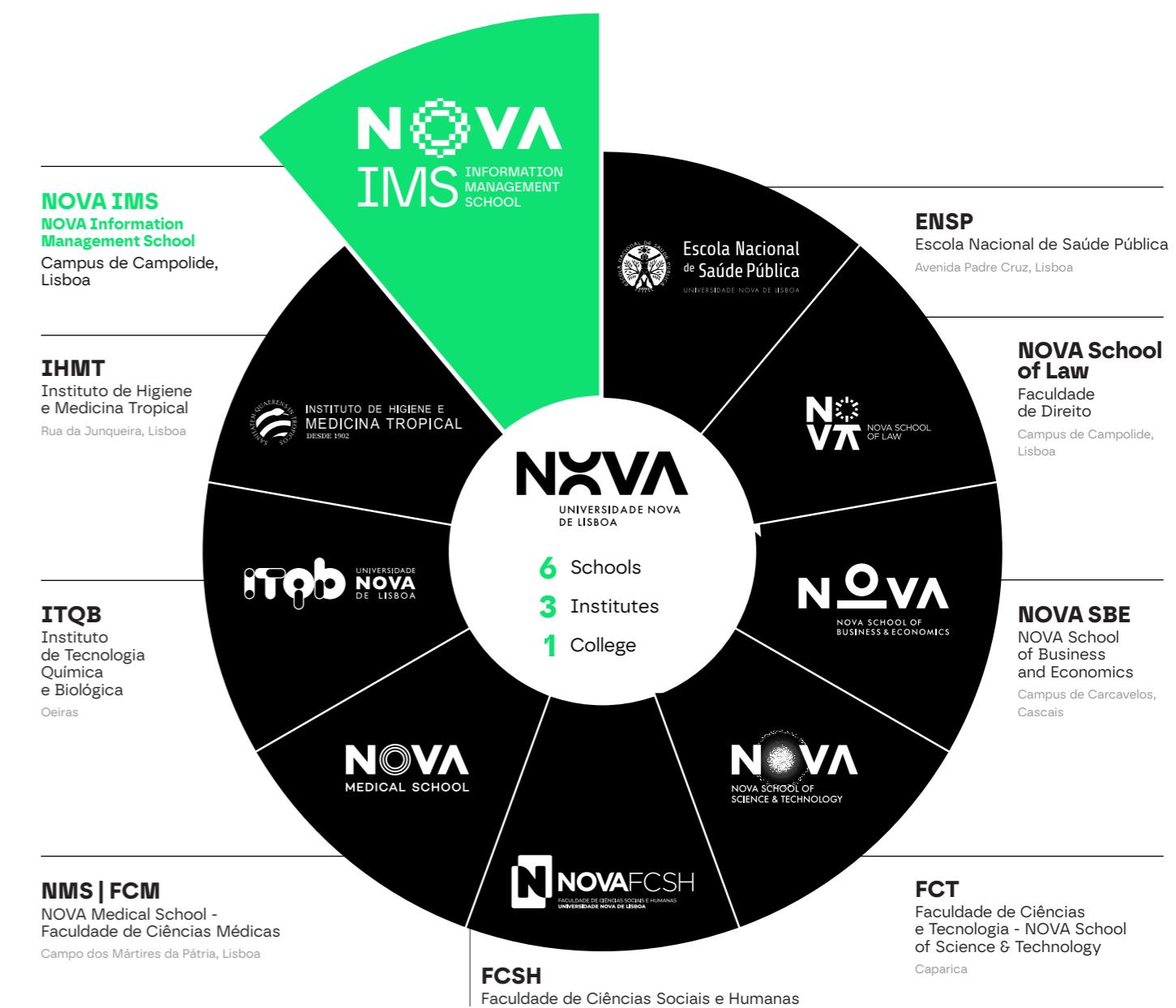
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# WHO WE ARE

NOVA IMS is the School of Information Management and Data Science at NOVA University Lisbon. Established in 1989 to address the shortage of senior professionals in information management and the growing demand for information technology expertise, it now provides high-level education to over 4,300 students across bachelor's, postgraduate, master's and executive programs.

NOVA IMS's mission is to be a smart and sustainable school that trains the future leaders of a new generation of professionals in the areas of Data Science and Artificial Intelligence, providing a high-quality education that unites advanced technical knowledge with an unwavering commitment to sustainable development. Through innovative teaching approaches, cutting-edge research, and multidisciplinary collaborations, we seek to create added value for society by developing tangible and sustainable solutions to real-world challenges. Embracing digital transformation and pedagogical innovation, NOVA IMS integrates online learning as a key component, promoting new digital learning models to expand access to knowledge and enhance the impact of its programs.



# WELCOME TO NOVA IMS

We are excited to welcome you to our vibrant community of students, faculty, and staff. This is an outstanding opportunity to define your academic, professional and personal future. You will experience a truly global experience with students and professors from several countries.

Lisbon is a beautiful and historic city with a rich culture and vibrant life. You will have the opportunity to explore the city, and the Portuguese landscape and good weather.

NOVA IMS is a leading university in Portugal in data science with a strong focus on research and innovation. We offer a wide range of undergraduate and postgraduate programs in information management, data science, data driven marketing, statistics, among others.

