

CALL FOR APPLICATIONS

MASTER IN MEDICAL MICROBIOLOGY

12th Edition: Academic Year 2022/2023

Programme Coordinator: Professor Paulo Jorge Pereira Cruz Paixão, PhD

Universidade NOVA de Lisboa offers the Master in Medical Microbiology, through four of its Schools: Faculdade de Ciências Médicas|NOVA Medical School (FCM|NMS), NOVA School of Science and Technology | FCT NOVA, Instituto de Higiene e Medicina Tropical (IHMT NOVA), and Instituto de Tecnologia Química e Biológica António Xavier (ITQB NOVA).

1. NUMBER OF PLACES:

- Number of available places: 24
- Minimum number of students to ensure this edition: 17

2. JURY MEMBERS RESPONSIBLE FOR THE ANALYSIS, EVALUATION, SELECTION AND LISTING OF APPLICATIONS:

The Scientific Committee of this study cycle determined the documents necessary for the application process and will proceed with the selection of candidates, according to the selection criteria. The application and enrolment deadlines, as well as the academic calendar, were also defined by this Committee. The Commission is made up of:

- Professor Adriano O. Henriques, PhD (ITQB|NOVA)
- Professor Cecília Maria Arraiano, PhD (ITQB|NOVA)
- Professor Isabel Couto, PhD (IHMT|NOVA)
- Professor Jaime Mota, PhD (FCT NOVA)
- Professor João Piedade, PhD (IHMT|NOVA)
- Professor José Paulo Sampaio, PhD (FCT NOVA)
- Professor Maria de Jesus Chasqueira, PhD (NMS|FCM)
- Doutora Maria Miragaia, PhD (ITQB|NOVA)
- Professor Paulo Paixão (Coordenador) (NMS|FCM)
- Professor Ricardo Parreira (IHMT|NOVA)
- Professor Rita Gonçalves Sobral de Almeida (FCT NOVA)

3. ENTRY QUALIFICATIONS:

3.1. Required qualifications to apply to the Master's Programme in Medical Microbiology:

- a) Graduates or holders of legally equivalent qualifications in the area of Life and Health Sciences (Medicine, Veterinary Medicine, Biology, Microbiology, Pharmaceutical Sciences, Nursing, and other related areas, to be evaluated by the course's scientific committee).
- b) Foreign higher education degree in the above-mentioned scientific areas, awarded on the completion of a 1st cycle study programme organized, in accordance with the principles of the Bologna Process, by an adhering state to this process.
- c) Foreign higher education degree in the above-mentioned areas recognized as satisfying the objectives of the undergraduate degree by the Scientific Council of FCM|NMS/UNL.
- d) Candidates who have an educational, scientific, or professional curriculum, recognized by the Scientific Council of FCM|NMS/UNL, as having the required preparation for attending this master's programme.

3.2. The recognition referred to in b) and d) of the 3.1 number are only valid for admission to this master's Programme in Medical Microbiology, and do not confer equivalence to the undergraduate degree or recognition of this degree.

4. APPLICATION PROCESS:

4.1. Formalization of applications: applications should be made exclusively via the internet, at the following link: www.nms.unl.pt (Education > 2nd Cycle Masters > Mestrado em Microbiologia Médica | Master in Medical Microbiology (MMM) > Applications AL 2022/2023)

4.2. List of mandatory documents required for the application process:

a) Copy of the qualification certificates for the obtained academic degrees, which should include the final grade and number of ECTS. All academic degrees listed in the curriculum vitae by their respective qualification certificates.

If the candidate holds recognized foreign qualifications/equivalent to the corresponding Portuguese qualifications, he/she must deliver a photocopy of these documents;¹

b) Copy of personal identification document (EU citizen's card or passport). If the candidate expresses his/her opposition to the reproduction / copy of the identification document, then he/she must present it at the Service Desk of the Academic Office within the application timings;

c) *Curriculum Vitae*;

d) A motivation letter stating the reasons to enrol in this Master's programme;

f) Other applicable documents the candidate deems relevant to sustain his/her curricular merit.

Note: In addition to the documents mentioned above, the international candidates must also deliver a Declaration, under oath, that they do not have Portuguese nationality nor are covered by any of the exceptions that, under the terms of Decree-Law n.º 36/2014, of 10 March, exclude the International Student status.

4.3. All the above-mentioned documents (in 4.2) should be attached in the application portal during the application process. To help identify the documents, please include in the email subject your Name (first and last names) and save all the documents with the type of document followed by your name (e.g.: CV_FIRST NAME_LAST NAME).

4.4. At any moment the jury can request access to the original documents, for verification.

4.5. Any communications regarding the application process will be sent to the email address provided by the candidate in the application form.

5. EXCLUSION CRITERIA:

5.1. Applications will be excluded if:

- a) They are not in accordance with the procedures mentioned in point 4 of this document.
- b) They do not fulfil the "ENTRY QUALIFICATIONS" described in point 3 of this document.
- c) Candidates who do not show up to the interview (if applicable).

5.2. Candidates who present false declarations can and will be excluded at any point of the application process.

5.3 The Jury Members are responsible for deciding whether an application should be excluded. This occurs after the hearing of interested parties, as described in this document.

¹ According to the Decree-Law No. 283/83, of the 21st of June, or according to the Ordinance No. 33/2019, of the 25th of January, and according to the Decree-Law No. 66/2018, of the 16th of August and/or according to the Decree-Law No. 341/2007, of the 12th of October.

