

## INFORMATION FOR APPLICATIONS - ACADEMIC YEAR 2021/2022

Cycle of Studies (CS)	Second Cycle	
Master in Engineering and Industrial Management		
Organic Unit	Organic Unit(s)/University(ies) in association	Location of the CS (if in association)
FEUP		N/A
Timetable	Timetable (more information)	Language used in classes
Daytime		English only

### Places

Places	TOTAL	1 <sup>st</sup> Phase	2 <sup>nd</sup> Phase
1. Number of places available	15	10	5
Does it include leftover places from the previous phase?			Yes

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

	1 <sup>st</sup> Phase	2 <sup>nd</sup> Phase
Submission of applications	From 22 <sup>nd</sup> May to 22 <sup>nd</sup> June 2021	From 28 <sup>th</sup> August to 23 <sup>rd</sup> September 2021
Posting of provisional results	13 <sup>th</sup> July 2021	N/A
Prior hearing	14 <sup>th</sup> to 27 <sup>th</sup> July 2021	N/A
Posting of final results	3 <sup>rd</sup> August 2021	7 <sup>th</sup> October 2021
Submission of complaints by applicants	From 4 <sup>th</sup> to 24 <sup>th</sup> August 2021	From 8 <sup>th</sup> to 28 <sup>th</sup> October 2021
Publication of decision about complaints	Until 6 <sup>th</sup> September 2021	Until 4 <sup>th</sup> November 2021
Enrolment	8 <sup>th</sup> to 20 <sup>th</sup> September 2021	From 8 <sup>th</sup> to 14 <sup>th</sup> October 2021
Eventual admission of non-placed applicants	From 22 <sup>nd</sup> September to 4 <sup>th</sup> October 2021	From 19 <sup>th</sup> to 29 <sup>th</sup> October 2021
Publication of leftover places for the following phase	23 <sup>rd</sup> September 2021	N/A

### 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 <sup>st</sup> Phase	2 <sup>nd</sup> Phase
Submission of the request	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 <sup>st</sup> semester	2 <sup>nd</sup> semester
Beginning of classes in the Cycle of Studies	<b>11-10-2021</b>	<b>02-03-2022</b>
End of classes in the Cycle of Studies	<b>22-01-2022</b>	<b>11-06-2022</b>
Deadline to finish evaluation in the Cycle of Studies	<b>26-02-2022</b>	<b>16-07-2022</b>

### Observations

\* The minimum number of students for the cycle of studies to operate includes transition students and new admissions.

## Access conditions and criteria for selection and ranking

### Specific conditions to access the cycle of studies

The following may apply for a cycle of studies leading to a Master's degree:

- 1) Holders of a Bachelor's degree or legal equivalent in Engineering and Industrial Management or some other field of engineering;
- 2) Holders of a foreign higher education degree in Engineering and Industrial Management or some other field of engineering awarded after a first cycle of studies structured in accordance with the Bologna Process by a State that implemented this process;
- 3) Holders of a foreign higher education degree in Engineering and Industrial Management or some other field of engineering with a minimum duration of 3 academic years;
- 4) Those with an academic, scientific or professional curriculum in Engineering and Industrial Management or some other field of engineering, including:
  - a) applicants who have completed the first 3 years of a cycle of studies carried out in a country that did not implement the Bologna Process;
  - b) applicants whose completion of a Bachelor's degree is dependent upon the bureaucratic termination of an international mobility process, whatever their home Higher Education Institution (HEI) might be;
  - c) *“final-year students”* who have legitimate expectations to complete the Bachelor's degree by the end of the evaluation periods that take place in June/ July/ September, whatever their home HEI might be. These applicants lose their right to admission within the said competition if they do not meet the conditions to enrol within the set deadlines;
  - d) applicants who, despite not falling under paragraphs a), b) or c), explicitly wish to request the Scientific Council of FEUP to attest to their ability to carry out the cycle of studies they are applying for. These applicants must previously submit the said request at the Academic Services of FEUP using this template.

Proficiency in English is required since this is the language used in the cycle of studies.

Criteria and sub-criteria for selection and ranking of applicants

- 1) Applicants will be ranked by descending order of their Final Grade (CF - *Classificação Final*), based on the weighted average of three components: Average for Application (MC - *Média para Candidatura*), Adequacy of the Degree (AC - *Adequabilidade do Curso*) and Prestige of the Education Institution (PEE - *Prestígio do Estabelecimento de Ensino*);
- 2) Additionally, the direction of this cycle of studies values the extracurricular skills demonstrated by applicants via a supplementary Extracurricular (EC) component;

- 3) The Final Grade (CF), rounded to the nearest decimal place, is calculated using the following formula:

$$CF = 0.85 \times (0.55 \times MC + 0.25 \times AC + 0.20 \times PEE) + 0.15 \times EC$$

where:

