

NOTICE

APPLICATION AND ADMISSION PROCESS TO MASTER DEGREES

ACADEMIC YEAR 2016/2017

João Manuel Simões da Rocha, President of the Instituto Superior de Engenharia do Porto/School of Engineering of Porto Polytechnic, hereinafter named ISEP, conveys that, pursuant to paragraph 1 of Article 17 of Decree-Law 74/2006 of March 24th, as amended by Decree-Law 107/2008 of June 25th, by Decree-Law 230/2009 of September 14th and Decree-Law 115/2013 of August 7th:

1. The access competition is opens for the academic year 2016/2017, for ISEP's Master courses mentioned in Annex I, according to the deadlines referred in Annex II of this notice.
2. In accordance with article 17 of Decree-Law 74/2006, access to the cycle of studies leading to the Master's degree is open to:
 - a) Bachelor degree holders or legal equivalent;
 - b) Holders of a foreign academic degree conferred following a 1st cycle of studies organized according to the principles of Bologna by a State adhering to this process;
 - c) Holders of a foreign academic degree recognized by the Technical - Scientific Council of ISEP as meeting the objectives of the Bachelor's degree;
 - d) Holders of an academic, scientific and professional curriculum that is recognized by the Scientific-Technical Council of ISEP as attesting the capacity to carry out this cycle of studies;
3. The recognition referred to in subparagraphs c) and d) of the preceding paragraph implies solely the access to the study cycle leading to a Master's degree and does not confer to its holder the equivalence to the Bachelor degree or the recognition of such degree.
4. Students who have completed a study cycle leading to a Bachelor's degree at the Polytechnic of Porto in the previous academic year (2015/2016) may compete for the study cycle leading to the Master's degree of the same scientific field of the bachelor degree (see Annex IV) or similar (see Annex V), through a specific contingent (C2 contingent) until November 30th 2016, whenever contingent C2 has no limited number of vacancies and it is explicitly mentioned in Annex III. Whenever the number of vacancies in contingent C2 is zero the application should be done through the contingent C1.

5. International students, in accordance with Decree-Law 36/2014 of March 10th, will compete for the study cycle leading to a Master's degree through C2 contingent.
6. All other students may apply for the study cycle leading to a Master's degree through the C1 contingent.
7. The application process for the study cycle leading to a Master degree is done through the exclusive use of electronic means, at <http://www.isep.ipp.pt/mestrados>. The candidate shall complete the application form by filling it out and stating by order of preference the areas of expertise, if any, and by uploading the following documents:
 - a) Identity card or legal equivalent;
 - b) A document proving the ownership of the academic qualifications of the candidate, required to this competition;
 - c) Professional and academic curriculum of the candidate, which shall have the information subdivided by the following order:
 - Academic qualifications: academic degrees, ratings, date and issuing institutions and, if possible, attach the correspondent study plans when the degree has not been obtained at ISEP;
 - Professional experience: description of the performed functions, naming the institutions where the profession was practiced;
 - Other training related to lifelong learning courses, duly certified;
 - Participation in preparation, implementation and monitoring of projects/programs in fields of interest related to higher education;
 - Scientific publications, articles and papers presented in seminars and conferences.
 - Other documents the candidate considers relevant to be taken into consideration in the application.
 - d) Exempt from providing the documents mentioned above, are the students with a valid registration at ISEP in the academic year 2015/2016, and who will apply through C2 contingent.
8. For the masters with different areas of expertise, the applicant must indicate, by order of preference, those he intends to be enrolled, bearing in mind that the enrollment in the first choice indicated is not guaranteed.
9. The application is only considered valid after the payment of the application fee of € 60,00 (sixty euros), payment made through the ATM network using the generated payment reference. International students are exceptionally allowed to pay this fee upon registration in the degree.

