

Guide for Master's students 2025/26

One step ahead of the future

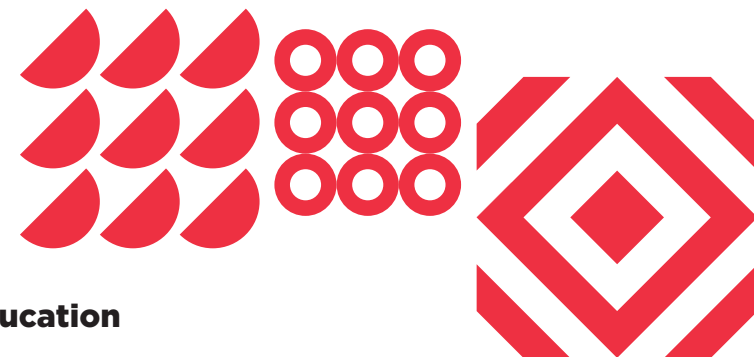
**Your footprint today
will define tomorrow**



NOVA SCHOOL
OF LAW



Index



01 Welcome messages

02 First steps at NOVA School of Law - virtual connections

03 NOVA School of Law Master's Degrees

04 Academic calendar

05 Registration and Enrolment Process

06 Fees

07 Scholarships, awards and other support

08 Information on the teaching phase

09 Information on the research phase

10 Quality of Education

11 Internships, employment and entrepreneurship

12 CEDIS and Knowledge Centres

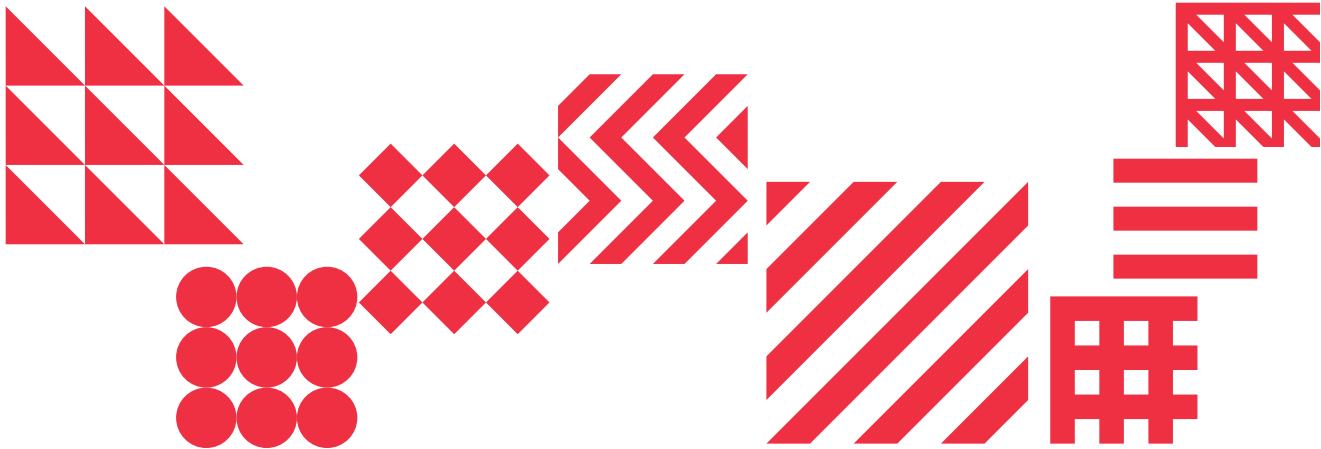
13 Useful information for students from outside Portugal

14 FAQ - Frequently Asked Questions

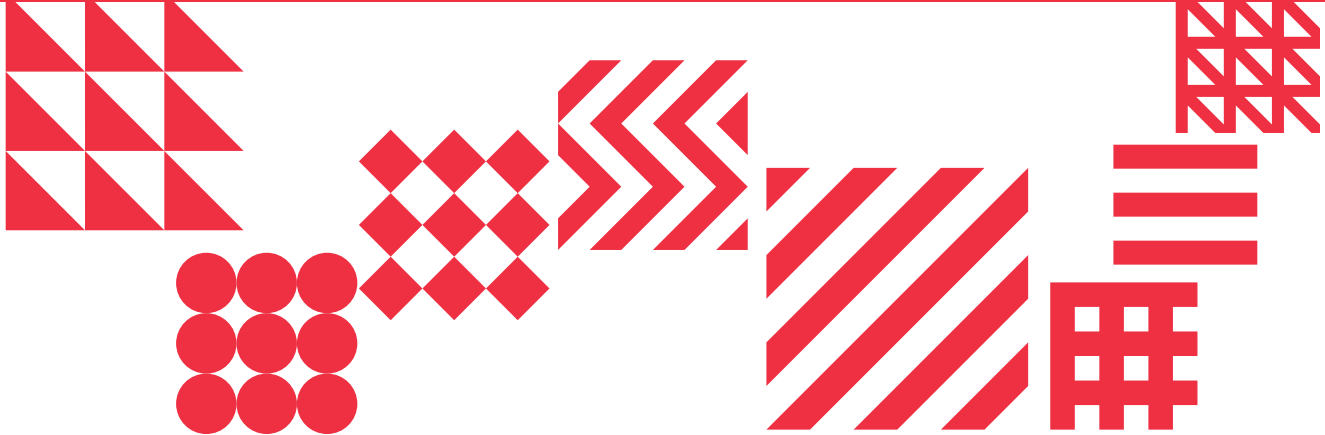
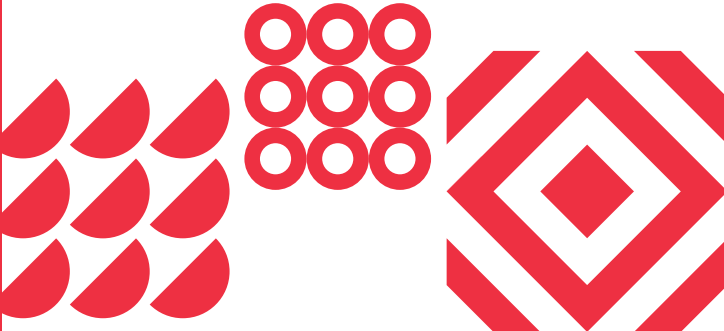
15 Student services/association contacts

16 Study sites

17 Contacts, location and transport



Welcome messages



01

We are delighted to welcome you to what will be your home for the next two years. Whether we have already been part of our journey or you have just arrived we will do everything we can to make you feel like you belong. Studying Law at NOVA School of Law means accepting the challenge and responsibility of being prepared to make a difference towards making a difference in the construction of a more fair society.

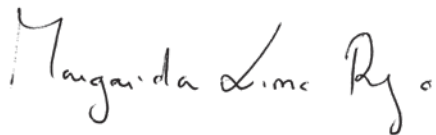
Our mission is to train complete people, capable of facing the global challenges of our century in these times of hinge, when decisive choices are made for our own collective future. We train people for global citizenship, agents of change ready to put their skills at the service of the common good, in Portugal and in the world.

Here you will find a space of total freedom to expose and discuss your ideas, even the most daring; an environment of mutual help, where everyone is part of the same team, where the success of one is only worth it if it is the success of all. More than filling your heads, we want to open them to innovation, to rigorous and critical thinking, to the global and pragmatic way of analysing problems. You will find a dedicated institution made up of close but demanding teachers, able to decode the most intricate issues, opening horizons and challenging you to leave your comfort zone to develop your skills and knowledge in a multiplicity of contexts, national and international, in order to become the best versions of who you are, enabling you to face the professional challenges of the next decades.

We are waiting for you with our usual banners: demand, depth, creativity, innovation, globalisation, focus on the solution. We believe that here every student finds his or her path.

Always remember:

Learning is changing the world!



Margarida Lima Rego
Dean



Dear colleagues,

It is with a huge smile that we open the doors of this house, which from now on will also be yours!

The institution you have chosen to continue your academic journey will provide you with a challenging and constructive journey, outlined by the innovative and supportive spirit that characterises us.

Here, you have an opportunity to continue growing as jurists and people, because being a student of NOVA is not a linear task. The challenge is to open horizons and cultivate critical and pragmatic thinking, it is to take each step with the will to do more and better!

The Students' Union will always be a part of your journey here, extending an invitation to immerse yourself in the united and close community we have built at NOVA. From sporting, recreational and cultural events, where you can meet new people in moments of relaxation, to the commitment we make in terms of student support, acting as a bridge with the college whenever you need it, and to the opportunities we offer you for curricular enrichment and dissemination of opportunities! Our door will always be open, seeing your integration and success as one of our great goals.

We hope that this new stage of your life will be full of opportunities for enrichment and great achievements. It is with pride that we

welcome you.

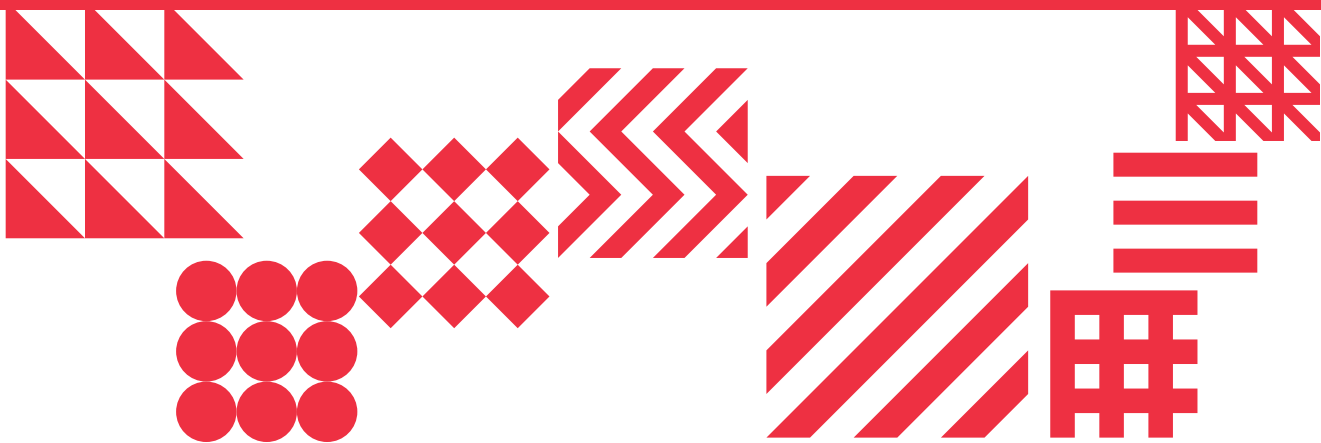
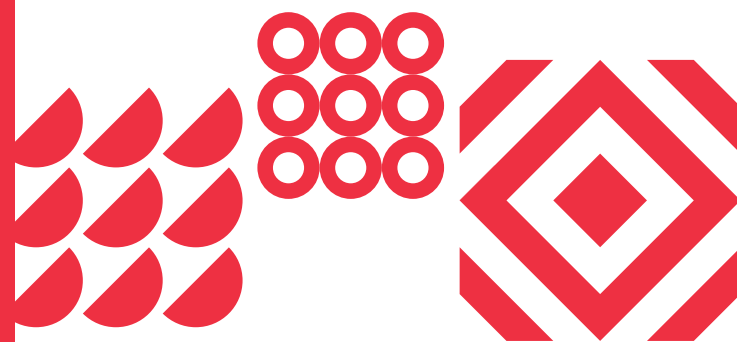
See you soon!



First steps at NOVA

School of Law

virtual connections



02

Access data

When you enrol, you receive on your personal email the credentials to access all the platforms and the School network.

To the received username you must add @novalaw.unl.pt (Ex: 50123@novalaw.unl.pt) and insert the chosen password.

This data is the same to enter on all platforms except for Office 365 and the eduroam network (the wireless network of the School) where the user is followed by "@fd.unl.pt" instead of @novalaw.unl.pt (Ex: 50123@fd.unl.pt).

In the School's Moodle you can find several manuals for all the computer tools available.

Student Area - NetPA

The student area (NetPA) is a digital platform where you can find all the relevant information for your academic path. It is here that you can register for exams and curricular units. In NetPA you can find the document requests and other requirements, the payment data of tuition fees and other fees, as well as information about your academic path.

You should log in regularly to your student area here for the most up to date information: https://www.fd.unl.pt/Anexos/Regras_Estilo_2020.pdf

Study materials - MOODLE

Moodle - online learning (or e-Learning platform) is where you can find the information concerning each curricular unit and the documents provided by each professor.

On the platform, you will find the list of curricular units you have enrolled in, and by clicking on any of them, you will have a compilation of the information provided by the professor.

Access to Moodle with personal credentials: <https://moodle.novalaw.unl.pt/> (link always available at the bottom of the Faculty site - www.novalaw.unl.pt).

Institutional e-mail

The official communication of the School and with the School will always be carried out through the institutional email. Therefore, its frequent consultation is a duty of every student.

Your email is your studentnumber@novalaw.unl.pt and the password is the same as your student area. It will be available until 48 hours after the enrolment made in NetPA. To access the email you should open the link <https://outlook.office365.com/mail/>

You can set up the forwarding of your institutional email to your personal account so you do not lose contact - a tutorial is available in Moodle for this.

