

NOTICE OF OPENING N.º 476/SGA/DOFAE

Faculty of Law

Academic Year 2024/2025

Over 23-year-olds

1st cycle

Bachelor's Degree in Public and Private Administration

1. Number of places:

1st Call:

1st year: 2 places

Remaining years: 2 places

2nd Call:

1st year: remaining places

Remaining years: remaining places

2. Minimum number of students for course opening: Not applicable

3. Application deadlines:

1st call: 1st July to 16th August 2024

2nd call: 16th September to 3rd October 2024

4. Admission requirements:

Applicants to the access and admission to the course may be:

- Individuals who do not hold academic qualifications to apply to higher education;
- Individuals who have successfully accomplished the over 23 years old Specially Adequate Exam intended to assess their Ability to attend Higher Education that is valid for the course to which they want to apply;
- Individuals who meet the prerequisites whenever these are required;
- Individuals who are not covered by the status of International Student that is ruled by Decree-Law no. 36/2014 of 10th March, in its current wording.

5. Selection criteria:

- Classification of the specially adapted exam to assess the capacity to attend higher education for students over 23, [10/10 Weighting].

6. Required documentation:

- 1 - Motivation Letter (MANDATORY);
- 2 - Identification document (MANDATORY, only for foreign applicants);
- 3 - Transcript detailing subjects studied (ECTS or hours) and grade per subject (MANDATORY, except in degrees obtained at the University of Coimbra);
- 4 - Workload and programmes of curricular units if credits are to be requested (MANDATORY, except in degrees awarded by the University of Coimbra under the Bologna Process – after 2007/2008).

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: 697 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>.
- Further information about academic issues, including the academic calendar, is available at: <https://www.uc.pt/en/academicos>.

ADMINISTRATION

- Contacts: E-mail: <https://apps.uc.pt/forms/view/sga/en>; Telephone:(00351) 239 247 195; In person assistance: at one of the academic centres of the Academic Management Services of the University of Coimbra. Schedules for assistance may be consulted at: <https://www.uc.pt/en/academicos/contactos>.

University of Coimbra, on 1st April 2024.

Head of Division,