

**PUBLIC NOTICE**

**APPLICATION FOR THE CHANGE OF INSTITUTION/COURSE CONTEST –  
ACADEMIC YEAR 2025/2026**

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Cofinanciado por:



In accordance with Decree-Law No. 181-D/2015, of June 19, amended by Decree-Law No. 150/2020 of June 22, 2020 – Article 2, and the General Regulation of Reentry and Change of Institution/Course in Higher Education, the Notice for the 2025/2026 academic year is hereby made public.

This Public Notice does not exempt the full reading of Regulation No. 391/2013, of October 15, from NOVA IMS, and Decree-Law No. 181-D/2015.

**1. Vacancies**

Bachelor Degree in Data Science: 2 vacancies

Bachelor Degree in Information Management: 5 vacancies

Bachelor Degree in Information Systems: 4 vacancies

**2. Applications Deadline**

From July 1<sup>st</sup> to 11<sup>th</sup>, 2025

- Applications are submitted online via the Applications Portal  
<https://applyhere.novaims.unl.pt/>

**Application fee: 70 euros.** Payment details will be provided after document validation. If the submitted documentation does not comply with the requirements outlined in the official notice, the application will be excluded.

**Documents to be submitted through the Applications Portal -**  
<https://applyhere.novaims.unl.pt/>

1. Declaration confirming that the enrollment at the original institution has not expired in the academic year of the application. NOVA IMS students or NOVA IMS alumni are exempt of submitting this document.
2. Copy of ENES Form. NOVA IMS alumni students are exempt of submitting this document and the Students that attended Bachelor Program in foreign countries.
3. Certificate from the original institution specifying the approved curricular units, their respective ECTS, and the duration of each curricular unit (semester or annual system). In case you have not approved any curricular unit, the certificate can be replaced by a statement that proves the registration and enrollment in the last academic year of enrollment. Students or former students of NOVAIMS are exempt from submitting these documents.



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4. Study plan of the previously attended course. Students or former students of NOVAIMS are exempt from submitting these documents.
5. Simple photocopy of the syllabi of the approved curricular units (with information on their respective workload, syllabus, ECTS, and system – annual or semester). In case of admission and for creditation purposes, the simple scanned copies are not valid and should be replaced for authenticated ones. Students or former students of NOVAIMS are exempt from submitting these documents.
6. Applicants from foreign higher education institutions need to have the documents recognized by the local Portuguese consular agent or legalized by the apostille system, according to the Convention on the Suppression of Requirement Legalization of Foreign Public Acts (better known as Hague Convention) and, in case these documents are not written in Portuguese, Spanish, French or English, they must be translated into Portuguese by a translator recognized by the Portuguese diplomatic representation. They must also prove that the course and the educational institution attended are defined as higher education by the legislation of that specific country. For this purpose, a statement of education level can be requested from the General Directorate for Higher Education (DGES).

### 3. Decision and publication of the public notice with the application results

July 23<sup>rd</sup>, 2025

### 4. Appeal

Complaints after the decision may be sent in written form to the Academic Services of NOVA IMS and well-argued, within five working days, counting from July 23<sup>rd</sup>, 2025.

It will be NOVA IMS's Scientific Council's responsibility to decide about the complaints, within a maximum of ten working days after receipt of the complaint, after hearing the Bachelor Degree Coordinator. The final decision of the Scientific Council cannot be contested.

### 5. Registration and enrollment

August 25<sup>th</sup> until September 5<sup>th</sup>, 2025

NOVA IMS, July 1st 2025,

NOVA IMS Dean

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Miguel de Castro Neto, Prof. Doutor