



UNIVERSIDADE DE COIMBRA

ADMINISTRATION

NOTICE OF OPENING N.º 312/GA/GAI

Faculty of Economics
Academic Year 2019/2020
Pre-Bologna Graduates

2nd cycle
Master's degree in Management

1. Number of places:

1st call: 2 places

2nd call: 2 places

3rd call: 1 place + remaining places

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:

Holders of the Bachelor's degree in Management or Economics, in a course of 4 or 5 years (pre-Bologna).

Pursuant to the Rectoral Order No. 137/2011.

5. Selection criteria:

1. Academic Curriculum: Pre-Bologna Bachelor's Degree in Economics or Management, (4/10 Weighting);

2. Professional Curriculum; Connection between scientific area of the programme and the professional curriculum of the applicant, (4/10 Weighting);

3. Motivation (including, if necessary, an interview): Profile of applicant (2/10 Weighting).

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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, in case that is relevant to the criteria established by the Faculty they are applying to (MANDATORY);
- Course outlines and hourly course loads of previous courses, in case of equivalence credits request (MANDATORY, except in degrees awarded by a foreign institution according to the principles of the Bologna Process by a State compliant with this process / awarded by the University of Coimbra);
- Transcript detailing subjects studied (ECTS or hours) and grade per subject is required (MANDATORY, except in degrees obtained at the University of Coimbra);
- Certificate of other post-graduate courses completed, if any, including workload and programmes;
- Diploma (bachelor's degree or equivalent) with overall grade (MANDATORY, except in degrees obtained at the University of Coimbra);
- Curriculum vitae, EuroPass format (<http://europass.cedefop.europa.eu/>) (MANDATORY);
- Copy of identification document (MANDATORY for international applicants only).

NOTE: Selected applicants 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 countries of the European Union. 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 abovementioned documents are in a foreign language other than Spanish, French or English, a translation is required. 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.

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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>.

University of Coimbra, on 23rd January 2019.

The Vice-Rector,

Madalena Alarcão

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