



UNIVERSIDADE DE COIMBRA

ADMINISTRATION

NOTICE OF OPENING N.º 237/GA/GAI

Faculty of Economics

Academic Year 2019/2020

Postgraduate Course /Course not awarding degree

Postgraduation

Postgraduation in Social Economy – Cooperativism, Mutualism and Solidarity

1. Number of places:

1st call: 21 places

2nd call: remaining places

2. Minimum number of students for course opening: 8

3. Application deadlines:

1st call: 4th February to 15th July 2019

2nd call: 14th October 2019 to 6th January 2020

4. Admission requirements:

Applicants for admission to the Postgraduate Degree in Social Economy – Cooperativism, Mutualism and Solidarity must be:

- a) Holders of a Bachelor's Degree or legal equivalent;
- b) Very relevant professional experience in a social economy organization. Up to 20% of places will be allocated to these candidates as a matter of priority.

5. Selection criteria:

- 1. Academic Curriculum: Bachelor's Degree, (Weighting 5/10);
 - 1.1. Average Bachelor's degree;
 - 1.2. Institution;
 - 1.3. Master's degree;

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- 1.4. Postgraduate courses.
- 2. Professional Curriculum: Professional Merit Assessment (Weighting 4/10);
 - 2.1. Professional experience;
 - 2.2. Professional experience in social economy and time of experience;
 - 2.3. Management positions.
- 3. Motivation / Profile of the applicant (includes an interview) (Weighting 1/10).

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) (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 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.

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7. Tuition fee:

- 300€ (annual fee)

8. Part-time registration: Not allowed.

9. Assessment committee:

- Margarida Rosa Silva Baila Madeira Antunes;
- Sílvia Maria Dias Ferreira.

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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