



UNIVERSIDADE DE COIMBRA

ADMINISTRATION

NOTICE OF OPENING N.º 60/GA/GAI

Faculty of Economics
Academic Year 2021/2022
Postgraduate Course /Course not awarding degree

Postgraduation
Specialization Course in MBA for Executives

1. Number of places:

- 1st call: 15 places
- 2nd call: 24 places
- 3rd call: 1 place + remaining places

2. Minimum number of students for course opening: 8

3. Application deadlines:

- 1st call: 1st to 30th April 2021
- 2nd call: 1st June to 16th July 2021
- 3rd call: 1st to 10th September 2021

4. Admission requirements:

May apply for access to MBA for Executives:

- a) Holders of university degree or legal equivalent with more than three years of relevant professional experience;
- b) In duly justified cases, may apply to the frequency of the course, scientific or professional

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curriculum holders whose merit is recognized by the course coordination, thereby attesting the capacity of the candidates to complete the course.

Note: The Course Coordination may recommend an Introductory Course for candidates whose educational background is outside the fields of Economics and Management: "Fundamentals of Accounting and Economics". The enrollment in this curricular unit will be carried out according to the Regulation of Single Course Units at the University of Coimbra.

5. Selection criteria:

- 1.1 Academic Curriculum: Bachelor's Degree (Weighting 3/12):
(Final classification of course)

- 1.2 Curriculum Academic: Further academic training (Weighting 2/12):
 - 18 points - PhD or Masters
 - 16 points - long term postgraduate studies
 - 14 points - other courses
 - 10 points - no other training

- 2.1 Professional Curriculum: Merit Assessment (Weighting 3/12):
 - 16 points - more than 10 years professional experience
 - 14 points - between 6 and 10 years professional experience
 - 12 points - between 3 and 6 years professional experience
 - 10 points - at least 1 year professional experience
 - 2 points - bonus for adequacy of functions

- 3.1 Interview: Applicant's Profile (Weighting 2/12):
 - 18 points - profile level 3
 - 15 points - profile level 2
 - 12 points - profile level 1

- 4.1 Motivation and Availability (Weighting 2/12):
 - 18 points - level 3
 - 15 points - level 2
 - 12 points - level 1

NOTE: Assessed applications that have a grade lower than 9.5 in one of the evaluation criteria will automatically become non-approved.

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6. Required documentation:

- Official declaration of course outlines and hourly course loads with classification of each course unit of courses previously taken (transcript), in case of equivalence credits request (MANDATORY, except in degrees awarded by the University of Coimbra under the Bologna Process – after 2007/2008);;
- Certificate of higher education degree held, indicating the final classification, or certificate of academic qualifications, for the cases provided for in the admission requirements. (MANDATORY except for UC students and alumni).;
- Certificate of other post-graduate courses completed, if any, including workload and programmes;
- Copy of identification document (MANDATORY only for foreign applicants);
- Curriculum Vitae; (MANDATORY);
- Motivation Letter; (MANDATORY).

Note: If the documents mentioned above are written in a foreign language other than Spanish, French, and English, it is mandatory to present a translation to Portuguese undertaken by a translator recognised by the Portuguese diplomatic representation.

The submission of the authenticated original documents is mandatory to the applicants admitted who enrol and register and must be done until the 31st of December of the year of entry in order to complete their personal file. Further information at: <https://www.uc.pt/en/academicos/Inscricoes/PIAs>.

7. Tuition fee:

- 750€ upon registration and 1500 € per trimester

8. Part-time registration: Not allowed.

9. Assessment committee:

- Pedro Marcelo Amado Garcia da Rocha Torres.

10. Other information:

- Application is subject to the payment of a 50EUR fee, which is non-refundable, even in case of invalidation of application and of non-placement.
- Applications are submitted online at: <https://inforestudante.uc.pt/nonio/security/candidaturas.do>.
- Applicants who do not have the documents attesting the required qualifications or other documents until the end of the deadline for applications may apply conditionally. If they do not

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submit the required documents until the new deadline provided, they can move their application into the following call without any additional charges. If they choose not to move their application within the mentioned deadline, their application will become “Not Admitted” in the final ranking list.

- In applications definitively considered valid, and after the evaluation period has started, it is not possible to add or replace the documents presented. To add new documentation, a new application must be submitted in the next phase, if any.

- After the last phase of applications, and if there are still places available, applicants may submit their application by means of a request, beyond the deadline, which will be duly appraised by the coordination of the Course /Organisational Unit.

- Further information about academic issues, including the academic calendar, is available at:<https://www.uc.pt/en/academicos>.

- Contacts: E-mail: <https://apps.uc.pt/forms/view/sga/en>; Telephone:(00351) 239 247 195; In person assistance: at one of the academic centres of the Academic Management Services of the University of Coimbra. Schedules for assistance may be consulted at:
<https://www.uc.pt/en/academicos/contactos>.

University of Coimbra, on 4th March 2021.

The Vice-Rector,

Cristina Albuquerque

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