

PUBLIC NOTICE
MASTER'S DEGREE IN HUMAN NUTRITION AND METABOLISM
8th edition | Academic Year 2025/2026

Coordination:
 Professor Conceição Calhau, PhD, and Professor Diana Teixeira, PhD

1. ALLOCATION OF VACANCIES

- **1st call:** 20 vacancies.
- **2nd call:** Remaining vacancies from the 1st call.

2. APPLICATION CALENDAR

	1st Call	2nd Call
Submission of Applications	01/04/2025 to 18/05/2025	07/07/2025 to 24/07/2025
Interviews	03/06/2025 and 04/06/2025	29/07/2025 and 30/07/2025
Provisional Selection	Until 06/06/2025	Until 31/07/2025
Final Selection	Within 10 working days after Provisional Selection, and no later than 26/06/2025	Within 10 working days after Provisional Selection, and no later than 19/08/2025
Enrollments	30/06/2025 to 04/07/2025	21/08/2025 to 27/08/2025
Possible placement of substitutes	To be determined	To be determined

3. APPLICATION REVIEW, EVALUATION, SELECTION, AND RANKING JURY

President:

Professor Diana Marina da Silva Teixeira, PhD

Full members:

Professor Maria da Conceição Costa Pinho Calhau, PhD

Professor Ana Isabel Gonçalves Faria, PhD

Alternate members:

Professor Ana Gabriela da Cunha Ribeiro, PhD

Professor Cláudia Sofia Fonseca Marques, PhD

Professor Diogo Francisco dos Santos Silva Pestana, PhD

Professor João Ricardo Diniz de Araújo, PhD

Professor Marta Filipa Paulino Silvestre, PhD

4. SPECIFIC ADMISSION REQUIREMENTS

- 4.1. The following candidates may apply for the Master's in Human Nutrition and Metabolism:
- a) Holders of a Bachelor's or Master's (Integrated Master's) degree, or legally equivalent qualification, in the fields of Nutrition Sciences, Medicine, Dietetics and Nutrition, Pharmacy, Nursing, or other fields deemed appropriate by the Program Coordination,

provided that the completed academic degree presented for application has a minimum of 180 ECTS;

- b) Holders of a foreign higher academic degree (in the areas mentioned in (a)), obtained after a first-cycle program organized in accordance with the Bologna Process by a state adhering to this system;
- c) Holders of a foreign higher academic degree (in the areas mentioned in (a)) recognized by the Scientific Council of FCM|NMS/UNL¹ as meeting the objectives of a Bachelor's degree;
- d) Individuals with an academic, scientific, or professional curriculum recognized by the Scientific Council of FCM|NMS/UNL as demonstrating the capacity to undertake this study cycle.

4.2. Applicants must have a good command of both spoken and written Portuguese and English.

4.3. Recognition under sections (b) to (d) of section 4.1 is valid only for access to this Master's program and does not grant equivalency to a Bachelor's degree or its recognition.

5. APPLICATION PROCEDURE

5.1. **Application Submission:** Applications must be submitted exclusively online by completing the application form available at: <https://candidaturas.nms.unl.pt/>.

5.2. **Mandatory documents for the application process:**

- a) Copy(ies) of the degree certificate(s) indicating final classification and ECTS;
 - i. All academic degrees listed in the Curriculum Vitae must be supported by the corresponding certificates (copies).
 - ii. If the applicant holds foreign qualifications recognized as equivalent to Portuguese qualifications², a copy of these documents must be provided.
- b) *Curriculum Vitae*;
- c) Motivation letter for enrolling in this Master's program;
- d) Copy of a valid identification document. If the applicant objects to the reproduction/copy of the identification document, they must present it in person at the Academic Services of FCM|NMS/UNL until the last day of the application period;
- e) Diploma/Certificate of postgraduate training, including the respective ECTS (if applicable);
- f) International applicants must sign a sworn declaration stating that they do not hold Portuguese nationality and are not covered by any exceptions that would exclude them from International Student status under Decree-Law No. 36/2014, of March 10.

5.2.1. All documents not issued in Portuguese, English, French, or Spanish must be translated into one of these languages (with certified translation).

5.3. All documents mentioned in section 5.2 must be uploaded to the application portal at the time of completing the application form. Files should be saved indicating the document type followed by the applicant's name (e.g., CV_NAME_SURNAME).

¹ Faculdade de Ciências Médicas | NOVA Medical School of NOVA University Lisbon.

² Under Decree-Law 66/2018, of August 16, or Ordinance 33/2019, of January 25, as amended by Ordinance 43/2020, of February 14.

5.4. The Selection Jury reserves the right to request the presentation of the original documents for verification at any time.

5.5. Notifications related to this procedure are sent to the candidates' email address provided in the application.

6. APPLICATION EXCLUSION CRITERIA

6.1. Applications will be **excluded** if they:

- a) Do not meet the "Specific Admission Requirements" (section 4);
- b) Do not comply with the instructions and procedures (section 5).

6.2. Candidates who provide false statements are excluded from the application process at any stage.

6.3. The decision regarding exclusion is the responsibility of the Selection Jury, which will provide a preliminary hearing to the candidates within the legally established deadlines.

