

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:

2 nd Cycle of Studies - Master Course of Spatial Planning and Urban Project - MPPU
Faculty(ies) Faculty of Engineering - University of Porto (FEUP) / Faculty of Architecture - University of Porto (FAUP)
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) Paulo Pinho pcpinho@fe.up.pt

VACANCIES

VACANCIES		
TOTAL NUMBER OF VACANCIES (2)	25 (20 vacancies for the first year + 5 vacancies for the 2 nd year)	
DISTRIBUTION OF TOTAL NUMBER OF VACANCIES (if applicable)	VACANCIES PER APPLICATIONS PHASE	
	1st Phase	10 vacancies for the first year + 5 vacancies for the 2 nd year
	2nd Phase (if applicable)	5 + leftovers from 1st Phase
	3rd Phase (if applicable)	5+ leftovers from 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)	15	
VACANCIES FOR 2nd YEAR OF SECOND CYCLES(4)	5	
ACCESS CONDITIONS	<p>Admission Conditions</p> <p>Holders of Bachelor's degree or legal equivalent in architecture and civil engineering, or other related fields to the nature of the course. Holders of other higher grades with academic, scientific or professional curriculum recognized by the Scientific Committee.</p>	
SELECTION AND RANKING PROCEDURES AND RESPECTIVE CONSIDERATION(5)	<p>The academic curriculum is evaluated on the basis of the final classification of the candidate's degree and the average of the ECTS achieved in the curricular units considered relevant for the course (50%);</p> <p>The professional experience is evaluated taking into account the number of years of relevant professional activity (25%).</p> <p>Behavioural and Social skills evaluated by curriculum and interview (25%).</p>	
APPLICATIONS: PERIOD		

1st PHASE OF APPLICATIONS SCHEDULE	Deadline for applications	From 01.MAR to 20.MAR.2013
	Deadline to post the application results	02.ABR.2013
	Method to notify the applicants	e-mail address indicated in the application
	Deadline for applicants complains	From 02.ABR to 05.ABR.2013
	Deadline for publication of decisions about complaints	26.ABR.2013
	Deadline for enrolments	From 03.JUL to 10.JUL.2013
	Deadline for admission of alternate applicants	From 18.JUL to 19.JUL.2013
	Deadline for publication of the remaining Numerus Clausus for the 1st Phase.	26.JUL.2013
2nd PHASE OF APPLICATIONS SCHEDULE	Deadline for applications	From 03.APR to 06.JUN.2013
	Deadline to post the application results	26.JUN.2013
	Method to notify the applicants	e-mail address indicated in the application
	Deadline for applicants complains	From 27.JUN to 01.JUL.2013
	Deadline for publication of decisions about complaints	to 19.JUL.2013
	Deadline for enrolments	From 03.JUL to 10.JUL.2013
	Deadline for admission of alternate applicants	From 18.JUL to 19.JUL.2013
	Deadline for publication of the remaining Numerus Clausus for the 2nd Phase.	26.JUL.2013
3rd PHASE OF APPLICATIONS SCHEDULE⁽⁶⁾	Deadline for applications	From 07.JUNE to 22.AUG.2013
	Deadline to post the application results	09.SEP.2013
	Method to notify the applicants	e-mail address indicated in the application
	Deadline for applicants complains	From 10.SEP to 13.SEP.2013
	Deadline for publication of decisions about complaints	to 04.OCT.2013
	Deadline for enrolments	From 12.SEP a 18.SEP.2013
	Deadline for admission of alternate applicants	to 27.SET.2013
CREDIT TRANSFER: REQUEST PERIOD		
DEADLINE TO REQUEST CREDIT TRANSFER OF COURSES TAKEN IN ANOTHER PROGRAMME / WORK EXPERIENCE	1st phase: to 10.JUL.2013 2nd phase: to 10.JUL.2013 3rd phase: to 18.SEP.2013	
DEADLINE TO PUBLISH THE CREDIT TRANSFER RESULTS	1st phase: to 31.JUL.2013 2nd phase: to 31.JUL.2013 3rd phase: to 09.OCT.2013	
DEADLINE TO CHANGE THE INITIAL REGISTRATION IN RESULT OF PUBLICATION OF CREDIT TRANSFER	1st phase: to 07.AUG.2013 2nd phase: to 07.AUG.2013 3rd phase: to 16.OCT.2013	
ACADEMIC YEAR: SCHEDULE		

BEGINNING OF THE ACADEMIC YEAR	09.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)	999,00 €	
PART-TIME FEE	630,50 €	
COMMENTS		
INFORMATION AND DISCLOSURE (8)		
CONTACTS FOR OBTAINING INFORMATION TO RELEASE	Identification of contact person (if applicable)	Ana Sousa (SPTA – DEC - FEUP)
	Electronic Address (es)	anatalio@fe.up.pt
	Phone number(s)	+351 225081903
VACANCIES PER COURSE UNITS		
VACANCIES PER COURSE UNITS	5 per course unit	

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.