



UNIVERSIDADE DE COIMBRA

ADMINISTRATION

NOTICE OF OPENING N.º 103/GA/GAI

Faculty of Economics
Academic Year 2019/2020
2nd Cycle Course

2nd cycle
Master's degree in Management

1. Number of places:

1st Call: 15 places (external candidates)

2nd Call: 40 places (external candidates)

3rd Call: 10 places (external candidates) + remaining places

10 places* (internal candidates) + remaining places

* Internal candidates - places for applicants who have completed the Specialization Course in MBA for Executives at FEUC, in the last two academic years, having successfully completed curricular unit of Research Methodology.

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:

1. Applicants to the cycle of studies leading to this Master's degree must be:

- a) Holders of a bachelor's degree or legal equivalent;
- 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 a higher academic degree obtained abroad that is recognized as meeting the objectives

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of the degree of bachelor in one of the areas mentioned under the previous points the competent Scientific Committee;

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.

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.

NOTE: In the case of internal applicants of the Executive MBA, they must have successfully completed the course and the subject of Research Methodology .

5. Selection criteria:

1.1 Academic Curriculum: Assessment of the quality and relevance of the academic background, (Weighting 14/20):

The grade to be taken into account in this criterion will be calculated using the following formula:

$$\text{Min } \{20, 10+ (\text{Grade obtained}-\text{Pass grade}) * \alpha_1 * \alpha_2 * \alpha_3 + \text{UC}\}$$

In which:

Grade obtained: grade obtained by the candidate in the bachelor's degree or integrated master's degree, converted into a scale of 0-20 if necessary

Pass grade: minimum grade that guarantees approval in the assessment scale of the educational institution where the candidate obtained the degree, converted into a scale of 0-20, if necessary

Alpha1: weighting reflecting the position of the educational institution in the international rankings

1.1 if the institution is present in the World QS or Times Higher Education rankings

1.0 for other national educational institutions

0.7 if the institution is present in the Top 300 of the regional rankings of the World QS or

Times Higher Education rankings

0.5 in other situations

Alpha2: weighting taking into account the candidate's training area

1 if it is in the area of management or economy

0.9 if it is in a narrow management area

0.8 if in the areas of Sociology, International Relations, Law and related fields

0.5 from other areas

Alfa3: weighting taking into account 2nd cycle courses

1.1 if the candidate holds a postgraduate degree in the area of the Master in Management of

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$UC = \min \{2.0.25 * \text{number of curricular units of the FEUC Management Masters in which approval has already been obtained}\}$

2.1 Professional Curriculum: Assessment of research experience, professional experience and extracurricular activities, (Weighting 3/20):

Basic grade to be assigned: 10

Extracurricular activities: up to 2

Internship of at least 6 months: up to 2 OR

Professional experience of more than 1 year outside the management area: up to 4 OR

Functions of responsibility in the management area for more than one year: up to 8.

3.1 Assessment of motivation letter, considering the reasons for application, availability and commitment of the applicant, (Weighting 3/20).

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:

- 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);
- 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);
- Certificate of Bachelor's degree with final course classification (diploma). 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);
- Certificate of other post-graduate courses completed, if any, including workload and programmes;
- Curriculum Vitae (Europass format); (MANDATORY);
- Official document, issued by the institution awarding the degree, with certified grade (weighted average), (MANDATORY only for foreign candidates);
- Document mentioning the specific curricular units for which equivalence is requested and the previous 2nd cycle course (or pre-Bologna bachelor's degree) completed, which may justify such equivalence (REQUIRED if you wish to request credit equivalence);
- Copy of Identification Document (MANDATORY only for foreign applicants).

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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.

7. Tuition fee:

- National Student or equivalent: 1,063,4 EUR (Fee amount subject to amendment by the General Council);
- International student: 7,000 EUR (annual fee).

8. Part-time registration: Allowed.

9. Assessment committee:

- Joana Maria Pina Cabral Matos Dias;
- João Pedro Dias Fontes da Costa.

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.
- Registration and enrollment of International Students is only confirmed after a single payment corresponding to 30% of the total tuition fee (payment of 3 months of tuition), plus the application fee.
- 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>.

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University of Coimbra, on 23rd January 2019.

The Vice-Rector,

Madalena Alarcão

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