



UNIVERSIDADE DE COIMBRA

ADMINISTRATION

## **NOTICE OF OPENING N.º 235/GA/GAI**

**Faculty of Economics**

**Academic Year 2019/2020**

**Postgraduate Course /Course not awarding degree**

**Postgraduation**

**Postgraduate Studies in Economics - Advanced Studies Diploma**

### **1. Number of places:**

1st call: 3 places

2nd call: 6 places

3rd call: 1 + remaining places

### **2. Minimum number of students for course opening: 8**

### **3. Application deadlines:**

1st call: 4th February to 29th March 2019

2nd call: 1st April to 15th July 2019

3rd call: 19th August to 6th September 2019

### **4. Admission requirements:**

Applicants for admission to the Postgraduate Studies in Economics - Advanced Studies Diploma must be:

- a) Holders of bachelor's degree, or legal equivalent, namely holders of degrees in Economics or Management by the Faculty of Economics of the University of Coimbra and the students of these degrees who lack 18 ECTS to obtain the degree. In the latter case, the award of the DEA diploma also implies the approval in those ECTS;
- 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 foreign higher academic degree that is recognized as meeting the objectives of the

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bachelor's degree by the Scientific Committee of the Faculty of Economics;

d) In duly justified cases, holders of a scientific and professional curriculum relevant for completing this cycle of studies as recognized the competent Scientific Committee.

### 5. Selection criteria:

- 1.1 Academic curriculum: Undergraduate degree (10/20 Weighting);
- 1.2 Academic curriculum: Other academic courses (2/20 Weighting);
- 1.3 Academic curriculum: Publications/Research (1/20 Weighting);
- 2.1 Professional Curriculum: Extracurricular Activities (1/20 Weighting);
- 2.2 Professional curriculum: Professional Experience assessment (1/20 Weighting);
- 3.1 Motivation (includes, if necessary, an interview): Applicant's profile, (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:

- 1 – Motivation letter, explaining the reasons that lead the applicant to apply, if relevant according to the criteria established by the organic unit of the desired course (MANDATORY);
- 2 - Workload and programmes of curricular units if credits are to be requested (MANDATORY, unless the course of origin is taught at the University of Coimbra under the Bologna Process - after 2007/2008);
- 3 - Certificate of Bachelor's degree with final course classification (diploma) or of other qualification according to b) under admission conditions. If credits are to be requested, a certificate indicating all curricular units completed and classification obtained on each of the curricular units is required (MANDATORY, except if the primary course is a course taught at the University of Coimbra);
- 4 - Certificate of other post-graduate courses completed, if any, including workload and programmes;
- 5 - Curriculum Vitae (Europass format); (MANDATORY);
- 6 - Copy of Identification Document (MANDATORY only for foreign applicants).

**NOTE:** Admitted candidates who register and enroll in the course are required to present the original documents until the 31st of December in order to complete their individual student file.

The documents mentioned above must be certified by the local Portuguese consulate and / or legalized by the Apostille system under the Convention on Abolishing the Requirement of Legalization for Foreign Public Documents (better known as the Hague Convention), signed at The



UNIVERSIDADE DE COIMBRA

ADMINISTRATION

Hague, October 5, 1961, with the exception of documents issued by European Union Member-States. However, in case of doubt about the documentation presented, the aforementioned certification or submission of additional documentation may be requested to any applicant.

If the above-mentioned documents are in a foreign language other than Spanish, French or English, a translation must be presented. Translations must be duly certified by the competent authorities.

**7. Tuition fee:**

- 1,500 € (annual fee);

**8. Part-time registration:** Not allowed.

**9. Assessment committee:**

- Adelino Manuel Guimarães Fortunato;  
- Hélder Miguel Correia Virtuoso Sebastião.

**10. Other information:**

- Application is subject to the payment of a fee in the amount of 50.00 €, non-refundable, including in cases of invalidation of application, non-placement or when the study cycle does not open due to the lack of the minimum number of enrollees.  
- Applications are submitted online at: <https://inforestudante.uc.pt/nonio/security/candidaturas.do>;  
- More information at <https://www.uc.pt/academicos>;  
- Contacts: e-mail: <http://www.uc.pt/academicos/e-mail>; phone (00351) 239 24 71 95; in person at the support centres of the Academic Management Service, in the hours available at <http://www.uc.pt/en/academicos/contactos/atendimento>.

University of Coimbra, on 4th February 2019.

The Vice-Rector,

Madalena Alarcão

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