

# ERASMUS+

2024-2025

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Information sheet



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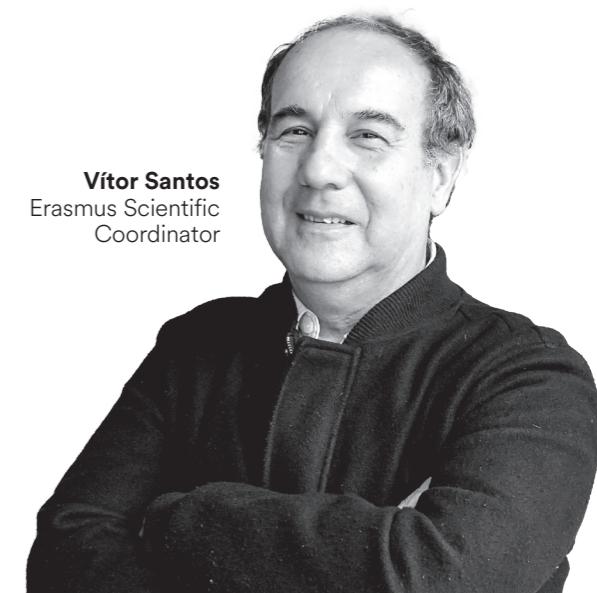
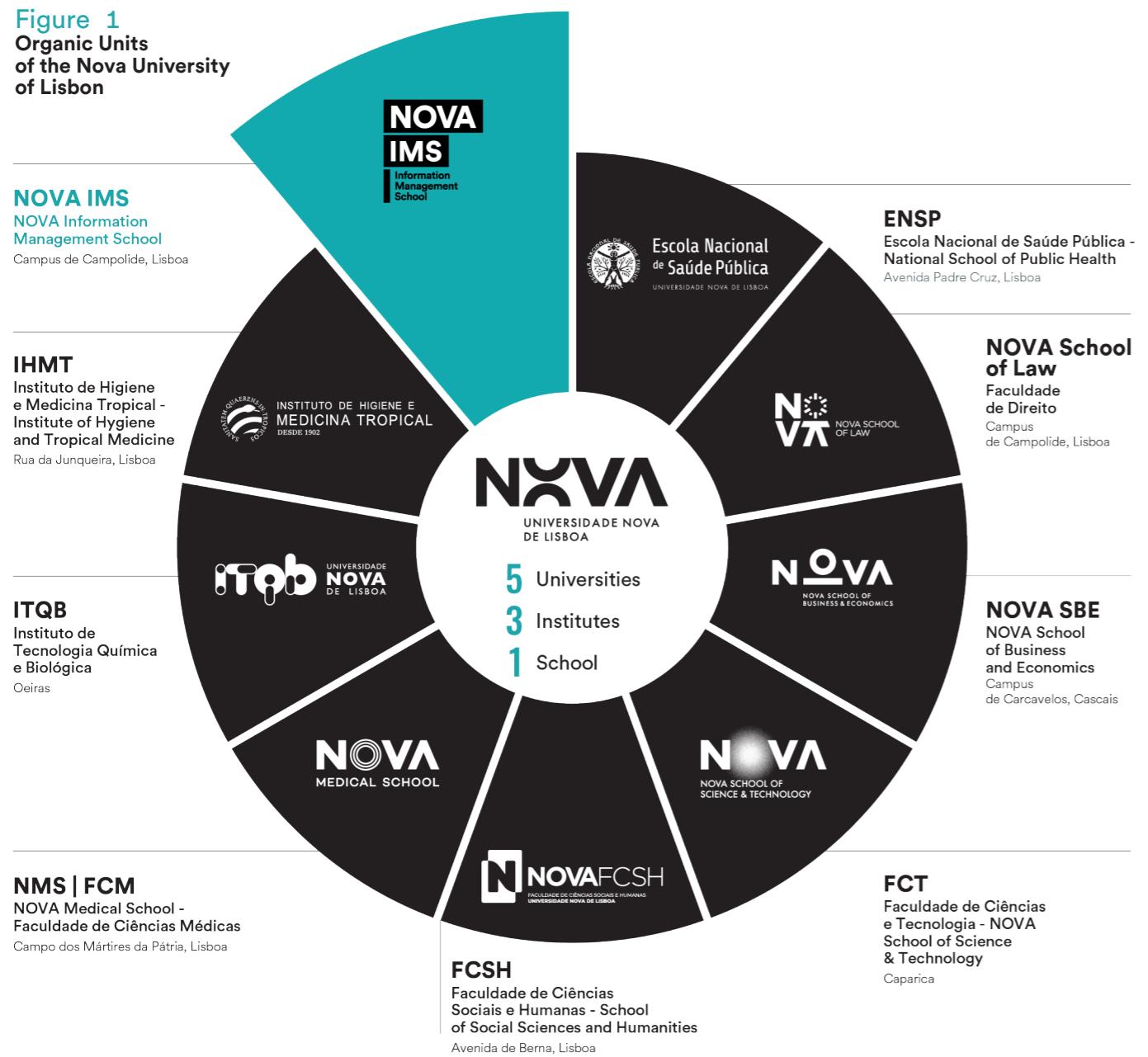
# Welcome to NOVA IMS

