

# ANNOUNCEMENT FOR APPLICATIONS

## Master's Programme in Human Nutrition and Metabolism

### 6<sup>th</sup> Edition: Academic Year 2024

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

#### 1. NUMBER OF PLACES:

- Number of available places in the 1<sup>st</sup> call: 35
- Number of available places in the 2<sup>nd</sup> call: any unfilled places in the 1<sup>st</sup> call
- Minimum number of students to ensure this edition: 17

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

Professor Conceição Calhau, PhD. (President)

Professor Diana Teixeira, PhD

Professor Doutora Ana Faria, PhD

Professor Marta Paulino Silvestre, PhD (Alternate Member)

#### 3. ENTRY QUALIFICATIONS:

3.1. Required qualifications to apply to the Master's Programme in Human Nutrition and Metabolism:

- a) Undergraduate or integrated master's degree, or legal equivalent, in Nutrition Sciences, Medicine, Dietetics and Nutrition, Pharmacy, Nursing or other scientific areas considered relevant by the Master's Coordination (the completed academic degree must have at least 180 ECTS);
- b) 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;
- 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;
- e) Candidates must also have a satisfactory level of spoken and written English and Portuguese languages.

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 Human Nutrition and Metabolism, 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](http://www.nms.unl.pt) (Education > 2<sup>nd</sup> Cycle Masters > Master in Human Nutrition and Metabolism)

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;<sup>1</sup>

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;

e) Any applicable proof of completion of post-graduate education/training, including the number of obtained ECTS;

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 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 the number 4 of this document;
- b) They do not fulfil the application deadlines mentioned in this document;
- c) They do not fulfil the "ENTRY QUALIFICATIONS" described in this document;
- d) Candidates don't show up to the interview.

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:

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<sup>1</sup> Under Decree-Law No. 66/2018 of August 16 or By Ordinance No. 33/2019, of January 25<sup>th</sup> amended by Ordinance 43/2020 of February 14<sup>th</sup>.

6.1. Analysis, selection and listing of applications will be done in two mandatory stages (curricular analysis and individual interview), according to the following evaluation criteria (which will be detailed and quantified in meeting minutes), regarding scientific areas relevant to the master's degree:

a) Curricular Analysis (AC) - (0 to 20 points): 50% of the final grade:

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 final grade will be a result of the following formula: **AC = (2xCA+CC+CP)/4**.

b) Individual Interview (EI) - (0 to 20 points): 50% of the final grade

At the interview the following skills and abilities will be evaluated: motivation, availability, attitude, previous professional path, scientific culture and extracurricular activities.

6.2. The interview notice, describing the day, time and place of the interview, will be sent to candidates' email, provided in the application form.

6.3. The candidates' final classification (CF) will be presented in decimal points, and results from the weighted average of the Curricular Analysis (AC), worth 50%, and the Individual Interview (EI), worth 50%: **CF = ACx50% + EIx50%**.

6.4. The 35 candidates with the highest final classification (CF), equal to or greater than 12 points (from 0 to 20 points), according to the above-mentioned criteria, will be placed by descending order of classification – “Approved – Placed”.

6.5. The candidates with a final classification (CF) equal to or greater than 12 points but ranking after the 35<sup>th</sup> position will be considered spares – “Approved – Not Placed”. These candidates will be automatically placed by descending CF order in case any “Approved-Placed” candidate gives-up their spot, prior to the start of the Master's, or in case “Approved – Placed” candidates fail to register in the Master's within the deadlines established for this purpose.

6.6. For tie-breaking purposes, the ranking of applicants will be made based on the ratings assigned to each one of the evaluation criteria according to the following order of precedence: Curricular Analysis (CA) and Individual Interview (IE).

6.7. The candidate with the Final Classification (CF) lower than 12 will be excluded - “Excluded”.

## **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 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 Programme Coordination for the academic year 2024 and will be made available for all placed candidates prior to the registration and enrolment period. Classes will take place on Fridays and Saturdays, from 9 am to 6 pm.

## **12. LEGISLATION AND STUDY PLAN:**

- Curricular Structure and Study Plane of the Master's Programme in Human Nutrition and Metabolism of FCM|NMS/UNL: Order no. 3175/2020, of the 10<sup>th</sup> of March.
- Regulation of the Master's Programme in Human Nutrition and Metabolism of FCM|NMS/UNL: Regulation No. 875/2019, of the 12<sup>th</sup> of November.
- 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 tuition fee:

The tuition fee for the application to the Master's programme costs 51,00€ (and is non-refundable). Payment must be made by an 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: 2 500,00€/year
- International Students: 3 500,00€/year

The tuition fee must be paid annually upon registry/enrolment. It may be split into two instalments (60% at registry/enrolment and 40% until the 30<sup>th</sup> of June 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:

### 1<sup>st</sup> Phase

- Application Submission: 26<sup>st</sup> June to 1<sup>st</sup> September 2023
- Individual Interviews: 11<sup>th</sup> and 12<sup>th</sup> September 2023
- Provisional Selection Result List: until 13<sup>th</sup> September, 2023 (inclusive)
- Hearing of Interested Parties: 10 days following the communication of the provisional results
- Communication of the Final Selection Result List (final list certified/validated by the Dean of FCM|NMS/UNL): until 28<sup>th</sup> October, 202 (inclusive)

### 2<sup>nd</sup> Phase

- Application Submission: 16<sup>th</sup> October to 3<sup>rd</sup> November 2023
- Individual Interviews: 13<sup>th</sup> and 14<sup>th</sup> November 2023
- Provisional Selection Result List: until 15<sup>th</sup> November 2023 (inclusive)
- Hearing of Interested Parties: 10 days following the communication of the provisional results
- Communication of the Final Selection Result List (final list certified/validated by the Dean of FCM|NMS/UNL): until 30<sup>th</sup> November 2023 (inclusive)
- Beginning of classes: 12<sup>th</sup> January 2024

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.

Lisbon, June 20<sup>th</sup> 2023

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

Professor Helena Canhão, PhD.