

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

1. Number of Applications

General contingent: 10 places

Portuguese and European Union Nationals as well as those legally residing in Portugal, uninterruptedly, for more than 2 years¹ in 01/01/2019, as well as the children who legally reside with them.

International student contingent: 20 places

For non EU nationals not residing in Portugal uninterruptedly for more than 2 years in 01/01/2019.

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 payment and 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;
- Other documents related to candidate contingent;
- 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 the areas of Tourism and Leisure, Management and similar 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 Tourism and Leisure, Management and similar 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 completing their undergraduate degree in the field required for entering the Master's degree, and declare it in their application³.

4. Selection Criteria

¹ The time of residence under a student permit 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

The candidate's selection criteria will be made according to the following criteria: $[0.3 \times \text{affinity} + 0.4 \times \text{nature} + (0.3 \times (\text{final degree grade} + \text{bonus})/200)] \times 200$

Where:

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

5. Calendar⁴:

	1 st phase	2 nd phase	3 rd phase
Online applications	March 20 to April 24	May 27 to July 14	August 20 to September 12
Publication of results	May 14	July 26	September 20
Complaints	May 15 to 17	July 29 to 31	September 23 to 25
Enrolment	May 27 to June 14	August 1 to 16	September 26 to October 11

Acceptance letters, for 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 2019.

Days: 13 weeks B-learning and 2 weeks in ESTM School per semester

8. Language used: The master is taught in English.

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

Instituto Politécnico de Leiria, 20th December, 2018
The President, Rui Filipe Pinto Pedrosa

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.