

NOTICE
COMPETITION FOR ADMISSION AND ENTRY TO THE
MASTER'S DEGREE IN
CIVIL ENGINEERING – BUILDING CONSTRUCTION
2023/2024

The Polytechnic Institute of Leiria will accept applications to the Master's degree in Civil Engineering – Building Construction, for both national and international students, under the following conditions:

1. Numerus clausus

1.1. Total number of places for 2023/2024: 30

1.2. Places for the 1st phase: 16

1.3. Places for the 2nd phase: 13 + places left from 1st phase

1.4. Places for the 3rd phase: 1 + 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 Civil Engineering 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, in Civil Engineering and similar areas;

c) Holders of a foreign higher education diploma in Civil Engineering and similar areas, that is recognized as meeting the objectives of an undergraduate degree by the technical and scientific council board 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 board 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 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.

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 Union²;

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 them³;

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 applications under a), b) c), and e) of no. 2:

The classification will be given in a numerical scale ranging from 0 to 200, after applying the following formula:

Classification = [0.3 x affinity + 0.4 x nature + 0.3 x (final degree grade + bonus) / 200] x 200.

Where:

Affinity is a coefficient in the range [0.1], which assesses the affinity of the undergraduate degree to the Master's degree candidates are applying;

Nature is a coefficient in the range [0.1], which assesses the nature of the degree and the teaching institution where the candidate completed their undergraduate degree;

Final degree grade represents the final grade of the undergraduate 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 under d) of no. 2:

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

Classification = 0.2 x academic curriculum + 0.4 x scientific curriculum + 0.4 x professional curriculum

Where:

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

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.

²For 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).

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

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:

$$\text{Classification} = 0.12 \times \text{academic curriculum} + 0.24 \times \text{scientific curriculum} + 0.24 \times \text{professional curriculum} + 0.40 \times \text{interview}$$

As follows:

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

Interview, 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.

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.

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. This also applies to candidates who are not placed for lack of places.

6. Calendar and enrolment

6.1. Calendar

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

⁴The 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.

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

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:

Regime: Evening classes.

Days: Weekdays.

10. Prerequisites: Not applicable.

11. Language: Portuguese and/or English.

12. Minimum number of students for the degree: 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