We are committed to providing our students with a high-quality education and a supportive and inclusive environment. We have a variety of student services available to help you succeed, with our erasmus office.

We are here to support you every step of the way, being your contact at NOVA IMS. We will be happy to answer any questions you have about the university, the city, or the country.

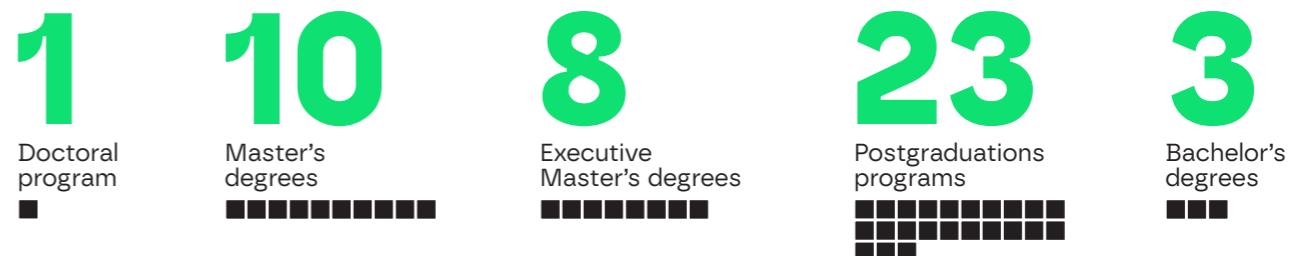
We hope you will take this opportunity to experience the best of what Lisbon, NOVA IMS, and Portugal have to offer. We look forward to welcoming you to our community!

**Vítor Santos**  
Erasmus Scientific Coordinator



We are  
**pioneers**  
in converting **data** into **value**

# our **Programs**



## Institution

**Name**  
Universidade Noya de Lisboa

Erasmus code  
P | ISBOA 03

NOVA Information Management School - NOVA IMS

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

**Phone number**  
+351 213 828 610

## Website

## Erasmus contacts



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**Erasmus support**  
erasmus@novajms.unl.pt

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Hugo Caldeira  
**Coordinator**  
[hcaldeira@novaims.unl.pt](mailto:hcaldeira@novaims.unl.pt)      Vítor Santos  
**Scientific Coordinator**  
[vsantos@novaims.unl.pt](mailto:vsantos@novaims.unl.pt)



## Staff members



# Publications

1.59

### Field-weighted citation impact

# #1 IN THE WORLD

SEVEN TIMES IN A ROW Best. Again.

	WORLD	EUROPE	PORTUGAL	
MASTER'S PROGRAMS	#2	#7	#1	
	#2	#5	#1*	#1*
				#25*

Statistics  
and Information  
Management  
Specialization:  
Risk Analysis  
and Management