10. The application fee will not be refunded whatever the pretext.
11. It will be outright rejected the applications that are not carried out and submitted in accordance to this public notice or do not comply with the instalment application fee within the time limits defined for each of the phases foreseen and mentioned in Annex II.
12. In case of preliminary rejection, candidates will be notified by electronic means.
13. In Curriculum analysis, only certified references will be considered. The jury may, by its discretion, request additional evidence in order to dispel doubts.
14. Admitted candidates will be selected by a jury taking into account the following information:
 - a) Academic Curriculum
 - b) Scientific Curriculum
 - c) Professional Curriculum
15. For contingent C1 (all masters) the selection criteria and score to be used to rank the candidates, are those listed in Annex IV.
16. If the jury sees fit it may:
 - a) Require to have an interview with the candidates in order to assess the motivation, knowledge of foreign languages and the availability of time to attend the course;
 - b) Submit the candidates to academic selection trials to evaluate their knowledge in the scientific area of the degree to which they are applying;
 - c) Define, as a prerequisite for enrollment in the Master degree, the attendance of specific academic units from the list of ISEP's undergraduate courses or courses exclusively created for such purpose.
17. The admission of candidates who compete with qualifications which have not been obtained at Instituto Superior de Engenharia do Porto may be conditionally effected by the jury. The final admission will be done after delivery, by the applicant, of a detailed certificate with the content of the curricular units of precedent qualification, with possible intended application in c) of paragraph 16.
18. The jury's decisions on the selection of candidates shall not be appealed except for flaw, in which case a complaint may be submitted to the President of ISEP.
19. The complaint is submitted through <http://www.isep.ipp.pt/mestrados>, option <Efetuar Reclamação> within the deadlines established in Annex II and entails the payment of a complaint fee foreseen in the emoluments document in force. The complaint fee will be refunded in cases where the complaint is accepted.
20. The results of this application process will be disseminated through electronic means and published at <https://portal.isep.ipp.pt>.

21. Placed students may register and enroll within the deadlines specified in Annex II. The registration and enrollment are held through <https://portal.isep.ipp.pt>, in accordance to rules and procedures foreseen in Regulamento Geral de Matrículas e Inscrições do ISEP. The registration fee and tuition fee are set by IPP's General Council, being made public until August 31st 2016.
22. Each degree /area of expertise will only take place if a minimum of 15 students enroll, except for the Master's Degree in Electrical and Computer Engineering - Specialization in Autonomous Systems that requires just a minimum of 10 enrolled students.

ISEP, June 15th2016

João Rocha
(President)

ANNEX I
APPLICATION AND ADMISSION PROCESS TO MASTER DEGREES
INSTITUTO SUPERIOR DE ENGENHARIA DO PORTO
ACADEMIC YEAR 2016/2017
DEGREE LIST/SPECIALIZATION AREAS

| Masters | Specialization Area |
|--|---------------------------------------|
| Sustainable Energies | ----- |
| Civil Engineering | Constructions |
| | Structures |
| | Management |
| | Infrastructures |
| Computing Engineering and Medical Instrumentation | ----- |
| Electrical and Computer Engineering | Automation Systems |
| | Telecommunications |
| | Systems and Industry Planning |
| | Autonomous Systems |
| Electrical Engineering - Power Systems | ----- |
| Geotechnical and Environmental Engineering | ----- |
| Industrial Management Engineering | ----- |
| Informatics Engineering | Software Engineering |
| | Computer Systems |
| | Graphics Systems and Multimedia |
| | Information and Knowledge Systems |
| Instrumentation Engineering and Metrology | ----- |
| Mechanical Engineering | Mechanical Constructions |
| | Energy |
| | Industrial Management |
| | Materials and Production Technologies |
| Chemical Engineering | Energy and Biorefinery |
| | Quality |
| | Environmental Protection Technologies |
| Applied Mathematics to Engineering and Finance | ----- |

ANNEX II

APPLICATION AND ADMISSION PROCESS TO MASTER DEGREES

INSTITUTO SUPERIOR DE ENGENHARIA DO PORTO

ACADEMIC YEAR 2016/2017

CALENDAR

1ST APPLICATION PERIOD

| | |
|---|--|
| Applications | 20 th June to 1 st July 2016 |
| Publication of the Public Information Notice with the results | Until 8 th July 2016 |
| Appeals and Waivers | 8 th to 11 th July 2016 |
| Appeal Decisions | Until 18 th July 2016 |
| Publication of the Public Information Notice with the final results | Until 19 th July 2016 |
| Enrollment and Registration a) | 20 th to 29 th July 2016 |
| Notes: a) After this time, if the admitted candidate has not made the registration and enrollment, the next candidate will be called according to the ordered list until the vacancies or the candidates are exhaust. | |

2nd APPLICATION PERIOD

| | |
|---|--|
| Applications | 22 nd to 31 st August 2016 |
| Publication of the Public Information Notice with the results | Until 5 th September 2016 |
| Appeals and Waivers | 5 th to 7 th September 2016 |
| Appeal Decisions | Until 8 th September 2016 |
| Publication of the Public Information Notice with the final results | Until 8 th September 2016 |
| Enrollment and Registration a) | 9 th to 16 th September 2016 |
| Notes: a) After this time, if the admitted candidate has not made the registration and enrollment, the next candidate will be called of the ordered list until the vacancies or the candidates are exhaust. | |

ANNEX II (cont.)

