

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 in Services Engineering and Management (Engenharia de Serviços e Gestão)
Faculty(ies) Faculdade de Engenharia 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) João Falcão e Cunha, jfcunha@fe.up.pt

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)	
		<p style="margin: 0;">15</p> <p style="margin: 0;">15 + lefovers from 1st Phase</p> <p style="margin: 0;">-</p> <p style="margin: 0;">10 - Erasmus Mundus 5 - Double Diploma with UPB</p>
MINIMUM NUMBER OF STUDENTS FOR OPERATING(3)		15
VACANCIES FOR 2nd YEAR OF SECOND CYCLES(4)		0
ACCESS CONDITIONS		<p>Admission conditions</p> <p>BSc (180 ECTS) in Engineering, Sciences, Economy, Management or similar areas. Required proficiency in English.</p>
SELECTION AND RANKING PROCEDURES AND RESPECTIVE CONSIDERATION(5)		<ol style="list-style-type: none"> 1. Average final scores of BSc and MSc Degrees, weighted by their respective ECTS: 30% 2. Curricular analysis, assessed by the number of years of relevant professional practice, and letters of recommendation: 30% 3. Interview analysis, conducted by two or more master course lecturers, based on the following evaluation: <ol style="list-style-type: none"> 3.1 Motivation - interest in the topic of MESH and in services engineering and management (SEM). Candidates who know the SEM subject, are interested specifically in MESH, and are not applying for other masters will be more appreciated: 10% 3.2 Commitment and availability - expected dedication of the candidate to finish the full master, particularly in terms of intended will to attend classes and of time to be devoted to work and study.

		<p>For working students, the commitment of the company to attend classes is a decisive criterion: 10%</p> <p>3.3 Other skills and proven capacity - beyond the information given in the curriculum, such as innovative developed projects: 5%</p> <p>3.4 Attitude, communication skills, organization and structuring of ideas and discourse during the interview: 5%</p> <p>3.5 Skills in English: 10%</p> <p>Note: lack of proven willingness and available time to attend and work for MESH, measured in terms of ECTS, or insufficient communication skills in English are enough reasons for not accepting the candidate, regardless of the average application score and curricular analysis.</p>
APPLICATIONS: PERIOD		
1ST PHASE OF APPLICATIONS SCHEDULE	Deadline for applications	03.APR a 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 a 01.JUL.2013
	Deadline for publication of decisions about complaints	até 19.JUL.2013
	Deadline for enrolments	03.JUL a 10.JUL.2013
	Deadline for admission of alternate applicants	18.JUL a 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 a 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 a 13.SEP.2013
	Deadline for publication of decisions about complaints	Até 04.OCT.2013
	Deadline for enrolments	12.SET a 18.SET.2013
	Deadline for admission of alternate applicants	Até 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 1 st SEMESTER RESULTS		21.FEB.2014
BEGINNING OF THE 2 nd SEMESTER		10.FEB.2014
DEADLINE FOR PUBLICATION OF THE 2 nd 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)	João Falcão e Cunha
	Electronic Address (es)	jfcunha@fe.up.pt
	Phone number(s)	+351-22 508 1639
VACANCIES PER COURSE UNITS		
VACANCIES PER COURSE UNITS		2 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.