

# Fact Sheet

## Bachelor's level

Academic year 2021/2022

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## Contacts

Address	Contact People
<p>Nova School of Business and Economics</p> <p>International Mobility Team Rua da Holanda, 1 2775-405 Carcavelos Portugal</p> <p>Web address <a href="https://www2.novasbe.unl.pt/en/">https://www2.novasbe.unl.pt/en/</a></p> <p>Link for general information <a href="https://www2.novasbe.unl.pt/en/programs/exchange-programs/general-information">https://www2.novasbe.unl.pt/en/programs/exchange-programs/general-information</a></p> <p><b>Telephone</b> +351 21 380 16 89</p>	<p><b>Victoria Winter</b> Director of Institutional Relations <a href="mailto:victoria.winter@novasbe.pt">victoria.winter@novasbe.pt</a></p> <p><b>INTERNATIONAL MOBILITY TEAM</b> <b>Paula Caria, Ms</b> International Mobility Team Leader (responsible contact person for the LA) <a href="mailto:international.mobility@novasbe.pt">international.mobility@novasbe.pt</a></p> <p><b>Carlos Spínola, Mr</b> Incoming Mobility Advisor <a href="mailto:international.mobility@novasbe.pt">international.mobility@novasbe.pt</a></p> <p><b>Margarida Teiga, Ms</b> Outgoing BSc Students Manager <a href="mailto:outgoing.bachelors@novasbe.pt">outgoing.bachelors@novasbe.pt</a></p> <p><b>Accommodation &amp; Visas:</b> <a href="mailto:lifeatnova@novasbe.pt">lifeatnova@novasbe.pt</a></p>

IMPORTANT	
<b>Language of instruction</b>	English. First Year courses may also be taught in Portuguese
<b>English Proficiency</b>	Students are required to have at least a <b>European B2 English Level, TOEFL 84 and/or IELTS 6</b> grade. A declaration from the local Academic Director stating the student's English level is also accepted.
<b>Syllabi</b>	Bachelor's Syllabi are only available via email – <a href="mailto:international.mobility@novasbe.pt">international.mobility@novasbe.pt</a>
<b>Enrollment</b>	<p>Enrollment is done online in a platform to which the student will have access with a username and password sent in the welcome e-mail. Students are advised to choose courses from one year of studies only, in order to have a suitable schedule.</p> <p><b>At Nova we have a limited number of places in each course. We are not able to guarantee that all students are placed according to their first preferences:</b> in this way, one is advised to have alternative choices approved by the home university. <b>We have a period of changes (add/drop) where students may change their options, pending availability of places.</b></p> <p>Home Universities/Schools <b>cannot</b> ask for one specific course to be taken at Nova SBE, because <b>we do not guarantee enrollment</b> in specific courses. Students who come in their last semester of studies and have to take specific courses must be made aware of this rule and consider their options prior to applying to Nova SBE.</p>

<b>IMPORTANT</b>	
<b>Exchange Documents</b>	Students must send all documents dully filled in for signature by email.
<b>Transcript of Records</b>	Transcripts of records are sent until the end of February (for Fall) and July (for Spring). No Transcripts may be issued in January or June.
<b>Workload</b>	<p>There is a special course list for Exchange students published in Moodle.</p> <p>Courses are full-time, Monday to Friday during working hours, and structured in Semesters.</p> <p>A regular Nova SBE student takes four / five courses per semester, corresponding to about 30 ECTS credit units.</p> <p>Each course counts for 7.5 ECTS or 4 ECTS. This implies three weekly classes of 1H30 per course, during 12 weeks. In this workload there are both theoretical and practical classes. Most courses have one practical class and two theoretical per week. (First year courses will count for 7.5 ECTS or 3.5 ECTS)</p> <p><b>Maximum limit of ECTS: 32 ECTS</b></p>
<b>Assessment</b>	<p>Assessment is defined by the course instructor.</p> <p>Mid-terms may be booked for Saturday mornings. <u>Students are advised to not make travel commitments prior to checking their mid-term schedule.</u></p> <p>In-class written work cannot be less than 50%. The weight of the exam's grade cannot be less than 30% and not more than 70%.</p> <p><b>Exams are offered twice:</b> The first examination period extends over three weeks while the second lasts one week only. Be aware that <b>no more than two examinations</b> can be taken in the second exam period (<b>re-sit</b>) and you can only take them <u>if you failed the first exam or missed it.</u> Note that the evaluation method in the second assessment may be different. <u>Students must enroll online.</u></p> <p><b>Improving a Grade:</b> Limited to <b>one grade improvement</b> exam per semester, by obtaining a grade of at least 10. Students must enroll for the exam on NetPA <u>3 days</u> prior to the exam date and pay the enrollment fee. <u>Exams will not be rearranged.</u></p>
<b>Grading Scale</b>	<p>0 – 20 (Fail range is from 0 to 9; 10 points is the threshold to pass)</p> <p>Equivalence to ECTS:</p>

