

2024/2025 ACADEMIC YEAR

**INFORMATION FOR APPLICATIONS**

Cycle of Studies (CS)	Second Cycle	Ciclo de Estudos		
Artificial Intelligence		Inteligência Artificial		
Organisational unit	Organisational Unit(s)/University(ies) in association	Location of CS edition (if in association)		
FEUP	FCUP	FEUP		
<b>Functioning</b>				
Daytime				
Contact Person	E-mail	Phone	CS Director	E-mail
Muriel Silva	<a href="mailto:secdei@fe.up.pt">secdei@fe.up.pt</a>	+351 22 041 4538	João MP Cardoso João Pedro Pedroso Ramos dos Santos (codiretor)	<a href="mailto:jmpc@fe.up.pt">jmpc@fe.up.pt</a> <a href="mailto:jpp@fc.up.pt">jpp@fc.up.pt</a>

**Places**

Places established in the accreditation process					120
Places	TOTAL	1 <sup>st</sup> Phase	2 <sup>nd</sup> Phase	3 <sup>rd</sup> Phase	
(If applicable) number of IS <sup>1</sup> and NS <sup>2</sup> places	60	5	50	5	
Does it include leftover places?			Yes	Yes	

**Minimum number of students**

Minimum number of students for the cycle of studies to operate	20
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<sup>1</sup> International Student

<sup>2</sup> National Student

## Calendar NS + IS

	1 <sup>st</sup> Phase		2 <sup>nd</sup> Phase		3 <sup>rd</sup> Phase	
	Beginning	End	Beginning	End	Beginning	End
Submission of applications	20-01-2024	09-02-2024	18-03-2024	18-04-2024	06-08-2024	14-08-2024
Application review	10-02-2024	23-02-2024	19-04-2024	24-05-2024	16-08-2024	02-09-2024
Posting of provisional results	27-02-2024		27-05-2024		03-09-2024	
Prior hearing	28-02-2024	12-03-2024	28-05-2024	12-06-2024	04-09-2024	17-09-2024
Posting of final results	15-03-2024		17-06-2024		20-09-2024	
Submission of complaints	18-03-2024	08-04-2024	18-06-2024	09-07-2024	23-09-2024	11-10-2024
Publishing of decision about complaints	15-04-2024		22-07-2024		18-10-2024	
Enrolment	18-03-2024	26-03-2024	20-06-2024	06-08-2024	23-09-2024	27-09-2024
Admission of non-placed applicants	02-04-2024	09-04-2024	07-08-2024	12-08-2024	30-09-2024	06-10-2024
Publishing of leftover places	16-04-2024		13-08-2024			

## Procedure for notifying candidates

The results will be published in the form of a notice on the Faculty's website.

The e-mail address provided in the application process will be used as a supplementary means of publishing the results.

## 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
Submission of request	On application and on enrolment	On application and on enrolment	On application and on enrolment
Publishing of 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 enrolment resulting from the credit transfer process	Up to 10 working days after the publishing of the credit transfer results	Up to 10 working days after the publishing of the credit transfer results	Up to 10 working days after the publishing 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	16/09/2024	10/02/2025
Beginning of the lecturing activity in the Cycle of Studies	23/09/2024	12/02/2025
End of the lecturing activity in the Cycle of Studies	20/12/2024	30/05/2025
Deadline for completion of evaluation	07/02/2025	11/07/2025
Deadline for completion of evaluation in the Cycle of Studies	07/02/2025	11/07/2025

## Access Conditions and Ranking Criteria

## Specific conditions to access the Cycle of Studies

Applicants who may apply for a Master's programme at FEUP are those who are:

