

NOTICE

APPLICATIONS FOR ADMISSION TO THE SECOND CYCLE OF STUDIES FOR 2023-2024

- MASTER PROGRAMMES TAUGHT IN ENGLISH -

1. Schedule

	Phase 1		Phase 2*	
	From	Until	From	Until
Submission of applications	04/01/2023	01/03/2023	17/08/2023	22/08/2023
Posting of provisional results	-	05/04/2023	-	07/09/2023
Prior hearing	06/04/2023	20/04/2023	08/09/2023	21/09/2023
Posting of final results	-	27/04/2023	-	26/09/2023
Complaints submission	28/04/2023	19/05/2023	27/09/2023	18/10/2023
Publication of complaints decision	-	30/05/2023	-	24/10/2023
Enrolment and registration	29/04/2023	"licenciados"	27/09/2023	29/09/2023
		30/05/2023		
		"finalistas"		
Possible placement of candidates on the waiting list	04/08/2023	16/08/2023	02/10/2023	13/10/2023
Publication of leftovers places for phase 2	-	17/08/2023	-	-

*This call/phase only opens if there are leftover places from previous phase

2. Admission requirements

Candidates fulfilling the following conditions can submit applications for admission to the Masters programme:

- Graduates (first cycle degree) from Portuguese universities in any field of knowledge;
- Graduates from foreign universities who have been awarded a first cycle degree, under the rules of the Bologna Protocol;
- Graduates from foreign universities with a degree considered corresponding to the first degree by the Scientific Board of the Faculty of Economics of the University of Porto;
- Candidates presenting an academic, scientific or professional curriculum acknowledged by the Scientific Board of Faculty of Economics of the University of Porto as demonstrating good capacity to attend the Masters programmes;
- In the 1st phase, can apply, conditionally, candidates that expect to graduate in the current academic year of 2022-2023 until the end of assessment period of June/July. In the 2nd phase, can apply, conditionally, candidates that expect to graduate in the current academic year of 2022-2023, until the end of assessment period of September.

3. Application Procedures

Applications must be submitted on-line at FEP's website.

4. Documents

The documentation to be submitted differs according to the situation of the candidate.

4.1. Documents for candidates' holders of a bachelor's degree (first cycle degree)

- a) Identification document (compulsory)
 - i. Portuguese candidates: citizen card;
 - ii. Candidates from the European Union (EU) countries other than Portugal: National identification document or passport;
 - iii. Candidates from outside the EU: Passport or residence permit in Portugal.

Note: If you don't want to insert a copy of the identification document, you must present to the Academic Services of the School of Economics and Management of the University of Porto (FEP), within the deadline set for applications, the original document.
- b) Original of Bachelor's degree (first cycle degree) certificate or Diploma (compulsory).
- c) Candidates with a foreign degree, should additionally submit the original of an official declaration, issued by the Higher Education institution that certified the degree, stating the final grade of the degree, and its grading scale in force. If this declaration is not submitted, the grade considered will be the lowest national positive grade in force (10 in a scale of 0 to 20). The same applies to other certificates and diplomas submitted in the application in the same terms. The "yield coefficients" contained in any documents and / or any other valuation indices shall not be considered.
- d) Candidates with an "Integrated Master", must submit, as well, the original of the bachelor's degree certificate (first cycle degree). If this certificate is not submitted and its final classification is essential for the ranking, it will be considered the lowest national positive grade in force (10 in a scale of 0 to 20).
- e) Curriculum vitae (not compulsory, although it is valued in the admission for some masters, see ranking criteria list for each master).
- f) GMAT test results (not compulsory, although it is valued in the admission for some masters, see ranking criteria list for each master).
- g) Other documents deemed relevant to ranking criteria.
- h) In addition, some masters may require additional documents (non-mandatory) such as proof of official length and curricular structure of the bachelor's degree, letters of recommendation, letter of motivation,

English exams (TOEFL, IELTS, CAE), other education diplomas, for better assessment and adequacy of selection, evaluation and tiebreak criteria. That information can be found in each master ranking criteria.

