

EDITAL**POLYTECHNIC INSTITUTE OF PORTO
SCHOOL OF MUSIC AND PERFORMING ARTS****ACCESS TO MUSIC AND THEATRE DEGREE COURSES – ADMISSION TESTS****ACADEMIC YEAR 2019/2020**

Under delegation of powers by the President of the Polytechnic Institute of Porto, Maria Joana França Cabral de Sampaio Vega, Pro-President, in accordance with article 6 of the Regulation approved by Order IPP/P-008/2015 of 27 February, hereby opens the applications for the admission tests to the Music and Theatre Degree courses from School of Music and Performing Arts, hereinafter referred to PAESMAE, of Polytechnic Institute of Porto, hereinafter referred to P.PORTO.

1. Calendar

The application deadlines for the PAESMAE admission are listed in [appendix I](#).

2. Courses for which are admitted applications**2.1. Are admitted applications for the Admission tests to the following courses:****Music Degree**

- Voice
- Composition
- Instrument: Strings (Double Bass, Guitar, Harp, Viola, Violin, Cello)
- Instrument: Percussion
- Instrument: Piano
- Instrument: Woodwinds and Brass (Clarinet, Bassoon, Flute, Oboe, Saxophone, Trombone, French Horn, Trumpet, Tuba)
- Jazz (Drums, Voice, Double Bass, Guitar, Piano, Saxophone, Trombone, Trumpet, Vibraphone)
- Early Music (Lute, Voice, Harpsichord, Baroque Bassoon, Baroque Recorder, Baroque Harp, Baroque Oboe, Baroque Viola, Viola de Gamba, Baroque Violin, Baroque Cello, Violone, Trasverso)

Theatre Degree

- Scenography
- Stage Management and Production
- Costume Design
- Acting
- Light and Sound

- 2.2** According to number 2 of article 7 of the Regulation approved by Order IPP/P-008/2015 by decision of the President of P. PORTO under the proposal from the statutory and competent body of ESMAE, a 2nd call of admission tests may occur.
- 2.3** Applications for a 2nd call of admission tests won't be admitted for the Acting course, since the admission test for this course will be carried out in one call only.
- 2.4** For the remaining courses, applications for a 2nd call of admission tests can be accepted in accordance with the decision mentioned in number 2.2 to which it may be applicable to some courses/variant/branch/option and to which it will be published in the time limit fixed in [appendix II](#).

3. Application requirements

- 3.1.** All students that intend to apply to the Music and Theatre Degree in 2019 must be present for the 1st call of the admission tests.
- 3.2.** Students can't submit a second application in courses that allow more than one call, in order to improve their classification;
- 3.3.** Students, who failed in the 1st call, are not allowed to apply for a 2nd call;
- 3.4.** Students who did not apply in the 1st call may apply in the 2nd call for the admission tests, under duly substantiated appeal;
- 3.5.** Students that apply for the 1st call and do not attend any of the admission Tests due to hampering reasons (such as health issues), may – under exceptional circumstances – apply for a 2nd call with the authorization of P. Porto President.
- 3.6.** The students mentioned in the previous number must request, until the last day of May, authorization to apply to the 2nd call through the submission of a well-founded application request at portal.ipp.pt in the menu option <Candidaturas> <Provas Específicas Acesso ESMAE> in <Requerimentos> tab, duly accompanied with a copy of the document proving the impediment.
- 3.7.** If the request mentioned in the previous number is accepted, in the 2nd call the student can only perform the admission test(s) that he couldn't do in the 1st call.
- 3.8.** The requests that are not duly substantiated, as well the requests that have not been submitted, in accordance with number 3.6, will be rejected.

