

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 Service Engineering and Management _____
Faculty(ies) Faculdade de Engenharia da Universidade do Porto _____
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) Lia Patrício (lpatric@fe.up.pt) _____

VACANCIES			
TOTAL NUMBER OF VACANCIES (2)			30
DISTRIBUTION OF TOTAL NUMBER OF VACANCIES (if applicable)	VACANCIES PER APPLICATIONS PHASE	1st Phase	15
		2nd Phase (if applicable)	15 + leftovers from 1 st phase
		3rd Phase (if applicable)	--
	SPECIAL VACANCIES TO APPLICANTS UNDER PROTOCOL (if applicable)		10 - Erasmus Mundus 5 - Double Diploma with UPB
MINIMUM NUMBER OF STUDENTS FOR OPERATING(3)			15
VACANCIES FOR 2 nd YEAR OF SECOND CYCLES(4)			0
ACCESS CONDITIONS			Admission conditions BSc (180 ECTS) in Engineering, Sciences, Economy, Management or similar areas. Required proficiency in English as this is the Master lecturing language.
SELECTION AND RANKING PROCEDURES AND RESPECTIVE CONSIDERATION(5)			1. Average final scores of BSc and MSc Degrees, weighted by their respective ECTS: 30% 2. Curricular analysis, assessed by the number of years of relevant professional practice, and letters of recommendation: 30% 3. Interview analysis, conducted by two or more master course lecturers, based on the following evaluation: 3.1 Motivation - interest in the topic of MESH and in services engineering and management (SEM). Candidates who know the SEM subject, are interested specifically in MESH, and are not applying for other masters will be more appreciated: 10% 3.2 Commitment and availability - expected dedication of the candidate to finish the full master, particularly in terms of intended will to attend classes and of time to be devoted to work and study. For working students, the commitment of the company to attend classes is a very important criterion:10% 3.3 Other skills and proven capacity - beyond the information given in the curriculum, such as innovative developed projects: 5% 3.4 Attitude, communication skills, organization and structuring of ideas and discourse during the

		interview: 5% 3.5 Skills in English: 10% Note: lack of proven willingness and available time to work for and participate in the assignments necessary for MESH, or insufficient communication skills in English are reasons enough for not accepting the candidate, regardless of the average application score and curricular analysis.
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	Not applicable
	Deadline to post the application results	Not applicable
	Method to notify the applicants	Not applicable
	Deadline for applicants complains	Not applicable
	Deadline for publication of decisions about complaints	Not applicable
	Deadline for enrolments	Not applicable
	Deadline for admission of alternate applicants	Not applicable
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

DEADLINE TO PUBLISH THE CREDIT TRANSFER RESULTS		1 st phase: until June 12, 2015 2 nd phase: until October 7, 2015
DEADLINE TO CHANGE THE INITIAL REGISTRATION IN RESULT OF PUBLICATION OF CREDIT TRANSFER		1 st and 2 nd 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)		<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		<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>
COMMENTS		
INFORMATION AND DISCLOSURE (8)		
CONTACTS FOR OBTAINING INFORMATION TO RELEASE	Identification of contact person (if applicable)	Lia Patrício
	Electronic Address (es)	lpatric@fe.up.pt
	Phone number(s)	+351 22 508 1639
VACANCIES PER COURSE UNITS		
VACANCIES PER COURSE UNITS		2 per course unit
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 Recommendation (optional); · Photo (colored "passport" size photo, preferably

	with a neutral background, 200 pixels tall by 140 pixels wide, JPG format; Average or higher quality in the JPG compression algorithm) (optional).
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