- i) In the case of the Master's Degree in Management, all candidates who, having been admitted, intend to apply for a double degree with the [Warsaw School of Economics](#) (and only these) must express such intention in writing (non-mandatory). Only students who submit this declaration will be contacted later to formalize the application, if they still maintain this intention.
- j) In the case of the Master's Degree in Finance, all candidates who, having been admitted, intend to apply for a double degree with the [Kozminski University](#) and/or with the [VSE-Prague University of Economics and Business](#) (and only these) must express such intention in writing (non-mandatory). Only students who submit this declaration will be contacted later to formalize the application, if they still maintain this intention.

4.2. Documents for candidates that expect to graduate in the current academic year of 2022/2023

- a) Identification document (compulsory)
 - i. Portuguese candidates: citizen card;
 - ii. Candidates from the European Union (EU) countries other than Portugal: National identification document or passport;
 - iii. Candidates from outside the EU: Passport or residence permit in Portugal.

Note: If you don't want to insert a copy of the identification document, you must present to the Academic Services of the School of Economics and Management of the University of Porto (FEP), within the deadline set for applications, the original document.

- b) Original of the official document issued by the Academic Services of the Higher Education institution where the candidate is completing the degree, mentioning the bachelor program's name and the curricular year in which she/he is enrolled in 2022/2023 (compulsory).
- c) Original of the official updated document issued by the Academic Services of the Higher Education institution where the candidate is completing the degree in 2022/2023, with the current average grade. In case of foreign academic qualifications, this document must also indicate the grading scale used by the Institution (ex: 0 to 100, 0 to 10, etc.).

Students from national Higher Education Institution may, alternatively, present an original certificate of approved subjects with the respective classifications and ECTS plus a document from the Higher Education Institution, attesting the impossibility of issuing declarations with current averages.

If this declaration is not submitted, the grade considered will be the lowest national positive grade in force (10 in a scale of 0 to 20).

- d) Curriculum vitae (not compulsory, although it is valued in the admission for some masters, see ranking criteria list for each master).

- e) GMAT test results (not compulsory, although it is valued in the admission for some masters, see ranking criteria list for each master).
- f) Other documents deemed relevant to the ranking criteria.
- g) In addition, some masters may require additional documents (non-mandatory) such as proof of official length and curricular structure of the bachelor's degree, letters of recommendation, letter of motivation, English exams (TOEFL, IELTS, CAE), other education, for better assessment and adequacy of selection, evaluation and tiebreak criteria. That information can be found in each master ranking criteria.
- h) In the case of the Master's Degree in Management, all candidates who, having been admitted, intend to apply for a double degree with the [Warsaw School of Economics](#) (and only these) must express such intention in writing (non-mandatory). Only students who submit this declaration will be contacted later to formalize the application, if they still maintain this intention.
- i) In the case of the Master's Degree in Finance, all candidates who, having been admitted, intend to apply for a double degree with the [Kozminski University](#) and/or with the [VSE-Prague University of Economics and Business](#) (and only these) must express such intention in writing (non-mandatory). Only students who submit this declaration will be contacted later to formalize the application, if they still maintain this intention.

4.3. Documents for candidates presenting an academic, scientific or professional curriculum acknowledged by the Scientific Board of Faculty of Economics of the University of Porto as demonstrating good capacity to attend the Masters programmes

- a) Identification document (compulsory)
 - i. Portuguese candidates: citizen card;
 - ii. Candidates from the European Union (EU) countries other than Portugal: National identification document or passport;
 - iii. Candidates from outside the EU: Passport or residence permit in Portugal.

Note: If you don't want to insert a copy of the identification document, you must present to the Academic Services of the School of Economics and Management of the University of Porto (FEP), within the deadline set for applications, the original document.
- b) Curriculum vitae (compulsory).
- c) GMAT test results (not compulsory, although it is valued in the admission for some masters, see ranking criteria list for each master).
- d) Other documents deemed relevant to ranking criteria.

- e) Request submitted to the Scientific Board of FEP from candidates that don't hold a bachelor degree, but have an academic, scientific or professional curriculum acknowledged by the Scientific Board as demonstrating a good capacity to attend the Master's programs (compulsory).
- f) In addition, some masters may require additional documents (non-mandatory) such as proof of official length and curricular structure of the bachelor's degree, letters of recommendation, letter of motivation, English exams (TOEFL, IELTS, CAE), other education diplomas, for better assessment and adequacy of selection, evaluation and tiebreak criteria. That information can be found in each master ranking criteria.
- g) In the case of the Master's Degree in Management, all candidates who, having been admitted, intend to apply for a double degree with the [Warsaw School of Economics](#) (and only these) must express such intention in writing (non-mandatory). Only students who submit this declaration will be contacted later to formalize the application, if they still maintain this intention.
- h) In the case of the Master's Degree in Finance, all candidates who, having been admitted, intend to apply for a double degree with the [Kozminski University](#) and/or with the [VSE-Prague University of Economics and Business](#) (and only these) must express such intention in writing (non-mandatory). Only students who submit this declaration will be contacted later to formalize the application, if they still maintain this intention.

