

PUBLIC NOTICE

APPLICATION TO THE SPECIAL CONTEST OF ACCESS AND ENTRY CHANGE OF INSTITUTION/COURSE PAIR ACADEMIC YEAR 2023/2024

Campus de Campolide
1070-312 Lisboa
Portugal

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

www.novaims.unl.pt

In accordance with Republic Diary No. 118/2015, Series 1 of 2015-06-19, and with the General Regulation for Re-entry and Change of Institution/Course Pair in Higher Education, the announcement for the academic year 2023/2024 is now public.

This public notice does not exempt you from reading the Regulation n.º 391/2013, of October 15th, of NOVA IMS, and the Republic Diary No. 118/2015, Series 1 of 2015-06-19.

1. Vacancies

Bachelor Degree in Information Management: 3 vacancies

Bachelor Degree in Information Systems: 3 vacancies

2. Applications Deadline

From July 4th to 24th, 2023

The application is submitted online/digital format, through the Academic Services' contact form of NOVA IMS <https://onlinev2.novaims.unl.pt/contacto/> where you should upload the documentation requested in point 3.

Payment of the application fee (70 Euros). This amount must be paid:

- Through bank transfer to IBAN: PT50 0781 0112 00000004540 31 (please, add in the description of the operation your 1st and last name);

Only in case of admission will it be necessary to deliver/present the original documents referred in the point 3.

3. Documents to upload to complete the application (online):

<https://onlinev2.novaims.unl.pt/contacto/>

- Application form (available on NOVA IMS website) properly filled out;
- Declaration proving non-expired registration in the original Institution, in the academic year of the application (only for students coming from a national higher education institution). Students or former students of NOVAIMS are exempt from submitting these documents;
- Copy of *Ficha ENES*. Students or former students of NOVAIMS are exempt from submitting these documents;
- Certificate from the original Institution with information of the approved curricular units, ECTS and the duration of each curricular unit (semester or annual). In case you have not approved any



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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;

- Study plan of the previously attended Program/Course. Students or former students of NOVAIMS are exempt from submitting these documents;
- Simple copies of the syllabus of the approved curricular units (with information about the workload, ECTS and regime – annual or semester). In case of admission, and for creditation request purposes, the simple syllabus copies will not be valid and must be replaced by certified/authenticated copies. Students or former students of NOVAIMS are exempt from submitting these documents;
- 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).

4. Decision and publication of the public notice with the application results

July 31st 2023

5. 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 31st 2023.

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 involved. The final decision of the Scientific Council cannot be contested.

6. Registration and enrollment

From August 28th to September 1st, 2023

NOVA IMS, June 30, 2023

NOVA IMS Dean

Miguel de Castro Neto, Prof. Doutor