

NOTICE OF APPLICATION (1ST STAGE)



2nd Cycle of Studies Leading to the Master's Degree in Primary Care Mental Health

3rd Course: Start Academic Year 2018/19

Coordinators: Professor Miguel Xavier and Professor Gabriel Ivbijaro

The NOVA Medical School (Faculdade de Ciências Médicas) of NOVA University Lisbon announces the call for applications for the 3rd course of the 2nd cycle of studies leading to the **Master's Degree in Primary Care Mental Health**.

1. LIMIT ON PLACES (VACANCIES):

The Master's course shall be run with between 9 and 25 students (Portuguese and international).

2. JURY FOR ANALYSIS, ASSESSMENT, SELECTION AND RANKING OF APPLICATIONS:

The analysis, assessment, selection and ranking of the applications will be made by a jury previously appointed by the Scientific Council of NMS|FCM/UNL for this purpose, comprising:

Professor Miguel Xavier (President)

Professor Gabriel Ivbijaro

3. SPECIFIC ENTRY CONDITIONS:

Holders of a Bachelor's degree or legal equivalent in the field of Medicine, Nursing, Psychology or Social Sciences, with experience of working in clinical practice, may apply to the Master's Degree in Primary Care Mental Health.

4. APPLICATION PERIOD AND PROCEDURE:

Applications must be submitted to the NMS | FCM of UNL, within the deadline and in accordance with the following:

4.1. Application period: 16 April to 28 June 2018.

4.2. Formalisation of applications: the application may only be submitted via the internet, by completing the application form available at the following address:

http://www.nms.unl.pt/main/index.php?option=com_content&view=article&id=237&Itemid=566&lang=pt

4.3. List of documents required for the application process:

4.3.1 - Portuguese Students:

- a) A simple photocopy of the qualification certificate(s) of the academic degree(s) obtained, indicating the respective final classification and ECTS; All academic degrees indicated in the *curriculum vitae* must be substantiated by the respective qualification certificates, which must include the final classification and ECTS. If the academic degree(s) have been obtained abroad, applicants must submit the documents mentioned in paragraphs a), b) and i) of section 4.3.2 below.
- b) *Curriculum Vitae* (only the *Curriculum Vitae* in the format available on the NMS|FCM/UNL website shall be accepted);
- c) A motivation letter for the accomplishment of this Master's Degree;
- d) Proof of completion of post-graduate studies;
- e) Proof of payment of application fee;
- f) Other documents considered relevant by the applicant.

4.3.2 - International Students:

- a) Documents confirming the access qualifications, indicating the academic degree(s) obtained and their classification, duly validated by the competent authority of the issuing country (recognized by Portuguese diplomatic or consular authority or bearing the Hague apostille by the competent authority of the State that issues the document);
- b) Candidates with academic degrees obtained abroad shall be obliged to present the records of recognition of those degrees and conversion of the respective final grades into the Portuguese classification scale (whenever the foreign degree has been given a final classification), issued by the Directorate-General of Higher Education or by a Portuguese higher education institution (outlined in Decree-Law no. 341/2007, of 12 October) or, alternatively, to present the document of recognition/equivalence of the foreign qualifications to the corresponding Portuguese qualifications issued by a Portuguese public higher education institution (a process regulated by Decree-Law no. 283/83 of 21 June).
- c) *Curriculum Vitae* (only the *Curriculum Vitae* in the format available on the NMS|FCM/UNL website shall be accepted);
- d) A motivation letter for the accomplishment of this Master's Degree;
- e) Proof of completion of post-graduate studies;
- f) Proof of payment of application fee;
- g) Other documents considered relevant by the applicant;
- h) Sworn declaration that the applicant does not have Portuguese nationality and is not covered by any of the conditions which, in accordance with Decree-Law No. 36/2014 of 10 March, prevents them from being an International Student;
- i) All documents mentioned in the above paragraphs that are not issued in Portuguese, English, French or Spanish should be translated into one of these languages (and the translation recognised/validated).