Data-Driven  
Marketing  
Specialization:  
Marketing  
Intelligence

Data Science  
and Advanced  
Analytics

Information  
Management  
Specialization:  
Information Systems  
Management

Law and  
Financial  
Markets

	WORLD	EUROPE	PORTUGAL	
POSGRADUATE PROGRAMS	#2	#3	#1	
	#2	#3	#1	#11*
				#2

Information Management  
and Business Intelligence  
in Healthcare

Enterprise  
Data Science  
& Analytics

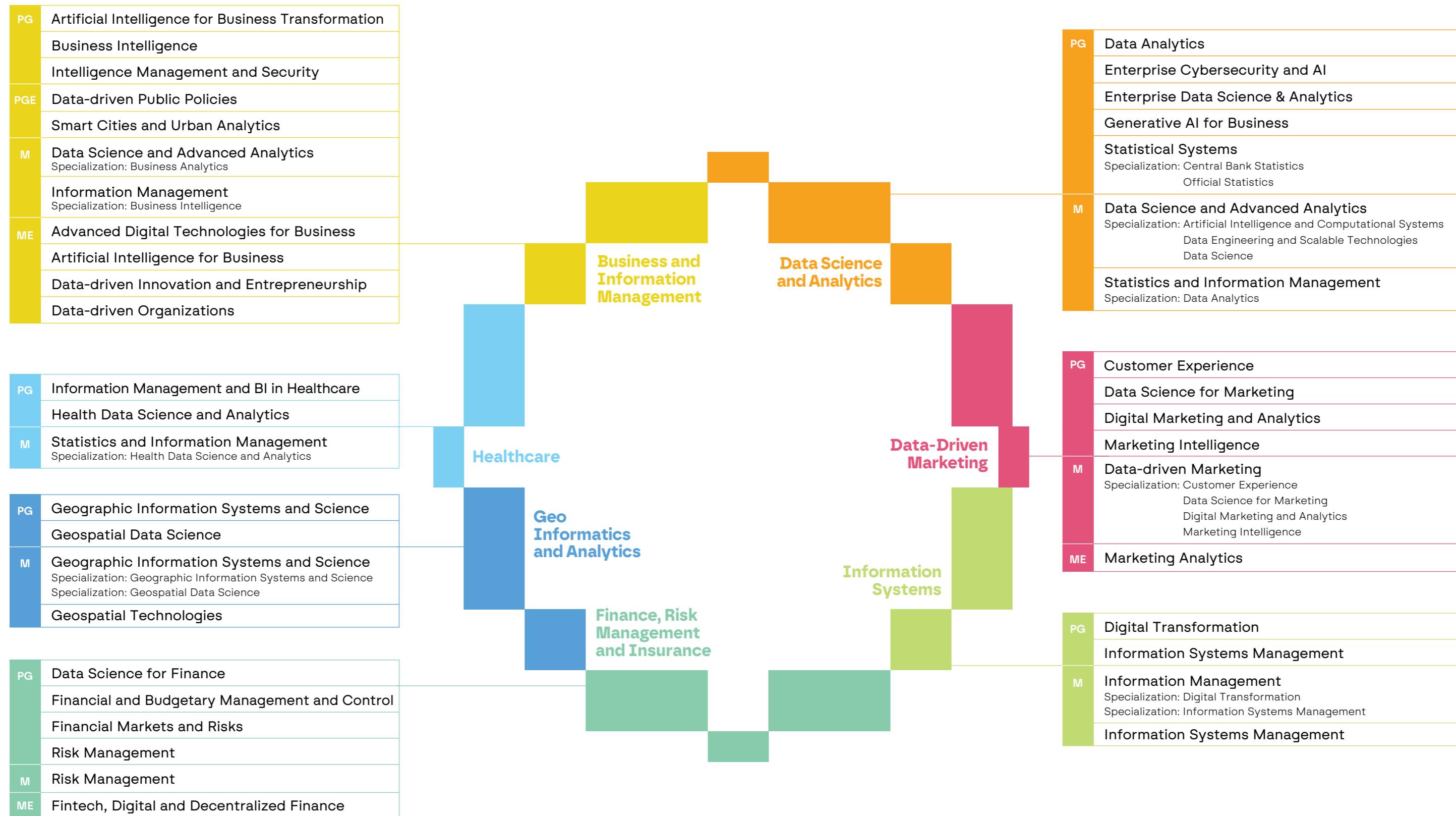
Digital Marketing  
and Analytics

Digital Enterprise  
Management

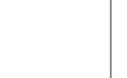
\*Western Europe

# PROGRAMS

The programs offered by NOVA IMS aim at training senior-level staff prepared to face the challenges of the globalized and competitive market in which we are inserted and to perform the new functions that the information society has created.



