

PUBLIC NOTICE**ADMISSION TO THE MASTERS COURSE IN
DEVELOPMENT PRACTICE
SCHOOL YEAR 2019/2020**

Maria João Monteiro Ferreira Viamonte, President of the Instituto Superior de Engenharia do Porto (ISEP), hereby discloses that, according to paragraph 1 of Article 17 of Decree-Law no. 74/2006 of March 24, amended by Decree-Law no. 107/2008, of June 25, by Decree-Law no. 230/2009, of September 14 and by Decree-Law no. 115/2013, of August 7:

1. A call for admission for the Master course in Development Practice is open for the school year of 2019/2020 within the deadlines and places defined in Annexes I and II of this notice;
2. Under the terms of article 17 of Decree-Law 74/2006, enabled applicants are:
 - a) Holders of a “bachelor” degree or legal equivalent;
 - b) Holders of a foreign academic degree awarded after obtaining a 1st study cycle organized according to the principles of the Bologna Process by a State that has adhered to that Process;
 - c) Holders of a foreign higher education academic degree that is recognized as meeting the requirements of the degree of “bachelor” by the Technical-Scientific Council of ISEP;
 - d) Holders of an academic, scientific and professional curriculum that is recognized by ISEP’s Technical-Scientific Council as proof of the capacity to complete this study cycle.
3. The recognition mentioned in points c) and d) of the previous paragraph only grants access to the Master degree study cycle. It does not award the holder equivalence to the degree of “bachelor” nor the recognition of that degree.
4. In accordance with Decree-Law 36/2014, of March 10, International students will apply to the Master degree study cycle, through the contingent C2, whenever the number of places is not zero.
5. All other candidates will apply to the Master degree cycle of studies, through the C1 contingent.
6. The application for admission to the Master degree study cycle can be exclusively submitted online at <http://www.isep.ipp.pt/mestrados>, by completing the application form and mentioning the preferred areas of expertise of the applicant, if any, as well as the attachment of the following documents in digital format:
 - Document proving the identity/nationality of the candidate;
 - Document proving academic qualification of the applicant;
 - Professional and academic curriculum of the applicant, which must separately mention the data bellow in the following order:
 - Academic qualifications: academic degrees, classifications, date and institution in which they were issued and, if possible, with their respective syllabus when the degree has not been obtained at ISEP;
 - Professional experience: description of functions and indication of the institutions where the professional activity was carried out;
 - Other training related to continuous training courses or certified courses;

- Participation in the elaboration, operationalization or monitoring of projects or programs in areas of interest to higher education;
 - Publications, papers and presentations in seminars and conferences;
 - Other documents that the candidate deems relevant for appraisal of the application.
7. The application will only be considered valid after the payment of the application fee in the amount of 60 € (sixty euros); payment can be made through the ATM using the reference created by the system. International students may pay this fee by bank transfer to IBAN PT 5007810112000000457426 and send a copy of the proof of payment to info-sa@isep.ipp.pt.
 8. The application fee is non-refundable.
 9. Applications that are not submitted and submitted under the terms set forth in this notice or do not comply with the payment of the application fee within the deadlines defined for each of the phases provided for and referred to in Annex I shall be rejected.
 10. In case of rejection, applicants will be notified electronically.
 11. When analysing the curriculum, only proven references will be considered, and the jury can ask for additional documents to clarify any doubts.
 12. Applicants will be selected by a jury, taking into consideration the following aspects:
 - a) Academic curriculum;
 - b) Scientific curriculum;
 - c) Professional curriculum.
 13. For the C1 contingent the selection criteria and the respective score to be used in the applicants' classification are listed in Annex III.
 14. If the jury decides to do so,:
 - a) Applicants may be interviewed in order to assess their motivation, knowledge of foreign languages and availability of time to attend the Course.
 - b) Applicants may be submitted to academic selection tests to assess their knowledge profile in the basic scientific area of the Course to which they are applying;
 - c) As a prerequisite for enrolment in the Master Course, it is possible to define the attendance of certain curricular units of the "bachelor" degrees of ISEP or curricular units exclusively created for this purpose;
 - d) Applications from holders of qualifications in areas that are different from the one of the Masters they are applying for can be excluded.
 15. Applicants with qualifications that have not been obtained at Instituto Superior de Engenharia do Porto can be admitted by the jury on a conditional basis.
 16. The decisions of the jury on the selection of applicants are not subject to a complaint, except when they are accused of a formal mistake, in which case a substantiated complaint can be presented to the President of the Instituto Superior de Engenharia do Porto.
 17. The complaint must be submitted online at <http://www.isep.ipp.pt/mestrados>, using the option <Efetuar Reclamação> within the time limits defined in Annex I and implies the payment of the claim fee mentioned in the current Fee Table. The claim fee will be refunded in cases where the claim is deferred.
 18. The results of the admission process will be sent by email and published at <https://portal.isep.ipp.pt>.
 19. Placed candidates get the right to enrol within the terms defined in Annex I. Registration and enrolment must be made at <https://portal.isep.ipp.pt>; the rules and procedures provided for in the General Regulation for Registration and Enrolment of ISEP Inscriptions are applied. The registration fee and tuition are defined by the General Council of the Polytechnic Institute of Porto (IPP), and are published until August 31, 2018.

