



UNIVERSIDADE DE COIMBRA

ADMINISTRATION

NOTICE OF OPENING N.º 327/GA/GAI

Faculty of Law

Academic Year 2019/2020

Pre-Bologna Graduates

2nd cycle

Master's in Public and Private Administration

1. Number of places:

2nd call: no limit

3rd call: no limit

Supplemental application call: no limit

2. Minimum number of students for course opening: 10

3. Application deadlines:

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

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

Supplemental application call: 14th to 31st October 2019

4. Admission requirements:

- Degree holder of a degree in Public Administration of the University of Coimbra or equivalent of another Institution, pre Bologna.

Pursuant to the Rectoral Order nº137 / 2011.

5. Selection criteria:

- Classification of degree or other degrees obtained, (10/10 Weighting).

6. Required documentation:

- Certificate from higher education course completed with average classification obtained;

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(MANDATORY, except if the origin course is a course taught at the University of Coimbra);

- Certificate of completion of previous curricular units with classification obtained;

(MANDATORY, except if the origin course is a course taught at the University of Coimbra);

- Copy of identification document (MANDATORY only for foreign applicants);

- Curriculum Vitae, Europass format (<http://europass.cedefop.europa.eu/>); (MANDATORY);

- Motivation Letter; (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)).

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:

- Portuguese students or equivalent: 1,600 EUR (annual fee);

- International student: 7,000 EUR (annual fee).

8. Part-time registration: Admits.

9. Assessment committee:

- João José Nogueira Almeida.

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.

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- 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 11th February 2019.

The Vice-Rector,

Madalena Alarcão

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