

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 nd Cycle of Studies in Information Science Faculty(ies) Faculdade de Engenharia da Universidade do Porto / Faculdade de Letras da Universidade do Porto University (ies) in collaboration / joint degree / dual / multiple (1) NA
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Name and electronic address of the Director of the Cycle of Studies (in 2015/2016) _____

VACANCIES			
TOTAL NUMBER OF VACANCIES (2)		20	
DISTRIBUTION OF TOTAL NUMBER OF VACANCIES (if applicable)	VACANCIES PER APPLICATIONS PHASE	1st Phase	10
		2nd Phase (if applicable)	10 + vacancies remaining from the first phase
		3rd Phase (if applicable)	10
	SPECIAL VACANCIES TO APPLICANTS UNDER PROTOCOL (if applicable)		To those already defined above adds vacancies for candidates under specific programs / protocols.
MINIMUM NUMBER OF STUDENTS FOR OPERATING(3)		10	
VACANCIES FOR 2 nd YEAR OF SECOND CYCLES(4)			

ACCESS CONDITIONS		<p>Admission conditions</p> <p>a) Holders of a Bachelor's degree or legal equivalent, more specifically: 1 - holders of a Bachelor's degree (1st cycle of Bologna) in the area of Information Science or other considered adequate by the Master's scientific commission; 2 - exceptionally, in duly justified cases, the scientific committee of the Masters Programme may admit candidates with a degree in another area. In these cases the candidate will be required (up to a maximum of 30 ECTS) to have obtained approval in a set of first cycle courses in the scientific area to which he is applying to;</p> <p>b) Holders of a foreign Higher Education degree conferred after a first cycle of studies structured in accordance with the Bologna Process by a State that implemented this process, with the specificities referred in a);</p> <p>c) Holders of a foreign Higher Education degree that is recognized as meeting the objectives of a Bachelor's degree by the competent scientific body of the Higher Education institution they are applying to, , with the specificities referred in a);</p> <p>d) Those with an academic, scientific or professional curriculum recognized as attesting to their ability to attend this cycle of studies by the competent scientific body of the Higher Education institution they are applying to.</p>
SELECTION AND RANKING PROCEDURES AND RESPECTIVE CONSIDERATION ⁽⁵⁾		<p>Degree of adequacy of previous studies (equiv 1st cycle) — 30%</p> <p>Classification of previous studies (equiv 1st cycle) — 35%</p> <p>Post Graduation in Information Science — 15%</p> <p>Relevant professional experience — 20%</p>
APPLICATIONS: PERIOD		
1ST PHASE OF APPLICATIONS SCHEDULE	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
2nd PHASE OF APPLICATIONS SCHEDULE⁽⁶⁾	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
3rd PHASE OF APPLICATIONS SCHEDULE (if applicable)	Deadline for applications	September 14 to 17, 2015
	Deadline to post the application results	September 25, 2015
	Method to notify the applicants	e-mail address indicated in the application
	Deadline for applicants complains	September 25 to October 8, 2015
	Deadline for publication of decisions about complaints	Until October 23, 2015
	Deadline for enrolments	September 29 to October 2, 2015
	Deadline for admission of alternate applicants	Until October 9, 2015

CREDIT TRANSFER: REQUEST PERIOD		
DEADLINE TO REQUEST CREDIT TRANSFER OF COURSES TAKEN IN ANOTHER PROGRAMME / WORK EXPERIENCE	1 st phase: until May 21, 2015 2 nd phase: until September 16, 2015 3 rd phase: until October 2, 2015	
DEADLINE TO PUBLISH THE CREDIT TRANSFER RESULTS	1 st phase: until June 12, 2015 2 nd phase: until October 7, 2015 3 rd phase: until October 23, 2015	
DEADLINE TO CHANGE THE INITIAL REGISTRATION IN RESULT OF PUBLICATION OF CREDIT TRANSFER	1 st , 2 nd and 3 rd phase: up to 10 days after the credit transfer results are published	
ACADEMIC YEAR: SCHEDULE		
BEGINNING OF THE ACADEMIC YEAR	September 14, 2015	
DEADLINE FOR PUBLICATION OF THE 1 st SEMESTER RESULTS	February 26, 2016	
BEGINNING OF THE 2 nd SEMESTER	February 15, 2016	
DEADLINE FOR PUBLICATION OF THE 2 nd SEMESTER RESULTS	July 31, 2016	
FEES		
FULL-TIME FEE (7)	To be defined International students: to be defined	
PART-TIME FEE	To be defined International students: to be defined	
COMMENTS		
INFORMATION AND DISCLOSURE (8)		
CONTACTS FOR OBTAINING INFORMATION TO RELEASE	Identification of contact person (if applicable)	Sandra Reis
	Electronic Address (es)	sreis@fe.up.pt
	Phone number(s)	+351225082134

VACANCIES PER COURSE UNITS	7
DOCUMENTS REQUIRED IN APPLICATIONS	
DOCUMENTS REQUIRED IN APPLICATIONS	<ul style="list-style-type: none">• ID document (ID Card / Citizen Card / Passport) (mandatory);• Graduation Certificate from a higher education programme listing the courses taken, regime (annual or biannual) and number of UC / ECTS (mandatory).• Curriculum Vitae (mandatory);• Letters of Recomendation (optional);• Photo (optional).