5. Notes

1. Students and graduates from FEP, or from other Faculties integrated in the University of Porto, with regards to academic qualifications obtained in those Institutions, are exempted from the presentation of the documents indicated in point 4.1., subparagraphs b), and d) and in 4.2., subparagraphs b) and c), and for this purpose, as an alternative to certificates, the candidate can create a pdf file with the academic pathway of SIGARRA, where shall be visible the date of its creation as well as the candidate's name, and upload it in the application.
2. Only original of official certificates/documents issued by the Academic Services of the Higher Education Institution attended will be accepted. If the certificate/document is a digital document with online validation, the applicant must submit the data that allows the Services to verify and validate it.
3. Certificates with online verification by QR Code will not be accepted.
4. Certificates indicating specific purposes that exempt them from fees (for instance, to ADSE, IRS, scholarship, etc.) will not be accepted.
5. Diploma Supplements, by its own (meaning without the respective certificate of conclusion or diploma) will not be accepted.
6. The certificates/documents that are not written in Portuguese, English, French or Spanish must be added with the respective official translation into Portuguese or into English.

7. Failure to present any of the compulsory documents or data, or the presentation of illegible documents, implies the preliminary rejection of the application.

6. Other rules

6.1. Rules for Candidates that expect to graduate in the current academic year of 2021/2022

- 6.1.1. Candidates in these conditions, when filling the application form, in the field reserved for the academic qualifications, should indicate that the degree held is a bachelor degree and, as a final result, should register the current average indicated in the document mentioned in point 4.2., subparagraph c), rounded to the units. The completion date registered should be the day of submission of the application.
- 6.1.2. Admitted candidates can only “enrol and register” if they scan and send to sa.posgraduacao@fep.up.pt before 4 pm (receipt local hour) of the last day of the “Enrolment and registration” period of the respective phase in which he/she was admitted, the original version of the Bachelor’s degree (first cycle degree) certificate or of the Diploma.

6.2. Rules for admitted applicants with foreign degree certificates

- 6.2.1. Admitted candidates can only “enroll and register” if they scan and send to sa.posgraduacao@fep.up.pt before 4 pm (receipt local hour) of the last day of the “Enrolment and registration” period of the respective phase in which he/she was admitted, the original version of all documents legalized as such:
 - a) The originals of the foreign degree certificates/diplomas shall be legalized by the Portuguese Consulate in the country where the degree was obtained or legalized through the *Hague Apostille*.
 - b) Certificates that are not written neither in Portuguese, nor in English, nor in French, nor in Spanish, must be translated into Portuguese or English, and the translation must be legalized by the Portuguese Consulate in the country where the degree was obtained or legalized through the *Hague Apostille*. **In this case, both the original and the translated documents must be duly legalized.**
- 6.2.2. The Academic Services may request the presentation of the original documents of the certificates and its translations, legalized in accordance with 6.2.
- 6.2.3. The registration not preceded by the sending of the documents / certificates in accordance with 6.1. and/or the failure to present the original documents, in the period defined by the Academic Services, legalized in accordance with 6.2., leads to the cancellation of the registration; however, it does not exempt the candidate from paying of all the fees due to date.

6.3. Rules for candidates who present documentation proving simultaneously the fulfilment of the admission conditions of “graduate” and of “expect to graduate”.

The candidates who present documentation proving simultaneously the fulfilment of the admission conditions identified in points 2.a) and 2.e), must mandatorily attach a personal declaration, dated and signed, with the explicit indication of the admission condition (as “graduate” or as “expect to graduate”) that they want to be valued for the purpose of application.

Such declaration must be attached in the field related to “Other documents deemed relevant to ranking criteria”. In the event that such document is not attached to the application, the admission condition will be assessed according to the quality of “graduate”.