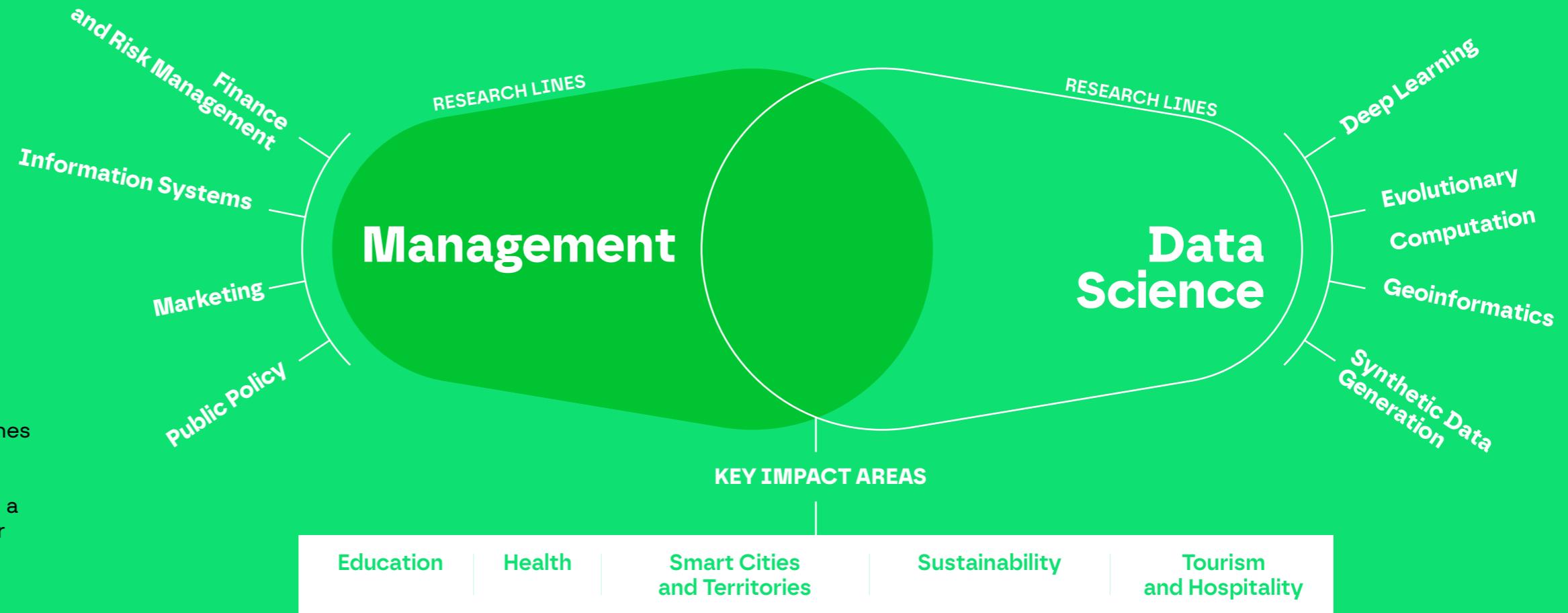
# ACCREDITATIONS & CERTIFICATIONS

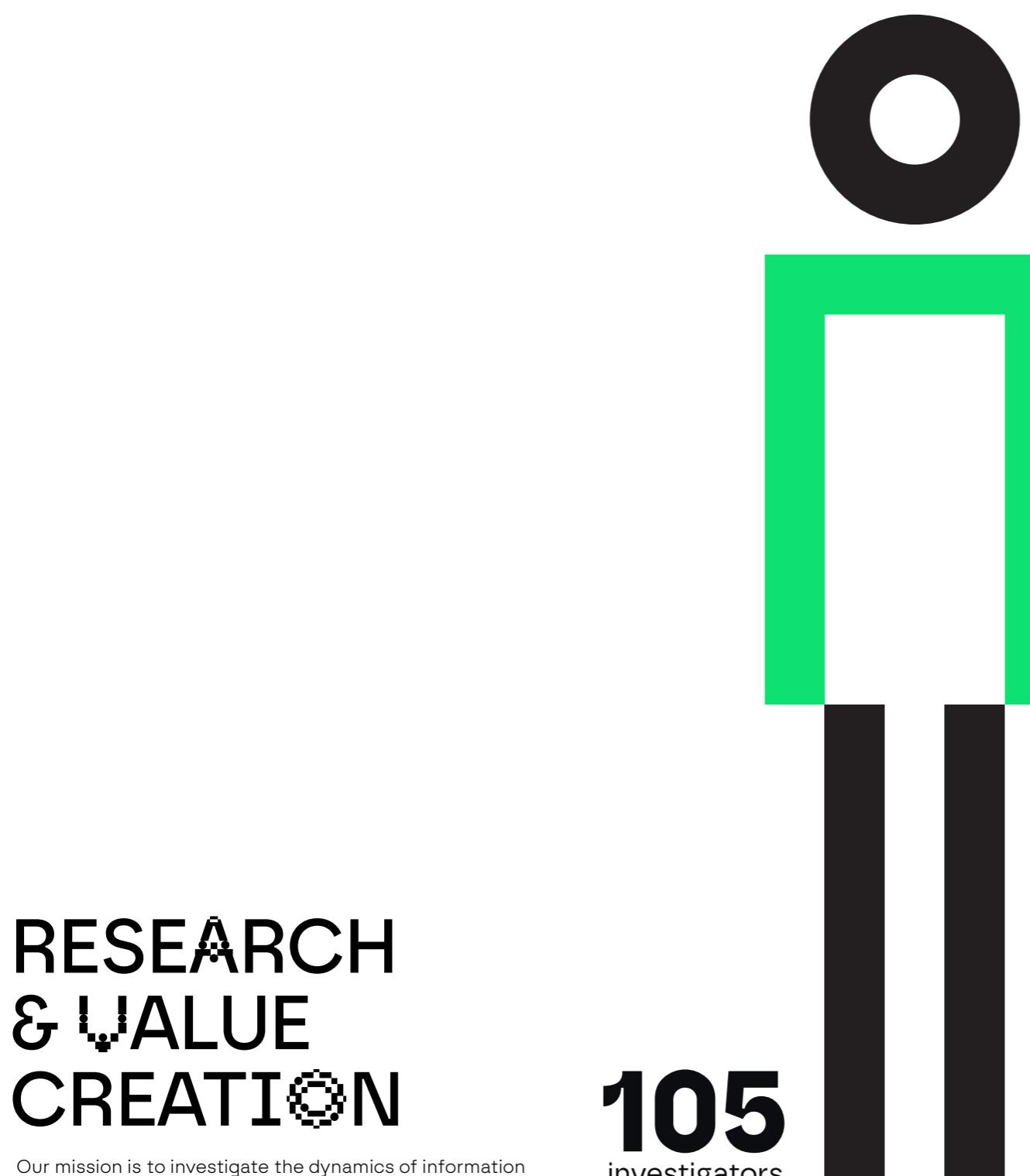
									
<p>The NOVA IMS Quality Management System has the quality certification, according to the NP EN ISO 9001:2015 norm by APCER, to provide services to students and support the programs at NOVA IMS.</p>	<p>NOVA IMS is accredited as a member of UNIGIS, an international network that gathers the best schools in Geographic Information Systems.</p>	<p>The master's 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's degree programs.</p>	<p>NOVA IMS programs are accredited by A3ES (Agency for Assessment and Accreditation of Higher Education).</p>	<p>The double degree master's 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).</p>	<p>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.</p>	<p>Ten of NOVA IMS' Master's and Postgraduate Programs were ranked in the TOP of the world Best Master's Ranking 2024, by Eduniversal - international agency that publishes the annual ranking of the best MBA and master's degrees in the world.</p>	<p>The Master / Postgraduate Program in Statistical Systems obtained the EMOS (European Master in Official Statistics) accreditation by the European Statistical System (ESS).</p>	<p>NOVA IMS has the 1<sup>st</sup> Bachelor's 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.</p>	<p>NOVA IMS is the 1<sup>st</sup> university outside the USA to receive GEOINT (Geospatial Intelligence) accreditation from USGIF, the only global organization promoting GEOINT professional practice and building a community of interest in industry, academia, and Public Administration.</p>



