

INFORMATION FOR APPLICATIONS - ACADEMIC YEAR 2019/2020

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

Timeframe for applications

	1 st Phase	2 nd Phase	3 rd Phase	4 th Phase	5 th Phase
Submission of applications	10 th December 2018 to 16 th January 2019	17 th January to 3 rd May 2019	6 th May to 6 th August 2019	-	-
Posting of provisional results	30 th January 2019	23 rd May 2019	4 th September 2019	-	-
Prior hearing	31 st January to 13 th February 2019	24 th May to 6 th June 2019	5 th to 18 th September 2019	-	-
Posting of final results	20 th February 2019	14 th June 2019	24 th September 2019	-	-
Submission of complaints by applicants	21 st February to 14 th March 2019	17 th June to 9 th July 2019	25 th September to 15 th October 2019	-	-
Publication of decision about complaints	Until 21 st March 2019	Until 16 th July 2019	Until 22 nd October 2019	-	-
Enrolment	27 th February to 11 th March 2019	25 th June to 5 th July 2019	27 th September to 4 th October 2019	-	-
Eventual admission of non-placed applicants	15 th to 25 th March 2019	11 th to 23 rd July 2019	11 th to 21 st October 2019	-	-
Publication of leftover places for the following phase	28 th March 2019	26 th July 2019	-	-	-
Means of notifying applicants	Email specified on the application	Email specified on the application	Email specified on the application	-	-
Beginning of the academic year	1 st semester (see below)	1 st semester (see below)	1 st semester (see below)	-	-

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	Upon application and upon registration	-	-
Publication of results	Until 1 st April 2019	Until 26 th July 2019	Until 25 th October 2019	-	-
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 st semester	2 nd semester
Beginning of classes at U. Porto	16/09/2019	03/02/2020
Beginning of classes in the Cycle of Studies	16/09/2019	03/02/2020
Deadline to finish evaluation	31/01/2020	19/06/2020
Deadline to finish evaluation in the Cycle of Studies	31/01/2020	26/06/2020

C – Access conditions and criteria for selection and ranking

Specific conditions to access the cycle of studies

The following may apply for this cycle of studies:

Those with a degree or curriculum in Engineering, Engineering Sciences, Economics, Management or related fields, in the conditions stated below:

- 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 for. (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:	40%
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.	
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.	
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.	
Attitude, communication skills, organization and structuring of ideas and discourse during the interview.	
Skills in English.	
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.	
Obs.: In the 1st and 2nd phases, only applicants with a ranking grade equal to, or higher than, 140 (on a scale from 0 to 200) will be admitted.	

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

* The scheduling of the interview will be done by e-mail sent to the e-mail address indicated in the application.