

Rules of Procedure

NJC Scholarship

Nova Junior Consulting aims to sustainably contribute to the development of the Nova School of Business and Economics (Nova SBE) community by awarding a scholarship called the "NJC Scholarship".

Article 1

Object and Recipients

The purpose of the following rules of procedure is to regulate the process for Nova Junior Consulting to award the NJC Scholarship to first-year Nova SBE bachelor students who meet the eligibility conditions set out in the rules of procedure.

Article 2

Eligibility

All students admitted to the 1st year Nova SBE bachelor's degree are eligible for the scholarship.

Article 3

Application, selection process and evaluation

1. Students must submit their application through the email address that will be advertised by Nova Junior Consulting.

2. The selection and evaluation process will take place in three stages:

2.1 In the first phase, the applications will be assessed by a jury, composed of members of Nova Junior Consulting's Board of Directors. At this stage, a qualitative assessment will be made from 1 to 5 in each of the selection criteria, mentioned below, where 1 represents the lowest value and 5 the highest value, culminating in a weighted average, with the following weights:

- Academic results (20%) - college entrance averages between 16 and 17 correspond to level 1, averages from 17 to 17.5 to level 2, averages from 17.5 to 18.2 to level 3, averages from 18.2 to 19 to level 4 and averages from 19 to 20 to level 5;
- Involvement in cultural and sports activities (20%);
- Projects and competitions (20%);
- Contributions to society (15%);
- Professional ambition (10%);
- Work experience (10%);
- Internationalization (5%).

2.2 In the second phase, each candidate will be required to submit a 3-minute video, in English, that answers two questions related to their future aspirations and personality. The video will be sent via email to Nova Junior Consulting.

Each question will be assessed from 1 to 5, where 1 represents the lowest value and 5 the highest value, culminating in a weighted average. The first question will assess leadership and entrepreneurship (40%) and the second question will assess resilience and problem-solving skills (40%). The remaining 20% will be assessed taking into account creativity and communication skills in the video. The qualification of phase I will be added to this average

2.3 In the third phase, the finalists will be interviewed by a jury made up of a panel of up to four elements representing Nova Junior Consulting (three) and Nova SBE (one). In this phase, a qualitative evaluation from 1 to 5 will be made in each of the selection criteria, mentioned below, where 1 represents the lowest value and 5 the highest value, culminating in another weighted average that will be added to the cumulative of phase I and II:

- Experience of teamwork (20%);
- Ability to argue (20%) - candidates will be given a reflection question;
- Critical Thinking (20%) - candidates will be given a quick mental exercise to test their reasoning;
- Attitude (10%);
- Leadership (10%);
- Entrepreneurship (10%);
- Ambition (10%).

3. From the interviews, the candidates will be selected based on their high potential of leadership and the quality of the performance demonstrated in all phases of the evaluation and selection process, ending with a higher quantitative qualification.

4. There is no possibility of appeal from decisions of the jury.

5. The selection process will be coordinated by representatives of Nova Junior Consulting.

Article 4

Value

1. The NJC Scholarship is an amount set annually by Nova Junior Consulting.

2. The number of students selected to benefit from the scholarship will be decided annually by Nova Junior Consulting and announced prior to the opening of applications for the scholarship.

3. The maximum amount to be awarded to each of the selected students will correspond to the tuition fee established annually by the Directorate General of Higher Education for all national students.

4. The monetary amount will be given directly through the payment of the tuition fee to Nova SBE.

5. Other components may be added to the amount of the scholarship awarded by Nova Junior Consulting, at the exclusive decision of Nova Junior Consulting, such as:

- a) learning sessions;
- b) networking opportunities;
- c) career planning.

Article 5

Deadlines

1. The launch of the scholarship, as well as its stages, will be communicated annually, according to a schedule to be defined for this purpose between Nova Junior Consulting and Nova SBE.
2. The announcement of the award and its presentation will take place in a ceremony organized by Nova Junior Consulting.

Article 6

Obligations of the Awardees

Selected students must meet the following requirements:

- a) Not be absent in more than 2 events organized by Nova Junior Consulting;
- b) Not to obtain an evaluation lower than 9.5 (0-20) in any course in the first semester;
- c) Include NJC Scholarship in your LinkedIn profile;
- d) Proof of payment of the annual fee for the 1st year of the degree;
- e) Comply with the UNL Code of Ethics and guarantee the complete reliability and truthfulness of the data submitted for the process.

Article 7

Scholarship Cancellation

The culpable or negligent non-fulfilment of the obligations set out in the previous article by the students, or the provision of false information at the time of application, will result in the cancellation of the award of the scholarship, or, having already been granted, the full repayment of the amount to Nova Junior Consulting.

Article 8

Complementarity of the Scholarship

1. The NJC Scholarship may be cumulative with other funding sources.
2. If the scholarship is paid after the application date, the tuition fee will be paid in the following academic year.

Article 9

Protection of personal data

1. The personal data collected will be processed exclusively for the purpose of managing and developing the application process and respective award of grants by Nova Junior Consulting, as the entity responsible for data processing.
2. The personal data collected will be kept for the period of time necessary for the management and development of this process, except in cases where another period is required by applicable law or when, for some data, and in the context of its activity of management and conservation of cultural, intellectual, and artistic heritage, Nova Junior Consulting proceeds to store them indefinitely.

3. Data subjects may contact Nova Junior Consulting concerning any questions relating to the processing of data carried out in this context, and for the exercise of their rights, at info@novajuniorconsulting.com or another member of the Nova Junior Consulting Board of Directors and may also lodge a complaint with the Portuguese Data Protection Commission if they consider that there is a breach of the legal provisions on data protection by Nova Junior Consulting.

Article 10

Sustainability

All beneficiaries will have the opportunity to repay the scholarship amount at any time after graduation. This option is not mandatory, but only serves to develop empathy and connection to the faculty and to give Nova Junior Consulting more resources in the future to help more people.

Article 11

Amendment to the Regulation and Cases of Omission

1. These Regulations may be changed at any time, with any changes being communicated to each student, and these changes shall become effective as of that communication.
2. Any omitted cases will be solved by decision of Nova Junior Consulting's Board of Directors.

Article 12

Entry into Force

The present Regulation shall enter into force on the date of its publication on the Nova Junior Consulting and Nova SBE websites.