4. Application process

4.1. The application is submitted online at portal.ipp.pt on the menu option <Candidaturas> <Provas Específicas Acesso ESMAE> in the time limit set in [appendix I](#). The application process is instructed as follows:

- a) Filling the online application form;
 - b) Online submission of a copy of the identification document and document proving the tax identification number;
 - c) Payment of the application fee in the amount of 60€ (sixty euros), is done through the ATM network – Service Payment, using the ATM reference on the online system;
- d)** Delivery to the Academic Services of ESMAE directly or send by registered mail the following documentation, if applicable:
- (i) Portfolio – mandatory for the Composition course;
 - (ii) Academic/artistic dossier – mandatory for the Scenography, Stage Management and Production, Costume Design and Light and Sound courses.

4.2. The documentation mentioned in paragraph d) of number 4.1 must be send to ESMAE accompanied with a copy of the application form, according to the instructions on the online system.

4.3. The identity card (or legally equivalent) must be exhibited by the candidates in all admission tests.

4.4. Applications that are in any of the situations mentioned in number 1 of article 8 of the Regulation approved by Order IPP/P-008/2015 will be rejected immediately.

5. Admission tests to be carried out by course, variant, branch and option

5.1. The admission tests to be carried out by course, variant, branch and option are those listed in [appendix II](#).

5.2. The calendar of the admission tests for the Music and Theatre degree can be found in [appendix III](#).

5.3. The calendar for the specific admission tests with the indication of the day, hour and location will be disclosed in the time limit referred in [appendix I](#).

5.4. The admission tests programme are available on the online system at portal.ipp.pt in the menu option <Candidaturas> <Provas Específicas Acesso ESMAE> <Programa de Prova>.

5.5. A sample of the writing test and the obligatory music piece or drama play is available online on portal.ipp.pt on the menu option <Candidaturas> <Provas Específicas Acesso ESMAE> <Provas Modelo e Peças Impostas> tab.

5.6. The mandatory music piece or drama play will be different in each admission test call.

6. Minimum classification fixed in the admission tests

The minimum classification fixed in the admission tests is set out in [appendix IV](#).

7. Formula to calculate the final classification

The formula to calculate the final result and the weighting factors are set out in [appendix V](#) and [VI](#).

8. Publication of the results

8.1. The results obtained in the Admission tests will be published in P. PORTO's portal at portal.ipp.pt on the menu option <Candidaturas> <Provas Específicas Acesso ESMAE> on the <Resultados> tab.

8.2. For the results mentioned in the preceding paragraph, the provisions in paragraph c) of number 1 of article 124 of the Code of Administrative Procedure approved by [Decree-Law number 4/2015 of 7 January](#) will be applied.

8.3. The candidate will be able to query the writing test, two days immediately after the deadline of the disclosure results. The time and place will be available online.

9. Appeals

9.1. Candidates may question the result of the writing tests by presenting a substantiated appeal.

9.2. The appeal is online at portal.ipp.pt on the menu option <Candidaturas> <ESMAE> <Provas Específicas Acesso ESMAE> on <Reclamações> tab in the time limit fixed in [appendix I](#). The appeal process is done through:

- a) Filling the online appeal form;
- b) Payment of the appeal fee in the amount of 55 € (fifty five euros), done through ATM network – Service Payment, using the ATM reference available on the online system.

9.3. Appeals will be rejected if they are not substantiated; if not accompanied by the due payment; if not submitted under the terms determined in the previous number.

9.4. The appeal fee will only be refunded in case the appeal is accepted.

- 9.4.1.** If the appeal is accepted, the request for the refund must be done by the candidate until 30 November of 2019, through an online request at portal.ipp.pt on the menu option <Candidaturas> <Provas Específicas Acesso ESMAE> on the <Requerimentos> tab, with the IBAN information through which the bank transference will be done.

10. Exclusion of the candidates

Candidates will be excluded of the application process at any time of the process, if they are in any of the situations mentioned in number 1 of article 9 of the Regulation approved by Order IPP/P-008/2015.

11. Clarification Session on the General Knowledge of Music Proficiency test

11.1. On 13th April 2019, Saturday, from 14h00 to 18h30 a clarification session on the writing test of the General Knowledge of Music destined for candidates applying to the Music Degree, will be held in Pavilion 2 at ESMAE.

