

## **NOTICE OF OPENING N.º 96/SGA/DOFAE**

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

**2nd cycle**  
**Master's in Marketing**

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

1st call: 15 places

2nd call: 15 places + remaining places

3rd call: 9 places + remaining places

Extra call: 1 place + remaining places

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

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

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

2nd call: 2nd April to 31st May 2024

3rd call: 1st June to 15th July 2024

Extra call: 15th July to 9th 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:** Priority will be given to applicants under the Protocol with IPM, as well as former students of the PG MBA in Marketing, with the course completed.

### 5. Selection criteria:

1. Academic Curriculum: Bachelor's Degree (Final Grade of the Course), [3/12 Weighting];

2. Academic Curriculum: Other academic trainings, [3/12 Weighting];

- 18 points - PhD Degree Course
- 16 points - Master's Degree Course
- 14 points - Postgraduation equivalent to a taught component of a Master's Degree Course
- 12 points - Short Professional Training
- 10 points - Without professional training after completing the Bachelor's Degree Course
- 2 points - award for the adequacy of the training

3. Professional Curriculum: Merit Assessment, [3/12 Weighting].

- 18 points - more than 10 years of professional experience
- 16 points - up to 10 years of professional experience
- 14 points - up to 5 years of professional experience
- 12 points - up to 2 years of professional experience
- 10 points - without professional experience
- 2 points - award for the adequacy of the training

4. Motivation and Availability, [3/12 Weighting].

- 20 points - level 6
- 18 points - level 5
- 16 points - level 4
- 14 points - level 3
- 12 points - level 2
- 10 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.

### 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: 2,725 EUR (annual fee);
- International student: 7,000 EUR (annual fee).

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

#### **9. Assessment committee:**

- Arnaldo Fernandes Matos Coelho;
- Cristela Maia Bairrada;
- 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

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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,

Ângela Mateus Ferreira