Access to Wi-Fi on campus

EDUROAM NETWORK - international network for wi-fi access in Higher Education Institutions

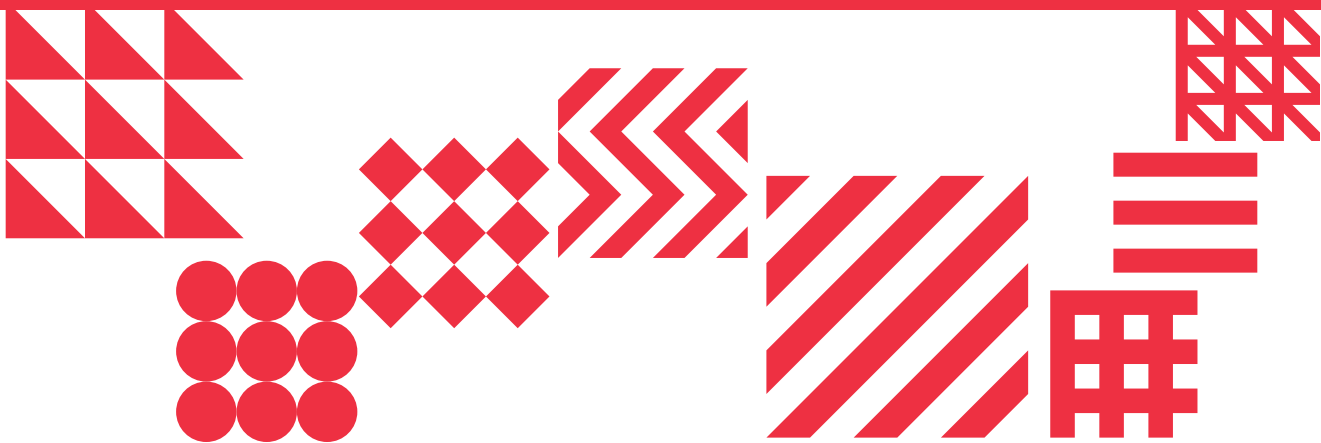
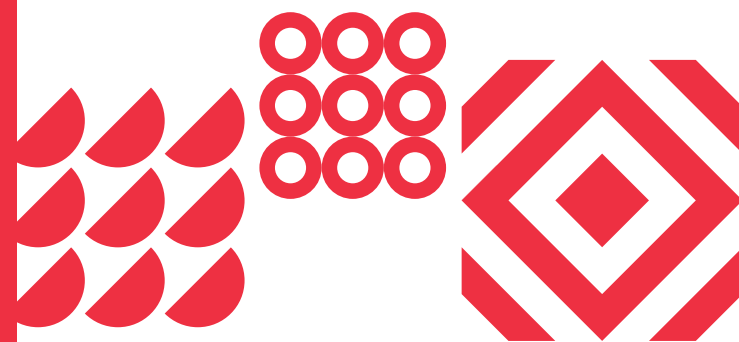
User: studentnumber@fd.unl.pt (Ex: 50123@fd.unl.pt)

Password: same as in the student area

Office 365

Through a partnership between Microsoft and Higher Education Institutions, it is possible to download Office software to various devices with student access data. More information at <https://www.microsoft.com/pt-pt/education/products/office?market=pt>

**NOVA School
of Law's
Master's Degrees**



03

Master's in Law - Specialization in International and European Law

<https://novalaw.unl.pt/en/master-in-law-specialization-in-international-and-european-law/>

•No. of ECTS: 120

Students must pass the teaching phase with at least 13.50 out of 20 (13.5/20) to enrol in the research phase (2nd year of the course).

Teaching phase: 60 ECTS (32 ECTS in restricted option, 22 ECTS in free option and 6 ECTS compulsory)

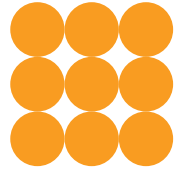
Research phase: 60 ECTS

•No. of semesters: 4

•Schedule: daytime

•Master Manager: Sofia Solayman

•Email address: mm.mdie@novalaw.unl.pt



Master's in Law - Specialisation in Social Law and Innovation

<https://novalaw.unl.pt/en/master-in-law-specialization-in-social-law-and-innovation/>

•No. of ECTS: 120

Students must pass the teaching phase with at least 13.50 out of 20 (13.5/20) in order to enrol in the research phase (2nd year of the course)

Teaching phase: 60 ECTS (32 ECTS in restricted option, 22 ECTS in free option and 6 ECTS compulsory)

Research phase: 60 ECTS

•No. of semesters: 4

•Schedule: daytime

•Master Manager: Leonor Marcos

•Email address: mailto: mm.mdsi@novalaw.unl.pt



Master's in Law - Specialization in Public Regulatory Law

<https://novalaw.unl.pt/mestrado-direito-especializacao-direito-publico/>

• No. of ECTS: 120

Students must pass the teaching phase with at least 13.50 out of 20 (13.5/20) in order to enrol in the research phase (2nd year of the course).

Teaching phase: 60 ECTS (28 in restricted option; 18 in free option; 14 compulsory)

Research phase: 60 ECTS

• No. of semesters: 4

• Schedule: daytime

• Master Manager: Luís Mendonça

• Email address: mm.mdp@novalaw.unl.pt



Master's in Law applied to Technology (Law & Tech)

<https://novalaw.unl.pt/en/masters-program-in-law-applied-to-technology-law-and-tech/>

- No. of ECTS: 120

Students must pass the teaching phase with at least 13.50 out of 20 (13.5/20) in order to enrol in the research phase (2nd year of the course).

Teaching phase:

- The teaching component consists of 60 ECTS, distributed as follows, according to the chosen area of specialisation:

- **Specialisation in Digitalization and Public Policies:** 24 ECTS of compulsory subjects; 18 ECTS of restricted optional subjects; 18 ECTS of free optional subjects.

- **Specialisation in The Law of the Data-Driven Markets:** 26 ECTS of compulsory subjects; 16 ECTS of restricted optional subjects; 18 ECTS of free optional subjects.

- **Specialisation in Intellectual Property and the Regulation of Innovation:** 26 ECTS from compulsory subjects; 16 ECTS from restricted optional subjects; 18 ECTS from free optional subjects.

Research phase: 60 ECTS

- No. of semesters: 4

- Schedule: daytime

- Master Manager: Manuel Neves

- Email address: mm.mdt@novalaw.unl.pt



Master's in Law and Economics of the Sea - Ocean Governance

<https://novalaw.unl.pt/en/master-in-law-and-economics-of-the-sea-ocean-governance/>

- No. of ECTS: 120

Students must pass the teaching phase with at least 13.50 out of 20 (13.5/20) in order to enrol in the research phase (2nd year of the course).

Teaching Phase: 60 ECTS (38 compulsory and 22 restricted options - 4 ECTS from the Social and Behavioral Sciences area and 18 ECTS from the areas of Law or Economics or Management)

Research phase: 60 ECTS

- No. of semesters: 4

- Schedule: after working hours

- Master Manager: Carolina Simon

- Email address: mm.mdem@novalaw.unl.pt



Master's in Law and Financial Markets

<https://novalaw.unl.pt/en/master-in-law-and-financial-markets/>

- No. of ECTS: 120

Students must pass the teaching phase with at least 13.50 out of 20 (13.5/20) in order to enrol in the research phase (2nd year of the course).

Teaching Phase: 60 ECTS (52 ECTS compulsory and 8 ECTS optional)

Research phase: 60 ECTS

- No. of semesters: 4

- Schedule: after working hours

- Master Manager: Luís Mendonça

- Email address: mm.mdmf@novalaw.unl.pt



Master's in Law and Management

<https://novalaw.unl.pt/en/master-in-law-and-management/>

- No. of ECTS: 100

Students must pass the teaching phase with at least 13.50 out of 20 (13.5/20) in order to enrol in the research phase (2nd year of the course).

Teaching phase: 60 ECTS (24 compulsory ECTS in Management, 12 compulsory ECTS in Law, 12 ECTS in restricted options and 12 ECTS in free options)

Research phase: 40 ECTS

- No. of semesters: 3
- Schedule: daytime
- Master Manager: Carolina Simon
- Email address: mm.mdg@novalaw.unl.pt



Master's in law in Litigation and Arbitration

<https://novalaw.unl.pt/en/master-in-litigation-and-arbitration/>

- No. of ECTS: 90

Students must pass the teaching phase with at least 13.50 out of 20 (13.5/20) in order to enrol in the research phase (2nd year of the course).

Teaching Phase: 60 ECT

1st semester: 30 compulsory ECTS

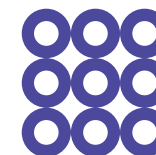
2nd semester:

-Law: 14 compulsory ECTS, 8 restricted options and 8 free options.

-Magistracy: 22 compulsory ECTS, 4 restricted options and 4 free options

Research phase: 30 ECTS

- No. of semesters: 3
- Schedule: daytime
- Master Manager: Leonor Marcos
- Email address: mm.mdfa@novalaw.unl.pt



Master's in Law and Security

<https://novalaw.unl.pt/en/master-in-law-and-security/>

- Course link: <https://novalaw.unl.pt/en/master-in-law-and-security/>
- No. of ECTS: 120

Students must pass the teaching phase with at least 13.50 out of 20 (13.5/20) in order to enrol in the research phase (2nd year of the course).

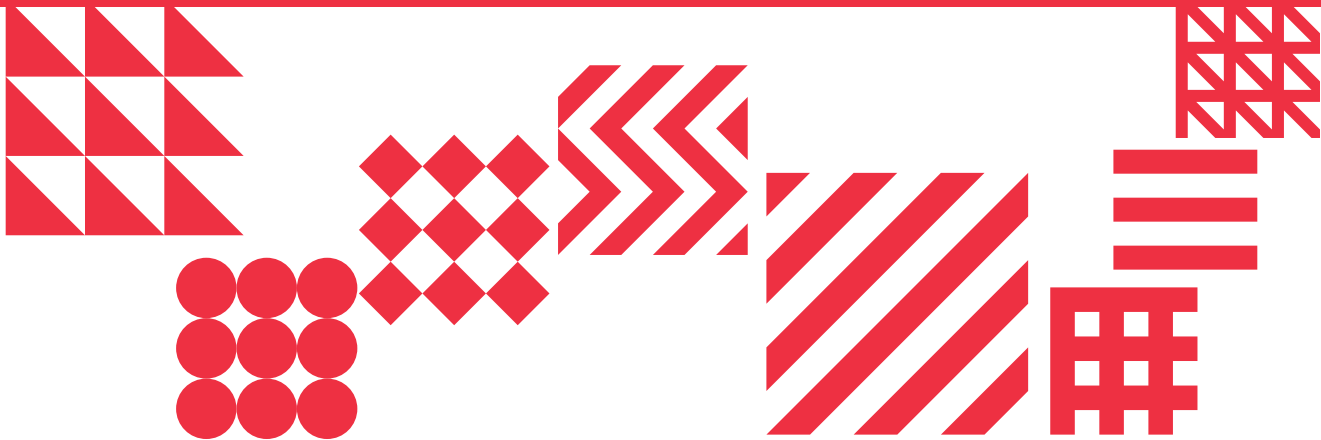
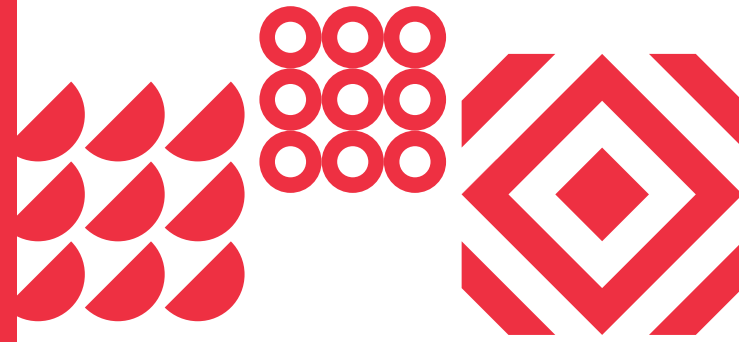
Teaching phase: 60 ECTS (36 compulsory ECTS, 18 restricted option ECTS, and 6 free option ECTS)

Research phase: 60 ECTS

- No. of semesters: 4
- Schedule: after working hours
- Master Manager: Manuel Neves



Academic calendar



04

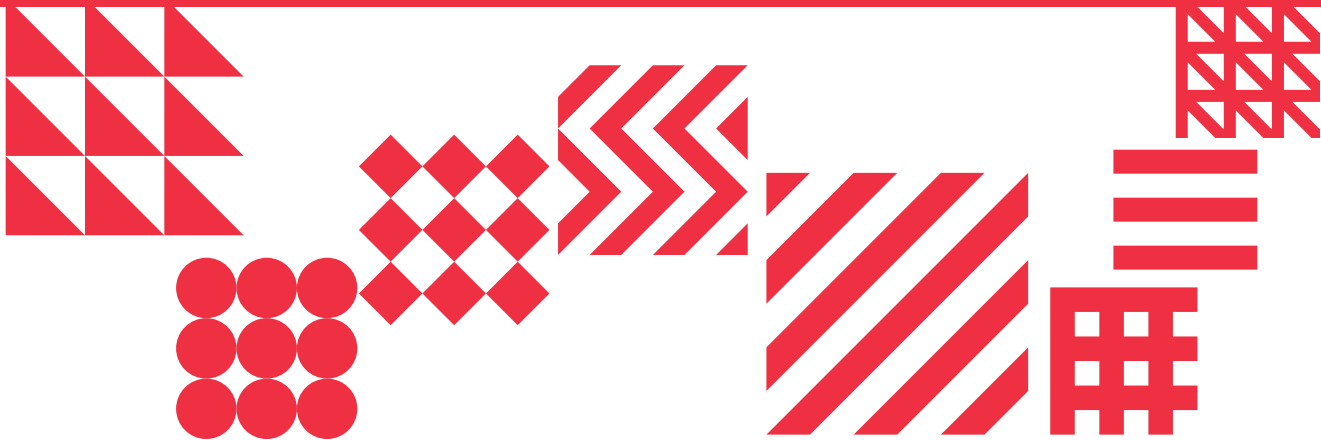
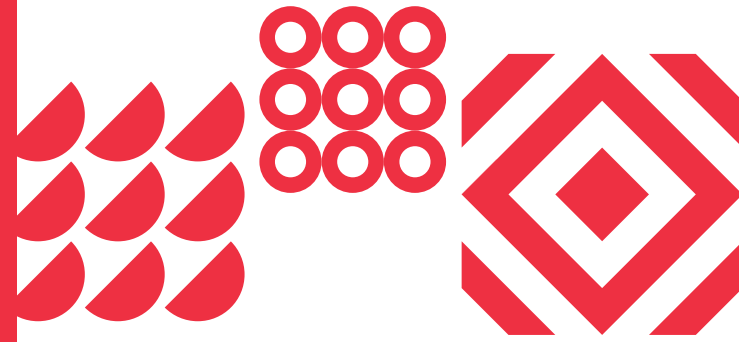
1st semester

