



UNIVERSIDADE DE COIMBRA

ADMINISTRATION

NOTICE OF OPENING N.º 322/GA/GAI

Faculty of Law

Academic Year 2019/2020

2nd Cycle Course

2nd cycle

Master's in Public and Private Administration

1. Number of places:

2nd call: 10 places

3rd call: 15 places + remaining places

Extra call: 10 places + remaining places

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

Extra call: 14th to 31st October 2019

4. Admission requirements:

Students who meet the following criteria may apply to this programme:

- a) Holders of a Bachelor's degree or equivalent;
- b) Holders of a foreign academic degree following a 1st cycle of studies according to the principles of the Bologna Process by a country compliant with this process;
- c) Holders of a foreign academic degree recognized for the fact of meeting the objectives of a degree;
- d) holders of an academic, scientific or professional curriculum which the Scientific Council considers to enable the candidate to successfully complete this cycle of studies.

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

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the degree of bachelor or the recognition of that degree.

NOTE:

- Holders of a bachelor's degree in Public Administration or equivalent must have a minimum grade of 10 points (out of 20);
- Holders of a higher academic degree in Public Administration or equivalent obtained in Brazil must have a final grade of 6 points or higher (without rounding off) in the Brazilian scale of 0 to 10 points.

5. Selection criteria:

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

Notes: Access under paragraph 1 (d) of conditions of admission, if the Scientific Council acknowledges that the curriculum shows ability to carry out the study cycle, a classification under the following terms should be assigned:

1. Academic curriculum, considering the final classification of the academic degree (s) held (50%);
2. Scientific curriculum, considering the participation in congresses, seminars, research projects, number of published articles, prizes and similar elements, provided that these activities are in the scientific scope of the study cycle in question (20%);
3. Professional curriculum, considering the duration and nature of the professional functions performed in the scientific field of the study cycle (30%).

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);
- Curriculum Vitae (Europass format); (MANDATORY);
- Official document, issued by the institution awarding the degree, with certified grade (weighted average), (MANDATORY only for foreign candidates);
- Form with indication of the branch the applicant intends to follow in the 2nd year of the Master's in Public-Private Administration (Internship or Dissertation) (This form must be downloaded, filled out, scanned and then attached in the appropriate field on the application page. Failure to comply with the form may be grounds for non-admission) (MANDATORY);

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- 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.

7. Tuition fee:

- Portuguese students or equivalent: 1,600 EUR (annual fee);
- International student: 7,000 EUR (annual fee).

8. Part-time registration: Allowed.

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.
- 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 8th February 2019.

The Vice-Rector,

Madalena Alarcão

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