



MD

CALL FOR APPLICATIONS - NOTICE Nr. 2/2024

Instituto de Estudos Políticos - Universidade Católica Portuguesa
- Lisboa -
Academic Year 2024/2025

2nd cycle

(MA in Governance, Leadership and Democracy Studies)

The MA in Governance, Leadership and Democracy Studies is governed by the principles of the Regulation of the MA program (<https://iep.lisboa.ucp.pt/pt-pt/asset/1221/file>) from Instituto de Estudos Políticos - Universidade Católica Portuguesa.

1. Eligibility criteria

Admissions are open to applicants who have a bachelor degree.

2. Vacancies

There are 25 vacancies available.

3. Dates

Call	Application Deadline	Results	Registration	Classes Start
Early Bird	January 10 to February 29	March 14	March 15 to 21	September 16
1st	March 4 to May 2	May 16	May 17 to 23	September 16
2nd	May 6 to June 12	June 27	June 28 to July 5	September 16
3rd	June 17 to August 29	September 11	September 12 to 13	September 16
4th	October 21 to November 14	November 26	November 27 to 29	February 3
5th	November 18 to January 16	January 28	January 29 to 31	February 3

The last day of applications and registration is also the corresponding payment deadline. Proof of payment made in the last 3 days (in case of bank transfer) of each phase must be submitted to ma.iep@ucp.pt in order to allow the analysis of the application.

4. Required Documents for application

Identification card;

CV with picture;

Diploma and Academic transcript (with final grade);

2 essays written in English (2*2,500 words maximum);

Passport type photograph;



2 letter of reference.

Notes:

The originals or certified documents are not required for application purposes.

Authentic documents issued abroad in compliance with the law of that country, and private documents drawn up outside Portugal, legalized by a foreign public official, are considered legalized under Portuguese law provided that the public official's signature is recognized by a diplomatic agent or Portuguese consulate in the respective State and the signature of this agent is authenticated with the respective white consular seal. In the case of documents emanating from signatory or adhering countries to the Hague Convention of October 5, 1961, the documents will be legalized by means of an apostille, pursuant to article 3 of the convention. Legalization procedures are not required for documents issued in countries of the European Union, partner countries of the European Economic Area and the European Free Trade Association, and the United Kingdom.

When the documents to be presented are written in a foreign language other than Spanish, English, French or Italian, the respective translation must be submitted, carried out under the terms provided for in the notarial law.

5. Application Procedure

Applications to UCP (Lisboa) are submitted using an online application form, which can be found here (<https://sca.lisboa.ucp.pt/CandidaturasOnline/?checkCookies=1&=check>).

In the final part of the submission information regarding payment of the application fee (ATM references for applicants living in Portugal, or UCP IBAN for an international bank transfer for applicants living abroad) will be displayed.

Applications omitting the documents requested, or where the application fee has not been paid will not be assessed.

6. Application assessment, selection and results publication

The selection and ranking of the candidates will be made by the Dean for Academic Programs, Professor João Pereira Coutinho and the Coordinator of the MA in Governance, Leadership and Democracy Studies, Professor José Tomás Castello Branco.

Criteria / Minimum Grade (scale 0-20)	Weight
Bachelor degree + letter of reference	50%
Curriculum Vitae	25%
Essays	25%

All candidates will be called for an interview. The interview aims to understand the candidate's motivations for attending the course, assess his/her professional experience, and clarify additional elements to the curriculum evaluation. The invitation to the interview will be sent by email to the applicant's email address. When scheduled, unjustified failure to attend the interview will result in an incomplete application.

The approval decision is translated into the attribution, by the jury, of a final classification expressed in the range 10-20 of the whole numerical scale of 0-20, which results from the weighted average of the marks attributed to each of the components, after weighting. The results will be communicated to students via email and expressed as follows: Admitted/Not Admitted.



7. Course functioning and Timetable

The MA in Governance, Leadership and Democracy Studies has a total length of three semesters: two academic semesters and a dissertation semester, with in person daytime classes. Classes usually take place from Monday to Friday, between 6.30 pm and 10 pm. The assessment tests take place from Monday to Friday between 6.30 pm and 8 pm. The teaching language is english.

The academic calendar for 2023/24 is available here <https://iep.lisboa.ucp.pt/asset/11671/file> .

8. Tuitions and Fees

Tuitions and fees are set out annually and published in full documentation <https://iep.lisboa.ucp.pt/pt-pt/mestrados/area-do-aluno> regarding fees, emoluments, and taxes, so the amounts set in subsequent academic years may be different.

Extract of the Fees Table 2024/2025

(Does not exempt the consultation of the complete and updated document for 2024/2025)

Fees	
Early Bird	155€
Application 1 st	165€
Application 2 nd	195€
Application 3 rd	195€
Application 4 th	195€
Application 5 th	195€
Registration (includes school insurance and student card)	465€
Tuition fees	
1st year - first semester – 5 payments (30 ECTS/semester)	492€/month
1st year - second semester – 5 payments (27 ECTS/semester)	442.80€/month
2 nd year – first semester – 5 payments (thesis)	205€/month

9. Registration procedures

If admitted, the candidate will receive by email all the information regarding the registration process. To conclude the registration, it will be necessary to pay the registration fee and the 1st monthly fee, but also deliver:

- the registration bulletin including the information requested by the Portuguese Higher Education authorities (RAIDES survey)

The applicant's withdrawal is assumed if the registration is not completed within the stipulated period.

The originals of previously submitted documents must be presented until October 31 2024 (fall semester) and March 15 2025 (spring semester), under penalty of cancellation of registration and there is no refund of



amounts paid up to that date. The documents must be presented in their original version or in a certified copy. For archiving purposes in the student's individual file, services may make a copy of the original document submitted, at no cost to the student, returning the original.

10. Accreditation from previously completed training

You can request credit from Accreditation of previously completed training, when requested, will be carried out in accordance with the Institute Accreditation Regulations, applying the defines fees.

12. Contacts

<u>Emails</u>	<u>Telephones</u>
Admissions Office: ma.iep@ucp.pt	Admissions Office: 21 721 41 29
Academic Services: academicervices.lisboa@ucp.pt	Academic Services: 217 214 083
Treasury: tesouraria.sede@ucp.pt	Treasury: 21 721 40 77

Information in person (with or without booking)

Library Building, 2nd floor, Office 4210, Hours, Monday to Thursday, 10am to 12pm and 2pm to 6pm. Fridays, by appointment, online. Online scheduling can also be requested from Monday to Thursday.

Lisbon, March 14, 2024

Director of the Institute for Political Studies
(Prof. Doutora Mónica Dias)