- 15 to 25 July /25 - Registration in curricular units of 1st and 2nd semester of the teaching phase and application for supplementary curricular units
- 17 Sep/25 - Beginning of classes
- 17 to 24 Sep/25 - Requests for extraordinary changes to enrolment in 1st semester curricular units
- 27 to 31 Oct/25 - Registration for appeal and improvement exams
- 12 Dec/25 - Last day of Classes
- 15 Dec/25 to 2 jan/2026 - Christmas school break
- 5 Jan to 6 Feb/26 - Regular season exams
- 23 to 27 Feb/26 - Registration for Special Season Exams - 1st semester
- 23 to 27 Mar/26 - Special season exams

2nd semester

- 9 to 12 Dec/25 - Change of enrolment in the 2nd semester curricular units and application for supplementary curricular units
- 19 Feb/26 - Beginning of classes
- 30/03 to 6 Apr/26 - Easter school break
- 4 to 8 May/26 - Registration for appeal and improvement exams
- 22 May/26 - Last day of Classes
- 01 Jun to 03 Jul/26 - Regular season exams - 2nd semester
- 15 Jul a 22 Jul/26 - Registration for Special Season Exams - 2nd semester
- 3 to 14 Aug/26 - Closing of services to the public
- 7 to 11 Sep/26 - Special Season Exams

Registration Process



05

In 2025/26, each student will register, according to the dates available in the academic calendar, in the curricular units they wish to take through NetPA. Each student is responsible for consulting the course regulations to enrol in the curricular units intended and necessary for the completion of his or her course in regular time.

The timetables are available at NetPA by course and semester.

For 2025/26, the enrolment deadline is 15 to July 2025 - Enrolment in 1st and 2nd semester course units of the academic phase.

From 09 to 12/Dec 25 it will be possible to change enrolment/enrolment in 2nd semester curricular units, according to the available timetables and the course desired by each student, without associated added costs.

Two additional deadlines are available for changing enrolments in each semester, with payment of administrative costs (35€):

•17 to 24 Set/25 -Requests for extraordinary alteration of registrations in the Curricular Units of 1st semester

•19 to 26 Feb/26 - Requests for extraordinary changes of registrations in the 2nd semester Curricular Units

Performing these acts out of due time implies the payment of aggravating fees for acts out of due time, according to the Table of Emoluments of Universidade NOVA de Lisboa in force.

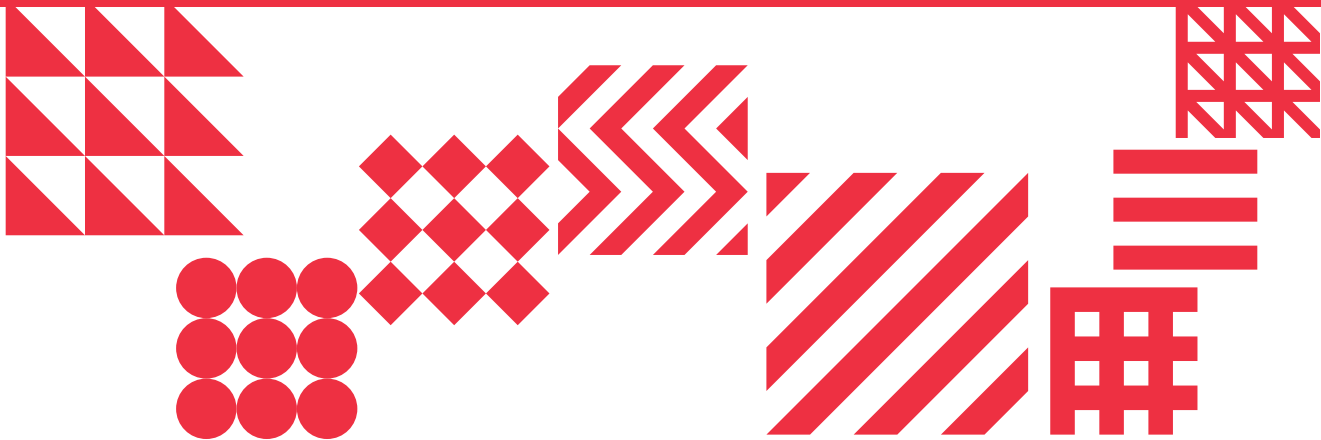
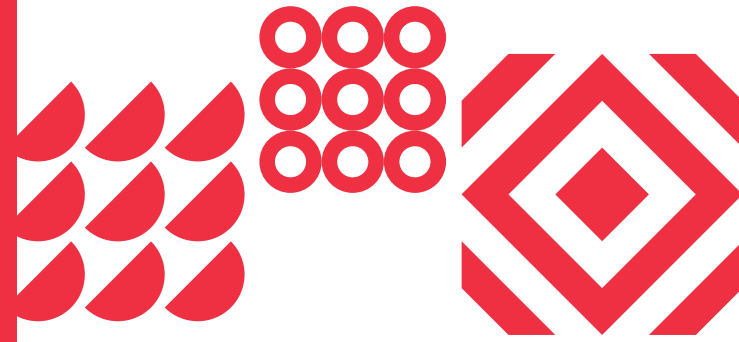
https://novalaw.unl.pt/wp-content/uploads/2021/11/Deliberacao_702_2020_atualizacao_tabela_emolumentos.pdf

So that each student can know the contents and evaluation methods of the different curricular units before enrolling (and at any time during the academic year), the curricular unit sheets are available (subject to change) and can be accessed through this link.

https://netpa.novalaw.unl.pt/netpa/DIFTasks?_PR_=1&_AP_=3&_MD_=1&_SR_=DIRDI&_ST_=2&DOCENTE_FILTRO=true&DEPAR_FILTRO=true

The Academic Service sends additional information to the institutional email about the academic/administrative acts to be performed by the students.

Fees



06

Through NetPA they can choose to pay the tuition fee in (1) full or (2) 10 instalments

Instalments

Annual Tuition Fee - 4 semester courses:

10 instalments: 1st instalment of 20% of the total amount (paid at enrolment) and the remaining amount in 9 instalments paid between the 1st and 10th of September to May.

Annual Tuition Fee - 3 semester courses (Master in Litigation and Arbitration and Master in Law and Management):

Annual Tuition Fee for the Teaching Phase: The annual tuition fee for the teaching phase may be paid in 10 instalments: 1st instalment of 20% of the total amount (paid at the time of enrolment) and the remaining amount in 9 instalments paid between the 1st and 10th of September to May.

Research Phase Tuition Fee: The research Phase tuition fee may be paid in 5 instalments: 1st instalment of 20% of the total amount (paid at the time of enrolment/registration) and the remaining amount divided in 4 instalments of equal value, paid between the 1st and 10th of November, January, February and March.

Additional Research Phase Semester Tuition Fee: This amount may be split into 4 instalments.

- 25% of the total amount paid at the time of enrolment; remaining instalments:
- 1st semester: between the 1st and 10th (December, January, February);
- 2nd semester: between the 1st and 10th (May, June and July).

The Fee for Extension of the Dissertation Deadline is payable in full at the time of the request.

The fees have an annual value and are due in full upon enrolment in the course, payment in instalments being allowed for mere convenience of the students. In case of subsequent withdrawal, regardless of whether or not the student attends the course, there is no refund of fees already paid. There is also the payment of the outstanding instalments of the tuition fee for the academic year to which the enrolment/registration refers to.

Regulations on Tuition Fees, Fees and Charges at NOVA School of Law (n.º 452/2024) - <https://diariodarepublica.pt/dr/detalhe/regulamento/452-2024-862562963>

Other costs

- Administrative cost per enrolment/registration (annual): €35.00 (on enrolment/registration)
- School Insurance: €3.00(at the time of enrolment/registration)
- Registration Certificate: €6.00(at the time of the request)
- Certificate of Completion: €50.00 (at the time of the request)
- Grade improvement exam: €15.00 (at the time of the request)

All the fees are described in the Table of Fees.

https://novalaw.unl.pt/wp-content/uploads/2021/11/Deliberacao_702_2020_atualizacao_tabela_emolumentos.pdf

Non-compliance

In situations of non-compliance there will be restrictions on access to grades, limitations in the issuing of documents and the student may be prevented from defending the final assessment.

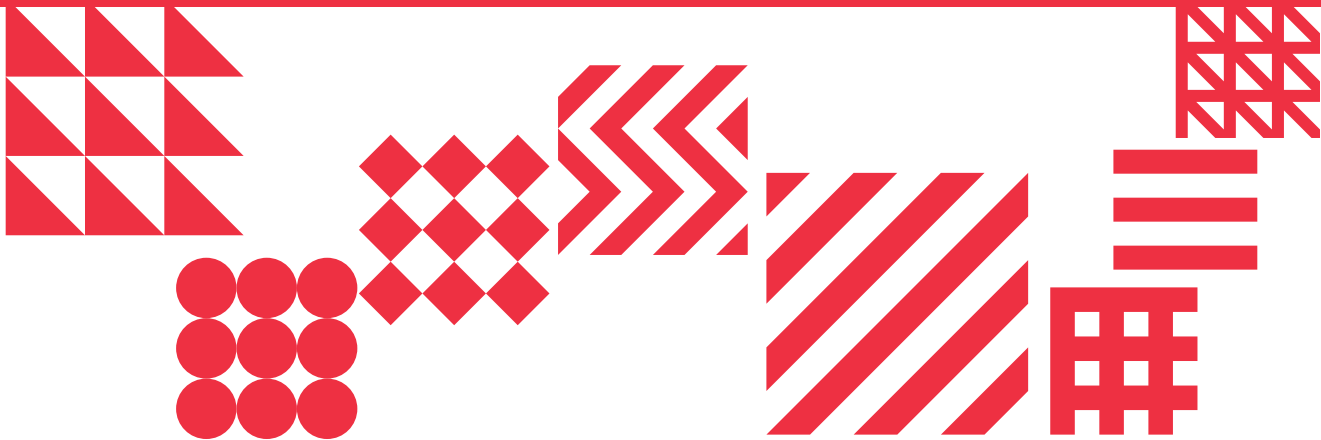
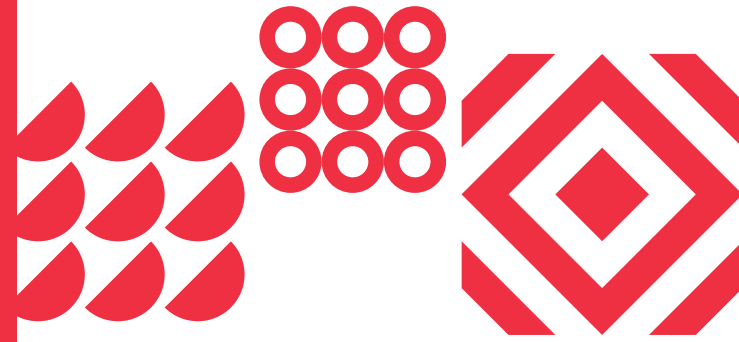
Payment plan

Students who have not settled their financial situation can request a payment plan. The request must be made through a request in NetPA (Educational activities " Request application " Request for debt settlement, through the proposal of a payment plan).

<https://netpa.novalaw.unl.pt/netpa/page>

- 1 - If you are debt, you cannot enrol for the next school year;
- 2 - If students wish to propose a payment plan, they must pay 20 percent of the amount owed at the time of the request. Payment is due before the plan is analysed;
- 3 - The request for a payment plan must be submitted to the Academic Service and must be assessed and approved by the Board;
- 4 - All students owe the tuition fee for the academic year in which they are enrolled even if they are only enrolled for exams.

Scholarships, awards and other support



07

NOVA School of Law Awards

NOVA School of Law grants merit awards in both the teaching and research phases

Teaching phase

Students who enter with a classification of 17.00 (on a scale of zero to twenty) will receive a merit award worth 50% of the annual tuition fee for the academic year.

Students who enter with a classification of 16.00 (on a scale of zero to twenty) are awarded a merit bonus worth 30% of the annual tuition fee for the academic year.

Research phase

Three academic merit awards (by master's degree or area of specialisation) are given:

- To the best student: merit award of 100% of the annual tuition fee.
- To the second best student: merit award of 50% of the annual tuition fee.
- To the third best student: merit award of 30% of the annual tuition fee.

The attribution of the scholarships is subject to proof of residence in Portugal.

The number of merit awards is established annually by the Board of NOVA School of Law.

The awards of the research phase presuppose the completion of the teaching phase within the regular time.

For more please consult the applicable regulation:

https://novalaw.unl.pt/wp-content/uploads/2022/02/Regulamento-173_2022_Premios-merito-academico_2.o-e-3.o-ciclos.pdf

Scholarships:

Scholarships:

At NOVA School of Law, our commitment to the practice of law and to the personal development of each student are intertwined. It is essential that we create and promote opportunities so that students in need have the means to achieve academic success.

DGES scholarships

Social support grants were set up with the aim of meeting the needs of students whose family economic situation makes it difficult or impossible for them to continue their higher education studies.

