

## SBE / Nova Double Degree programme Management

### Eligibility and admission requirements

If you are interested in a Double Degree programme you can apply for the programme as soon as you have sent in your application for the regular MSc programme- IB specialisation Strategy and Innovation or the specialisation Organisation: Management, Change and Consultancy starting in September. If you want to take part in the selection procedure for the SBE/Nova Double Degree programme Management please let us know as soon as possible and before **May 1<sup>st</sup>** as, contrary to all our other Double Degree and Network programmes, this Double Degree programme starts with the semester abroad!

SBE will consider the following:

1. your academic background (bachelor's degree)
2. your curriculum vitae as well as
3. your motivation.

Once you are nominated, you will need to provide Nova with the following documents if you wish to be eligible for the International Master in Management **instead** of the Master in Management:

4. Students who wish to apply for this programme need a valid proof that they have knowledge of three languages:
  - a. English language minimum level C1 (mandatory)
  - b. Second foreign language minimum level B1 (or mother tongue)\*
  - c. Third foreign language minimum level B1 (mandatory if English is not the mother tongue)\*.

If a candidate has two mother tongues, they must request the "Honour Statement for Bilingual Candidates".

\*Candidates can be admitted with an A2 level for the second/third foreign language but by the end of their programme they must provide the B1 certificate.

All the language certificates/diplomas should state the level according to the CEFR. Nova SBE does not accept any high school diplomas nor online language certificates other than [Linguaskill](#) and [TOEFL iBT® Home Edition](#) as proof of language proficiency.

Should a student not comply with this graduation requirement, (s)he must enrol for an additional paid semester at Nova SBE and complete the language certification.

5. Next to that, students need to submit a Motivational Video (of 4 minutes max.) explaining how and where the candidate sees themselves in 5 years in terms of professional career.

Preferred candidates have completed a 10-week international internship outside of Portugal and outside of the country of nationality of the student, between completion of the Bachelor's degree and the initiation of the Master's Program.

If you are selected to take part in this Double Degree programme however, you do need to have an official MSc registration at SBE before you are allowed to start the programme.

### **Selection procedure**

The selection will be split into three steps:

1. If you are interested in the SBE/Nova Double Degree programme, please send an e-mail to [doubledegree-sbe@maastrichtuniversity.nl](mailto:doubledegree-sbe@maastrichtuniversity.nl). You will then be provided with a form that you will need to fill in, stating your interest in the Double Degree Programme. Finally, return this form **before May 1<sup>st</sup>**, together with a motivation letter, an updated CV, a copy of your passport and your bachelor's transcript to [doubledegree-sbe@maastrichtuniversity.nl](mailto:doubledegree-sbe@maastrichtuniversity.nl). Incomplete applications will not be considered.
2. Your motivation letter, CV and bachelor's transcript will be evaluated. You will be informed about the results of this step via e-mail. The best students will be invited for an interview.
3. After the interview, you will receive the results via e-mail. A maximum of 10 students will be offered a place in the SBE/Nova Double Degree programme. The selected students will have to confirm their participation via e-mail.

### **Additional costs**

Students who are selected for an SBE/Nova Double Degree programme will be charged an administrative fee of € 1.000 for participation. Next to that, according to Portuguese Law, Nova must charge fees for the issue of certificates of degree. The Portuguese Ministry of Education and Science determines the amount of this fee. Students have to cover travel, housing, visa and other personal costs related to the Double Degree programme.

### **Tuition fees**

Tuition fees can vary, depending on for instance your nationality and whether this is your first or second study programme. Students pay tuition fee to SBE for the entire duration of the programme. Exchanges take place without tuition fee transfers. Please keep in mind that once you have signed up for and take part in the Double Degree programme at SBE, you are to remain registered at SBE for the entire duration of the programme, so even while abroad at Nova.

To avoid any misunderstanding our Student Service Center (SSC) has developed a click model that will allow you to find your rate with just a few [clicks](#).

It is your own responsibility to check with DUO whether you are entitled to retain your Dutch study grant, or "studiefinanciering", while abroad for the Double Degree programme.

### **Diploma**

After successful completion of all the requirements of both Master programmes, students will be awarded a Master's degree in Management from Nova and the degree of Master of Science in International Business (Open Programme) from SBE.

### **Cancellation after confirmation/refund**

The administration fee of € 1.000 will not be refunded if you cancel your allocation after confirmation. Only in case of severe personal circumstances, confirmed by the study advisor, the administration fee can be refunded.

**Grants / scholarships**

Please note that you are not eligible for an Erasmus grant if you participate in a programme for which you have to pay a fee beyond the regular tuition fee. This unfortunately implies that when participating in this Double Degree programme, it is not possible nor allowed, to apply for an additional grant.

**Additional internship / master exchange**

Please note that SBE cannot approve an additional (extra-curricular) master exchange to students enrolled in this Double Degree programme after they have fulfilled the full course programme. Since the regular study programme already takes 1,5 years, an extra extension of the programme is not allowed. An additional internship is only possible with 100% study progress, for more information on internships; please check the requirements at Intranet > SBE Stud. > Extra Study > Internships > Regular Internships > Extra Curricular Master Internship.

**Disclaimer**

Should Dutch government deem a country unsafe for travel (because of COVID, riots, or other reasons), SBE MSc students will not be allowed to physically do their exchange in that country. If that happens, SBE reserves the right to cancel the Double Degree programme for its students, students will then be eligible to continue and graduate in the regular SBE Master programme