

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

1. Number of Applications

General contingent: 20 places

Portuguese and European Union Nationals as well as those legally residing in Portugal, uninterruptedly, for more than 2 years¹ in 31/08/2016, as well as the children who legally reside with them.

International student contingent: 15 places

For non EU nationals not residing in Portugal uninterruptedly for more than 2 years in 31/08/2016.

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

2. Application:

Application is submitted at <http://www.candidaturas.ipleiria.pt/> and considered valid after uploading the supporting documentation, and the payment of the application fee.

2.1. Supporting documents:

- A signed and detailed *Curriculum vitae*;
- Copy of ID document and VAT number;
- Copy of detailed academic certificate with date of graduation, degree awarded and final classification²;
- Proof of legal address of residence. (only for non EU-Nationals legally residing in Portugal uninterruptedly for more than two years in 31/08/2016, and children who legally reside with them);
- Proof of payment of the application fee.

3. Entry and admission requirements:

People who can apply to the Master's Degree:

- Holders of an undergraduate degree or a legal equivalent in any scientific field;
- Holders of a foreign higher education diploma, granted after a first cycle of studies, under the principles of the Bologna Process, by a State, which has subscribed this Process, in any scientific field;

- Holders of a foreign higher education diploma that is recognized as meeting the objectives of an undergraduate degree by the Technical and Scientific Council of the School of Technology and Management, in any scientific field;
- Holders of an academic, scientific or professional curriculum that is recognized as certifying the skills to attend this cycle of studies by the Technical and Scientific Council of the School of Technology and Management;
- Students who are close to completing their undergraduate degree in the field required for entering the Master's degree, and declare it in their application³.

4. Selection Criteria

The candidate's selection criteria will be made according to the following criteria:

$$[0.3 \times \text{affinity} + 0.4 \times \text{institution} + (0.3 \times (\text{final degree grade} + \text{bonus})/200)] \times 200$$

Where:

- *Affinity* is a coefficient in the range [0.1], which assesses the affinity of the undergraduate degree or a similar degree to which the Master degree candidates are applying;
- *Institution* is a coefficient in the range [0.1], which assesses the institution where the undergraduate degree or a similar degree was obtained;

- *Final degree grade* represents the final grade of the undergraduate degree or a similar degree, in a numerical scale ranging from 0 to 200;
- *Bonus* reflects a relevant scientific or professional curriculum, in a numerical scale ranging from 0 to 100.

(Observation: Final degree grade + Bonus $\leq$ 200)

Affinity and *Institution* assess the undergraduate degree and the institution where that degree was obtained.

Additionally the Scientific and Pedagogical Commission may decide to:

- conduct an interview with all candidates, with a classification in a numerical scale ranging from 0 to 200. In this case, the interview shall be worth 40% of the final classification, and the abovementioned formula 60%;
- ask for a motivation letter, with a classification in a numerical scale ranging from 0 to 200. In this case, the letter shall be worth 20% of the final classification, and the abovementioned formula 80%.

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

³ Applications presented under this paragraph will only be considered if those students prove they have completed their undergraduate degree until the last day of the application period. All applications of students who have not completed their undergraduate degree until the last day of the application period shall be included in the following application period (second or third phase), if it takes place.

5. Calendar⁴:

	1 st phase	2 nd phase	3 rd phase
Online applications	until May 13	until June 30	until September 21
Publication of results	May 20	July 18	September 26
Complaints	May 23 to 24	July 19 to 20	September 27 to 28
Enrolment	May 26 to 31	July 21 to 29	September 29 to 30

Acceptance letters, for the international student contingent, will be sent up to five working days after the enrolment.

6. Credits for previous training and professional experience

As established in the applicable legislation and in the Institute's regulations, candidates who intend to continue their studies may request that their previous training and professional experience be considered for the application, at the moment of the application.

7. Starting date: September 2016.

Days: Monday to Friday from 6pm (evening classes)

8. 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 either language.

9. More information available at www.ipleiria.pt.

Instituto Politécnico de Leiria, March 4, 2016
The President, Nuno André Oliveira Mangas Pereira

⁴ Second and third application phases depend on remaining places.