

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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| <p>Advanced Studies in Refining, Petrochemical and Chemical Engineering</p> <p>Faculty(ies) - University of Porto – Faculty of Engineering</p> <p>University (ies) in collaboration / joint degree / dual / multiple ⁽¹⁾ - University of Aveiro, University of Coimbra, University of Lisbon, New University of Lisbon</p> <p>Name and electronic address of the Director of the Cycle of Studies (in 2014/2015) - Fernando Gomes Martins (fgm@fe.up.pt)</p> |
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| VACANCIES | | | |
|---|--|---------------------------|--|
| TOTAL NUMBER OF VACANCIES (2) | | | |
| DISTRIBUTION OF TOTAL NUMBER OF VACANCIES (if applicable) | VACANCIES PER APPLICATIONS PHASE | 1st Phase | 20 |
| | | 2nd Phase (if applicable) | |
| | | 3rd Phase (if applicable) | |
| | SPECIAL VACANCIES TO APPLICANTS UNDER PROTOCOL (if applicable) | | Not applicable. |
| MINIMUM NUMBER OF STUDENTS FOR OPERATING(3) | | | 5 |
| VACANCIES FOR 2 nd YEAR OF SECOND CYCLES(4) | | | Not applicable. |
| ACCESS CONDITIONS | | | <p>In accordance with the regulations of the advanced studies programme, to be admitted in this advanced studies programme. applicants must satisfy the applicable national legislation and to comply with, at least, one of the following conditions :</p> <p>1)have a master degree (second cycle of higher education of the Bologna Qualifications Framework), obtained before the beginning of the academic year, in chemical engineering or related area, in this case with knowledge and competences in process engineering; or</p> <p>2)have a licentiate degree, from the degree system previous to the Bologna reforms, in chemical engineering or related area, in this case with knowledge and competences in process engineering, supported by professional or research experience recognized as adequate by the selection scientific committee of the programme; or</p> <p>3)have an academic, scientific and professional curriculum, that is recognized by the selection scientific committee of the programme as attesting</p> |

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| | | the capacity to carry out this cycle of studies. |
| SELECTION AND RANKING PROCEDURES AND RESPECTIVE CONSIDERATION⁽⁵⁾ | | <p>By decision of the programme's scientific committee, the selection criteria are:</p> <ol style="list-style-type: none"> 1. Individual academic analysis, which determines a pre-selection; 2. Interview with the course's stakeholders (heads of universities and companies involved), which determines the final selection. <p>The final decision should take in consideration the evaluation made in both stages. The curricula evaluation and the interview have the same weight (50/50) in the final evaluation mark.</p> |
| APPLICATIONS: PERIOD | | |
| 1ST PHASE OF APPLICATIONS SCHEDULE | Deadline for applications | 13.JUL to 02.SEP.2015 |
| | Deadline to post the application results | 18.SEP.2015 |
| | Method to notify the applicants | through the supplied e-mail |
| | Deadline for applicants complains | 21.SEP to 02.OCT.2015 |
| | Deadline for publication of decisions about complaints | Until 23.OCT.2015 |
| | Deadline for enrolments | 12.OCT to 15.OCT.2015 |
| | Deadline for admission of alternate applicants | Until 23.OCT.2015 |
| | Deadline for publication of the remaining Numerus Clausus for the 2nd Phase. | 23.OCT.2015 |
| 2nd PHASE OF APPLICATIONS SCHEDULE⁽⁶⁾ | Deadline for applications | 02.NOV to 13.NOV.2015 |
| | Deadline to post the application results | 27.NOV.2015 |
| | Method to notify the applicants | through the supplied e-mail |
| | Deadline for applicants complains | 30.NOV to 14.DEC.2015 |
| | Deadline for publication of decisions about complaints | Until 05.JAN.2016 |
| | Deadline for enrolments | 04.JAN to 08.JAN.2016 |
| | Deadline for admission of alternate applicants | 18.JAN to 20.JAN.2016 |
| 3rd PHASE (OCT.) OF APPLICATIONS SCHEDULE (if applicable) | Deadline for applications | N/A |
| | Deadline to post the application results | N/A |
| | Method to notify the applicants | N/A |
| | Deadline for applicants complains | N/A |
| | Deadline for publication of decisions about complaints | N/A |

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| | Deadline for enrolments | N/A |
| | Deadline for admission of alternate applicants | N/A |
| 3 rd or 4 th PHASE (until JAN.) OF APPLICATIONS SCHEDULE (if applicable) | Deadline for applications | N/A |
| | Deadline to post the application results | N/A |
| | Method to notify the applicants | N/A |
| | Deadline for applicants complains | N/A |
| | Deadline for publication of decisions about complaints | N/A |
| | Deadline for enrolments | N/A |
| | Deadline for admission of alternate applicants | N/A |
| CREDIT TRANSFER: REQUEST PERIOD | | |
| DEADLINE TO REQUEST CREDIT TRANSFER OF COURSES TAKEN IN ANOTHER PROGRAMME / WORK EXPERIENCE | | 1 st phase: until 15.OCT.2015 2 nd phase: until 08.JAN.2016 |
| DEADLINE TO PUBLISH THE CREDIT TRANSFER RESULTS | | 1 st phase: until 05.NOV.2015 2 nd phase: until 29.JAN.2016 |
| DEADLINE TO CHANGE THE INITIAL REGISTRATION IN RESULT OF PUBLICATION OF CREDIT TRANSFER | | 1 st and 2 nd phase: up to 10 working days after publishing the credit transfer result |
| ACADEMIC YEAR: SCHEDULE | | |
| BEGINNING OF THE ACADEMIC YEAR | | 16.OCT.2015 |
| DEADLINE FOR PUBLICATION OF THE 1 st SEMESTER RESULTS | | OBS: functioning in quarters |
| BEGINNING OF THE 2 nd SEMESTER | | 22.JAN.2016 (beginning of the 2 nd quarter) |
| DEADLINE FOR PUBLICATION OF THE 2 nd SEMESTER RESULTS | | OBS: functioning in quarters |
| FEES | | |
| FULL-TIME FEE (7) | | National and foreign students not covered by international student status: 7.500,00 € Students covered by international student status: 7.500,00 € Students covered by international student status (CPLP): 7.500,00 € 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) | Fernando Gomes Martins |
| | Electronic Address (es) | fgm@fe.up.pt |
| | Phone number(s) | +351 220413610 |

| VACANCIES PER COURSE UNITS | |
|------------------------------------|---|
| VACANCIES PER COURSE UNITS | N/A |
| DOCUMENTS REQUIRED IN APPLICATIONS | |
| DOCUMENTS REQUIRED IN APPLICATIONS | <ul style="list-style-type: none"> • ID document; • Academic certificates, with a list of course units and classifications obtained; • Curriculum Vitae; <p>Please Note – in the event of applicants linked to companies associated with the PhD Programme, academic certificates may be replaced by declarations of companies lending credit to the relevant activities performed by those professionals.</p> |

GUIDELINES TO FILL OUT THE PROPOSALS OF FUNCTIONING OF THE CICLES OF STUDIES

- (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.