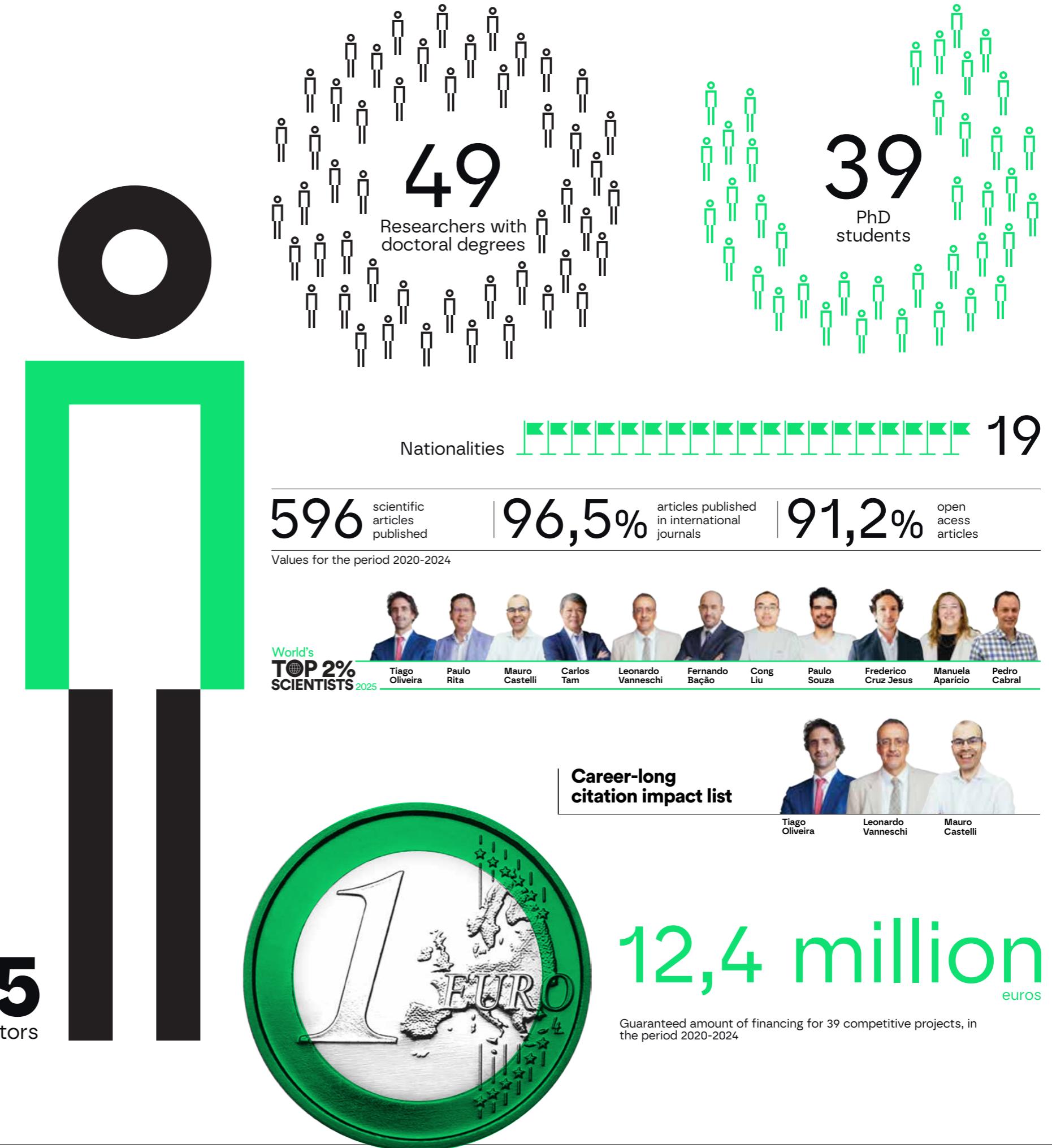
**Is the center of excellence in information management and data science**

MagIC is a dynamic research center dedicated to advancing the field of Information Management through an interdisciplinary approach that combines Management and Data Science. Our team is comprised of +90 researchers, including 40 integrated members with a PhD, +30 doctoral students, and senior and junior collaborators from both Portugal and abroad.





Our mission is to investigate the dynamics of information and its interplay with human behaviour and organizational structures, to develop tools and methods to enhance informed decision-making and benefit individuals, organizations, and society.





## ANALYTICS LABS

NOVA IMS has 16 thematic and specialized laboratories supervised by researchers who are experts in their respective fields. These laboratories aim to serve as interfaces between the excellence of the research we conduct and external organizations, developing collaborative projects that enable knowledge transfer in close alignment with the specific needs of each business.

These laboratories support the development of joint projects across the different themes they cover, all sharing a common foundation: they are driven by Information Management and Data Science.