4.4. All documents mentioned in sub-paragraph 4.3 must be sent to the Postgraduate Section of the NMS|FCM Academic Division:

- a) To the e-mail address posgraduacao@nms.unl.pt or,
- b) By post or,
- c) Delivered in person, on working days, from 9.30 a.m. to 4.00 p.m..

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4.5. Payment of the application:

The cost of the Master's Degree application is €51.00 (non-refundable). The payment must be made through an ATM reference or bank transfer. Payment details will be made available after submitting the online application. Applications shall only be considered valid when payment has been made within the application deadline.

4.6. Any notifications concerning this process shall be sent to applicants using the email address indicated in the application.

5. EXCLUSION OF APPLICATION:

5.1. The following applications shall be excluded:

- a) Do not comply with the instructions and procedures referred to in point 4 of this Notice ("Application Period and Procedure");
- b) Do not fulfil the Specific Entry Conditions established in point 3 of this Notice;
- c) Do not attend the interview referred to in point 6 of this Notice, when it is deemed necessary by the jury.

5.2. Applicants who make false statements are excluded from the application process at any time.

5.3. The decision regarding the exclusion of the application process is of the responsibility of the Jury, which pre-selects the applicants within the time limits legally established in this Notice.

6. ASSESSMENT CRITERIA, SELECTION AND RANKING PROCESS AND FINAL CLASSIFICATION OF APPLICATIONS:

6.1. The analysis, assessment, selection and ranking of the applications shall be made according to the following assessment criteria (detailed and quantified in the minutes), in scientific areas relevant to the master's degree:

- a) Academic degree: 3 to 5 points
- b) Relevant professional experience: 0 to 10 points
- c) Postgraduate education (e.g. courses, internships, etc.): 0 to 2 points
- d) Scientific Publications: 0 to 2 points
- e) Scientific Communications: 0 to 1 point

If the selection jury considers it necessary, applicants may be interviewed (in person or by other means). The call for the interview, indicating the date, place and time, shall be sent to the applicants to the e-mail address indicated in the application.

6.2. The Final Classification (FC) of the applicants shall be presented in units, on a scale of 0 to 20 points, resulting from the sum of the classifications obtained in the *above* indicated criteria.

6.3. In accordance with the above identified criteria and the fixed vacancy limit (25), the twenty-five applicants with the highest Final Classification (FC) and equal to or higher than 10 (ten) points (on a numerical scale from 0 to 20) shall be placed - "*Approved - Placed*".

6.4. The remaining applicants with a Final Classification (FC) equal to or higher than 10 (ten) points (applicants ranked after position 25) shall be considered reserves - "*Approved - Not Placed*". "*Approved -*



not placed" candidates (reserves) shall be automatically placed in descending order of FC score, and shall be admitted if an "approved - placed" applicant withdraws before the start of the academic year.

6.5. Applicants with a Final Classification (FC) lower than 10 (ten) points shall be automatically excluded - "Excluded".

7. COMMUNICATION OF THE RESULTS:

The results of the application selection (provisional and final selection lists) will be published on the NMS|FCM/UNL website.

8. APPEALS:

8.1. Appeals take place within the deadlines defined in this Notice and allow applicants, if they so wish, to present the questions they wish to see clarified about the assessment, selection and ranking process of the applications.

8.2. The allegations concerning the appeal must be duly substantiated and must be in writing, addressed to the President of the Jury.

8.3. Decisions on the allegations submitted by the applicants are the responsibility of the Jury and shall be in writing and sent to the applicants (to the e-mail address indicated in the application form) until the day before the final selection list is published, as stated in this Notice.

9. COMPLAINT:

9.1. The complaint must be substantiated and addressed, in writing, to the Dean of NMS|FCM/UNL, within the period established for this purpose in this Notice.

9.2. Decisions on complaints are the responsibility of the Dean of NMS|FCM/UNL and must be communicated to the complainants in writing (to the e-mail address indicated in the application form), within the deadline set for this purpose in this Notice.

9.3. In the case of a favourable decision, if necessary, an additional vacancy will be created, and the applicant shall have an additional period to register and enrol.

