

VACANCIES REQUEST AND PROCEDURES OF CYCLES OF STUDIES ACADEMIC YEAR 2013/2014

Being the transparency of the application process and recruitment of students one of the components of the internal system of quality assurance, all applications for vacancies and procedures of the second and third cycle of studies must include the following:

3 rd Cycle of Studies in <u>Advanced Studies in Sustainable Energy Systems</u>
Faculty(ies) <u>Faculty of Engineering of the University of Porto</u>
University (ies) in collaboration / joint degree / dual / multiple (1) <u>University of Lisbon, Technical University of Lisbon and University of Coimbra</u>
Name and electronic address of the Director of the Cycle of Studies (in 2013/2014) <u>Professor João Abel Peças Lopes, email: jpl@fe.up.pt</u>

VACANCIES			
TOTAL NUMBER OF VACANCIES (2)			12
DISTRIBUTION OF TOTAL NUMBER OF VACANCIES (if applicable)	VACANCIES PER APPLICATIONS PHASE	1st Phase	12
		2nd Phase (if applicable)	The surplus of the 1st phase
		3rd Phase (if applicable)	Not applicable
	SPECIAL VACANCIES TO APPLICANTS UNDER PROTOCOL (if applicable)		Not applicable
MINIMUM NUMBER OF STUDENTS FOR OPERATING(3)			5
VACANCIES FOR 2 nd YEAR OF SECOND CYCLES(4)			Not applicable
ACCESS CONDITIONS			Admission Conditions a) Holders of master's degree obtained in Portuguese universities in Mechanical Engineering, Electrical and Computer Engineering or in other areas since recognized as relevant by the scientific committee of the program; b) Holders of a 4 or 5-year degree Pre-Bologna (e.g. Licenciatura) obtained in Portuguese universities in the areas mentioned in the preceding paragraph, the legally established conditions; c) Holders of degrees obtained at foreign universities which are considered by the scientific committee of the program under conditions equivalent to those referred to above. 2-Students should have a good knowledge of spoken and written English, and may, in justified cases, the scientific committee accept students under other conditions.
SELECTION AND RANKING PROCEDURES AND RESPECTIVE CONSIDERATION(5)			The applicants were ranked according to 5 criteria: AR - Academic record CV - Curriculum Vitae ML - Motivation letter RL - Recommendation letters GRE – Graduate Record Examinations (bonus) MF- Match Factor (Penalty). These criteria are aggregated using the following formula: Integrated Score = (60*AR+10*CV+10*ML+15RL+5*GRE)*MF

APPLICATIONS: PERIOD

1ST PHASE OF APPLICATIONS SCHEDULE	Deadline for applications	11 .FEB to 15.JUN.2013
	Deadline to post the application results	15.JUL.2013
	Method to notify the applicants	e-mail address indicated in the application
	Deadline for applicants complains	not applicable
	Deadline for publication of decisions about complaints	not applicable
	Deadline for enrolments	12.SEP to 18.SEP.2013
	Deadline for admission of alternate applicants	not applicable
	Deadline for publication of the remaining Numerus Clausus for the 2nd Phase.	18.JUL.2013
2nd PHASE OF APPLICATIONS SCHEDULE⁽⁶⁾	Deadline for applications	19.JUL to 9 SEP.2013
	Deadline to post the application results	23.SEP.2013
	Method to notify the applicants	e-mail address indicated in the application
	Deadline for applicants complains	not applicable
	Deadline for publication of decisions about complaints	not applicable
	Deadline for enrolments	24.SEP to 30.SEP.2013
	Deadline for admission of alternate applicants	not applicable
3rd PHASE OF APPLICATIONS SCHEDULE (if applicable)	Deadline for applications	not applicable
	Deadline to post the application results	not applicable
	Method to notify the applicants	not applicable
	Deadline for applicants complains	not applicable
	Deadline for publication of decisions about complaints	not applicable
	Deadline for enrolments	not applicable
	Deadline for admission of alternate applicants	not applicable

