

NOTICE

APPLICATIONS FOR ADMISSION TO THE SECOND AND THIRD CYCLES OF STUDIES FOR
ACADEMIC YEAR 2015-2016

(*MASTER'S AND PHD'S PROGRAMMES*)

1. Deadline for submitting the application

17th March to 09th April 2015

2. Cycles of studies and number of vacancies

2.1. Masters

2.1.1. Pre-experience Masters

Master	Number of vacancies
Master in Economics <i>(a)</i>	85
Master in Management <i>(b)</i>	40
Master in Finance <i>(b)</i>	45

2.1.2. Specialized Masters

Master	Number of vacancies
<i>Master in Data Analytics (b)</i>	35

Note:

(a) Master with a track in English and a track in Portuguese

(b) Master fully taught in English.

2.2. Doctorates (PhD)

Doctoral Programme	Tuition Period (semesters)	Number of vacancies
Doctoral Programme in Economics <i>(c)</i>	8	13
Doctoral Programme in Business and Management Studies <i>(c)</i>	6	22

(c) Programme fully taught in English.

3. Admission requirements

3.1. Candidates fulfilling the following conditions can submit applications for admission to the Masters programme:

- Graduates from Portuguese universities in any field of knowledge;
- Graduates from foreign universities who have been awarded a first cycle degree, under the rules of the Bologna Protocol;
- Graduates from foreign universities with a degree considered equivalent to the first degree by the scientific board of the School of Economics and Management, University of Porto;
- Candidates presenting an academic, scientific or professional curriculum acknowledged by the Scientific Council of School of Economics and Management as demonstrating good capacity to attend the courses;
- Candidates that expect to graduate in the current academic year (until the end of assessment period of June/July) can apply conditionally. Applicants under these conditions, instead of the final degree, should indicate the arithmetic average weighted by ECTS in all courses already approved.

3.2. Candidates fulfilling the following conditions can submit applications for admission to the PhD's courses:

- Holders of Master's degree (or those with equivalent qualification from foreign countries);
- Holders of Bachelor degree (or those with equivalent qualification from foreign countries), and with a relevant curriculum that certifies solid capabilities to pursue the doctoral course;
- Holders of a relevant curriculum that certifies solid capabilities to pursue the doctoral course;
- Doctoral Programme in Business and Management Studies – The candidate must present certification of English level.

4. Tuition

National Students and Students not under International Student Status		
	Full time	Part time
Master in Economics	€1.250,00	€937,50
Master in Management	€1.250,00	€937,50
Master in Finance	€1.500,00	€1.125,00
Master in Data Analysis	€1.500,00	€1.125,00
Doctoral Programme in Economics	€2.750,00	€2.062,50
Doctoral Programme in Business and Management Studies	€3.000,00	€2.250,00
Students under International Student Status		
	Full time	Part time
Students from CPLP countries	€3.000,00	€2.250,00
Students from other countries	€6.000,00	€4.500,00

International Student Status (in accordance with article 3, Decree-Law No. 36/2014 of March 10th)

"1 - For the purposes of this law, international student is a student who does not have Portuguese nationality.

2 - Are not covered by the previous paragraph:

- a) nationals of a Member State of the European Union;
- b) those who are not national of a Member State of the European Union but are legally residing in Portugal for more than two years, uninterrupted, on August 31 of the year in which they wish to enter in the higher education, and also the children that legally reside with them;
- c) those who require the access to higher education through special arrangements for access and entry regulated by Decree-Law No. 393-A / 99 of October 2, as amended by Decree-Law No. 272/2009, of October 1.

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4 - The period with a residence permit for study do not fall under the purposes of b) of paragraph 2-b).

5 - The students admitted under the provisions of this law maintain the status of international students until the end of the programme.

6 - are excluded from the provisions of paragraph 5 international students who acquire the nationality of a Member State of the European Union.

7 - The end of the international student status as a result of the preceding paragraph shall take effect in the next academic year subsequent to the date of the acquisition of nationality".

Note: Students from CPLP countries (Angola, Brasil, Cabo Verde, Guiné Bissau, Guiné Equatorial, Moçambique, São Tomé e Príncipe, Timor Leste) have a reduction of 50%"

Part-time enrolment corresponds to a registration at the maximum of 37.5 ECTS per academic year.

Master Students can apply to scholarships at Student Support Services, University of Porto.

5. Beginning of Academic Year

14th September 2015

6. Application Procedures

Applications must be submitted on-line at www.fep.up.pt

6.1. Masters

Applicants that wish to apply for more than one master programme, should indicate the order of preference to which they are to apply (1st, 2nd, 3rd, ... option / preference) . The "order of preference" field of the application form is mandatory.

Provisory ranking - will be performed a ranking of the candidates for each master, and the list will be published in FEP's website. After the publication, the applicant admitted in more than one programme can change her/his "order of preference". She/he has 5 working days to communicate this intention by email to admissions@fep.up.pt

Final Rank – The final rank will result from the consolidation of all provisory rankings, by eliminating the redundant positions:

- A candidate admitted to the master of her/his first preference will be removed from the ranking list in the other masters she/he had applied.
- A candidate admitted in a programme of a lower preference, while occupying at the same time a position in the waiting list of a programme of higher preference, will keep both positions.

Applications to different master programmes with the same order of preference will not be accepted.

