

## CALL FOR APPLICATIONS

### Master's Degree in Epidemiology, Biostatistics and Health Research (EPIBIS)

#### 5<sup>th</sup> Edition: Academic Year 2023/2024

Programme Coordinator: Professor Bruno Miguel Costa Heleno, PhD

Universidade NOVA de Lisboa offers the **Master's Degree in Epidemiology, Biostatistics and Health Research**, through two of its Schools: Faculdade de Ciências Médicas|NOVA Medical School (FCM|NMS) and National School of Public Health (ENSP-NOVA).

#### 1. NUMBER OF PLACES:

- Number of available places: 25
- Minimum number of students to ensure this edition: 12

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

**President:** Professor Bruno Miguel Costa Heleno, PhD. (FCM|NMS)

Professor Pedro Manuel Vargues de Aguiar, PhD. (ENSP-NOVA).

Professor Baltazar Emanuel Guerreiro Nunes Bravo Nunes, PhD. (ENSP-NOVA),

**Alternate Members:**

Professor Ana Maria Ferreira Rodrigues, PhD. (FCM|NMS)

#### 3. ENTRY QUALIFICATIONS:

3.1 Required qualifications to apply to the Master's Degree in Epidemiology, Biostatistics and Health Research:

- Graduates (or equivalent) in healthcare.
- Foreign higher education degree in the above-mentioned scientific areas, awarded on the completion of a 1<sup>st</sup> 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.
- Proficiency in Portuguese and English.

3.2 The recognition referred to in b) and d) of the 3.1 number are only valid for admission to this Master's Degree in Epidemiology, Biostatistics and Health Research, and do not confer equivalence to the undergraduate degree or recognition of this degree.

3.3. Applicants who do not meet the conditions to prove the grade completion as mentioned in subparagraphs a), b) and c) may be conditionally admitted until the qualifying degree is completed (as provided for in article 6 of Law 38/2020, of 18 August), which should happen by September 30<sup>th</sup> at the latest, and registration will be canceled if this is not the case.

#### 4. APPLICATION PROCESS:

4.1. Formalization of applications: applications should be made exclusively via the internet, at the following link: [www.nms.unl.pt](http://www.nms.unl.pt) (Education > 2<sup>nd</sup> Cycle Masters > Mestrado em Epidemiologia, Bioestatística e Investigação em Saúde (EPIBIS) > Candidaturas AL 2023/2024).

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<sup>1</sup> to the corresponding Portuguese qualifications, he/she must deliver a photocopy of these documents.

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) Short Curriculum Vitae, with reference to research experience and the level of understanding and communication in Portuguese and English, using the levels of the Common European Framework of Reference for Languages.

d) A motivation letter stating the reasons to enrol in this Master's programme; (*max 2 pages*);

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 don't show up to the interview described in point 6 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 selection of candidates will be made according to the following criteria:

### Academic Merit (15%) (MA)

- Academic path of the candidate and academic degrees acquired - 60%
- Scientific activity - 20%
- Other training and internships - 20%

---

<sup>1</sup> 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.

**Professional Experience (15%) (EP)**

- Overall assessment of the candidate's career taking into account their training and age group - 80%
- Other skills (English language skills, computer skills, activities of social value) - 20%

**Consistency (10%) (C)**

- Motivation - 100%

**Interview (60%) (E)**

- Verbal communication skills - 30%
- Candidate motivation - 30%
- Future prospects - 30%
- Knowledge of current affairs - 10%

The final classification of the Individual Interview (E) will result from the arithmetic average of the scores, on a scale of 0 to 20 values, of all the criteria evaluated in the Interview, by the members of the jury present at the interview.

The calculation of the final classification (CF) is expressed, to the nearest hundredth, by the following formula:

$$CF = 15\% * MA + 15\% * EP + 10\% * C + 60\% * E$$

- The 25 candidates with the highest Final Classification (CF) and equal to or higher than 14 values (on a numerical scale from 0 to 20) will be placed, ordered in descending order of score - "Approved - Placed".

- Candidates with CF equal to or higher than 14 points, but classified after the 26th position, will be considered substitutes, and will be automatically placed in descending order of the final classification, in case there are withdrawals of approved candidates - placed, before the beginning of the Master's, or in the case of approved candidates - placed, do not register and enroll in this Master's within the deadlines set by the competent services of FCM|NMS/UNL.

- Candidates with a final classification (CF) of less than 14 values will be excluded - "Excluded".

- In a tie situation, the ordering of candidates will be carried out based on the classifications attributed to each of the evaluation criteria in the following order of precedence: Academic Merit (MA), Interview (E) and Motivation (M).

**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 3<sup>rd</sup> number of the 191<sup>st</sup> 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 2023/2024 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 Degree in Epidemiology, Biostatistics and Health Research, FCM|NMS/UNL: Regulation No. 640/2021, of the 13<sup>th</sup> of July 2021.
- General Regulation for Master's Programmes of FCM|NMS/UNL: Regulation No. 808/2016, of the 17<sup>th</sup> 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:

- National Students: 3950€/Total
- International Students: 6000€/ Total
- 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<sup>st</sup> 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:

Application Submission: **4<sup>th</sup> April to 24<sup>th</sup> June 2023**

- Communication of the provisional result of the selection (provisional list): until July 12<sup>th</sup> (inclusive)
- Hearing of interested parties about the selection: up to 10 days after the announcement of the provisional result

- Communication of the final result of the selection (definitive list approved by the Director of FCM | NMS / UNL): until July 28<sup>th</sup> (inclusive)

The Master's Programme Coordination will open a 2<sup>nd</sup> call for applications if there are any unfilled places from the 1<sup>st</sup> call.

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

Professor Helena Cristina de Matos Canhão, PhD