<b>IMPORTANT</b>			
	<b>ECTS Scale*</b>	<b>% of successful students normally achieving the grade</b>	<b>Definition</b>
	<b>A</b>	<b>10</b>	<b>EXCELLENT</b> – outstanding performance with only minor errors
	<b>B</b>	<b>25</b>	<b>VERY GOOD</b> – above the average standard but with some errors
	<b>C</b>	<b>30</b>	<b>GOOD</b> – generally sound work
	<b>D</b>	<b>25</b>	<b>SATISFACTORY</b> – fair but with significant shortcomings
	<b>E</b>	<b>10</b>	<b>SUFICIENT</b> – performance meets the minimum criteria
	<b>F</b>	<b>-</b>	<b>FAIL</b> – some more work or considerable work required before the credit can be awarded
	* The ECTS grading scale equivalence is obtained based on the distribution of course unit grades in the three academic years prior to the one in which the student completed his/her course unit.		
<b>Portuguese Language Course</b>	The <b>Faculdade de Ciências Sociais e Humanas da Universidade Nova de Lisboa (FCSH)</b> organizes a Portuguese language and culture course for foreign international mobility students. Classes are held in its facilities located at Av. de Berna, n. 26–C, P–1050 LISBOA. These classes will not be offered at Nova SBE's Carcavelos Campus. More information at: <a href="http://ple.fcsch.unl.pt/en/semester-course/">http://ple.fcsch.unl.pt/en/semester-course/</a> .		

<b>Nominations and Applications</b>	
<b>Nominations</b>	Nominations are done on Nova SBE's new platform.  <b><u>Deadlines</u></b> Until <b>April 20<sup>th</sup></b> for the Fall semester and whole academic year Until <b>September 20<sup>th</sup></b> for the Spring semester
<b>Applications</b>	The platform sends a link directly to the students, right after the nomination is done.  Deadlines for applications Until <b>April 27<sup>th</sup></b> for the Fall semester and whole academic year Until <b>September 27<sup>th</sup></b> for the Spring semester
<b>Freemovers</b>	Freemover students have to apply on the platform available <a href="#">on Nova SBE's website</a>  <b><u>Deadlines</u></b> Jan 1 <sup>st</sup> – April 27 <sup>th</sup> July 1 <sup>st</sup> – September 27 <sup>th</sup>

<b>Life at Nova</b>	
<b>Accommodation</b>	Nova SBE signed partnerships with companies that help foreign students find a suitable accommodation in Lisbon or Carcavelos. Check our website for more information - <a href="#">Life at Nova</a>
<b>Living Expenses</b>	Students' expenses in Lisbon will naturally depend on their living situation and on their own spending habits. We provide, however, an approximate estimate for an

