

NOTICE
COMPETITION FOR ADMISSION AND ENTRY TO THE
MASTER'S DEGREE IN
GRAPHIC DESIGN
2023/2024

The Polytechnic Institute of Leiria will accept applications to the Master's degree in Graphic Design, for both national and international students, under the following conditions:

1. Numerus clausus

- 1.1. Total number of places for 2023/2024: 25
- 1.2. Places for the 1st phase: 6
- 1.3. Places for the 2nd phase: 19 + places left from 1st phase
- 1.4. Places for the 3rd phase: places left from 2nd phase

2. Entry and admission requirements

2.1. People who can apply:

a) Holders of an undergraduate degree or a legal equivalent in the areas of Communication Design, Graphic Design, Multimedia Design, Product Design, Fine Arts, New Media and related 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, in the areas of Communication Design, Graphic Design, Design Multimedia, Product Design, Plastic Arts, New Media, interested in pursuing studies in the area of Graphic Design and related 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 and portfolio 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 application ¹.

2.2. The only effect of the recognition referred to in b) to d) of point 2.1 is to grant access to the Master's degree, and does not give its holder the equivalence to an undergraduate degree or the recognition of that degree.

2.3. The students enrolled in the school year 2022/2023, in a study cycle of the Polytechnic Institute of Leiria and who meet the conditions to apply in 2023/2024, cannot apply for

the same cycle of studies within the scope of this competition.

3. International candidates:

3.1. International candidates are those who:

- i) Do not hold the Portuguese nationality or the nationality of one of the other Member states of the European Union;
- ii) Are not family members of Portuguese citizens or citizens of a Member State of the European Union ²;
- iii) Do not legally reside in Portugal, uninterruptedly, for more than 2 years on 01/01/2023, as well as the children who reside with them ³;
- iv) Do not hold the statute of equal rights and duties, granted by an international treaty signed by Portugal and the State they are citizens of, on 01/01/2023.

3.2. International candidates must submit their application on the 1st and 2nd application phases.

4. Selection criteria

4.1. For any applications submitted under no. 2:

The classification will be given in a numerical scale ranging from 0 to 200 and evaluates the applicant's portfolio, academic and/or professional curriculum, according to the following formula:

$$\text{Classification} = 0,6 \times \text{Portfolio} + 0,2 \times \text{final degree grade} + 0,2 \times \text{professional curriculum}$$

Where:

Portfolio considers the quantity and quality of work developed in professional and academic practice.

Final degree grade represents the final grade of the undergraduate degree, in a numerical scale ranging from 0 to 200;

Professional curriculum considers the candidate's training and professional activity in an area relevant to the study cycle under consideration, and is presented as a curriculum vitae.

4.2. For applications under d) of no. 2:

The classification will be given in a numerical scale ranging from 0 to 200, and shall assess the portfolio, academic, scientific and/or professional curriculum of the candidate, according to the following formula:

¹ Candidates who are close to completing their undergraduate degree are admitted and ranked conditionally, and must present an expected average for the conclusion of the degree. Later, they must prove they graduated, until the day before the eve of the "Publication of results". Students of the Polytechnic Institute of Leiria do not have to present this proof. Those who do not prove this will be able to transfer the application to the next phase, without additional costs.

² For this purpose, family members are those established in Lei n.º 37/2006, dated August 9: i) The spouse of an European Union citizen; ii) Those living in a legal non-marital partnership with an European Union citizen, or those

who have a relation with an European Union citizen, which is duly certified by the competent body of their Member State; iii) Lineal descendants under the age of 21 or those who are under the care of an European Union citizen; the same applies to lineal descendants of the spouse or the partner indicated in the previous paragraph; iv) Lineal ascendants under the care of an European Union citizen; the same applies to lineal ascendants of the spouse or the partner indicated in the paragraph ii).

³ The time of residence under a student permit is not taken into consideration.

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

Where:

Portfolio considers the quantity and quality of the work developed in the professional and academic practice, within what is considered to be practices that compete with the scientific area of the master's degree.

Academic curriculum assesses the academic path of the candidate (academic qualifications);

Scientific curriculum assesses the participation of the candidate in congresses, seminars, projects, and technical studies, as well as their technical and scientific production (articles, books...), awards and similar elements, in a relevant scientific area for the Master's degree;

Professional curriculum assesses the candidate's training and professional activity in a relevant scientific area for the Master's degree.

The jury may decide to hold interviews, in which case the classification will be given in a numerical scale ranging from 0 to 200, and shall assess the candidates' academic, scientific, and/or professional curriculum, and the interview, and is calculated by applying the following formula:

$Classification = 0,4 \times portfolio + 0,15 \times academic\ curriculum + 0,15 \times scientific\ curriculum + 0,15 \times professional\ curriculum + 0,15 \times interview$

Where:

Academic curriculum, scientific curriculum, and professional curriculum assess what is established above.

