

NOTICE

APPLICATIONS FOR ADMISSION TO THE SECOND CYCLE OF STUDIES FOR 2018-2019 (MASTER PROGRAMMES)

1. Schedule

Procedures	Deadlines (Phase 1)	Deadlines (Phase 2)	Deadlines (Phase 3)
Submission of applications	26 February › 30 March 2018	09 June › 17 June 2018	13 August › 24 August 2018
Posting of provisional results	11 May 2018	28 June 2018	12 September 2018
Prior hearing	12 May › 25 May 2018	29 June › 17 July 2018	13 September › 26 September 2018
Posting of final results	08 June 2018	23 July 2018	04 October 2018
Publication of leftover places for phase 2	08 June 2018	n/a	n/a
Complaints submission	11 June › 29 June 2018	24 July › 13 August 2018	08 October › 26 October 2018
Publication of complaints decision	09 July 2018	07 September 2018	31 October 2018
Enrolment and registration	Candidates holding a bachelor degree at the time of application: 19 June › 03 July 2018 Candidates that graduate in the current academic year (2017/2018) in June/July: until 31 July 2018	01 August › 07 August 2018	05 October › 11 October 2018
Publication of leftover places for phase 3	10 August 2018	10 August 2018	n/a



2. Application Procedures

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

3. Documents

Upon submission of the application, the following documents must be uploaded:

- a) Identification document - If you don't want to insert a copy of the identification document, you must go to the Academic Services of the Faculty of Economics of the University of Porto, within the deadline set for applications, with the original document;
- b) Bachelor degree certificate;
- c) Diploma Supplement or official certificate of course units completed with grades. Candidates that expect to graduate in the current academic year must present a Declaration on honor, attesting this situation, and instead of the final average, should indicate the arithmetic average weighted by ECTS of all courses approved. Candidates shall also submit an official certificate of all course units completed with grades and ECTS;
- d) *Curriculum vitae*;
- e) Motivation letter (for some Masters);
- f) Order of preference: in this field, candidates must upload a document (word or pdf) giving their preference (1st, 2nd or 3rd) when applying for more than one Master programme. If candidates apply just for one, they must, instead, indicate it. If candidates apply for more than one Master programme from the FEP, the document indicating the order of preference submitted in each of the applications must be the same (and therefore have the same cast);
- g) Letters of recommendation (for some Masters);
- h) GMAT test results (for some Masters);
- i) English language qualification certificates (for some Masters);
- j) Other documents deemed relevant to ranking criteria;
- k) Request submitted to the Scientific Board of School of Economics and Management from candidates that don't have a bachelor degree, but have an academic, scientific or professional curriculum acknowledged by the Scientific Board as demonstrating good capacity to attend the Master's programs (point 5.1, d) of the Notice).

Note:

- a) Certificates that are not written neither in Portuguese, nor in English, nor in French, nor in Spanish, shall be translated into Portuguese and the translation duly legalized by the Portuguese Consulate in the country where the degree was obtained or legalized by the *Hague Apostille*.

- b) Graduates (bachelor degree) from FEP or from other Faculties of the University of Porto are exempted from the presentation of the certificate mentioned in b) and c), as long as the SIGARRA webpage of the concerned Faculty mentions the degree as “concluded”.

4. Vacancies

Pre-experience MSc - daytime programmes

Master	Phase 1	Phase 2 and Phase 3
Master in Economics (a)	90	Those calls only open if there are leftover places from previous phase
Master in Management (b)	45	
Master in Finance (b)	45	

Specialized MSc - evening programme

Master	Phase 1	Phase 2 and Phase 3
<i>Master in Modeling, Data Analysis and Decision Support Systems (b)</i>	35	Those calls only open if there are leftover places from previous phase

Note:

- (a)** Master with a track in English and a track in Portuguese
(b) Master fully taught in English.

5. Admission requirements

5.1. 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 Board of School of Economics and Management as demonstrating good capacity to attend the Masters programmes;
- Candidates that expect to graduate in the current academic year of 2017-2018 (until the end of assessment period of June/July) can apply conditionally. Applicants under these conditions, instead of the final average, should indicate the arithmetic average weighted by ECTS in all courses approved.

5.2. Order of preference for candidates that apply for more than one master's programme

Applicants that wish to apply for more than one master programme may do so. However, for each application is due the respective fee. In this case, the document indicating the order of preference submitted in each of the applications must be the same (and therefore have the same cast) in all of them.

