

FEP MASTER'S CHALLENGE

2023/2024 Academic Year

NOTICE

1. Subject

According to article 8 of FEP Master's Challenge Regulation, this notice provides guidance regarding the procedures, rules and evaluation criteria for each phase of the project. It also intends to publicly reveal the schedule and the nominated Jury for FEP Master's Challenge 2024 edition as well as the details about the roundtrip business prize to be awarded.

2. Structure and schedule of FEP MASTER'S CHALLENGE

2.1. Schedule: FEP Master's Challenge takes place during the 2nd semester, and it is divided into three phases. Applicants will be evaluated/selected throughout the three phases and will be given the opportunity to participate in training workshops, according to the following:

FEBRUARY- MAY '24		
PHASE 1		
12 Feb. – 5 Mar. Submission of Application (CV + application form)	14-March Screening Challenges (Evaluation) & Networking with the Jury	Selection of the 24 semi-finalists
PHASE 2		
Individual Thematic Pitch	17-April (morning + afternoon) Group Dynamic & Networking with the jury	Selection of the 10 finalists
PHASE 3		
Debate	15-May (afternoon) Interview & Networking with the jury	Selection of the 3 winners
WINNERS ANNOUNCEMENT AT FEP DAY		
31-May		

Final confirmation of the dates is subject to Jury's availability. In case of changes, applicants will be notified accordingly.

2.2. Phase 1 – Applications

2.2.1. Application Requirements:

- a) To be a full-degree student of the 1st or 2nd years of FEP master programs.
- b) To be **registered at FEP Career Portal** (mandatory).
- c) To be able to communicate in English.
- d) Be eligible for **FEP MASTER'S CHALLENGE** by the closing date for applications.
- e) Applicants must create their *Curriculum Vitae*, with distinctive information.



2.2.2. Dates and Procedures: This phase includes 2 moments: the submission of the application and the screening challenges. The submission period for applications is between the 12nd of February and the 5th of March of 2024 at 23:59 hour. All applications must be submitted until the final day and closing hour, not being *accepted* any applications out of time. The screening challenges will take place in FEP, on the 14th of March of 2024.

2.2.3. Application Procedures:

- a) Candidates must send their applications online at www.fep.up.pt.
- b) Changes to the applications will not be permitted after the *closing* date of its submission period.
- c) The application must include **4 documents**: the *Curriculum Vitae* (in English), the application form (available on the FEP MASTER'S CHALLENGE page, in Sigarra), a full-face photo, and a signed declaration of consent (available on the FEP MASTER'S CHALLENGE page, in Sigarra).
- d) Only complete applications will be considered.
- e) The Curriculum Vitae must be uploaded in *pdf* file and may not exceed 1 megabyte.
- f) Application form must be filled in and then uploaded in *pdf* file.
- g) The full-face photo must be uploaded in *jpg* or *png* with minimum size 1080 x 1080px, square format and white background.
- h) Declaration of consent must be signed (handwritten or certified digital signature) and then uploaded in *pdf* file.

2.2.4. Screening Challenges Procedures:

- a) Candidates will have to solve surprise mini-challenge(s) in front of the Jury. The surprise challenge(s) will be revealed on the day.
- b) Candidates may be asked to clarify aspects related to their application form or CV.
- c) The session will be recorded.
- d) In the end, a networking moment between Jury and candidates will take place in order to approximate both parts, not being constituted as an evaluation element.

2.2.5. Evaluation Criteria:

- a) The candidates will be evaluated by the members of the selection panel according to an assessment grid with the following parameters:
 - Curricular or professional experience;
 - Distinctive experience (distinctions, awards, extracurricular activities);
 - Motivation and relevance of the application;
 - Content and organisation of ideas;
 - Adaptability;
 - Creativity.
- b) The result of this phase is the selection of the 24 best applications.
- c) All selected and non-selected candidates will be individually notified by email.
- d) All information collected in this phase may be used by any of the members of the Jury for recruitment purposes.

2.3. Training Days: FEP Master's Challenge includes training days where applicants may register for self-development workshops and preparation for the evaluation moments with the Jury, given by Career & Development Service or invited speakers:

- 6th March: preparation for the screening challenges.
- 2nd April: preparation for the Semi-Final.
- 2nd May: preparation for the Final.

2.4. Phase 2 – Thematic Pitch and Group Dynamics

2.4.1. Dates and Procedures: This phase includes 2 moments: an individual speech (thematic pitch) to the members of the Jury, based on the prepared theme, and group dynamics with technical and interpersonal skills components, which will take place in FEP, on the 17th of April of 2024.

