

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:

Technology Management and Enterprise
Faculty(ies) Faculty of Engineering – University of Porto
University (ies) in collaboration / joint degree / dual / multiple (1) University of Minho and University of Lisbon
Name and electronic address of the Director of the Cycle of Studies (in 2014/2015) Francisco Manuel Andrade Pires, fpires@fe.up.pt

VACANCIES			
TOTAL NUMBER OF VACANCIES (2)			12
DISTRIBUTION OF TOTAL NUMBER OF VACANCIES (if applicable)	VACANCIES PER APPLICATIONS PHASE	1st Phase	12
		2nd Phase (if applicable)	
		3rd Phase (if applicable)	
	SPECIAL VACANCIES TO APPLICANTS UNDER PROTOCOL (if applicable)		-
MINIMUM NUMBER OF STUDENTS FOR OPERATING(3)			5
VACANCIES FOR 2 nd YEAR OF SECOND CYCLES(4)			
ACCESS CONDITIONS			Admission Conditions a) Holders of a master's degree or equivalent; b) Holders of a degree, possession of an academic or scientific curriculum recognized as attesting the ability to carry out this cycle of studies by the scientific committee. c) Holders of an academic, scientific or professional curriculum recognized as attesting the ability to carry out this cycle of studies by the scientific commission.
SELECTION AND RANKING PROCEDURES AND RESPECTIVE CONSIDERATION(5)			- Academic Curriculum and professional experience. - Motivation and readiness for the completion of the course with the specific features it presents. The ranking will be defined by the Scientific Committee of the course, considering: - The candidate's Curriculum Vitae, with regard to the criterion of the academic curriculum and professional experience; - The letter of motivation and any letters of recommendation, with respect to motivation and appetite , supplemented by a possible interview if deemed necessary

		Curriculum evaluation (90 % -100%) Interview if necessary (10% -0 %)
APPLICATIONS: PERIOD		
1ST PHASE OF APPLICATIONS SCHEDULE	Deadline for applications	June 2015 All applications should be submitted at the MIT Portugal website: www.mitportugal.org
	Deadline to post the application results	July 1st 2015
	Method to notify the applicants	e-mail address indicated in the application
	Deadline for applicants complains	July 6 th – 10 th 2015
	Deadline for publication of decisions about complaints	July the 24 th 2015
	Deadline for enrolments	1 st to 12 th February 2016
	Deadline for admission of alternate applicants	Not Applicable
	Deadline for publication of the remaining Numerus Clausus for the 2nd Phase.	Not Applicable
2nd PHASE OF APPLICATIONS SCHEDULE⁽⁶⁾	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	-
3rd PHASE (OCT.) 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	-
3rd or 4th PHASE (until JAN.) OF APPLICATIONS SCHEDULE (if applicable)	Deadline for applications	-
	Deadline to post the application results	-
	Method to notify the applicants	-

applicable)	Deadline for applicants complains	-
	Deadline for publication of decisions about complaints	-
	Deadline for enrolments	-
	Deadline for admission of alternate applicants	-
CREDIT TRANSFER: REQUEST PERIOD		
DEADLINE TO REQUEST CREDIT TRANSFER OF COURSES TAKEN IN ANOTHER PROGRAMME / WORK EXPERIENCE		Until February the 12 th 2016
DEADLINE TO PUBLISH THE CREDIT TRANSFER RESULTS		March the 5 th 2016
DEADLINE TO CHANGE THE INITIAL REGISTRATION IN RESULT OF PUBLICATION OF CREDIT TRANSFER		Up to 10 days after the credit transfer results are published
ACADEMIC YEAR: SCHEDULE		
BEGINNING OF THE ACADEMIC YEAR		February the 15 th 2016
DEADLINE FOR PUBLICATION OF THE 1 st SEMESTER RESULTS		July the 31 st 2016
BEGINNING OF THE 2 nd SEMESTER		September the 12 th 2016
DEADLINE FOR PUBLICATION OF THE 2 nd SEMESTER RESULTS		To be defined
FEES		
FULL-TIME FEE (7)		National and foreign students not covered by international student status: 3.000,00 € Students covered by international student status: 3.000,00 € Students covered by international student status (CPLP): 3.000,00 € Note: Decree-Law No. 36/2014 of 10 March - Regulates the international student status
PART-TIME FEE		NA
COMMENTS		
INFORMATION AND DISCLOSURE (8)		
CONTACTS FOR OBTAINING INFORMATION TO RELEASE	Identification of contact person (if applicable)	Carla Monteiro
	Electronic Address (es)	monteiro@fe.up.pt
	Phone number(s)	+ 351225574199 [ext. 3480]
VACANCIES PER COURSE UNITS		
VACANCIES PER COURSE UNITS		0
DOCUMENTS REQUIRED IN APPLICATIONS		
DOCUMENTS REQUIRED IN APPLICATIONS		As defined at the applications Website www.mitportugal.org

- (1) Whenever the cycle of studies works in cooperation with other (s) University (ies), you must include IN ATTACH all information that are contemplated in the respective Protocol / Addendum regarding the functioning the cycle of studies, even if not considered in this form.
- (2) Whenever the cycle of studies works in cooperation with other (s) University (ies) and simultaneously works in the institutions involved, it will be required, if applicable, an indication of the number of vacancies in each University.

Example:

TOTAL OF VACANCIES:X

U.Porto Vacancies:Y

U.Lisbon Vacancies:Z.

- (3) In the second cycles, the number of students necessary for the functioning authorization of the study cycle should be at least 15. In the third cycle the number of students required for operation should be at least 5 for the study cycles with curricular part (PhD course). Any change to these values should be substantiated and subject to authorization by the dean.
- (4) Only vacancies for the 2nd year of the second cycle under CRUP Recommendation of 8th January 2011.
- (5) Criteria for selection and ranking of applications: The criteria must be accompanied by the particulars of the respective gage.
- (6) 2nd phase of applications for the second cycle: To ensure the possibility of applications by students who finish their first cycle in July, should always be considered a second phase, with specific vacancies(which may add any vacancies remaining after the 1st phase).
- (7) Second cycle Fees: Anytime that the fee to implement to the second cycle is equivalent to the value of the initial graduation fee, in which the Faculties determine that the first and second cycles while considered as pairs of undergraduate and master degrees covered by paragraph. 2 Article 27. of "DL 74/2006 of 24 March (*"The tuition fees for enrollment in the cycle of studies leading to master's degree in public education when its combined with a course of study leading to a degree is essential the exercise of a professional activity, is equally determined in accordance with the cycle of studies leading to bachelor's degree in n. 2 of article 16th . of Law no. No. 37/2003 of 2nd August "*), the proposal for functioning should be accompanied by the relevant reasons (IN ATTACH) whose information should be sent by these services due to the DGES (Directorate General of Higher Education).
- (8) Please note that the data provided in this field will be displayed in measures to disseminate training offers, particularly in the Alumni Magazine and in leaflets of U.Porto.