

INFORMATION FOR APPLICATIONS - ACADEMIC YEAR 2022/2023

| | | |
|---------------------------------|--|--|
| Cycle of Studies (CS) | Second Cycle | |
| Master in Materials Engineering | | |
| 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 st Phase | 2 nd Phase | 3 rd Phase |
|--|-------|-----------------------|-----------------------|-----------------------|
| 1. Number of places available | 15 | 5 | 5 | 5 |
| Does it include leftover places from the previous phase? | | | Yes | Yes |

| | |
|--|-----|
| Minimum number of students for the cycle of studies to operate | 20* |
|--|-----|

Timeframe for applications

| | 1 st Phase | 2 nd Phase | 3 rd Phase |
|--|--|--|--|
| Submission of applications | From 24 th January to 05 th March 2022 | From 07 th March to 23 th May 2022 | From 24 th May to 08 th August 2022 |
| Posting of provisional results | 25 th March 2022 | 14 th June 2022 | N/A |
| Prior hearing | From 28 th March to 09 th April 2022 | From 15 th to 30 th June 2022 | N/A |
| Posting of final results | 16 th April 2022 | 08 th July 2022 | 05 th September 2022 |
| Submission of complaints by applicants | From 19 th April to 10 th May 2022 | From 11 th to 29 th July 2022 | From 06 th a 26 th September 2022 |
| Publication of decision about complaints | 17 th May 2022 | 09 th August 2022 | 04 th October 2022 |
| Enrolment | From 21 st April to 03 rd May 2022 | From 13 rd to 22 nd July 2022 | From 07 th to 19 th September 2022 |
| Eventual admission of non-placed applicants | From 06 th to 16 th May 2022 | From 25 th July to 02 nd August 2022 | From 21 st September to 03 rd October 2022 |
| Publication of leftover places for the following phase | 20 th May 2022 | 05 th August 2022 | N/A |

Notification of the applicants

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|--|
| 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 | | |
| 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 | According to the academic calendar | |
| End of classes in the Cycle of Studies | According to the academic calendar | |
| Deadline to finish evaluation in the Cycle of Studies | According to the academic calendar | |

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 Materials Engineering (or some other scientific field considered appropriate by the Scientific Committee of M.EMAT), in Physics or in Chemistry;
- 2) Holders of a foreign higher education degree in Materials Engineering (or some other scientific field considered appropriate by the Scientific Committee of M.EMAT), in Physics or in Chemistry 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 Materials Engineering (or some other scientific field considered appropriate by the Scientific Committee of M.EMAT), in Physics or in Chemistry with a minimum duration of 3 academic years;
- 4) Those with an academic, scientific or professional curriculum in Materials Engineering (or some other scientific field considered appropriate by the Scientific Committee of M.EMAT), in Physics or in Chemistry, 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 and may differ depending on the Specialisation someone is applying for, if applicable;
 - 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*¹ for the Engineering field concerned (or *Webometrics*², 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 1st 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 formula³:

$$PEE = \begin{cases} 16 & , POS_{Web} \leq 1000 \\ \left\lceil 20 - \frac{POS_{Web}}{200} \right\rceil & , 1000 < POS_{Web} \leq 2000 \\ 10 & , POS_{Web} > 2000 \end{cases}$$
 - 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 individual interviews* of all applicants. The aim is to assess the applicant’s individual characteristics, communicational attitude, proficiency in English, as well as to understand the relevance of the applicant’s experience, *soft-skills* training and other activities that are important for the future professional activity as Engineer;
 - 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 12 (on a scale from 0 to 20) will be admitted.

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

² <http://www.webometrics.info/en>

³ 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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* If an interview is held as tie-breaking criteria or to value the Extracurricular (EC) component, the scheduling of the interview will be done by e-mail sent to the e-mail address indicated in the application.

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

For ranking purposes and valorisation of extracurricular skills (EC), applicants must submit a *curriculum vitae*.

Extracurricular skills will also be valued based on individual interviews of all applicants.

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;

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.