<b>Life at Nova</b>	
	<p>average student below:</p> <ul style="list-style-type: none"> <li>- Accommodation: 450€ - 850€/month</li> <li>- Meals: 150€ - 200€/month</li> <li>- Books/Supplies: 50€/month</li> <li>- Transportation (bus, train, metro): 30€ - 40€/month</li> <li>- Leisure: 75€ - 100€/month</li> </ul>
<b>Health Insurance</b>	<p>In order to have access to public health care, E.U. citizens, who are not residents in Portugal, must bring their European Health Insurance Cards issued by their home countries.</p> <p>Other students are strongly recommended to have a health insurance coverage for the whole period in Lisbon, which is also mandatory for a Visa Request.</p>
<b>Visa Request</b>	<p>In order to obtain the correct Visa you need to possess the following documents and information. Please note that all students coming from countries outside the EU, EEA and Switzerland are required to ask for a <b>Long-stay Permit Visa for Study Purposes</b>, as they are staying <b>longer than 90 days in Portugal</b>. <b>DO NOT ENTER PORTUGAL WITH A TOURIST VISA OR STAMP</b></p> <p><b>Documents required:</b></p> <ul style="list-style-type: none"> <li>• Visa Form, which you can obtain <a href="#">here</a>;</li> <li>• Acceptance letter, in which the correct dates of your studies are stated;</li> <li>• Two passport-sized photos (in colour)</li> <li>• Your passport and copies of your previous visas (please note that Passports must be valid for up to six months)</li> <li>• A copy of your return ticket reservation (although not always required)</li> <li>• Travel insurance to cover you for the Schengen area</li> <li>• Flight dates and times</li> <li>• Accommodation plans for the duration of your stay (e.g. hotel reservation)</li> <li>• Proof of sufficient funds to last the duration of your stay</li> <li>• Proof of civil status (married, children, etc.)</li> <li>• Proof of economic status (employed, self-employed, student, retired, etc.)</li> <li>• Copy of your Criminal Record (if you have been living elsewhere for over one year, this should be issued by that country and not by your home country)</li> </ul> <p><b>Where to ask</b> At the Portuguese embassy or consulate in your home country</p> <p><b><u>IMPORTANT NOTICES:</u></b></p> <p>Portuguese visa processing time varies depending on the purpose of your visit. It can take anywhere from two weeks up to two to three months, so it is advisable to start the Portuguese visa application process <b><u>as soon as you receive your Acceptance Letter</u></b>.</p> <p>Upon arrival, book your appointment with <b>SEF</b> for renewal purposes as times vary between two to five months to get an appointment.</p>
<b>Facilities</b>	<p>Library/documentation centers, computer facilities (including e-mail connections for all International Mobility students) and wireless internet access throughout the main buildings, Catering Facilities (bars, canteen), dedicated Study Rooms are available to all Students. There is also a bank and private medical facilities.</p> <p>Several students' organizations and clubs are also open to International Mobility Students. More info can be found in Moodle.</p>

## Academic Calendar

### 2021/2022

<b>08 – 12 Jul 2021</b>	<b>Enrollment in Fall courses (online)</b>
<b>04 – 06 Aug 2021</b>	Add/Drop Period
<b>23 – 27 Aug 2021</b>	<i>Welcome Week</i>
<b>01 Sep – 26 Nov 2021</b>	2 <sup>nd</sup> and 3 <sup>rd</sup> Year courses classes
<b>01 – 07 Sept 2021</b>	Add/Drop courses (2 <sup>nd</sup> /3 <sup>rd</sup> year courses)
<b>14 – 20 Sept 2021</b>	Add/Drop courses (1 <sup>st</sup> year courses)
<b>30 Sep – 22 Dec 2021</b>	1 <sup>st</sup> Year courses classes (TBC)
<b>04 – 20 Dec 2021</b>	2 <sup>nd</sup> and 3 <sup>rd</sup> Year courses exams
<b>04 – 14 Jan 2022*</b>	1 <sup>st</sup> year courses exams (tbc)
<b>06 – 15 Jan 2022</b>	2 <sup>nd</sup> and 3 <sup>rd</sup> Year courses re-sit and grade improvement exams
<b>24-27 Jan 2022</b>	1 <sup>st</sup> year courses re-sit and grade improvement exams (tbc)
<b>06 – 10 Jan 2022</b>	<b>Enrollment in Spring courses (online)</b>
<b>21 – 26 Jan 2022</b>	Add/Drop courses (1 <sup>st</sup> , 2 <sup>nd</sup> and 3 <sup>rd</sup> years)
<b>24 – 28 Jan 2022</b>	<i>Welcome Week</i>
<b>28 Jan – 02 Feb 2022</b>	Add/Drop courses (1 <sup>st</sup> , 2 <sup>nd</sup> and 3 <sup>rd</sup> years)
<b>07 Feb – 11 May 2022</b>	Classes (1 <sup>st</sup> , 2 <sup>nd</sup> and 3 <sup>rd</sup> years)
<b>08 - 11 Feb 2022</b>	Add/Drop courses (1 <sup>st</sup> , 2 <sup>nd</sup> and 3 <sup>rd</sup> years)
<b>19 May – 04 Jun 2022</b>	Exams (1 <sup>st</sup> , 2 <sup>nd</sup> and 3 <sup>rd</sup> years)
<b>17 – 25 Jun 2022</b>	Re-sit and grade improvement exams (1 <sup>st</sup> , 2 <sup>nd</sup> and 3 <sup>rd</sup> years)

**Note:**

\*Exams, midterms, tests and presentations can be scheduled on Saturdays. Midterm exams calendar will be available at the beginning of the semester on Moodle.