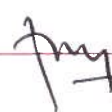
Applications that do not meet this requirement will be rejected in the first instance.

5.3. Evaluation Criteria

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

- **MASTER IN ECONOMICS**

Criteria	Weighting	Comments
Academic Curriculum	90%	Undergraduate degree average mark rounded to units; if the degree is not yet completed, the average grade, rounded to units, of all units already completed and listed in the certificate accompanying the application, will be considered: 47,5%
		Adequacy of the undergraduate degree with the master, based on the analysis of the course curriculum: 47,5%
		Additional training: duration of the undergraduate programme; master, post-graduation degrees or second cycle courses, GMAT, any awards or academic distinctions and participation in research projects: 5%
Professional curriculum and extracurricular activities	5%	Professional activities including professional internships, considering the extent of their respective duration and contribution to training in economics: 50%
		Extracurricular volunteer activities, considering the extent of their respective duration and contribution to training in economics: 25%
		Extracurricular activities related to participation in student organizations, considering the extent of their respective duration and contribution to training in economics: 25%
Motivation	5%	Analysis of the applicant's motivation letter: 50%
		Analysis of the information quality of the application, with regard to the objectivity and the presentation of supporting and informative documentation on the relevant activities and



		competences: 50%
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Notes:

- Regardless of the classification obtained by applying the above mentioned criteria, the candidates may be immediately excluded for lack of absolute merit of the application. For the purpose of the analysis of the absolute merit of the application the Scientific Committee may conduct an interview to the applicant. The interviews can be held via Skype.
- The call for the interview will be conducted by email, sent to the email address identified by the applicant in the online application form.
- The interviews will be conducted to candidates on which, after careful consideration of all the elements contained in the application, doubts remain about the absolute merit of the application, concerning the candidate's motivation and the adequacy of his/hers profile to ME - especially in terms of economic and quantitative models and the ability to develop specific topics of economics with the knowledge so far acquired in higher education.
- As a result of the interview, the candidate will be "admitted" or "excluded for lack of absolute merit." In the case he/she is admitted, the classification results of the selection and ranking criteria described in the table above.
- If the candidate misses the interview to which he/she has been called, he/she will be excluded.
- The exclusion for lack of absolute merit of the application must be justified by at least one of the following arguments:
 - i. Profile unsuitability for ME, meaning that the candidate does not demonstrate ability to develop specific topics of economics or that he/she did not acquired, during higher education, a set of minimum requirements in terms of basic training in economics and / or quantitative methods ;
 - ii. Lack of essential elements for the evaluation of the academic curriculum;
 - iii. Insufficient knowledge of the languages in which the program is taught: English or Portuguese.

Tiebreakers:

For the ranking of the candidates in a tie situation, the criteria will be considered in the following order:

- (i) Classification obtained in the "Academic Curriculum" criteria;
- (ii) Undergraduate degree average mark rounded to units;
- (iii) The effective completion of the degree;
- (iv) Undergraduate degree average mark not rounded;
- (v) Classification obtained in the "Motivation" criteria.

- **MASTER IN MANAGEMENT**

Criteria	Weighting	Comments
Academic Curriculum	70%	<ul style="list-style-type: none"> - Undergraduate grade (30 %): <ul style="list-style-type: none"> - if (x=10 or x=11; 0 points); - if (x>11 e x<17; 5 points*(x-11)); - if (x>=17; 30 points). - Adequacy of the curriculum (30%): Analysis, on a case by case basis, of the curricular structure and characteristics / course contents in connection with MiM's characteristics and contents - Additional training (5%): 5 points if the applicant has a relevant master's degree; 4 points if he/she has a MBA, post-graduate course or a relevant part of other second cycle course completed; 3 points if he/she has other 2nd cycle relevant ECTS; 1 point if he/she has a master's degree in a non relevant field; 0 otherwise; - GMAT (5%): <ul style="list-style-type: none"> - if $x \geq 500$, then the score is equal to $5\% + 2,5\% * (x - 500) / 300$ - if $x < 500$, then the score is equal to 0%.
Professional Curriculum	5%	<p>Score results from the analysis of the relevance of the professional activities to the scientific area of management, considering the extent of their respective duration and contribution to training in management</p> <ul style="list-style-type: none"> - If highly relevant functions in management and related fields: 4-5 points; - Average / low relevance functions in management and related fields : 1-3 points
Extracurricular activities	10%	<p>5-10 points if active functions 1-4 points if non active functions</p>
English language	10%	<ul style="list-style-type: none"> - 10 points if the applicant has the "Cambridge English Advanced (CAE)", or IELTS with classification of 7.0 or more, or TOEFL iBT with classification of 95 or more, or TOEFL ITP with classification of 627 or more. - 7 points if the applicant has the "Cambridge English First (FCE)", or IELTS with classification between 5.5 and 6.5, or TOEFL iBT with classification between 72 and 94, or TOEFL ITP with classification between 543 and 626. - 3 points if the applicant has the "Cambridge English Preliminary (PET)", or IELTS with classification between 4 and 5, or TOEFL iBT with classification between 42 and 71, or TOEFL ITP with classification between 460 and 542. - 0 points in other cases.
Motivation	5%	- 1st option: 5 points; 2nd option: 2 points; 3rd option: 0 points.