The scholarships are managed by SASNOVA (NOVA's Social Services). In this link you will find all the information and contact details of SASNOVA for any questions and/or information: https://sas.unl.pt/en/scholarships-2/scholarships_/

You can also directly consult the DGES website to clarify general doubts about the conditions of application of the scholarships and procedures to be carried out: <https://www.dges.gov.pt/pt/noticia/atribuicao-de-bolsas-de-estudo-estudantes-do-ensino-superior>.

Students with a DGES Scholarship are exempt from paying fees at Universidade NOVA de Lisboa, with the exception of the following:

Exceptions to the exemption (Dispatch no. 10350/2016 of the Rectorate of the Universidade NOVA de Lisboa):

- a) Second issuing of certificates and declarations, for which a fee of 50% of the applicable value is due;
- b) Master's degree applications. If the scholarship holder enrolls in the course, the emoluments paid for the application to that study cycle will be returned to him/her;
- c) Increases in fees due to non-compliance with deadlines;
- d) Requests for the equivalence, recognition and registration of foreign higher academic degrees.

Study Cycle Access Scholarships

Study Cycle Access Scholarships were created with the aim of meeting the needs of students whose family financial situation hinders or prevents them from continuing their higher education. The scholarships are managed by SASNOVA (NOVA's Social Services). At this link, you will find all the information and contact details for SASNOVA should you have any questions or require further information:
<https://sas.unl.pt/bolsas-de-acesso-ao-ciclo-de-estudos/>

Income Share Agreement of the José Neves Foundation (for those with Portuguese citizenship card)

The ISA FJN is a support for all those who want to invest in future skills. It allows you to start and complete a course without paying fees; these will only be paid when your income is higher than expected for the new skills acquired.
More information at this link: <https://joseneves.org/pt/>

Other support: <https://www.study-research.pt/pt/estudar/como-pagar-os-estudos/>

Students in emergency situations for humanitarian reasons Ukrainian students with refugee or temporary protection status

According to the Dispatch 09/2022 of the Dean of NOVA School of Law and Dispatch 94/2022 of the Rector of Universidade NOVA de Lisboa, citizens in emergency situations for humanitarian reasons coming from Ukraine are exempted from fees for courses at Universidade NOVA de Lisboa.

Afghan Female students with refugee or temporary protection status

According to Dispatch 37/2023, from the Rector of Universidade NOVA de Lisboa, Afghan female students in Portugal with refugee or temporary protection status are exempted from fees and tuition fees in the courses at Universidade NOVA de Lisboa in which they are accepted or enrolled.

More information at: <https://novalaw.unl.pt/en/international-candidates/>

Accommodation

The accommodation vacancies are managed by the Social Services of NOVA (SASNOVA). In this link <https://sas.unl.pt/alojamento/> you can consult information about the accommodation (location, price list, types of accommodation, etc.). You can contact directly SASNOVA for information on this subject: alojamento@unl.pt.

If you are interested in other accommodation options, we suggest you consult the following link:
<https://novalaw.unl.pt/en/study-in-lisbon/>

Rede 1/4

Universidade NOVA de Lisboa has also created Rede , an innovative solution to bring together those who have available rooms with those who need them to live and study in greater Lisbon. Our mission is to promote the hosting of NOVA University students by individuals or families who have rooms available in their homes (or others) and are interested in renting them out at affordable prices.

With a wide network of partners and a dedicated, multidisciplinary team, REDE 1/4 welcomes applications on the redeumquarto.pt website.

Students with Special Educational Needs

In accordance with the Regulation of Students with Special Educational Needs at Universidade NOVA de Lisboa (Regulation No. 397/2018)

<https://novalaw.unl.pt/wp-content/uploads/2020/05/13097.pdf> , students with physical, sensory or intellectual disabilities may, if they so wish, complete the respective request at NetPA after enrolling, providing evidence of their situation, for evaluation and consequent award of the NEE Status at Universidade NOVA de Lisboa. NOVA School of Law will thus be able to implement inclusion strategies appropriate to each student.

Psychology and Psychiatric appointments and other NOVA Health Services:

SASNOVA provides health services to students in order to contribute to their well-being. By prior appointment, students can take advantage of psychiatry, psychology and nutrition appointments.

In collaboration with the Student Associations, SASNOVA also organizes various screening and awareness campaigns.

<https://sas.unl.pt/saude/>

BANDUA Programme

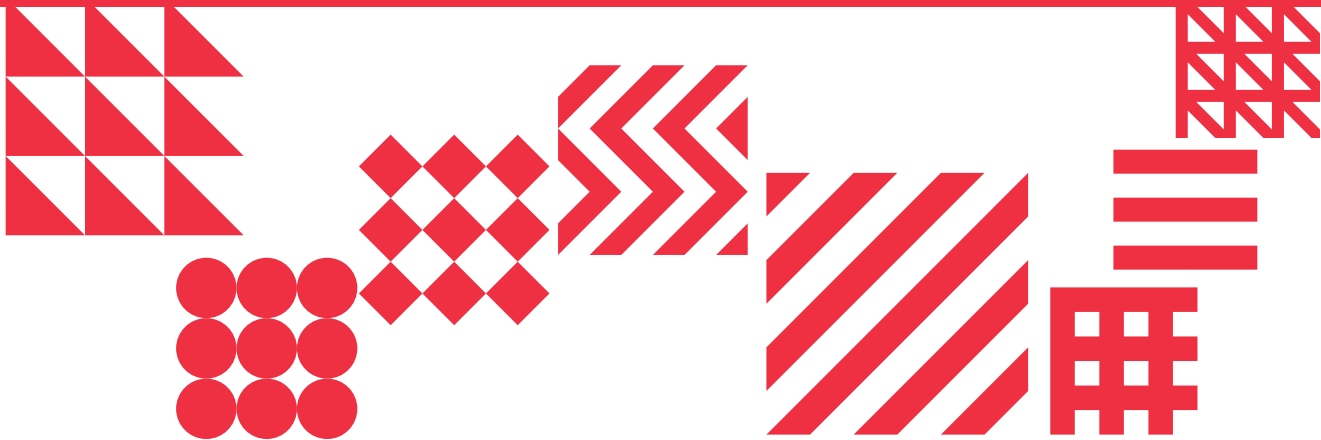
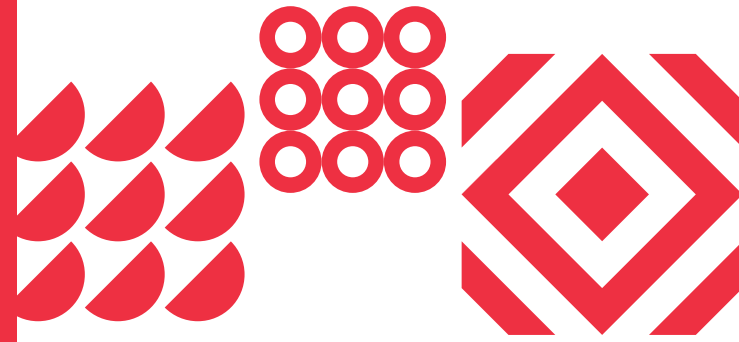
BANDUA is a NOVA University Lisbon programme that aims to strengthen the mental health and well-being of the academic community.

As part of the National Programme for the Promotion of Mental Health in Higher Education, it is promoted by the NOVA Saúde platform and funded by the Directorate-General for Higher Education.

The initiative is transversal to all NOVA's Organizational Units and aims to build a healthier, more inclusive and tolerant university environment. BANDUA works in an integrated way, involving the whole community and promoting practices of care, welcome and active listening. Every month, BANDUA organizes a series of activities aimed at the academic community, promoted in the different NOVA Organizational Units and on the Campolide Campus.

<https://www.unl.pt/bandua/>

Information on the teaching phase



08

Assessment

It is recommended to consult the Curricular Unit Forms (FUC) of each curricular unit when starting the course to check the assessment rules to be applied.

https://netpa.novalaw.unl.pt/netpa/DIFTasks?_PR_=1&_AP_=3&_MD_=1&_SR_=DIRDI&_ST_=2&DOCENTE_FILTRO=true&DEPAR_FILTRO=true

Examinations are held at the end of each semester; however, there may be continuous assessment during the semester.

In case of registration in the curricular unit, the registration for the semester exam (if it exists) is automatic.

The Regulation of Knowledge and Competences Evaluation - Exams Periods can be consulted in this link.

<https://novalaw.unl.pt/wp-content/uploads/2020/05/14303-1.pdf>

Appeal examinations and grade improvement

These exams will take place in the semester following the curricular unit's attendance.

Information about repeating curricular units, appeals and improvement of grades, attendance of supplementary curricular units and calculation of final averages can be consulted in the Regulation available here.

https://novalaw.unl.pt/wp-content/uploads/2021/01/Regulamento-1126_2020_Av-de-conhecimentos-e-competencias.pdf

Other relevant information about the evaluations

Other relevant information about the evaluations:

- Anonymous examinations: Each student is identified by personal and individual codes for each exam, so that anonymity in taking the exams is guaranteed.

If you enter the wrong exam number, the student should contact the Academic Service (master@novalaw.unl.pt) to solve the situation.

The examination numbers are available on NetPA > School Activities > Registration for Examinations > Definitive > column "Examination number" (example of an examination number: 100XXXXXXXX) and are also automatically sent the day before the examination to the institutional email address of each student.

- Examination paper proof: On the side of the exam paper there is a tear-away note to be filled in with the same data that the student puts on the exam paper. This note will remain in the student's possession and can be used as proof of the exam.

Registration for exams

The registration for exams of appeal and improvement exams is done online, in NetPA (School Activities " Registration for exams " Final " Select the exams you want and finalize the procedure).

Applications are available only in the period provided for in the school calendar. For 2025/2026 the applicable deadlines are as follows:

- **27 to 31 October/2025 - Registration for the 1st semester exams of Appeal and Improvement.**
- **23 to 27/Feb 2026 Registration for the Special Season Exams - 1st semester.**
- **4 of May until the 8th 2026 - Registration for Remedial and Improvement exams - 2nd semester.**
- **15 to 22/Jul 2026 - Registration for the Special Season Exams - 2nd semester.**

For the semester exams (course units you are attending) it is not necessary to carry out the registration procedure, since the registration is automatic.

Appeal exams

There is no limit to the number of exams to apply to and they can be taken until the curricular unit is approved. It is not allowed to take exams in subjects where there was no previous enrolment.

Improvement exams

After the approval in a curricular unit, it is possible to take an improvement examination in one of the two normal or special examination periods after the one in which the approval occurred. The possibility to take improvement exams in the special season presupposes that the student meets the specific requirements for access to that season.

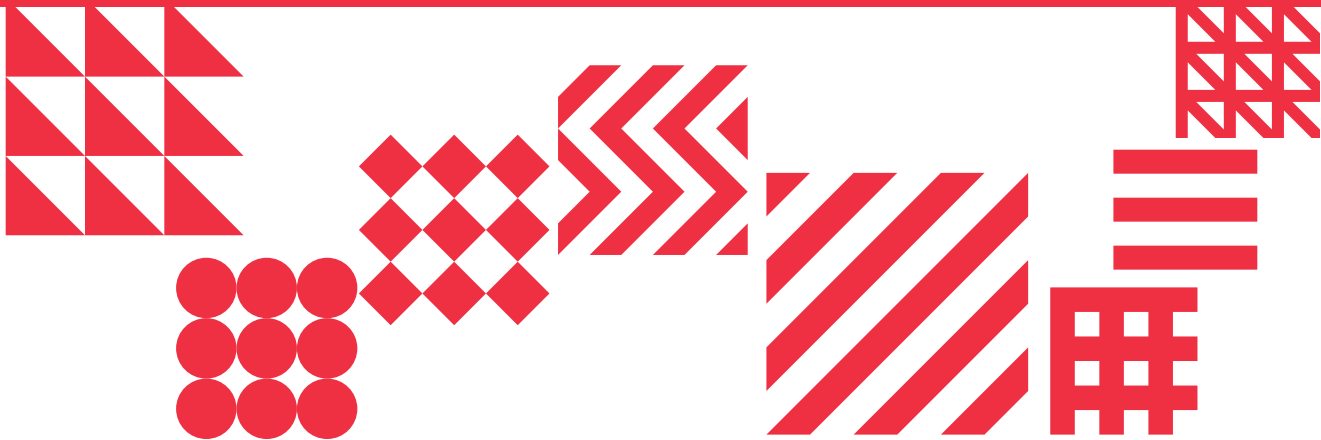
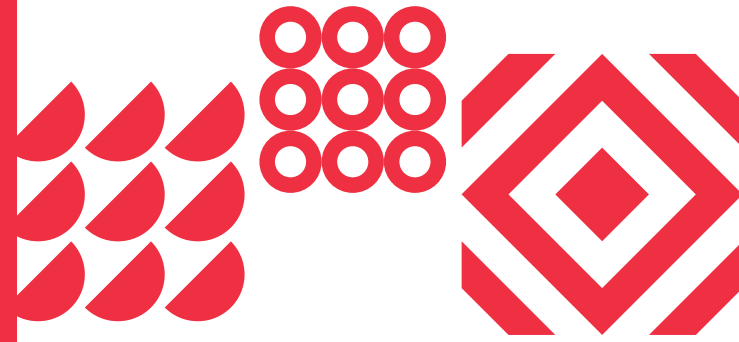
In the 2nd cycle, (master) each student can perform a maximum of two registrations in improvement examinations. Students can only take one improvement examination in each curricular unit and, for that purpose, the right to take an improvement examination will be considered terminated in case of unjustified absence from an improvement examination or withdrawal during the examination.

A fee of €15.00 is due for each improvement exams students wish to enrol and take. This fee is non-refundable.

