

## 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 <sup>nd</sup> Cycle of Studies in Occupational Safety and Hygiene Engineering _____
Faculty of Engineering _____
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) João Manuel Abreu dos Santos Baptista - jsbap@fe.up.pt_____

### VACANCIES

<b>TOTAL NUMBER OF VACANCIES (2)</b>		50 vacancies for 1 <sup>st</sup> and 2 <sup>nd</sup> year - the students are admitted by ranking order (20 vacancies for CPC in OSH students)
<b>DISTRIBUTION OF TOTAL NUMBER OF VACANCIES (if applicable)</b>	VACANCIES PER APPLICATIONS PHASE	1st Phase 2nd Phase (if applicable) 3rd Phase (if applicable)
		35 (20 vacancies for CPC in OSH students) 15 + Remaining Vacancies from 1 <sup>st</sup> phase -
	SPECIAL VACANCIES TO APPLICANTS UNDER PROTOCOL (if applicable)	To those already defined above adds vacancies for candidates under specific programs / protocols.
<b>MINIMUM NUMBER OF STUDENTS FOR OPERATING(3)</b>		20
<b>VACANCIES FOR 2<sup>nd</sup> YEAR OF SECOND CYCLES(4)</b>		See total number of vacancies
<b>ACCESS CONDITIONS</b>		Admission conditions: Owning an adequate first cycle (180 ECTS), or equivalent, obtained in national or foreign institution, recognized as valid by the scientific committee of the program.
<b>SELECTION AND RANKING PROCEDURES AND RESPECTIVE CONSIDERATION(5)</b>		Ranking criteria 1. Academic score; 2. To the academic score, the jury may, by curricular analysis, assign an additional score, from until one value, by each one of the following items: a. First 180 ECTS of a technological graduation (≥ 45 ECTS in Mathematics / Physics / Chemistry); b. First 180 ECTS of an engineering graduation (≥ 60 ECTS in Mathematics / Physics / Chemistry / Biology / Geology); c. First 180 ECTS of an engineering graduation (≥ 10 ECTS in management and Drawing & CAD); d. Bologna-wise second cycle of training in higher education (300 ECTS), or equivalent in any area; e. Number of ECTS between 180 and 300 of a technological graduation; f. Number of ECTS between 180 and 300 of an

		<p>engineering graduation;</p> <p>g. By each 6 ECTS in disciplines in the areas of safety, hygiene or occupational hazards analysis, made in a master program.</p> <p>h. Relevant papers in the field;</p> <p>i. Scientific books and papers</p> <p>j. Books and technical papers;</p> <p>k. Professional activity (activity considered by the SC MESHO as relevant).</p> <p>Interview in case of doubt.</p>
<b>APPLICATIONS: PERIOD</b>		
<b>1ST PHASE OF APPLICATIONS SCHEDULE</b>	<b>Deadline for applications</b>	03.APR to 06.JUN.2013
	<b>Deadline to post the application results</b>	26.JUN.2013
	<b>Method to notify the applicants</b>	e-mail address indicated in the application
	<b>Deadline for applicants complains</b>	27.JUN to 01.JUL.2013
	<b>Deadline for publication of decisions about complaints</b>	Until 19.JUL.2013
	<b>Deadline for enrolments</b>	03.JUL to 10.JUL.2013
	<b>Deadline for admission of alternate applicants</b>	18.JUL to 19.JUL.2013
	<b>Deadline for publication of the remaining Numerus Clausus for the 2nd Phase.</b>	26.JUL.2013
<b>2nd PHASE OF APPLICATIONS SCHEDULE(6)</b>	<b>Deadline for applications</b>	07.JUN to 22.AUG.2013
	<b>Deadline to post the application results</b>	09.SEP.2013
	<b>Method to notify the applicants</b>	e-mail address indicated in the application
	<b>Deadline for applicants complains</b>	10.SEP to 13.SEP.2013
	<b>Deadline for publication of decisions about complaints</b>	Until 04.OCT.2013
	<b>Deadline for enrolments</b>	12.SET to 18.SET.2013
	<b>Deadline for admission of alternate applicants</b>	Until 27.SET.2013
<b>3rd PHASE OF APPLICATIONS SCHEDULE (if applicable)</b>	<b>Deadline for applications</b>	-
	<b>Deadline to post the application results</b>	-
	<b>Method to notify the applicants</b>	-
	<b>Deadline for applicants complains</b>	-
	<b>Deadline for publication of decisions about complaints</b>	-
	<b>Deadline for enrolments</b>	-
	<b>Deadline for admission of alternate applicants</b>	-
<b>CREDIT TRANSFER: REQUEST PERIOD</b>		
<b>DEADLINE TO REQUEST CREDIT TRANSFER OF COURSES TAKEN IN ANOTHER PROGRAMME / WORK EXPERIENCE</b>		1 <sup>ST</sup> phase: until 10.JUL.2013 2 <sup>ND</sup> phase: until 18.SET.2013
<b>DEADLINE TO PUBLISH THE CREDIT TRANSFER RESULTS</b>		1 <sup>ST</sup> phase: until 31.JUL.2013 2 <sup>ND</sup> phase: until 09.OCT.2013
<b>DEADLINE TO CHANGE THE INITIAL REGISTRATION IN RESULT OF PUBLICATION OF CREDIT TRANSFER</b>		1 <sup>ST</sup> phase: until 07.AUG.2013 2 <sup>ND</sup> phase: until 16.OCT.2013
<b>ACADEMIC YEAR: SCHEDULE</b>		
<b>BEGINNING OF THE ACADEMIC YEAR</b>		09.SET.2013
<b>DEADLINE FOR PUBLICATION OF THE 1<sup>ST</sup> SEMESTER RESULTS</b>		21.FEB.2014
<b>BEGINNING OF THE 2<sup>ND</sup> SEMESTER</b>		10.FEB.2014
<b>DEADLINE FOR PUBLICATION OF THE 2<sup>ND</sup> SEMESTER RESULTS</b>		26.JUL.2014
<b>FEES</b>		
<b>FULL-TIME FEE (7)</b>		999,00 €
<b>PART-TIME FEE</b>		630,50 €

**COMMENTS**

**INFORMATION AND DISCLOSURE (8)**

<b>CONTACTS FOR OBTAINING INFORMATION TO RELEASE</b>	<b>Identification of contact person (if applicable)</b>	-
	<b>Electronic Address (es)</b>	mesho@fe.up.pt
	<b>Phone number(s)</b>	00351 22 508 1929

**VACANCIES PER COURSE UNITS**

<b>VACANCIES PER COURSE UNITS</b>	5 Vacancies per unit excluding "Fire Safety", which will not occur
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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 2<sup>nd</sup> year of the second cycle under CRUP Recommendation of 8<sup>th</sup> January 2011.
- (5) Criteria for selection and ranking of applications: The criteria must be accompanied by the particulars of the respective gage.
- (6) 2<sup>nd</sup> 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 1<sup>st</sup> 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.
  
- (9) Certificate of Professional Competence