

The Polytechnic Institute of Leiria will accept applications to the edition of the Master in **HOTEL MANAGEMENT**, under the following conditions:

1. Number of Applications

General contingent: 25 places.

Portuguese and European Union Nationals as well as those legally residing in Portugal, uninterruptedly, for more than 2 years¹ in 01/01/2021, as well as the children who legally reside with them.

International student contingent: 10 places.

For non-EU nationals not residing in Portugal uninterruptedly for more than 2 years in 01/01/2021.

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

2. Application

Application should be submitted at <http://www.candidaturas.ipleiria.pt/> and is considered valid after payment and uploading of the supporting documentation on information 2.1.

2.1. Supporting documents:

- Detailed *Curriculum Vitae*;
- Copy of ID document and VAT number;
- Copy of academic certificate with date of graduation, degree awarded and final classification²;
- Other documents related to candidate contingent.

3. Entry and admission requirements

People who can apply to the Master's Degree:

- Holders of an undergraduate degree or a legal equivalent in the areas of Management, Economy, Tourism or related areas;
- 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 the areas of Management, Economy, Tourism, or related areas;
- 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;
- 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;
- Students who are close to complete 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:

$[0.3 \times Af + 0.4 \times Nt + (0.3 \times (MFC + \text{Bónus}) / 200)] \times 200$, Where:

- Af: Affinity is a coefficient in the range [0,1], which assesses the affinity of the undergraduate degree or a similar degree with the Master degree candidates are applying to;
- Nt: 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;
- MFC: 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

5. Calendar⁴

	1 st phase	2 nd phase	3 rd phase
Application	02.02.2021 22.04.2021	21.05.2021 15.07.2021	02.08.2021 12.09.2021
Publication of results	17.05.2021	28.07.2021	20.09.2021
Complaints	18.05.2021 19.05.2021	29.07.2021 30.07.2021	21.09.2021 22.09.2021
Enrolment	20.05.2021 17.06.2021	02.08.2021 18.08.2021	22.09.2021 29.09.2021

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 will be considered for the application, by the moment of the application.

7. Starting date: September de 2021.

Days: Evenings, Mondays, Tuesdays and Wednesdays.

8. Language used: Portuguese.

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

Politécnico de Leiria, January 25, 2021
The President, Rui Filipe Pinto Pedrosa

¹ The time of residence under a Student Visa is not taken into consideration.

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 when those students prove they have completed their undergraduate degree.

⁴ Second and third application phases depend on remaining places. Failure to register on the deadline may result in loss of vacancy