11.2. The participation for this session is optional and requires an application at portal.ipp.pt on the menu option <Candidaturas> <Provas Específicas Acesso ESMAE> and then on <Sessão de Esclarecimentos PCGM>.

The application process is done through:

- a) Filling the online application form;
- b) Online submission of a copy of identification document and document proving the tax identification number;
- c) Payment of the application fee in the amount of 10€ (ten euros), done through the ATM network – Service Payment, using the ATM reference on the online system.

11.3. The students who registered for the Open Course of Tonal Music Analysis or the Open Course of Ear Training are automatically enrolled for the information session for the writing test of the General Knowledge of Music without any additional cost.

11.4. The application fee is not refundable, under any circumstance.

12. Exceptional situations

12.1 If proven that the candidates were unable to register or submit an online appeal, they will be allowed to submit an appeal at the Academic Services¹ of ESMAE.

12.2 Candidates who are unable to pay the application fee and/or appeal fee through ATM network – Service of Payment, can pay with cash in the Academic Organization Office from P. Porto's Presidency Services or, in case the candidate is a foreign student, through bank transference to the IBAN shown on the online system.

12.3 No exceptions will be allowed concerning the deadlines set in [appendix I](#).

13. Information and clarifications

Candidates can obtain information and clarification with the Academic Services of ESMAE and with the Academic Organization Office from P. Porto's Presidency Services. The contacts are available on the online system.

Polytechnic Institute of Porto, March 6, 2019

Pro-President of P.PORTO

Joana Sampaio (Eng.^a)

¹ Office hours

APPENDIX I
ADMISSION TESTS OF ACCES TO MUSIC DEGREE COURSES
ACADEMIC YEAR 2019/2020
CALENDAR 1ST CALL

ACTION	DEALINE
Application	6 March to 18 April 2019
Delivery of the Portfolio (Music – Composition)	Until 18 April 2019
Publication of the calendar for the Admission tests	Until 26 April 2019
Music: calendar of the Admission tests	
Admission test – Artistic Performance’s test – Vocal and Instrument	
Publication of the obligatory music piece for:	Until 5 April 2019
Artistic Performance test	6 to 15 May 2019
Results	Until 17 May 2019
PTM’s Admission test (PAPTM)	
Writing Test	6 May 2019
Oral test	7 to 11 May 2019
Results	Until 14 May 2019
Writing test query	15 and 16 May 2019
Appeal of the results	15 to 17 May 2019
Appeal’s decisions	Until 24 May 2019
Composition’s Writing Test	
Test	6 May 2019
Results	Until 8 May 2019
Writing test query	9 and 10 May 2019
Appeal of the results	9 and 11 May 2019
Appeal’s decisions	Until 14 May 2019
Composition’s Interview	
Interview	10 May 2019
Results	Until 13 May 2019
Composition’s Portfolio	
Delivery	Until 18 April 2019
Results	Until 13 May 2019
Appeal of the results	14 and 15 May 2019
Appeal’s decisions	Until 16 May 2019
Admission Test – General Knowledge of Music (PCGM)	
Writing Test	18 May 2019
Results	Until 4 June 2019
Writing test query	5 and 6 June 2019
Appeal of the results	5 to 7 June 2019
Appeal’s decisions	Until 13 June 2019
Decision about opening a 2 nd Call	Until 7 June 2019
Results of all Admission tests	Until 14 June 2019

APPENDIX I (cont.)