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.

## Who we are

NOVA IMS is the School of Information Management and Data Science of the Nova University of Lisbon. Founded in 1989 as a response to the shortage of senior management specialists in information management, and the growing need to use information technologies, NOVA IMS assumes as its mission the training of leaders capable of working in a global and competitive environment, combining innovative research in information management with a stimulating and creative teaching environment, to generate and disseminate knowledge in a global society, aiming to continue to assert itself more and more and better as a leading school in information management and data science, through a clear strategic ambition to build a future of excellence.

**Figure 1**  
Organic Units  
of the Nova University  
of Lisbon



**Vítor Santos**  
Erasmus Scientific Coordinator

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!

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

our **Programs**

**1**

Doctoral program



**9**

Master's degrees



**21**

Postgraduations



**3**

Bachelor's degrees



## Institution

**Name**

Universidade Nova de Lisboa

**Erasmus code**

P LISBOA 03

**Faculty**

NOVA Information Management School - NOVA IMS

**Address**

Campus de Campolide, 1070-312 Lisboa - Portugal

**Phone number**

+351 213 828 610

**Website**

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

## Erasmus contacts

**Erasmus support**  
[erasmus@novaims.unl.pt](mailto:erasmus@novaims.unl.pt)

**Academic services**  
[erasmus@novaims.unl.pt](mailto:erasmus@novaims.unl.pt)

**Coordinator**  
[hcaldeira@novaims.unl.pt](mailto:hcaldeira@novaims.unl.pt)

**Scientific coordinator**  
[vsantos@novaims.unl.pt](mailto:vsantos@novaims.unl.pt)



Ana Sousa



Catarina Silva



Hugo Caldeira



Vítor Santos

## Academic numbers

**4107**

Students

**30%**

International students

**99**

Nationalities



**800**

Annual job and internship offers

**MORE THAN**

**1440** €

Average monthly income

(Independent ObipNOVA report on NOVA IMS graduates in 2019)