Tiebreakers:

- 1.st Total score in "adequacy of the (academic) curriculum";
- 2.nd Undergraduate average grade;
- 3.rd Total score in " English language ";
- 4.th Total score in "Extracurricular activities";
- 5.th Total score in "Additional training";
- 6.th Total score in "GMAT";
- 7.th Total score in "Professional Curriculum";
- 8.th Total score in "Motivation";
- 9.th Analysis of texts and motivation letters (it is a tiebreaker for all the cases where a tie persists after the previous criteria)

• **MASTER IN FINANCE**

Criteria	Weighting	Comments
I. Academic Curriculum (undergraduate grade, adequacy of the undergraduate degree and additional training).	75%	CA = CL x AL x FA, where: CL – Undergraduate average grade; AL – Adequacy (Management, Economics or similar = 1; Other undergraduate programmes with relevant quantitative courses = 0,9; Others = 0,7); FA – Increase up to 5 % for additional training (post -graduate, curricular units completed at 2nd cycle level, GMAT, etc.) .
II. Professional and extracurricular activity	15%	Score between 10 and 20 points. a) Relevance of the professional and / or extra-curricular activity and its connection with the financial area: up to 5 values; b) Duration of activities: 1 value for each year of activity developed, with a maximum of 5 values.
III. Motivation (order of preference and motivation letter).	10%	Order of preference of MiF; - 1st option: 16 points (+4, -4, depending on the quality of the motivation letter); - 2 nd option: 10 points (without the motivation letter); - 3rd option: 0 points (without the motivation letter);

Tiebreakers:

- 1.st Difference (positive or negative and not rounded) between the average classification (weighted by ECTS credits, or equivalent) achieved by the candidate in Finance courses (UCFin) and the final grade of the bachelor (MFL): Difference = UCFin – MFL;
- 2.nd Total score in "I. Academic Curriculum";
- 3.rd Total score in "II. Professional and extracurricular activity";
- 4.th Total score in "III. Motivation";
- 5.th Age: since it is a pre-experience master preference will be given to youngest candidates.

- **MASTER IN MODELING, DATA ANALYSIS AND DECISION SUPPORT SYSTEMS**

Criteria	Weighting	Comments
Final grade/training	40%	<ul style="list-style-type: none"> - Final grade of a 1st or 2nd cycle degree (taking into account the duration of the degree): 50% - Training in Statistics and/or Computation and/or Mathematics: 40% - Other degrees: 10%
Academic and/or Scientific Curriculum	30%	Research activities, published articles with independent assessment, participation in research projects and conferences as preferential criteria: <ul style="list-style-type: none"> - articles publication: 40% - participation in research projects: 40% - other activities: 20%
Professional curriculum	30%	Professional activities related to forecasting, data analysis and decision support as well as professional activities in the fields of computer programming as preferential criteria.

Tiebreakers:

Applicants are independently ranked by all Jury members. The final ranking is obtained by aggregation, by the average of all the rankings. Tie cases will be resolved by the median.

6. Rules for admitted applicants with foreign degree certificates

a) The originals of the foreign degree certificates shall be authenticated by the Portuguese Consulate in the country where the degree was obtained or legalized by the *Hague Apostille*.

Certificates that are not written in English, French or Spanish must be translated into Portuguese, and the translation must be certified by the Portuguese Consulate in the country where the degree was obtained or legalized by the *Hague Apostille*. **In this case, the original and the translated documents must be also legalized** by the Portuguese Consulate in the country where the degree was obtained or legalized by the *Hague Apostille*.

b) The Academic Services **may demand the presentation of the originals of the certificates and the translated documents, authenticated in accordance with subparagraph a).**

Failure to present the original documents, in the period defined by the Academic Services, authenticated in accordance with subparagraph a), **leads to the cancellation of the registration**; it does not exempt the candidate though, from paying of all the fees due to date.

