**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:

---

2$^{nd}$ Cycle of Studies in Multimedia_____

Faculty(ies) Faculdade de Engenharia da UP, Faculdade de Economia da UP, Faculdade De Belas Artes da UP, Faculdade de Ciências da UP, Faculdade de Letras da UP. _____

University (ies) in collaboration / joint degree / dual / multiple (1) NA_____

Name and electronic address of the Director of the Cycle of Studies (in 20…./20….) 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 fpr 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 |
| **MINIMUM NUMBER OF STUDENTS FOR OPERATING(3)** | | | 20 |
| **VACANCIES FOR 2$^{nd}$ YEAR OF SECOND CYCLES(4)** | | | 10 |
| **ACCESS CONDITIONS** | | | Admission Conditions<br><br>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)** | | | Selection criteria:<br><br>• Project proposal (50%)<br>• Final mark of the Degree or equivalent, or relevant academic, scientific or professional curriculum (30%)<br>• Professional experience (20%)<br><br>Selection procedure:<br><br>• Documental evaluation<br>• Interview (if necessary) |
| APPLICATIONS: PERIOD | | | |
| **1ST PHASE OF** | **Deadline for applications** | | 07.FEB to 26.MAR.2014 |

| APPLICATIONS SCHEDULE | 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.SEP to 17.SEP.2014 |
| | Deadline for admission of alternate applicants | until 01.OCT.2014 |
| 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 complaints | - |
| | 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 | 1st phase: until 06.MAY.2014<br>2nd phase: until 17.SEP.2014 |
|---|---|
| DEADLINE TO PUBLISH THE CREDIT TRANSFER RESULTS | 1st phase: until 27.MAY.2014<br>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.SEP.2014 |
|---|---|
| DEADLINE FOR PUBLICATION OF THE 1st SEMESTER RESULTS | A definir |

| BEGINNING OF THE 2<sup>nd</sup> SEMESTER | 16.FEB.2015 |
|---|---|
| DEADLINE FOR PUBLICATION OF THE 2<sup>nd</sup> SEMESTER RESULTS | A definir |

| FEES | |
|---|---|
| FULL-TIME FEE **(7)** | A definir |
| PART-TIME FEE | A definir |

| COMMENTS | |
|---|---|
| | |

| INFORMATION AND DISCLOSURE **(8)** | |
|---|---|
| | |

| CONTACTS FOR OBTAINING INFORMATION TO RELEASE | Identification of contact person (if applicable) | - |
|---|---|---|
| | Eletronic Adress (es) | mmult@fe.up.pt |
| | Phone number(s) | + 351 225082134 |

| VACANCIES PER COURSE UNITS | |
|---|---|
| VACANCIES PER COURSE UNITS | 5 per course unit |

| DOCUMENTS REQUIRED IN APPLICATIONS | |
|---|---|
| DOCUMENTS REQUIRED IN APPLICATIONS | • ID document (ID Card / Citizen Card / Passport) (mandatory); <br> • Graduation Certificate from a higher education programme listing the courses taken, regime (annual or biannual) and number of UC / ECTS (mandatory). <br> • Curriculum vitae (mandatory); <br> • Project proposal (mandatory); <br> • Letters of Recomendation (optional); <br> • Photo (colored "passport" (optional). |