- 1) Holders of a bachelor's degree (or legal equivalent) in the area of Artificial Intelligence and Data Science, or Informatics and Computing Engineering or Computer Science (or similar area deemed appropriate by the Scientific Committee of the Cycle of Studies);
- 2) Holders of a foreign higher academic degree in the area of Artificial Intelligence and Data Science, or Informatics and Computing Engineering or Computer Science (or similar area deemed appropriate by the Scientific Committee of the Cycle of Studies) conferred following a 1<sup>st</sup> cycle of studies organised in accordance with the principles of the Bologna Process by a country adhering to this Process;
- 3) Holders of a foreign higher academic degree in the area of Artificial Intelligence and Data Science, or Informatics and Computing Engineering or Computer Science (or a similar area deemed appropriate by the Scientific Committee of the Cycle of Studies) with a duration of, at least, 3 academic years;
- 4) Holders of an academic, scientific or professional curriculum in the area of Artificial Intelligence and Data Science, or Informatics and Computing Engineering or Computer Science (or similar area deemed appropriate by the Scientific Committee of the Cycle of Studies), including:
  - a) applicants whose bachelor's degree is pending the administrative closure of a mobility process that has already been completed, and who are in a position to obtain their bachelor's degree by the end of the enrolment deadline of the respective application phase, regardless of their HEI of origin. These applicants will lose their right to their place within the competition in question if they are unable to enrol by the deadline;
  - b) "*students about to graduate from a bachelor's degree*" who are in a position to obtain their bachelor's degree by the end of the enrolment deadline of the respective application phase, regardless of their HEI of origin. These applicants will lose their right to their place within the competition in question if they are unable to enrol by the deadline;
  - c) applicants who, not being covered by paragraphs a) or b), are holders of an academic, scientific or professional curriculum that is recognised by FEUP's statutorily competent scientific body as attesting to their ability to complete the cycle of studies they are applying for.

Proficiency in English is recommended, as this is the language in which this cycle of studies is taught.

## Criteria and subcriteria for selection and ranking of applicants

## Weightings

Applicants will be ranked in descending order of their Final Mark (CF), based on the weighted average of the following: Application Average Grade (MC), Adequacy of Previous Training (AF) and Prestige of the Educational Establishment (PEE).

The Final Mark (CF) is rounded to the nearest hundredth.

<p>a) The Application Average Grade (MC), expressed on a scale of 10 to 20 points, rounded to the nearest unit, represents the applicant's final bachelor's degree mark (180 ECTS) or their current average at the time of application in the case of graduates or <i>students about to graduate from a bachelor's degree</i>, respectively.</p>	0,50
<p>b) The Adequacy of Previous Training (AF) of the applicant should consider the following components:</p> <ul style="list-style-type: none"> <li>i. The Adequacy of the Degree (AC), represents the assessment of the course directors of the "<i>degree of coverage in fundamental scientific areas</i>" provided by the syllabus of the (fundamental) degree of origin, expressed on a scale of 10 to 20 points, rounded to the nearest unit;</li> <li>ii. Applicants who hold more than one higher academic degree (or who have a diverse prior educational background that is highly relevant to the cycle of studies they are applying for) may have the Adequacy of their Degree increased by up to 4 points.</li> </ul> <p>The Adequacy of Previous Training (AF), expressed on a scale rounded to the nearest unit and limited to 20 points, should be calculated using the following formula:</p> $AF = AC + [0...4]$	0,30
<p>c) The Prestige of the Educational Establishment (PEE) represents the quality and prestige of the applicant's home educational institution, and is assessed using the latest available edition of the QS ranking <sup>(1)</sup> for the scientific area of Engineering in question (or <i>Webometrics</i> <sup>(2)</sup>, if the HEI is not included in the QS ranking), converting the HEI's position in the respective ranking (<i>POS_QS</i> or <i>POS_Web</i>) to a scale of 10 to 20 points, rounded to the nearest unit, as follows:</p> <ul style="list-style-type: none"> <li>i. if the HEI is included in the QS ranking, institutions in the 1<sup>st</sup> quartile (1<sup>st</sup>Q) have a PEE equal to 20 points, those in the 2<sup>nd</sup>Q have 19 points, those in the 3<sup>rd</sup>Q have 18 points and those in the 4<sup>th</sup>Q have 17 points;</li> <li>ii. if the HEI is only included in the <i>Webometrics</i> ranking, then the PEE parameter will have a value between 10 and 16, according to the following formula <sup>(3)</sup>:</li> </ul> $PEE = \begin{cases} 16 & , POS_{Web} \leq 1000 \\ \left\lfloor 20 - \frac{POS_{Web}}{200} \right\rfloor & , 1000 < POS_{Web} \leq 2000 \\ 10 & , POS_{Web} > 2000 \end{cases}$ <ul style="list-style-type: none"> <li>iii. if the HEI is not included in any of the rankings considered above, then: <i>PEE</i> = 10</li> </ul>	0,20

Only applicants with a minimum Final Mark (CF) of 13 points (on a scale of 10 to 20) will be admitted.

