

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 Multimedia _____
Faculty(ies) FACULDADE DE ENGENHARIA UP, FACULDADE DE ECONOMIA UP, FACULDADE DE BELAS ARTES UP, FACULDADE DE CIÊNCIAS UP, FACULDADE DE LETRAS UP _____
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 Fernando Vasconcelos Cunha Castro Coelho (acoelho@fe.up.pt) _____

VACANCIES

TOTAL NUMBER OF VACANCIES (2)		60 (50 for the 1st year and 10 for the 2nd year)
DISTRIBUTION OF TOTAL NUMBER OF VACANCIES (if applicable)	VACANCIES PER APPLICATIONS PHASE	1st Phase 35 (30 for the 1st year e 5 for the 2nd year)
		2nd Phase (if applicable) 25 (20 for the 1st year and 5 for the 2nd year) + leftover vacancies from the 1st phase
		3rd Phase (if applicable) NA
	SPECIAL VACANCIES TO APPLICANTS UNDER PROTOCOL (if applicable)	To those already defined above adds vacancies for candidates under specific programs / protocols (Erasmus- Mundus e Lotus)
MINIMUM NUMBER OF STUDENTS FOR OPERATING(3)		20
VACANCIES FOR 2nd YEAR OF SECOND CYCLES(4)		10
ACCESS CONDITIONS		Admission Conditions Holders of Degree or equivalent (national or foreign), or holders of academic, scientific or professional curriculum recognized by the scientific committee as attesting the capacity to attend this program.
SELECTION AND RANKING PROCEDURES AND RESPECTIVE CONSIDERATION(5)		<ul style="list-style-type: none"> Project proposal (50%) Final mark of the Degree or equivalent, or relevant academic, scientific or professional curriculum (30%) Professional experience (20%) Selection procedure: <ul style="list-style-type: none"> Documental evaluation Interview (if necessary)
APPLICATIONS: PERIOD		
1ST PHASE OF	Deadline for applications	03.APR a 06.JUN.2013

APPLICATIONS SCHEDULE	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 complains	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 complains	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 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)	-
	Electronic Address (es)	mmult@fe.up.pt
	Phone number(s)	225082134
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.