

EDITAL DE CANDIDATURA

Master in One Health: Human and Animal Public Health

2nd Edition: Academic Year 2022/2023

Programme Coordinator: Prof. João Filipe Raposo and Prof. Ana Gloria Fonseca

1. NUMBER OF PLACES:

- Number of available places: 20
- Minimum number of students to ensure this edition: 19

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

Professor João Filipe Raposo, PhD (President)

Professor Maria Manuela Clemente Vilhena, PhD

Professor Ana Gloria Fonseca, PhD

Professor António Paulo Pereira de Mira, PhD

3. ENTRY QUALIFICATIONS:

3.1. Required qualifications to apply to the Master's Programme in One Health: Human and Animal Public Health.

- Graduates or holders of legally equivalent qualifications in the area of health or related to it, namely medicine, veterinary, sociology, nursing, biology, sanitation engineering and other related areas.
- 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.
- 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.
- 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 One Health: Human and Animal Public Health, 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 Uma Saúde: Saúde Pública Humana e Animal | Master in Master in One Health: Human and Animal Public Health (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;

g) All the above documents should either be issued in Portuguese, English, French or Spanish, or translated into one of these languages (with a certified translation).

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.

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.

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

The analysis, evaluation, selection and serialization of applications will be made according to the following evaluation criteria (detailed and quantified in own minutes), in scientific areas relevant to the Master's degree:

¹ According to the Decree-Law No. 66/2018, of the 16th of August, or according to the Ordinance No. 33/2019, of the 25th of January altered by the Ordinance No. 43/2020, of the 14th of February.

- **Academic Curriculum (AC)**, scored from 0-20, with weighting of 40% in the Final Classification (FC) that will focus on:
 - Area of qualifications: 30%
 - Level of qualifications: 50%
 - Average of the highest qualification: 20%
- **Professional and Scientific Curriculum (PSC)**, scored from 0-20, with a weighting of 40% in the FC that will focus on:
 - Professional experience in the area of the course or related areas: 40%
 - Training in cross-cutting skills: 20%
 - Vocational training in the area of the course or the like: 20%
 - Experience of teaching training in the area of the course: 10%
 - Participation in research projects and activities: 10%
- **Motivation and Commitment (MC)**, scored from 0-20, with weighting of 20% in the FC that will focus on:
 - Motivation letter presentation: 100%

- The Final Classification (FC) of candidates will be presented from 0-20 values and will result from the following formula:

$$FC = (A.C. \times 0.4) + (P.S.C. \times 0.4) + (M.C. \times 0.2)$$

- According to the criteria identified above and the limit of vacancies fixed (20), the 20 candidates with higher Final Classification (FC) and equal to or greater than 10 values (on a numerical scale from 0 to 20) will be placed - "Approved - Placed".

- The remaining candidates with Final Classification (FC) equal to or greater than 10 values ranked after the 20th position will be considered alternates - "Approved - Not Placed". The successful candidates - not placed (alternates) will be automatically placed in descending order of the FC score, in case there are there any leave of approved candidates - placed, before the beginning of the master's degree.

- Candidates with Final Classification (FC) less than 10 values will be automatically excluded - "Excluded".

- For the purposes of tiebreaker, the candidates will be ordered based on the classifications assigned to each of the evaluation criteria in the following order of precedence: Academic Curriculum, Professional and Scientific Curriculum, Motivation and Commitment.

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:

- Study Plan of the Master's Programme in One Health: Human and Animal Public Health: Notice No. 3513/2020 of March 2.
- General regulation of study cycles leading to the master's degree of FCM|NMS: Regulation No. 808/2016 of 17 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:

- National and International students: (2022/2023): €2500.00/annual

The tuition fee must be paid annually at the moment of registry/enrolment. It may be split into two instalments (60% at registry/enrolment and 40% until the 31 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.

14. DATES:

- Submission and formalization of applications: from 1 to 31 August 2022
- Serialization period: from 1 to 6 September 2022
- Communication of the provisional result of the selection (provisional list): until September 9th, 2022
- Hearing of interested parties on the selection: 10 days since the communication of the provisional result
- Communication of the final selection result (final list approved by the Director of FCM|NMS): until September 21st, 2022 (inclusive).
- Complains: up to 15 days after the communication of the final selection result.

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

Lisbon, 27th July 2022

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

Professor Helena Cristina de Matos Canhão, PhD