ADMISSION TESTS OF ACCES TO THEATRE DEGREE COURSES

SCENOGRAPHY, STAGE MANAGEMENT AND PRODUCTION, COSTUME DESIGN AND LIGHT AND SOUND

ACADEMIC YEAR 2019/2020

CALENDAR 1ST CALL

ACTION	DEADLINE
Application	6 March to 18 April 2019
Deliver to the Academic Services or send by registered mail of Academic/Artistic Dossier	Until 18 April 2019
Publication of the calendar for the Admission tests	Until 26 April 2019
Theatre – Variants: Scenography, Stage Management and Production, Costume Design, Light and Sound	
Performance test	
Test	9 to 14 May 2019
Results	Until 15 May 2019
Interview	
Interview	9 to 14 May 2019
Results	Until 15 May 2019
Admission test – General Knowledge of Theatre (PCGT)	
Writing Test	17 May 2019
Results	Until 4 June 2019
Writing test query	5 and 6 June 2019
Appeal of the results	5 to 7 June 2019
Appeal Decisions	Until 13 June 2019
Decision about opening a 2 nd Call	Until 7 June 2019
Results of all Admission test	Until 14 June 2019

APPENDIX I (cont.)
ADMISSION TESTS OF ACCES TO THEATRE DEGREE COURSES
ACTING
ACADEMIC YEAR 2019/2020
CALENDAR 1ST CALL
(Only Call)

ACTION	DEADLINE
Application	6 March to 14 June 2019
Publication of the calendar for the Admission tests	Until 21 June 2019
Theatre – Variant: Acting	
Admission Test (Acting)	
Publication of the drama play	Until 31 May 2019
Performance	1 to 15 July 2019
Results	Until 16 July 2019
Admission Test (Improvisation)	
Performance	1 to 15 July 2019
Results	Until 16 July 2019
Admission Test (Movement)	
Performance	1 to 15 July 2019
Results	Until 16 July 2019
Admission Test (Voice/Singing)	
Performance	1 to 15 July 2019
Results	Until 16 July 2019
Interview - Theatre (Acting)	
Interview	1 to 15 July 2019
Results	Until 16 July 2019
Admission Test – General Knowledge of Theatre (PCGT)	
Writing Test	18 July 2019
Results	Until 22 July 2019
Writing test query	23 to 24 July 2019
Appeal of the results	23 to 25 July 2019
Appeal Decisions	Until 26 July 2019
Results of all Admission tests	Until 26 July 2019

APPENDIX II
ADMISSION TESTS OF ACCES TO ESMAE
ACADEMIC YEAR 2019/2020
ADMISSION TESTS BY COURSE

COURSE	SPECIFIC ADMISSION TESTS
Music – Variant Voice	Admission test (PAP) – Vocal Admission test– General Knowledge of Music (PCGM)
Music – Variant Composition	Admission Writing Test – Composition (PAE) Portfolio – Composition (PC) Interview – Composition (EC) Admission test – General Knowledge of Music (PCGM)
Music – Variant Jazz	Admission test (PAP) - Instrument Admission test – General Knowledge of Music (PCGM)
Music – Variant Early Music	
Music – Variant Instrument: Branch Strings (Double Bass, Guitar, Viola, Violin, Cello, Harp)	
Music – Variant Instrument: Branch Percussion	
Music – Variant Instrument: Branch Piano	
Music – Variant Instrument: Branch Woodwinds and Brass (Clarinet, Flute, Bassoon, Oboe, Saxophone, Trombone, French Horn, Trumpet, Tuba)	
Music – Variant Production and Music Technologies	Admission test with Writing test and oral test: PTM's Admission test (PAPTM)
Theatre – Variant Acting	Admission test (PAP): - Admission test – Movement (PAPm) - Admission test – Voice/Singing (PAPvc) - Admission test – Acting (PAPin) - Admission test – Improvisation (PAPim) - Admission test – General Knowledge of Theatre (PCGT) - Interview – Theatre (ET)
Theatre – Variant Scenography	Admission test (PAP) Admission test – General Knowledge of Theatre (PCGT) Interview – Theatre (ET)
Theatre – Variant Stage Management and Production	
Theatre – Variant Costume Design	
Theatre – Variant Light and Sound	

