

## 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:

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| 2 <sup>nd</sup> Cycle of Studies in Master in Spatial Planning and Urban Design   |
| Faculty(ies) Faculty of Engineering of the University of Porto  |
| University (ies) in collaboration / joint degree / dual / multiple (1) _____  |
| Name and electronic address of the Director of the Cycle of Studies (in 2014./2015) ) Paulo Manuel Neto Costa Pinho <span style="float: right;">pcpinho@fe.up.pt</span> |

### VACANCIES

|   |  |   |
|---|--|---|
| <b>TOTAL NUMBER OF VACANCIES (2)</b>                                    |  | 25 (20 vacancies for the 1 <sup>st</sup> year e 5 vacancies for the 2 <sup>nd</sup> year)   |
| <b>DISTRIBUTION OF TOTAL NUMBER OF VACANCIES (if applicable)</b>        | VACANCIES PER APPLICATIONS PHASE                               | 1st Phase   |
|   |  | 2nd Phase (if applicable)   |
|   |  | 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 (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>            |  | 5   |
| <b>ACCESS CONDITIONS</b>  |  | <p>Admission Conditions:</p> <p>Holders of a Bachelor's degree or equivalent higher degree in architecture and civil engineering or similar areas; Holders of other Higher Education degree and candidates possessing a scholarly or professional curriculum recognized by the Scientific Committee.</p>  |
| <b>SELECTION AND RANKING PROCEDURES AND RESPECTIVE CONSIDERATION(5)</b> |  | <p>The academic curriculum is evaluated on the basis of the final classification of the candidate's degree and the average of the ECTS achieved in the curricular units considered relevant for the course (50%);</p> <p>The professional experience is evaluated taking into account the number of years of relevant professional activity (25%).</p> <p>Behavioural and Social skills evaluated by curriculum and interview (25%)</p> |
| <b>APPLICATIONS: PERIOD</b>   |  |   |

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|--|--|---|
| <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>Deadline for publication of the remaining Numerus Clausus for the 2nd Phase.</b>                      | 06.JUN.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 enrolments</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<br>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<br>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  |   |

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|--|---|---|
| <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 (7)</b>   |   | A definir   |
| <b>PART-TIME FEE</b>   |   | A definir   |
| <b>COMMENTS</b>  |   |   |
| <b>INFORMATION AND DISCLOSURE (8)</b>                                  |   |   |
| <b>CONTACTS FOR OBTAINING INFORMATION TO RELEASE</b>                   | <b>Identification of contact person (if applicable)</b> | Ana Natálio Sousa   |
|  | <b>Electronic Address (es)</b>                          | mppu@fe.up.pt   |
|  | <b>Phone number(s)</b>                                  | +351 225081903  |
| <b>VACANCIES PER COURSE UNITS</b>                                      |   |   |
| <b>VACANCIES PER COURSE UNITS</b>                                      |   | 5   |
| <b>DOCUMENTS REQUIRED IN APPLICATIONS</b>                              |   |   |
| <b>DOCUMENTS REQUIRED IN APPLICATIONS</b>                              |   | <ul style="list-style-type: none"> <li>• ID document (ID Card / Citizen Card / Passport) (Mandatory)</li> <li>• Graduation Certificate from a higher education programme (Mandatory)</li> <li>• Certificate listing all the Higher Education courses completed, their duration (semester/year) and number of credit units/ECTS (required); If you cannot obtain a certificate containing this information, you should add a list of courses completed, providing the information requested. (Mandatory)</li> <li>• Curriculum vitae (Mandatory)</li> <li>• Photo</li> </ul> |