U.PORTO

VACANCIES REQUEST AND PROCEDURES OF CYCLES OF STUDIES
ACADEMIC YEAR 2014/2015

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:

2nd 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 2014/2015) João Falcão e Cunha, jfcunha@fe.up.pt

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VACANCIES			
TOTAL NUMBER OF VACANCIES (2)			30
DISTRIBUTION OF TOTAL NUMBER OF VACANCIES (if applicable)	VACANCIES PER APPLICATIONS PHASE	1st Phase	**15**
		2nd Phase (if applicable)	**15 + leftovers from 1st Phase**
		3rd Phase (if applicable)	-
	SPECIAL VACANCIES TO APPLICANTS UNDER PROTOCOL (if applicable)		10 - Erasmus Mundus 5 - Double Diploma with UPB
MINIMUM NUMBER OF STUDENTS FOR OPERATING(3)			15
VACANCIES FOR 2nd YEAR OF SECOND CYCLES(4)			0
ACCESS CONDITIONS			Admission conditions BSc (180 ECTS) in Engineering, Sciences, Economy, Management or similar areas. Required proficiency in English as this is the Master lecturing language.
SELECTION AND RANKING PROCEDURES AND RESPECTIVE CONSIDERATION(5)			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: 3.1 Motivation - interest in the topic of MESG and in services engineering and management (SEM). Candidates who know the SEM subject, are interested specifically in MESG, 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.

For working students, the commitment of the company to attend classes is a decisive criterion: 10%

3.3 Other skills and proven capacity - beyond the information given in the curriculum, such as innovative developed projects: 5%

3.4 Attitude, communication skills, organization and structuring of ideas and discourse during the interview: 5%

3.5 Skills in English: 10%

Note: lack of proven willingness and available time to attend and work for MESG, measured in terms of ECTS, or insufficient communication skills in English are reasons enough for not accepting the candidate, regardless of the average application score and curricular analysis.

APPLICATIONS: PERIOD

1ST PHASE OF APPLICATIONS SCHEDULE	Deadline for applications	07.FEB to 26.MAR.2014
	Deadline to post the application results	28.APR.2014
	Method to notify the applicants	e-mail address indicated in the application
	Deadline for applicants complains	28.APR to 02.MAY.2014
	Deadline for publication of decisions about complaints	until 23.MAY.2014
	Deadline for enrolments	30.APR. to 06.MAY.2014
	Deadline for admission of alternate applicants	until 20.MAY.2014
	Deadline for publication of the remaining Numerus Clausus for the 2nd Phase.	06.JUN.2014
2nd PHASE OF APPLICATIONS SCHEDULE(6)	Deadline for applications	27.MAR to 08.AUG.2014
	Deadline to post the application results	08.SEP.2014
	Method to notify the applicants	e-mail address indicated in the application
	Deadline for applicants complains	08.SEP to 12.SEP.2014
	Deadline for publication of decisions about complaints	Until 03.OCT.2014
	Deadline for enrolments	11.SET to 17.SET.2014
	Deadline for admission of alternate applicants	until 01.OUT.2014
3rd PHASE OF APPLICATIONS SCHEDULE (if applicable)	Deadline for applications	Not applicable
	Deadline to post the application results	Not applicable
	Method to notify the applicants	Not applicable

Deadline for applicants complains	Not applicable
Deadline for publication of decisions about complaints	Not applicable
Deadline for enrolments	Not applicable
Deadline for admission of alternate applicants	Not applicable

CREDIT TRANSFER: REQUEST PERIOD

DEADLINE TO REQUEST CREDIT TRANSFER OF COURSES TAKEN IN ANOTHER PROGRAMME / WORK EXPERIENCE	1st phase: until 06.MAY.2014 2nd phase: until 17.SET.2014
DEADLINE TO PUBLISH THE CREDIT TRANSFER RESULTS	1st phase: until 27.MAY.2014 2nd phase: until 08.OCT.2014
DEADLINE TO CHANGE THE INITIAL REGISTRATION IN RESULT OF PUBLICATION OF CREDIT TRANSFER	1st and 2nd phase: up to 10 days after the credit transfer results are published

ACADEMIC YEAR: SCHEDULE

BEGINNING OF THE ACADEMIC YEAR	15.SET.2014
DEADLINE FOR PUBLICATION OF THE 1st SEMESTER RESULTS	To be defined
BEGINNING OF THE 2nd SEMESTER	16.FEB.2015
DEADLINE FOR PUBLICATION OF THE 2nd SEMESTER RESULTS	To be defined

FEES

FULL-TIME FEE (7)	To be defined
PART-TIME FEE	To be defined

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

DOCUMENTS REQUIRED IN APPLICATIONS

DOCUMENTS REQUIRED IN APPLICATIONS	• ID document (ID Card / Citizen Card / Passport) (mandatory); • Graduation Certificate from a higher education programme listing the courses taken, regime (annual or biannual) and number of UC / ECTS (mandatory). • Curriculum vitae (mandatory); • Letters of Recommendation (optional); • Photo (colored "passport" size photo, preferably with a neutral background, 200 pixels tall by 140 pixels wide, JPG format; Average or higher quality in the JPG compression algorithm) (optional).