**NOVA** data  
analytics LAB  
powered by NOVA IMS

**NOVA** innovation  
& analytics LAB  
powered by NOVA IMS

**nova**  
**cidade**  
urban analytics LAB  
powered by NOVAIMS

**NOVA** health  
& analytics LAB  
powered by NOVA IMS

**NOVA** center for  
global health LAB  
powered by NOVA IMS

**NOVA** data-driven  
public policies LAB  
powered by NOVA IMS

**NOVA** tourism  
& hospitality  
analytics LAB  
powered by NOVA IMS

**NOVA** applied  
economics  
& analytics LAB  
powered by NOVA IMS

**NOVA** geoinformatics  
& analytics LAB  
powered by NOVA IMS

**NOVA** blockchain LAB  
powered by NOVA IMS

**NOVA** business  
modelling  
analytics LAB  
powered by NOVA IMS

**NOVA** business  
intelligence  
& analytics LAB  
powered by NOVA IMS | BI4ALL | Microsoft

**NOVA** information  
systems  
& analytics LAB  
powered by NOVA IMS

**NOVA** Oeiras  
ocean  
analytics LAB  
powered by NOVA IMS

**NOVA** marketing  
analytics LAB  
powered by NOVA IMS

**NOVA** media  
& analytics LAB  
powered by NOVA IMS



# 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.

## 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.

## Nominations

Partner universities must send official nomination to NOVA IMS by filling the online nomination form (preferably). All relevant information with further instruction for the online nomination will be sent via email to our partners in March (for fall semester) and August (for spring semester). Alternatively, partner universities can send by e-mail the list of nominated students to NOVA IMS' erasmus office: [erasmus@novaims.unl.pt](mailto: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.

## Applications

After being nominated students will be informed about how to access our online application form.

## 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 stamped by the sending institution or Online Learning Agreement (OLA) (preferably);
- Transcript of records (only english version is accepted);

- Copy of the european health insurance card or for non-european erasmus exchange students, 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.

## Learning agreements

Please fill in the respective sections of the learning agreement as follows:

### The receiving institution

Name: Universidade Nova de Lisboa  
Faculty/department: NOVA IMS  
Erasmus code: P LISBOA03  
Address: Campus de Campolide 1070-312 Lisboa  
Country: Portugal  
Contact person: Ana Sousa / Catarina Silva  
Email: [erasmus@novaims.unl.pt](mailto:erasmus@novaims.unl.pt)  
Phone number: +351 213 828 610

## Responsible person in the receiving institution

Name: Hugo Gaspar Caldeira  
Function: Erasmus Coordinator  
Phone number: +351 213 828 610  
Email: [hcaldeira@novaims.unl.pt](mailto:hcaldeira@novaims.unl.pt)

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. All parties must sign the learning agreement before the start of the mobility. The learning agreement must include all the educational components to be carried out by the student at the receiving institution.

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 we'll send the signed learning agreement to the student.

## Acceptance letter

Will only be issued upon request of the student.



# ACADEMIC INFORMATION

## Calendar

### Fall semester (September to February)

- Lecture period: September to December;
- Exam period: January to February.

### Spring semester (February to July)

- Lecture period: February to June;
- Exam period: June to July.

For specific dates please see on the website.

## Course Catalogue & Syllabi

At NOVA University, each School has its own Interinstitutional Agreements. There is no umbrella system covering all NOVA Schools.

As a result:

- Students may only enrol in courses offered by the School covered by their exchange agreement;

- It is not possible to freely choose courses across different NOVA Schools.

Before preparing your Study Plan / Learning Agreement, please consult the official course information:

- [Study Programmes & Curricular Units](#);
- [NOVA University Study Guide \(English\)](#);
- [NOVA University Application Portal | Study Plans](#);
- [Incoming Mobility Information](#).

## Courses Available for Exchange Students

- Almost all courses are taught in English whenever foreign students are enrolled (unless an exceptional academic reason applies);
- Only the courses listed in MOBILIDADEnet and associated with NOVA Information Management School (NOVA IMS) are available for exchange students;
- These are the courses that must be selected when preparing your Learning Agreement;

## Bachelor's degree courses

### Bachelor exchange students may:

- Choose courses from different programmes and different academic years.

However, to reduce timetable overlaps, it is strongly recommended to select courses from the same programme and year.

### Bachelor programmes available:

- [Degree in Data Science](#);
- [Degree in Information Management](#);
- [Degree in Information Systems](#).

## Master's degrees courses

### For master's students:

- The study plan must be proposed according to the student's academic background and the existing

agreement between NOVA IMS and the Sending Institution.

Master Programs whose courses are available for exchange students:

### Working hours format

- [Data Science and Advanced Analytics](#);
- [Information Management, with a specialization in Business Intelligence](#);
- [Information Management, with a specialization in Information System management](#);
- [Data-Driven Marketing, with a specialization in Marketing Intelligence](#);
- [Data-Driven Marketing, with a specialization in Digital Marketing and Analytics](#);
- [Data-Driven Marketing, with a specialization in Data Science for Marketing](#).

### After working hours format

- [European Master in Official Statistics \(EMOS\)](#).



## Limitations and restrictions on course registration

Please note that:

- All courses have a limited number of available places;
- Course availability may change on a first come, first served basis;
- Bachelor students cannot enrol in master's degree courses;
- Some courses require previous knowledge (e.g. statistics, econometrics, programming) and may need prior approval from the course coordinator;
- Students must enrol in courses corresponding to the same cycle of studies as at their home institution:
  - Master's students may attend bachelor courses only in exceptional cases.
- There are curricular units not available to exchange students;
- Timetable overlaps may occur.

