

**APPLICATION FOR ADMISSION TO THE
MASTER'S DEGREE IN DEVELOPMENT PRACTICES
ACADEMIC YEAR 2021/2022**

Maria João Monteiro Ferreira Viamonte, President of Instituto Superior de Engenharia do Porto (ISEP), makes it known that, pursuant to paragraph 1 of article 17 of Decree-Law No. 74/2006 of March 24, as amended by Decree-Law No. 107/2008, of June 25, by Decree-Law No. 230/2009, of September 14, by Decree-Law No. 115/2013, of August 7, by Decree-Law No. 63/2016, of September 13 and by Decree-Law No. 65/2018, of August 16:

1. Course/vacancies for which applications are allowed

Applications for the Master's degree in Development Practices are allowed with the vacancies set out in Annex I.

2. Calendar for actions to be developed

The time limits, within which the acts relating to this call for applications are to be carried out, are set out in Annex II.

3. Conditions of access

3.1. Application is permitted for the cycle of studies leading to the Master's degree to:

- a) holders of Bachelor degree or legal equivalent;
- b) holders of a foreign higher academic degree conferred following a 1st cycle of studies, organised in accordance with the Bologna principles by a state adhering to this process;
- c) holders of a foreign higher academic degree that is recognized as meeting the objectives of the Degree of Bachelor by the Technical-Scientific Council of ISEP;
- d) holders of an academic, scientific or professional curriculum, which is recognized as attesting capacity for the realization of this cycle of studies by the Technical-Scientific Council of ISEP.

3.2. The conditional admission of finalist students of bachelor degrees is accepted in the 1st, 2nd and 3rd phase of applications, and these candidates must submit the proof of conclusion until the last day of registration of the phase to which they applied, under penalty of exclusion of said phase.

3.3. The recognition referred to in sub-paragraphs b) to d) of 3.1 shall have the effect only of access to the cycle of studies leading to the Master's degree and does not confer on the holder the equivalence to the Bachelor degree or recognition of that degree.

4. Information on the instructions of application procedures

4.1. The application shall be made in www.isep.ipp.pt/mestrados within the time limits set out in Annex II;

4.2. The application process is instructed with:

a) the completion of the application form;

b) online upload of the following documents in digital format:

- i. document proving the identity/nationality of the candidate, which unequivocally attests to the nationality of the candidate, and proof of the tax identification number (foreign candidates must, where applicable, also present a document proving that they do not have an «international student» framework, in accordance with article 3 of Decree-Law No. 36/2014 of March 10, in its current wording, under penalty of such status being applied);
- ii. document proving the holding of the qualification with which one applies (mandatory for candidates from other Higher Education Institutions);
- iii. international students are conditionally admitted and must prove recognition of holding the qualification with which they apply, until the last day of registration of the phase to which they applied, under penalty of exclusion thereof;
- iv. the candidate's professional and academic curriculum, which shall discriminate separately in the following order:
 - academic qualifications: academic degrees, classifications, date and institution in which they were obtained and, if possible, accompanied by their study plans when the degree has not been obtained from ISEP;
 - professional experience: description of the functions performed and indication of the institutions where the professional activity was carried out;
 - other training relating to actions or courses of continuous training, duly certified;
 - participation in the development, operationalisation or monitoring of projects or programs in areas of interest to higher education;
 - publications, articles and communications in seminars and congresses;
 - other documents that the candidate deems relevant for the assessment of the application;

c) payment of the application fee in the amount of 60€ (sixty euros), and the payment is made through the ATM network using the generated reference. International students may pay this fee by bank transfer to IBAN PT 50078101120000000457426 and send a copy of the proof to info-sa@isep.ipp.pt;

d) exempted from the delivery of the documents contained in the student process, are the candidates who in the academic year 2020/2021 had registration and valid enrolment in ISEP;

4.3. In the analysis of the professional and academic curriculum of the candidate only the duly proven references will be considered, and the Jury, if it so chooses, may request additional documents for the purpose of clarifying doubts;

4.4. ISEP students may present as proof of holding the qualification with which they apply, information obtained through ISEP's portal;

4.5. The application fee shall not be returned whatever the justification.

5. Selection and serialization

5.1. The selection and serialization of candidates is made by a Jury appointed by the President of the School;

5.2. The seriation criteria are those set out in Annex III;

5.3. The formula for calculating the final classification and the weighting factors are those contained in Annex III;

5.4. The serialization of applications shall be carried out in descending order of the final classification, on a numerical scale from 0 to 20 values rounded to the tenth. If the number of candidates is less than the number of vacancies available, all candidates who meet the access conditions defined in paragraph 3 shall be placed in alphabetical order;

5.5. If the Jury so deems, interviews may be conducted with candidates, in order, among others, to assess the motivation, knowledge of foreign languages and the availability of time for the course attendance.

