

NOTICE OF OPENING N.º 346/SGA/DOFAE

Faculty of Medicine

Academic Year 2024/2025

Postgraduate Course /Course not awarding degree

Non Degree Course

Specialization Course in Management and Direction in Health

1. Number of places:

1st call: 0 places

2nd call: 39 places

3rd call: 1 + remaining places

2. Minimum number of students for course opening: 12

3. Application deadlines:

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

3rd call: 2nd to 13th September 2024

4. Admission requirements:

1. Students holding a graduate degree, Master or legal equivalent in Pharmaceutical Sciences, Law, Economics, Nursing, Management, Medicine and Dental Medicine;
2. The Commission may consider applicants holding a graduation or master degree that present an adequate academic or professional curriculum.

5. Selection criteria:

- Academic CV - Scientific and Professional, [5/10 Weighting];
- Interview, [5/10 Weighting].

Jury:

Ana Teresa Carvalho Martins Corte Real Gonçalves (Presidente do Júri)

Óscar Manuel Domingos Lourenço

Francisco Jorge Batel Marques
Eduardo Jorge Gonçalves Barata
Carlos Miguel Costa Alves

6. Required documentation:

- 1- Motivation Letter; (MANDATORY);
- 2- 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);
- 3- 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);
- 4- Curriculum Vitae; (MANDATORY);
- 5- Copy of identification document (MANDATORY only for foreign applicants);
- 6 - Applicants from countries not adhering to the Bologna Process, have to submit an authorization from the Council of Scientific FMUC how can apply.

To obtain this declaration applicants will need to:

- submit a request to the President of the Scientific Committee of FMUC - 15 days before the end of the application deadline - indicating personal data, academic qualifications and other elements deemed necessary, for a better assessment of the application, to the e-mail: ccientifico@fmed.uc.pt (preferably signed);
- indicate the course of application;
- send proof of the elements mentioned in the application (e.g.: copy of identification document, diploma of degree, school history and curriculum vitae) all duly authenticated by the consulate or embassy;
- send a document, school history, with the subjects broken down and indication of the classifications obtained in the Higher Education Course held.

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:

- 4500€ (annual fee)

8. Part-time registration: Not allowed.

9. Assessment committee:

- Ana Teresa Carvalho Martins Corte-Real Gonçalves;
- Carlos Miguel Costa Alves;
- Eduardo Jorge Gonçalves Barata;
- Francisco Jorge Batel Marques;
- Óscar Manuel Domingos Lourenço.

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 7th March 2024.



ADMINISTRATION

Head of Division,