You can consult the applicable regulation at this link.

https://novalaw.unl.pt/wp-content/uploads/2021/01/Regulamento-1126_2020_Av-de-conhecimentos-e-competencias.pdf

Information about the research phase



09

Evaluation

According to the Vice-Dean`s Dispatch 25/2023, the student will be able to enrol in the non taught phase leaving, exceptionally, a maximum of two unfulfilled course units of his/her study plan in the taught phase.

When registering for the research phase, the student may choose one of three modalities (internship report, dissertation or project work) for the elaboration of the end-of-course assignment.

Transition to the research Phase:

Enrolment in the research phase of the Master`s programme is dependent on completing the teaching phase with an average mark of at least 13.50. Students who have up to two curricular units remaining to complete the teaching phase and who have an average mark of at least 13.50 at the time of enrolment in the research phase are authorized to enrol conditionally in the non-teaching phase of their Master`s degree, notwithstanding the need to enrol in a maximum of two curricular units in the normal period immediately afterwards.

Students may not proceed to hand in their work for the research phase if their final average mark, taking into account the missing course units, is less than 13.50 points.

For more information, please consult the regulations in force:

<https://diariodarepublica.pt/dr/detalhe/regulamento/27-2024-836494123>

Modalities

- **Dissertation:** according to the chosen area of interest, an argumentative written work is carried out. The author, when discussing the topic and presenting his/her thesis, must do so using data, statistics, research, facts, examples, quotations, etc.
- **Internship report:** the internship must take place in an entity other than the Faculty, previously approved by it, capable of providing the student with a work experience and monitoring that will enable him/her to achieve the established objectives. The internship may be remunerated, however it cannot correspond to an activity carried out with the purpose of obtaining a licence to exercise a profession, namely law or soliciting. The internship must be approached have a duration of not less than four months and not more than six months. The internship report must not be merely descriptive; the internship must be approached by the student as a means of carrying out legal research. The report may contain a critical analysis of the activities developed during the internship and must develop one or more legal issues that the student has faced during the internship. As soon as possible, students who opt for a traineeship should present the traineeship protocol signed by themselves, by the representative/s of the host institution and by NOVA School of Law (to sign the protocol, students should contact the Student Support Service - Career Management: careers@novalaw.unl.pt).
- **Project work:** The Faculty's knowledge centres or those of other higher education institutions may host students for project work that falls within the scope of broader scientific research projects, provided that the work to be carried out within its scope is related to one or more subjects of the Master's Degree of enrolment. The project work may consist namely in collecting and processing, for any purpose, namely statistical or other, information relevant for legal research (e.g. legislation or case-law). The processing of the information should include a part of critical analysis, namely from the perspectives of legislation science, legislative policy, legal sociology or law analysis. Project work may also consist of participation, representing the school, in an international Moot Court which includes written submissions.

The school provides a frequently updated list of topics that each student can consult as a reference for their choice of research and guidance. This list is available on NetPA. <https://netpa.novalaw.unl.pt/netpa/page>

Please note that the list is indicative and does not guarantee orientation, and the professor should be contacted for this purpose.

Looking for a supervisor and rules on who can mentor:

At the end of the teaching phase, before starting the research phase, and depending on the topic they want to work on, the student should contact the professor they wish to have as their supervisor. When enrolling in the research phase, the student must register their topic and supervisor, in accordance with the procedure available on the school's portal.

Deadline for submission of the Dissertation or Project Work or Internship Report

Master course	Duration	Deadline for submission
Master's in law and management	1 semester	March ¹ 15 th
Master's in Litigation and Arbitration	1 semester	March ¹ 15 th
Master's in Law Applied to Technology (Law & Tech)	1 academic year	September ² 15 th
Master's in Law- all specializations	1 academic year	September ² 15 th
Master's in Law and Economics of the Sea	1 academic year	September ² 15 th
Master's in Law and Financial Markets	1 academic year	September ² 15 th
Master's in Law and Security	1 academic year	September ² 15 th

1 Or 15 September, when enrolment in the research phase takes place in the second semester

2 Or 15 March, when enrolment in the research phase takes place in the second semester

Extension/enrolment in a new research semester

Students in the 2nd study cycle who do not conclude the academic phase in the regular time may request an extension of 90 days or an additional semester upon payment of the applicable fees, which may be consulted in the fees announcement of the year of entry.

The extension or additional semester must be requested by submitting an application, which is available on Netpa (Academic Activities " Request applications) in due time. After processing the application, the Academic Service will proceed with the enrolment and the fees due will be charged.

Submission of the final master's work:

• The delivery of the dissertation/internship report/project work is carried out at each student's NetPA, according to the procedure available on the portal.

Other relevant information

- The dissertation, project work or internship report must be written in Portuguese or English. Writing in other languages requires prior permission of the Scientific Council of NOVA School of Law.
- The work must be presented a font and space that facilitate its reading and cannot exceed 200,000 characters of text, including notes and spaces, but not bibliography, indexes, way of citation or acknowledgements, and may contain a maximum of 25 pages of supporting materials in annex. The number of characters should be expressly indicated.
- The paper should take into account the rules available in <https://diariodarepublica.pt/dr/detalhe/regulamento/27-2024-836494123>

Plagiarism

The works are submitted to the Turnitin plagiarism checking tool. In case of detection of plagiarism upon submission, confirmed by the Scientific Committee and/or the Advisor, students must pay for an extension or additional semester, according to the new submission date and previous requests already made.

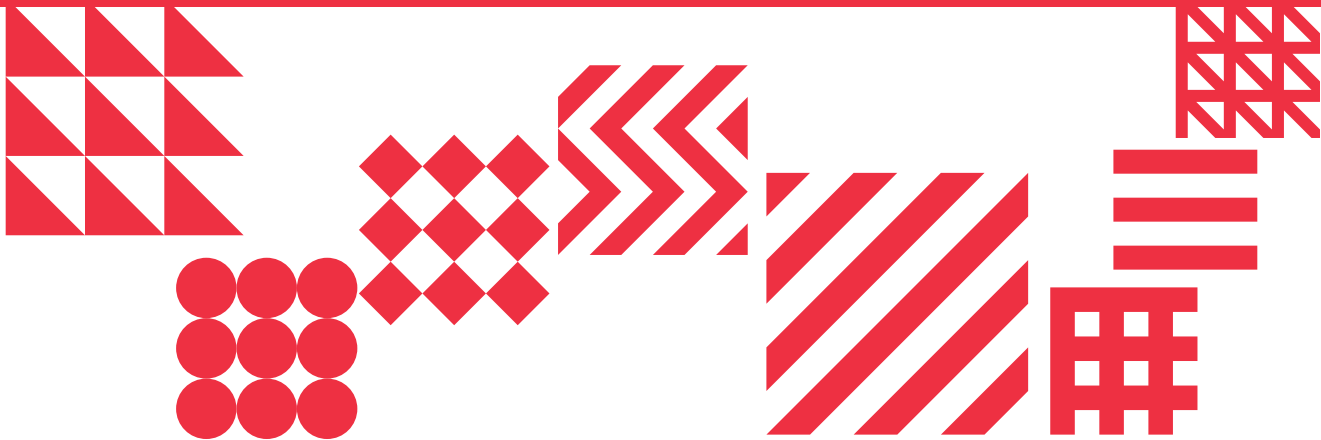
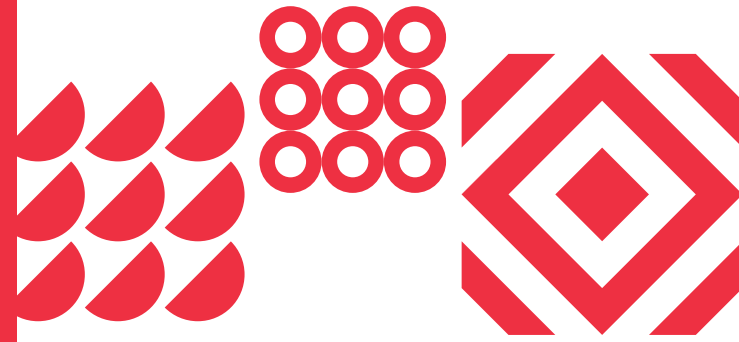
Public act of defence

The public acts of defence of dissertations, project works or internship reports shall take place up to three months after the reception at the Academic Services of the work with all the indicated elements.

Its date is announced at least 15 days in advance.

For the public act of defense the student has the time described in <https://diariodarepublica.pt/dr/detalhe/regulamento/27-2024-836494123>

Quality of Education



10

Every semester, NOVA School of Law provides perception questionnaires on the functioning of the curricular units. Integrated in NOVA SIMAQ (NOVA's Internal System for Monitoring and Evaluating Quality), these questionnaires aim at assessing the degree of satisfaction and favour the improvement of the quality of the teaching-learning process. The data collected help the responsible teachers and the Pedagogical Council to identify the positive points and the aspects that should be adjusted.

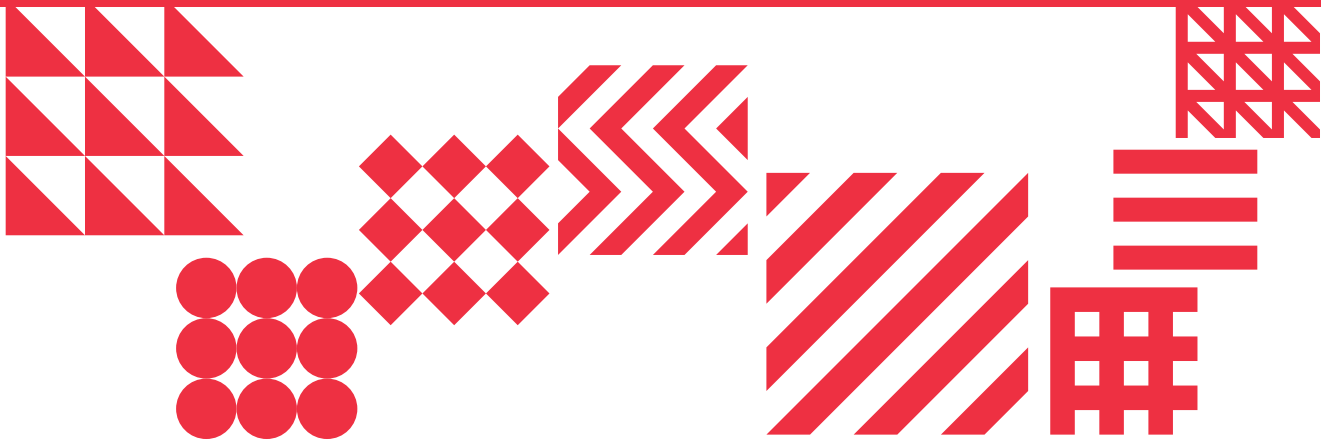
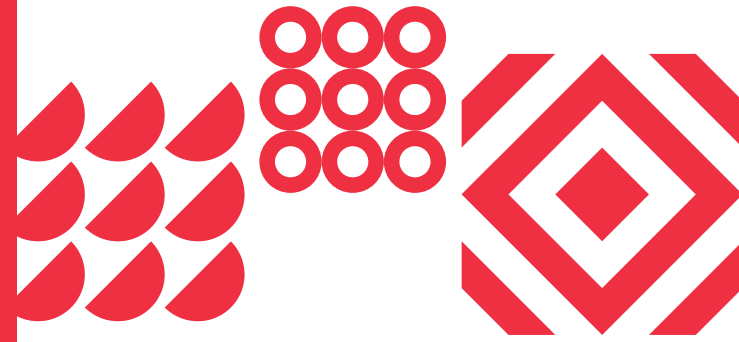
Students receive by email all the information to answer the surveys.

Don't forget to fill them in, your opinion is valued and essential.

The Student Ombudsperson is the body of NOVA, appointed by the Rector, whose competence is to assess complaints made by students, being independent and acting in an impartial and discreet way.

<https://www.unl.pt/nova/provedor-do-estudante>

Internships, employment and entrepreneurship



11

Focused on Innovation, Interdisciplinarity and Diversity, NOVA School of Law recognizes the increasing need to offer solid support to employability, providing students and graduates with the necessary tools and knowledge to face the challenges of a career that will be increasingly changeable and flexible.

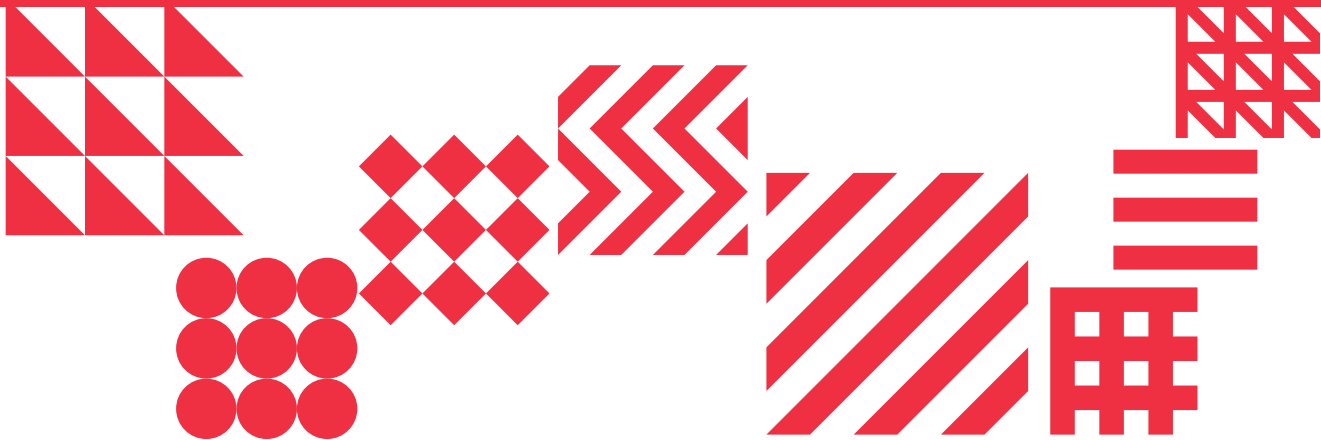
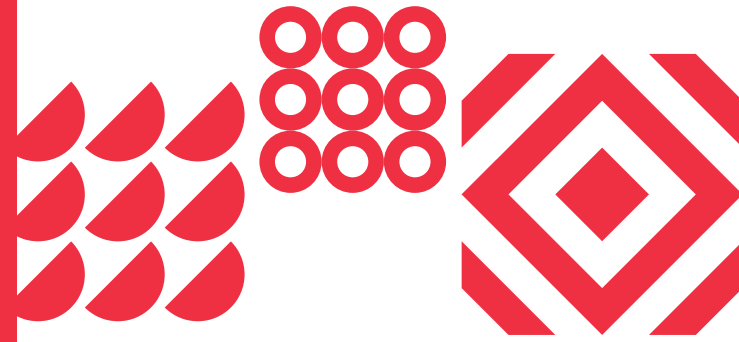
In this sense, the school wants the student community to have further contact with employers during the course, through networking events and mentoring, curricular internships (in Portugal and through mobility programmes), or through training or volunteering activities, among others.