Make-Up Days are scheduled in order to make up to classes that have been scheduled on National holidays. See Moodle area for information. Students are advised not to make travel commitments during the midterm season and exam period before confirming their midterm and exam schedule. Please check the exam calendar before course enrollment. It is not possible to enroll in courses that have exams overlapping. **Exams will not be rearranged.**

Fact Sheet  
**Master's level**

Academic year 2021/2022

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## Contacts

Address	Contact People
<p>Nova School of Business and Economics</p> <p>International Mobility Team Rua da Holanda, 1 2775-405 Carcavelos Portugal</p> <p>Web address <a href="https://www2.novasbe.unl.pt/en/">https://www2.novasbe.unl.pt/en/</a></p> <p>Link for general information <a href="https://www2.novasbe.unl.pt/en/programs/exchange-programs/general-information">https://www2.novasbe.unl.pt/en/programs/exchange-programs/general-information</a></p> <p><b>Telephone</b> +351 21 380 16 89</p>	<p><b>Victoria Winter</b> Director of Institutional Relations <a href="mailto:victoria.winter@novasbe.pt">victoria.winter@novasbe.pt</a></p> <p><b>INTERNATIONAL MOBILITY TEAM</b> <b>Paula Caria, Ms</b> International Mobility Team Leader (responsible contact person for the LA) <a href="mailto:international.mobility@novasbe.pt">international.mobility@novasbe.pt</a></p> <p><b>Carlos Spínola, Mr</b> Incoming Mobility Advisor <a href="mailto:international.mobility@novasbe.pt">international.mobility@novasbe.pt</a></p> <p><b>Inês Morais, Ms</b> Outgoing MSc Students Manager <a href="mailto:outgoing.masters@novasbe.pt">outgoing.masters@novasbe.pt</a></p> <p><b>Accommodation &amp; Visas:</b> <a href="mailto:lifatnova@novasbe.pt">lifatnova@novasbe.pt</a></p>

IMPORTANT	
<b>Language of instruction</b>	English
<b>English Proficiency</b>	Students are required to have at least a <b>European B2 English Level, TOEFL 84 and/or IELTS 6</b> grade. A declaration from the local Academic Director stating the student's English level is also accepted
<b>Syllabi</b>	Master's Syllabi are only available via email – <a href="mailto:international.mobility@novasbe.pt">international.mobility@novasbe.pt</a>
<b>Enrollment</b>	<p>The enrolment is done within a <b>Bidding system</b>. The bidding system for enrollment is a system that several universities across Europe are using in order to allow students to enroll in the courses they want due to the limited places. Each student is given a certain number of points and distributes the points by the courses they wish to attend. In this way, students who really want to take a certain course will much probably give more points to that one course than to another they want less. It works like a bid. In the end, the students who offered the highest bids will get a place in the course.</p> <p><b>At Nova we have a limited number of places in each course. We are not able to guarantee that all students are placed according to their first preferences:</b> we advise students to have alternative choices approved by their home university. <b>We have a period of changes (add/drop) where students may change their options, pending availability of places.</b></p> <p>Home Universities/Schools <b>cannot</b> ask for one specific course to be taken at Nova</p>



