

<b>Cycle of Studies</b>		Second Cycle	<b>Ciclo de Estudo</b>	
Services Engineering and Management			Engenharia de Serviços e Gestão	
<b>Organic Unit</b>	<b>Organic Units/Partner Universities</b>		<b>Place of CS edition for 2023/2024</b>	
FEUP			FEUP	
<b>Functioning</b>			<b>Teaching Language</b>	
Daytime			Fully in English	
<b>Contact Person</b>	<b>E-mail</b>	<b>Telephone</b>	<b>Cycle of Studies Director</b>	<b>E-mail</b>
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#### Places

Places	TOTAL	1 <sup>st</sup> Phase	2 <sup>nd</sup> Phase	3 <sup>rd</sup> Phase
1. Number of places	32	11	11	10
<i>Does it include leftover places from the previous phase?</i>			Yes	Yes

<b>Minimum number of students for the functioning of the cycle of studies</b>	20
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#### Applications Calendar

	1 <sup>st</sup> Phase		2 <sup>nd</sup> Phase		3 <sup>rd</sup> Phase	
	Beginning	End	Beginning	End	Beginning	End
Submission of applications	16-01-2023	23-02-2023	24-02-2023	27-04-2023	28-04-2023	08-08-2023
	Beginning	End	Beginning	End	Beginning	End
Application review	24-02-2023	09-03-2023	28-04-2023	16-05-2023	09-08-2023	04-09-2023
Posting of provisional results	10-03-2023		17-05-2023			
	Beginning	End	Beginning	End	Beginning	End
Prior hearing	13-03-2023	24-03-2023	18-05-2023	31-05-2023		
Posting of final results	30-03-2023		07-06-2023		04-09-2023	
	Beginning	End	Beginning	End	Beginning	End
Submission of complaints	31-03-2023	21-04-2023	09-06-2023	29-06-2023	05-09-2023	25-09-2023
Publication of decision about complaints	28-04-2023		06-07-2023		03-10-2023	
	Beginning	End	Beginning	End	Beginning	End
Online enrolment	04-04-2023	12-04-2023	13-06-2023	21-07-2023	06-09-2023	18-09-2023
	Beginning	End	Beginning	End	Beginning	End
Admission of non-placed applicants	18-04-2023	02-05-2023	25-07-2023	02-08-2023	20-09-2023	02-10-2023
Publication of leftover places	10-05-2023		04-08-2023			

#### Notification of applicants

##### Method of notifying applicants

Applicants will be notified via e-mail to the address provided in application form.

## Credit transfer regarding training and work experience

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

	1 <sup>st</sup> Phase	2 <sup>nd</sup> Phase	3 <sup>rd</sup> Phase
Request of credit transfer regarding prior training/work experience	On application and on enrolment	On application and on enrolment	On application and on enrolment
Publication of credit transfer results	Up to 15 working days after the end of the enrolment period or the end of the credit transfer process	Up to 15 working days after the end of the enrolment period or the end of the credit transfer process	Up to 15 working days after the end of the enrolment period or the end of the credit transfer process
Change of the registration in result of the credit transfer process	Up to 10 working days after the publication of the credit transfer results	Up to 10 working days after the publication of the credit transfer results	Up to 10 working days after the publication of the credit transfer results

### Calendar for the academic year

	1 <sup>st</sup> Semester	2 <sup>nd</sup> Semester
Beginning of the academic year at U. Porto	11-09-2023	05-02-2024
Beginning of the lecturing activity in the Cycle of Studies	11-09-2023	05-02-2024
End of the lecturing activity in the Cycle of Studies	15-12-2023	24-05-2024
Deadline for completion of evaluation	02-02-2024	05-07-2024
Deadline for the completion of evaluation in the Cycle of Studies	02-02-2024	03-07-2024

### 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 Bachelor's Degree or legal equivalent;
- Holders of a foreign higher academic degree conferred after a first cycle of studies structured in accordance with the Bologna Process by a country adhering to this process;
- Holders of a foreign higher academic 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 No. 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 subcriteria for selection and ranking of applicants

1. Average final scores of Bachelor and Master's 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, permission from 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.	
English skills.	
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.	
A certificate of completion of the Bachelor's Degree must be submitted, with an indication of the degree average grade rounded to the nearest unit. If the value of the degree average grade (including, in the case of a foreign higher education institution, the scale and weighting system of the classifications) is not presented, the minimum passing classification in the Portuguese scale will be considered (100 in the 0-200 scale) .	
* The interview will be scheduled by e-mail sent to the e-mail address indicated in the application.	

### 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.