



## CALL FOR APPLICATIONS - NOTICE No CPBS-1/2019

### Católica Porto Business School Master Programmes | Academic Year 2019/2020

The board of Católica Porto Business School of the Catholic University of Portugal (CPBS) announces the opening of applications for the Master's Programmes, under the Master's programmes Regulation.

#### 1. General Conditions to Access the Master's Programmes:

To apply to a Master Programme, applicants must:

- a) Hold an undergraduate degree or legal equivalent. Students graduated in areas other than economics or management may be required to attend classes and intensive preparation courses in these areas - Homogenization Modules;
- b) Hold a higher academic degree (foreign higher academic degrees included) awarded following a 1st cycle of studies organized according to the principles of the Bologna process by a State adhering to this process;
- c) Hold a foreign higher academic degree, that is recognized by the Scientific Council of the CPBS as satisfying the objectives of the degree of "*licenciado*";
- d) Hold an academic, scientific or professional curriculum that is recognized by the Scientific Council of CPBS as meeting the requirements to carry out the master's degree that they apply to, when they do not meet the requirements referred to in points a), b) and c);

Applicants must hold an official diploma of English, official level B2 of The Council of Europe's Common European Framework of References for Languages or recognized equivalent diploma (Cambridge FCE, Cambridge ECCE ECCE and ECPE, TOEFL, IELTS). Those who do not meet this requirement have access to a free diagnostic test, which replaces the presentation of the mentioned diploma.

#### 2. Vacancies (for the set of all application calls):

Master Programme	Vacancies
Auditing an Taxation	25
Business Economics	20
Social Economics	15
Finance	30
Management	90
Human Resources Management	15
Marketing	25



### 3. Application Stages

Applications for Masters of the Católica Porto Business School are permanently open. The Programme Direction meets three times a year to assess the applications according to the following schedule:

Call	Deadline	Assessment period	Results disclosure	English diagnostic Test	Results English diagnostic Test	Enrolment
1 <sup>st</sup>	March, 15 <sup>th</sup>	March, 16 <sup>th</sup> – 28 <sup>th</sup>	March, 29 <sup>th</sup>	April, 3 <sup>rd</sup> - 6.30 pm	April, 8 <sup>th</sup>	April, 10 <sup>th</sup> – 12 <sup>nd</sup>
2 <sup>nd</sup>	June, 28 <sup>th</sup>	June, 29 <sup>th</sup> – July, 14 <sup>th</sup>	July, 15 <sup>th</sup>	July, 18 <sup>th</sup> - 6.30pm	July, 23 <sup>rd</sup>	July, 24 <sup>th</sup> – 31 <sup>st</sup>
3 <sup>rd</sup>	September, 6 <sup>th</sup>	September, 7 <sup>th</sup> – 17 <sup>th</sup>	September, 18 <sup>th</sup>	September, 20 <sup>th</sup> - 6.30pm	September, 24 <sup>th</sup>	September, 25 <sup>th</sup> - 30 <sup>th</sup>

*\*Due to the intervention of the partner consultants in the selection process of the applicants for the Master's Programme in Audit and Taxation, the referred dates may be delayed. If this situation occurs, deadlines will be within a month of the referred dates.*

### 4. Elements of the Application Process

- [Application Form](#)
- [Submission of the Identification Data Form](#) or copy of the Identification Document/Passport or
- One picture
- Curriculum Vitae (CV)
- Detailed undergraduate degree certificate\* (original or certified copy)
- Official Diploma of English (official level B2 of The Council of Europe's Common European Framework of References for Languages, or equivalent diploma). (CPBS graduates are exempt from the delivery of this diploma).
- Two reference letters (optional for current or former CPBS students)
- Additional assessment elements (e.g., GMAT,...) (optional)

\*The certificate must include the curricular units carried out, their respective classification and ECTS, as well as the final average of the course. **If you have not yet completed your degree**, you must present the certificate proving the course units already carried out, their classification and ECTS, as well as your current average.

Documents issued in other countries will have to be legalized by the Portuguese diplomatic or consular authority in the issuing country, or contain the Hague Apostille. When they are written in a foreign language other than Spanish, English or French, the respective translation must be delivered, carried out in accordance with the provisions of the notarial law.



## 5. Presentation of the Application

Applications can be submitted in person or online, by filling in form - <http://inqueritos.porto.ucp.pt/site/index.php/678659/lang-en>. The application can include a maximum of three Master's Programmes simultaneously, indicating the order of preference of each one by the candidate.

Submitting the application online presupposes the presentation of the original documents up to the date of enrolment.

## 6. Applications assessment, ranking criteria and publication of the results

The selection and ranking of the candidates will be carried out, in each Master Programme, by a jury composed by the Master's Coordinator, the Associate Dean for the Master's Programmes of Católica Porto Business School and a professor of the scientific area. The criteria considered are as follows:

Criteria	Weight
Undergraduate Degree Average	48%
Adequacy of the previous degree	52%

CPBS reserves the right to set a minimum application score for each phase, depending on the quality of the candidate's results.

The jury may increase the candidate's evaluation, taking into account the professional or research experience and / or the Overall Assessment of the Candidate (academic and scientific curriculum / CV Analysis / Other degrees / GMAT / Interview if necessary). The interview (If necessary) has the objective to understand the motivations of the applicant to attend the master's degree, as well as clarifying complementary elements to the curricular evaluation. When an interview is scheduled, the non-appearance of the applicant determines his/hers elimination.