7. EVALUATION CRITERIA, SELECTION PROCESS, RANKING, AND FINAL CLASSIFICATION OF APPLICATIONS

7.1. The analysis, evaluation, selection, and ranking of applications will be carried out in two mandatory stages – Curriculum Analysis and Individual Interview – according to the following evaluation criteria (detailed and quantified in a specific report), in scientific areas relevant to the Master's degree.

a) **Curriculum Analysis (AC)** – (0 to 20 points): 50% of the final classification:

- i. Academic Curriculum (CA): 0 to 24 points.
- ii. Scientific Curriculum (CC): 0 to 16 points.
- iii. Professional Curriculum (CP): 0 to 16 points.

The total classification of the Curriculum Analysis will result from the following formula:

$$AC = (2 \times CA + CC + CP) / 4$$

b) **Individual Interview (EI)** – (0 to 20 points): 50% of the final classification:

- i. In the interview, the following skills and abilities will be considered: motivation, availability, attitude, previous professional experience, scientific culture, and extracurricular aspects.
- ii. The invitation for the interview, indicating the date, location, and time, will be sent to the email address provided at the time of application.

7.2. The **Final Classification (CF)** will be presented to one decimal place, resulting from the sum of the Curriculum Analysis (AC), with a weighting of 50%, and the Individual Interview (EI), with a weighting of 50%:

$$CF = AC \times 50\% + EI \times 50\%$$

7.3. According to the above-mentioned criteria and the set vacancy limit, candidates will be ranked in descending order of Final Classification:

- a) The 20 candidates with the highest Final Classification, equal to or greater than 12.00 points (on a numerical scale of 0 to 20), will be considered "**Admitted – Placed**".

- b) Candidates with a final classification of 12.00 points or higher, but ranked after the 20th position, will be considered "**Admitted – Not Placed (Substitute)**." Candidates meeting these criteria may be placed if there are withdrawals by "Admitted – Placed" candidates, or if these candidates do not complete the registration and enrollment in the Master's program within the deadlines set by FCM|NMS/UNL;
- c) Candidates with a final classification lower than 12.00 points will be considered "**Not Admitted – Not Placed**".

7.4. In the event of a tie, the ranking of candidates will be determined based on the scores assigned to each evaluation criterion in the following order of precedence: Curriculum Analysis (AC) and Individual Interview (EI).

8. COMMUNICATION OF RESULTS

The selection results of the competition will be communicated individually to each candidate (to the email address provided at the time of application).

For privacy reasons, no nominal lists will be published on the FCM|NMS/UNL website.

9. HEARING OF INTERESTED PARTIES

9.1. The hearing of interested parties takes place within the deadlines defined in this Notice and allows candidates, should they wish, to raise any issues they wish to have clarified regarding the evaluation, selection, and ranking process of the applications.

9.2. The statements related to the hearing of interested parties must be properly substantiated and in writing, addressed to the Selection Jury.

9.3. Decisions on the statements presented by candidates are the responsibility of the Selection Jury and must be in writing, being notified to the candidates via the email address provided at the time of application.

10. COMPLAINT

10.1. The complaint must be substantiated and addressed, in writing, to the Dean of FCM|NMS/UNL, within the period defined in paragraph 3 of article 191 of the Code of Administrative Procedure (within 15 days).

10.2. Decisions on complaints are the responsibility of the Dean of FCM|NMS/UNL and must be communicated to the complainants, in writing, via the email address provided at the time of application.

11. ENROLLMENT AND REGISTRATION

11.1. Admitted candidates must complete their enrollment and registration at FCM|NMS/UNL within the deadlines set by the institution.

11.2. Enrollment is valid only for the academic year specified in this announcement and will expire if not completed within the established period.

11.3. FCM|NMS/UNL reserves the right not to reschedule classes for candidates who enroll after the start of the academic year for reasons not attributable to the institution.

11.4. Students must renew their enrollment annually and pay the corresponding tuition fees and administrative costs within the deadlines set by FCM|NMS/UNL.

12. ACADEMIC CALENDAR

The academic calendar is provided to all “Admitted – Placed” candidates before the registration and enrollment date.

13. REGULATIONS AND STUDY PLANS

- Curriculum Structure and Study Plan for the Master's degree in Human Nutrition and Metabolism: Order No. 3175/2020, of March 10.
- Regulation of the Master's degree cycle in Human Nutrition and Metabolism at FCM|NMS/UNL: Regulation No. 875/2019, of November 12.
- General Regulation of the Master's degree cycles at the FCM|NMS/UNL: Regulation No. 808/2016, of August 17.

14. TUITION FEES AND ADMINISTRATIVE COSTS

Application Fee	€51,00
Enrollment Fee	€35,00
School Insurance	€14,00
Annual Tuition Fee for 2025/2026	National Student: €2.500,00 International Student: €3.500,00

14.1. **Application:** The application fee for the Master's program is €51.00 (non-refundable). Payment must be made via Multibanco reference, credit card, or MBWAY, with the necessary details provided upon submission of the online application. Only applications for which the payment has been completed within the established application period will be considered valid.

14.2. **Tuition Fee:** The tuition fee is annual and can be: a) paid in full at the time of each enrollment/registration; or b) paid in up to ten installments: the first installment is due at the time of enrollment/registration, and the last must be paid by June 30th of each academic year. In addition to the tuition fee, the annual enrollment/registration fee, school insurance, and other administrative costs apply, as per the Fee Table approved by NOVA University Lisbon and published in the *Diário da República* for the respective academic years.

14.3. **Withdrawals:** The payment of tuition fee installments remains due until the formalization of a withdrawal. The enrollment/registration fee and school insurance are non-refundable.

Lisboa, 31 de março de 2025



Professor Helena Cristina de Matos Canhão, PhD
Dean