

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:

<p>2nd Cycle of Studies in Information Science</p> <p>Faculty(ies) Faculdade de Engenharia da Universidade do Porto / Faculdade de Letras da Universidade do Porto</p> <p>University (ies) in collaboration / joint degree / dual / multiple (1) NA</p> <p style="text-align: center;">Name and electronic address of the Director of the Cycle of Studies (in 2013./2014) António Lucas Soares (als@fe.up.pt)</p>

VACANCIES		
TOTAL NUMBER OF VACANCIES (2)		30
DISTRIBUTION OF TOTAL NUMBER OF VACANCIES (if applicable)	VACANCIES PER APPLICATIONS PHASE	1st Phase
		2nd Phase (if applicable)
		3rd Phase (if applicable)
	SPECIAL VACANCIES TO APPLICANTS UNDER PROTOCOL (if applicable)	
MINIMUM NUMBER OF STUDENTS FOR OPERATING(3)		15
VACANCIES FOR 2nd 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)		<p>Criteria</p> <p>ACI: Degree of adequation of previous studies (equiv 1st cycle);</p> <p>CCA: Classification of previous studies (equiv 1st cycle);</p> <p>PGCI: Post Graduation in IS;</p> <p>EPRO: Relevant professional experience.</p> <p style="text-align: center;">NS=0,30xACI+0,35xCCA+0,15xPGCI+0,20xEPRO</p>

APPLICATIONS: PERIOD		
1ST PHASE OF APPLICATIONS SCHEDULE	Deadline for applications	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	27.JUN to 01.JUL.2013
	Deadline for publication of decisions about complains	until 19.JUL.2013
	Deadline for enrolments	03.JUL to 10.JUL.2013
	Deadline for admission of alternate applicants	18.JUL to 19.JUL.2013
	Deadline for publication of the remaining Numerus Clausus for the 2nd Phase.	26.JUL.2013
2nd PHASE OF APPLICATIONS SCHEDULE⁽⁶⁾	Deadline for applications	07.JUN 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	10.SEP to 13.SEP.2013
	Deadline for publication of decisions about complains	until 04.OCT.2013
	Deadline for enrolments	12.SET to 18.SET.2013
	Deadline for admission of alternate applicants	until 27.SET.2013
3rd PHASE OF APPLICATIONS SCHEDULE (if applicable)	Deadline for applications	-
	Deadline to post the application results	-
	Method to notify the applicants	-
	Deadline for applicants complains	-
	Deadline for publication of decisions about complains	-
	Deadline for enrolments	-
	Deadline for admission of alternate applicants	-
CREDIT TRANSFER: REQUEST PERIOD		
DEADLINE TO REQUEST CREDIT TRANSFER OF COURSES TAKEN IN ANOTHER PROGRAMME / WORK EXPERIENCE		1 st phase: until 10.JUL.2013 2 nd phase: until 18.SET.2013
DEADLINE TO PUBLISH THE CREDIT TRANSFER RESULTS		1 st phase until 31.JUL.2013 2 nd phase: until 09.OCT.2013
DEADLINE TO CHANGE THE INITIAL REGISTRATION IN RESULT OF PUBLICATION OF CREDIT TRANSFER		1 st phase until 07.AUG.2013 2 nd phase until 16.OCT.2013
ACADEMIC YEAR: SCHEDULE		
BEGINNING OF THE ACADEMIC YEAR		09.SET.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
FEEES		
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)	Serviços Académicos
	Electronic Address (es)	acesso.ingresso@fe.up.pt
	Phone number(s)	225081977 /1405

VACANCIES PER COURSE UNITS

VACANCIES PER COURSE UNITS	7 per course unit
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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.