

NOTICE OF OPENING N.º 192/SGA/DOFAE

Faculty of Psychology and Education Sciences

Academic Year 2024/2025

2nd Cycle Course

2nd cycle

Master's Degree in Educational Administration

1. Number of places:

1st call: 10 places

2nd call: 19 places

3rd 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: 3rd June to 15th July 2024

3rd call: 2nd to 13th September 2024

4. Admission requirements:

The MAE is aimed at people who demonstrate the ability to attend a 2nd cycle wishing to acquire in-depth knowledge in the field of educational administration, as well as to develop educational management and administrative skills of educational institutions.

1. Thus, applicants to this study cycle, leading to the degree Master in Educational Administration can be:

a) Holders of a bachelor's degree pre or post Bologna or holders of an equivalent degree in Education / Education Sciences or in the areas of Teaching;

b) Other bachelor degree holders with functions in the areas of education / training and administration, having an academic, scientific and professional curriculum vitae considered relevant to attend this study cycle and being recognized as such by the FPCEUC Scientific Committee (SC);

- c) Holders of a foreign higher education degree in the fields mentioned under a) that is recognized as meeting the objectives of a bachelor's degree in Education Sciences;
 - d) Holders of an academic, scientific and professional curriculum relevant for completing this cycle of studies as recognized by the Scientific Committee of FPCE.
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.

5. Selection criteria:

- a) Academic and scientific curriculum, [4/9 Weighting];
- b) Relevant professional curriculum in the area, [2/9 Weighting];
- c) Final grade of degree, [3/9 Weighting].

6. Required documentation:

- 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: Not allowed.

9. Assessment committee:

- Ana Maria Magalhães Teixeira Seixas.

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 27th February 2024.

Head of Division,



ADMINISTRATION

Ângela Mateus Ferreira