

**NOTICE OF OPENING N.º 147/SGA/DOFAE**

**Faculty of Arts and Humanities**

**Academic Year 2024/2025**

**2nd Cycle Course**

**2nd cycle**

**Master's in Translation**

**1. Number of places:**

1st call: 8 places

2nd call: 20 places

3rd call: 2 places + remaining places

**2. Minimum number of students for course opening: 6**

**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 this 2nd cycle course must:

- a) Hold a bachelor's degree or equivalent, regardless of the scientific area;
- b) Hold a higher education degree awarded by a foreign institution after a 1st study cycle structured according to the principles of the Bologna Process by a participating country;
- c) Hold a higher education degree by a foreign institution in the above-mentioned fields recognized by the Scientific Committee of the Faculty of Arts and Humanities as fulfilling the objectives of a bachelor's degree;
- d) Holders of an academic, scientific or professional CV recognized as adequate for pursuing this cycle of studies by the Scientific Committee of the Faculty of Arts of the University of Coimbra, in which applicants must obtain an evaluation of 9.5 points or higher.

2. The recognition referred to in sub-paragraphs b) to d) of paragraph 1 only provides access to the study cycle leading to the degree of master and does not confer the equivalence to the degree of bachelor or the recognition of that degree.

NOTE: Applicants must possess solid knowledge of the working languages (foreign and Portuguese), which will be assessed in an exam. Applicants who fail in this exam will not be admitted. This exam will also assess the capacity for logical and critical argumentation.

The dates of the exam are the following:

1st phase: April 03th and 04th, 2024

2nd phase: July 17th and 18th, 2024

3rd phase: September 16th and 17th, 2024

### 5. Selection criteria:

a) Classification of Bachelor's or equivalent academic degree (Weighting 6/10)

b) Curriculum vitae (Weighting 3/10)

- no professional experience / volunteer work and no research activity or experience abroad - 10 points;
- non-relevant professional experience / volunteer work - 12 points;
- non-relevant research activity or experience abroad - 14 points;
- relevant professional experience / volunteer work or research activity - 16 points;
- relevant professional experience / volunteer work or research activity and experience abroad - 18 points;
- relevant work / volunteer experience, relevant research activity and experience abroad - 20 points.

c) Motivation of applicant (Weighting 1/10)

Assignment of 0 to 5 points to each of the following items:

- relevance of the objectives in the theoretical and practical perspective of Translation;
- connection of the objectives with the curricular plan;
- awareness of the themes dealt with in Translation;
- writing competence (correction and cohesion).

Regarding the access referred to in sub-paragraph d) of paragraph 1 of the conditions of admission: The CV of applicants is rated on a scale of 0 to 20 in criteria i) to iv) and according to their respective weights:

i) Academic curriculum, considering the final classification of the degree(s) held, (20/100 Weighting);

ii) Relevance of the degree(s) held for the scientific area of the study cycle, (20/100 Weighting);

iii) Scientific curriculum, considering participation in congresses, seminars, research projects, number and scientific quality of publications (monographs, book chapters, articles in periodicals),

prizes and similar awards, provided these activities are in the scientific area of the study cycle in question, (30/100 Weighting);

iv) Professional curriculum, considering the duration and nature of the professional activities performed in the scientific area of the study cycle in question, (30/100 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 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);
- Document indicating the language (s) the foreign (s) intended; (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: 1,250 EUR (annual fee);
- International student: 7,000 EUR (annual fee).

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

**9. Assessment committee:**

- Jorge Manuel Costa Almeida e Pinho.

**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 26th February 2024.

Head of Division,

Ângela Mateus Ferreira