Interview, classified in a numerical scale ranging from 0 to 200, assesses verbal expression, critical thinking, motivation, and responsibility, where:

Verbal expression – measures the current of thought the candidates show through their verbal/written language, fluency, transparency of ideas, and logical reasoning;

Critical thinking – measures the innovation of the presented choices and their justifications, as well as argumentative skills in theoretical or real scenarios;

Motivation and responsibility – assesses the nature, intensity and durability of the motivations, interests, and tastes.

* The interview will only be held in exceptional situations, in which the scientific committee identifies the need for further clarification.

4.3. After applying the formula of 4.1. and 4.2.:

Candidates with a classification lower than 95 points, in the numerical scale ranging from 0 to 200, will be automatically excluded.

5. Application

5.1. Application is submitted at <http://www.candidaturas.ipleiria.pt/>, and considered valid after uploading the supporting documentation presented in 5.2, and the payment of the application fee. Only

applications whose payment has been made within the established deadline will be considered valid.

5.2. Supporting documents⁴:

The list of documents necessary for the application process is presented below, and those indicated in b), c) and d) are considered mandatory, and their absence may lead to exclusion:

a) Detailed *Curriculum Vitae*, and other documents that the candidate considers relevant to access their academic merit. All information indicated in the application which is relevant to assess the curriculum merit must be proven by presenting the corresponding certificates, under penalty of not being considered in the evaluation of the application;

b) ID card and VAT number. Foreign candidates may present another identification document that indicates their nationality. If candidates manifest their opposition to the reproduction/copy of the identification document, they must request an appointment with the Academic Services, within the deadline established for the application, to show the identification document in person;

c) Academic certificate, indicating the degree awarded and the final classification. Candidates holding a foreign qualification must instruct the application with an official statement issued by the Higher Education Institution where they completed the academic degree, indicating the academic degree, the final classification, and the assessment scale used. Failure to prove the final classification of the academic degree in the terms mentioned above determines the attribution of the final classification of 10 out of 20;

d) Certificate of the curricular units of the degrees that the candidate holds, as well as the classification and credits;

e) Other documents attesting that the candidate meets the necessary requirements for applying under their contingent.

f) Portfolio.

5.3. Candidates who do not have proof of the required qualifications by the end of the application period, may submit their application conditionally. If they do not present the documents by the day before the eve of the "Publication of results", they will not be placed and may transfer the application to the next phase, in case it exists, without additional costs.

6. Calendar and Enrolment

6.1. Calendar

Period	1 st phase	2 nd phase	3 rd phase
Applications	06.03.2023 - 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
Complaints ⁵	15.05.2023 - 16.05.2023	27.07.2023 - 28.07.2023	21.09.2023 - 22.09.2023

⁴ The presentation of the originals may be required at any time. For foreign qualifications, the documents must be authenticated by the official education services of that country, and recognized by a Portuguese consulate or have the Hague Convention apostille, under penalty of exclusion. The same should happen with regard to translations of documents whose original language is not Spanish, French or English (translation into one of these languages is mandatory). International

students whose native language is different from the language of teaching of the degree must present, under penalty of exclusion, a certificate issued by a competent authority in the language in which the degree, or similar, is taught of a level equal to or higher than the so-called B2 level, in the Common European Framework of Reference for Languages.

⁵ Complaints can be presented and decided until the end of the deadlines set out in the *Código do Procedimento Administrativo* [code of

Publication of the final lists	17.05.2023	31.07.2023	25.09.2023
Enrolment ⁶	17.05.2023 - 23.05.2023	01.08.2023 - 11.08.2023	22.09.2023 - 29.09.2023
Enrolment for attended complaints ⁴	31.05.2023	11.08.2023	06.10.2023

6.2. Placed candidates who do not enrol within the established deadlines cannot enrol after the deadline, however, they may apply again for the cycle of studies at a later phase, should it occur.

6.3. The enrolment of the International Student is only confirmed after a single payment corresponding to 40% of the total fee, 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: Weekdays, daytime.

10. Prerequisites: Not applicable.

11. Language used for teaching: Portuguese and English.

12. Minimum number of students the course to run: 16

13. Detailed information on objectives, study plan, admission and entry conditions, selection and ranking criteria and working conditions can be found at www.ipleiria.pt.

Polytechnic Institute of Leiria, day/month/year
 President,
 Carlos Manuel da Silva Rabadão

administrative procedure]. If a claim is attended after a hearing and a "non-placed" candidate ends up in a "placed" position, they have the same right to be placed, creating for this purpose an additional place, if necessary.

⁶ Candidates who do not enrol until the established deadline may lose their place.