

## 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 <sup>nd</sup> Cycle of Studies in _____ Computational Mechanics _____
Faculty(ies) _____ Faculty of Engineering University of 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) José M. A. César de Sá _____ e-mail: cesarsa@fe.up.pt _____

VACANCIES		
<b>TOTAL NUMBER OF VACANCIES (2)</b>		30
<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>		
<b>ACCESS CONDITIONS</b>		<p>Admission Conditions</p> <p>a) holders of the “Licenciatura” (Bachelor’s) degree or legal equivalent that is recognized as attesting the capacity to carry out this cycle of studies by the respective Scientific Committee; b) holders of a foreign higher academic degree bestowed following a 1st cycle of studies organized according to the principles of the Bologna process by an acceding State to this process, and that is recognized as attesting the capacity to carry out this cycle of studies by the Scientific Committee of the course of study;</p> <p>c) holders of a foreign higher academic degree that is recognised as meeting the objectives of the Bachelor's degree by the Scientific Committee of the course of study;</p> <p>d) holders of a academic, scientific or professional curriculum that is recognized as attesting the capacity to carry out this cycle of studies by the respective Scientific Commission.</p>
<b>SELECTION AND RANKING PROCEDURES AND RESPECTIVE CONSIDERATION(5)</b>		Ranking criteria:

		Academic Qualification (85%). Professional career (10%). Behavioral and relational skills (2.5%). Motivation (2.5%)  Ranking method:  Curriculum Assessment (90% -100%). Interview if required (10% -0%).
<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>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 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 (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>	Academic Services Faculty of Engineering, University of Porto  Rua Dr. Roberto Frias, s/n, 4200-465 Porto, Portugal
	<b>Electronic Address (es)</b>	acesso.ingresso@fe.up.pt
	<b>Phone number(s)</b>	22 508 1977 / 1405
<b>VACANCIES PER COURSE UNITS</b>		
<b>VACANCIES PER COURSE UNITS</b>	5 per course unit	
<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 listing the courses taken, regime (annual or biannual) and number of UC / ECTS (mandatory).</li> <li>• Curriculum vitae (mandatory);</li> <li>• Letters of Recommendation (optional);</li> <li>• 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).</li> </ul>	