

NOTICE OF OPENING N.º 11/SGA/DGF

Faculty of Arts and Humanities

Academic Year 2026/2027

Postgraduate Course /Course not awarding degree

Non Degree Course

Training Course Academic Writing in Portuguese

1. Number of places:

1st call: 12 places

2. Minimum number of students for course opening: 8

3. Application deadlines:

1st call: 27th July to 25th October 2026

4. Admission requirements:

Undergraduate degree/bachelor's degree or equivalent qualification.

Language proficiency, according to the Common European Framework of Reference for Languages (<https://europass.europa.eu/pt/common-european-framework-reference-language-skills>):

- in Portuguese, in written comprehension and production skills, at level C1;
- in English, in written comprehension skills, at level B2 (for reading bibliography).

For the purposes of evaluating and ranking applications, a "Curriculum Vitae assessment" will be carried out, based on the supporting documents attached to the application, in accordance with the defined criteria and their respective weighting.

5. Selection criteria:

- a. Academic Qualifications (45%) - The highest academic degree obtained from a national or foreign institution, duly supported by a diploma or certificate, will be considered according to the

following grading scale:

- Bachelor's Degree or equivalent - 12 points
- Master's Degree or equivalent - 14 points
- Doctoral Degree (PhD) or equivalent - 16 points

b. Final Grade of the Highest Degree Obtained (45%) - The final grade of the highest academic degree obtained, duly documented, will be considered according to the following grading scale:

- No numerical grade or only a qualitative classification - 10 points
- Grade between 11 and 13 - 12 points
- Grade between 14 and 16 - 15 points
- Grade between 16 and 20 - 18 points

c. Intended Level of Further Training (10%) - Consideration will be given to candidates' documented enrolment in degree-awarding programmes (Master's or Doctoral programmes), participation in research centres, programmes, or projects, or, as evidenced by the motivation letter, statement of intent to undertake a degree programme, or declaration of intent to publish scientific articles, according to the following grading scale:

- Statement of intent to publish scientific articles or to attend a degree-awarding programme - 10 points
- Membership in research centres, programmes, or projects - 12 points
- Enrolment in a Master's programme - 14 points
- Enrolment in a Doctoral programme - 16 points
- Enrolment in postdoctoral training - 18 points

The above criteria are cumulative. Approval under criteria (a) and (b) is mandatory.

6. Required documentation:

- Declaration on honour of the veracity of documents and data submitted to the UC (document available in Inforestudante, in the application area).; (MANDATORY);
- Curriculum vitae; (MANDATORY);
- Identification document (MANDATORY only for foreign applicants);
- Motivation Letter in Portuguese; (MANDATORY);
- Proof of English language level or, alternatively, a Declaration of English language proficiency (document available in Inforestudante, in the application area); (MANDATORY);
- Proof of Portuguese language level or Declaration of Portuguese language proficiency (except native Portuguese speakers)(document available in Inforestudante, in the application area).; (MANDATORY);

ADMINISTRATION

- Qualifications certificate that proves the fulfillment of the condition for admission to the course; (MANDATORY).

NOTE: Students who enrol and register in the course must have the original certified qualification documents in their possession.

In the case of foreign students, the documents must be certified by the Portuguese embassy or consulate in the country of origin, or through the Apostille of the Hague Convention. If the documents are not in Portuguese, Spanish, French or English, they must be translated into Portuguese by a translator recognized by the Portuguese diplomatic representation.

Documents must be scanned and submitted in the application in a legible form without erasures, accompanied by the declaration of authenticity duly filled in, signed and scanned, which is available in the online application form (InforEstudante).

7. Tuition fee:

- 250€ (single installment)

8. Part-time registration: Does not admit.

9. Assessment committee:

- Maria Joana de Almeida Vieira dos Santos.

10. Other information:

- Submission of applications: online on the website

<https://infoestudante.uc.pt/nonio/security/candidaturas.do>;

- More information through the form <http://www.ed.uc.pt/educ/contactos?action=add>, or by e-mail at info.uc_d@uc.pt.

Note: Course dates: 27/11/2026 to 15/02/2027

University of Coimbra, on 24th July 2026.

Head of Division,