



UNIVERSIDADE DE COIMBRA

ADMINISTRATION

NOTICE OF OPENING N.º 532/GA/GAI

Faculty of Economics

Academic Year 2020/2021

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: 2nd September 2020 to 20th January 2021

4. Admission requirements:

Graduates; Secondary education graduates who have approved Mathematics A.

5. Selection criteria:

- Curriculum evaluation, (20/20 Weighting).

6. Required documentation:

- Certificate from higher education course completed that prove the admission condition; (COMPULSORY except for UC students and ex-students); (MANDATORY);
- Copy of Identity Document(MANDATORY only for international candidates);
- Curriculum vitae; (MANDATORY);

Im0332_09



UNIVERSIDADE DE COIMBRA

ADMINISTRATION

- Motivation Letter; (MANDATORY);
- Statement of commitment to honor the veracity of documents and data delivered to U.C.; (MANDATORY).

NOTE: The submission of the original, authenticated documents attesting the qualification is required of the placed students who enroll and register and it must be made until 31st December (courses of the 1st semester) or 31st July (courses of the 2nd semester) in order to complete the student's personal file.

Regarding foreign students, whether the submission is made in person or by regular mail, the authentication of the documents must be made by the Portuguese embassy or consulate in the country of origin of the document, or by the Hague Convention Apostille. In addition, if the documents are not written in Portuguese, Spanish, French or English, they must be translated into Portuguese by a translator recognised by the Portuguese Diplomatic Representation.

The other documents must be submitted in an electronic copy, along with the declaration of authenticity duly filled in, signed and digitised, which is available at the online application form at InforEstudante.

7. Tuition fee:

- 280€ (full amount paid on registration)

8. Part-time registration: Does not admit.

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: February 04, 2021 to May 05, 2021

University of Coimbra, on 2nd September 2020.

Im0332_09



UNIVERSIDADE DE COIMBRA

ADMINISTRATION

The Vice-Rector,

Cristina Albuquerque

Im0332_09