

Agreement for Mutual Academic Recognition

Master degree in Management at FEP - Universidade do Porto and “*Master in Administration*” at FEA – Universidade de São Paulo

3rd Call and Application Procedures 2017/18

1) What will change in the Master in Management (MIM) programme at FEP if a student wishes to take Academic Recognition from FEA-USP?

The student will have to

- undertake the courses from the 1st to the 3rd semesters of the programme as defined in the Study Plan in Annex;
- be approved in the public defense of the Dissertation. Dissertation has to fulfill the following requirements:
 - 2 co-supervisors must be addressed (one from FEP and other from FEA-USP)
 - Dissertation work should be equally split between the period of stay in both institutions during the 2nd year of the program
 - Dissertation must be written in English and must contain a summary page with Title, Abstract and Keywords, in English and Portuguese
 - Public defense examination must be in English and takes place at the Home institution.

2) How many students will be selected?

Up to 2 students.

3) Are students entitled to a scholarship?

Students are eligible for a scholarship (*e.g.*, Santander). However, students can apply only during the 2nd semester (while already studying at FEA-USP) to a scholarship for the 3rd semester. Information will be given by FEP when the call is open.

4) What are the tuition fees?

FEP students are exempted from paying tuition fees at FEA-USP and will only have to pay tuition fees at FEP.

5) Application and Selection procedures

STEP 1: Students wishing to apply to the Mutual Academic Recognition programme (FEP/FEA-USP) must send a motivation letter by email to doubledegreefea@fep.up.pt until **September 20**.

Eligibility criteria:

- FEP Master in Management students.
- Students must successfully complete a total of 30 ECTS (1st semester) and hold one of the following certificates confirming proficiency in English: IELTS min 6.0, TOEFL IBT min 79, or equivalent.

Admission and Selection criteria:

Students will be selected based on their rank position in the admission to the Master in Management at FEP, provided they meet the above eligibility criteria. Student selection must be accepted by both institutions.

STEP 2: Students will be informed until **September 21** about the selection results by email.

STEP 3: Applicants should confirm their application before **September 22** about the selection results by email to doubledegreefea@fep.up.pt.

STEP 4: FEA-USP will send information about the application procedures to FEP.

STEP 5: Selected applicants should submit the study plan for one semester for approval by MIM director, in accordance with the requirements for the 2nd semester at FEA-USP.

STEP 6: Selected applicants should submit their application **before the 15th of October** to FEA-USP. For queries about the application process the contact is Márcio Fernandez Cuzziol (ccintfea@usp.br).

STEP 7: The International Mobility services (erasmus@fep.up.pt) will contact students for the purpose of initiating the application procedures. The services will appoint a meeting to prepare the registration as an outgoing mobility student of FEP/University of Porto. Before the deadline established for the 2nd call E+ (**September**),

- a. Students should fill in, sign and deliver, in hand, the application form (for E+ mobility purposes) to the International Mobility services. Application form is available in SIGARRA, "Mobilidades" (Mobilities). The choice of elective courses to be attended at FEA-USP should be previously set in agreement with the director of the MIM.

FEP	ECTS	FEA-USP	Créditos
Electives	22.5	3 Elective courses OR	
Data Analysis ^(*) OR Electives	7.5	2 Electives + Conditional course ^(*)	24
		Course “Metodologia de Pesquisa”	8
Total	30	Total	32 <i>(aprox. 40 ECTS)</i>

(*) Conditional course taken in FEA-USP is to substitute for Data Analysis, either ‘Análise Estatística e Amostragem’ or ‘Análise Preditiva de Dados’. The conditional course can be taken either in the 2nd or the 3rd semester while in FEA-USP.

STEP 8: In **December**, students should also apply for a mobility period in the regular call for the 3rd semester with the following plan. The choice of elective courses to be attended at FEA-USP should be previously set in agreement with the director of the MIM.

FEP	ECTS	FEA-USP	Créditos
Data Analysis ^(*) OR Electives	7.5	1 Conditional course ^(*) OR	
		1 Elective course	8
		Course “Monitoria”	4
Total	7.5	Total	12 <i>(aprox. 15 ECTS)</i>

(*) Conditional course taken in FEA-USP is to substitute for Data Analysis, either ‘Análise Estatística e Amostragem’ or ‘Análise Preditiva de Dados’. The conditional course can be taken either in the 2nd or the 3rd semester while in FEA-USP.

b. Students should upload the following documents in their application (SIGARRA):

- ID card copy;
- Copy of private health insurance contract;
- *Curriculum Vitae* (English);
- Bank details (IBAN, address, name).

c. Students should pay online, or at FEP Treasury services, a 50€ guarantee fee, after being selected; this fee will be returned to the student after arrival at FEA-USP.

6) Useful contacts:

At FEP: Lina Oliveira (erasmus@fep.up.pt).

At FEA-USP: Márcio Fernandez Cuzziol (ccintfea@usp.br).

7) **Additional information about FEA-USP** in this [link](#).



The Local Erasmus Coordinator

Ana Paula Ribeiro

FEP, July 2017

The Director of the Master in Management

João Ribeiro

Annex – Study Plan for FEP Students

	ECTS “Créditos”	
September-February at FEP		
Financial Management	7.5	
Sales Management/Marketing	7.5	
Strategic Management	4	
People Management	7.5	
Operations and Supply Chain Management	3.5	
Total 1st Semester	30	
February-July at FEA- USP		
3 Elective courses (including 1 course for academic accreditation of Data Analysis OR Entrepreneurship to be taken in the 2 nd or 3 rd semester)	24	
“Metodologia de Pesquisa”	8	
Total 2nd Semester	32	
September-February at FEA-USP		
1 Elective Course (including 1 course for academic accreditation of Data Analysis OR Entrepreneurship to be taken in the 2 nd or 3 rd semester)	8	
“Monitoria”	4	
Dissertation Plan (FEP distance-learning)	7.5	
Total 3rd Semester	7.5	12**
February-September at FEP		
Dissertation (year-course)	45*	
TOTAL CURRICULAR	37.5	44
TOTAL	82.5	44

* Dissertation work is split among the 2 semesters of the 2nd year of the Master’s programme according to FEP’s Study Plan and will be accredited by FEA-USP.

** Excluding dissertation work.