To minimise schedule conflicts, we strongly recommend:

- Preferred option: courses from the same programme and academic year (no overlap risk);
- Alternative option: courses from the same programme across adjacent years (moderate overlap risk);
- Elective course units will only be taught if there is a minimum number of students enrolled. Confirmation can only be given during the enrolment period.

## ECTS Credit Limits

- Bachelor students:
  - Maximum 45 ECTS per semester;
  - Maximum 90 ECTS per academic year.
- Master students:
  - Maximum 37.5 ECTS per semester;
  - Maximum 75 ECTS per academic year.

## Semester and trimester courses

### Trimester Courses

- Duration: 7 weeks (half a semester);
- Offered:
  - First or second trimester of the Fall Semester;
  - Third or fourth trimester of the Spring Semester.
- Typically worth 3.5 or 4 ECTS;
- Usually assigned to master's degree study plans.

## Semester Courses

- Duration: 14 weeks;
- Offered during:
  - Fall Semester (September–December);
  - Spring Semester (February–June).
- Typically worth:
  - 7.5 ECTS (master's programmes);
  - 2–6 ECTS (bachelor's programmes).

## Elective courses

- Bachelor programmes comprise 180 ECTS;
- Master programmes comprise 95 or 120 ECTS;
- Each programme includes:
  - Mandatory courses;
  - Elective courses selected from an approved list.
- Elective courses:
  - May correspond to mandatory courses from another programme or stand-alone electives;
  - Are offered subject to a minimum number of enrolments.



### Portuguese language courses

NOVA IMS does not offer Portuguese language courses. Portuguese language courses for international students are provided by NOVA School of Social Sciences and Humanities (NOVA FCSH).

#### Location

- Av. de Berna, 26-C, 1050 Lisbon

#### Contacts

- Email: [cursoportugues@fcs.h.unl.pt](mailto:cursoportugues@fcs.h.unl.pt)
- Website: [www.fcs.h.unl.pt](http://www.fcs.h.unl.pt) | [ple.fcs.h.unl.pt](http://ple.fcs.h.unl.pt) | [PLE English Info](http://PLE English Info)

#### Important notes

- Erasmus+ students from other NOVA Schools benefit from special tuition fees;
- Portuguese language courses taken at FCSH will not appear on the NOVA IMS Transcript of Records;
- NOVA FCSH issues a separate certificate. Students must confirm whether it is recognised by their home institution.

# GETTING THE ESSENTIALS

## Welcome day, registration and date of arrival

The Welcome Day usually takes place during the week before the beginning of classes. Attendance is strongly recommended, but not mandatory.

- NOVA IMS Academic Services will contact students regarding the required procedures:
  - This process only starts after the Learning Agreement has been fully signed by the student, and the responsible persons at both the Sending and the Receiving Institutions.

## Late Arrival

If you are unable to arrive on the official start date, you must obtain prior authorisation from the NOVA IMS Erasmus Coordinator.

## Changes to the learning agreement

Changes to the study programme should be exceptional, as the Learning Agreement is approved before the start of the mobility period based on the published course catalogue.

## Academic Changes (Course Selection)

- All changes to course enrolment must be made within 10 days after the beginning of the semester.
- Requests submitted after this period may not be accepted, as:
  - classes and group projects are already in progress;
  - continuous assessment may have started;
  - course coordinators may no longer accept new students.

## Formalisation in the Learning Agreement

- In accordance with the Erasmus+ Programme Guide, students may formally update the Learning Agreement within five weeks after the start of the semester.
- All changes must be approved by:
  - the Erasmus Coordinator of the Sending Institution, and
  - the Erasmus Coordinator of NOVA IMS.

Please note: The five-week deadline refers to the administrative formalisation of changes already agreed academically. It does not imply that courses can be changed at any moment during that period.

## Exams and Assessment

Students are responsible for carefully checking:

- the exam calendar for each curricular unit;
- the attendance requirements (physical presence in class);
- the assessment and evaluation methods.

### Key information:

- The academic calendar and exam periods (1st and 2<sup>nd</sup> exam periods) are the same for all NOVA IMS students;
- If a student fails the 1<sup>st</sup> exam period, the 2<sup>nd</sup> exam period must be taken in order to pass (please consult the exam calendar);
- Some curricular units do not have a 1<sup>st</sup> exam period:
  - In these cases, the 1<sup>st</sup> phase corresponds to continuous assessment;
  - The 2<sup>nd</sup> exam period corresponds to non-continuous assessment.

## Important notes:

- Non-attendance at an exam does not result in a grade of zero (0).
- Students should not make travel arrangements before the end of the exam period.

## Institutional Grading System

Academic results are expressed on a 0–20 grading scale.

- Minimum passing grade: 10

## ECTS Grading Scale

ECTS scale	% of successful students*	Definition
A	10	Excellent (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)

\* % of successful students normally achieving the grade.

ECTS credits:  
1 full academic year = 60 ECTS | 1 semester = 30 ECTS | 1 trimester = 20 ECTS

## Transcript of academic records

- NOVA IMS Academic Services issue only the Transcript of Records for courses taken at NOVA IMS;
- The Transcript of Records is issued after the end of the exchange period;
- Students must request the document from NOVA IMS Academic Services.