Tie-breaking criterion (may be the classification in some of the elements in the table above)

In the event of any ties with an impact on the admission (or non-admission) of applicants, the following criteria will be considered sequentially:

1. Average of the curricular units considered in MC, expressed on a scale of 10 to 20 points rounded to the thousandths, according to the Certificate of the higher education institution listing the curricular units completed.
2. Assessment of the complementary experience component (CE) through the data in the Structured CV submitted by the applicants. This assessment is based on a classification of the various items indicated in the categories of:
  - a. Additional training;
  - b. Professional experience;
  - c. Other activities.

Each item will be graded on a scale of 0 to 3 points according to its relevance to the area of Informatics and Computing Engineering.

3. Motivational essay included in the Structured CV. The following are assessed:
  - a. Behaviour and professionalism (25%)
  - b. Ability to synthesise (25%)
  - c. Overview of their path so far (25%)
  - d. Vision of the relevance and impact of the course in the future (25%)

## Observations

### About the Structured CV

The structured *curriculum vitae* serves as basis for the curricular assessment, as well as for the application of the tie-breaking criterion for applicants. It must be submitted by the applicants, after having filled in a copy of the document provided on <https://s.up.pt/lj19> (in the form of a spreadsheet in .XLS or .ODS format), compressing the file into .zip format and submitting this .zip in the appropriate field of the application form on SIGARRA.

The document is structured in categories (sheets) in order to clearly identify the relevant information regarding the different aspects subject to assessment, namely:

- Fundamental academic degree: data from the main course (including course unit marks);
- Other academic degrees: details of other courses, if applicable (with final mark only);
- Additional training: training courses attended (including technical or soft skills training, language courses, etc.);
- Professional experience, internships undertaken;
- Other relevant activities: individual and/or associative activities of a social/artistic/cultural nature, etc. relevant to assessing leadership skills, mobilisation and involvement in teams;
- Motivational essay, explaining a career vision and providing relevant data to clarify/assess attitude, ability to synthesise, professionalism, critical thinking, vision and analysis of the path presented so far.

The format and structure of the file must be preserved.

### About the Application Average Grade

1. In the case of a holder of a bachelor's degree obtained in Portugal, the value of the Application Average Grade (MC) will be the value of their Final Course Average (rounded to the nearest unit). This information must be registered on the Structured CV, on the sheet related to the main academic degree.
2. In the case of a foreign degree holder, the Application Average Grade (MC) will be the value of their Final Course Average, which will then be converted to a scale of 0 to 20 points and rounded to the nearest unit. This information must be registered on the Structured CV, on the sheet related to the main academic degree.
3. In the case of a holder of more than one higher academic degree, the applicant should select the degree they consider most appropriate to the area they are applying for and register it on the sheet of the Structured CV related to the fundamental academic degree, listing the remaining degrees on the sheet related to other academic degrees.
4. In the case of a "student about to graduate from a bachelor's degree", the value of the Application Average Grade (MC) corresponds to the average in the degree (at the date of application). This information should be registered on the structured CV as a fundamental academic degree.
5. In the case of applicants who are holders of a curriculum recognised as attesting to their ability to complete the cycle of studies, the value of their Application Average Grade will be assigned by the body that assesses this ability.

**About the Graduation Certificate from a higher education programme (bachelor's degree)**

1. Graduation certificate from a bachelor's degree, indicating the course average rounded to the nearest unit. If the degree average (including, in the case of a foreign HEI, the grading scale and weighting system) is not provided, the minimum pass mark on the Portuguese scale (10 points) will be considered;
2. Applicants applying as "students about to graduate from a bachelor's degree" must submit a supporting document issued by the HEI indicating their current average or a declaration of honour, according to the model provided, as well as a certificate of curricular units completed with the respective marks and ECTS credits. If they are from a foreign HEI, they must also submit an official declaration issued by the respective HEI stating the grading scale and the respective minimum pass mark. If only part of the documentation is submitted, the minimum pass mark on the Portuguese scale (10 points) will be awarded.

**About the Certificate of Curricular Units (bachelor's degree)**

1. If the Graduation Certificate does not contain the list of curricular units completed, their respective marks and ECTS credits, an additional certificate with this information must also be submitted along with the application.
2. The marks for the curricular units on the graduation certificate or certificate of curricular units of the fundamental degree must be registered on the Structured CV, on the sheet related to the fundamental academic degree.
3. When the grading scale is different from the Portuguese (scale of 0 to 20), applicants must submit an official declaration issued by the respective HEI stating the grading scale and the minimum pass mark.

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

(2) <http://www.webometrics.info/en>

(3) The cap function, denoted by  $[x]$ , converts the real number  $x$  into the smallest integer greater than or equal to  $x$ .