## Staff members

**218**

Professors

**87**

Professors and  
researchers with  
doctoral degrees

**40**

Professors,  
investigators,  
and international staff

**77**

Collaborators

## Publications

**11**

WoS/ scopus  
publications by FTE

**2.02**

Field-weighted  
citation impact



**EDUNIVERSAL  
Best Masters  
Ranking  
2024**

# #1 IN THE WORLD

THE BEST MASTER'S PROGRAM IN THE WORLD FOR THE 6<sup>TH</sup> TIME IN A ROW

**MASTER'S PROGRAM  
Information  
Management**

Specialization:  
Business Intelligence

**#2** WORLD

**#2** EUROPE

**#1** PORTUGAL

**#4** WORLD

**#4** EUROPE

**#1** PORTUGAL

**#1** WESTERN  
EUROPE

**#1** PORTUGAL

## MASTER'S PROGRAMS

**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**

**#2** WORLD

**#1** PORTUGAL

**#3** WORLD

**#1** PORTUGAL

**#3** WESTERN  
EUROPE

**#11** WESTERN  
EUROPE

## POSTGRADUATE PROGRAMS

**Information  
Management  
and Business  
Intelligence  
in Healthcare**

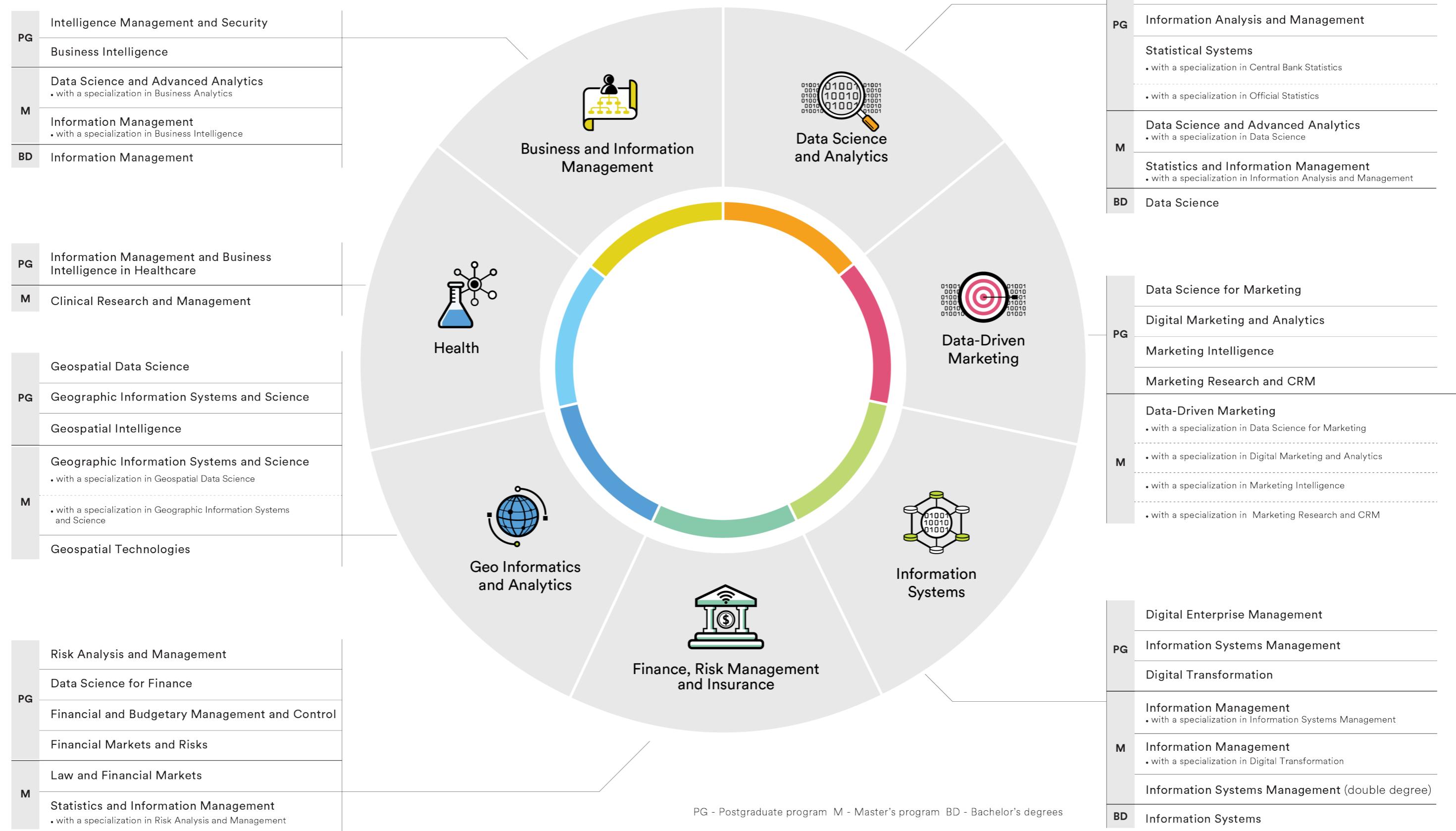
**Enterprise  
Data Science  
& Analytics**

