

## 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:

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| 2 <sup>nd</sup> Cycle of Studies in <b>Innovation and Technology Entrepreneurship</b><br>Faculty(ies) of <b>Engineering and Economics of U.Porto</b><br>University (ies) in collaboration / joint degree / dual / multiple (1) Not Applicable.<br>Name and electronic address of the Director of the Cycle of Studies (in 2015/2016) ): <b>João José Pinto Ferreira &lt;jjpf@fe.up.pt&gt;</b> |  |                           |  |
| <b>VACANCIES</b>  |  |                           |  |
| <b>TOTAL NUMBER OF VACANCIES (2)</b>  |  |                           | 30   |
| <b>DISTRIBUTION OF TOTAL NUMBER OF VACANCIES (if applicable)</b>  | VACANCIES PER APPLICATIONS PHASE                               | 1st Phase                 | 17   |
|   |  | 2nd Phase (if applicable) | 13 + 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>  |  |                           | 10   |
| <b>VACANCIES FOR 2<sup>nd</sup> YEAR OF SECOND CYCLES(4)</b>  |  |                           | -  |
| <b>ACCESS CONDITIONS</b>  |  |                           | Admission Conditions<br>Can apply to this 2nd cycle of studies leading to master's degree:<br>a) Holders of a Licenciatura (pre-Bologna) of a 1st Cycle or legal equivalent;<br>b) Holders of a foreign academic degree awarded as a result of the completion of 1st cycle of studies organized according to the principles of the Bologna Process by a State complying with the process;<br>c) Holders of a foreign academic degree that is recognized as meeting the objectives of a degree by the competent scientific body of the higher education institution where they wish to be admitted;<br>a) Knowledge of English, spoken and written.   |
| <b>SELECTION AND RANKING PROCEDURES AND RESPECTIVE CONSIDERATION(5)</b>   |  |                           | <b>Test 1) Document Analysis [20%]:</b><br>European CV ( <i>include level of English Proficiency</i> ) (20%) + Motivation letter and Custom CV (50%) + Letter of Recommendation * according to the model set and published on the application (one or more letters) (30%).<br><i>* Specific links will be available for the "online" submission of recommendation and motivation letters.</i><br><b>Test 2) Group Test, evaluated by two or more MIETE teachers [30%]:</b><br>Personal presentation of 5 minutes each, in groups of eight candidates (maximum), plus 1 to 2 minutes of questions from colleagues.<br><b>Test 3) Individual interviews, evaluated by two or more MIETE teachers [50%]:</b><br>Candidates that have passed the previous tests will undergo an interview.<br>Successful applicants cannot have a rating below |

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|  |   | <p>50% in any of tests.</p> <p>In the first round of applications, selected candidates will have to get the minimum of 14 points (max.: 20 points).</p> <p><b>Remarks</b></p> <ol style="list-style-type: none"> <li>1. The goal is to select the best candidates in the two phases.</li> <li>2. Despite the fact that the physical presence of applicants is preferred, test 2 and test 3 may be attended through videoconference (SKYPE or other) or phone, whenever the applicant is outside the district of Porto or more that 50km from Porto.</li> <li>3. Keeping in mind what Steve Blank says "(...) There's nothing about a business that isn't rocket science to understand well enough within a certain period of time. I'm not asking you to become a heart surgeon, but it's not that hard to understand the tools a heart surgeon might need. (...) "(*). the admission procedure will give preference to candidate that is the inventor, or the aspiring entrepreneur whose academic background, professional or personal experience fosters some fluency in the interaction with the inventor.<br/>(*) Further info: <a href="http://www.fe.up.pt/miete">http://www.fe.up.pt/miete</a> .</li> <li>4. As a ranking criteria, it will be given preference to those applicants possessing an academic CV revealing training in technological areas corresponding to a minimum of 6 ECTS credits.<br/>The following are considered technological areas: 01 Health sciences; 03 Natural sciences; 04 Physical; sciences; 06 Technological sciences.</li> </ol> |
| <b>APPLICATIONS: PERIOD</b>  |   |   |
| <b>1ST PHASE OF APPLICATIONS SCHEDULE</b>                          | <b>Deadline for applications</b>  | February 24 to April 16, 2015   |
|  | <b>Deadline to post the application results</b>                                     | May 12, 2015  |
|  | <b>Method to notify the applicants</b>  | e-mail address indicated in the application   |
|  | <b>Deadline for applicants complains</b>  | May 12 to 25, 2015  |
|  | <b>Deadline for publication of decisions about complaints</b>                       | Until June 8, 2015  |
|  | <b>Deadline for enrolments</b>  | May 15 to 21, 2015  |
|  | <b>Deadline for admission of alternate applicants</b>                               | Until June 3, 2015  |
|  | <b>Deadline for publication of the remaining Numerus Clausus for the 2nd Phase.</b> | Until June 19, 2015   |
| <b>2<sup>nd</sup> PHASE OF APPLICATIONS SCHEDULE<sup>(6)</sup></b> | <b>Deadline for applications</b>  | April 17 to August 12, 2015   |
|  | <b>Deadline to post the application results</b>                                     | September 4, 2015   |
|  | <b>Method to notify the applicants</b>  | e-mail address indicated in the application   |

