

## PUBLIC NOTICE FOR APPLICATIONS no. 21/2025

Católica Medical School

- Lisbon -

Academic year 2025/2026

2<sup>nd</sup> Cycle

(Master in Medical Education)

- (General Admission – 3<sup>rd</sup> Phase) -

The MSc in Medical Education, from Católica Medical School of the Universidade Católica Portuguesa (FM-UCP), is governed by the principles contained in the Study Cycles of Católica Medical School Regulations by Universidade Católica Portuguesa, approved in Dispatch NR/REG/0244/, of 25<sup>th</sup> May 2023.

### 1. Conditions for admission of applicants

It is possible to apply for the MSc in Medical Education:

- a) Holders of a bachelor's degree or legal equivalent in Medicine, Health and Life Sciences, Educational Sciences, Social Sciences, and related areas;
- b) Holders of a foreign higher academic qualification in the areas identified in the previous paragraph, awarded following a first cycle of organized studies following the principles of the Bologna Process by a EU State adhering to this process.
- c) Holders of a foreign higher academic qualification in the areas specified in paragraph a) of this point, which is recognised by the Scientific Council of the CMS recognizes as fulfilling the objectives of the degree.
- d) Holders of a particularly relevant academic, scientific, or professional curriculum are granted exemption from this cycle of studies, provided that the Scientific Council of the FM-UCP recognizes their ability to complete.

### 2. Number of Vacancies:

There are **six (6)** vacancies available for the MSc in Medical Education.

### 3. Deadlines

Applications (online)	From 24 <sup>th</sup> September to 03 <sup>rd</sup> October 2025
Interviews (presential)	06 <sup>th</sup> September 2025
Results (online)	08 <sup>th</sup> October 2025
Registration (online)	From 08 <sup>th</sup> to 13 <sup>th</sup> October 2025
First Day of Classes (presential)	13 <sup>th</sup> October 2025

**Note:** The final deadline for the submission of applications and enrolment is congruent with the stipulated deadline for payment.

#### 4. Necessary documentation

During the application process, all applicants must complete an online form and attach the requested documents below:

- Passport-type photo;
- Identification document – Citizen Card, if other type of document, the tax identification number is required;
- Academic Degree Certificate(s);
- Detailed Curriculum Vitae, including reference to published or other duly documented work;
- Motivation letter, which can include the intention of the project to be developed (maximum 2 pages), and should describe your motivation for studying medical education;
- Other documents containing elements that the applicant considers relevant to the assessment of their application.

#### Notes:

- Original documents / certificates are not required during the application.
- Original documents issued abroad following the legislation of the respective country, and documents issued outside Portugal legalized by a foreign civil servant, are considered legalized under Portuguese Law if the signature of the public servant is certified by a Portuguese diplomatic agent, or consular officer in the respective EU State, and the signature of that agent is authenticated with the respective consular seal. In cases of documents issued by signatories of the Hague Convention of 5<sup>th</sup> October 1961, the documents will be legalized by apostille, under the terms of Article 3 of the convention.
- Documents are only accepted if they are in Portuguese or English. Documents in other languages must be presented as an official translation in English or Portuguese, duly certified, and issued within the terms of notarial law.

#### 5. Submission of the application

The application for MSc in Medical Education is presented by an online system, at [Católica Medical School's website](#).

After submitting all the documents and information requested in the application process, the applicant will have access to the payment information (ATM reference for applicants living in Portugal or IBAN for applicants living abroad). The application will only be completed once payment has been made.

All notifications regarding this procedure will be sent to the email address signaled on the application form.

## 6. Assessment of applications and publication of results

The selection and ranking of applicants will be conducted by the jury, composed of the Course Coordinator, namely:

- **Professor Pedro Manuel Torres Rio Dias Mateus**, Coordinator of MSc in Medical Education of Católica Medical School of Universidade Católica Portuguesa;
- **Professor António Medina de Almeida**, Dean of Católica Medical School of Universidade Católica Portuguesa;
- **Professor Maria Sofia Seabra Pereira Cabral Menéres**, Professor in Medical Education Department of Católica Medical School of Universidade Católica Portuguesa.

