

INFORMATION FOR APPLICATIONS - ACADEMIC YEAR 2020/2021

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		

Places

Places	TOTAL	1 st Phase	2 nd Phase	3 rd Phase
1. Number of places available	30	10	10	10
Does it include leftover places from the previous phase?			Yes	Yes

Minimum number of students for the cycle of studies to operate	20
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Timeframe for applications

	1 st Phase	2 nd Phase	3 rd Phase
Submission of applications	10 th December 2019 to 15 th January 2020	16 th January to 6 th May 2020	7 th May to 5 th August 2020
Posting of provisional results	31 st January 2020	25 th May 2020	-
Prior hearing	3 rd to 14 th February 2020	26 th May to 8 th June 2020	-
Posting of final results	21 st February 2020	17 th June 2020	3 rd September 2020
Submission of complaints by applicants	24 th February to 16 th March 2020	18 th June to 9 th July 2020	4 th to 24 th September 2020
Publication of decision about complaints	Until 23 rd March 2020	Until 16 th July 2020	Until 1 st October 2020
Enrolment	28 th February to 9 th March 2020	25 th June to 7 th July 2020	10 th to 17 th September 2020
Eventual admission of non-placed applicants	13 th to 30 th March 2020	13 th to 24 th July 2020	24 th September to 6 th October 2020
Publication of leftover places for the following phase	7 th April 2020	29 th July 2020	-
Beginning of the academic year	1 st semester (see dates below)	1 st semester (see dates below)	1 st semester (see dates below)

Notification of the applicants

Means of notifying applicants
Applicants are notified via e-mail sent to the address specified on the application.

Credit transfer regarding training and work experience

	1 st Phase	2 nd Phase	3 rd Phase
Submission of the request	Upon application and upon registration	Upon application and upon registration	Upon application and upon registration
Publication of results	15 working days after the end of the enrolment period of the corresponding application phase or the completion of the credit transfer process		
Change of the registration in result of the credit transfer process	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 in the Cycle of Studies	14/09/2020	08/02/2021
Deadline to finish evaluation in the Cycle of Studies	05/02/2021	02/07/2021

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 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

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 all 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 of Annex 1

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