- a) Previous to the semi-final, an email with a theme will be sent to the candidates, who have to prepare a speech to present to the Jury.
- b) The individual speech has a maximum duration of 4 minutes and must be given without power point or similar.
- c) In the end of the speech the Jury will ask questions about the presented theme, with a maximum 2 minutes duration. A break will follow the speeches.
- d) The group dynamics will take place after the candidates' individual speeches and its content and duration will be given on the day.
- e) Candidates will be assessed in groups and provided with a scenario requiring the entire team to work together and solve the issue. The details of the group dynamics will be revealed on the day and its content may cover several themes.
- f) The exact hour of the pitch and group dynamics will be announced in advance to candidates.
- g) In the end of the group dynamics, a networking moment between Jury and candidates will take place in order to approximate both parts, not being constituted as an evaluation element.
- h) The pitch and group dynamics will be recorded.

2.4.2. Evaluation Criteria:

- a) Each candidate audition (pitch) will be evaluated by all Jury's members having in consideration the following parameters:
 - Quality of the content;
 - Critical thinking;
 - Logical and structured speech;
 - Ability to answer questions;
- b) During the group dynamics all candidates will be assessed individually by all members of the Jury, according to the following parameters:
 - Planning and organising;
 - Problem solving;
 - Initiative;
 - Communication ability.
- c) This phase will culminate in the selection of the 10 best candidates.
- d) All selected and non-selected candidates will be individually notified by email.

2.5. Phase 3 – Debate and Interview

2.5.1. Dates and Procedures:

- a) The final's day will be divided into 2 moments: a group debate and an individual interview.
- b) The group debate content and duration will be revealed on the day. A break will follow the debate.
- c) After the break, an individual interview will take place with a duration of 15 minutes, in which the Jury will ask each candidate questions about their personal and professional background.
- d) This phase is on the 15th of May, with hour to be defined and notified to candidates in advance.
- e) This phase will be recorded.

2.5.2. Evaluation Criteria:

- a) During the debate, candidates will be assessed by the Jury according with the following parameters:
 - Argumentation;
 - Negotiation/ persuasion skill;
 - Analysis ability;
 - Communication and reasoning;
- b) During the interview the assessment parameters are:
 - Self-Knowledge;
 - Logical and structured speech;
 - Interpersonal relationship/ interaction with the Jury.
- c) This phase will culminate in the selection of the 3 winners of the **FEP MASTER'S CHALLENGE**.
- d) In the occurrence of a tie, the following parameter will apply: higher average score obtained in the previous phases.
- e) The public disclosure of the winners will take place in an award-ceremony.

3. Selection Panel of FEP MASTER'S CHALLENGE

3.1. According to the article 8 of the **FEP MASTER'S CHALLENGE** regulation, the nominated Jury for the **FEP MASTER'S CHALLENGE 2024** edition is:

- Representative of Central Lobão
- Representative of Deloitte
- Representative of FinTrU
- Representative of INEGI - Instituto de Ciência e Inovação em Engenharia Mecânica e Engenharia Industrial
- Representative of Millennium BCP
- Representative of Mo Fashion
- Representative of NOS
- Representative of Parfois
- Representative of Sonae Sierra

3.2. Validity of the decisions: The decisions of the Jury are only valid if they are taken together, with the presence of at least five members of the selection panel.

4. Business Travel Award

4.1. According to the exposure in item number 1.a) of article 6 of the **FEP MASTER'S CHALLENGE** regulation the 3 winners of **FEP MASTER'S CHALLENGE 2024** edition will be entitled to a business trip destination to be announced in the beginning of the program and subject to the following:

- The trip will have a duration of 5 to 7 days and will be scheduled between August and September of 2024.
- The winners will be notified by email of the final travel details, in advance.
- If one cannot travel, for professional or personal causes, on the indicated dates, the School has no obligation to guarantee the prize. The winner will lose the right to claim the trip or any other compensation.
- If travelling to the destination may not be possible, for causes not attributable to the School, the trip will be automatically postponed and rearranged, preferably in next year's edition.

5. Acceptance of the Regulation and Alterations

5.1. The participation in **FEP MASTER'S CHALLENGE** assumes the full acceptance of its Regulation and of the information contained in this Notice.

5.2. The deadlines, dates and other information contained in this Notice may be amended by decision of the Jury and of FEP, which will give prior and public notice of its occurrence.

School of Economics and Management of the University of Porto (FEP), 12 of February of 2024.



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Dean