

## VACANCIES REQUEST AND PROCEDURES OF CYCLES OF STUDIES ACADEMIC YEAR 2015/2016

Being the transparency of the application process and recruitment of students one of the components of the internal system of quality assurance, all applications for vacancies and procedures of the second and third cycle of studies must include the following:

2 <sup>nd</sup> Cycle of Studies in Occupational Safety and Hygiene Engineering  Faculty of Engineering  University (ies) in collaboration / joint degree / dual / multiple (1) _____  Name and electronic address of the Director of the Cycle of Studies (in 2015/2016 João Manuel Abreu dos Santos Baptista - jsbap@fe.up.pt _
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VACANCIES			
<b>TOTAL NUMBER OF VACANCIES (2)</b>		50 (1 <sup>st</sup> and 2 <sup>nd</sup> year. Of these, 20 are intended to CPC <sup>9</sup> holders in SHT.)	
<b>DISTRIBUTION OF TOTAL NUMBER OF VACANCIES (if applicable)</b>	VACANCIES PER APPLICATIONS PHASE	1st Phase	35(1 <sup>st</sup> and 2 <sup>nd</sup> year. Of these, 15 are intended to CPC <sup>9</sup> holders in SHT.)
		2nd Phase (if applicable)	15 (1 <sup>st</sup> and 2 <sup>nd</sup> year. Of these, 5 are intended to CPC <sup>9</sup> holders in SHT.) + vacancies remaining from phase 1
		3rd Phase (if applicable)	
	SPECIAL VACANCIES TO APPLICANTS UNDER PROTOCOL (if applicable)		To those already defined above adds vacancies for candidates under specific programs / protocols
<b>MINIMUM NUMBER OF STUDENTS FOR OPERATING(3)</b>		15	
<b>VACANCIES FOR 2<sup>nd</sup> YEAR OF SECOND CYCLES(4)</b>		From the 50 vacancies, up to 30 are available for 2 <sup>nd</sup> year students. Students are admitted in ranking order	
<b>ACCESS CONDITIONS</b>		Entry conditions:  Owning a graduation of the first cycle of training in higher education with 180 ECTS or equivalent, recognized as appropriate by the Scientific Committee of the program, obtained in national or foreign institution.	
<b>SELECTION AND RANKING PROCEDURES AND RESPECTIVE CONSIDERATION(5)</b>		Ranking criteria 1. Academic score; 2. To the academic score, the jury may, by curricular analysis, assign an additional score, from until one value, by each one of the following items: a. First 180 ECTS of a technological graduation (≥ 30 ECTS in Mathematics / Physics); b. First 180 ECTS of an engineering graduation (≥ 60 ECTS in Mathematics / Physics / Chemistry / Biology / Geology / Programming); c. First 180 ECTS of an engineering graduation (≥ 12 ECTS in management and Drawing & CAD); d. Bologna-wise second cycle of training in higher education (300 ECTS), or equivalent in any area; e. Number of ECTS between 180 and 300 of a technological graduation; f. Number of ECTS between 180 and 300 of an engineering graduation; g. By each 6 ECTS in disciplines in the areas of safety, hygiene or occupational hazards analysis, made in a master program. h. Relevant papers in the field;	

