



UNIVERSIDADE DE COIMBRA

ADMINISTRATION

NOTICE OF OPENING N.º 543/GA/GAI

Faculty of Economics

Academic Year 2019/2020

Postgraduate Course /Course not awarding degree

Postgraduation

Training Course in Microsoft Excel supporting decision making

1. Number of places:

1st call: 25 places

2. Minimum number of students for course opening: 10

3. Application deadlines:

1st call: July 2 to September 15, 2019

4. Admission requirements:

Graduates in any field of knowledge, as well as holders of a secondary school diploma with approval in Mathematics A.

Trainees should have access to Microsoft Excel, for Windows, preferably in the version that will be indicated by the teacher. Most of the content to be treated is also compatible with previous versions of Microsoft Excel, however this compatibility can not be guaranteed in all course modules.

Graduates with previous versions will be able to attend the course, with support and alternative methods of resolution where possible.

5. Selection criteria:

- CV assessment (20/20 Weighting).

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6. Required documentation:

- Motivation letter (MANDATORY);
- Certificate of qualifications that meet the admission requirements (MANDATORY except for UC students and former students);
- Curriculum vitae (MANDATORY);
- Declaration on oath that all documents and information provided to the University of Coimbra are authentic (this declaration is available for download and must be filled out, scanned and attached to the application form) MANDATORY;
- Copy of identification document (MANDATORY for international applicants).

NOTE: Admitted 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:

- 280€ (full amount paid on registration)

8. Part-time registration: Not allowed.

9. Assessment committee:

- Joana Maria Pina Cabral Matos Dias.

10. Other information:

- Submission of applications: online on the website
<https://inforestudante.uc.pt/nonio/security/candidaturas.do>;
- More information through the form <http://www.ed.uc.pt/educ/contactos?action=add>, or by e-mail at info.uc_d@uc.pt;
- Course dates: October 3 to December 23, 2019

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University of Coimbra, on 2nd July 2019.

The Vice-Rector,

Cristina Albuquerque

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