

NOTICE OF OPENING N.º 477/SGA/DOFAE

Faculty of Law

Academic Year 2024/2025

Holders of Other Higher Education Degrees

1st cycle

Bachelor's Degree in Public and Private Administration

1. Number of places:

1st Call:

1st year: 1 place

Remaining years: 2 places

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

3. Application deadlines:

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

4. Admission requirements:

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

- Individuals who hold a bachelor's, master's or doctor's degree;
- Individuals who hold the extinct courses of the Primary Magisterium, of Childhood Educators and of General Nursing and also a secondary education course, a complementary course to the secondary education or the 10th / 11th grade of secondary school;
- 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.

NOTE: Applicants of Portuguese nationality or equivalent, with a higher academic degree obtained abroad, can apply as long as they hold a degree and diploma recognition.

5. Selection criteria:

1. Classification of course, [5/10 Weighting];
2. Commitment to the new course, as expressed in particular in the letter of motivation, [1/10 Weighting];
3. Journey Quality of staff / Curriculum Vitae, assessing in particular the quality of the School or Faculty source and the relevance of the previous route to a degree for which application is made., [4/10 Weighting].

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 from higher education course completed with average classification obtained; (MANDATORY, except in degrees obtained at the University of Coimbra);
- 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).
- 5- Curriculum Vitae; (MANDATORY);
- 6- Identity 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:

- 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>.
- 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, they can move their application into the following call without any additional charges. If they choose not to move their application within the mentioned deadline, their application will become "Not Admitted" in the final ranking list.
- 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.
- 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 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 4th April 2024.

Head of Division,