6. Preliminary Refusal

6.1. Applications in one of the following situations are preliminarily refused:

a) are not made in the terms and time limits set out in this notice;

b) do not meet the payment of the fee provided for in the period fixed for the application;

c) are made by candidates in irregular situation of tuition fees, or with any other amount in debt to ISEP/P.PORTO, regardless of their nature.

7. Exclusion of candidates

7.1. Candidates are excluded from the application process at any time, if they:

- a) do not submit all the mandatory documents referred to in point 4.2;
- b) make false statements;
- c) do not meet the conditions of access and entry laid down;
- d) have enrolment barred in higher education;

7.2. All acts arising from false declarations including registration and enrolment shall be considered null and void;

7.3. In the event of exclusion, candidates will be notified electronically to the email address associated with the application.

8. Posting of results notices

8.1. The result of the application for admission will be disclosed through a notice of results published in portal.isep.ipp.pt, with guest access, in the tab Inscrições→Candidaturas→Candidaturas (Registrations→Applications→ Applications);

8.2. The decisions of the Jury on the selection and serialization of candidates shall not lead to a complaint, except when found inadmissible, in which case a complaint may be lodged with the President of the School within the time limits set out in Annex II.

9. Complaints

9.1. The complaint is submitted by electronic means in www.isep.ipp.pt/mestrados in the option <Efetuar Reclamação> (<Make Complaint>) within the deadlines set out in Annex II and implies the payment of the claim fee provided for in the emoluments table in force. The claim fee will be refunded in cases where the claim is granted.

10. Information and clarification

Candidates can obtain information and clarification from the Academic Division of ISEP. Office hours and contacts are available in www.isep.ipp.pt.

11. Enrolment | Registration, emoluments and tuition fees

11.1. Enrolments and registrations of the candidates placed are carried out within the time limits set out in Annex II, at portal.isep.ipp.pt;

11.2. Enrolment is subject to payment of the registration fee, school insurance and annual tuition fees, set out in the emoluments table in force and in the Deliberation of the General Council, respectively. Tuition fees values are available in www.ipp.pt, in the tab Ensino→Propinas (Education→Tuition Fees);

- 11.3. In the event that a candidate placed expressly withdraws from enrolment and registration, or does not attend to perform it, the academic division, shall convene electronically, the candidate(s) not placed, in descending order of classification, until exhausting vacancies or candidates, who will have a period of four working days after receipt of the notification to proceed to enrolment and registration;
- 11.4. In the event of non-functioning of the course, because it does not reach the minimum number of students registered, referred to in Annex I, the amounts paid as registration fee, insurance and tuition fee referred to in paragraph 11.2 shall be returned.

12. Information on the procedure for requests on applications after the deadline

- 12.1. Once all phases of the application for admission have been completed, applications after the deadline may be accepted, subject to a duly substantiated request submitted to the Academic Division of ISEP, provided that there are conditions of integration;
- 12.2. The application after the deadline process shall be instructed with the documents listed in sub-paragraph c) of paragraph 4.2;
- 12.3. In the event of the request acceptance, the application after the deadline shall be subject to payment of the fee set out in sub-paragraph d) of paragraph 4.2, plus the fee for the practice of an after the deadline administrative act, to be made in the Academic Division of ISEP.

