

PUBLIC NOTICE

**APPLICATION TO THE SPECIAL CONTEST OF ACCESS AND ENTRY CHANGE OF
INSTITUTION/COURSE PAIR**

ACADEMIC YEAR 2024/2025

In accordance with Republic Diary No. 118/2015, Series 1 of 2015-06-19, modified by the term n.º 150/2020 June 22nd, 2020 - article 2 and the General Regulation for Re-entry and Change of Institution/Course Pair in Higher Education, the announcement for the academic year 2024/2025 is now public.

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

Campus de Campolide
1070-312 Lisboa
Portugal

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

www.novaims.unl.pt



1. Vacancies

Bachelor Degree in Data Science: 5 vacancies

Bachelor Degree in Information Management: 5 vacancies

Bachelor Degree in Information Systems: 5 vacancies



2. Applications Deadline

From July 1st to 12th, 2024



- **The application is submitted online/digital format**, through the Academic Services' contact form of NOVA IMS - [NOVA IMS Support \(unl.pt\)](http://NOVA IMS Support (unl.pt)) where you should upload the documentation requested in point;
- The application fee is 70 euros. Payment details will be sent to the candidate after the application has been validated.



1. Documents to upload to complete the application (online): [NOVA IMS Support \(unl.pt\)](http://NOVA IMS Support (unl.pt))

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



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enrollment in the last academic year of enrollment. Students or former students of NOVAIMS are exempt from submitting these documents;

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

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

July 25th 2024

4. Appeal

Complaints after the decision may be sent in written form to the Academic Services of NOVA IMS and well-argued, within five working days, counting from July 25th, 2024.

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

5. Registration and enrollment

August 26th to September 2nd 2024

NOVA IMS, May 22nd 2024

NOVA IMS Dean

Miguel de Castro Neto, Prof. Doutor