NOTICE OF OPENING N.º 336/SGA/DOFAE

Faculty of Sciences and Technology

Academic Year 2024/2025

Postgraduate Course /Course not awarding degree

Non Degree Course

Training course – Operations and Value Chain Optimization

1. Number of places:
1st call: 15 places
2nd call: 5 places
3rd call: 10 + remaining places
Supplemental application call: 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
Supplemental application call: 22nd to 29th October 2024

4. Admission requirements:
Applicants for admission to this course must be:
- Young researchers, doctoral students, technicians, directors or other collaborators identified by the R&D Units of the UC Group, by the Organic Units or Administration Services of the University of Coimbra.

5. Selection criteria:
a) Academic curriculum, [4/10 Weighting];
b) Working experience, [4/10 Weighting];

c) Motivation, [2/10 Weighting].

NOTA: As candidaturas avaliadas que tenham nota inferior a 9,5 valores num dos critérios de avaliação serão automaticamente não admitidas.

6. Required documentation:
1- Motivation Letter; (MANDATORY);
2- Letter of Recommendation;
3- Identity Document (MANDATORY only for foreign applicants);
4- Updated and summarized curriculum, (not necessarily in Europass format); (MANDATORY).

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:
- 275€ (full amount paid on registration)

8. Part-time registration: Not allowed.

9. Assessment committee:
- Fernando Pedro Martins Bernardo.

10. Other information:
- 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 1st March 2024.

Head of Division,