Additional information:

- The transcript certifies that students were evaluated and indicates the grades obtained.
- Non-attendance at exams is not mentioned in the Transcript of Records.
- Grades can also be consulted on NetP@.
- The Transcript of Records can only be issued after the end of the 2nd exam period.
- NOVA IMS does not issue certificates of class attendance.
- Declarations of school attendance cannot be provided.

### Certificate of Student Mobility

Students must request the Certificate of Student Mobility from the NOVA IMS Erasmus Office.

#### Request and Collection

- The certificate indicates the dates of arrival and departure;
- Requests may be submitted:
  - in person, or;
  - by email.
- When requested by email, the certificate will be issued based on the information available in the academic records;
- Students may be required to collect the certificate in person, if requested by the Erasmus Office.

### Definition of Dates

#### Date of arrival

- The date of the Welcome Day, or;
- The first day the student presents themselves at the Erasmus Office to start the mobility period.

#### Date of departure

- When the request is made in person:
  - the last day of personal contact with NOVA IMS;
- When the request is made by email:
  - the date of the student's last final exam, according to the academic calendar and academic records.

**Important Note:** The date of departure cannot exceed the last day of the 2<sup>nd</sup> exam period, in accordance with the NOVA IMS academic calendar.



# INTERNSHIPS & TRAINEESHIPS

NOVA IMS does not usually offer structured internship positions.

However, in some cases, students may contact:

- a faculty member, or;
- a research group or research centre at NOVA IMS.

To explore the possibility of carrying out an academic-related internship, depending on the relevance to the student's academic background and the availability of supervision.

### Contacting Faculty or Research Units

When contacting faculty members or research units, students should clearly indicate:

- the purpose of the internship;
- the academic relevance to their study programme;
- why the selected research group or lab is suitable for their academic objectives.

It is strongly recommended to include:

- language proficiency levels;
- proposed dates of the internship;
- a brief description of the activities to be carried out.

### Erasmus+ Traineeships

Under Erasmus+ mobility, NOVA IMS may host students for academic traineeships, such as:

- internships linked to a master's thesis or;
- other activities directly related to the student's academic path (curricular traineeships).

NOVA IMS generally does not host work placements or extra-curricular internships, and most internships carried out at the University are unpaid, as NOVA IMS does not operate as an employer offering regular internship positions.

### Administrative and Academic Status

Please note that Erasmus+ traineeship students:

- do not enrol as students at NOVA IMS;
- cannot attend curricular units or follow courses;
- do not receive a NOVA IMS student card;
- do not receive a NOVA IMS institutional email account.

Traineeships are governed by a Learning Agreement for Traineeships, and students are required to submit the same core documentation as for other Erasmus+ mobility schemes, adapted to the traineeship framework.

# WELCOME TO PORTUGAL

## Visa & Residence

- EU / EFTA nationals do not need a visa to study in Portugal.
  - EU students staying longer than 3 months must register at the local City Hall and apply for the European Union Citizen Registration Certificate (CRUE);
- Non-EU students holding a residence permit issued by an EU Member State, and participating in:
  - European Union multilateral programmes with mobility measures, or;
  - an interinstitutional agreement between higher education institutions, may enter Portugal for study purposes, provided that the Agency for Integration, Migration and Asylum (AIMA) is informed at least 30 days before the start of the mobility period;
  - Notification should preferably be sent by email to: [comunicacao.mobilidade.ue@aima.gov.pt](mailto:comunicacao.mobilidade.ue@aima.gov.pt);
  - [Required documentation](#).
- Non-EU students without an EU residence permit must apply for a student visa at the Portuguese Consulate in their country before arrival.
  - [Required documentation](#).

## Insurance

- EU students must present a valid European Health Insurance Card (EHIC).
- Non-EU students must hold private health insurance covering the entire mobility period.

- All incoming students are covered by NOVA IMS personal accident insurance during academic activities.
- Additional private health insurance is strongly recommended.

## Accommodation

Accommodation is not guaranteed by NOVA IMS. However, the School provides information on several housing options:

- NOVA University Halls of Residence
  - Limited availability; priority given to scholarship holders
  - Currently undergoing renovation works
  - <https://sas.unl.pt/en/accommodation/>
  - [alojamento@unl.pt](mailto:alojamento@unl.pt)
- Rede 1/4 ("One Room" Network)
  - <https://www.novaims.unl.pt/en/education/students/rede-1-4/>
- Partner accommodation platforms
  - NOVA IMS works with selected accommodation platforms to facilitate access to housing options for incoming students.
  - For more information, including available options and promotional conditions, students should contact the NOVA IMS Erasmus Office.

**Important note:** Accommodation arrangements are always managed directly by the accommodation providers, under their own terms and conditions. NOVA IMS does not act as an intermediary and cannot guarantee availability or pricing.



## Erasmus office contacts

erasmus@novaims.unl.pt

Tel: +351 213 828 610

## Appointment scheduler for video call



## About the Erasmus+ program



## How to get to NOVA IMS

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

Metro: São Sebastião (blue and red line),  
Praça de Espanha (blue line)

GPS Coordinates: 38.732462 | -9.159921

Campus de Campolide, 1070-312 Lisboa,  
Portugal

Tel: +351 213 828 610 | Fax: +351 213 828 611



### Accreditations and Certifications



### Co-financed