6. EVALUATION CRITERIA, SELECTION PROCESS, LISTING AND CLASSIFICATION OF APPLICATIONS:

The selection and ranking of candidates will be made according to the following criteria:

- a) Area, number of ECTS, classification and year of completion of the candidate's degree: 6 to 22 points;
- b) Relevant professional experience: 0 to 2 points;
- c) Postgraduate courses, with more than 25 contact hours: 0 to 1 point;
- d) Articles published in indexed journals: 0 to 2 points;
- e) Communications at conferences: 0 to 2 point.

The overall evaluation of the Curriculum Analysis (CA) will be obtained by the sum of the classifications obtained in the previous points, expressed up to the hundredths.

Based on the score obtained in the above mentioned criteria, candidates will be ranked as follows:

- The 18 candidates with the highest scores will be admitted to the course ("approved-placed"), the following 12 candidates will be admitted to an interview with the Scientific Committee. The remaining candidates (from the 31st position) will be considered "alternates", until the admission process is finalized.
- The interview will focus, generally, on: motivation for the master's attendance, general and "microbiological" scientific culture, academic and professional background, commitment to extracurricular activities (entrepreneurship, hobbies, sports and cultural activities, volunteering, etc.), ease of communication and organization of ideas. In this case, the evaluation of the Final Classification (CF) will be expressed up to the hundredths according to the following formula: **CF = AC x 60% + E x 40%**.
- The candidates with the highest scores in the CF will be admitted to the course (i.e. "approved-placed") until all the places are filled-in (maximum 24 places), from the 25th position, candidates will be "approved – not placed".
- Should there be any withdrawals from the admitted candidates ("approved - placed"), before the start of the Master's, the "approved – not placed" candidates will be admitted by descending order of the Final Classification (CF).
- The "alternates" candidates may be called back for an interview, in case of withdrawals of the above mentioned candidates. In this case, the evaluation of the Final Classification (CF) will be expressed up to the hundredths according to the following formula: **CF = AC x 60% + E x 40%**.
- In a tie situation in the CF, the absolute final classification of the interview will be considered as a tiebreaker criterion.

7. COMMUNICATION OF RESULTS:

The results of the selection process will be individually communicated to each candidate (to the email address provided in the application form).

For privacy reasons, there will be no lists made available in the FCM|NMS/UNL website.

8. HEARING OF INTERESTED PARTIES:

8.1. The Hearing of Interested Parties occurs in the timings defined in this document and allows candidates to present their queries regarding the evaluation, selection and listing application process.

8.2. Allegations relative to the Hearing of Interested Parties must be duly substantiated and be delivered in the written form, addressed to the President of the Jury.

8.3. The Jury Members are responsible for the decisions regarding the allegations presented by candidates. Decisions are communicated to candidates in writing (to the email address provided in the application form).

9. COMPLAINTS:

9.1. Complaints must be substantiated and written to the Dean of FCM|NMS/UNL, within the timing described in the 3rd number of the 191st article of the Code of Administrative Procedure (within 15 days).

9.2. The Dean of FCM|NMS/UNL is responsible for the decisions regarding complaints. Decisions are communicated to candidates in writing (to the email address provided in the application form).

10. REGISTRATION AND ENROLMENT:

10.1. The placed candidates must register at FCM|NMS/UNL within the deadlines provided in this document, and according to further information provided by FCM|NMS/UNL.

10.2. Registration at FCM|NMS/UNL is only valid during the academic year to which this document refers to, and expires once the candidate does not register within the defined timelines.

10.3. FCM|NMS/UNL reserves the right to not replace classes, in cases such as when students register after the beginning of the academic year, due to reasons not attributable to FCM|NMS/UNL.

10.4. Until the completion of the Master's programme, students must enrol annually at the Academic Office of FCM|NMS/UNL, and pay the respective registration, insurance and tuition fees within the Faculty's defined timelines.

11. ACADEMIC CALENDAR:

The Academic Calendar will be defined by the Master's Coordination for the academic year 2022/2023 and will be made available for all placed candidates prior to the registration and enrolment period.

12. LEGISLATION AND STUDY PLAN:

- Regulation of the Master's Programme in Medical Microbiology: Regulation No. 673/2010, of the 10 of August.
- General Regulation for Master's Programmes of FCM|NMS/UNL: Regulation No. 808/2016, of the 17th of August.

13. TUITION FEES:

13.1. Application fee:

The fee for the application to the Master's programme is 51,00€ (and it is non-refundable). Payment must be made by a ATM reference, which will be made available during the application process in the platform. Applications will only be considered valid after the successful payment within the defined application timings.

13.2. Tuition fees:

- 1st academic year (2022/2023): €2500.00/annual
- 2nd academic year (2023/2024): €2500.00/annual

The tuition fee must be paid annually at the moment of registry/enrolment. It may be split into two instalments (50% at registry/enrolment and 50% until the 30th of January of each year).

Additionally, students must pay for the annual enrolment fee, insurance and other fees according to the Table of Fees approved by UNL and published in the *Diário da República* for the academic years it's referred to.

The non-completion of the Master in the two academic years mentioned above, requires the annual registration of students and the payment of fees and annual tuition. The amount of the tuition fee for the following classes until the end of the Master's is approved by the UNL General Council and published by order of the NMS|FCM Board.

14. DATES:

- Application Submission: **31st May to 17th July 2022**
- Conducting the interviews: July 26th to 27th
- Communication of the provisional result of the selection (provisional list): until July 29th (inclusive)
- Hearing of interested parties about the selection: up to 10 days after the announcement of the provisional result
- Communication of the final selection result (final list approved by the Dean of the FCM|NMS): until August 15th 2022
- Complains: up to 15 days after the communication of the final selection result.

Lisbon, 27th May 2022

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


Professor Helena Cristina de Matos Canhão, PhD