- a) The Average for Application (MC), expressed on a scale from 10 to 20 rounded to the nearest unit, represents the final grade for applicants with a bachelor degree (180 ECTS) or equivalent or the current average grade in the course (on the date of application) for *final-year* applicants;
- b) The Adequacy of the Degree (AC) represents the assessment made by the direction of this cycle of studies regarding the “*degree of coverage in key scientific fields*” that the study plan of the degree of origin presents. The assessment of this component (expressed on a scale from 10 to 20 rounded to the nearest unit) essentially focuses on the adequacy of the prior training for admission to the cycle of studies;
- c) The Prestige of the Education Institution (PEE) represents the quality and prestige of the applicants’ education institution of origin and is assessed based on the latest available edition of the *QS ranking*<sup>1</sup> for the Engineering field concerned (or *Webometrics*<sup>2</sup>, if the HEI is not included in the QS ranking), converting the position of the HEI in the corresponding ranking (*POS\_QS* or *POS\_Web*) to a scale from 10 a 20 rounded to the nearest unit, as follows:
  - i) if the HEI is included in the *QS* ranking, the institutions in the 1<sup>st</sup> quartile (Q1) have *PEE* equal to 20, the ones in the Q2 have 19, the ones in the Q3 have 18 and the ones in Q4 have 17;
  - ii) if the HEI is only included in the *Webometrics* ranking, then the parameter *PEE* shall have a value from 10 to 16, in accordance with the following formula<sup>3</sup>:

$$PEE = \begin{cases} 16 & , POS_{Web} \leq 1000 \\ \left\lceil 20 - \frac{POS_{Web}}{200} \right\rceil & , 1000 < POS_{Web} \leq 2000 \\ 10 & , POS_{Web} > 2000 \end{cases}$$

- iii) if the HEI is not included in any of the above-mentioned rankings, then

$$PEE = 10$$

- d) The Extracurricular (EC) component (expressed on a scale from 10 to 20 rounded to the nearest unit) is determined based on documentary assessment. This assessment essentially focuses on the applicants’ career prospect and vision, based on the applicants’ intentionality when investing in co-curricular and/or research activities that are relevant for their future professional activity, and on their synthesis and presentation skills;
  - e) In case of a tie with impact on the admission (or non-admission) of applicants, individual interviews\* will be held (and the corresponding *curricula* will be analysed) restricted to the group of applicants concerned;
- 4) Only applicants with a minimum Final Grade (CF) of 13 (on a scale from 0 to 20) will be admitted.

\* If an interview is held as tie-breaking criteria, the scheduling of the interview will be done by e-mail sent to the e-mail address indicated in the application.

<sup>1</sup> <https://www.topuniversities.com/qs-world-university-rankings>

<sup>2</sup> <http://www.webometrics.info/en>

<sup>3</sup> The ceiling function, denoted by  $\lceil x \rceil$ , converts the real number  $x$  to the smallest integer that is greater than or equal to  $x$ ;  
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## Observations

**About the Average for Application (MC)**

1. For holders of a Bachelor's degree obtained in Portugal, the Average for Application (MC) corresponds to the Degree Final Grade (rounded to the nearest unit);
2. For holders of a foreign higher education degree, the Average for Application (MC) corresponds to the Degree Final Grade, which will then be converted to a scale from 0 to 20 and rounded to the nearest unit;
3. For holders of more than one Bachelor's degree (Licenciatura or foreign higher education degree), the jury for assessment of applications will consider the degree most suitable to attend the cycle of studies they are applying for;
4. For those with a recognized curriculum that meets the predefined criteria [students whose completion of a Bachelor's degree is dependent upon the conclusion of an international mobility process that has already ended or students from a country that did not implement the Bologna Process], the Average for Application (MC) is determined in accordance with paragraphs 1 or 2;
5. For "*final-year students*", the Average for Application (MC) shall correspond to the current average grade in the course (on the date of application).
6. For those with a curriculum specifically recognized as attesting to their ability to carry out the cycle of studies, the Average for Application (MC) is the one set by the organ that attested their ability.

**About the curriculum vitae / mini-presentation / letter of motivation**

For ranking purposes and valorisation of extracurricular skills (EC), applicants must submit the following elements:

- *curriculum vitae*;
- mini-presentation or a letter of motivation.

The *curriculum vitae* (1 page *pdf* file in accordance with the template provided) must focus on the applicants' extracurricular skills that allow to assess their leadership, mobilization and team engagement skills. For this purpose, applicants must include a description of their work and/or research experience, internships carried out, training sessions attended (including technical training and/or soft-skills training sessions, language courses, etc.), individual and/or associative activities of social/ political/ artistic/ cultural or similar nature and other aspects they consider relevant for their future professional activity as Engineers;

The *mini-presentation/ "pitch"* (public link to a *WMV/WMA* or *MP4* format file with a maximum duration of 3 minutes) will allow applicants to explain their career vision, providing information they consider relevant to clarify/ assess their attitude, synthesis skills, professionalism, critical thinking, vision and their analysis of themselves and their path so far. This mini-presentation can be replaced by a *letter of motivation* (1 page *pdf* file in accordance with the template provided) with similar objectives.

**About the Graduation certificate regarding a higher education degree (Bachelor)**

1. Graduation certificate of Bachelor's degree with indication of the final average grade rounded to the nearest unit. If the certificate does not indicate the final average grade (including, in the case of foreign HEI, the scale and grade weighting system), the minimum grade for approval on the Portuguese scale (10 out of 20) will be considered;
2. Applicants who have completed the first 3 years of a cycle of studies in an appropriate area, carried out in a country that did not implement the Bologna Process, must submit a certificate listing the curricular units completed and the corresponding grades, along with an official statement issued by their HEI indicating the

grading scale and weighting system used to calculate the final average grade. If only part of the documents are submitted, the minimum grade for approval on the Portuguese scale (10 out of 20) will be considered;

3. Applicants who apply as "*final-year students*" must submit a proofing document issued by the HEI indicating their current average grade or a declaration of honour, in accordance with the template provided, as well as a certificate of course units completed (transcript) with the corresponding grades and ECTS credits. Final-year students from foreign HEI must also submit an official statement issued by their HEI indicating the grading scale and weighting system used to calculate the average grade. If only part of the documents are submitted, the minimum grade for approval on the Portuguese scale (10 out of 20) will be considered.