6.4. The application can be submitted with only one of the conditions mentioned in point 2.

The candidates must submit the application as “graduate”, or as “expect to graduate” or as “candidates presenting an academic, scientific or professional curriculum acknowledged by the Scientific Board of Faculty of Economics of the University of Porto as demonstrating good capacity to attend the Masters programmes”. If the candidate submits the documents that can prove the condition of “graduate” or “expect to graduate”, he / she can't be considered as candidate fulfilling the conditions mentioned at point 2. d).

7. Fees

The submission of the application to a programme entails the payment of an application fee in the amount of €55. The application to more than one programme involves the payment of the amount of $n \times €55$, where n is the number of programmes applied. Application fees are not refundable. Unpaid applications will be rejected.

7.1. Payment method:

- a) SIBS reference (Multibanco) automatically generated during the application;
- b) PayPal;

Note:

1. The applications should be paid in the date of submission, or, exceptionally, in the deadline mentioned for the period of the respective phase in which he/she submitted the application.
2. Non-paid applications until the deadline mentioned for the period of the respective phase in which he/she submitted the application will be rejected.
3. The application fee is not refundable for any purpose.

8. Prior hearing, complaint and notification of candidates

8.1. Prior hearing

Candidates who wish to pronounce regarding to provisional results should send a message entitled “Prior hearing” exclusively by email, to sa.posgraduacao@fep.up.pt until 12h (receipt local time) of the last day mentioned for the respective phase in which he/she submitted the application

8.2. Complaint submission

Complaints should be sent exclusively by email to sa.posgraduacao@fep.up.pt, in a message entitled "complaint", until 12h (receipt local time) of the last day mentioned for the respective phase in which he/she submitted the application.

8.3. Notification of candidates

All notices and communications will be made by email, to the email address indicated by the candidate on the application form, nevertheless applicants are considered notified by the post of notices on the webpage of FEP within the time limits specified in this Notice.

9. Other provisions

- In the event of a technical problem related with the online application, the candidate must contact sifep@fep.up.pt (IT Services) until 12h30m (receipt local time) of the penultimate working day prior to the deadline of the correspondent “Submission of applications” period.
- The requests of information about the admission process should be sent by email to sa.posgraduacao@fep.up.pt before 2 PM (receipt local time) of the penultimate working day prior to the deadline of the correspondent “Submission of applications” period.
- All communications will be made by e-mail, sent to the e-mail address identified by the candidate in the application form, but candidates are considered notified by posting the notices on the FEP website, within the deadlines indicated in this Notice.
- Till 12h (receipt local time) of the penultimate working day prior to the deadline of the correspondent “Submission of applications” period, the candidate can request (by email sent to sa.posgraduacao@fep.up.pt) the return of the application for improvement, using the email identified in the online application. In these cases, the submission date considered (for the purpose of tie-breaking criteria) will be the last submission made. After this period, requests for addition, correction or replacement of documents submitted in the application will not be accepted.
- The reading of this Notice does not replace the reading of the remaining legislation.

- Candidates who make false declarations will be excluded from the application process at any time during the academic year.

10. Vacancies

Pre-experience MSc - daytime programmes

Master	Phase 1	Phase 2
Master in Economics*	70	This call will open only if there are leftover places from previous phase
Master in Economics of Business and Strategy	45	
Master in Finance	45	
Master in Management	45	

* This master also has a Portuguese track

Specialized MSc - evening programme

Master	Phase 1	Phase 2
Master in Modeling, Data Analysis and Decision Support Systems (Data Analytics)	40	This call will open only if there are leftover places from previous phase

11. Tuition

Student status*	Annual Fee (€)	
	Full-time	Part-time**
Portuguese and European Union Student	1 500	525 - 1 200
CPLP Student	2 750	962.5 - 2 200
International Student	5 000	1 750 - 4 000

* For a better understanding of the concept of Student status, please see the glossary

** According to the order of the General Council

Note:

The tuition fees of each school year can be paid i) Once, upon registration or ii) In ten monthly instalments, the first due upon registration and the remaining in the months following the beginning of the school year until the last day of each month.