**Digital  
Marketing  
and Analytics**

**Digital  
Enterprise  
Management**

# 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.



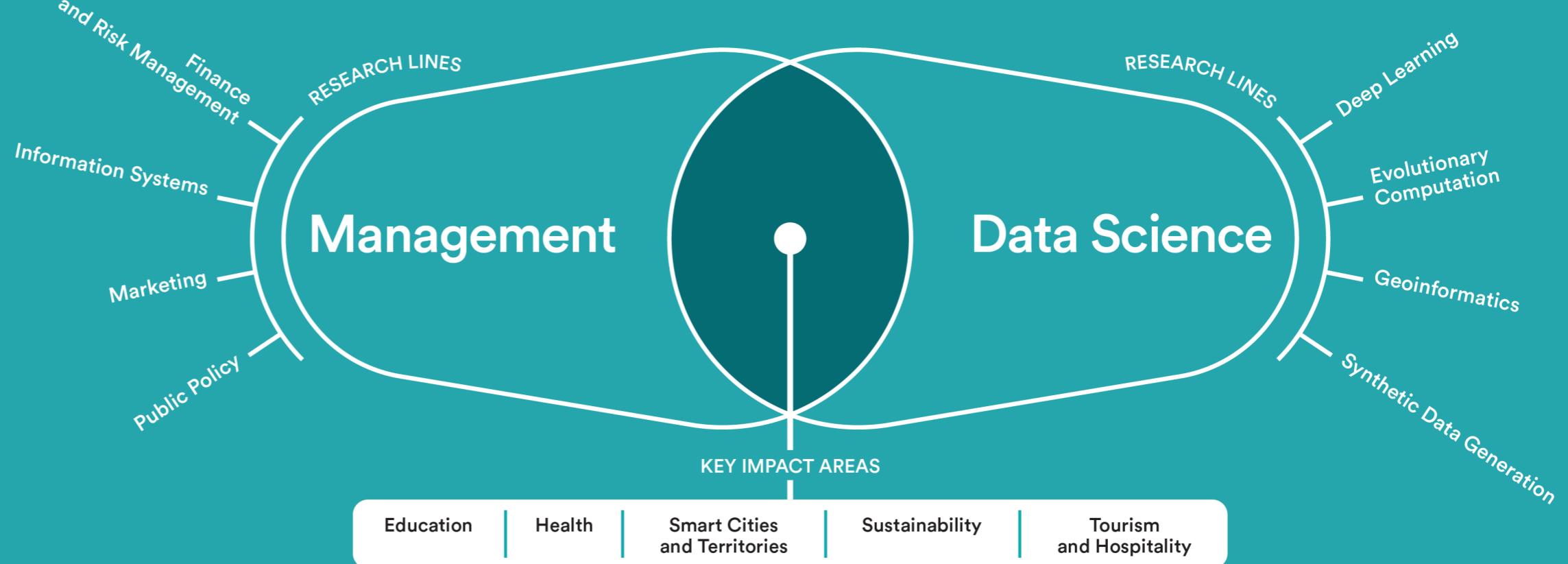
# Accreditations and certifications

The NOVA IMS holds several accreditations and certifications that reflect its commitment to academic and professional excellence. These accreditations ensure that NOVA IMS meets rigorous quality standards and is dedicated to continuous improvement and innovation in its academic and research programs.

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.	NOVA IMS is accredited as a member of UNIGIS, an international network that gathers the best schools in Geographic Information Systems.	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.	NOVA IMS programs are accredited by A3ES (Agency for Assessment and Accreditation of Higher Education).	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).	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.	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.	The Master / Postgraduate Program in Statistical Systems obtained the EMOS (European Master in Official Statistics) accreditation by the European Statistical System (ESS).	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.	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.	

## Magic 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.



# Research and value creation

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.

## Publications

# 207

Published papers

# 177

Web of Science

## Researchers

World top 2% scientists list  
by Stanford University



Top 1% highly cited  
researchers™



## Funding

IN MILLIONS OF EUROS

Volume of financing associated with new R&D  
and capacity building projects (with targets)

# 4.0

Volume of financial execution of R&D  
and capacity building projects (without targets)