7. 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 x 55 € where n is the number of programmes. Application fees are not refundable. Unpaid applications will be rejected.

7.1. Payment method:

- a) Payment by SIBS reference (Multibanco) automatically generated during the application;
- b) Payment by PayPal;
- c) Candidates residing abroad can pay the application fee by bank transfer to the **IBAN: PT50 0018 000332432106020 13, BIC SWIFT: TOTAPTPL.**
 - I. All transfers have to be free of charges to FEP
 - II. The proof of the transfer must be delivered, dully identified with the applicant's name, to admiss@fep.up.pt, until the deadline mentioned: 1st phase – until 30/03/2018; 2.nd phase: until 17/05/2018; 3.rd phase: until 24/08/2018.

Note:

- a) The applications should be paid in the date of submission, or, exceptionally, in the deadline mentioned: 1st phase – until 30/03/2018; 2nd phase: until 17/05/2018; 3.rd phase: until 24/08/2018. Non paid applications until the deadline mentioned, or that do not comply with point II., will be rejected.
- b) The application fee is not refundable for any purpose.

8. Tuition

Masters Degrees (national and EU students)

		ANNUAL FEE* (€)	Payment arrangements
MASTERS COURSES	<i>Full Time</i>	1.502,00	The tuition fees of each school year can be paid: a) Once, upon registration. OR b) In ten monthly instalments, the first due upon registration and the remaining in the months following the beginning of the school year until the last day of each month.
	<i>Part time</i>	1.127,00	

* Includes the school insurance (2,00 € - this value is subject to confirmation)

Masters Degrees (Students under International Student Status) **

		ANNUAL FEE* (€)	Payment arrangements
STUDENTS FROM OTHER COUNTRIES	<i>Full Time</i>	5.002,00	The tuition fees of each school year can be paid: a) Once, upon registration. OR b) In ten monthly instalments, the first due upon registration and the remaining in the months following the beginning of the school year until the last day of each month.
	<i>Part time</i>	3.752,00	
STUDENTS FROM CPLP COUNTRIES	<i>Full Time</i>	2.502,00	
	<i>Part time</i>	1.877,00	

* Includes the school insurance (2,00 € - this value is subject to confirmation)

** For the concept of International Student see the glossary

9. Mode of presentation of prior hearing, complaint and notification of candidates

9.1. Prior hearing: Candidates who wish to speak in respect to provisional results should send a message entitled "Prior hearing" exclusively by email, to admiss@fep.up.pt

9.2. Complaint submission: Complaints should be sent exclusively by email to admiss@fep.up.pt , in a message entitled "complaint".

9.3. Notification of candidates: All notices and communications will be made by email, to the email address identified by the candidate on the application form, nevertheless applicants are deemed to be notified by the post of notices on the webpage of FEP within the time limits specified in this Notice

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

At enrolment and registration date.

11. Other provisions

11.1. All deadlines end at 24h00 of the designated day.

11.2. The option for the study regime, full time or part time, must be made, exclusively, at enrolment or registration.

11.3. The applications which do not include all the demanded documents and /or with false declarations will be flatly rejected.

12. Glossary

Full time student – student who signs up to more than thirty-seven and a half credit and a maximum of sixty credits in a particular study cycle.

Part time student – student who signs up to a maximum of thirty-seven and a half credit, in a particular study cycle.

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).

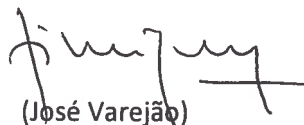
5 - The students admitted under the provisions of this law maintain the status of international students until the end of the programme.

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".

Faculty of Economics of the University of Porto, 16th January 2018

The Dean,



(José Varejão)

NOTICE

APPLICATIONS FOR ADMISSION TO THE SECOND CYCLE OF STUDIES FOR 2018-2019
(MASTER PROGRAMMES)

ERRATUM**Master in Management**

Where it says:

- GMAT (5%):

- if $x \geq 500$, then the score is equal to $5\% + 2,5\% * (x - 500) / 300$
- if $x < 500$, then the score is equal to 0%.


It must say:

- GMAT (5%):

- if $x \geq 500$, then the score is equal to $2,5\% + 2,5\% * (x - 500) / 300$
- if $x < 500$, then the score is equal to 0%.

Faculty of Economics of the University of Porto, 30th march 2018

The Dean,



(José Varejão)