

NOTICE OF OPENING N.º 405/SGA/DOFAE

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

**2nd cycle
Master's in Public and Private Administration**

1. Number of places:

2nd call: 20 places

3rd call: 15 places + remaining places

2. Minimum number of students for course opening: 10

3. Application deadlines:

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

3rd call: 2nd to 13th September 2024

4. Admission requirements:

Students who meet the following criteria may apply to this programme:

- a) Holders of a Bachelor's degree or equivalent;
- b) Holders of a foreign academic degree following a 1st cycle of studies according to the principles of the Bologna Process by a country compliant with this process;
- c) Holders of a foreign higher education degree that is recognized as meeting the objectives of a bachelor's degree by the Scientific Committee of the Faculty of Law. Applicants whose final grade has been expressed on a metric scale of 0 to 10, must have a minimum final grade in the Bachelor's Degree equal to or higher than 6 points, without rounding, [grade certified in an official document by the Institution granting the degree (general performance coefficient; weighted average), submitted in the application form];
- d) Holders of an academic, scientific or professional curriculum which the Scientific Council considers relevant for successfully completing this cycle of studies.

e) Holders of a pre-Bologna Bachelor's Degree in Public Administration who declare, in a specific form, to be applying under the regime for obtaining the degree of Master by pre-Bologna graduates.
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:

- Classification of degree or other degrees obtained, (10/10 Weighting);

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 iii) and according to their respective weights:

i) Academic curriculum, considering the final classification of the degree(s) held, (50/100 Weighting);

ii) 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, (20/100 Weighting);

iii) 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).

6. Required documentation:

- Application form, (Declaration on application under the Pre-Bologna Regime). This form must be downloaded, filled out, scanned and then attached in this field. (MANDATORY for applicants holding a Bachelor's Degree in Public Administration pre-Bologna);

- 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);

- Certificate of approval in the curricular units completed, with classifications (school transcript) (Application under the Pre-Bologna Regime) (MANDATORY for applicants holding a Bachelor's degree in Public and Private Administration completed before the Bologna process with a duration of 5 curricular years);

- Curriculum Vitae; (MANDATORY);

- Form with indication of the component the candidate intends to follow in the 2nd year of the Masters in Public-Private Administration (Internship or Dissertation); (MANDATORY);

- Identification document (MANDATORY only for foreign applicants);

- Motivation Letter; (MANDATORY);

ADMINISTRATION

- 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, issued by the institution conferring the degree, with certified grade (weighted average), (MANDATORY only for foreign candidates).

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: 1,600 EUR (annual fee);
- International student: 7,000 EUR (annual fee).

8. Part-time registration: Allowed.

9. Assessment committee:

- Fernando Licínio Lopes Martins;
- Paula Margarida Cabral Santos Veiga;
- Pedro António Pimenta Costa 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 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.

ADMINISTRATION

- 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 7th March 2024.

Head of Division,

Ângela Mateus Ferreira