



ADMISSION PROCESS FOR THE MASTER'S DEGREE OF ESMAE ACADEMIC YEAR 2019/2020

António Augusto Martins da Rocha Oliveira Aguiar, President of School of Music and Performing Arts (ESMAE) of Polytechnic Institute of Porto (P.PORTO), under the terms from paragraph a) of Article 26 of Decree-Law number 74/2006 of 24 March, republished by Decree-Law number 65/2018 of 16 August, it is open the admission process in the academic year 2019/2020 for the Master's courses of ESMAE listed in [appendix I](#).

1. Calendar

The application deadlines for the present admission process are aforementioned in [appendix II](#).

2. Courses/vacancies for admitted applications

- 2.1. Are admitted applications for the Master's courses of ESMAE, in accordance with the fixed vacancies by course/area of specialization set in [appendix I](#).
- 2.2. A 2nd period of application will be carried out in the deadlines set in [appendix II](#), in case of remaining vacancies from the previous application process.
- 2.3. The existence of remaining vacancies from previous applications processes, a 3rd period of application may be held in accordance with the calendar to be designated.

3. Admission requirements

- 3.1. Students holding the following qualifications will be admitted to apply for the Master's courses, with quantitative limitations set in [appendix I](#):
 - a) Holders of a graduate degree (180 ECTS) or legally equivalent;
 - b) Holders of a foreign graduate degree corresponding to a 1st level of studies according to the Bologna Programme in any adherent country;
 - c) Holders of a foreign graduate degree recognized as adequate by the Technical Scientific Council of ESMAE;

d) Holders of an academic, scientific or professional curriculum recognized as adequate by the Technical Scientific Council of ESMAE.

3.2. The recognition in paragraph b) to d) from the previous number only guarantees the access to the course and does not grant its holder the equivalence to a Graduate degree or recognition of the degree.

4. Specific admission requirement

4.1. For foreign candidates who are applying for the Scenic Arts course – Acting and Art Directing, the admission process is conditioned with proof of a high level of achievement in Portuguese language.

4.2. The verification of the oral and written proficiency of the Portuguese language is done through an interview and documentation given in the application process.

5. Application process

5.1. The application is online at portal.ipp.pt on the menu options <Candidaturas> <Concursos Acesso Mestrados> <ESMAE> in the deadlines set out in [appendix II](#). The application process is instructed with:

- a) Filling the online application form with indication of the area of specialization and, in the case of Music, the instrument option that the candidate wishes to apply, if applicable;
- b) Documents to submit during the application process:
 - (i) Identification document that clearly states the candidate's nationality and document proof of the tax identification number (foreign candidates must, when applicable, attach a document proving that they do not classify as «international students», as mentioned in article 3 of [Decree-Law no.36/2014, of 10 March, in its current version](#), with consequence of being applied the international status);
 - (ii) Copy of the document proving the entitlement of the qualification with which the candidate is applying before the deadline in [appendix II](#);
 - (iii) Motivation Letter;
 - (iv) A copy of the candidate's professional and academic curriculum that must be separately listed in the following order:
 - Academic qualifications: academic degrees, results, date and institution in which they were issued;
 - Professional experience: description of relevant artistic activity as well as others that the candidate considers important to evaluate in the context of admission to the Master's

- degree, indicating the institutions where it was performed;
- Participation in the elaboration, operationalization or monitoring of projects or programmes in areas of interest for higher education;
 - Artistic activity, publication of articles and communications in seminars and congresses;
- (v) Document proving the non-prescription of enrolment in a Higher Education Institution (applicable only to students who are enrolled in the academic year 2018/2019 in a Public Higher Education Institution not belonging to P.PORTO);
- (vi) Other documents that the candidate considers relevant to the candidacy;
- c) Delivery to the Academic Services of ESMAE directly or send by registered mail the following documentation, if applicable
- (i) Portfolio – mandatory for the Composition's course;
 - (ii) Portfolio – mandatory for the Scenic Arts' course in the areas of specialization: Stage Management and Production; Scenography; Costume Design; Light and Sound;
 - (iii) Portfolio – mandatory for the Sound Arts and Technologies' course.
- d) Payment of the application fee in the amount of 60€ (sixty euros), through the ATM network – Service Payments, using the ATM reference on the online system. Candidates who are unable to pay the application fee through ATM network – Services Payment can pay with cash in the Academic Services of ESMAE or, in case the candidate is foreign, through bank transference to the IBAN indicated on the online system.

