

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

1. Number of Applications

1.1. Total number of applications: 30

1.2 Number of places for Phase 1: 30

1.3 Number of places for Phase 2: 30 - (places occupied in Phase 1)

1.4 Number of places for Phase 3: 30 - (places occupied in Phases 1 and 2)

2. Entry and admission requirements:

2.1. People who can apply to the Master's Degree:

a) Holders of an undergraduate degree or a legal equivalent in the areas of Tourism and Leisure, Management and similar areas;

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, Tourism and Leisure, Management and similar areas;

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;

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;

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 application¹.

2.2. The recognition referred to in items b) to d) of item 2.1 only has the effect of granting access to the master's degree cycle and does not entitle those who hold it to the equivalence of the 1st cycle degree or to the recognition of that degree.

3. International Applicants:

3.1. International applicants are those who:

i) do not hold Portuguese nationality or the nationality of one of the other European Union member states;

ii) are not family members of Portuguese nationals or of nationals of a member state of the European Union;

iii) have not resided legally in Portugal for more than two years continuously, on 01/01/2023, as well as their children residing with them;

iv) are not beneficiaries, on 01/01/2023, of equal rights and duties status granted under an international treaty between

the Portuguese State and the State of which they are nationals.

4. Admission and selection Criteria

4.1. For applications submitted under items a), b), c) and e) of paragraph 2:

The classification to be assigned to the candidates, for the purposes of seriation, is translated into an integer numerical scale from 0 to 200, according to the following expression: $Classification = (0,3 \times affinity + 0,4 \times nature + 0,3 \times (final\ degree\ grade + bonus) / 200) \times 200$

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.

4.2. For applications submitted under item d) of paragraph 2:

The classification to be attributed to the candidates, for the purpose of seriation, is translated into an integer numerical scale from 0 to 200 and evaluates the academic, scientific and/or professional curriculum of the candidate, according to the following expression:

$Classification = 0,2 \times academic\ curriculum + 0,4 \times scientific\ curriculum + 0,4 \times professional\ curriculum$

Where:

Academic curriculum weights the candidate's educational background (academic qualifications held);

Scientific curriculum considers the candidate's participation in congresses, seminars, projects and technical studies, as well as the technical-scientific production (vg. articles, books), awards and similar elements, in scientific areas relevant to the study cycle under consideration;

Professional curriculum considers the candidate's training and professional activity in an area relevant to the study cycle under consideration.

If the jury decides to conduct an interview with the candidates, the classification to be assigned, for the purposes of seriation, translates into a numerical integer scale from 0 to 200, evaluates the school, scientific and/or professional curriculum of the candidate and the respective interview, and is calculated using the following formula:

¹ Applications presented under this paragraph will only be considered when those students prove they have completed their undergraduate degree.

$Classification = 0,12 \times academic\ curriculum + 0,24 \times scientific\ curriculum + 0,24 \times professional\ curriculum + 0,40 \times interview$

Where:

Academic curriculum, the *scientific curriculum* and the *professional curriculum* weighted in the above-mentioned terms.

Interview, classified on a numerical integer scale from 0 to 200, evaluates the following items: *expression ability*, *critical sense*, *motivation and sense of responsibility*, according to the following:

Expression ability - Measures the flow of thought manifested through oral/written language, its fluency, transparency of ideas, and logical sequence of reasoning;

Critical sense - Appreciates the innovative character of the options taken and respective rationale, as well as the capacity to argue against hypothetical or real scenarios;

Motivation and sense of responsibility - Assesses the nature, intensity and permanence of motivations, interests and tastes.

4.3. After applying the formula in paragraphs 4.1 and 4.2:

Candidates who obtain a score of less than 95 points on the integer numerical scale from 0 to 200 will automatically be excluded.

5. Application:

5.1. Application must be submitted at <http://www.candidaturas.ipleiria.pt/> and is considered valid after the upload of the documentation listed in paragraph 5.2. after the payment of application fee. Only applications for which payment has been made by the stipulated deadline will be considered valid.

5.2. Supporting documents:

The list of documents required for the instruction of the application file, being considered as obligatory, under risk of exclusion, those indicated in items b), c) and d):

a) Detailed Curriculum Vitae and other documents that the candidate considers pertinent for the assessment of his/her curricular merit. All the information indicated in the application that is relevant to the assessment of curricular merit must be proven by the presentation of the respective certificates, under penalty of not being considered in the evaluation of the respective application;

b) Identity card or citizen card. Foreign candidates may present another identification document indicating their nationality. In case the candidate opposes to the reproduction/copy of the identification document, he/she must request an appointment with the Academic Services, within the deadline established for the application, to present the identification document in person;

c) Certificate of academic qualifications indicating the degree with which he/she is applying for and respective final classification. The candidate holding a foreign qualification must complete the application with an official declaration issued by the Higher Education Institution where he/she concluded the academic degree, stating the academic degree, the respective final classification, as well as the evaluation scale used. Failure to prove the final classification of the academic degree in the terms mentioned above determines the attribution of a final classification of 10 points;

d) Certificate of the courses the candidate holds, as well as the respective classification and credits;

e) Other documents relating to the proof of the candidate's contingent.

5.3. Candidates who do not have proof of the required qualifications or other documents by the application deadline may apply conditionally. If they do not submit the documents by the day before the "Publication of results", they will not be placed and may transfer their application to the next phase at no additional cost.

6. Calendar and Enrolment:

6.1. Calendar

	1 st phase	2 nd phase	3 rd phase	
Application	13.03.2023 21.04.2023	- 17.05.2023 14.07.2023	- 31.07.2023 12.09.2023	-
Publication of results	15.05.2023	27.07.2023	21.09.2023	
Complaint about results ⁵	15.05.2023 16.05.2023	- 27.07.2023 28.07.2023	- 21.09.2023 22.09.2023	-
Publication of final lists	17.05.2023	31.07.2023	25.09.2023	
Enrolment and Registration ⁶	17.05.2023 23.05.2023	- 01.08.2023 11.08.2023	- 22.09.2023 29.09.2023	-
Enrolment and registration for attended complaints	31.05.2023	11.08.2023	06.10.2023	

6.2. Placed candidates who do not enrol by the established deadlines will not be allowed to enrol after the deadline. However, they may apply to the study cycle at a later phase if this occurs.

6.3. The International Student's enrolment and registration is only confirmed after a one-time payment corresponding to 40% of the total base tuition plus the registration fee.

7. 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.

8. Starting date: September 2023.

9. Regime and days of functioning: B-learning system

10. Prerequisites: Not applicable

11. Language used: English

12. Minimum number of students for the course to function: 16

13. Detailed information about the objectives, study plan, conditions for access and entry, selection and seriation criteria, and operating conditions can be found at www.ipleiria.pt.

Politécnico de Leiria, 17th January 2023

The President

Carlos Manuel da Silva Rabadão