

**NOTICE OF OPENING N.º 397/GA/GAI**

**Faculty of Economics**  
**Academic Year 2023/2024**  
**Holders of Other Higher Education Degrees**

**1st cycle**  
**Bachelor's Degree in Management**

**1. Number of places:**

1st Call:

1st year: 1 place

Remaining years: 1 place

**2. Minimum number of students for course opening:** Not applicable

**3. Application deadlines:**

1st call: 3rd July to 18th August 2023

**4. Admission requirements:**

This regime accepts applicants that:

1. Hold a bachelor's, master's or doctor's degree;
2. Hold the extinct courses of the Primary Magisterium, of Childhood Educators and of General Nursing and also a secondary education course, a complementary course to the secondary education or the 10th / 11th grade of secondary school;
3. Are not covered by the international student's statute regulated by Decree-Law no. 36/2014, of March 10, amended and republished by Decree-Law no. 62/2018, of August 6.

**NOTE:** Applicants of Portuguese nationality or equivalent, with a higher academic degree obtained abroad, can apply as long as they hold a degree equivalence or recognition of qualifications.

### 5. Selection criteria:

A - Assessment of the applicant's educational and professional curriculum [8/10 Weighting]:

- a) Work experience (7/20);
- b) Management-related work experience (7/20);
- c) School CV (2/20);
- d) Additional training (4/20);

B - Assessment of the applicant's motivations (through written text) [2/10 Weighting]:

- a) Objectivity in explaining the reasons (6/20);
- b) Objectivity in describing skills (6/20);
- c) Size of the text on the motivations (2/20);
- d) Grammatical correction in the written expression of motivations (3/20);
- e) Text spelling correction (3/20).

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:

- 1- Certificate from higher education course completed with average classification obtained; (MANDATORY, except in degrees obtained at the University of Coimbra);
- 2- Curriculum Vitae; (MANDATORY);
- 3- Identity Document;
- 4- Motivation Letter; (MANDATORY);
- 5- Transcript detailing subjects studied (ECTS or hours) and grade per subject (MANDATORY, except in degrees obtained at the University of Coimbra);
- 6- Workload and programmes of curricular units if credits are to be requested (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 as soon as possible in order to complete their personal file. Further information at: <https://www.uc.pt/en/academicos/Inscricoes/PIAs>.

**7. Tuition fee:**

- National Student or equivalent: 697 EUR (annual fee).

**8. Part-time registration:** Allowed.

**9. Assessment committee:**

- Paulo Miguel Marques Gama Gonçalves.

**10. Other information:**

- Application is subject to the payment of a 50.00 € 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, 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.
- 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 the Student Hub of the University of Coimbra. Schedules for assistance may be consulted at: <https://www.uc.pt/en/academicos/contactos/presencial>.

University of Coimbra, on 3rd May 2023.

The Vice-Rector,

Cristina Albuquerque