<b>IMPORTANT</b>	
	SBE, because <b>we do not guarantee enrollment</b> in specific courses. Students who come in their last semester of studies and have to take specific courses must be made aware of this rule and consider their options prior to applying to Nova SBE.
<b>Exchange Documents</b>	Students must send all documents by mail, dully filled in for signature.
<b>Transcript of Records</b>	Transcripts of records are <b>sent only by email</b> until the end of February (for Fall) and July (for Spring). No Transcripts may be issued in January or June.
<b>Workload</b>	<p>There is a special course list for Exchange students published in Moodle.</p> <p>Courses are full-time, Monday to Friday during working hours, and structured in Semesters.</p> <p>A regular Nova SBE student takes four / five courses per semester, corresponding to about 30 ECTS credit units.</p> <p>Type of courses offered:</p> <ul style="list-style-type: none"> <li>• <b>Full-courses</b> take 12 weeks of class work and are worth 7 ECTS;</li> <li>• <b>Short-courses</b> take 6 weeks of class work and account for 3.5 ECTS each.</li> </ul> <p>The courses can be lectured once a week with the duration of three hours in a row OR be lectured in 2 sessions of 1.5 hours per week. Besides these classes, faculty also provides open office time for individual consultations.</p> <p><b>Maximum limit of ECTS: 31,5 ECTS</b></p>
<b>Assessment</b>	<p>Assessment is defined by the course instructor.</p> <p>In-class written work cannot be less than 50%. The weight of the exam's grade cannot be less than 30% and not more than 70%</p> <p>In each semester, there is only one examination period per course. For Full courses, the examinations are scheduled at the end of the semester during which they are offered; for short courses the examinations will be offered at the end of each Term (please see the calendar section).</p> <p>It is not possible to enroll in courses that have exams overlapping.</p>
<b>Grading Scale</b>	<p>0 – 20 (Fail range is from 0 to 9; 10 points is the threshold to pass)</p> <p>Equivalence to ECTS:</p>

<b>IMPORTANT</b>			
	<b>ECTS Scale *</b>	<b>% of successful students normally achieving the grade</b>	<b>Definition</b>
	<b>A</b>	<b>10</b>	<b>EXCELLENT</b> – outstanding performance with only minor errors
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* The ECTS grading scale equivalence is obtained based on the distribution of course unit grades in the three academic years prior to the one in which the student completed his/her course unit.			
<b>Portuguese Language Course</b>	<p>The <b>Faculdade de Ciências Sociais e Humanas da Universidade Nova de Lisboa (FCSH)</b> organizes a Portuguese language and culture course targeted to foreign international mobility students. Classes are held in its facilities located at Av. de Berna, n. 26-C, P-1050 LISBOA. These classes will not be offered at Nova SBE's Carcavelos Campus.</p> <p>More information at: <a href="http://ple.fcs.unl.pt/en/semester-course/">http://ple.fcs.unl.pt/en/semester-course/</a>.</p>		

<b>Nominations and Applications</b>	
<b>Nominations</b>	<p>Nominations are done on Nova SBE's new platform.</p> <p><b><u>Deadlines</u></b>            Until <b>April 20<sup>th</sup></b> for the Fall semester and whole academic year            Until <b>September 20<sup>th</sup></b> for the Spring semester</p>
<b>Applications</b>	<p>The platform sends a link directly to the students, right after the nomination is done.</p> <p>Deadlines for applications            Until <b>April 27<sup>th</sup></b> for the Fall semester and whole academic year            Until <b>September 27<sup>th</sup></b> for the Spring semester</p>
<b>Freemovers</b>	<p>Freemover students have to apply on the platform available <a href="#">on Nova SBE's website</a></p> <p><b><u>Deadlines</u></b>            Jan 1<sup>st</sup> – April 27<sup>th</sup>            July 1<sup>st</sup> – September 27<sup>th</sup></p>

<b>Life at Nova</b>	
<b>Accommodation</b>	<p>Nova SBE signed partnerships with companies that help foreign students find a suitable accommodation in Lisbon or Carcavelos. Check our website for more information - <a href="#">Life at Nova</a></p>
<b>Living Expenses</b>	<p>Students' expenses in Lisbon will naturally depend on their living situation and on their own spending habits. We provide, however, an approximate estimate for an average student below:</p> <ul style="list-style-type: none"> <li>- Accommodation: 450€ - 850€/month</li> </ul>