The following criteria will be considered when ranking applicants:

1. Curricular Analysis - graded from 0 to 20 and presented to the nearest decimal place:
  - a) Research experience, including scientific communications and publications;
  - b) Professional activity, courses, internships, or other relevant experience.
2. Individual Interview - scored from 0 to 20 and presented to the nearest tenth - which will include a brief presentation on the applicant's personal and scientific career and will focus on two criteria:
  - a) Scientific knowledge, research experience, and professional experience;
  - b) Motivation, availability, communication skills, and interpersonal relationships.
3. Analysis of the Letter of Motivation - scored from 0 to 20 and presented to the decimal point, which should include, when applicable, the intention of the project they intend to develop.

The application's final classification will consider the score obtained in the Curriculum Analysis, Individual Interview, and Motivation Letter, with the following weighting:

Criterion (expressed on a scale from 0 - 20)	Weighting
Curriculum Analysis	40%
Individual Interview	40%
Motivation letter	20%

After calculating the application marks, applicants will be ranked according to their final classification (on a numerical scale from 0 to 20) until all available places have been filled.

The selection process will result in the jury awarding a final mark expressed qualitatively (Admitted / Not Admitted / Excluded). The final mark will be given on a scale of 0 to 20 for admitted or non-admitted applicants.

### Notes:

- Whenever the Jury deems it necessary, it may ask one or more specialists with a PhD in the field of specialisation to analyse the application and issue an opinion.
- The date and time for the interview will be made available in the online application process.
- In the event of a tie in the final ranking of the last applicant, an extraordinary number of vacancies will be created equal to the number of tied applicants with the same ranking as the last applicant.

- The results will be communicated to the applicant via the application platform and by email. The anonymised list can be consulted in person at the Academic and Administrative Services at Católica Medical School in Sintra or the UCP Information Office in Lisbon (Rectory Building, Floor 1).

## 7. Operation

The MSc in Medical Education lasts two years, with 120 ECTS. The first curricular year consists of a master's course in which classes tend to be hybrid (face-to-face and online). The preferred language is Portuguese, although some classes may be taught in English.

The 2<sup>nd</sup> year of the MSc in Medical Education corresponds to the development of the Dissertation, Project Work or Internship Report.

## 8. Tuition fees, payments and other fees

The value of tuition fees, payments and other fees, is determined annually and published in a separate document (*Tabela de propinas, taxas e emolumentos*), therefore, the values for subsequent school years may change.

All updated values can be consulted at [Católica Medical School's](#) website.

The application fee is non-refundable in situations of cancellation, withdrawal, or exclusion of the application.

The registration requires the payment of the respective fee (which includes student insurance), as well as the first monthly tuition fee, as indicated in the *Tabela de propinas, taxas e emolumentos*.

## 9. Registration

Applicants admitted to the MSc in Medical Education must register within the deadline established in paragraph 3 of this notice. Annual enrolment fees and tuition fees are payable in accordance with the approved fee schedule. If the applicant does not register within the established deadline, their application will be considered withdrawn.

The original documents submitted during the application process must be presented **until 31<sup>st</sup> October 2025**, under penalty of cancellation of the enrolment, and without any refund for payments made until that date. The submitted documents must be originals or authenticated copies. To archive in the student's record, the Academic and Administrative Services of Católica Medical School may make a copy of the original document, which will be returned to the student, without any additional costs.

## 10. Other Information

The MSc in Medical Education will take place essentially in the Católica Medical School of the Universidade Católica Portuguesa.

Some research projects may take place in Portuguese or foreign companies or universities that collaborate with Universidade Católica Portuguesa.

Additional information about the program is available at [Católica Medical School's](#) website.



## 11. Contacts

Email	Phone Numbers
Academic and Administrative Services at Católica Medical School: <a href="mailto:medicina.fm@ucp.pt">medicina.fm@ucp.pt</a> Treasury Office: <a href="mailto:tesouraria.sede@ucp.pt">tesouraria.sede@ucp.pt</a>	Academic and Administrative Services at Católica Medical School: (+351) 218 724 200 Treasury Office: (+351) 217 214 079

Academic and Administrative Services of Católica Medical School:

Office hours (in person and via telephone): Monday to Friday, from 9:30 a.m. to 12:30 p.m. and from 2:30 p.m. to 5:30 p.m.

Online office hours: by appointment, scheduled by e-mail ([medicina.fm@ucp.pt](mailto:medicina.fm@ucp.pt))

Location:

Área Académica e Administrativa

Faculdade de Medicina da Universidade Católica Portuguesa

Estrada Octávio Pato

2635-631 Rio de Mouro

Lisbon, 24<sup>th</sup> September 2025

Dean of Católica Medical School  
Professor António Medina de Almeida