

**IPL**

escola superior
de tecnologia e gestão
instituto politécnico
de leiria

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Notice
Cycle of Studies leading to the Master degree in
INTERNATIONAL BUSINESS
(English – taught)
(2014/2015)

The Polytechnic Institute of Leiria will accept applications to the international edition of the Master in **INTERNATIONAL BUSINESS**, under the following conditions:

I. GENERAL CONTINGENT

Portuguese and European Union Nationals as well as those legally residing in Portugal, uninterruptedly, for more than 2 years¹ in 30/08/2014, as well as the children who legally reside with them.

1. Numerus clausus: 20

Remaining places in any contingent may eventually be reverted to another by the end of the application process.

2. Calendar²:

2.1 Online applications : April 7 to June 2, 2014

2.2 Publication of Results: June 18, 2014

2.3 Complaints Period: 19 to 20 June 2014

2.4 Enrolment: June 23 to July 04, 2014

3. Application:

Application is submitted on <http://mestradosportugal.ipleiria.pt/en/masters-application/> and considered valid after uploading the supporting documentation referred in point 3.1.

3.1 Supporting documents:

- a) A signed and detailed *Curriculum vitae*;
- b) Copy of ID document and VAT number;

¹ The time of residence under a student permit is not taken into consideration (Article 3. No. 4, and 18., No. # 2 of Decree-Law n.º 36/2014 of 10 March).

² In the eventuality of the non-completion of admissions (*numerus clausus*), IPL may consider possibility of a new application period.



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- c) Proof of legal address residence. (Only for non EU-Nationals legally residing in Portugal uninterruptedly for more than two years in 08.31.2014, and children legally residing with them);
- d) Copy of detailed academic certificate with date of graduation, degree awarded and final classification³;
- e) Two colour passport style photos;
- f) Proof of payment of the application fee.

4. Selection Criteria

The candidate's selection criteria will be made accordingly to Article 37 of the General Regulations of Graduate and Postgraduate Training at the Polytechnic Institute of Leiria and applications rules to Students in Special Situations.

5. Starting date: September, 2014.

6. Language used: The master is taught in English. However, academic material may be available both in English and Portuguese and students can choose to be assessed in each subject in one of those languages.

³ The document (s) , when emitted (s) in a foreign country, if not written in Portuguese, Spanish, French, English or Italian shall be translated and endorsed (s) by a consular office or have to affix the apostille of the Hague Convention, and presented at the time of registration and enrolment.

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II. INTERNATIONAL STUDENT CONTINGENT

For non EU nationals not residing in Portugal uninterruptedly for more than 2 years in 30/08/2014⁴.

1. Numerus clausus: 15

Remaining places in any contingent may eventually be reverted to another by the end of the application process.

2. Calendar:

- 2.1 Online Applications : 1st phase: April 7 to May 5 2014;
2nd phase: May 12 to June 2, 2014 (places remaining);
- 2.2 Publication of Results: five working days after the term for application reception;
- 2.3 Complaints Period: five working days after the notification of the result by email;
- 2.4 Enrolment: ten working days after the notification of the results by email;
- 2.5 Sending acceptance letters: five working days s after the enrolment.

3. Application:

Application is submitted on <http://mestradosportugal.ipleiria.pt/en/masters-application/> and considered valid after uploading the supporting documentation referred in point 3.1

3.1 Supporting documents:

- a) A signed and detailed *Curriculum vitae*;
- b) Copy of ID and VAT number;
- c) Motivation letter, written in Portuguese or in English;
- d) Copy of detailed academic certificate with date of graduation, degree awarded and final classification⁵;
- e) Two colour passport style photos;

⁴ The time of residence under a student permit is no taken into consideration (Article 3. No. 4, and 18., No. # 2 of Decree-Law n. 9 36/2014 of 10 March).

⁵ The document (s) , when emitted (s) in a foreign country, if not written in Portuguese, Spanish, French, English or Italian shall be translated and endorsed (s) by a consular office or have to affix the apostille of the Hague Convention, and presented at the time of registration and enrolment.

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f) Proof of payment of the application fee.

4. Selection Criteria

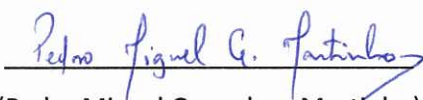
The candidate's selection criteria will be made accordingly to Article 37 of the General Regulations of Graduate and Postgraduate Training at the Polytechnic Institute of Leiria and applications rules to Students in Special Situations⁶.

5. Starting date: September, 2014.

6. Language used in the education's ministration: The master is taught in English. However, students can choose to be assessed in each subject in Portuguese or English.

Leiria, 7th September 2014

School Director


(Pedro Miguel Gonçalves Martinho)

⁶ Available atm <http://dre.pt/pdf2sdip/2008/09/182000000/3979539816.pdf>