

NOTICE OF OPENING N.º 340/SGA/DOFAE

Faculty of Economics
Academic Year 2024/2025
Postgraduate Course /Course not awarding degree

Non Degree Course
Specialization Course in MBA for Executives

1. Number of places:

1st call: 10 places

2nd call: 24 places

3rd call: 1 + 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:

May apply for access to MBA for Executives:

a) Holders of university degree or legal equivalent with more than three years of relevant professional experience;

b) In duly justified cases, may apply to the frequency of the course, scientific or professional curriculum holders whose merit is recognized by the course coordination, thereby attesting the capacity of the candidates to complete the course.

5. Selection criteria:

1.1 Academic Curriculum: Bachelor's Degree (Weighting 3/12):
(Final classification of course)

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1.2 Curriculum Academic: Further academic training (Weighting 2/12):

- 18 points - PhD or Masters
- 16 points - long term postgraduate studies
- 14 points - other courses
- 10 points - no other training

2.1 Professional Curriculum: Merit Assessment (Weighting 3/12):

- 16 points - more than 10 years professional experience
- 14 points - between 6 and 10 years professional experience
- 12 points - between 3 and 6 years professional experience
- 10 points - at least 1 year professional experience
- 2 points - bonus for adequacy of functions

3.1 Interview: Applicant's Profile (Weighting 2/12):

- 18 points - profile level 3
- 15 points - profile level 2
- 12 points - profile level 1

Jury:

Pedro Marcelo Amado Garcia da Rocha Torres (President of the Jury)

Fernando Manuel Pereira Oliveira Carvalho

Isabel Cristina Dórdio Dimas

4.1 Motivation and Availability (Weighting 2/12):

- 18 points - level 3
- 15 points - level 2
- 12 points - level 1

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:

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- The workload hours and syllabi of the curricular units already completed in the course attended if you want to request the awarding of ECTS credits (MANDATORY, unless the course you have completed was delivered at the University of Coimbra within the scope of the Bologna Process (after 2007/2008)).

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- 4- If ECTS credits are request, must include the certificate that attests the completion of the curricular units you attended, with their grades (student's academic record) (MANDATORY, unless the course you have completed was delivered at the University of Coimbra);
- 5- Certificate of other post-graduate courses completed, if any, including workload and programmes;
- 6- Curriculum Vitae; (MANDATORY);
- 7- Identification document (MANDATORY only for foreign applicants).

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:

- 750€ upon registration and 1500 € per trimester

8. Part-time registration: Not allowed.**9. Assessment committee:**

- Pedro Marcelo Amado Garcia da Rocha Torres.

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

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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 1st March 2024.

Head of Division,