# 2.5

## Innovation

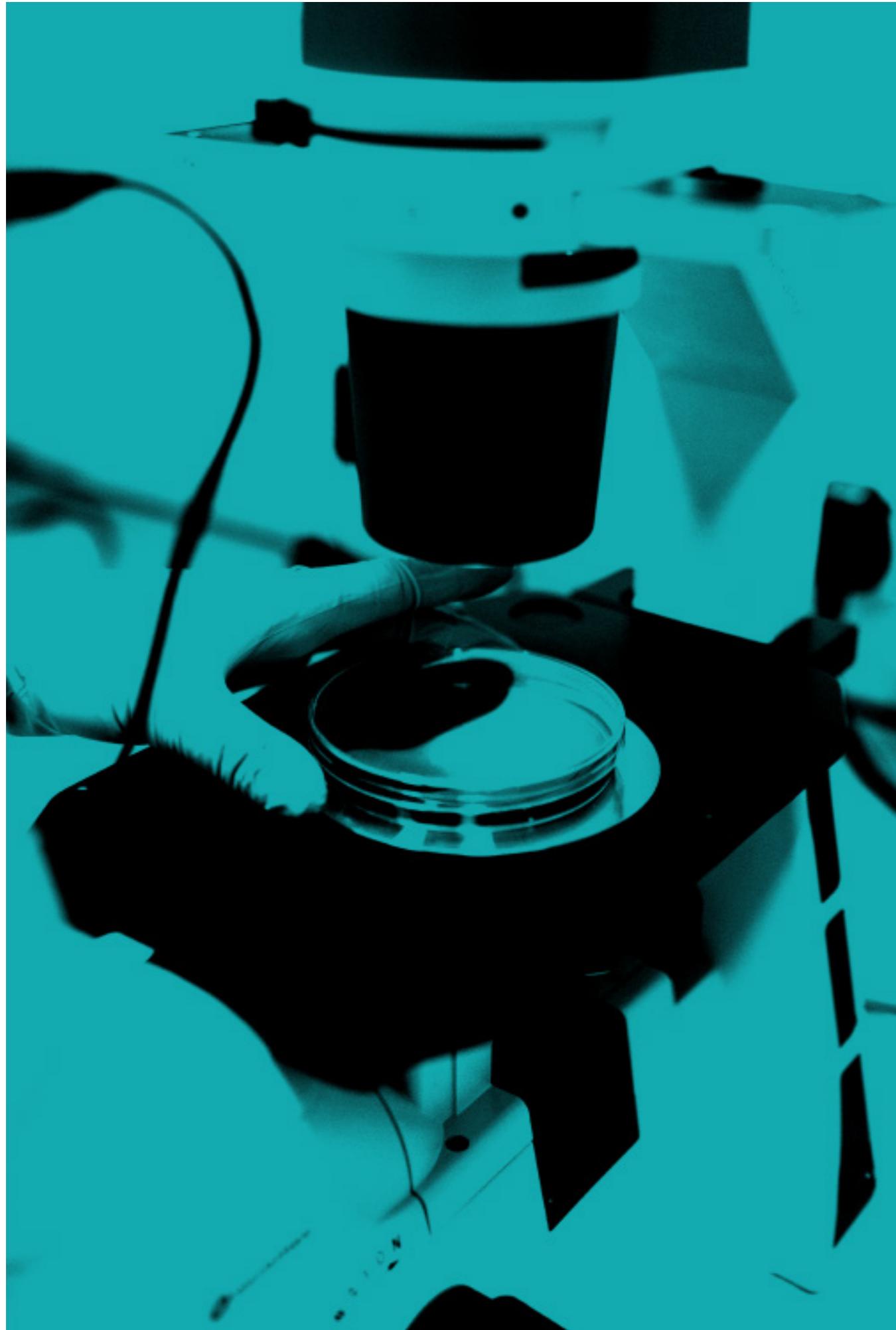
MORE THAN

# 38

Number of active R&D and capacity  
building projects (without target)

# 10

Number of doctorates  
completed (with targets)



# NOVA ANALYTICS **labs**

NOVA IMS has created 14 thematic and specialized laboratories supervised by researchers specialized in their respective areas. These laboratories are intended to be interfaces between the excellence of our research and organizations, developing collaborative projects that allow the transfer of knowledge in close alignment with the specific needs of businesses. These laboratories allow the development of joint projects in the various themes that each one covers, transversely sharing the characteristics of being leveraged by Information Management and Data Science.

