

**NOTICE OF OPENING N.º 270/SGA/DOFAE**

**Faculty of Law**  
**Academic Year 2026/2027**  
**2nd Cycle Course**

**2nd cycle**  
**Master's in Public and Private Administration**

**1. Number of places:**

2nd call: 20 places

3rd call: 15 places + remaining places

**2. Minimum number of students for course opening: 10**

**3. Application deadlines:**

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

3rd call: 1st to 11th September 2026

**4. Admission requirements:**

1 - Students who meet the following criteria may apply to this programme:

- a) Holders of a Bachelor's degree or equivalent;
- b) Holders of a foreign academic degree following a 1st cycle of studies according to the principles of the Bologna Process by a country compliant with this process;
- c) Holders of a foreign higher education degree that is recognized as meeting the objectives of a bachelor's degree by the Scientific Committee of the Faculty of Law. Applicants whose final grade has been expressed on a metric scale of 0 to 10, must have a minimum final grade in the Bachelor's Degree equal to or higher than 6 points, without rounding, [grade certified in an official document by the Institution granting the degree (general performance coefficient; weighted average), submitted in the application form];
- d) Holders of an academic, scientific or professional curriculum which the Scientific Council considers relevant for successfully completing this cycle of studies.

e) Holders of a pre-Bologna Bachelor's Degree in Public Administration who declare, in a specific form, to be applying under the regime for obtaining the degree of Master by pre-Bologna graduates.

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 - If the applicants are not native speakers of Portuguese, and unless something else is exceptionally decided by all the Professors of the curricular units the applicants want to attend, and at the Course Coordination's request, the requirement for access is the proficiency in Portuguese equivalent to level B1 of the Common European Framework of Reference for Languages.

In both cases, admitted students undertake to attend the annual Portuguese language course at the Faculty of Arts and Humanities of the University of Coimbra to increase their oral and written proficiency in Portuguese.

Concerning applicants who are not native speakers of Portuguese, a requirement to access is the proficiency in English equivalent to, at least, level B2 of the Common European Framework of Reference for Languages.

**NOTE 1:** Classes are delivered mostly in Portuguese. Active participation in classes is a mandatory component of assessment, as well as the ability to comment and discuss in Portuguese the assignments of classmates. An identical performance in English is required for the curricular units delivered in English.

**NOTE 2:** The applicants may be invited for an interview whenever additional information is deemed to be the necessary by the persons that are responsible for the ranked shortlisting. The interview will be held by videoconference on a date to be scheduled between the end of the application period and the expected publication date of the provisional ranked shortlist, according to a timetable to be communicated to the applicants by email. Whenever the interview takes place, it will be used as a complement to criterion 3 and it will be assessed using sub-criteria identical to that of the criterion.

## 5. Selection criteria:

### 2nd Cycle Course

- Classification of degree or other degrees obtained, [100/100 Weighting].

### 2nd Cycle - Application based on Subparagraph d)

i) Academic curriculum, considering the final classification of the degree(s) held, [50/100 Weighting];

ii) Scientific curriculum, considering participation in congresses, seminars, research projects, number and scientific quality of publications (monographs, book chapters, articles in periodicals), prizes and similar awards, provided these activities are in the scientific area of the study cycle in question, [20/100 Weighting];

iii) Professional curriculum, considering the duration and nature of the professional activities performed in the scientific area of the study cycle in question, [30/100 Weighting].

## 6. Required documentation:

- Application form, (Declaration on application under the Pre-Bologna Regime). This form must be downloaded, filled out, scanned and then attached in this field. (MANDATORY for applicants holding a Bachelor's Degree in Public Administration pre-Bologna);
- 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);
- Certificate of approval in the curricular units completed, with classifications (school transcript) (Application under the Pre-Bologna Regime) (MANDATORY for applicants holding a Bachelor's degree in Public and Private Administration completed before the Bologna process with a duration of 5 curricular years);
- Curriculum Vitae; (MANDATORY);
- Form with indication of the component the candidate intends to follow in the 2nd year of the Masters in Public-Private Administration (Internship or Dissertation); (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, issued by the institution conferring the degree, with certified grade (weighted average), (MANDATORY only for foreign candidates).

**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: 1,600 EUR (annual fee);
- International student: 7,000 EUR (annual fee).

**8. Part-time registration:** Allowed.

**9. Assessment committee:**

- Fernanda Paula Marques Oliveira;
- Fernando Licínio Lopes Martins;
- Maria do Céu Colaço 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/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 26th February 2026.

Head of Division,