20. The master's degree will need a minimum of 10 students enrolled for the course to open.

ISEP, February 13, 2019

Maria João Viamonte
President;

ANNEX I

ADMISSION TO THE MASTERS COURSE IN

DEVELOPMENT PRACTICE

SCHOOL YEAR 2019/2020

SCHEDULE

1st PHASE OF APPLICATIONS

| ACTION | DEADLINE |
|--|-----------------------------------|
| Application submission | From 15 February to 30 March 2019 |
| Publication of the list of results | by 09 April 2019 |
| Complaints and waivers | April 10-12, 2019 |
| Decision on complaints | by 16 April 2019 |
| Publication of the final list of admitted applicants | by 17 April 2019 |
| Registration and enrolment a) | From 22 April to 3 May 2019 |
| <i>Observations: a) At the end of this period, if the admitted applicant has not registered and enrolled, the next applicant from the list will be called until all the vacancies or admitted applicants are over.</i> | |

2nd PHASE OF APPLICATIONS

| ACTION | DEADLINE |
|--|-----------------------------|
| Publication of the remaining vacancies | by 13 May 2019 |
| Application submission | From 15 May to 30 June 2019 |
| Publication of the list of results | by 02 July 2019 |
| Complaints and waivers | From 3 to 4 July, 2019 |
| Decision on complaints | by 05 July 2019 |
| Publication of the final list of admitted applicants | by 08 July 2019 |
| Registration and enrolment a) | From 9 to 12 July 2019 |
| <i>Observations: a) At the end of this period, if the admitted applicant has not registered and enrolled, the next applicant from the list will be called until all the vacancies or admitted applicants are over.</i> | |

3rd PHASE OF APPLICATIONS

| ACTION | DEADLINE |
|--|--------------------------------|
| Publication of the remaining vacancies | by 15 July 2019 |
| Application submission | From 16 July to 30 August 2019 |
| Publication of the list of results | by 09 September 2019 |
| Complaints and waivers | From 10 to 12 September, 2019 |
| Decision on complaints | by 16 September 2019 |
| Publication of the final list of admitted applicants | by 17 September 2019 |
| Registration and enrolment a) | From 18 to 30 September 2019 |
| <i>Observations: a) At the end of this period, if the admitted applicant has not registered and enrolled, the next applicant from the list will be called until all the vacancies or admitted applicants are over.</i> | |

ANNEX III

**ADMISSION TO THE MASTERS COURSE IN
DEVELOPMENT PRACTICE
SCHOOL YEAR 2019/2020**

LIST OF VACANCIES / CONTINGENT

| Master's degree course | Vacancies C1 | Vacancies C2 |
|------------------------|-----------------|-----------------|
| DEVELOPMENT PRACTICE | 30 | * |

* Without limit of vacancies; however, candidates must meet the conditions to integrate this contingent.