ISEP, June 16 2021

1.1

Maria João Viamonte
(President)

ANNEX I
APPLICATION FOR ADMISSION TO MASTER'S COURSES OF THE
INSTITUTO SUPERIOR DE ENGENHARIA DO PORTO
ACADEMIC YEAR 2021/2022
LIST OF COURSES/AREAS OF EXPERTISE

Master's Course	Vacancies C1
Development Practices a)	20

- 1** *In the 2nd and 3rd phases of application only the vacancies that have not been filled in the previous phases can be placed for application in each course/ specialization area of Master's degree; however, by decision of the president of ISEP, they may revert to other areas of expertise;*
- a)** *The course will not come into functioning if it does not reach the minimum number of 15 students enrolled.*

ANNEX II
APPLICATION FOR ADMISSION TO MASTER'S COURSES OF THE
INSTITUTO SUPERIOR DE ENGENHARIA DO PORTO
ACADEMIC YEAR 2021/2022
DEADLINES

1st PHASE OF APPLICATIONS

Action	Time Period
Applications	From June 18 to July 9, 2021
Display of results notices	Until July 15, 2021
Complaints	From July 16 to July 19, 2021
Decision on complaints	Until July 20, 2021
Registration and enrolments a)	From July 21 to July 31, 2021

2nd PHASE OF APPLICATIONS

Action	Time Period
Posting of vacancies map	August 6, 2021
Applications	From August 23 to September 6, 2021
Display of results notices	Until September 10, 2021
Complaints	From September 13 to September 15, 2021
Decision on complaints	Until September 17, 2021
Registration and enrolments a)	From September 20 to September 24, 2021

ANNEX II (CONT.)
APPLICATION FOR ADMISSION TO MASTER'S COURSES OF THE
INSTITUTO SUPERIOR DE ENGENHARIA DO PORTO
ACADEMIC YEAR 2021/2022
DEADLINES

3rd PHASE OF APPLICATIONS

Action	Time Period
Posting of vacancies map	September 27, 2021
Applications	From September 28 to October 1, 2021
Display of results notices	Until October 7, 2021
Complaints	From October 8 to October 10, 2021
Decision on complaints	Until October 11, 2021
Registration and enrolments a)	From October 12 to October 15, 2021

ANNEX III**APPLICATION FOR ADMISSION TO MASTER'S COURSES OF THE
INSTITUTO SUPERIOR DE ENGENHARIA DO PORTO
ACADEMIC YEAR 2021/2022****SELECTION AND SERIALIZATION CRITERIA**

1. Candidates will be serialised by the Jury considering the area of specialization of preference manifested in the application.
2. Candidates may only be placed in one of the areas of specialization of the course (where applicable).
3. Within each master's degree course (or specialization area), candidates will be grouped into four priorities:
 - 3.1. 1st priority: graduates in the area of the course to which they apply;
 - 3.2. 2nd priority: finalist students, at the time of application, of courses in the area of the course to which they apply;
 - 3.3. 3rd priority: graduates from related areas to the area of the course to which they apply;
 - 3.4. 4th priority: finalist students, at the time of application, of courses in related areas to the area of the course to which they apply;
 - 3.5. others.
4. In each priority, candidates for enrolment in the Master's degree will be assessed taking into account the following criteria:
 - a) Bachelor's Degree Classification (BC);
 - b) Curricular Classification (CC).

The final classification (FC) is expressed by a value on the scale of 0 to 20 values, rounded to tenths, determined by the expression:

$$FC = 0,6 BC + 0,4 CC$$

Bachelor's Degree Classification (BC)

It is the final classification obtained in the degrees referred to in sub-paragraphs a), b) and c) of point 3.1 of the notice.

In the case of students who are finalists of the bachelor's degree, the admission of which is provided for in point 4. of this notice, the classification obtained by calculating the average of the approved curricular units up to the time of the application should be considered for the purposes of serialization.

Curricular Classification (CC)

It results from the evaluation of the academic, professional and scientific activity, acquired in addition to the bachelor's degree course or equivalent for the purpose of admission, expressed by a number between 0 and 20.

The **Curricular Classification (CC)** is calculated from the expression:

$$CC = 0,3 AA + 0,4 PA + 0,3 SA$$

Being:

AA – Academic Activity;

PA - Professional Activity;

SA - Scientific Activity.

The **classification of the Academic Activity (AA)** results from the evaluation of all elements relating to other training that the candidate has taken, up to a maximum of 20 values.

The **classification of the Professional Activity (PA)** results from the evaluation of all elements relating to the relevant professional experience for the area of the course to which the application refers and the duration of the course, up to a maximum of 20 values.

The **classification of the Scientific Activity (SA)** results from the evaluation of all research and development elements relevant to the area of the course to which the application refers, up to a maximum of 20 values.