APPENDIX III
ADMISSION TESTS OF ACCESS TO MUSIC AND THEATRE DEGREE
ACADEMIC YEAR 2019/2020
CALENDAR FOR THE SPECIFIC ADMISSION TESTS 1STCALL

Date ²	Hour	Prova
6 May 2019	10h00	Writing Test - Composition (PAE)
	Between 09h00 to 19h00 ³	Artistic performance test (PAP) - Instrumental – Oboe
		Artistic performance test (PAP) - Instrumental - Bassoon
		Artistic performance test (PAP) - Instrumental – Violin
		Artistic performance test (PAP) - Instrumental - Piano
		Artistic performance test (PAP) - Instrumental – Tuba
		Artistic performance test (PAP) - Instrumental - Trombone
		Artistic performance test (PAP) - Instrumental – Percussion
		Artistic performance test (PAP) - Instrumental – Guitar
		Artistic performance test (PAP) - Instrumental - Jazz Guitar
Artistic performance test (PAP) - Instrumental - Jazz Vibraphone		
	14h30	Admission test (PAPTM) - writing test
7 May 2019	Between 09h00 to 19h00 ⁴	Artistic performance test (PAP) - Instrumental – Clarinet
		Artistic performance test (PAP) - Instrumental – Violin (extra day)
		Artistic performance test (PAP) - Instrumental – Harp
		Artistic performance test (PAP) - Instrumental - Piano (extra day)
		Artistic performance test (PAP) - Instrumental – Trumpet
		Artistic performance test (PAP) - Instrumental – Double Bass
		Artistic performance test (PAP) - Instrumental - Jazz Drums
	Admission test (PAPTM) - oral test	
8 May 2019	Between 09h00 to 19h00 ⁵	Artistic performance test (PAP) - Instrumental – Early music
		Artistic performance test (PAP) - Vocal – Voice
		Artistic performance test (PAP) - Instrumental – Flute
		Artistic performance test (PAP) - Instrumental – Cello
		Artistic performance test (PAP) - Instrumental – Trumpet (extra day)
		Artistic performance test (PAP) - Instrumental – Viola
		Artistic performance test (PAP) - Instrumental - Jazz Piano
		Artistic performance test (PAP) - Instrumental - Jazz Double Bass
	Admission test (PAPTM) - oral test	

² The Admission test dates may change depending on the number of the candidates who applied – the specific Admission test calendar will be published until 29 April 2019

³ To be set in the specific Admission Test calendar that will be published until 26 April 2019.

⁴ To be set in the specific Admission Test calendar that will be published until 26 April 2019.

⁵ To be set in the specific Admission Test calendar that will be published until 26 April 2019.

Date ⁶	Hour	Admission test
9 May 2019	Between 09h00 to 19h00 ⁸	Artistic performance test (PAP) - Instrumental - Early music (extra day)
		Artistic performance test (PAP) - Vocal - Voice (extra day)
		Artistic performance test (PAP) - Instrumental - Clarinet (extra day)
		Artistic performance test (PAP) - Instrumental - Flute (extra day)
		Artistic performance test (PAP) - Instrumental - Viola (extra day)
		Artistic performance test (PAP) - Instrumental - French Horn
		Artistic performance test (PAP) - Instrumental - Jazz Saxophone
		Artistic performance test (PAP) - Instrumental - Jazz Trumpet
		Artistic performance test (PAP) - Instrumental - Jazz Trombone
		Admission test (PAPTM) - oral test
10 May 2019	10h00	Interview - Composition (EC)
	Between 09h00 to 19h00 ⁹	Artistic performance test (PAP) - Instrumental - Saxophone
		Artistic performance test (PAP) - Instrumental - French Horn (extra day)
		Artistic performance test (PAP) - Instrumental - Jazz Voice
Admission test (PAPTM) - oral test		
11 May 2019	Between 09h00 to 19h00 ¹⁰	Admission test (PAPTM) - oral test
18 May 2019	15h00	Writing test - General Knowledge of Music (PCGM)

⁶ The Admission test dates may change depending on the number of candidates who applied - the specific Admission Test calendar will be published until 26 April 2019.

