

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 31/08/2018, 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 31/08/2018.

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) A signed and detailed *Curriculum vitae*;
- b) Copy of ID document and VAT number;
- c) Copy of detailed academic certificate with date of graduation, degree awarded and final classification²;
- d) Proof of legal address of residence. (only for non EU-Nationals legally residing in Portugal uninterruptedly for more than two years in 31/08/2018, and children who legally reside with them);
- e) Proof of payment of the application fee.

3. Entry and admission requirements:

People who can apply to the Master's Degree:

- a) Holders of an undergraduate degree or a legal equivalent in any scientific field;
- b) 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;
- c) 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;
- d) 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;

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

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	until April 20	until July 12	until September 12
Publication of results	May 7 to 11	July 20 to 25	September 14 to 18
Complaints	May 8 to 14	July 21 to 27	September 15 to 19
Enrolment	May 14 to 25	July 21 to 31	September 17 to 27

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 2018.

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

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

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

Instituto Politécnico de Leiria, 5th February, 2018
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 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.