

**NOTICE OF OPENING N.º 204/SGA/DOFAE**

**Faculty of Psychology and Education Sciences**

**Academic Year 2024/2025**

**2nd Cycle Course**

**2nd cycle**

**Master in Social Work**

**1. Number of places:**

1st call: 10 places

2nd call: 8 places

3rd call: 2 places + 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:**

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 by the Scientific Committee of FPCE;
- d) In duly justified cases, holders of a 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:

1. Academic Curriculum, [7/10 Weighting];

1.1. Final Grade of the Bachelor's Degree Course (weighted 3/10):

a) Bachelor's Degree in Social Service – award the same points as the final average obtained in the completion of the Bachelor's Degree Course;

b) Bachelor's Degree in another scientific field - award a point less than the grade obtained in the completion of the Bachelor's Degree Course;

1.2. Other Academic Training (weighted 2/10):

a) If the applicant does not have any training course: 10 points;

b) Up to five short-term training courses in fields of interest to the Social Service - 11, 12, 13, 14, 15 (if the applicants have more than five, consider the maximum points of 15). Consider 1 point more if the applicant has an international training course;

c) Short-term training courses not related to the Social Service - 11 and 12 points (if more than one course);

d) If the applicant has completed a post-graduation - 16 points;

e) If the applicant has completed a Master's Degree Course - 20 points.

1.3. Publications / Research (weighted 2/10):

a) Non-presentation of publications or research activities (e.g. projects) - 10 points;

b) Accomplishment of research works as part of the academic pathway (e.g.: internship report, research activity) - 15 points;

c) Presentation of stand-alone publications (that are not part of the academic pathway - 2 points for each publication, that is, 10 + 2... up to a maximum of 18 points;

d) Presentation of stand-alone publications (that are not part of the academic pathway) including 2 publications in international journals with impact factor - 20 points.

2. Professional Curriculum, [2/10 Weighting];

2.1. Appraisal of the Professional Merit:

a) Presentation of professional experience less related to the field of study of the Cycle of Studies to which the applicant is applying - 10 points;

b) Presentation of professional experience within the field of the Cycle of Studies for which the applicant is applying - 14 points;

c) Presentation only of volunteering experience - 12 points;

d) Presentation of professional experience within the field of the Cycle of Studies to which the applicant is applying, and volunteering experience - 16 points;

e) Presentation of very relevant professional experience (practice of 8 or more years within the field of the Cycle of Studies/Master's Degree in Social Service) - 20 points:

3. Applicant's Profile, [1/10 Weighting].

3.1. Motivation Letter:

a) Demonstration of the personal interest, but poor knowledge of the Cycle of Studies and how it can contribute to an important (professional) pathway. The applicant shows difficulties in writing - 10 points;

b) Demonstration of high personal interest and knowledge of the Cycle of Studies, and how it can contribute to an important pathway. A well-structured and coordinated - 15 points;

c) Demonstration of high personal interest and knowledge of the Cycle of Studies, and presentation of a consistent reflection on how it can contribute to an important pathway. Well-structured and strongly coordinated document - 20 points.

## 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:

ADMINISTRATION

- National Student or equivalent: 1,250 EUR (annual fee);
- International student: 7,000 EUR (annual fee).

**8. Part-time registration:** Not allowed.

**9. Assessment committee:**

- Clara Maria Rodrigues Cruz Silva Santos;
- Cristina Vanessa Coimbra Nunes;
- Maria Helena Gomes dos Reis Amaro da Luz.

**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