The Student Support Service - Career Management is the main connection point between the student community and employers in these areas, as well as in terms of Employability, through the dissemination of relevant offers.

For students with an entrepreneurial spirit, NOVA University of Lisbon offers the possibility to attend a curricular unit free option, interdisciplinary, open to students from all Schools of NOVA - Starters Academy.

The NOVA Impact Office <https://novainnovation.unl.pt/?lang=pt-pt> manages this and other initiatives related to entrepreneurship at the University, from training to competitions and mentoring.

CEDIS and Knowledge Centres



12

CEDIS – Research & Development Centre on Law and Society | Shaping the future of justice, advocating for a fairer society

CEDIS is the research unit of NOVA School of Law, accredited and funded by the Portuguese Foundation for Science and Technology (FCT). In the most recent national evaluation, it received the highest rating – Excellent – and was recognized as the top legal research centre in Portugal, securing over €1.8 million in funding for the 2025–2029 cycle.

With a critical, interdisciplinary and innovative approach, CEDIS conducts high-impact legal research in areas such as human rights, climate justice, artificial intelligence, compliance, and gender and racial discrimination. Its work combines empirical methods and theoretical analysis to influence public policies and legal frameworks at national and European levels.

The Centre brings together 23 Knowledge Centres and multiple nationally and internationally funded projects, involving a diverse team of researchers, including PhD candidates. Its Research Support Office provides assistance with funding opportunities, project applications and management, and fosters the internationalization of research.

The 2025–2029 strategic plan focuses on three main pillars: **Empowering PEOPLE, Protecting the PLANET, and Promoting STRONG INSTITUTIONS**, aligning its goals with the Sustainable Development Goals to address pressing global challenges through law.

Knowledge Centres

Empowering PEOPLE

- Antigone
- Criminalia
- NOVA BrAln: Ethics, Aesthetics, and Epistemology for the Digital Age
- NOVA Business, Human Rights and the Environment
- NOVA Centre for Child Law and Children’s Rights
- NOVA Centre for the Study of Gender, Family and Law
- NOVA Refugee and Migration Clinic
- Observatory for the Protection of Personal Data
- War and Law Lab

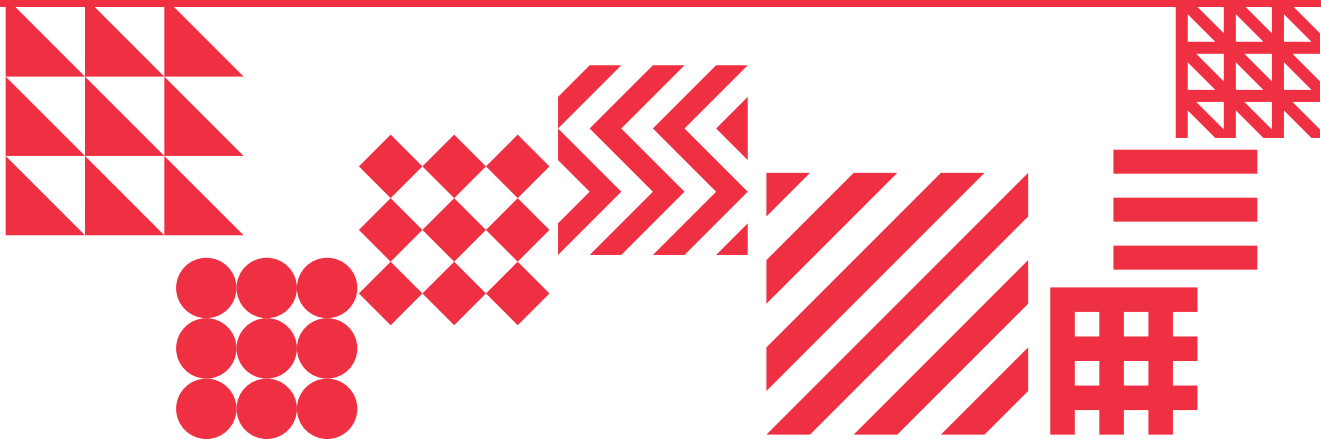
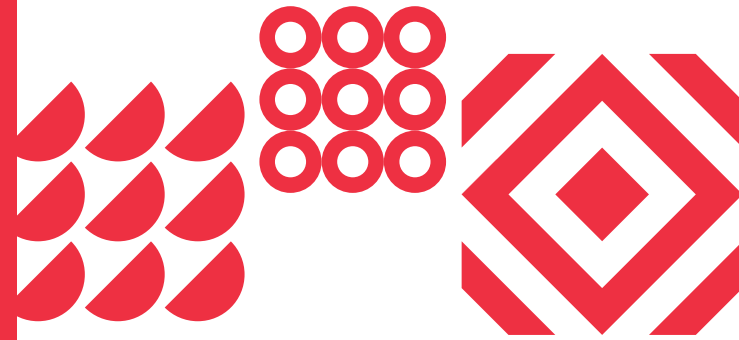
Protecting the PLANET

- NOVA Intellectual Property and Sustainable Innovation
- NOVA Green Lab
- NOVA Ocean
- Space Law Research Centre (SPARC)

Promoting STRONG INSTITUTIONS

- NOVA Argumentation
- NOVA Compliance Lab
- NOVA Consumer Lab
- NOVA Data-Driven Law
- NOVA Dispute Resolution Forum
- NOVA Financial Markets
- Observatory of Portuguese Legislation
- NOVA Platform for European Administrative and Regulatory Law
- NOVA Tax Research Lab
- WhatNext.LawE

Useful information for students from outside of Portugal



13

Visa and residence permit

The service responsible for issues related to entry and stay in Portugal is the AIMA- Agência para Integração e Asilo.

Through this link <https://aima.gov.pt/pt> you will find general information on the subject. In this other link <https://studyinlisbon.pt/en/study-lounge/> you can consult the contact options with the AIMA for students and researchers.

In order to justify your stay in Portugal you will need to present a document that proves your enrolment. You should request the registration certificate from your NetPA.

The school only issues documents related to the students' academic record; personal documents are the students' sole responsibility.

NIF - Tax Identification Number

The issuing of the NIF is within the scope of the Autoridade Tributária e Aduaneira

<https://www2.gov.pt/migrantes-viver-e-trabalhar-em-portugal/migrantes-impostos-e-seguranca-social-em-portugal/como-pedir-o-nif-e-o-niss-para-cidad-aos-estrangeiros-em-portugal> In this link you can consult the information about the request for issuing the NIF and contact options to clear any doubts on this subject. The attribution of the NIF is essential to stay in Portugal, allowing you to work, open a bank account or comply with tax obligations, namely regarding renting for housing purposes.

Health (Travel Insurance, European Health Insurance, CDAM, User ID No.)

Health insurance is not mandatory to enter Portugal, but it is necessary to have travel insurance for possible medical and hospital expenses. Travel insurance is compulsory for all foreigners entering the Schengen area.

In Portugal it is not compulsory for citizens to have health insurance, as there is the SNS (National Health System), which guarantees universal public health care.

European Health Insurance Card

The European Health Insurance Card (EHIC) allows a person insured or covered by a social protection scheme in one of the 27 Member States of the European Union, Iceland, Liechtenstein, Norway, Switzerland or the United Kingdom to obtain from public health care providers the medical assistance that their state of health requires during their temporary stay in any of these states.

It is a single model card, common throughout the European Union, Iceland, Liechtenstein, Norway and Switzerland, which is free of charge and designed to simplify identification of its holder and the institution which is financially responsible for the cost of the health care he/she may need.

For information, please consult this link: <https://en.seg-social.pt/homepage/>

Certificate of the Right to Medical Assistance

The Certificate of the Right to Medical Assistance - CDAM is a certificate resulting from social security agreements signed by Brazil with Cape Verde, Italy and Portugal, which allows Brazilian citizens and foreign residents in Brazil to be treated in the public health network of those countries as local citizens.

This certificate can replace travel insurance.

Request for a SNS user number

The user number is assigned to each person to identify him/her in the access to the services of the public healthcare units of the National Health Service (SNS). Foreigners with a residence or permanence permit in Portugal must request the SNS user number. If you have a residence permit or work visa in Portugal, just go to the health centre in your area of residence with that document and your tax identification number (NIF).

If you don't have a residence permit or work visa, but live in Portugal for more than 90 days, you must ask for a residence certificate in your parish council. Then you only need to present this document and your NIF to register in the health centre and obtain your user number.

If you have lived in Portugal for less than 90 days and are not permanently resident in Portugal, you can make a provisional registration. Contact the Linha Saúde 24 (808 24 24 24) for instructions on how to create a provisional user number.

For more information, see: <https://eportugal.gov.pt/servicos/pedir-o-numero-de-utente-do-sns>

Emergency contacts in Portugal

NATIONAL EMERGENCY NUMBER

Tel. Calls to **112** are free from any telephone (mobile or landline). The operator will direct your call to the emergency service you need to contact, including doctor, fire brigade and police.

EMERGENCY CONTACT AT NOVA School of Law

If you need to notify the school of a personal accident, problem or any campus-related safety issue, please call Reception (tel: 21 384 74 00) so they can redirect you to Student Support Service

For questions, general information or to report safety and mental health related issues please contact the Student Support Service: apoio.estudante@novalaw.unl.pt

Most frequent expressions for emergency situations

- I've been in an accident / Tive um acidente
- This is an emergency / Isto é uma emergência
- I need an ambulance / Preciso de uma ambulância
- I need a doctor / Preciso de um médico
- Call the police / Chame a polícia
- Very sick / Muito doente
- Unconscious / Inconsciente
- Where is the nearest hospital? / Onde é o hospital mais próximo?
- Is there a pharmacy nearby? / Há uma farmácia aqui perto?
- Call the fire department/ Chame os bombeiros
- I've been in a car accident / Eu tive um acidente de carro
- I've been robbed/mugged / Fui assaltado

Portuguese language for foreigners

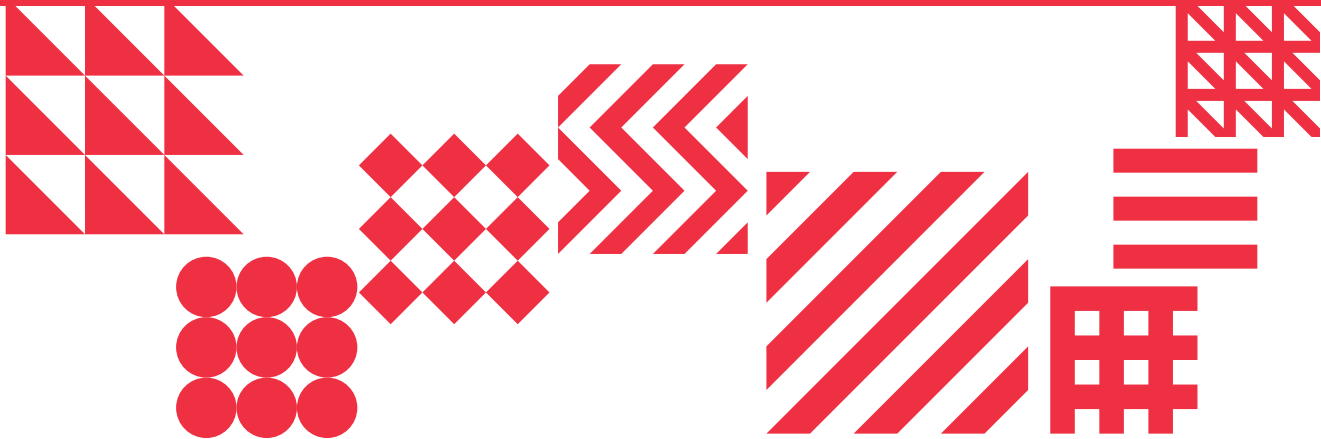
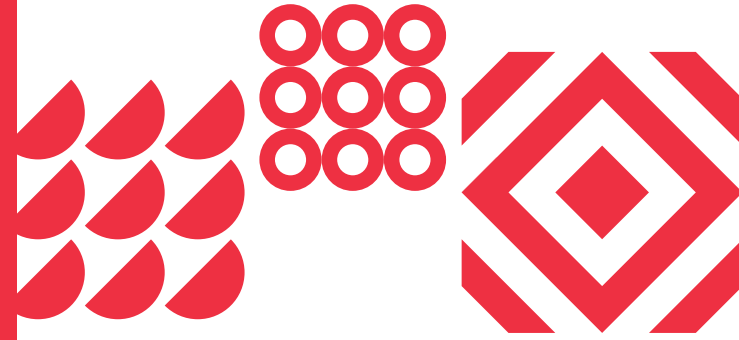
If you are interested in learning/improving your Portuguese during your stay in our country, you can register for a course at NOVA FCSH. These courses are aimed at foreigners who wish to learn or improve their knowledge of the Portuguese language.

