

## INFORMATION FOR APPLICATIONS - ACADEMIC YEAR 2018/2019

Cycle of Studies (CS)	Second Cycle	
Services Engineering and Management		
Organic Unit	Organic Unit(s)/University(ies) in association	Location of the CS 2018/19 (if in association)
FEUP		

### A – Places

Places	TOTAL	1 <sup>st</sup> Phase	2 <sup>nd</sup> Phase	3 <sup>rd</sup> Phase	4 <sup>th</sup> Phase	5 <sup>th</sup> 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
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### B - Timeframe for applications

	1 <sup>st</sup> Phase	2 <sup>nd</sup> Phase	3 <sup>rd</sup> Phase	4 <sup>th</sup> Phase	5 <sup>th</sup> Phase
Submission of applications	11 <sup>th</sup> December 2017 to 17 <sup>th</sup> January 2018	18 <sup>th</sup> January to 4 <sup>th</sup> May 2018	7 <sup>th</sup> May to 6 <sup>th</sup> August 2018	-	-
Posting of provisional results*	31 <sup>st</sup> January 2018	25 <sup>th</sup> May 2018	5 <sup>th</sup> September 2018	-	-
Prior hearing #	1 <sup>st</sup> to 15 <sup>th</sup> February 2018	28 <sup>th</sup> May to 8 <sup>th</sup> June 2018	6 <sup>th</sup> to 19 <sup>th</sup> September 2018	-	-
Posting of final results*	22 <sup>nd</sup> February 2018	18 <sup>th</sup> June 2018	21 <sup>st</sup> September 2018	-	-
Submission of complaints by applicants	23 <sup>rd</sup> February to 15 <sup>th</sup> March 2018	19 <sup>th</sup> June to 9 <sup>th</sup> July 2018	24 <sup>th</sup> September to 15 <sup>th</sup> October 2018	-	-
Publication of decision about complaints*	Until 22 <sup>nd</sup> March 2018	Until 16 <sup>th</sup> July 2018	Until 22 <sup>nd</sup> October 2018	-	-
Enrolment	1 <sup>st</sup> to 12 <sup>th</sup> March 2018	25 <sup>th</sup> June to 6 <sup>th</sup> July 2018	24 <sup>th</sup> to 28 <sup>th</sup> September 2018	-	-
Eventual admission of non-placed applicants	19 <sup>th</sup> to 26 <sup>th</sup> March 2018	11 <sup>st</sup> to 16 <sup>th</sup> July 2018	8 <sup>th</sup> to 17 <sup>th</sup> October 2018	-	-
Publication of leftover places for the following phase	29 <sup>th</sup> March 2018	19 <sup>th</sup> July 2018	-	-	-
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

	1 <sup>st</sup> Phase	2 <sup>nd</sup> Phase	3 <sup>rd</sup> Phase	4 <sup>th</sup> Phase	5 <sup>th</sup> Phase
Submission of the request	Upon application and upon registration	Upon application and upon registration	Upon application and upon registration		
Publication of results	Until 2 <sup>nd</sup> April 2018	Until 27 <sup>th</sup> July 2018	Until 22 <sup>nd</sup> October 2018		
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	1 <sup>st</sup> semester	2 <sup>nd</sup> semester
Beginning of classes at U. Porto	17/09/2018	04/02/2019
Beginning of classes in the Cycle of Studies	17/09/2018	04/02/2019
Deadline to finish evaluation	01/02/2019	21/06/2019
Deadline to finish evaluation in the Cycle of Studies	01/02/2019	28/06/2019

### 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.

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 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)

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

#### Observations