ADMINISTRATION

NOTICE OF OPENING N.º 403/GA/GAI

Faculty of Arts and Humanities

Academic Year 2019/2020

Course/institution transfer

1st cycle

Bachelor Degree in Archaeology

1. Number of places:
2nd Call:
1st year: 2 places
Remaining years: no limit

2. Minimum number of students for course opening: Not applicable.

3. Application deadlines:
2nd call: 3rd June to 16th August 2019

4. Admission requirements:
1 - Students that request transfer of institution / course must meet the following conditions:
a) To have been enrolled and registered in another institution / course, not having completed that course;
b) To have taken, in any previous school year, the national secondary education exams established for the course of application for the 2019/2020 academic year under the general access regime (one of the following subjects: Philosophy (06), History (11), English (13) or Portuguese (18);
c) To have obtained in these exams the minimum classification required by the University of Coimbra, in the academic year 2019/2020, under the general access regime.

2 - The institution / course transfer regime applies equally to students who have been enrolled and registered in a foreign higher education institution in a course defined as a higher education course by the legislation of the country of that institution, and who have not completed it.

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3 - For students who hold non-Portuguese courses legally equivalent to Portuguese secondary education, the condition established by the preceding paragraphs may be fulfilled through the application of article 20-A of Decree-Law No. 296-A / 98, of September 25, in its updated form.

4 - For students who have enrolled in higher education through specially adapted tests to students over 23 years of age, the condition of admission laid down in paragraph 1 (b) and (c) may be replaced by the exams established for the course of application, for the 2019/2020 academic year, within the scope of the Special Access Competition.

5 - For international students, the condition established by paragraph 1 (b) and (c) of this article may be replaced by the exams established for the course of application, for the 2019/2020 academic year, within the scope of the Special Access Competition.

6 - The exams referred to in paragraph 1 (b) and 3 may have been taken in any school year.

5. Selection criteria:
- a) Average of classifications of the national access competition exams set for access to the desired degree/institution, for the year 2019/2020, under the general access regime or the average of classifications of the exams used in the cases mentioned under 3, 4 and 5 of point 4 of this notice, (90/100 Weighting);
- b) Motivation for the new academic course, considering the vocational aptitude shown by the consonance between the training goals and the goals of the degree to which the applicant aspires to. The motivation letter is the deciding factor in the cases when two or more applicants are competing for the last place available, (10/100 Weighting).

6. Required documentation:
- Certificate with a list of the curricular units in which the candidate obtained a passing grade, and the grades obtained; (MANDATORY, except for students and ex-students of the UC);
- Copy of identification document (MANDATORY only for foreign applicants);
- Declaration on honour (download), signed by the applicant, stating that he/she has not the Portuguese nationality, nor falls under any of the conditions that prevent him/her from applying to this competition, and that he/she has the necessary degree programme pre-requisites (when applicable). Self-declaration should be manually signed as identity document;
- Document that proves that the candidate sat for the exams and obtained the minimum grades required in the national access competition exams/specific exams set for the degree to which he/she is applying (known as “Ficha ENES”) or the document that replaces it, in accordance with numbers

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3, 4 and 5 of article 5.; (MANDATORY);
- Document that proves that the candidate stills hold the right to enroll at University in the academic year to which he/she is applying, in the case of a candidate that was enrolled, in the previous academic year, in a Portuguese higher institution other than the University of Coimbra; (MANDATORY, except for students of the UC and candidates from foreign universities);
- Document that proves that the candidate was/is enrolled in a higher education institution and did not complete the degree at the basis of this application; (MANDATORY, except for students and ex-students of the UC);
- 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: 871,52 EUR (annual fee);
- International student: 7,000 EUR (annual fee).

8. Part-time registration: Allowed.

9. Assessment committee:
- Pedro Jorge Cardoso Carvalho;
- Ricardo Jorge Costeira da Silva.

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

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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.

University of Coimbra, on 13th February 2019.

The Vice-Rector,

Madalena Alarcão

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