Information on the course modalities, associated costs and applicable deadlines can be found at this link: <https://ple.fcsh.unl.pt/en/start/>

On this link you will find information that may help you on your arrival in Portugal: <https://novalaw.unl.pt/en/study-in-lisbon/>

FAQ

**Frequently Asked
Questions**



14

Registrations

What do the various types of curricular units (CU) of the Master's consist of?

- Compulsory C.U./ECTS: Course units that each student has to perform compulsorily to finish the programme;
- Curricular Units/ECTS of restricted option: Curricular units/ECTS available by option groups, within which students must obligatorily perform a certain number of ECTS described in the regulations by group;
- Free choice CUs/ECTS: Credits that can be taken in Course Units of the same course or of any master's course offered by NOVA School of Law, within the rules established for the attendance of curricular units of the school.

What does the part-time study regime consist of?

The part-time study regime consists in the enrolment in a smaller number of course units maximum 30 ECTS per academic year in relation to the recommended study plan of the course. Every year, any student can request the change of the study regime at the time of enrolment.

The part-time regime implies the payment of a lower tuition fee (65% of the total tuition fee), but it also means a longer duration of the course, since fewer ECTS will be completed per academic year.

Can I enrol in supplementary curricular units in both stages of the course (teaching and research phase)?

Yes, under the following conditions:

- The enrolment in supplementary curricular units of the same or other study cycles is subject to the existence of vacancies and requires the authorization of the Board, to be requested by means of a reasoned request to be presented to the Academic Service.
- The enrolment in supplementary curricular units by students attending the research phase of the respective study cycle, up to a maximum of three additional curricular units during the entire research phase, is subject to vacancies and requires the authorization of the Board, to be requested by means of a reasoned request to be submitted to the Academic Division.
- The enrolment in supplementary course units by students of NOVA School of Law under the present regime does not give rise to the payment of additional fees. It corresponds to a benefit granted by NOVA School of Law.
- For additional information we suggest consulting Regulation No. 1126/2020 in Regulations > Study cycles and other educational offer > Others > "Repetition of curricular units. Appeals and improvement of grades. Frequency of supplementary curricular units."
<https://novalaw.unl.pt/legislacao-e-documentos-de-gestao/>

Can I request the “freezing” of my enrolment?

No, there is no freezing of enrolment. If you wish to interrupt your studies, you must formalise your withdrawal through a request addressed to the Academic Service.

Is it possible to unenrol in a certain school year while keeping my enrolment active?

If you do not wish to continue your studies in a particular academic year, you must submit a withdrawal request. The withdrawal from the academic year, if accepted and fulfilled the terms of the withdrawal, allows you to submit in the following academic year(s) a request for re-entry to the same course or course that has replaced it.

How can I formalise a withdrawal request?

The withdrawal request must be formalized through a request addressed to the Academic Service. In accordance with the Fee Regulations of NOVA School of Law, in case of withdrawal there is no refund of fees already paid. The tuition fees due for the academic year to which the enrolment relates need to be paid.

How and when should I enrol for the academic year, having interrupted my studies on the Master's course?

You must submit a request for Re-entry according to the application calendar available for each academic year. This information is available for consultation on the NOVA School of Law website > Educational Offer > Master's Degrees > Applications > Re-entry.
<https://novalaw.unl.pt/mestrados/>

What does re-enrolment consist of? Can I re-enrol in a different course from the one I was previously enrolled in?

Re-entry can be requested when a student, after an interruption of studies in a specific course and higher education institution, intends to enrol in the same institution and enrol in the same course. Thus, re-entry can only be requested for the course that was interrupted or for the one that succeeded it as long as there has been a formalized interruption of the enrolment to the course.

The re-entry application is subject to a fee, in accordance with the table of fees in force, as well as to the observance of the deadlines defined for that purpose.

The Faculty reserves the right to reject applications for re-entry of students whose curricular history indicates serious difficulties in adapting to the study plan in force and the type of teaching provided at NOVA School of Law. Applications from students who owe fees or any other amounts to the Faculty will be rejected, without prejudice to the provisions of Law No. 75/2019, of September 2.

Please note that Re-entry is only possible in an academic year that is not adjacent to the year in which you withdrew:

Students may apply for re-entry to any cycle of studies if:

- Have already been enrolled and registered at NOVA School of Law, in the same course or in a course that has succeeded it, without having completed it;
- Have not been enrolled on that course in the academic year prior to the one in which they wish to re-enter;
- Students whose enrolment has lapsed due to the application of the prescription regime may apply for re-entry once two academic semesters have

I have a tuition fee debt from previous academic years. Can I register and enrol?

Students with outstanding tuition fees will only be able to enrol for the following year with a payment plan approved by the School's Board.
<https://netpa.novalaw.unl.pt/netpa/page>

Evaluation

What is the grading scale in force in the school?

The classification is expressed on a scale of 0 to 20 points.

How can I consult my grades?

You can consult the notes in Netpa > Consult Grades > Consult Grades.
<https://netpa.novalaw.unl.pt/netpa/page>

Important note: in the case of final-year students, if the request for the Degree Registration Certificate is formalized, there will no longer be possible to take improvement exams. If you wish to take improvement exams, you should not request the registration of your degree.

Where are the timetables of semester/appeal/improvement exams published?

The calendar is available on Netpa > Exams and Academic Tests

<https://netpa.novalaw.unl.pt/netpa/page>

What can I do if there are exams scheduled on coinciding and/or adjacent dates?

Students who, for any reason, namely the scheduling of exams on coinciding or adjacent dates, see their rights to take an exam in the regular season diminished, may obtain autorisation to take the exam in question in a special season, by means of a reasoned request addressed to the Board.

Am I entitled to the special examination period?

The special season is intended only for students who fall within the situations provided for in Article 9 of Regulation No. 357/2020 - Assessment of Knowledge and Skills.

How can I register for the special season exam(s)?

Registration for special season exams is done autonomously, through Netpa and according to the school calendar.

<https://netpa.novalaw.unl.pt/netpa/page>

<https://novalaw.unl.pt/calendario-escolar/>

Where and when is the special season exam schedule published?

The calendar is available on Netpa > Exams and Academic Tests and will be released after the end of registrations.

<https://netpa.novalaw.unl.pt/netpa/page>

How can I calculate the final average of the Master's course?

The final Masters course average is calculated as follows:

"The final classification of the 2nd cycle is obtained through the simple arithmetic average of two parts:

- a) The first tranche is completed by the arithmetic average, rounded up to hundredths, of the 10 highest marks awarded in the curricular units in which the student got approval;
- b) The second parcel is filled by the classification attributed by the jury to the dissertation, project work or internship report."

For additional information we suggest consulting the Regulations:

- Regulamento n.º 357/2020 em Regulamento > Ciclos de estudos e demais oferta formativa > Outros > "Regulamento de Avaliação de Conhecimentos e Competências - Épocas de Exames" (Regulation of the Evaluation of Knowledge and Skills - Examination Periods)

- no. 1126/2020 in Regulations > Study cycles and other educational offer > Others > "Repetition of curricular units. Appeals and improvement of grades. Attendance of supplementary curricular units.

<https://novalaw.unl.pt/legislacao-e-documentos-de-gestao/>

Tuition

How can I consult my tuition fees situation and the ATM references to settle them?

The financial situation of each student can be consulted in their personal area on Netpa > FINANCIAL STATUS > Fees.

The fractioning of instalments and the respective ATM references for the payment of the fee are generated autonomously by each student and can be consulted on Netpa > FINANCIAL STATUS > Fees

The references can also be generated in Netpa > Payments > (Select item to pay) > Item(s) to pay > (select ATM or Paypal reference) > Next > Confirm
<https://netpa.novalaw.unl.pt/netpa/page>

I'm benefitting from a scholarship. Do I have to pay tuition fees?

Tuition fees are payable by all students, regardless of their status as grantees.

The act of enrolment is voluntary and should be pondered, as is not conditioned to the eventual obtaining of any support subsidy or scholarship. Once the enrolment is made, the place is occupied and each student has the obligation of paying the full annual tuition fee.

Is payment due for all academic acts and for issuing official documents requested from the Academic Service?

The academic acts and official documents that require the payment of emoluments are listed in the NOVA School of Law Emoluments Table currently in force: Deliberation No. 702/2020 - Update of the emoluments table, of 26 June 2020

The table of fees is available for consultation on the NOVA School of Law website Regulations > Study Cycles and other formation offer > Others > "Table of Fees - Deliberation No. 702/2020".

<https://novalaw.unl.pt/legislacao-e-documentos-de-gestao/>

I attended only one semester this academic year. Do I have to pay the annual fee?

Yes. The enrolment for Master's courses is annual and the amount is due in full, as indicated in the announcement of enrolment, so there is no regulatory provision for exemption/refund of amounts due to non-attendance of the course.

Special statutes

What is considered a special status?

Special status is considered to be the recognition by the school of the ownership of a certain situation or condition that is normatively or regulatory typified, associated with certain privileges of an exceptional nature.

What special statuses can be applied for?

The following special statutes are covered:

- Young Associative Leader;
- Athlete from Universidade NOVA de Lisboa;
- High-performance sportsperson;
- Worker/Student;
- Student with special educational needs;
- Grantee of scholarship

Additionally, students in the following situations are also considered to be covered, namely for access to the special examination season:

- Student finalist;
- Death of spouse or relative;
- Pregnant, postpartum and breastfeeding students;
- Student with temporary disability.

What special statuses can be applied for?

The application and renewal of the special status must be requested to the Academic Service of the School, through an application submitted online on Netpa under Academic Activity > Request Application. The application and renewal must be accompanied by supporting documentation and is subject to superior approval.

<https://netpa.novalaw.unl.pt/netpa/page>

Crediting

I have already attended a course in higher education. Can the course units I have successfully completed be used on my current course?

The use of successfully completed course units is called crediting. Crediting is the possibility for an institution to recognize previous training and professional experience through the attribution of credits.

By recognizing the acquired competences and the training carried out previously, the crediting allows the student to progress or conclude his/her higher education course faster, in the exact proportion of the recognition granted. The decision of the crediting is taken by the scientific commission of the school to which the course in which the student is regularly enrolled belongs and depends on the understanding of that body regarding the relevance of the subjects taught for the course in question.

The application for crediting is subject to the payment of fees. The table of fees is available for consultation on the NOVA School of Law website Regulations > Study Cycles and other educational offer > Others > Table of Fees - Deliberação n.º 702/2020.

Is it compulsory to apply for accreditation?

No. The procedure is optional even if you have attended other courses previously. However, if you wish to obtain credit, this necessarily depends on the respective request.

When should I make a request for accreditation?

The application for crediting of academic training and professional experience obtained prior to admission to the relevant study cycle must be submitted online, at the time of application, by filling in the appropriate form and attaching all relevant documentation. There is no legal provision for submitting applications during the course, with the exception of training obtained after entry.

The application must necessarily be submitted at the time of application, but it will only be considered by the competent jury and the emoluments will be charged after admission and enrolment in the course.

What documents do I have to present?

a) In the case of crediting of academic training in higher education institutions, national or foreign, the application should be accompanied by a copy of the academic transcripts indicating the curricular units completed in the institution of origin, a certified copy of the study plan issued by the respective educational establishment, as well as the respective ECTS and marks obtained, a copy of the syllabus of each curricular unit (Curricular unit file) of the institution of origin for which the equivalence is requested.

b) In the case of crediting professional experience, the application shall be accompanied by a curriculum vitae (CV) containing the relevant information, namely: description of the accumulated experience, mentioning when, where and in what context it was obtained; indication of the knowledge, competences and skills allegedly acquired by the applicant through professional experience; copy of works, projects and other elements demonstrating the effective learning outcomes; duly certified supporting documentation of the elements contained in the CV.

Is there a limit to the number of credits that can be awarded?

Only a maximum of 50% of the total ECTS of the course at NOVA School of Law may be credited. Under no circumstances is it allowed to credit training of a lower level than that of the course you are attending at NOVA School of Law (e.g.: course completed in the 1st cycle cannot be credited in the 2nd cycle of studies).

What is the cost associated to the accreditation request?**a) In the case of crediting of academic training:**

a.1) Requests for creditation of knowledge and competences held in another Higher Education Institution: the procedure has an associated cost of 42 euros for the first 4 ECTS credited + 10 euros for each additional ECTS, according to the fee table of Universidade NOVA de Lisboa .

a.2) Applications for the creditation of knowledge and skills acquired at the New University of Lisbon: the procedure has an associated cost of 21 euros for the first 4 ECTS credited + 5 euros for each additional ECTS.