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|   | 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   |
| 3 <sup>rd</sup> PHASE OF APPLICATIONS SCHEDULE (if applicable)                              | 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>  |  |   |
| DEADLINE TO REQUEST CREDIT TRANSFER OF COURSES TAKEN IN ANOTHER PROGRAMME / WORK EXPERIENCE |  | 1 <sup>st</sup> phase: until May 21, 2015<br>2 <sup>nd</sup> phase: until September 16, 2015  |
| DEADLINE TO PUBLISH THE CREDIT TRANSFER RESULTS   |  | 1 <sup>st</sup> phase: until June 12, 2015<br>2 <sup>nd</sup> phase: until October 7, 2015  |
| DEADLINE TO CHANGE THE INITIAL REGISTRATION IN RESULT OF PUBLICATION OF CREDIT TRANSFER     |  | 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>  |  |   |
| BEGINNING OF THE ACADEMIC YEAR  |  | September 14, 2015  |
| DEADLINE FOR PUBLICATION OF THE 1 <sup>st</sup> SEMESTER RESULTS                            |  | February 26, 2016   |
| BEGINNING OF THE 2 <sup>nd</sup> SEMESTER   |  | February 15, 2016   |
| DEADLINE FOR PUBLICATION OF THE 2 <sup>nd</sup> SEMESTER RESULTS                            |  | July 31, 2016   |
| <b>FEES</b>   |  |   |
| FULL-TIME FEE (7)   |  | <p>National and foreign students not covered by international student status: 999,00€</p> <p>Students covered by international student status: 1.998,00€</p> <p>Students covered by international student status (CPLP): 999,00€</p> <p>Note: Decree-Law No. 36/2014 of 10 March - Regulates the international student status</p> |
| PART-TIME FEE   |  | National and foreign students not covered by international student status: 656,50€  |

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|  |   | <p>Students covered by international student status: 1.313,00€</p> <p>Students covered by international student status (CPLP): 656,50€</p> <p>Note: Decree-Law No. 36/2014 of 10 March - Regulates the international student status</p>   |
| <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> | João José Pinto Ferreira  |
|  | <b>Electronic Address (es)</b>                          | jjpf@fe.up.pt   |
|  | <b>Phone number(s)</b>                                  | +351 91 707 22 50   |
| <b>VACANCIES PER COURSE UNITS</b>                    |   |   |
| <b>VACANCIES PER COURSE UNITS</b>                    |   | <p>Vacancies for MIETE "Project" Courses are zero.</p> <p>For all other UCs the number of places depends on the number of students enrolled in that UC, which should not exceed 30 students.</p>  |
| <b>DOCUMENTS REQUIRED IN APPLICATIONS</b>            |   |   |
| <b>DOCUMENTS REQUIRED IN APPLICATIONS</b>            |   | <p><b>DOCUMENTS REQUIRED IN APPLICATIONS</b></p> <ul style="list-style-type: none"> <li>• ID document (ID Card / Citizen Card / Passport) (mandatory);</li> <li>• Graduation Certificate from a higher education programme listing the courses taken, regime (annual or biannual) and number of UC / ECTS (mandatory).</li> <li>• European CV (include level of English Proficiency) • Custom CV</li> <li>• Motivation letter*</li> <li>• Letter of recommendation* according to the model set and published on the application (one or more letters)</li> </ul> <p><i>* Specific links will be available for the "online" submission of recommendation and motivation letters.</i></p> |