⁷ To be set in the specific Admission Test calendar that will be published until 26 April 2019.

⁸ To be set in the specific Admission Test calendar that will be published until 26 April 2019.

⁹ To be set in the specific Admission Test calendar that will be published until 26 April 2019.

¹⁰ To be set in the specific Admission Test calendar that will be published until 26 April 2019.

APPENDIX IV
ADMISSION TESTS OF ACCES TO ESMAE
ACADEMIC YEAR 2019/2020
MINIMUM RESULT OF THE ADMISSION TESTS

It is set a minimum result on a numerical scale of 0 to 20 to the decimal for the Admission tests, listed in the following table.

COURSE	ADMISSION TEST	MINIMUM RESULT ¹¹
Music – Variant Voice	PAP - Vocal	14,0
Music – Variants: Jazz; Early Music; Instrument	PAP - Instrument	
Music – Variant Composition	PAE - Composition	9,5
Music – Variant Production and Music Technologies	PAPTM	
Theatre – All Variants	Interview - Theatre	
Theatre – Variants: Scenography, Stage Management and Production, Costume Design, Light and Sound	PAP	
Theatre – Variant Acting	PAP - Acting	

¹¹ Not obtaining the minimum classification established for the admission tests determines the exclusion of the application under paragraph e) of number 1 of article 9 of the Regulation by Order IPP/P-008/2015

**APPENDIX V
ADMISSION TEST OF ACCES TO ESMAE
ACADEMIC YEAR 2019/2020
WEIGHTING FACTORS**

COURSE	ADMISSION TEST	WEIGHTING
Music – Variant Voice	PAP – Vocal	0,70
	PCGM	0,30
Music – Variant Composition	PAE – Composition	0,25
	PC	0,20
	EC	0,25
	PCGM	0,30
Music – Variants: Jazz; Early Music; Instrument	PAP – Instrument	0,70
	PCGM	0,30
Music – Variant Production and Music Technologies	PAPTM (Oral Test)	0,50
	PAPTM (Writing Test)	0,50
Theatre – Variants: Stage Management and Production e Light and Sound	PCGT	0,20
	PAP	0,40
	ET	0,40
Theatre – Variant: Scenography e Costume Design	PCGT	0,20
	PAP	0,70
	ET	0,10
Theatre – Variant Acting	PCGT	0,20
	PAP	0,70
	PAPm – Movement	0,25
	PAPvc – Voice/singing	0,25
	PAPin – Acting	0,25
PAPip – Improvisation	0,25	
	ET	0,10

APPENDIX VI
ADMISSION TESTS OF ACCES TO ESMAE
ACADEMIC YEAR 2019/2020
RESULT CALCULATION FORMULA

COURSE	ADMISSION TEST CLASSIFICATION
Music – Variant Composition	$CFPEA = 0,25 PAE + 0,20 PC + 0,25 EC + 0,30 PCGM$
Music – Variants: Voice; Jazz; Early Music e Instrument – All Branch	$CFPEA = 0,70 PAP + 0,30 PCGM$
Music – Variant Production and Music Technologies	$CFPEA = PAPT M = 0,50 Pe + 0,50 Po$
Theatre – Variant: Scenography, Costume Design e Acting	$CFPEA = 0,70 PAP + 0,20 PCGT + 0,10 ET$
Theatre – Variant: Stage Management and Production e Light and Sound	$CFPEA = 0,40 PAP + 0,20 PCGT + 0,40 ET$

Key Words:

CFPEA – Final Result of the Admission test to Access on a numerical scale 0 to 20 to the decimal

ET – result obtained in the Interview

PAP –result obtained in the Performance test

PCGM –result obtained in the General Knowledge of Music

PCGT – result obtained in the General Knowledge of Theatre