

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

1. Number of Applications

General contingent: 20 places

Portuguese and European Union citizens; Family members of Portuguese and European Union citizens¹; those legally residing in Portugal, uninterruptedly, for more than 2 years on 01/01/2022, as well as the children who reside with them²; candidates who on 01/01/2022 hold the statute of equal rights and duties, granted by an international treaty signed by Portugal and the State they are citizens of.

International student contingent: 5 places

All candidates who do not meet the application requirements for the general contingent.

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, and the payment of the application fee.

2.1. Supporting documents³:

- a) Signed and detailed *Curriculum vitae*;
- b) Copy of the ID document and VAT number;
- c) Copy of the detailed academic certificate with the date of graduation, the degree awarded and the final classification;
- d) Other documents attesting that the candidate meets the necessary requirements for applying under the general contingent.

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 Engineering, Management, Mathematics or related fields;
- 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 Engineering, Management, Mathematics or related fields;

- 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 in Engineering, Management, Mathematics or related fields;
- 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 Board 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 application⁴.

4. Admission and selection Criteria

The candidates' selection will be made according to the following criteria:

4.1. For applications under a), b) c), and e) of no. 3:

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

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

Where:

Affinity is a coefficient in the range [0.1], which assesses the affinity of the undergraduate degree or a similar degree to the Master 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 or a similar degree;

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.

After applying the formula, candidates who obtain a rating lower than 95, on the full numerical scale from 0 to 200, will be automatically excluded.

4.2. For applications under d) of no. 3:

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 = $0.2 \times \text{academic curriculum} + 0.4 \times \text{scientific curriculum} + 0.4 \times \text{professional curriculum}$

¹ 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).

² The time of residence under a student permit is not taken into consideration (Article 3. No. 4, and 18, No. 2 of *Decreto-Lei n.º 36/2014*, dated March 10).

³ Candidates may be asked to present the original documents at the time of application and enrolment. The document(s), when emitted in a foreign country, if not written in Portuguese, Spanish, French, English or Italian must be translated and duly certified.

⁴ Candidates who have not yet completed their undergraduate degree, and are conditionally accepted, shall only be admitted if there are still remaining places in the date of that completion.

Where:

Academic curriculum assesses the academic journey 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 degree;

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

After applying the formula, candidates who obtain a rating lower than 95, on the full numerical scale from 0 to 200, will be automatically excluded.

5. Calendar⁵:

	1 st phase	2 nd phase	3 rd phase
Application	02.02.2022 - 22.04.2022	21.05.2022 - 20.07.2022	02.08.2022 - 12.09.2022
Publication of results	17.05.2022	28.07.2022	19.09.2022
Complaints	18.05.2022 - 19.05.2022	28.07.2022 - 29.07.2022	20.09.2022 - 21.09.2022
Enrolment	20.05.2022 - 17.06.2022	02.08.2022 - 16.08.2022	21.09.2022 - 29.09.2022

6. Credits for previous training and professional experience

As established in the applicable legislation and in the Polytechnic of Leiria'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 2022.

Days: the Master is expected to take place on three weekdays. Subject to occasional changes.

Period: Evening classes

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

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

Politécnico de Leiria, 17th January 2022

The President, Rui Filipe Pinto Pedrosa

⁵ Second and third application phases depend on remaining places. Candidates who do not enrol until the established deadline may lose their place.