

ADDENDUM VACANCIES REQUEST AND PROCEDURES OF CYCLES OF STUDIES ACADEMIC YEAR 2014/2015

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:

2nd Cycle of Studies in Information Science
Faculty(ies) Faculdade de Engenharia da Universidade do Porto / Faculdade de Letras da Universidade do Porto
University(ies) in collaboration / joint degree / dual / multiple (1) NA
Name and electronic address of the Director of the Cycle of Studies (in 2013./2014) António Lucas Soares (als@fe.up.pt)

VACANCIES			
TOTAL NUMBER OF VACANCIES (2)			20
DISTRIBUTION OF TOTAL NUMBER OF VACANCIES (if applicable)	VACANCIES PER APPLICATIONS PHASE	1st Phase	10
		2nd Phase (if applicable)	10 + vacancies remaining from the first phase
		3rd Phase (if applicable)	vacancies remaining from the 2nd phase
	SPECIAL VACANCIES TO APPLICANTS UNDER PROTOCOL (if applicable)		To those already defined above adds vacancies for candidates under specific programs / protocols
MINIMUM NUMBER OF STUDENTS FOR OPERATING(3)			10
VACANCIES FOR 2 nd YEAR OF SECOND CYCLES(4)			
ACCESS CONDITIONS			<p>Admission conditions</p> <p>a) Holders of a Bachelor's degree or legal equivalent, more specifically: 1 - holders of a Bachelor's degree (1st cycle of Bologna) in the area of Information Science or other considered adequate by the Master's scientific commission; 2 - exceptionally, in duly justified cases, the scientific committee of the Masters Programme may admit candidates with a degree in another area. In these cases the candidate will be required (up to a maximum of 30 ECTS) to have obtained approval in a set of first cycle courses in the scientific area to which he is applying to;</p> <p>b) Holders of a foreign Higher Education degree conferred after a first cycle of studies structured in accordance with the Bologna Process by a State that implemented this process, with the specificities referred in a);</p> <p>c) Holders of a foreign Higher Education degree that is recognized as meeting the objectives of a Bachelor's degree by the competent scientific body of the Higher Education institution they are applying to, with the specificities referred in a);</p> <p>d) Those with an academic, scientific or professional curriculum recognized as attesting to their ability to attend this cycle of studies by the competent scientific body of the Higher Education institution they are applying to.</p>

SELECTION AND RANKING PROCEDURES AND RESPECTIVE CONSIDERATION⁽⁵⁾		Criteria
		ACI: Degree of adequation of previous studies (equiv 1st cycle);
		CCA: Classification of previous studies (equiv 1st cycle);
		PGCI: Post Graduation in IS;
		EPRO: Relevant professional experience.
		$NS=0,30 \times ACI + 0,35 \times CCA + 0,15 \times PGCI + 0,20 \times EPRO$
APPLICATIONS: PERIOD		
1ST PHASE OF APPLICATIONS SCHEDULE	Deadline for applications	07.FEB to 26.MAR.2014
	Deadline to post the application results	28.APR.2014
	Method to notify the applicants	e-mail address indicated in the application
	Deadline for applicants complains	28.APR to 02.MAY.2014
	Deadline for publication of decisions about complaints	until 23.MAY.2014
	Deadline for enrolments	30.APR. to 06.MAY.2014
	Deadline for admission of alternate applicants	until 20.MAY.2014
	Deadline for publication of the remaining Numerus Clausus for the 2nd Phase.	06.JUN.2014
2nd PHASE OF APPLICATIONS SCHEDULE⁽⁶⁾	Deadline for applications	27.MAR a 31.MAI.2014
	Deadline to post the application results	13.JUN.2014
	Method to notify the applicants	e-mail indicado na candidatura
	Deadline for applicants complains	14.JUN to 17.JUN.2014
	Deadline for publication of decisions about complaints	Until 02.JUL.2014
	Deadline for enrolments	11 to 17.SET.2014
	Deadline for admission of alternate applicants	Até 01.OUT.2014
3rd PHASE OF APPLICATIONS SCHEDULE (if applicable)	Deadline for applications	14.JUN a 08.AGO.2014
	Deadline to post the application results	08.SET.2014
	Method to notify the applicants	e-mail indicado na candidatura
	Deadline for applicants complains	08.SET a 12.SET.2014
	Deadline for publication of decisions about complaints	Até 03.OUT.2014
	Deadline for enrolments	11 a 17.SET.2014
	Deadline for admission of alternate applicants	Até 01.OUT.2014
CREDIT TRANSFER: REQUEST PERIOD		

DEADLINE TO REQUEST CREDIT TRANSFER OF COURSES TAKEN IN ANOTHER PROGRAMME / WORK EXPERIENCE		1 st phase: until 06.MAY.2014 2 nd phase: until 17.SET.2014 3 rd phase: until 17.SET.2014
DEADLINE TO PUBLISH THE CREDIT TRANSFER RESULTS		1 st phase: until 27.MAY.2014 2 nd phase: until 08.OCT.2014 3 rd phase: : until 08.OCT.2014
DEADLINE TO CHANGE THE INITIAL REGISTRATION IN RESULT OF PUBLICATION OF CREDIT TRANSFER		1 st and 2 nd phase: up to 10 days after the credit transfer results are published
ACADEMIC YEAR: SCHEDULE		
BEGINNING OF THE ACADEMIC YEAR		15.SET.2014
DEADLINE FOR PUBLICATION OF THE 1 st SEMESTER RESULTS		28.FEB.2015
BEGINNING OF THE 2 nd SEMESTER		16.FEB.2015
DEADLINE FOR PUBLICATION OF THE 2 nd SEMESTER RESULTS		29.JUL.2015
FEES		
FULL-TIME FEE (7)		999 €
PART-TIME FEE		630,50 €
COMMENTS		
INFORMATION AND DISCLOSURE (8)		
CONTACTS FOR OBTAINING INFORMATION TO RELEASE	Identification of contact person (if applicable)	Sandra Reis
	Electronic Address (es)	sreis@fe.up.pt
	Phone number(s)	+351225082134

VACANCIES PER COURSE UNITS	
VACANCIES PER COURSE UNITS	7
DOCUMENTS REQUIRED IN APPLICATIONS	
DOCUMENTS REQUIRED IN APPLICATIONS	<ul style="list-style-type: none"> • ID document (ID Card / Citizen Card / Passport) (mandatory); • Graduation Certificate from a higher education programme listing the courses taken, regime (annual or biannual) and number of UC / ECTS (mandatory). • Curriculum Vitae (mandatory); • Letters of Recommendation (optional); • Photo (optional).