12. Evaluation Criteria

Pre-experience MSc - daytime programmes

Master in Economics | Master in Economics of Business and Strategy |

Master in Finance | Master in Management

1. Candidates are ranked in descending order according to their Application Score (P*);
2. Two components count towards calculating the Application Score (P*):
 - a. the gross application score (PB);
 - b. the score earned on the GMAT, when available;
3. The gross application score (PB) is calculated as the average of two components – the Curricular Component (CC) and the Extracurricular Component (CE) – with weights of 0.9 and 0.1, respectively:

$$PB = 0.9 \times CC + 0.1 \times CE$$

4. The Curricular Component (CC) is equal to the final grade of the bachelor's degree (CL), expressed on a scale of 10 to 20 and rounded to the closest whole unit, increased or decreased by a factor (k1) representing the relevance of the previous training and by a factor (k2) representing the quality of the previous training (as measured by the position of the school where the bachelor's degree was earned in the most recent Webometrics ranking):

$$CC = CL * k1 * k2, \text{ where } 0.9 \leq k1 \leq 1.1 \text{ e } 0.9 \leq k2 \leq 1.1$$

5. The relevance of the previous training shall be based on a comparative analysis of the curricular structure of the bachelor's program and the characteristics and content of the cycle of studies being applied for, also considering other complementary training, whether it conferred a degree or not.
6. When candidates do not hold a bachelor's degree, CL will be the average, rounded to the next whole unit, of all the completed curricular units listed on the certificate accompanying the application;
7. The Curricular Component is limited to a maximum of 20 points.
8. The Extracurricular Component, scored on a scale of 10 to 20, varies according to the nature, relevance and duration of the extracurricular activities the candidate participated in as a student, including, but not limited to, attending foreign language courses and participating in research activities.
9. The Application Score (P*) is calculated in the following way:
 - a. If the student has earned a GMAT score equal to or greater than 600:

$$P^* = \text{Max} \left\{ 1, 1 * \left(0,5 * \frac{GMAT}{800} * 20 + 0,5 * PB \right); PB \right\}$$

- b. In all other cases: $P^* = PB$

Tie-breaking criteria:

Date (day and time – hh:mm:ss) of application submission, giving preference to the earliest-submitted application.

In the case of the Master in Economics, the following also applies:

- Independently of the score earned upon the application of the aforementioned criteria, candidates may be immediately excluded for an absolute lack of application merit or, to evaluate the absolute merit of the applications, the Scientific Commission may conduct interviews. The interviews may be in-person or by e-meeting.
- The call for the interview will be sent by e-mail to the address supplied by the candidate on the online application form.
- Interviews will be conducted for candidates whose applications, upon careful consideration of all submitted materials, leave doubts as to their absolute merit, doubts that may impact their motivation and the adequacy of their profile to the Master in Economics - namely at the level of deepening economic and quantitative models and the ability to develop concrete subjects of Economics with the knowledge hitherto acquired in higher education.
- Following the interview, the candidate will be “admitted” or “excluded due to a lack of absolute merit”. In the case of admission, the score will be a result of the selection and placement criteria described above.
- Failure to appear for the interview the applicant has been called to is grounds for exclusion.
- Exclusion for lack of absolute merit of the application must be justified by, at least, one of the following arguments:
 - i. Inadequacy of the profile for the Master in Economics, meaning that the candidate does not demonstrate the capacity to develop concrete topics of Economics or that they did not acquire, during higher education, a set of minimum requirements at the level of basic training in Economics and/or quantitative methods;
 - ii. Lack of essential elements to evaluate the student’s academic curriculum;
 - iii. Insufficient knowledge of the languages in which the course is taught, i.e., Portuguese or English.

Specialized MSc - evening programme

Master in Modeling, Data Analysis and Decision Support Systems (Data Analytics)

1. Candidates are ranked in descending order according to their Application Score (P*);
2. Two components count towards calculating the Application Score (P*):
 - a. the gross application score (PB);
 - b. the score earned on the GMAT, when available;
3. The gross application score (PB) is calculated as the average of the Curricular (CC), Extracurricular (CE) and Professional components, in accordance with the following formula:

$$PB = 0.7 * (0.9 * CC + 0.1 * CE) + 0.3 * CP$$

4. The Curricular Component (CC) is equal to the final grade of the bachelor's degree (CL), expressed on a scale of 10 to 20 and rounded to the closest whole unit, increased or decreased by a factor (k1) representing the relevance of the previous training and by a factor (k2) representing the quality of the previous training (as measured by the position of the school where the bachelor's degree was earned in the most recent Webometrics ranking):

$$CC = CL * k1 * k2, \text{ where } 0.9 \leq k1 \leq 1.1 \text{ e } 0.9 \leq k2 \leq 1.1$$