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

NOVA **cidade urban analytics** lab  
powered by NOVA IMS

NOVA **business intelligence & analytics** lab  
powered by NOVA IMS  
BI4ALL Microsoft

NOVA **marketing analytics** lab  
powered by NOVA IMS

NOVA **data analytics** lab  
powered by NOVA IMS

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

NOVA **blockchain** lab  
powered by NOVA IMS

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

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

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

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

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

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

NOVA **applied economics & 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 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 and course registration

## Calendar

### Fall semester (September to January)

- 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.

## Bachelor's degree

Almost all courses 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 see our website:

- Degree in Data Science;
- Degree in Information Management;
- Degree in Information Systems.

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

## Master's 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;*
- *Information Management, with a specialization in Business Intelligence*
- *Information Management, with a specialization in Information Systems 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)*

## 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 programs;
- 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 bachelor's degrees 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 course 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 course 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 course 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 course 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 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 program 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 Nova University of Lisbon. For specific dates please see on the website.

# Getting the essentials

## Welcome day, registration and date of arrival

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

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).

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 requested up to 10 days after the beginning of the classes. Any changes to the learning agreement should be approved by the erasmus coordinator of the sending institution and the erasmus coordinator of NOVA IMS.

## Exams

Please check the calendar of the exams for each course units 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 course 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.

## 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 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

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 NetP@. 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.

## 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.



# Welcome to Portugal

## Housing/ accommodation

The application at NOVA IMS does not include an offer for a room in a dormitory. *NOVA University of Lisbon* has 3 residence halls to accommodate students from the 9 existing faculties.

Priority is given to SASNOVA scholarship students and students on exchange programmes (erasmus) when allocating accommodation. Although residence halls are not managed by NOVA IMS, exchange / erasmus students must request accommodation at the erasmus office of the faculty they will be studying in. Since there's a limitation of places available for each faculty, most exchange students have to find a room themselves on the *private market*.

(Please notice that the information contained on the websites mentioned are the responsibility of the respective organizations.)

## Health insurance

All EU/EEA exchange and freemover students are required to hold and present to NOVA IMS (prior to the semester start) at least a valid copy of the European Health Insurance Card (EHIC), which allows students to benefit from services at any of the public healthcare institutions in Portugal. EHIC is not the alternative to travel insurance. Hence, we recommend taking out additional private insurance plan which should fully cover student's stay abroad.

## Visa/ entry in Portugal

Applicants from EU/EFTA nations as well as some other nations do not need a visa to study in Portugal.

EU/EFTA nations students who remain in Portugal for longer than 3 months must apply for the Certificado do Registo de Cidadão da União Europeia (CRUE Certificate of Residency). This certificate must be applied for at their local Council within the 30 days following their first three months in national territory.

Please see:

- <https://www.acm.gov.pt/-/sou-cidadao-europeu-e-necessario-registar-me-para-residir-em-portugal->
- <https://informacoeseeservicos.lisboa.pt/en/services/detail/european-union-citizen-registration-certificate> (for Lisbon Council).

Starting in 2025, travellers that currently do not need a visa to visit EU member countries will require an ETIAS

Applicants from non-EU nations normally need a visa to study in Portugal. In order to find out if they need a visa and how to apply, they must contact the embassy or consulate of Portugal in their home country. Application processing times can vary greatly depending on volume of applications and the applicant's home country. It is recommended to submit the complete application at least two months prior to the student's departure.

Students of higher education holders of a residence permit issued by a member state of the European Union and covered by European Union multilateral programmes with mobility measures, or by an agreement between the two or more institutions of higher education, are authorised to enter into national territory to study, provided Agency for Integration, Migration, and Asylum (AIMA) is informed until 30 days before the beginning of the mobility period. Communication of the mobility should preferably be done by mail to AIMA's institutional mailbox - [geral@aima.gov.pt](mailto:geral@aima.gov.pt)

Please see:

- <https://aima.gov.pt/pt/estudar/mobilidade-de-estudantes-do-ensino-superior-art-91-o-a>

