

NOTICE OF OPENING N.º 33_A/SGA/DGF

Institute for Interdisciplinary Research

Academic Year 2025/2026

Postgraduate Course /Course not awarding degree

Non Degree Course

Specialization Course - Citizenship and Local Governance

1. Number of places:

1st call: 35 places

2. Minimum number of students for course opening: 15

3. Application deadlines:

1st call: 16th February to 15th March 2026

4. Admission requirements:

- Degree holders or equivalent in the areas covered by the Non
- Degree course, such as Social Sciences, Humanities and Exact Sciences.

5. Selection criteria:

1. Curriculum evaluation, (Weighting 4/10).

1.1 Final classification of the degree or equivalent:

If less than or equal to 12 points or not presented = 0 points;

If greater than 12 points or less than 16 points = 14 points;

If greater than or equal to 16 points and less than 18 points = 17 points;

If greater than or equal to 18 points = 20 points.

2 Professional CV, (Weighting 6/10)

2.2. Duration and nature of professional duties carried out in the areas covered by the course:

If no experience to 1 year of experience = 12 points;

If more than 1 year of experience and less than 3 years of experience = 14 points;

If equal to or more than 3 years of experience and less than 5 years of experience = 16 points;

If more than 5 years of experience and less than 10 years of experience = 18 points;

If more than 10 years of experience = 20 points.

Translated with DeepL.com (free version)

NOTE: Assessed applications that have a grade lower than 9.5 in one of the evaluation criteria will automatically become non-approved.

6. Required documentation:

- Certificate or Diploma of completion of degree or equivalent, with final average;; (MANDATORY);
- Curriculum vitae dated and signed by the candidate, with academic and professional history;; (MANDATORY);
- Identity Document, (MANDATORY only for foreign applicants);
- Motivation Letter; (MANDATORY);
- Other documents that demonstrate the candidate's experience in the areas covered by the course and that serve as support for the evaluation of the application.; (MANDATORY).

NOTE: If the documents mentioned above are written in a foreign language other than Spanish, French, and English, it is mandatory to present a translation to Portuguese undertaken by a translator recognised by the Portuguese diplomatic representation.

The submission of the authenticated original documents is mandatory to the applicants admitted who enrol and register and must be done as soon as possible in order to complete their personal file. Further information at: <https://www.uc.pt/en/academicos/inscricoes/PIAs>.

7. Tuition fee:

- 260€

8. Part-time registration: Not allowed.

9. Assessment committee:

- João Ramalho de Sousa Santos.

10. Other information:

- Application is subject to the payment of a 50.00 € fee, which is non-refundable, even in case of invalidation of application and of non-placement.
- Applications are submitted online at: <https://inforestudante.uc.pt/nonio/security/candidaturas.do>.
- Applicants who do not have the documents attesting the required qualifications or other documents until the end of the deadline for applications may apply conditionally. If they do not submit the required documents until the new deadline provided, their application will become "Not Admitted". Then, they can move their application onto the following call for applications without any additional charges.
- In applications definitively considered valid, and after the evaluation period has started, it is not possible to add or replace the documents presented. To add new documentation, a new application must be submitted in the next phase, if any.
- After the last phase of applications, and if there are still places available, applicants may submit their application by means of a request, beyond the deadline, which will be duly appraised by the coordination of the Course /Organisational Unit.
- Further information about academic issues, including the academic calendar, is available at: <https://www.uc.pt/en/academicos>.
- Contacts: E-mail: <https://apps.uc.pt/forms/view/sga/en>; Telephone:(00351) 239 247 195; In person assistance: at the Student Hub of the University of Coimbra. Schedules for assistance may be consulted at: <https://www.uc.pt/en/academicos/contactos/presencial>.

University of Coimbra, on 4th February 2026.

Head of Division,