

**CALL FOR APPLICATIONS****Master's Degree in Epidemiology, Biostatistics and Health Research (EPIBIS)****6<sup>th</sup> Edition: Academic Year 2024/2025****2nd application phase**

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:**

The Master's program will have a maximum of 25 students (national and international).

**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:

- a) Graduates (or equivalent) in healthcare.
- 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.

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).

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) 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*);

e) Other applicable documents the candidate deems relevant to sustain his/her curricular merit.

f) All the documents listed above that are not issued in Portuguese, English, French or Spanish must be translated into one of these languages (recognized/validated 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;

c) Candidates don't show up to the interview described in point 6 of this document (if applicable).

5.2. Candidates who present false declarations can and will be excluded at any point of the application process.

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<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.

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:**

Candidates will be selected and graded according to the following criteria:

### **Curriculum Analysis - scored from 0 to 20 points.**

#### Academic Merit (40%) (MA)

- Candidate's academic career and degrees acquired - 60%
- Scientific activity - 20%
- Other training and internships - 20%

#### Professional Experience (40%) (PE)

- Overall assessment of the candidate's background, taking into account their education and age group - 80%.
- Other skills (proficiency in English, computer skills, activities of social value) - 20%

#### Consistency (20%) (C)

- Motivation - 100%

The overall assessment of the Curriculum Analysis (AC) is based on the weighted average of the criteria referred to in the previous points and is expressed by the following formula:

$$\mathbf{AC = 40\% * MA + 40\% * EP + 20\% * C}$$

The curricular analysis has a weighting of 100% in the final classification for candidates who obtain a score of less than 10 in the CA. In this case, the final classification is calculated as follows. **CF=AC**

Candidates who obtain a score of 10 or more in the curricular analysis will be called for an Individual Interview. The Interview, scored from 0 to 20, will be weighted at 60% and will focus on the following criteria:

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

In this case, the final grade is calculated using the following formula:

$$\mathbf{CF = AC * 40\% + E * 60\%}$$

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

- Candidates with a final mark of 14 or higher, but ranked after 26th place, will be considered as substitutes and will automatically be placed in descending order of the final classification, in the event of the withdrawal of successful - placed candidates before the start of the Master's degree, or in the event that successful - placed candidates fail to enroll in this Master's degree within the deadlines set by the competent services of FCM|NMS/UNL.

- Candidates with a final classification (CF) of less than 14 points will be excluded - "Excluded".
- For tie-breaking purposes, candidates will be ranked on the basis of the marks awarded for each of the assessment criteria in the following order of precedence: Academic Merit (MA), Motivation (M) and Interview (E).

## **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 2024/2025 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: **3<sup>rd</sup> June to 12<sup>th</sup> July 2024**

- Communication of the provisional result of the selection (provisional list): until July 30<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 August 16<sup>th</sup> (inclusive).

The Master's Coordination may decide to open a second round of applications.

Lisbon, 24<sup>th</sup> may 2024

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



Professor Helena Cristina de Matos Canhão, PhD