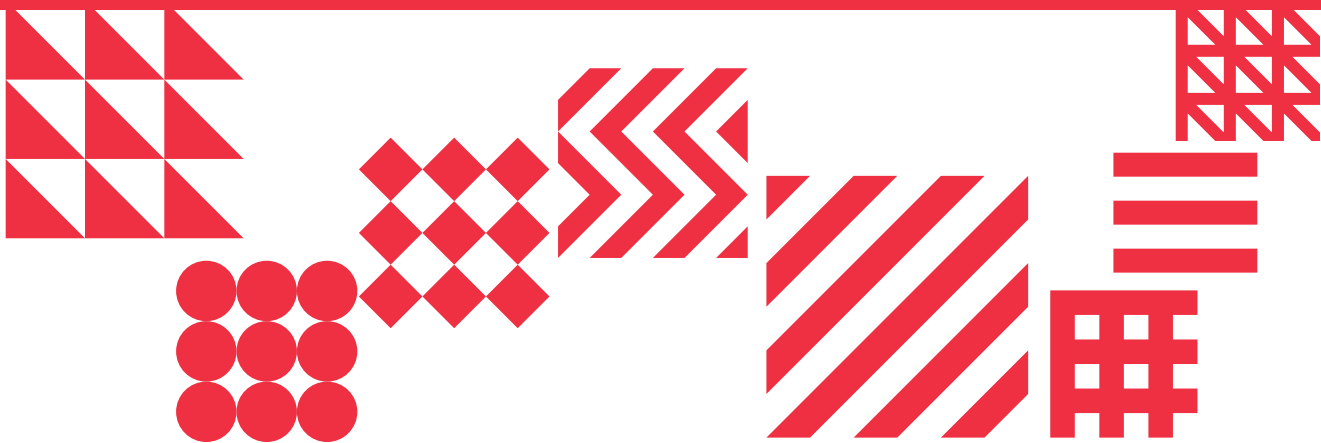
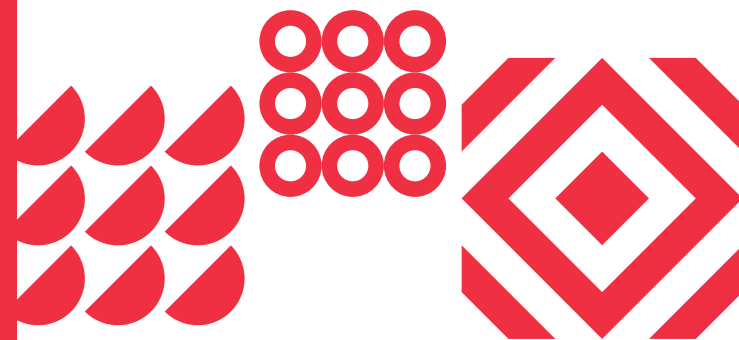
a.3) The requests for crediting knowledge and competences at the level of post-graduate courses - graduation, non-degree courses, bachelor's, master's and doctoral degrees held at NOVA School of Law are exempt from payment of fees.

b) In the case of crediting professional experience:

b.1) Request for creditation of the referred knowledge and skills acquired outside any Higher Education Institution: the procedure has an associated cost of 85€ for the first 4 ECTS credited + 22€ for each additional ECTS.

The table of fees is available for consultation on the NOVA School of Law website Regulations > Study Cycles and other educational offer > Others > "Table of Fees - Deliberation No. 702/2020".

Contacts with the services/students' association



15

Student Support Service - Support for Academic Activities and Applications

This service aims to support students in their relationship with the Faculty, particularly in terms of academic and social integration, informing about specific support, social responsibility activities and other opportunities for students.

If you have any doubts about which service to turn to with a particular question, the Student Services Department will provide the necessary clarification.

Contacts

+351 213 847 430

apoio.estudante@novalaw.unl.pt

<https://novalaw.unl.pt/contactos-e-localizacao/>

Student Support Service - Mobility

If you want to explore the possibility of going abroad for part of your training, this Service will provide all the necessary information. This service has as main responsibilities:

- Coordinating exchange programmes;
- Managing incoming and outgoing students;
- Managing internships/placements under the Erasmus+ programme.

<https://novalaw.unl.pt/programas-de-mobilidade/>

Contacts

+351 213 847 430

mobility@novalaw.unl.pt

<https://novalaw.unl.pt/contactos-e-localizacao/>

Student Support Service - Career Management

I. What we do

The Student Support Service - Career Management is the main link between students and employers.

It aims to facilitate the realisation of the potential capabilities of the student and graduate community through:

- the organisation and dissemination of training and professional activities (internships, courses, mentoring and volunteering);
- information on opportunities, trends and paths in the various areas of possible professional insertion of the members of the NOVA Law community (career surveys, monitoring professional insertion, communication of internship opportunities);
- The establishment and monitoring of partnerships with entities and companies that enable the professional insertion and the acquisition of skills relevant to the employability of the members of the NOVA School of Law community;
- the formalization of internships and the respective internship agreements.

II. What we do not do

- individual promotion of students
- sending CVs and internship proposals to non-partner entities;
- vocational and psychotechnical counselling.

III. Contacts

Via careers@novalaw.unl.pt. You should explain your question in as much detail as possible.

Only in the case of matters which by their nature cannot be dealt with electronically, the Service may arrange a meeting.

Academic Service

Here you can request information and documents related to your course attendance - enrolments, registrations, exams, fees, among other processes related to your academic pathway.

Contacts

+351 213 847 400

master@novalaw.unl.pt

<https://novalaw.unl.pt/contactos-e-localizacao/>

Financial Management and Public Procurement Service

If you need to make payments to the Faculty in cash, by cheque or directly by bank card, you should go to this service.

Contacts

+351 213 847 400

financeiros@novalaw.unl.pt

<https://novalaw.unl.pt/contactos-e-localizacao/>

Information and Communications Technology Service

If you experience any difficulty accessing the School's platforms (NetPA, Moodle, Webmail Office 365) or the wifi network, you should contact this Service.

Contacts

+351 213 847 400

tic@novalaw.unl.pt

<https://novalaw.unl.pt/contactos-e-localizacao/>

Students' Association

NOVA Law SU stimulates the student community, either to represent its interests and aspirations to the bodies of the Faculty and the University, or to provide all students with an enriching and diverse experience as NOVA students.

NOVA Law SU stands out for offering its members renowned formative opportunities in the area of Law (with specialized courses and training, study aids, tutoring, etc.), as well as extracurricular activities in the areas of sport, culture and civic intervention, offering all students a richer academic life.

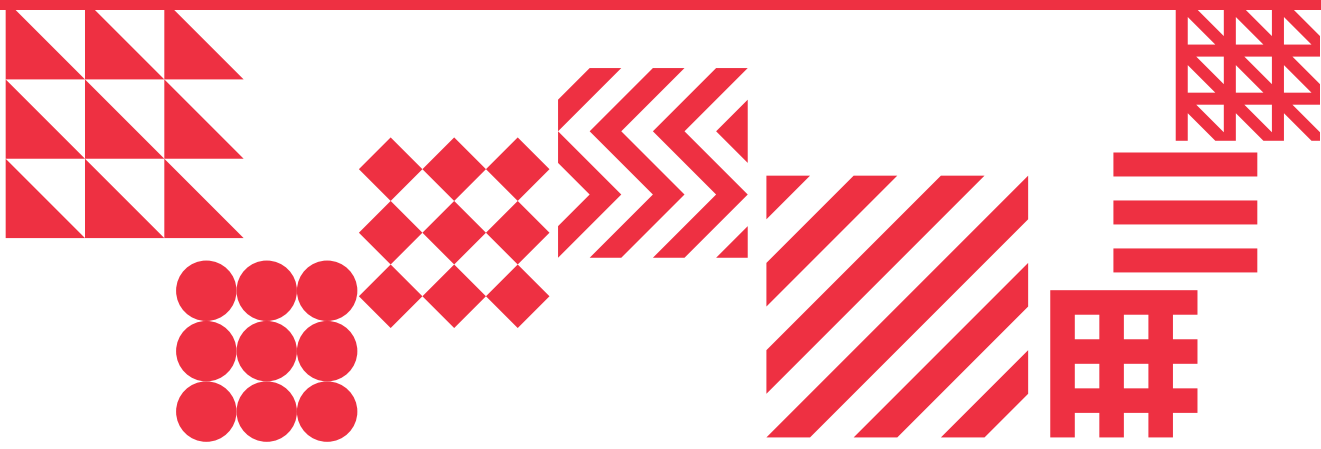
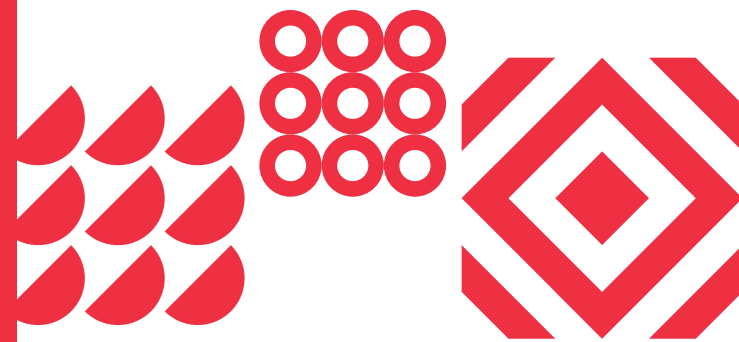
At any moment, at any time, NOVA School of Law students can turn to the Students' Association, which is always ready to help.

<https://su.novalaw.unl.pt/>

Contact

ae.info@novalaw.unl.pt

Study sites



16

NOVA School of Law library

Contacts

+351 213 847 451

biblioteca@novalaw.unl.pt

<https://novalaw.unl.pt/biblioteca/>

Other places

At the Campolide campus

Biblioteca NOVA IMS - Colégio Almada Negreiros

<https://www.novaims.unl.pt/pt/servicos-e-comunidade/biblioteca-e-servicos-de-documentacao/>

Biblioteca Vitorino Magalhães Godinho (NOVA FCSH) - Colégio Almada Negreiros

<https://www.fcs.unl.pt/faculdade/bibliotecas/bvmg/>

Sala de estudo da Residência Alfredo de Sousa

<https://sas.unl.pt/alojamento/residencia-alfredo-de-sousa/>

Off Campus

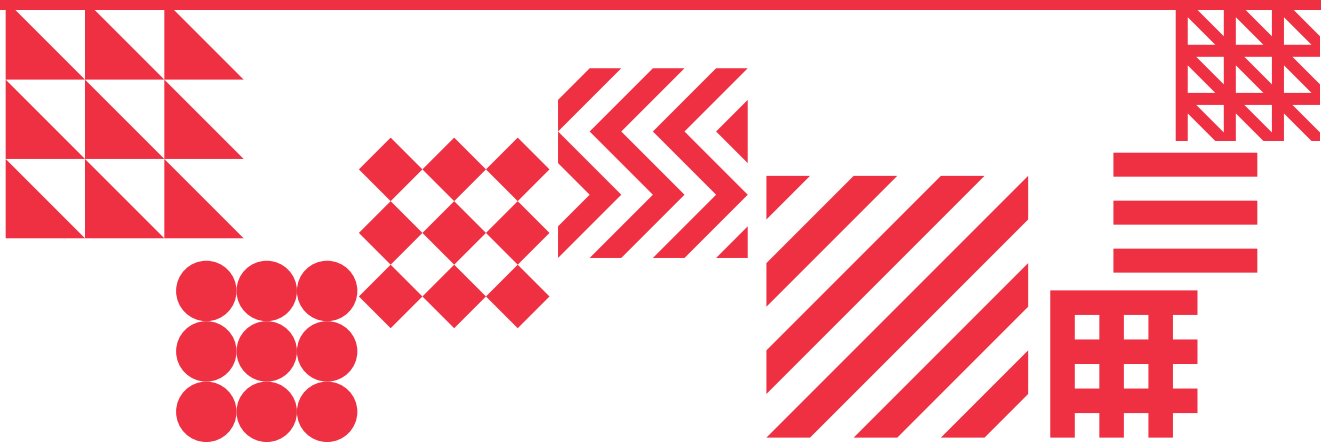
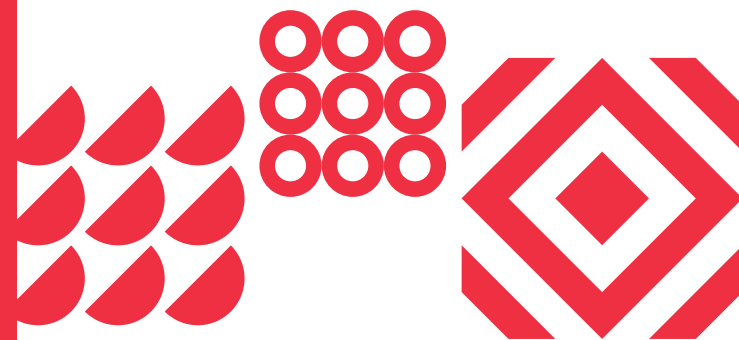
Caleidoscópico

<https://www.ulisboa.pt/info/caleidoscopio>

Rede BLX- Bibliotecas de Lisboa

<https://blx.cm-lisboa.pt/horarios-e-contactos/>

Contacts and location



17

Address

NOVA School of Law, NOVA University Lisbon
Campus de Campolide
1099-032 Lisboa

Location On Google Maps

38.733439255826, -9.160097415921488

Metro

Station São Sebastião: Red and Blue lines

Carris

701

702

758

CP and Fertagus

Sete Rios

Nearest station with direct connection to the Blue Line of the Metro - Praça de Espanha Station

Campolide

Carris connection: Buses 701, 702, 758

How to use transport?

The Navegante card <https://navegante.pt/> allows you to buy tickets for any transport in Lisbon (metro, bus, tram and train). You can check the tariff on the website: <http://navegante.pt/viajar/tarifario-navegante>

Higher education students up to and including the age of 23 have access to the Navegante Pass free of charge. This pass is valid for free until the last day of the month in which they turn 24. To use the Navegante pass free of charge for students, you request the Under-23 student declaration via the requirement form on NetPA. This declaration is automatic and free of charge. Afterwards, you must go to one of the ticket offices with your original ID card or residence permit, as well as a passport-sized photograph and a completed pass application form.

Information about free transport passes for students at

<https://www.navegante.pt/noticias/em-2024-o-passe-navegante-sera-gratuito-para-todos-os-estudantes-ate-aos-23-anos->

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