

NOTICE OF OPENING N.º 2/SGA/DGF

Faculty of Arts and Humanities

Academic Year 2024/2025

Postgraduate Course /Course not awarding degree

Non Degree Course

Year zero of Social Sciences and Humanities

1. Number of places:

1st call: 50 places

2nd call: 10 places + remaining places

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

3. Application deadlines:

- 1st call: 1st February to 10th May 2024

- 2nd call: 17th June to 2nd September 2024

4. Admission requirements:

1- Hold the International Student Status;

2- Hold a qualification recognised by the University of Coimbra within the scope of the Special Call for International Students;

Or

a) Hold a foreign qualification, with a diploma or certificate issued by a competent authority of the country where the qualification was obtained, which attests the successful completion of secondary education and provides access to higher education in the country of origin.

Or

b) Hold a secondary education certificate or similar qualification.

3- In any of the situations mentioned above, applicants should also comply with one of the following conditions:

a) not have taken an examination of access to higher education recognised by the University of Coimbra, within the scope of the Special Call for International Students;

b) have taken an examination of access to higher education required by the University of Coimbra but not have obtained the minimum grade for application;

c) Have obtained “Not placed” status in the Special Call for International Students of the University of Coimbra.

4 - Applicants must have an intermediate proficiency level in Portuguese – Level B1 in accordance with the Common European Framework of Reference for Languages (not applicable to applicants who attended secondary education in Portuguese).

Note: International applicants are applicants that do not have Portuguese nationality or a nationality from an EU-country, and are not relatives of Portuguese citizens or of nationals of a European Union country.

5. Selection criteria:

1 - Motivation Letter (text preferably written in Portuguese, in which applicants express their motivation to pursue the Foundation Year Programme and their knowledge about the University of Coimbra and the city of Coimbra/Portugal, so that their writing ability, their command of Portuguese and argumentation skills can be assessed – length between 3,000 to 5,000 characters including spaces) (1/6 Weighting);

2 - Recommendation Letters (2/6 Weighting);

3 – An online or in-person interview conducted on a date to be notified to applicants. During the interview, applicants' speaking and their basic academic knowledge and transversal competences will be assessed (3/6 Weighting).

Note: Assessed applications that have an overall grade lower than 9.5 will automatically become non-admitted.

6. Required documentation:

1 - "DEPLE" diploma (Elementary Diploma of Portuguese as a Foreign Language) or a B1 level certificate issued by Faculty of Arts and Humanities of UC; or a self-declaration (download) stating that the applicant has B1 level proficiency in Portuguese (MANDATORY whenever the applicant has not followed the secondary education in Portuguese and has or considers to have the B1 level);

2 - Copy of Identity Document; (MANDATORY);

3 - Document certifying the completion of the Portuguese secondary education (or equivalent) or a document certifying the completion of the Brazilian secondary education or other foreign secondary

education qualification that gives access to higher education in the country in which it was obtained. The latter shall be validated by the competent authority of that country (usually the Official Education Services).; (MANDATORY);

4 - Motivation Letter; (MANDATORY);

5 - Recommendation Letter(s) (for example, from the secondary school's principal or other entities capable of certifying the candidate's academic and personal skills); (MANDATORY);

6 - Self-declaration (download), under an honor commitment, that the candidate does not have Portuguese nationality nor is it covered by any of the conditions that prevent the application. The self-declaration must be signed manually according to a personal identification document.; (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 document mentioned under 5. above must be issued by the official education authorities of the country of origin, and whenever necessary it must be translated, attesting that the secondary education qualifications held, obtained in that country, are sufficient for entering official higher education in their country in similar courses to the ones they wish to apply for at the University of Coimbra. The certificate of equivalence to Portuguese secondary education must be issued by the competent authorities in Portugal (e.g.: a secondary school in Portugal).

The submission of the authenticated original documents, as well as the certificate of equivalence to Portuguese secondary education, whenever applicable, 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:

- International Students: 5,000 EUR/year

8. Part-time registration: Does not admit.

9. Assessment committee:

- Cristina Maria Pinto Albuquerque;
- Helena Maria Mamede Albuquerque;
- João Nuno Paixão Corrêa Cardoso.

10. Other information:

- Application is subject to the payment of a 50 EUR 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/login.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.

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 31st January 2024.

The Vice-Rector,

Cristina Albuquerque