

## NOTICE OF APPLICATION

2nd cycle of studies leading to the Master's Degree in Primary Care Mental Health

2nd course: Start Academic Year 2017/18

Coordinators: Professor Miguel Xavier and Professor Gabriel Ivbijaro



### 1. SPECIFIC ENTRY CONDITIONS:

Holders of a Bachelor's degree or legal equivalent in the field of Medicine, Nursing, Psychology or Social Sciences, with experience of working in clinical practice, may apply to the Master's Degree in Primary Care Mental Health.

### 2. APPLICANT SELECTION CRITERIA:

2.1. The analysis and selection of applications shall be made by a jury appointed by the NMS|FCM Scientific Council for this purpose.

2.2. Applicants shall be selected and ranked according to the following criteria, within the scientific areas relevant to the course of study:

- a) Academic degree: 3 to 5 points
- b) Relevant professional experience: 0 to 10 points
- c) Postgraduate education (e.g. courses, internships, etc.): 0 to 2 points
- d) Publications: 0 to 2 points
- e) Communications at congresses: 0 to 1 point

If the selection jury considers it necessary, applicants may be interviewed (in person or by other means).

2.3. According to the criteria detailed above, only applicants with a final score of 10 or more points (on a scale of 0 to 20) shall be admitted to the course of study leading to a Master's Degree in Primary Care Mental Health, in descending order of score and subject to the limit on places established (35)- "Approved - Selected".

2.4. Applicants with a final score of 10 or more points ranked after 35th place shall be considered reserves- "Approved - Not selected". Reserve applicants are automatically admitted in order of highest rank if any applicants already admitted/selected withdraw before the start of the academic year.

2.5. Applicants with fewer than 10 points shall be excluded - "excluded".

### 3. LIMIT ON PLACES:

3.1. The Master's course shall be run with between 20 and 35 students (Portuguese and international).



#### 4. APPLICATION PERIOD AND PROCEDURE:

4.1. Application period: 14 August to 31 October 2017

4.2. Formalisation of applications: the application may only be submitted *via the internet*, by completing the application form available at the following address:

[http://www.nms.unl.pt/main/index.php?option=com\\_content&view=article&id=237&Itemid=566&lang=pt](http://www.nms.unl.pt/main/index.php?option=com_content&view=article&id=237&Itemid=566&lang=pt)

4.3. List of documents required for the application process:

##### 4.3.1 - Portuguese Students:

- a) Simple photocopy of the qualification certificate indicating the academic degree of the applicant and final classification;
- b) *Curriculum Vitae*;
- c) Motivation letter;
- d) Proof of payment of the application fee.

##### 4.3.2 - International Students:

- a) Supporting qualifications documents, indicating the academic degree of applicant and classification, duly validated by the competent authority of the issuing country (recognized by diplomatic or consular authority of Portugal or presented with Hague Apostille affixed by the competent authority of the State where the document originates);
- b) *Curriculum Vitae*;
- c) Motivation letter;
- d) Proof of payment of the application fee;
- e) Sworn declaration that the applicant does not have Portuguese nationality and is not covered by any of the conditions which, in accordance with Decree-Law No. 36/2014 of 10 March, prevents them from being an International Student;
- f) All documents mentioned in the above paragraphs that are not issued in Portuguese, English, French or Spanish should be translated into one of these languages (and the translation recognised/validated).

4.4. All documents mentioned in sub-paragraph 4.3 must be sent to the Postgraduate Section of the NMS|FCM Academic Division:

- a) To the e-mail address [posgraduacao@nms.unl.pt](mailto:posgraduacao@nms.unl.pt) or,
- b) By post or,
- c) Delivered in person from Monday to Friday, on working days, from 9.30 a.m. to 4.00 p.m..

4.5. Payment of the application:

The cost of the Master's Degree application is €51.00 (non-refundable). The payment must be made using the ATM reference issued after submission of the online application. Applications shall only be considered valid when payment has been made within the application deadline.

4.6. Any notifications concerning this process shall be sent to applicants using the email address indicated in the application.

## 5. DATES:

- Submission and formalisation of applications: 14 August to 31 October 2017
- Publication of provisional selection list: 14 November 2017
- Appeals about selection decisions: 15 to 28 November 2017
- Decisions on appeals: 29 November 2017
- Publication of definitive selection list: 29 November 2017
- Registration and enrolment: 30 November to 7 December 2017
- Beginning of classes: 05 February 2018

## 6. ACADEMIC CALENDAR:

The course is delivered using both face-to-face and online teaching:

- Face-to-face - residential sessions from 9.00 a.m. to 5.00 p.m.: 5 to 9 February, 21 to 25 May and 19 to 23 November 2018.
- Online teaching: after each residential session, students must complete activities and course work, as stipulated by the corresponding curriculum unit coordinators.

## 7. REGULATIONS AND STUDY PLANS:

- General regulations on study cycles leading to a Master's Degree from the Nova Medical School: Regulation No. 808/2016, published in the Official Gazette (Diário da República), 2nd series — No. 157 — 17 August 2016.

## 8. TUITION FEES (PORTUGUESE AND INTERNATIONAL STUDENTS):

- The tuition fee is annual and must be paid at each registration/enrolment. The relevant Order on tuition fees for NMS|FCM study cycles is published annually.
- The amounts for the annual enrolment, insurance and other fees should be added to the tuition fees, as per the Fees Table approved by the UNL and published in the Official Gazette (Diário da República) in the relevant academic years.
- 1st Academic Year (2017/18): €2,500.00 per year
- 2nd Academic Year (2018/19): €2,500.00 per year

If the Master's Degree is not completed in the two academic years mentioned above, the yearly student enrolment fee and annual course fee and other charges must continue to be paid. The amount of the tuition fees for the two academic years until completion of the Master's Degree is approved by the UNL General Council and published by order of the NMS|FCM Board.

Lisbon, 14 August 2017

The Dean NOVA Medical School | Faculdade de Ciências Médicas



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Professor Jaime da Cunha Branco