5. The relevance of the previous training shall be based on a comparative analysis of the curricular structure of the bachelor's program and the characteristics and content of the cycle of studies being applied for, also considering other complementary training, whether it conferred a degree or not.
6. When candidates do not hold a bachelor's degree, CL will be the average, rounded to the next whole unit, of all the completed curricular units listed on the certificate accompanying the application;
7. The Curricular Component is limited to a maximum of 20 points.
8. The Extracurricular Component, scored on a scale of 10 to 20, varies according to the nature, relevance and duration of the extracurricular activities the candidate participated in as a student, including, but not limited to, attending foreign language courses, duly proven by certificate, and participating in research activities.
9. The Professional Component highlights the applicant's experience in professional activities connect with modeling, data analysis and decision support, as well as professional activities in areas of information technology, preferably involving programming. The professional activities and his duration must be described in detail in the CV.
10. For purpose of evaluation criteria, letters of recommendation and letters of motivation will not be considered.

11. The Application Score (P^*) is calculated in the following way:

- a. If the student has earned a score on the GMAT test equal to or greater than 600:

$$P^* = \text{Max} \left\{ 1, 1 * \left(0, 5 * \frac{GMAT}{800} * 20 + 0, 5 * PB \right); PB \right\}$$

- b. In all other cases: $P^* = PB$

Tie-breaking criteria: Date (day and time – hh:mm:ss) of application submission, giving preference to the earliest-submitted application.

13. Glossary

12.1 Full time student

Student who signs more than 37.5 ECTS credit and a maximum of 75 ECTS.

12.2. Part time student

Student who signs up to a maximum of 37.5 ECTS.

Note: The frequency regime is selected at the time of registration, and it is not allowed to change it latter.

12.3. International Student Status effective on the date of the Notice:

According to the University of Porto regulation and Portugal law:

“1 — For the purposes presented in this decree, an international student is a student who does not hold Portuguese nationality.

2 — The following groups are excluded from the above definition:

a) Citizens of another European Union Member State;

b) Family members of Portuguese or European Union Member State citizens, independently of their nationality;

c) Those who are not citizens of a European Union Member State and are not included in the above point but who have legally resided in Portugal for over two years, uninterruptedly, on 1 January of the year in which they intend to enroll in higher education, as well as any children who legally reside with them;

d) Those who, on 1 January of the year in which they intend to enroll in higher education, are beneficiaries of a status of equal rights and duties conferred under an international treaty signed between the Portuguese State and the State of which they are citizens; [...].”

The period of residence with a residence permit for study is not considered for the purposes of subparagraph c).

“Not included in the International Student Statute are ‘family members of Portuguese or European Union Member State citizens,’ with ‘family member’ defined in accordance with Law no. 37/2006 of 9 August, namely:

i) The spouse of a European Union citizen;

ii) The legal domestic partner of a European Union citizen, or with whom the European Union citizen maintains a permanent relationship that is duly certified by the Member State where they reside;



iii) Direct descendants under 21 years old or who are dependents of a European Union citizen, as well as those of the spouse or recognized partner, as described in the above point;

iv) Direct ascendants who are responsible for a European Union citizen, as well as those of the spouse or recognized partner, as described in point ii);

- If a student holds two or more nationalities and one of them is Portuguese, this is the only one that is relevant.

- If a student holds two or more nationalities and none are Portuguese, if they are nationals of another European Union Member State and a non-European Union State, they may choose the one they wish to use.

- In the situation foreseen in the above point, if the student opts for the non-European Union nationality, they will maintain their international student status until the end of the cycle of studies in which they enroll initially or to which they transfer, even if during the course of their studies they are conferred a status of equal rights and duties under an international treaty signed between Portugal and the State of which they are a citizen.

- Excluded from the provisions of the above point are international students who acquire, after enrollment, nationality from a European Union Member State.

- The termination of a student's international status as a consequence of the provisions of the previous point shall take effect in the school year following the date on which proof of the acquisition of the aforementioned nationality is presented."