10. REGISTRATION AND ENROLMENT:

10.1. Applicants accepted and placed must register and enrol at NMS|FCM/UNL, within the deadline indicated in this Notice and in accordance with NMS|FCM/UNL instructions.

10.2. The enrolment at NMS|FCM/UNL is valid only for the academic year referred to in this Notice and expires with the non-registration in the established period.

10.3. NMS|FCM/UNL reserves the right not to make up for classes, in cases where the applicant's registration/enrolment occurs after the start of the academic year, for reasons not attributable to NMS|FCM / UNL.



10.4. Every year, until the conclusion of the Master's Degree, students must register at the Academic Division of NMS|FCM/UNL and pay the insurance, enrolment fee and tuition fees within the time limit published by the Institution for this purpose.

11. ACADEMIC CALENDAR:

The course is delivered using both face-to-face and online teaching:

- Face-to-face - 3 residential sessions from 9.00 a.m. to 5.30 p.m.: 4 to 8 February, 20 to 24 May and 18 to 22 November 2019.
- Online teaching: after each residential session, students must complete activities and course work, as stipulated by the corresponding curricular unit coordinators.

12. REGULATIONS AND STUDY PLANS:

- General regulations on study cycles leading to a Master's Degree from the Nova Medical School: Regulation No. 808/2016, published in the Official Gazette (Diário da República), 2nd series — No. 157 — 17 August 2016.
- Regulation on Attendance of Study Cycles at NMS|FCM on a Part-time Basis: Regulation no. 337/2013, published in the Diário da República (Official Gazette), 2nd series - No. 168 - 2 September 2013.
- Regulation for Training and Professional Experience Credits in the NMS|FCM Three Cycles of Studies: Regulation no. 338/2013, published in the Diário da República (Official Gazette), 2nd series - No. 168 - 2 September 2013.

13. TUITION FEES (PORTUGUESE AND INTERNATIONAL STUDENTS):

1st Academic Year (2018/19): €2,500.00 per year

- The tuition fee is annual and must be paid at each registration/enrolment.
- The enrolment is annual and mandatory until the completion of the Master's Degree and implies the payment of the insurance, the enrolment fees and the annual tuition fees.
- The annual tuition fee is disclosed annually by the Board, according to the tuition fees of the NMS|FCM/UNL study cycles approved by the UNL General Council.
- The amounts for the annual enrolment, insurance and other fees should be added to the tuition fees, as per the Fees Table approved by the UNL and published in the Official Gazette (Diário da República) in the relevant academic years.

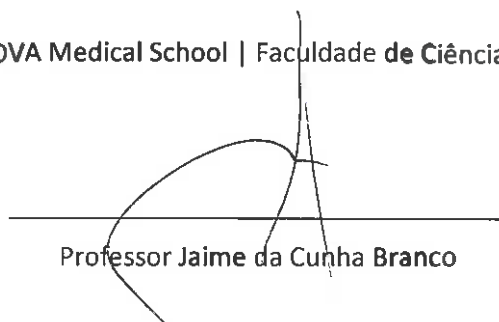
14. DATES:

- Submission and formalisation of applications: 16 April to 28 June 2018
- Publication of provisional selection list: until 16 July 2018 (included)
- Appeals about selection: 17 to 30 July 2018
- Decision on appeals: until 8 August 2018 (included)
- Publication of final selection list: until 10 August 2018 (included)
- Complaint: 13 to 27 August 2018
- Registration and enrolment: 10 to 12 September 2018
- Decision on complaint: until 7 September 2018 (included)
- Publication of final selection list approved by the Dean of NMS|FCM/UNL: until 14 September 2018
- Beginning of classes: 04 February 2019

The Coordination Committee of the Master's Degree may decide to open a 2nd stage of applications if the vacancies are not all filled in during the 1st stage.

Lisbon, 05 April 2018

The Dean of NOVA Medical School | Faculdade de Ciências Médicas - UNL



Professor Jaime da Cunha Branco