

INFORMATION FOR APPLICATIONS - ACADEMIC YEAR 2016/2017

Cycle of Studies (CS)	Second Cycle	
Services Engineering and Management		
Organic Unit	Organic Unit(s)/University(ies) in association	Location of the CS 2016/17 (if in association)
FEUP		

A – Places

Places	TOTAL	1 st Phase	2 nd Phase	3 rd Phase	4 th Phase	5 th Phase
1. Number of places (no. or N/A)	30	15	15	N/A	N/A	N/A
Does it include leftover places from the previous phase?			Yes	N/A	N/A	N/A

Minimum number of students for the cycle of studies to operate	15
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B - Timeframe for applications

	1 st Phase	2 nd Phase	3 rd Phase	4 th Phase	5 th Phase
Submission of applications	Until 30 th April 2016	1 st May to 8 th August 2016	-	-	-
Posting of provisional results*	20 th May 2016	5 th September 2016	-	-	-
Prior hearing #	23 rd May to 6 th June 2016	6 th to 19 th September	-	-	-
Posting of final results*	13 th June 2016	23 rd September 2016	-	-	-
Submission of complaints by applicants	13 th to 28 th June 2016	23 rd September to 7 th October 2016	-	-	-
Publication of decision about complaints*	Until 12 th July 2016	Until 21 st October 2016	-	-	-
Enrolment	20 th to 27 th June 2016	27 th to 30 th September 2016	-	-	-
Eventual admission of non-placed applicants	Until 8 th July 2016	Until 14 th October 2016	-	-	-
Publication of leftover places for the following phase	15 th July 2016	-	-	-	-
Means of notifying applicants	Email specified on the application	Email specified on the application	-	-	-

Credit transfer regarding training and work experience

	1 st Phase	2 nd Phase	3 rd Phase	4 th Phase	5 th Phase
Submission of the request	Upon application and upon registration	Upon application and upon registration			
Publication of results	Until 18 th July 2016	Until 24 th October 2016			
Change of the registration in result of the credit transfer process	10 working days after the publication of the credit transfer result	10 working days after the publication of the credit transfer result			

Timeframe for the academic year	1 st semester	2 nd semester
Beginning of classes at U. Porto	19/09/2016	06/02/2017
Beginning of classes in the Cycle of Studies	19/09/2016	06/02/2017
Deadline to finish evaluation	03/02/2017	23/06/2017
Deadline to finish evaluation in the Cycle of Studies	03/02/2017	30/06/2017

C – Access conditions and criteria for selection and ranking

Specific conditions to access the cycle of studies

Those with a degree or curriculum in Engineering, Engineering Sciences, Economics, Management or related fields, in the conditions stated below, may apply to the Master in Services Engineering and Management:

- Holders of a BSc or legal equivalent;
- Holders of a foreign higher education degree awarded after a first cycle of studies structured in accordance with the Bologna Process by a State that implemented this process;
- Holders of a foreign higher education degree that is recognized as meeting the objectives of a Bachelor's degree by the statutorily competent scientific body of the higher education institution they are applying to;
- Those with an academic, scientific or professional curriculum recognized as attesting to their ability to carry out this cycle of studies by the statutorily competent scientific body of the higher education institution they are applying to. (Article 8)

Proficiency in English is required since this is the Master's lecturing language. Proficiency in English will be assessed upon presentation of a TOEFL or Cambridge certificate, or in the selection interview held in English.

Criteria and sub-criteria for selection and ranking of applicants	Weighting (%)
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 in the field of services engineering and management, and by letters of recommendation attesting to the applicant's skills in the field of services engineering and management, as well as their technical, teamwork and interpersonal skills.	30%
3. Interview analysis, conducted by two or more master course teachers, based on the following evaluation elements:	
3.1 Motivation - interest in the topic of MESH and in services engineering and management (SEM). Candidates who know the SEM subject, are interested specifically in MESH, 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 very important criterion.	10%
3.3 Other skills and proven capacity - beyond the information given in the curriculum, such as projects developed in the field of services engineering and management, which attest to the applicant's skills in this field.	5%
3.4 Attitude, communication skills, organization and structuring of ideas and discourse during the interview.	5%
3.5 Skills in English.	10%
Note: proven lack of availability to undertake and present the assignments necessary to complete MESH, or insufficient communication skills in English, are reasons enough for not accepting the candidate, regardless of any other scores.	

Applicants tie-breaking criterion (it can be the classification obtained on some of the elements from the previous table)

The applicant tie-breaking criteria will be the suitability of the applicant's curriculum to the MESH objectives, as well as the applicant's motivation.