ANNEX III

ADMISSION TO THE MASTERS COURSE IN

DEVELOPMENT PRACTICE

School Year 2019/2020

RANKING CRITERIA

1. Applicants for enrolment in the Master courses will be evaluated taking into account the following basic criteria:
 - a) Academic Curriculum - **CE**
 - b) Professional curriculum - **CP**
 - c) Scientific curriculum – **CC**
2. The following sub-criteria will be applied in ranking the applicants:

2.1. Academic Curriculum

2.1.1. Applicant's academic degree (**GA**), **score** :

- i. Below the “Licenciatura” degree **1,0**;
- ii. “Licenciatura” Degree (under the terms of Decree-Law 74/2006 of 28 March): **4,0**;
- iii. “Licenciatura” Degree (5 years of higher education training): **5,0**;
- iv. Masters Degree (under the terms of Decree-Law 74/2006 of 28 March): **6,0**;
- v. Masters Degree (7 years of higher education training): **8,0**;
- vi. PhD **10,0**.

Applicants holding other higher education degrees and a curriculum vitae, according to point 3 (b), (c) and (d) of the NOTICE, will also be considered and treated as the equivalent degree in the list.

2.1.2. Classification (**X**) of the “licenciatura” degree or other access degrees of already obtained by the applicant (**CL**):

CL = $0,3 * X - 2$, when there is a grade on a scale from 0 to 20

CL = 4, when holder of Master

CL = 5, when holder of a PhD

CL = 0, in the remaining cases

2.1.3. Relatedness between the basic training and the Master's degree (**FA**), **score** ;

- i. Basic training not related to the area of the Master's degree the applicant is applying for: **0,25**; if coming from a technical and scientific background: **0,50**;
- ii. Basic training related to the area of the Master's degree the applicant is applying for: **0,75**;
- iii. Basic training in the area of the Master's degree the applicant is applying for: **1,00**.

2.1.4. The classification of the school curriculum (**EC**) will be obtained from the expression:

$$CE = (0,6 \times GA + 0,4 \times CL) \times AF$$

The result will be rounded to the nearest tenth.

2.2. Professional curriculum (CP)

2.2.1. Degree of complexity of the performed job (FU):

- i. Middle management: **1,0**;
- ii. Top management **2,0**;
- iii. Management Board **3,0**.

2.2.2. Time of service (TS):

- i. Less than 2 years: **1,0**;
- ii. From 2 to 4 years: **2,0**;
- iii. From 5 to 15 years; **3,0**;
- iv. More than 15 years: **4,0**.

2.2.3. Relatedness between the job and the Master's degree the applicant is applying for (AF);

- i. Job not related to the area of the Master's degree the applicant is applying for: **0,25**; if coming from a technical and scientific background: **0,50**;
- ii. Job related to the area of the Master's degree the applicant is applying for: **0,75**;
- iii. Job in the area of the Master's degree the applicant is applying for: **1,0**.

2.2.4. The classification of the professional curriculum (CP) will be obtained from the expression:

$$CP = (0,6 \times FU + 0,4 \times TS) \times AF$$

The result will be rounded to the nearest tenth.

2.3. Scientific curriculum (CC)

Note: Only the scientific curriculum obtained in the area of the Master's degree that the applicant is applying for or in a related area will be considered.

2.3.1. Publication of books (LV): **5.0** points per book;

2.3.2. Publication of chapters of books or papers in journals of international circulation with arbitration (AIA): **3.0** points per paper;

2.3.3. Publication of papers in national circulation journals with arbitration (ANA): **2.0** points per paper;

2.3.4. Presentations in national or international meetings, with arbitration and publication in Event Minutes (CCA): **1.0** points per presentation;

2.3.5. The classification of the scientific curriculum (CC) will be obtained from the expression:

$$CC = (LV + AIA + ANA + CCA) / 50$$

The result will be rounded to the nearest tenth.

3. Final classification (CF)

The final classification, **CF**, of each applicant will be determined from the expression:

$$CF = 0,7 \times CA + 0,15 \times CP + 0,15 \times CC$$

In the event of a tie between two or more applicants, and in the event that it is necessary to break a tie in order to admit one or more tied applicants, that will be done by means of an interview.

If the number of applicants is less than the number of vacancies, the ranking of the candidates admitted will be alphabetical.