APPLICATION AND ADMISSION PROCESS TO MASTER DEGREES

INSTITUTO SUPERIOR DE ENGENHARIA DO PORTO

ACADEMIC YEAR 2016/2017

CALENDAR

3rd APPLICATION PERIOD

| | |
|---|---|
| Applications | 26 th to 30 th September 2016 |
| Publication of the Public Information Notice with the results | Until 7 th October 2016 |
| Appeals and Waivers | 7 th to 10 th October 2016 |
| Appeal Decisions | Until 11 th October 2016 |
| Publication of the Public Information Notice with the final results | Until 11 th October 2016 |
| Enrollment and Registration a) | 13 th to 17 th October 2016 |
| Notes: a) After this time, if the admitted candidate has not made the registration and enrollment, the next candidate will be called of the ordered list until the vacancies or the candidates are exhaust. | |

THE CANDIDATES TO CONTINGENT C2 MAY APPLY AND MAKE THEIR REGISTRATION UP TO THE 30TH OF NOVEMBER 2016

ANNEX III
APPLICATION AND ADMISSION PROCESS TO MASTER DEGREES
INSTITUTO SUPERIOR DE ENGENHARIA DO PORTO
ACADEMIC YEAR 2016/2017
VACANCIES/CONTINGENT

| Masters | Specialization | Vacancies C1 | Vacancies C2 |
|--|---------------------------------------|-----------------|-----------------|
| Sustainable Energies | | 30 | * |
| Civil Engineering | Constructions | 20 | * |
| | Structures | 20 | * |
| | Management | 20 | * |
| | Infrastructures | 20 | * |
| Computing Engineering and Medical Instrumentation | | 20 | 0 |
| Electrical and Computer Engineering | Automation Systems | 25 | * |
| | Telecommunications | 20 | * |
| | Systems and Industry Planning | 20 | * |
| | Autonomous Systems | 15 | * |
| Electrical Engineering - Power Systems | | 35 | * |
| Geotechnical and Environmental Engineering | | 20 | * |
| Industrial Management Engineering | | 30 | * |
| Informatics Engineering | Software Engineering | 20 | * |
| | Computer Systems | 20 | * |
| | Graphics and Multimedia Systems | 20 | * |
| | Information and Knowledge Systems | 20 | * |
| Instrumentation Engineering and Metrology | | 20 | 0 |
| Mechanical Engineering | Mechanical Constructions | 10 | * |
| | Energy | 10 | * |
| | Industrial Management | 20 | * |
| | Materials and Production Technologies | 10 | * |
| Chemical Engineering | Energy and Biorefinery | 35 | 0 |
| | Quality | 40 | 0 |
| | Environmental Protection Technologies | 15 | 0 |
| Applied Mathematics to Engineering and Finance | | 20 | 0 |

* Vacancies with no limit, however applicants must meet the conditions set to integrate this contingent.

Vacancies for the 2nd and 3rd application periods will only be set for the admission process in each degree/Master's branch when not filled in the previous periods.

ANNEX IV

INSTITUTO SUPERIOR DE ENGENHARIA DO PORTO

APPLICATION AND ADMISSION PROCESS TO MASTER DEGREES

ACADEMIC YEAR 2016/2017

ISEP BACHELOR DEGREES WITHIN THE SAME SCIENTIFIC FIELD

| Master Degree | ISEP bachelor degrees within the same scientific field |
|--|--|
| Sustainable Energies | ----- |
| Civil Engineering | Civil Engineering |
| Computing Engineering and Medical Instrumentation | Computing Engineering and Medical Instrumentation |
| Electrical and Computer Engineering | Electrical and Computer Engineering |
| | Electrical Engineering - Power Systems |
| Electrical Engineering - Power Systems | Electrical Engineering - Power Systems |
| | Electrical and Computer Engineering |
| Geotechnical and Environmental Engineering | Geotechnical and Environmental Engineering |
| Industrial Management Engineering | Mechanical Engineering |
| Informatics Engineering | Informatics Engineering |
| Instrumentation Engineering and Metrology | Instrumentation Engineering and Metrology |
| Mechanical Engineering | Mechanical Engineering |
| Chemical Engineering | Chemical Engineering |
| Applied Mathematics to Engineering and Finance | ----- |