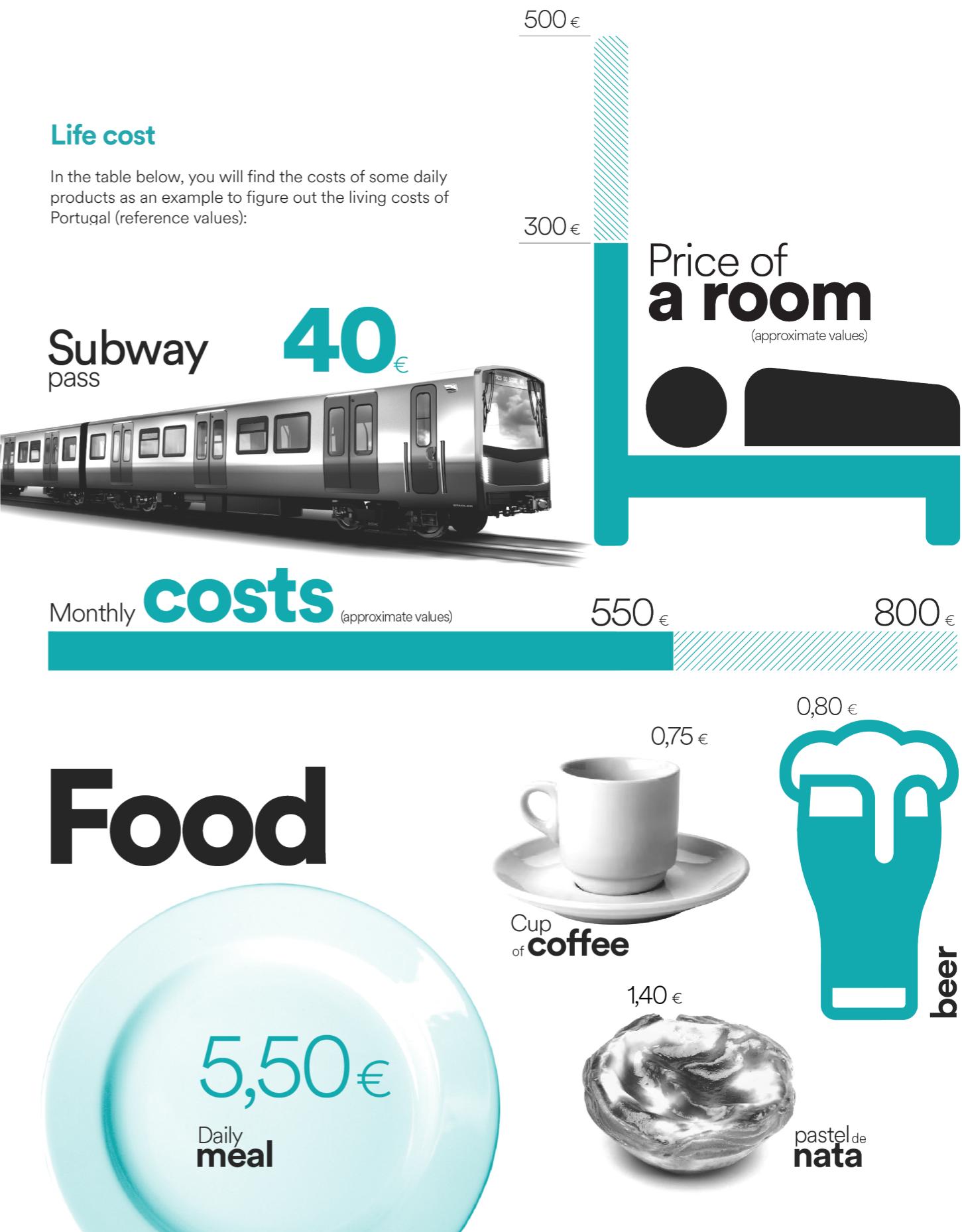
If you need a document for visa purposes, do not hesitate to contact us. You can find information regarding visas and entry in Portugal at:

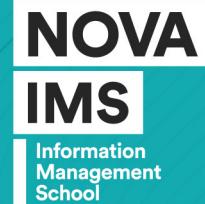
- *Portal das Comunidades Portuguesas;*
- *Agência para a Integração, Migrações e Asilo (AIMA)*
- *VISA - Ministry of Foreign Affairs.*

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

## 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):





## 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



## Cofinanced

