

## INFORMATION FOR APPLICATIONS – ACADEMIC YEAR 2021/2022

<b>Cycle of Studies</b>	Second Cycle	
Master in Services Engineering and Management		
<b>Organic Unit</b>	<b>Organic Unit(s)/University(ies) in association</b>	<b>Location of the CS (if in association)</b>
FEUP		

<b>Minimum number of students for the cycle of studies to operate</b>	20
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See places available and Timeframe for applications at [https://sigarra.up.pt/feup/en/CAND\\_INFO\\_GERAL.CAND\\_REG\\_INGRESSO\\_VIEW?pv\\_id=750](https://sigarra.up.pt/feup/en/CAND_INFO_GERAL.CAND_REG_INGRESSO_VIEW?pv_id=750)

### Means of notifying applicants

Applicants are notified via e-mail sent to the address specified on the application.

### Deadlines for credit transfer regarding training and work experience

	1st Phase	2nd Phase	3rd Phase
Submission of the request	Upon application and upon registration	Upon application and upon registration	N/A
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	15 working days after the end of the enrolment period of the corresponding application phase or the completion of the credit transfer process	N/A
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	N/A

### Timeframe for the academic year

	1st Semester	2nd Semester
Beginning of classes in the Cycle of Studies	13-09-2021	07-02-2022
End of classes in the Cycle of Studies	17-12-2021	03-06-2022
Deadline to finish evaluation in the Cycle of Studies	04-02-2022	08-07-2022

### Tuition fees 2021/22

Information on tuition fees available at [https://sigarra.up.pt/feup/pt/web\\_base.gera\\_pagina?P\\_pagina=31585](https://sigarra.up.pt/feup/pt/web_base.gera_pagina?P_pagina=31585)

### Observations :

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

**Applicants tie-breaking criterion**

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.