

NOTICE

ADMISSION TO MASTER'S PROGRAMMES AT ATLÂNTICA - UNIVERSITY INSTITUTE

International Students

Professor PhD Manuel José Freitas, Rector of Atlântica – University Institute hereby informs, under the terms of Article 17(1) of Decree-Law no. 74/2006 of 24 March, as amended and republished by Decree-Law no. 107/2008 of 25 June, hereby publishes the Notice of the admission procedure for the 2024/2025 academic school year, according to the General Regulations for Atlântica Degree Programmes and under the following conditions:

1. Number of Vacancies

Masters in Materials Engineering – 30 vacancies (10 are for international students)

Masters in Aeronautical Maintenance Engineering and Management – 30 vacancies (10 are for international students)

Masters in Information Systems and Technology Management – 25 vacancies (10 are for international students)

Masters in Management – 30 vacancies (10 are for international

2. Admission Requirements

Eligible candidates for registration:

- a) Holders of a bachelor's degree or legal equivalent in the scientific area(s) of the study cycle.
- b) Holders of a foreign higher academic degree conferred upon a 1st cycle of studies that has been organized in accordance with the principles of the Bologna Process by a State that has signed up to this Process in the scientific area(s) of the cycle of studies.
- c) Holders of a foreign higher academic degree in the scientific area(s) of the study cycle, recognized as qualifying for a bachelor's degree by the Scientific Committee of the Master's Degree.
- d) Holders of an academic, scientific or professional curriculum that has been recognized by the Scientific Committee of the Master's Degree as attesting to their ability to complete this cycle of studies.

3. Application Process

Application for enrolment is carried out via the online platform using the following link <https://www.uatlantica.pt/mestrados/> provided that they are accompanied by the following documents:

- a) A copy of your identity card or passport (for foreign applicants);
- b) Degree certificate or equivalent academic degree, stating the final average of the course and a description of the curricular units taken;

- c) Academic, scientific and professional CV with attached document proving the referenced facts that the candidate considers most relevant;
- d) Application letter describing the motivation and purpose of the application (maximum 3000 characters, no spaces);
- e) In the case of degrees obtained abroad, the application must be accompanied by official proof that the degree is considered higher education in the country of origin. Documents from foreign countries must be authenticated by the Portuguese diplomatic or consular representation in the country where the student attended higher education or by the Apostille of the Hague Convention.

Any documents that are not in Portuguese or English must be accompanied by a document translated by an official translator and authenticated by the Portuguese diplomatic or consular representation in the country where the student attended higher education or by the Apostille of the Hague Convention.

Applications can be formally submitted according to the deadlines indicated in point 4.

The selection of applications is carried out by the coordinator of each master's programme.

4. Application Deadlines

1st Phase

Applications: March 1st until May 24th of 2024

Publication of Results: June 4th of 2024

Enrollment Period: June 4th until June 7th of 2024

2nd Phase (remaining vacancies)

Applications: May 25th until July 12th of 2024

Publication of Results: July 19th of 2024

Enrollment Period: July 19th until July 24th of 2024

3rd Phase (remaining vacancies)

Applications: July 13th until September 16th of 2024

Publication of Results: September 20th of 2024

Enrollment Period: September 20th until September 25th of 2024

4th Phase (remaining vacancies)

Applications: September 17th until October 11th of 2024

Publication of Results: October 17th of 2024

Enrollment Period: October 17th until October 22nd of 2024

5. Criteria for the selection and placing of candidates

Candidates will be selected according to the following criteria:

- Classification of the academic degree held by the candidates;
- Evaluation of the academic and scientific curriculum;
- Evaluation of the professional CV;
- A result of an interview, if the Scientific Committee of the Master's programme considers it necessary;

Outright refusal

Applications that fulfil the general conditions will be refused on the basis of one of the following situations:

- a) Have been submitted after the deadline;
- b) If not provided with the required documentation to complete the process;
- c) Whose documents are not fully and legibly completed;
- d) Do not fulfil the requirements of the present notice or contain false statements.

6. Results

The results of the admission process will be published through a notice which will contain the list of candidates selected and non-selected for enrolment and registration.

The selection decision may not be appealed, unless there is a procedural defect.

7. Registration and Enrolment

Admitted candidates must proceed with their enrolment in the Academic Services by filling in the enrolment form, within the deadlines set for this purpose, which can be sent by email or in person.

1. In case an admitted candidate expressly withdraws from their enrolment and registration or does not show up to enroll, the Services will contact the remaining unplaced candidate(s) until the vacancies are filled.
2. The candidates referred to in the previous paragraph will have a non-extendable deadline of 6 working days from receiving the notification to enroll and register.

8. Accreditation of Skills

Accreditation of academic and/or professional training skills must be requested on first enrolment or within 30 days from the beginning of the academic year.

According to the academic journey, the students who hold a pre-Bologna bachelor's degree in the same area of specialty as the master's degree may be granted equivalence, provided that they complete the study cycle and obtain a master's degree.

Candidates should consult the Academic and Professional Competence Regulations as well as the Regulations for Obtaining a Master's Degree by Pre-Bologna Graduates.

9. Fees, tuition and payment deadlines

The annual tuition fee is paid in a single payment upon application and includes the following amounts:

Masters	Curricular Year	Annual Tuition
Management	1.st year	6000 €
	2.nd year	6000€

Master	Curricular Year	Annual Tuition
Information Technology and Systems Management	1.st year	6000€
	2.nd year	6000€

Masters	Curricular Year	Annual Tuition
Material Engineering	1.st year	7000€
	2.nd year	7000€

Masters	Curricular Year	Annual Tuition
Aircraft Maintenance Engineering and Management	1.st year	7000€
	2.nd year	7000€

10. Start and Opening Hours

The Master's Degree Courses will begin in the end of October, in non-working schedule, on a date to be announced.

Schedules:

- **Masters in Information Technology and Systems Management**
- **Masters in Management**
- **Masters in Material Engineering**
- **Masters in Aircraft Maintenance Engineering and Management**

➤ Tuesdays, Wednesdays and Thursdays: 6:30 pm-11:00 pm

Should classes be scheduled on public holidays, they are compensated for on days not included in the timetable in order to fulfil the workload of each course unit. This compensation is always based on student/teacher availability.

Classes can be held in Portuguese and English.

11. Information

Academic Services Degree Programme

Phone number: 21 439 8225/ 224 / 271

E-mail: secretaria@uatlantica.pt

Barcarena, April 15th of 2024

Rector of Atlântica – Instituto Universitário

Professor Doutor Manuel José Freitas

Data processing notes:

1. In accordance with the Law no. 67/98 on the Protection of Personal Data, we inform you that the data provided will be stored in the information system owned by Atlântica - Instituto Universitário.
2. The information gathered may be accessed by Atlântica's Offices, Services and Departments. This data may also be provided to the Higher Education Directorate-General.
3. All information will be used for the purposes of processing the higher education application and, according to the applicable legislation, publicising the results in a notice displayed in the establishment and on Atlântica's website. All data must be filled in in order to fulfil this purpose, and Atlântica reserves the right to reject applications that do not contain the personal data necessary for it to fulfil its legal obligations.
4. All information provided will also be used for invoicing and other contact management purposes, and the fulfilment of all data is mandatory in order for this purpose to be possible. Atlântica will not be held responsible for the incorrect issue of invoices or the impossibility of contact as a result of providing incorrect or incomplete information.
5. Atlântica guarantees you access to and rectification of the gathered data by sending a letter to EIA's Executive Board of Directors.