

## ADDENDUM - 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 Innovation and Technological Entrepreneurship \_\_\_\_\_

Faculty of Engineering and Faculty of Economics of U.Porto (The program is held and managed at the Faculty of Engineering)

University (ies) in collaboration / joint degree / dual / multiple (1) : Not Applicable.

Name and electronic address of the Director of the Cycle of Studies (in 2013/2014) João José Pinto Ferreira ([jjpf@fe.up.pt](mailto:jjpf@fe.up.pt))

### VACANCIES

<b>TOTAL NUMBER OF VACANCIES (2)</b>			27
<b>DISTRIBUTION OF TOTAL NUMBER OF VACANCIES (if applicable)</b>	VACANCIES PER APPLICATIONS PHASE	1st Phase	15
		2nd Phase (if applicable)	12 + vacancies remaining from the 1st phase
		3rd Phase (if applicable)	-
	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>			15
<b>VACANCIES FOR 2<sup>nd</sup> YEAR OF SECOND CYCLES(4)</b>			Zero. Not Applicable.
<b>ACCESS CONDITIONS</b>			<p>Admission Conditions Can apply to this 2nd cycle of studies leading to master's degree:</p> <p>a) Holders of a Licenciatura (pre-Bologna) of a 1st Cycle or legal equivalent;</p> <p>b) Holders of a foreign academic degree awarded as a result of the completion of 1st cycle of studies organized according to the principles of the Bologna Process by a State complying with the process;</p> <p>c) Holders of a foreign academic degree that is recognized as meeting the objectives of a degree by the competent scientific body of the higher education institution where they wish to be admitted;</p> <p>a) Knowledge of English, spoken and written.</p>
<b>SELECTION AND RANKING PROCEDURES AND RESPECTIVE CONSIDERATION(5)</b>			<p><b>Test 1) Document Analysis [20%]:</b> European CV (include level of English Proficiency) (20%) + Motivation letter and Custom CV (50%) + Letter of Recommendation * according to the model set and published on the application (one or more letters) (30%). <i>* Specific links will be available for submission "online" letters of recommendation and motivation.</i></p> <p><b>Test 2) Group Test, evaluated by two or more MIETE teachers [30%]:</b> Personal presentation of 5 minutes each, in groups of eight candidates (maximum), plus 1 to 2 minutes of questions from colleagues.</p>

		<b>Test 3) Individual interviews, evaluated by two or more MIETE teachers [50%]:</b> Candidates that have passed the previous tests will undergo an interview. Successful applicants can not have a rating below 50% in any of tests. In the first round of applications, selected candidates will have to get the minimum of 14 points (max.: 20 points). The goal is to select the best candidates in the two phases.
<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>2<sup>nd</sup> PHASE OF APPLICATIONS SCHEDULE<sup>(6)</sup></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>3<sup>rd</sup> 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>		

DEADLINE TO REQUEST CREDIT TRANSFER OF COURSES TAKEN IN ANOTHER PROGRAMME / WORK EXPERIENCE	1 <sup>st</sup> phase: até 10.JUL.2013 2 <sup>nd</sup> phase: até 18.SET.2013	
DEADLINE TO PUBLISH THE CREDIT TRANSFER RESULTS	1 <sup>st</sup> phase até 31.JUL.2013 2 <sup>nd</sup> phase: até 09.OCT.2013	
DEADLINE TO CHANGE THE INITIAL REGISTRATION IN RESULT OF PUBLICATION OF CREDIT TRANSFER	1 <sup>st</sup> phase até 07.AUG.2013 2 <sup>nd</sup> phase até 16.OCT.2013	
<b>ACADEMIC YEAR: SCHEDULE</b>		
BEGINNING OF THE ACADEMIC YEAR	09.SET.2013	
DEADLINE FOR PUBLICATION OF THE 1 <sup>st</sup> SEMESTER RESULTS	21.FEB.2014	
BEGINNING OF THE 2 <sup>nd</sup> SEMESTER	10.FEB.2014	
DEADLINE FOR PUBLICATION OF THE 2 <sup>nd</sup> SEMESTER RESULTS	26.JUL.2014	
<b>FEEES</b>		
FULL-TIME FEE (7)	999,00 €	
PART-TIME FEE	630,50 €	
<b>COMMENTS</b>		
<b>INFORMATION AND DISCLOSURE (8)</b>		
CONTACTS FOR OBTAINING INFORMATION TO RELEASE	Identification of contact person (if applicable)	João José Pinto Ferreira
	Electronic Address (es)	<a href="mailto:jjpf@fe.up.pt">jjpf@fe.up.pt</a>
	Phone number(s)	+351 91 707 22 50
<b>VACANCIES PER COURSE UNITS</b>		
VACANCIES PER COURSE UNITS	The number of vacancies per course unit is 2 (plus any leftover vacancies not occupied by students of the course). Exception are the following UCs that will not be permitted enrolment of students outside the MIETE: - Construction Business Project; - Implementation Project; - Project for Identification and Evaluation of Opportunities; - Creativity; - Product and Services Development Management; - Organisational Behaviour and Leadership.	

#### 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.