



CALL FOR APPLICATIONS - NOTICE No EA-06/2024

School of Arts Academic Year 2024/2025

2nd Cycle Master in Enterprise Management for the Creative Industries

The Director of the School of Arts of Universidade Católica Portuguesa announces the opening of applications for the Master in Enterprise Management for the Creative Industries, for the academic year 2023/2024, under the Internal Regulations of the Master programmes.

1. Eligibility criteria

Admissions are open to applicants who are:

- Holders of a Bachelor's degree or equivalent, in the fields of Arts, Humanities, Social Sciences, Communication Sciences, Business Sciences or Engineering Sciences;
- Holders of a foreign higher academic degree awarded following a 1st cycle of studies, organized in accordance with the principles of Bologna;
- Holders of a foreign higher academic degree that is recognized as satisfying the objectives of the Bachelor's degree by the Scientific Council of the School of Arts;
- Holders of an academic, scientific, or professional curriculum that is recognized as attesting the ability to carry out this cycle of studies by the Scientific Council of the School of Arts.

2. Vacancies: 20 (divided over the three application calls)

The School of Arts reserves the right to define a minimum application score at each call, depending on the quality of the applicants' results.

3. Application period

Call	Application	Interview*	Results	Registration
1 st	19 feb to 18 apr	23 and 24 apr	26 apr	29 and 30 apr
2 nd	13 may to 27 jun	02 and 03 jul	05 jul	08 and 09 jul
3 rd	15 jul to 16 sept	17 sept (morning)	17 sept	18 sept

**Interviews will only be held for applicants with a bachelor's degree awarded by Faculty other than the School of Arts - Universidade Católica Portuguesa.*



The opening of the 2nd and 3rd calls for applications depends on the number of places available after the 1st call.

4. Required documents for application

- Copy of the Passport / Identification Document
- Detailed undergraduate degree certificate (must include the courses completed, their respective classification and ECTS or class hours, as well as the final grade) – *only for applicants holders of a bachelor's degree from a university other than Universidade Católica Portuguesa - Porto.*
- *Curriculum Vitae*
- Motivation letter (1 page A4)
- [Form for students with Special Educational Needs \(SEN\)](#) - if applicable

If you have not yet completed your degree or have already finished but do not have the final certificate, you must present a certificate proving the course units already carried out, their classification and corresponding ECTS, as well as your current average classification. Apart from that, applicants must submit a declaration of honour:

- [Declaration of Honour – applicants without a Degree completed](#)
- [Declaration of Honour – applicants with a Degree, but without a Diploma](#)

Documents issued in other countries must be legalized by the **Portuguese diplomatic** or consular authority in the issuing country, or contain the [Hague Apostille](#), except for United Kingdom, and countries from EU, European Economic Area, or European Free Trade Association. **Any transcript not in English, French or Spanish**, must be accompanied by a certified translation.

5. Application Submission

Applications to UCP (Porto) are submitted using an online application platform available [HERE](#).

During the application process, applicants will be able to upload the above-mentioned documents.

After submission, a confirmation message will be sent to the applicant's email address, including information regarding payment of the application fee (ATM references, or UCP IBAN for an international bank transfer for applicants living abroad).

Applications omitting the required documents or lacking payment of the application fee will not be considered.



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

The selection and ranking of the applicants will be carried out by the master's Coordinator and the Dean of the School of Arts – Universidade Católica Portuguesa.

The following criteria will be considered:

Criteria	Weight
Bachelor's degree final grade	50%
Professional/ Artistic / Scientific Curriculum (CV / Motivation letter)	50%

An interview may additionally be carried out, with the aim of clarifying complementary elements to the curricular evaluation. When scheduled, failure to attend the interview may determine the elimination of the candidate.

The results will be published on a digital platform with access restricted to candidates, who will receive the credentials and access link by email on a date close to results publication. Each applicant will be informed of the result of the application as follows:

- **“Admitted”** - if the candidate is admitted without any condition;
- **“Admitted Conditionally”** - if admission is dependent on the conclusion of the undergraduate degree with a minimum final grade (GPA) and presentation of the final diploma or other documents on a set date;
- **“Next Round”** (Application will be assessed in the following call on equal terms with new applicants)
- **“Not Admitted”**

Applicants sent to the next round, will be automatically considered, without the need to submit a new application and without additional costs. However, applicants may send new documents and/or information relevant for the process if there is any change in their previous situation.

The applications assessment will be carried out on an equal basis with new applicants.

7. Functioning of the Master Programme

The Master in Enterprise Management for the Creative Industries consists of a cycle of studies, totalling 120 credit units (ECTS), which include:

- 1st year - a curricular component (2 semesters);
- 2nd year - research seminars and the Master's Final Project (with the possibility of choosing between Dissertation, Project or Internship).

Classes are scheduled to start on **September 19th** and take place after work on Fridays from 7pm to 10pm and on Saturdays from 9.30am to 12.30pm and 2pm to 5pm (subject to change).

The Master's program is taught in English language depending on the admission of foreign students.



8. Tuitions and fees

Tuition and fees are set out annually and published in full documentation regarding fees, emoluments, and taxes, so the amounts set in subsequent academic years may be different.

As the values for 2024/25 are not totally available yet, below are the values in force for 2023/24 to be used as a reference.

Extract of the Fees Table 2023/2024

(Does not exempt the consultation of the [complete document](#))

Fees		
Application ⁽¹⁾	UCP graduates	Free
	Other applicants	50€
Registration (includes school insurance and student card)		405€
Subsequent year		320€
Tuition fees		
10 monthly instalments per year in each of the two years		442.5€
Total		8 850€

⁽¹⁾The application fee will be deducted from the registration fee.

The application will only be considered valid after proof of payment of the respective fee.

The application and the enrolment fees are not refundable under any circumstances (even if the student cancels the registration before initiating the course). The enrolment fee and 1st monthly tuition are due at the time of enrolment.

9. Registration Procedure

All information regarding the registration process will be sent to the admitted applicants after the results publication. During the process it will be necessary to present:

- Passport photo (* .JPG, * .PNG or * .GIF)
- Copy of the Vaccination card with the date of the last Tetanus immunization
- Information requested by the Portuguese Ministry of Science, Technology and Higher Education
- Registration form and other specific documents to be indicated at the time of admission
- Proof of payment of the registration fee and the 1st monthly fee (information about the



means of payment will be provided in the communication related with access to the enrollment platform)

The applicant's withdrawal is assumed if the registration is not completed within the stipulated deadline.

The originals of the qualification certificates must be presented before the beginning of classes, on a date and time to be defined by the Academic Services.

10. Contacts

For questions or help with application preparation or online submission:

@ | admissions.porto@ucp.pt

t | +351 939 450 000 / 939 450 012 (between 9.30 a.m. and 6 p.m. from Monday to Friday)

Schedule a [meeting online or in person](#)

Address

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Portugal

Porto, January 15th 2024

Dean of the School of Arts

Universidade Católica Portuguesa

(Prof. Doutor Nuno Crespo)