

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 30/08/2015, 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 30/08/2015.

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.

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 08.31.2015, and children who legally reside with them);
- Proof of payment of the application fee.

3. Selection Criteria

The candidate's selection criteria will be made according to the General Regulations of Graduate and Postgraduate Training at the Polytechnic Institute of Leiria and application rules to Students in Special Situations, according to the following formula:

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

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;
- *Nature* is a coefficient in the range [0.1], which assesses the nature of the degree and 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 50.

4. Calendar³:

	1 st phase	2 nd phase	3 rd phase
Online applications	until March 31	until June 30	until September 15
Publication of results	April 14	July 14	September 22
Complaints	April 15 to 16	July 15 to 16	September 23 to 24
Enrolment	April 17 to 24	July 17 to 24	September 25 to 30

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

5. Starting date: September 2015.

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 either language.

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

Polytechnic Institute of Leiria, 6 February, 2015
The President, Nuno André Oliveira Mangas Pereira

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 Second and third application phases depend on remaining places.