

NOTICE OF OPENING N.º 474/SGA/DOFAE

**Faculty of Economics
Academic Year 2026/2027
2nd Cycle Course - Current student**

**2nd cycle
Master's degree in Management**

1. Number of places:

1st call: 3 places

2nd call: 7 places

3rd call: remaining places

NOTE: Vacancies for candidates who have completed the MBA for Executives Post-Graduate Course at FEUC within the last two academic years. Only candidates meeting these criteria must select the '2nd cycle - internal candidate' regime, and this choice is their sole responsibility. It is not possible to change the selected regime later. If there are no eligible candidates, the remaining spots will be transferred to the general quota.

2. Minimum number of students for course opening: 8

3. Application deadlines:

1st call: 2nd to 31st March 2026

2nd call: 4th May to 30th June 2026

3rd call: 1st to 11th September 2026

4. Admission requirements:

1- Applicants to the cycle of studies leading to this Master's degree must be:

- a) Holders of a bachelor's degree or legal equivalent;
- b) Holders of a foreign higher academic degree awarded following a 1st cycle of studies organized according to the principles of the Bologna Process by a State compliant with this Process;
- c) Holders of a higher academic degree obtained abroad that is recognized as meeting the objectives

of the degree of bachelor in one of the areas mentioned under the previous points the competent Scientific Committee;

d) Holders of a school, scientific or professional curriculum recognized as attesting the capacity to pursue this cycle of studies by the Scientific Committee of the Organizational Unit.

2 - The recognition referred to in sub-paragraphs b) to d) of paragraph 1 merely provides access to the study cycle leading to the degree of master and does not confer on its holder the equivalence to the degree of bachelor or the recognition of that degree.

3 - Candidates who have completed the MBA for Executives Post-Graduate Course at FEUC within the last two academic years. Only candidates meeting these criteria must select the '2nd cycle - internal candidate' regime, and this choice is their sole responsibility. It is not possible to change the selected regime later. If there are no eligible candidates, the remaining spots will be transferred to the general quota.

5. Selection criteria:

2nd Cycle Course

1. Academic Curriculum: Assessment of the quality and relevance of the academic pathway, [14/20 Weighting];

The grade to be considered in this criterium will be calculated by means of the undermentioned formula:

$$\text{Min } \{20, 10 + (\text{Grade obtained} - \text{Passing grade}) * \alpha_1 * \alpha_2 + \text{UC}\}$$

Which is explained as follows:

Grade obtained: is the grade obtained by the applicant in the Bachelor's or Master's Degree Course converted into a 0-20 scale, if necessary;

Passing Grade: Minimum Grade that guarantees the successful assessment in the grading scale of the Higher Education Institution in which the applicant obtained the degree, converted into a 0-20 scale, if necessary;

Alfa1: weighting reflecting the position of the higher education institution in the international rankings:

1.1 if the institution is listed in the World QS or Times Higher Education rankings;

1.0 for other national higher education institutions;

0.8 other situations;

Alpha2: weighting taking into account 2nd/3rd cycles training:

1 if the applicant holds a postgraduation, Master's or PhD Degree course;

UC = min {3; 0.4 * number of Curricular Units of the Master's Degree in Management at the FEUC, or equivalent units, for which you already have obtained a successful assessment}

2. Professional Curriculum: Assessment of the experience in research, professional experience and

extra-curricular activities, [4/20 Weighting];

Basic note to be awarded: 10 with an increase for extra-curricular activities up to 2;

Traineeships: up to 2 OR

Professional experience in a field other than management: up to 4 OR

Professional experience in the field of management: up to 6 OR

A position of responsibility functions in the field of Management: up to 8

3. Assessment of the motivation letter, taking into consideration the reasons for the application, availability and commitment of the applicant, [2/20 Weighting].

2nd Cycle - Application based on Subparagraph d)

1. Academic Curriculum: Assessment of the quality and relevance of the academic pathway, [5/20 Weighting];

Basic grade to be awarded 10:

- an increase for the completion of professional courses (or other non-degree training courses): up to 4 AND;

- Relevance and grade obtained in Curricular Units completed in 1st cycle courses of higher education: up to 4 AND;

- Relevance of political, cultural, volunteering activities or activities in associations: up to 2

2. Professional Curriculum: Assessment of research experience and professional experience, [10/20 Weighting];

Basic grade to be awarded - 10:

- an increase for Experience in Scientific Research or Participation in R&D Projects: up to 4 AND;

- Relevant non-management work experience for more than 5 years: up to 2 OR

- Relevant professional experience in the field of management for more than 5 years: up to 4 OR

- Responsibility roles within the field of management for more than 5 years: up to 6

3. Assessment of the Motivation Letter, taking into consideration the reasons for the application, availability and commitment of the applicant, including a summary of the curricular aspects that the applicant considers to be essential to justify his selection for the MG/FEUC, and his/her ability to be successful in his/her academic pathway, [5/20 Weighting].

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:

Only applicable to: 2nd Cycle Course

- Certificate from other post-graduate courses completed, if any, including time and program

ADMINISTRATION

- Certificate of Bachelor's degree with final course classification (diploma). A certificate proving approval in the curricular units carried out must be included, with respective classifications (school transcript). (MANDATORY, except if the primary course is a course taught at the University of Coimbra)
- Curriculum Vitae; (MANDATORY)
- Identification document (MANDATORY only for foreign applicants)
- Motivation Letter; (MANDATORY)
- Official declaration of course outlines and hourly course loads with classification of each course unit of courses previously taken (transcript), in case of equivalence credits request (MANDATORY, except in degrees awarded by the University of Coimbra under the Bologna Process – after 2007/2008)
- Official document certifying qualifications, issued by the institution awarding the degree, indicating the weighted average and the grading scale. (MANDATORY only for holders of a degree obtained abroad that does not contain the average)

Only applicable to: 2nd Cycle - Application based on Subparagraph d)

- Certificate attesting possible completion of curricular units attended in higher education 1st cycle courses, with the respective grades (student's academic record)
- Certificate of other courses eventually completed (non-degree, professional, etc.) with programmes and workloads of the curricular units attended by the applicant and the respective grades (student's academic record)
- Curriculum Vitae; (MANDATORY)
- Identification document (MANDATORY only for foreign applicants)
- Motivation Letter; (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/academic-services/submit-docs/>.

7. Tuition fee:

- National Student or equivalent: 1,063,47 EUR (annual fee);
- International student: 7,000 EUR (annual fee).

8. Part-time registration: Allowed.

9. Assessment committee:

- Patrícia Helena Ferreira Lopes de Moura e Sá;
- Óscar Manuel Domingos Lourenço.

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/academic-services/>
- 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/academic-services/location-contacts/in-person/>

University of Coimbra, on 25th February 2026.

Head of Division,