

NOTICE OF OPENING N.º 551/SGA/DOFAE

Escola Superior de Enfermagem

Academic Year 2026/2027

Postgraduate Course /Course not awarding degree

Non Degree Course

Postgraduate Degree in Healthcare Unit Management

1. Number of places:

1st call: 20 places

2nd call: remaining places

3rd call: remaining places

2. Minimum number of students for course opening: 15

3. Application deadlines:

1st call: 16th to 31st March 2026

2nd call: 1st June to 15th July 2026

3rd call: 1st to 11th September 2026

4. Admission requirements:

1 – Applicants for admission to the Postgraduate Degree in Healthcare Unit Management may be:

- a) Holders of a Bachelor's Degree, or a legal equivalent degree, in Nursing obtained at a Portuguese higher education institution;
- b) Holders of a foreign higher education degree awarded upon completion of a first cycle of studies in Nursing, organised in accordance with the principles of the Bologna Process by an adhering country to this Process;
- c) Holders of a foreign higher education degree that is recognised by the Nursing School's Technical-Scientific Council as meeting the objectives of the Bachelor's Degree in Nursing;
- d) Holders of an academic, scientific, or professional curriculum in the scientific field of Nursing that is recognised by the Nursing School's Technical-Scientific Council as demonstrating the

capacity to accomplish this cycle of studies.

2 – The recognition referred to in subparagraphs c) and d) has only the effect of enabling access to the Postgraduate Degree and it does not give the respective holder an equivalence to the Bachelor's degree or the recognition of that degree.

5. Selection criteria:

1. Academic Curriculum (CA) [35/100 Weighting]

The final grade of the academic degree(s) used for the application is taken into consideration:

1.1 Bachelor's degree:

- (a) 10 points → 10 points
- (b) Between 11 and 13 points → 12 points
- (c) Between 14 and 16 points → 14 points
- (d) Between 17 and 20 points → 16 points

1.2 Master's degree – 18 points

1.3 PhD degree – 20 points

2. Scientific Curriculum (CC) [25/100 Weighting]

Scientific work presentations / lectures at congresses/seminars and similar events; participation in research/quality improvement projects; institutional working groups; published articles; and awards and/or other similar elements, provided that these activities are within the scientific field of this cycle of studies.

i. One point per item, up to a maximum of 20 points.

Notes: Proof of published work may be provided by means of a statement issued by the Scientific Committee of the publishing institution or by presenting the respective bibliographic references that are duly accessible to third parties.

Proof of participation in institutional working groups and/or research or quality improvement projects must be provided by means of an institutional statement.

3. Professional Curriculum (CP) [40/100 Weighting]

Duration and type of professional duties accomplished within the scientific field of Nursing:

- 3.1 Up to 3 years of experience – 10 points
- 3.2 Between 4 and 7 years – 12 points
- 3.3 Between 8 and 10 years – 14 points
- 3.4 Between 11 and 15 years – 16 points
- 3.5 Between 16 and 20 years – 18 points
- 3.6 More than 20 years – 20 points

Notes: The Professional experience period is counted based on the registration's date in the OE (as stated on the Professional Registration Card), or in accordance with a document issued by the employer.

Only full years of proven professional experience are considered for the purposes of ranked shortlisting.

The period of work accomplished in accumulated duties is not counted.

Once the criteria are applied, a grade of up to 20 points is awarded based on the formula:

$$AC = (CA \times 0.35) + (CC \times 0.25) + (CP \times 0.40)$$

6. Required documentation:

1. Motivation Letter [MANDATORY];
2. Certificate or diploma attesting the completion of the Bachelor's degree, mentioning the date of completion and final grade, or an equivalent document, including other higher degrees obtained. It must include the certificate that attests the completion of the curricular units the student has attended with their grades (student's academic record or diploma supplement) [MANDATORY - except for degrees delivered at the University of Coimbra];
3. Workload and syllabi of the already completed curricular units in the previous courses if the applicant wants awarding of credits [MANDATORY – except for degrees delivered at the Nursing School of the University of Coimbra or at the University of Coimbra within the scope of the Bologna Process (after 2007/2008)];
4. Curriculum vitae organised according to the shortlisting criteria – academic curriculum, scientific curriculum, professional curriculum [MANDATORY];
5. Supporting documents to be considered in the ranking of the applicants according to the established shortlisting criteria and included in the curriculum vitae - academic curriculum, scientific curriculum, professional curriculum [MANDATORY];
6. Valid professional licence or supporting document of the registration in the Ordem dos Enfermeiros de Portugal [whenever it is required for professional practice].
7. Authorisation statement issued by the Nursing School's Technical-Scientific Council for application purposes [MANDATORY only for applicants holding degrees obtained at non-adhering countries to the Bologna Process].

To obtain this statement, the applicants must submit a request to the chairperson of the Nursing School's Technical-Scientific Council, which includes:

- i) the applicant's personal data;
 - ii) supporting document of academic qualifications;
 - iii) any other elements considered to be necessary by the applicant for a better assessment of the request.
- 8 - Identification document [MANDATORY only for foreign applicants].

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:

- 650€ (annual fee)

8. Part-time registration: Not allowed

9. Assessment committee:

- António Manuel Martins Lopes Fernandes;
- Filipe Manuel Paiva dos Santos;
- Helena Maria Mourão Felizardo;
- Pedro Miguel Santos Dinis Parreira.

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. Schedules at: <https://www.uc.pt/en/academic-services/location-contacts/>

University of Coimbra, on 5th March 2026.

Head of Division,