		i. Scientific books and papers j. Books and technical papers; k. Professional activity (activity considered by SC of the MESHO as relevant and $\geq 2$ years). In case of doubt: interview.
<b>APPLICATIONS: PERIOD</b>		
<b>1ST PHASE OF APPLICATIONS SCHEDULE</b>	Deadline for applications	February 24 to April 16, 2015
	Deadline to post the application results	May 12, 2015
	Method to notify the applicants	e-mail address indicated in the application
	Deadline for applicants complains	May 12 to 25, 2015
	Deadline for publication of decisions about complaints	Until June 8, 2015
	Deadline for enrolments	May 15 to 21, 2015
	Deadline for admission of alternate applicants	Until June 3, 2015
	Deadline for publication of the remaining Numerus Clausus for the 2nd Phase.	Until June 19, 2015
<b>2<sup>nd</sup> PHASE OF APPLICATIONS SCHEDULE<sup>(6)</sup></b>	Deadline for applications	April 17 to August 12, 2015
	Deadline to post the application results	September 4, 2015
	Method to notify the applicants	e-mail address indicated in the application
	Deadline for applicants complains	September 4 to 17, 2015
	Deadline for publication of decisions about complaints	Until October 6, 2015
	Deadline for enrolments	September 10 to 16, 2015
	Deadline for admission of alternate applicants	Until October 1, 2015
<b>3<sup>rd</sup> PHASE OF APPLICATIONS SCHEDULE (if applicable)</b>	Deadline for applications	-
	Deadline to post the application results	-
	Method to notify the applicants	-
	Deadline for applicants complains	-
	Deadline for publication of decisions about complaints	-
	Deadline for enrolments	-
	Deadline for admission of alternate applicants	-
<b>CREDIT TRANSFER: REQUEST PERIOD</b>		
<b>DEADLINE TO REQUEST CREDIT TRANSFER OF COURSES TAKEN IN ANOTHER PROGRAMME / WORK EXPERIENCE</b>		1 <sup>st</sup> phase: until May 21, 2015 2 <sup>nd</sup> phase: until September 16, 2015
<b>DEADLINE TO PUBLISH THE CREDIT TRANSFER RESULTS</b>		1 <sup>st</sup> phase: until June 12, 2015 2 <sup>nd</sup> phase: until October 7, 2015
<b>DEADLINE TO CHANGE THE INITIAL REGISTRATION IN RESULT OF PUBLICATION OF CREDIT TRANSFER</b>		1 <sup>st</sup> and 2 <sup>nd</sup> phase: up to 10 days after the credit transfer results are published
<b>ACADEMIC YEAR: SCHEDULE</b>		
<b>BEGINNING OF THE ACADEMIC YEAR</b>		September 14, 2015
<b>DEADLINE FOR PUBLICATION OF THE 1<sup>st</sup> SEMESTER RESULTS</b>		February 26, 2016
<b>BEGINNING OF THE 2<sup>nd</sup> SEMESTER</b>		February 15, 2016
<b>DEADLINE FOR PUBLICATION OF THE 2<sup>nd</sup> SEMESTER RESULTS</b>		July 31, 2016
<b>FEES</b>		
<b>FULL-TIME FEE <sup>(7)</sup></b>		National and foreign students not covered by international student status: 999,00€  Students covered by international student status: 1.998,00€  Students covered by international student status (CPLP): 999,00€  Note: Decree-Law No. 36/2014 of 10 March - Regulates the international student status
<b>PART-TIME FEE</b>		National and foreign students not covered by international student status: 656,50€  Students covered by international student status: 1.313,00€  Students covered by international student status

		(CPLP): 656,50€  Note: Decree-Law No. 36/2014 of 10 March - Regulates the international student status
<b>COMMENTS</b>		
<b>INFORMATION AND DISCLOSURE (8)</b>		
<b>CONTACTS FOR OBTAINING INFORMATION TO RELEASE</b>	<b>Identification of contact person (if applicable)</b>	Jacqueline Castelo Branco
	<b>Electronic Address (es)</b>	<a href="mailto:mesho@fe.up.pt">mesho@fe.up.pt</a> ; <a href="mailto:jcb@fe.up.pt">jcb@fe.up.pt</a>
	<b>Phone number(s)</b>	+351225081929
<b>VACANCIES PER COURSE UNITS</b>		
<b>VACANCIES PER COURSE UNITS</b>		10
<b>DOCUMENTS REQUIRED IN APPLICATIONS</b>		
<b>DOCUMENTS REQUIRED IN APPLICATIONS</b>		<ul style="list-style-type: none"> <li>• ID document (ID Card / Citizen Card / Passport) (Mandatory)</li> <li>• Graduation Certificate from a higher education programme (Mandatory)</li> <li>• Certificate listing all the Higher Education courses completed, their duration (semester/year) and number of credit units/ECTS (required); If you cannot obtain a certificate containing this information, you should add a list of courses completed, providing the information requested. (Mandatory)</li> <li>• Curriculum vitae (Mandatory)</li> <li>• Recommendation Letters (Optional) (2*)</li> <li>• Photo (Optional)</li> </ul>

Notes

(a) Certificate of Professional Competence