6.2. PhD's

Candidates for the PhD in Business and Management Studies, and only them, **should** attach a document with a maximum of five pages, written in English, describing: a) Their areas of interest or (if applicable) research and b) Their research ideas or, if possible, the research topic and project.

6.3. Fees

The submission of the application to a programme entails the payment of an application fee in the amount of 55 €. The application to more than one programme involves the payment of the amount of $n \times 55$ € where n is the number of programmes.

6.3.1. Payment method:

- National Candidates: Payment should be done by SIBS reference (Multibanco) automatically generated during the application.
- Foreign candidates: should send an e-mail to admissions@fep.up.pt requesting all the information's about the procedures of payment of the application fee by bank transfer.

NOTE: It will only be considered the applications that have been paid for.

7. Evaluation Criteria

7.1. Masters

The selection and ranking of candidates will be made according to the following criteria:

- **Master in Economics**
 - 80% Academic CV (Undergraduate degree average mark; adequacy of the undergraduate degree with the master; additional training - master, post-graduation degrees or courses of master level; GMAT)
 - 10% Professional CV (relevance of the activities, of the scientific area in relation to the activities developed and the duration of the activities) and/or extracurricular activities;
 - 4) 10% Motivation (choosing the master as a 1st option; motivation letter of the candidate; letters of recommendation for applicants who did not complete the undergraduate degree at FEP);
 - An interview might be requested;
 - Regardless of the classification obtained by the application of the criteria mentioned above, the applicants can be excluded due to lack of sufficient merit.

- **Master in Finance**
 - 70% Academic CV (Undergraduate degree average mark; adequacy of the undergraduate degree with the master; additional training (master, post-graduation degrees or course units of master level concluded; GMAT)
 - 10% Professional CV (relevance of the activities, of the scientific area in relation to the activities developed and the duration of the activities);
 - 10% Extracurricular activities (relevance and duration of the activities);
 - 10% Motivation (choosing the master as a 1st option; motivation letter of the candidate; courses of master level, an interview might be requested).
 - Presentation of 2 letters of recommendation for applicants who did not complete the undergraduate degree at FEP.

- **Master in Management**
 - 70% Academic CV (Undergraduate degree average mark; adequacy of the undergraduate degree with the master; additional training (master, post-graduation degrees or course units of master level concluded; GMAT)
 - 10% Professional CV (relevance of the activities, of the scientific area in relation to the activities developed and the duration of the activities);
 - 10% Extracurricular activities (relevance and duration of the activities);
 - 10% Motivation (choosing the master as a 1st or 2nd option).
 - Presentation of 2 letters of recommendation for applicants who did not complete the undergraduate degree at FEP.
 - The presentation of language certificates or training will be valued under the "Extracurricular activities" criteria.

- **Master in Data Analytics**
 - 40% Education (Average mark - undergraduate degree, other degrees or graduation diplomas - Scientific knowledge in Statistics and/or Computation and/or Mathematics as preferential criteria);
 - 30% Academic CV or Scientific (research activities, published papers, participation in projects, conferences as preferential criteria);

- 30% Professional CV; professional activities linked with forecasting, data analysis and decision support as preferential criteria.

7.2 PhD's

The selection and ranking of candidates will be made by the following criteria:

- **Doctoral Programme in Economics**

Rate = (final mark of bachelor degree on a scale of 0 to 20 values) + (between 0 and 2 values for completion of a doctoral program) + (between 0 and 2 values for frequency and / or completion of a Master's degree) + (between 0 and 2 values for assessment of educational and professional background) + (between 0 and 2 values for GRE or GMAT marks).

Note: GRE/GMAT - Optional

- **Doctoral Programme in Business and Management Studies**

- A - 1st cycle degree - bachelor (it will be use the final grade of first cycle programme and adequacy of the 1st cycle degree to the doctoral program in business sciences)
- B - 2nd cycle degree - master's (adequacy of the 2nd cycle degree to the doctoral program in business and Management Studies)
- C – Scientific CV [e.g., publications, non-curricular research projects and other activities not included in the curricula of programmes]
- D Motivation Letter written in English, in which the candidate expresses his/her motivation for carrying out a PhD in Business and Management Studies; his/her ideas for research and the thesis theme and project.

Final Mark = 0,35 A + 0,35 B + 0,15 C + 0,15 D

Note: GMAT results will also be a preferential criterion with a maximum weight of 10%. Candidates should submit English language certificates (TOEFL: minimum 80, IELTS: minimum 6.5, FCE or CAE; TOEIC: minimum 605).

8. Ranking of candidates

The ranking will be published in FEP's website.

8.1. Provisory rank: 15th May 2015

8.2. Deadline to change preferences: 22nd May 2015

Candidates admitted to more than one programme can change the order of preference by sending an email to admissions@fep.up.pt clearly stating the option made.

8.3. Final Rank: 5th June 2015

9. Complaints from candidates

Complaints should be sent by registered mail.

9.1. *Deadline for submission of complaints from applicants:*

- 5 business days from the date of publication of results.

9.2. *Decisions of the complaint:*

- 10 business days from the date of submission of the complaint.

10. Enrolment and registration

10.1 *Candidates holding a bachelor degree at the time of application:*

From 8th to 12th June 2015

10.2 *Candidates that graduate in the current academic year (until July 15):*

From 20th July to 5th August 2015

11. Deadline for submission of applications for crediting of prior learning / work experience

- At enrolment and registration date.

17th March 2015

The Dean,



(Dr. João F. Proença)