



UNIVERSIDADE DOS AÇORES

REITORIA

Call announcement n.º 23/2018

Application to the master program in Business Administration (MBA)

Applications to the master program in Business Administration (MBA) are open to the *campus* Ponta Delgada.

1. Vacancies

1.1. Phase 1 – 20.

1.2. Phase 2 – vacancies remaining from phase 1.

1.3. Phase 3 – vacancies remaining from phase 2.

2. Application requirements

You may apply to this master program if:

- a) you have a license degree or other legally equivalent qualification;
- b) you have an academic, scientific and professional curriculum that the Scientific Council of the University considers adequate to this master.

Applicants must have good communicative skills in all the working languages. There may be an assessment of those skills through by a written exam or an interview.

3. Application process

3.1. Application periods

3.1.1. phase 1

- **June 5 to July 16** – Application and verification of admission
- **Up to July 27** – Applications' ranking and approval
- **August 1 to 6** – Enrollment and registration

3.1.2. phase 2 (for remaining vacancies only)

- **July 17 to September 5** – Application and verification of admission
- **Up to September 16** – Applications' ranking and approval
- **September 20 to 25** – Enrollment and registration

3.1.3. phase 3 (only for remaining vacancies only)



UNIVERSIDADE DOS AÇORES REITORIA

- **September 6 to 27** – Application and verification of admission
- **Up to October 3** – Applications' ranking and approval
- **October 8 to 10** – Enrollment and registration

3.2. Application is online at <http://servicosonline.uac.pt>, at “applications”. The following documents are required:

- a) Application form dully filled in;
- b) Detailed CV (enough to allow good evaluation of the applicant's requirements and merits) with proof documents attached;
- c) Official certificates of qualifications, indicating final grade and specific course grades (students from the University of the Azores are only required to attach the certificate of conclusion with final grade).

3.3. The Academic Services may ask for the originals of the documents attached to the form.

3.4. Certificates from foreign institutions not issued in Spanish, French or English must be translated and duly authenticated.

4. Application fee and Tuition

4.1. Application fee is 70 € (nonrefundable in case of withdrawal). Payment may be done by ATM, according to information on the application form, or at the University treasury services in Ponta Delgada or Angra do Heroísmo, during the application period.

4.2. Applicants living abroad may pay by wire transfer or credit card. All information shall be asked to queroestudar@uac.pt.

4.3. Information on tuition is available at <http://international.uac.pt/#studying>

5. Admission and ranking

5.1. Applications will be ranked according to the following criteria:

- a) Academic history, namely the fields of study, license degree grades and other qualification (40%);
- b) Scientific curricula, namely experience in research and publications (20%);
- c) Professional experience (40%).

5.2. The evaluation of the above will be done according to attachment 1.

5.3. If the number of applications is under the number of vacancies, those may be ranked in alphabetical order only.



UNIVERSIDADE DOS AÇORES

REITORIA

6. Publication of results

6.1. Applications' results will be disclosed at our official web page (www.uac.pt).

6.2. Any complaints must be presented up to three days after the publication of results, using the form available at <http://servicosonline.uac.pt>.

6.3. The result of the analysis of the complaints will also be disclosed at www.uac.pt

7. Enrollment and registration

Enrollment and registration are done at the Academic Services on the dates indicated before.

Students not living in S. Miguel or Terceira may do it by electronic means during the same period. All information shall be asked to queroestudar@uac.pt.

8. Classes' start

Classes start on October 1st, 2018, and follow the academic calendar 2018-2019.

9. Additional information

For more information, applicants should read the General Regulation for Master Degrees of the University of the Azores available at www.uac.pt.

Ponta Delgada, June 4, 2018.

Vice-Rector for Academic Affairs

Ana Teresa Conceição Silva Alves



UNIVERSIDADE DOS AÇORES
REITORIA

Attachment I

Call announcement to the master program in Business Administration (MBA)

Ranking table

Criteria	Weight of the criteria - WC ⁽¹⁾ (%)	Indicators (each graded from 0 to 200 points)	Weight of the indicator – WI (%)
Academic Curricula (AC)	40%	ACI1 – License final grade (10 points for each value obtained in the Portuguese grading scale – 0-20).	70%
		ACI2 – Other degrees (depending on the field of study).	20%
		ACI3 – Other qualifications (depending on number, duration and field of study).	10%
Sum =			100%
Scientific Curricula (SC)	20%	SCI1 – Technical and scientific production in the field of study or related fields: books, book chapters, articles in journals, event proceedings, publications in conferences, congresses and other scientific meetings and forums (depending on number, originality, diversity, scientific and/or professional autonomy).	40%
		SCI2 – Participation in scientific or professional projects in the field of study, with national, international, public or private funding, and in not funded projects (depending on the applicant’s role as well as number and quality of the projects).	20%
		SCI3 – Oral presentations in scientific events or other scientific activities relevant to the master program (jury of prizes or scholarship award programs, member of a research center or network).	20%
		SCI4 – Participation in activities of: technical-scientific dissemination; technological, business and social innovation; transfer of knowledge and technology (depending on the duration and scientific field).	20%
Sum =			100%
Professional Experience (PE)	40%	PEI1 – Professional experience (depending on the relevance of professional experience to the master and its duration).	50%
		PEI2 – Training activities, including professional traineeships (depending on number, duration and field of training).	40%
		PEI3 – Other professional activities relevant in the field of study (participation in professional associations/groups and others working on society issues and challenges).	10%
Sum =			100%

⁽¹⁾ Percentages established in number 5.1 of the call announcement



UNIVERSIDADE DOS AÇORES REITORIA

Grade for Academic Curricula (0 – 200 points):

$$AC = (ACI1 \times WI) + (ACI2 \times WI) + (ACI3 \times WI)$$

Grade for Scientific Curricula (0 – 200 points):

$$SC = (SCI1 \times WI) + (SCI2 \times WI) + (SCI3 \times WI) + (SCI4 \times WI)$$

Grade for Professional Experience (0 – 200 points):

$$PE = (PEI1 \times WI) + (PEI2 \times WI) + (PEI3 \times WI)$$

Final Grade (0 – 200 points):

$$Final\ grade = (AC \times WC) + (SC \times WC) + (PE \times WC)$$