

## 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 Multimedia _____
Faculty(ies) Faculdade de Engenharia da UP, Faculdade de Economia da UP, Faculdade De Belas Artes da UP, Faculdade de Ciências da UP, Faculdade de Letras da UP _____
University (ies) in collaboration / joint degree / dual / multiple (1) NA _____
Name and electronic address of the Director of the Cycle of Studies (in 2015/2016) Rui Pedro Amaral Rodrigues (ruirodrig@fe.up.pt) _____

VACANCIES			
TOTAL NUMBER OF VACANCIES (2)			60 (50 for the 1st year and 10 for the 2nd year)
DISTRIBUTION OF TOTAL NUMBER OF VACANCIES (if applicable)	VACANCIES PER APPLICATIONS PHASE	1st Phase	35 (30 for the 1st year e 5 for the 2nd year)
		2nd Phase (if applicable)	25 (20 for the 1st year and 5 for the 2nd year) + leftover vacancies from the 1st phase
		3rd Phase (if applicable)	NA
	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)			20
VACANCIES FOR 2 <sup>nd</sup> YEAR OF SECOND CYCLES(4)			10
ACCESS CONDITIONS			Admission Conditions:  Holders of Degree or equivalent (national or foreign), or holders of academic, scientific or professional curriculum recognized by the scientific committee as attesting the capacity to attend this program.
SELECTION AND RANKING PROCEDURES AND RESPECTIVE CONSIDERATION(5)			Selection criteria:  <ul style="list-style-type: none"><li>• Project proposal (50%)</li><li>• Final mark of the Degree or equivalent, or relevant academic, scientific or professional curriculum (30%)</li><li>• Professional experience (20%)</li></ul> Selection procedure:  <ul style="list-style-type: none"><li>• Documental evaluation</li><li>• Interview (if necessary)</li></ul>
APPLICATIONS: PERIOD			

<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
	<b>Deadline for applicants complains</b>	September 4 to 17, 2015
	<b>Deadline for publication of decisions about complaints</b>	Until October 6, 2015
	<b>Deadline for enrolments</b>	September 10 to 16, 2015
	<b>Deadline for admission of alternate applicants</b>	Until October 1, 2015
<b>3<sup>rd</sup> PHASE OF APPLICATIONS SCHEDULE (if applicable)</b>	<b>Deadline for applications</b>	-
	<b>Deadline to post the application results</b>	-
	<b>Method to notify the applicants</b>	-
	<b>Deadline for applicants complains</b>	-
	<b>Deadline for publication of decisions about complaints</b>	-
	<b>Deadline for enrolments</b>	-
	<b>Deadline for admission of alternate applicants</b>	-
<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 (7)</b>		<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>
<b>PART-TIME FEE</b>		<p>National and foreign students not covered by international student status: 656,50€</p> <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>	-
	<b>Electronic Address(es)</b>	mmult@fe.up.pt
	<b>Phone number(s)</b>	+ 351 225082134
<b>VACANCIES PER COURSE UNITS</b>		
<b>VACANCIES PER COURSE UNITS</b>		5
<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 listing the courses taken, regime (annual or biannual) and number of UC / ECTS (mandatory).</li> <li>• Curriculum vitae (mandatory);</li> <li>• Project proposal (mandatory);</li> <li>• Letters of Recommendation (optional);</li> <li>• Photo (colored "passport" (optional).</li> </ul>

