



UNIVERSIDADE DE COIMBRA

ADMINISTRATION

NOTICE OF OPENING N.º 63/GA/GAI

Faculty of Economics

Academic Year 2021/2022

Postgraduate Course /Course not awarding degree

Postgraduation

Postgraduation in Social Economy – Cooperativism, Mutualism and Solidarity

1. Number of places:

-1st call: 20 places

-2nd call: 1 place + remaining places

2. Minimum number of students for course opening: 8

3. Application deadlines:

- 1st call: 1st April to 16th July 2021

- 2nd call: 1st September to 15th November 2021

4. Admission requirements:

Applicants for admission to the Postgraduate Degree in Social Economy – Cooperativism, Mutualism and Solidarity must be:

a) Holders of a Bachelor's Degree or legal equivalent;

b) Very relevant professional experience in a social economy organization. Up to 20% of places will be allocated to these candidates as a matter of priority.

5. Selection criteria:

- 1. Academic Curriculum: Bachelor's Degree, (Weighting 5/10);

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UNIVERSIDADE DE COIMBRA

ADMINISTRATION

- 1.1. Average Bachelor's degree;
- 1.2. Institution;
- 1.3. Master's degree;
- 1.4. Postgraduate courses.

- 2. Professional Curriculum: Professional Merit Assessment (Weighting 4/10);
 - 2.1. Professional experience;
 - 2.2. Professional experience in social economy and time of experience;
 - 2.3. Management positions.
- 3. Motivation / Profile of the applicant (Weighting 1/10).

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:

- Certificate of Bachelor Degree with final grade average (diploma). If the certificate does not indicate the average of completion, a certificate proving approval in the curricular units carried out must be included, with respective classifications (school transcript) (MANDATORY, unless the course of origin is taught at the University of Coimbra);
- 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);
- 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);

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>.

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UNIVERSIDADE DE COIMBRA

ADMINISTRATION

7. Tuition fee:

- 500€ (annual fee)

8. Part-time registration: Not allowed.

9. Assessment committee:

-Teresa Carla Trigo de Oliveira

-Margarida Rosa da Silva Baila Madeira Antunes

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 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 5th March 2021.

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UNIVERSIDADE DE COIMBRA

ADMINISTRATION

The Vice-Rector,

Cristina Albuquerque

Im0332_09