INFORMATION FOR APPLICATIONS – ACADEMIC YEAR 2017/2018

Cycle of Studies (CS)	Second Cycle	
Services Engineering and Management		
Organic Unit	Organic Unit(s)/University(ies) in association	Location of the CS 2017/18 (if in association)
FEUP		

A – Places

Places	TOTAL	1st Phase	2nd Phase	3rd Phase	4th Phase	5th Phase
1. Number of places (no. or N/A)	**30**	**10**	**10**	**10**	**N/A**	**N/A**
Does it include leftover places from the previous phase?			**Yes**	**Yes**	**N/A**	**N/A**

Minimum number of students for the cycle of studies to operate	**15**

B - Timeframe for applications

	1st Phase	2nd Phase	3rd Phase	4th Phase	5th Phase
Submission of applications	Until 18th January 2017	24th March to 24th April 2017	30th June to 7th August 2017	-	-
Posting of provisional results*	30th January 2017	8th May 2017	6th September 2017	-	-
Prior hearing #	31st January to 13th February 2017	9th to 22nd May 2017	7th to 20th September 2017	-	-
Posting of final results*	20th February 2017	29th May 2017	25th September 2017	-	-
Submission of complaints by applicants	21st February to 14th March 2017	30th May to 20th June 2017	26th September to 17th October 2017	-	-
Publication of decision about complaints*	Until 21st March 2017	Until 27th June 2017	Until 24th October 2017	-	-
Enrolment	27th February to 9th March 2017	5th to 16th June 2017	29th September to 6th October 2017	-	-
Eventual admission of non-placed applicants	15th to 20th march 2017	21st to 26th June 2017	13th to 20th October 2017	-	-
Publication of leftover places for the following phase	23rd March 2017	29th June 2017	-	-	-
Means of notifying applicants	Email specified on the application	Email specified on the application	Email specified on the application	-	-

Credit transfer regarding training and work experience

	1st Phase	2nd Phase	3rd Phase	4th Phase	5th Phase
Submission of the request	Upon application and upon registration	Upon application and upon registration	Upon application and upon registration		
Publication of results	Until 30th March 2017	Until 7th July 2017	Until 27th October 2017		
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	10 working days after the publication of the credit transfer result		

Timeframe for the academic year	1st semester	2nd semester
Beginning of classes at U. Porto	**18/09/2017**	**05/02/2018**
Beginning of classes in the Cycle of Studies	**18/09/2017**	**05/02/2018**
Deadline to finish evaluation	**02/02/2018**	**22/06/2018**
Deadline to finish evaluation in the Cycle of Studies	**02/02/2018**	**29/06/2018**

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:

a) Holders of a BSc or legal equivalent;

b) 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;

c) 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;

d) 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.

In the 1st and 2nd phases, only applicants with a ranking grade equal to, or higher than, 14 (out of 20) will be admitted.

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 MESG and in services engineering and management (SEM). Candidates who know the SEM subject, are interested specifically in MESG, 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 MESG, 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)*

In case of a tie in the assessment of the applicants, the adequacy of the curriculum to the specific objectives of MESG and the applicant's motivation will be taken into account.

Observations