<b>Life at Nova</b>	
	<ul style="list-style-type: none"> <li>- Meals: 150€ - 200€/month</li> <li>- Books/Supplies: 50€/month</li> <li>- Transportation (bus, train, metro): 30€ - 40€/month</li> <li>- Leisure: 75€ - 100€/month</li> </ul>
<b>Health Insurance</b>	<p>In order to have access to public health care, E.U. citizens, who are not residents in Portugal, must bring their European Health Insurance Cards issued by their home countries.</p> <p>Other students are strongly recommended to have a health insurance coverage for the whole period in Lisbon, which is also mandatory for a Visa Request</p>
<b>Visa Request</b>	<p>In order to obtain the correct Visa you need to possess the following documents and information. Please note that all students coming from countries outside the EU, EEA and Switzerland are required to ask for a <b>Long-stay Permit Visa for Study Purposes</b>, as they are staying <b>longer than 90 days in Portugal</b>. DO NOT ENTER PORTUGAL WITH A TOURIST VISA OR STAMP</p> <p><b>Documents required</b></p> <ul style="list-style-type: none"> <li>• Visa Form, which you can obtain <a href="#">here</a>;</li> <li>• Acceptance letter, in which the correct dates of your studies are stated;</li> <li>• Two passport-sized photos (in color)</li> <li>• Your passport and copies of your previous visas (please note that Passports must be valid for up to six months)</li> <li>• A copy of your return ticket reservation (although not always required)</li> <li>• Travel insurance to cover you for the Schengen area</li> <li>• Flight dates and times</li> <li>• Accommodation plans for the duration of your stay (e.g. hotel reservation)</li> <li>• Proof of sufficient funds to last the duration of your stay</li> <li>• Proof of civil status (married, children, etc.)</li> <li>• Proof of economic status (employed, self-employed, student, retired, etc.)</li> <li>• Copy of your Criminal Record (if you have been living elsewhere for over one year, this should be issued by that country and not by your home country)</li> </ul> <p><b>Where to ask</b> At the Portuguese embassy or consulate in your home country</p> <p><b><u>IMPORTANT NOTICES:</u></b></p> <p>Portuguese visa processing time varies depending on the purpose of your visit. It can take anywhere from two weeks up to two to three months, so it is advisable to start the Portuguese visa application process <b>as soon as you receive your Acceptance Letter</b>.</p> <p>Upon arrival, book your appointment with <b>SEF</b> for renewal purposes as times vary between two to five months to get an appointment.</p>
<b>Facilities</b>	<p>Library/documentation centers, computer facilities (including e-mail connections for all International Mobility students) and wireless internet access throughout the main buildings, Catering Facilities (bars, canteen), dedicated Study Rooms are available to all Students. There is also a bank and private medical facilities.</p> <p>Several students' organizations and clubs are also open to International Mobility Students. More info can be found in Moodle.</p>

## Academic Calendar

2020/2021

<b>13 – 16 Jul 2021</b>	<b>Bidding for Fall courses (online) – Subject to alteration</b>
<b>23 – 27 Aug 2021</b>	<i>Welcome Week</i>
<b>03 – 09 Sep 2021</b>	Add/Drop Period (S1, T1 and T2 courses) – <i>Subject to alteration</i>
<b>02 Sep – 15 Oct 2021</b>	Classes – S1 and T1 courses
<b>18 – 23 Oct 2021</b>	Exams – T1 courses
<b>26 – 29 Oct 2021</b>	Add/Drop T2 courses
<b>25 Oct – 07 Dec 2021</b>	Classes – S1 and T2 courses
<b>09 – 20 Dec 2021</b>	Exams – S1 and T2 courses
<b>13 – 17 Jan 2022</b>	<b>Bidding for Spring courses (online) – Subject to alteration</b>
<b>24 – 28 Jan 2022</b>	<i>Welcome Week</i>
<b>31 Jan – 04 Feb 2022</b>	Add/Drop Period (S2, T3 and T4 courses) – <i>Subject to alteration</i>
<b>01 Feb – 15 Mar 2022</b>	Classes – S2 and T3 courses
<b>16 – 23 Mar 2022</b>	Exams – T3 courses
<b>24 – 31 Mar 2022</b>	Add/Drop Period – T4 courses – <i>Subject to alteration</i>
<b>24 Mar – 10 May 2022</b>	Classes – S2 and T4 courses
<b>12 – 23 May 2022</b>	Exams – S2 and T4 courses

### Notes:

- Exams will not be rearranged. See information below.
- Make-Up Days are scheduled in order to make up for classes that have been scheduled on National holidays. See Moodle area for information. Students are advised not to make travel commitments during the exam period before confirming their exam schedule. Please check the exam calendar on Moodle – International Mobility Area - before enrolling in courses **as it is not possible to enroll in courses that have exams overlapping.**