The analysis of the applications is made considering the first option of the candidate. Only in situations where the candidate is not admitted in the 1st option, the application will be re-analysed, considering the option that follows, on an equal basis with the other candidates.

The list, with the results of each stage is posted on the website: (<http://www.catolicabs.porto.ucp.pt/pt/mestrados-apresentacao>).

Results are expressed as follows:

**"Admitted"** (Indicating the Master programme to which the applicant is being admitted)

**"Admitted Conditionally"**, Admission is dependent on one or more of the following requirements:

- Interview to assess the English skills
- Conclusion of the undergraduate degree with a minimum GPA
- Frequency and approval of the homogenisation modules



**“Next Round”** (Application will be assessed in the next call on equal terms with new applicants)

**“Non Admitted”** – Result applicable to the Master Programme/ academic year. The candidate may apply in the following calls if some evaluation element is added to the application process.

## 7. Functioning of the Master Programmes

All our Master Programmes includes a period of study corresponding to 60 credit units (ECTS) and a period of completion of the Master’s Final Work (MFW), corresponding to 36 credit units, except for the Master Programme in Human Resource Management, whose MFW corresponds to 60 units of credit.

The MFW translates into an assignment of scientific nature that can be developed in an academic context, in a business context or in a mixed context.

All Master’s Programmes, except Human Resource Management, include Research Seminars I and II that do not correspond to ECTS but to which students must obtain approval for enrolment in MFW.

Classes will take place on the premises of the Universidade Católica Portuguesa – Centro Regional do Porto - campus of Foz, Monday to Friday, from 6:30 p.m. to 9:30 p.m. and Saturdays, from 9:00 a.m. to 1:00 p.m.

In the specialization area of Business Analytics of the Master in Management, classes will take place during normal working hours, from Monday to Friday, from 9:00 am to 5:00 p.m. and on Saturdays, from 9:00 a.m to 1:00 p.m.

### Language of Instruction

**English:** Business Economics; Finance; Marketing; Management

**Portuguese** (Some of the subjects may be taught in English): Auditing and Taxation, Social Economics, Management and Human Resources Management.

## 8. Fees

Fees are set out annually and published in a separate document (fees table), so the amounts charged in subsequent academic years may vary.

For reference only, the amounts charged in 2018/2019 are:

### Extract of the Fees Table 2018/2019

(Does not exempt the consultation of the complete and updated document for 2019/2020)

Fees	
Application	Free
Enrolment (It includes school insurance and student card)	620 €
Tuition fees (17.50€/ECTS)	
Courses year	
2 Semesters – 10 payments (30 ECTS)	525€/month



Master Final Work	
Human Resources Management: 2 Semesters - 10 payments (30 ECTS)	525€/month
Other Programmes: 1 Semester – 5 payments (36ECTS)	630€/month

*The enrolment fee is due at the respective enrolment act and is not refundable under any circumstances (even if the student cancels the registration before initiating the course).*

## 9. Other Information

### Enrolment procedures

It is the responsibility of the applicant to consult the results of the submitted application within the deadlines defined in each of the stages, as well as to appear on the date and time set for enrolment, thus ensuring the vacancy available. It is assumed that the applicant withdraws in case of no-show to enrol on the announced date.

For the enrolment process is required:

- i) The presentation of the following documents:
  - identification document;
  - Certificate of qualifications - original (1);
  - Bulletin of vaccines for verification of the tetanus vaccine;
- ii) The payment of the enrolment fee (2), non-refundable

*(1) If you have not yet graduate, enrolment will be made, but will be conditioned to the presentation of the respective certificate of qualifications, until the 30<sup>th</sup> of September. The non-presentation of the certificate of qualifications up to the mentioned date, implies the annulment of the registration made and the amount already paid will not be reimbursed.*

*(2) The registration fee is due and is not refundable under any circumstances, even if you do not meet the conditions for admission to the course within the deadlines disclosed.*

Applicants should be aware of the following documents before formalizing the registration:

- Application results MsC programmes - Católica Porto Business School
- Enrollment statement document (to be made available upon admission).
- [Students Handbook | Regulations | Católica Porto Business School](#) (hand book for 2018/2019 will be made available soon and may have some updates)
- [Campus life information- Foz](#)
- [Code of Ethics and Conduct of the Universidade Católica Portuguesa](#)

### Scholarships and Merit Awards

The conditions to access merit scholarships can be consulted in the Regulation for Granting Merit Scholarships in the Master's Programmes of CPBS. The result of the merit scholarships awarded is published each academic year in a public notice up to 15 days after the beginning of classes.



### **Courses Creditation**

The crediting application process must be instructed in an appropriate form, preferably at the time of application or enrolment and current rates will be applied. For more information, please consult the CPBS Credit Regulation.

### **10. Contacts**

Universidade Católica Portuguesa  
Academic Services - *Campus Foz*  
Rua de Diogo Botelho, 1327  
4169-005 Porto, Portugal

**Phone:** 800 105 632 | 226 196 200

**Email:** [candidaturas@porto.ucp.pt](mailto:candidaturas@porto.ucp.pt)

#### **Personal Assistance:**

Academic services: Monday to Friday: 9.45 A.M to 11.45 A.M./ 2.15 P.M to 4.15 P.M / 6.00 to 8.00 P.M.

Applicant's Office: from June 3<sup>th</sup> | Monday to Friday | 9.30 A.M. to 1.00 P.M | 2.30 to 6.00 P.M.

You can request assistance at another time by making an appointment.

Porto, November 21<sup>st</sup> 2018

CPBS Dean's

  
(Prof.ª Doutora Sofia Salgado Pinto)