

## **NOTICE OF OPENING N.º 94/SGA/DOFAE**

**Faculty of Economics**  
**Academic Year 2024/2025**  
**2nd Cycle Course**

**2nd cycle**  
**Master's degree in Management**

### **1. Number of places:**

# 75 Total places

1st Call: 15 places (external applicants)

2nd Call: 40 places (external applicants)

3rd Call: 10 places (external applicants) + remaining places

10 places\* (internal applicants) + remaining places

#### **Notes:**

# Of which 6 are destined to applicants from the Polytechnic Institute of Macao.

\* Internal applicants - places for applicants who have completed the Specialization Course in MBA for Executives at FEUC, in the last two academic years, having successfully completed curricular unit of Research Methodology.

- In case these places are not filled, they add to the total number of places.

### **2. Minimum number of students for course opening: 8**

### **3. Application deadlines:**

1st call: 1st March to 1st April 2024

2nd call: 3rd June to 15th July 2024

3rd call: 2nd to 13th September 2024

### **4. Admission requirements:**

1. Applicants to the cycle of studies leading to this Master's degree must be:

a) Holders of a bachelor's degree or legal equivalent;

- b) Holders of a foreign higher academic degree awarded following a 1st cycle of studies organized according to the principles of the Bologna Process by a State compliant with this Process;
  - c) Holders of a higher academic degree obtained abroad that is recognized as meeting the objectives of the degree of bachelor in one of the areas mentioned under the previous points the competent Scientific Committee;
  - d) Holders of a school, scientific or professional curriculum recognized as attesting the capacity to pursue this cycle of studies by the Scientific Committee of the Organizational Unit.
2. The recognition referred to in sub-paragraphs b) to d) of paragraph 1 merely provides access to the study cycle leading to the degree of master and does not confer on its holder the equivalence to the degree of bachelor or the recognition of that degree.

**NOTE:** In the case of internal applicants of the Executive MBA, they must have successfully completed the course and the subject of Research Methodology.

## 5. Selection criteria:

1. Academic Curriculum: Assessment of the quality and relevance of the academic pathway, [14/20 Weighting];

The grade to be considered in this criterium will be calculated by means of the undermentioned formula:

$$\text{Min } \{20, 10 + (\text{Grade obtained} - \text{Passing grade}) * \alpha_1 * \alpha_2 + \text{UC}\}$$

Which is explained as follows:

Grade obtained: is the grade obtained by the applicant in the Bachelor's or Master's Degree Course converted into a 0-20 scale, if necessary;

Passing Grade: Minimum Grade that guarantees the successful assessment in the grading scale of the Higher Education Institution in which the applicant obtained the degree, converted into a 0-20 scale, if necessary;

Alfa1: weighting reflecting the position of the higher education institution in the international rankings:

1.1 if the institution is listed in the World QS or Times Higher Education rankings;

1.0 for other national higher education institutions;

0.8 other situations;

Alpha2: weighting taking into account 2nd/3rd cycles training:

1.1 if the applicant holds a postgraduation, Master's or PhD Degree course;

1.0 other situations;

UC = min {3; 0.25 \* number of Curricular Units of the Master's Degree in Management at the FEUC, or equivalent units, for which you already have obtained a successful assessment}

2. Professional Curriculum: Assessment of the experience in research, professional experience and

extra-curricular activities, [3/20 Weighting];

Basic note to be awarded: 10 with an increase for extra-curricular activities up to 2;

Traineeships: up to 2 OR

Professional experience in a field other than management: up to 4 OR

Professional experience in the field of management: up to 6 OR

A position of responsibility functions in the field of Management: up to 8

3. Assessment of the Motivation Letter, taking into consideration the reasons for the application, availability and commitment of the applicant, [3/20 Weighting].

**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 from other post-graduate courses completed, if any, including time and program;
- Certificate of Bachelor's degree with final course classification (diploma). A certificate proving approval in the curricular units carried out must be included, with respective classifications (school transcript). (MANDATORY, except if the primary course is a course taught at the University of Coimbra);
- Curriculum Vitae; (MANDATORY);
- Identification document (MANDATORY only for foreign applicants);
- 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);
- Official document certifying qualifications, issued by the institution awarding the degree, indicating the weighted average and the grading scale. (MANDATORY only for holders of a degree obtained abroad that does not contain the average).

**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: 1,063,47 EUR (annual fee);

- International student: 7,000 EUR (annual fee).

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

**9. Assessment committee:**

- Luís Miguel Alçada Tomás de Almeida;
- Susana Maria Palavra Garrido.

**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". Then, they can move their application onto the following call for applications without any additional charges.
- 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 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 23rd February 2024.

Head of Division,



ADMINISTRATION

Ângela Mateus Ferreira