CREDIT TRANSFER: REQUEST PERIOD

DEADLINE TO REQUEST CREDIT TRANSFER OF COURSES TAKEN IN ANOTHER PROGRAMME / WORK EXPERIENCE	1 st phase: until 18.SEP.2013 2 nd phase: until 30.SEP.2013
DEADLINE TO PUBLISH THE CREDIT TRANSFER RESULTS	1 st phase: until 09.OCT.2013 2 nd phase: until 21.OCT.2013
DEADLINE TO CHANGE THE INITIAL REGISTRATION IN RESULT OF PUBLICATION OF CREDIT TRANSFER	1 st phase: until 16.OCT.2013 2 nd phase: until 31.OCT.2013

ACADEMIC YEAR: SCHEDULE

BEGINNING OF THE ACADEMIC YEAR	16.SEP.2013
DEADLINE FOR PUBLICATION OF THE 1st SEMESTER RESULTS	21.FEB.2014
BEGINNING OF THE 2nd SEMESTER	10.FEB.2014

DEADLINE FOR PUBLICATION OF THE 2nd SEMESTER RESULTS		26.JUL.2014
FEES		
FULL-TIME FEE (7)		3000,00 €
PART-TIME FEE		1800,00 € (60% of the full-time fee)
COMMENTS		
The application process and selection is done at national level under the collaboration protocol MIT-Portugal		
INFORMATION AND DISCLOSURE (8)		
CONTACTS FOR OBTAINING INFORMATION TO RELEASE	Identification of contact person (if applicable)	Academic Services
	Electronic Address (es)	acesso.ingresso@fe.up.pt
	Phone number(s)	+351 22 508 1977 / 1405
VACANCIES PER COURSE UNITS		
VACANCIES PER COURSE UNITS		3 per course unit
DOCUMENTS REQUIRED IN APPLICATIONS		
DOCUMENTS REQUIRED IN APPLICATIONS		The application process and selection is done at national level under the collaboration protocol MIT-Portugal

GUIDELINES TO FILL OUT THE PROPOSALS OF FUNCTIONING OF THE CICLES OF STUDIES

- (1) Whenever the cycle of studies works in cooperation with other (s) University (ies), you must include IN ATTACH all information that are contemplated in the respective Protocol / Addendum regarding the functioning the cycle of studies, even if not considered in this form.
- (2) Whenever the cycle of studies works in cooperation with other (s) University (ies) and simultaneously works in the institutions involved, it will be required, if applicable, an indication of the number of vacancies in each University.

Example:

TOTAL OF VACANCIES:X

U.Porto Vacancies:Y

U.Lisbon Vacancies:Z.

- (3) In the second cycles, the number of students necessary for the functioning authorization of the study cycle should be at least 15. In the third cycle the number of students required for operation should be at least 5 for the study cycles with curricular part (PhD course). Any change to these values should be substantiated and subject to authorization by the dean.
- (4) Only vacancies for the 2nd year of the second cycle under CRUP Recommendation of 8th January 2011.
- (5) Criteria for selection and ranking of applications: The criteria must be accompanied by the particulars of the respective gage.
- (6) 2nd phase of applications for the second cycle: To ensure the possibility of applications by students who finish their first cycle in July, should always be considered a second phase, with specific vacancies(which may add any vacancies remaining after the 1st phase).

- (7) Second cycle Fees: Anytime that the fee to implement to the second cycle is equivalent to the value of the initial graduation fee, in which the Faculties determine that the first and second cycles while considered as pairs of undergraduate and master degrees covered by paragraph. 2 Article 27. of "DL 74/2006 of 24 March (*"The tuition fees for enrollment in the cycle of studies leading to master's degree in public education when its combined with a course of study leading to a degree is essential the exercise of a professional activity, is equally determined in accordance with the cycle of studies leading to bachelor's degree in n. 2 of article 16th . of Law no. No. 37/2003 of 2nd August "*), the proposal for functioning should be accompanied by the relevant reasons (IN ATTACH) whose information should be sent by these services due to the DGES (Directorate General of Higher Education).
- (8) Please note that the data provided in this field will be displayed in measures to disseminate training offers, particularly in the Alumni Magazine and in leaflets of U.Porto.