ANNEX V
INSTITUTO SUPERIOR DE ENGENHARIA DO PORTO
APPLICATION AND ADMISSION PROCESS TO MASTER DEGREES
ACADEMIC YEAR 2016/2017
RELATED BACHELOR DEGREES FROM IPP SCHOOLS

| Master Degree | Related Bachelor degrees from IPP schools |
|--|---|
| Informatics Engineering | Bachelor in Informatics Engineering - ESTGF |
| Mechanical Engineering | Bachelor in Mechanical Engineering – ESEIG Bachelor in Industrial Management - ESEIG |
| Engineering and Industrial Management | Bachelor in Mechanical Engineering – ESEIG Bachelor in Industrial Management - ESEIG |

ANNEX VI
INSTITUTO SUPERIOR DE ENGENHARIA DO PORTO
APPLICATION AND ADMISSION PROCESS TO MASTER DEGREES
ACADEMIC YEAR 2016/2017
SERiation CRITERIA

1. The candidates to the registration of the Masters 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 seriation:

2.1. Academic Curriculum

2.1.1. Academic Degrees of the candidate (**GA**), **score**:

- i. Less than Bachelor: **1,0**;
- ii. Bachelor (Decree-Law 74/2006 - 3 years of study in Higher Institution): **4,0**;
- iii. Bachelor (5 years of study in Higher Institution): **5,0**;
- iv. Masters (Decree-Law 74/2006 - 2 years of study in Higher Institution): **6,0**;
- v. Masters (7 years of study in Higher Institution): **8,0**;
- vi. PhD: **10,0**.

The bearers of another higher education degree, according to the b), c) and d) of paragraph 3, will also be considered and treated as the equivalent of the list.

2.1.2. Final classification (**X**) of the Bachelor or other degrees of access already obtained by the applicant (**CL**):

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

CL = 4, when enabled with Masters

CL = 5, when enabled with PhD

CL = 0, in all other cases

2.1.3. The affinity between the base of study and the chosen master (**AF**);

- i. Base of study with no affinity to the area of the chosen master: **0,25**; If technical-scientific base: **0,50**;
- ii. Base of study with affinity in the area of the chosen master: **0,75**;
- iii. Base of study of the chosen master: **1,00**.

2.1.4. The classification of the academic curricula (**CE**) will be obtained through the following expression:

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

The result is rounded to one decimal point.

2.2. Professional Curriculum (**CP**)

2.2.1. Complexity of activity performed (FU): (**FU**):

- i. Junior-level management: **1,0**;
- ii. Senior-level management: **2,0**;
- iii. Top-level management: **3,0**.

2.2.2. Service time (**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. The affinity between the activity and the chosen master (**AF**);

- i. Activity with no affinity to the chosen master: **0,25**; If of technical-scientific base: **0,50**;
- ii. Activity with affinity in the chosen master: **0,75**;
- iii. Activity in the chosen master: **1,0**.

2.2.4. The Classification of the Professional curriculum (**CP**) will be obtained through the following expression:

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

The result is rounded to one decimal point.

2.3. Scientific Curriculum (CC)

Note: Will only be considered the scientific curriculum obtained in the area of the chosen master or similar area.

2.3.1. Publication of books (**LV**): **5,0** points per book;

2.3.2. Publications of book chapters or articles in international magazines with referee (**AIA**): **3,0** points per article;

2.3.3. Publications of articles in national magazines with referee (**ANA**): **2,0** points per article;

2.3.4. Presentation of papers at national or international meetings, with referee and publication in Event Minutes (**CCA**): **1,0** points per paper;

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

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

The result is rounded to one decimal point.

3. Final Classification (CF)

The final classification, **CF**, of each student will be obtained through the following expression:

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

In case of a tie between two or more applicants, and if it is necessary to break the tie to admit one or more of the tied candidates, the candidates will be interviewed. If the number of applicants is less than the number of vacancies, the seriation of the candidates admitted will be done in alphabetical order.

ISEP, 15 de junho de 2016

João Rocha
(Presidente)