

## 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 2014/2015) João José Pinto Ferreira ( <a href="mailto:jipf@fe.up.pt">jipf@fe.up.pt</a> )

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 2nd Phase (if applicable) 3rd Phase (if applicable)
		15 12 Not applicable.
	SPECIAL VACANCIES TO APPLICANTS UNDER PROTOCOL (if applicable)	To those already defined above adds vacancies for candidates under specific programs / protocols (if any please specify)
<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> <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 cannot 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</p>	

		<p>points).</p> <p>The goal is to select the best candidates in the two phases.</p> <p>Remark: Despite the fact that the physical presence of applicants is preferred, test 2 and test 3 may be attended through videoconference (SKYPE or other) or phone, whenever the applicant is outside the district of Porto or more that 50km from Porto.</p>
<b>APPLICATIONS: PERIOD</b>		
<b>1ST PHASE OF APPLICATIONS SCHEDULE</b>	<b>Deadline for applications</b>	07.FEB to 26.MAR.2014
	<b>Deadline to post the application results</b>	28.APR.2014
	<b>Method to notify the applicants</b>	e-mail address indicated in the application
	<b>Deadline for applicants complains</b>	28.APR to 02.MAY.2014
	<b>Deadline for publication of decisions about complaints</b>	until 23.MAY.2014
	<b>Deadline for enrolments</b>	30.APR. to 06.MAY.2014
	<b>Deadline for admission of alternate applicants</b>	until 20.MAY.2014
<b>2<sup>nd</sup> PHASE OF APPLICATIONS SCHEDULE<sup>(6)</sup></b>	<b>Deadline for applications</b>	27.MAR to 08.AUG.2014
	<b>Deadline to post the application results</b>	08.SEP.2014
	<b>Method to notify the applicants</b>	e-mail address indicated in the application
	<b>Deadline for applicants complains</b>	08.SEP to 12.SEP.2014
	<b>Deadline for publication of decisions about complaints</b>	Until 03.OCT.2014
	<b>Deadline for enrolments</b>	11.SET to 17.SET.2014
	<b>Deadline for admission of alternate applicants</b>	until 01.OUT.2014
<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 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 06.MAY.2014 2 <sup>nd</sup> phase: until 17.SET.2014
<b>DEADLINE TO PUBLISH THE CREDIT TRANSFER RESULTS</b>		1 <sup>st</sup> phase: until 27.MAY.2014 2 <sup>nd</sup> phase: until 08.OCT.2014
<b>DEADLINE TO CHANGE THE INITIAL REGISTRATION IN RESULT OF PUBLICATION OF CREDIT TRANSFER</b>		1 <sup>st</sup> and 2 <sup>nd</sup> phase: up to 10 days after the credit transfer results are published
<b>ACADEMIC YEAR: SCHEDULE</b>		
<b>BEGINNING OF THE ACADEMIC YEAR</b>		15.SET.2014
<b>DEADLINE FOR PUBLICATION OF THE 1<sup>st</sup> SEMESTER RESULTS</b>		A definir
<b>BEGINNING OF THE 2<sup>nd</sup> SEMESTER</b>		16.FEB.2015
<b>DEADLINE FOR PUBLICATION OF THE 2<sup>nd</sup> SEMESTER RESULTS</b>		A definir
<b>FEES</b>		
<b>FULL-TIME FEE <sup>(7)</sup></b>		A definir
<b>PART-TIME FEE</b>		A definir
<b>COMMENTS</b>		
<b>INFORMATION AND DISCLOSURE <sup>(8)</sup></b>		
<b>CONTACTS FOR OBTAINING</b>	<b>Identification of contact person (if applicable)</b>	João José Pinto Ferreira
	<b>Eletronic Adress (es)</b>	<a href="mailto:ijpf@fe.up.pt">ijpf@fe.up.pt</a>

INFORMATION TO RELEASE	Phone number(s)	+351 91 707 22 50
<b>VACANCIES PER COURSE UNITS</b>		
VACANCIES PER COURSE UNITS	<p>The number of vacancies per course unit is 2 (plus any leftover vacancies not occupied by students of the course).</p> <p>Exception are the following UCs that will not be permitted enrolment of students outside the MIETE:</p> <ul style="list-style-type: none"> <li>- Construction Business Project;</li> <li>- Implementation Project;</li> <li>- Project for Identification and Evaluation of Opportunities;</li> <li>- Creativity;</li> <li>- Product and Services Development Management;</li> <li>- Organisational Behaviour and Leadership.</li> </ul>	
<b>DOCUMENTS REQUIRED IN APPLICATIONS</b>		
DOCUMENTS REQUIRED IN APPLICATIONS	<ul style="list-style-type: none"> <li>● ID document (ID Card / Citizen Card / Passport) (mandatory);</li> <li>● Graduation Certificate from a higher education programme listing the courses taken, regime (annual or biannual) and number of UC / ECTS (mandatory).</li> <li>● European CV (include level of English Proficiency)</li> <li>● Custom CV</li> <li>● Motivation letter*</li> <li>● Letter of recommendation* according to the model set and published on the application (one or more letters)</li> </ul> <p style="text-align: right;"><i>* Specific links will be available for submission "online" letters of recommendation and motivation.</i></p>	