5.2. The following documents are mandatory:

- a) Document proving the entitlement of the qualification with which is applying;
- b) Documentation referred in paragraph c) of the previous number, if applicable.

5.3. The documentation referred in paragraph c) of number 5.1 must be send to ESMAE accompanied with a copy of the application form, according with the instructions on the online system.

5.4. The portfolios mentioned in paragraph c) of number 5.1 can be obtain by the candidates at ESMAE's Library, once the admission process is finished until 31st December 2019.

5.5. For the analysis of the professional and academic curriculum only the duly substantiated references will be considered and the Jury, if it wishes, may request additional documents for the purpose of clarifying doubts.

5.6. The application fee mentioned in paragraph d) from number **Error! Reference source not found.** won't be refund under any pretext, in case of a preliminary dismissal, exclusion or withdrawal.

5.7. The identity card (or legal equivalent) must be exhibited by the candidates in all admission tests and/or interviews.

6. Selection and ranking

6.1. Selection and ranking of the candidates is carried out by a Jury appointed by the President of the school.

6.2. The selection and ranking criteria and the weighting of each of the components of the ranking sub criteria are those included in [appendix III](#) of this Public Notice Information.

6.3. The formula to calculate the final result and weighting factors are those given in [appendix III](#).

6.4. The ranking of the candidacies will be done in descending order of the final result in numerical scale of 0 to 20.

6.5. A minimum final result of 10,0 points is fixed in numerical scale from 0 to 20.

7. Rejection

7.1. Applications under any of the following conditions will be immediately rejected:

- a) Applications that are not carried out and submitted under the terms and deadlines set by the Public Notice Information;
- b) Applications that do not fulfil the payment of the required fee in the set deadline;
- c) Applications that are carried out by candidates under irregular tuition payment situations or any other debt to P. PORTO, regardless of its nature.

7.2. In the event of rejection, candidates will be notified via email and online system

8. Exclusion

8.1. Candidates will be excluded from the application process at any time, should they:

- a) Not present all required documents mentioned in number **Error! Reference source not found.**;
- b) Give false statements;
- c) Not fulfil all the application requirements;
- d) Do not appear to any of the admission tests and/or interview (if applicable);
- e) Obtain an inferior result than the minimum result set in the performance exam (if applicable);
- f) Obtain an inferior final result than the minimum result set in;
- g) Have a prescribed enrolment in a Higher Education Institution;

8.2. All actions resulting from false statements, including the registration and enrolment, will be deemed null.

8.3. In the event of exclusion, candidates will be notified via email and online system.

9. Publication of results

9.1. The results of the admission tests, interviews, portfolios as well the result of the admission process, will be published at portal.ipp.pt on the menu options <Candidaturas> <Concursos Acesso Mestrados> <ESMAE> on the <Resultados> tab.

9.2. To the result referred in the preceding paragraph, the provisions of paragraph c) of article 124 of the Code of Administrative Procedure, approved by [Decree-Law number 4/2015 of 7 January](#) will be applied.

9.3. The decisions of the Jury on the selection and ranking of the candidates won't be subject of an appeal, except in cases of formal defects, in which case a substantiated appeal may be displayed to the President of ESMAE in the set deadline in [appendix II](#).

10. Exceptional situations

10.1. Candidates who are unable to apply online will be allowed to proceed it in the Academics Services of ESMAE¹.

11. Information

Candidates can obtain information and clarification with the Academic Services of ESMAE from 09:00am to 17:30pm (Monday and Wednesday), from 14:00pm to 17:30pm (Tuesday and Thursday) and from 09:00am to 13:00pm (Friday), through telephone +351225193760 or in person at Rua da Alegria n.º 503, 4000-045 Porto, or by electronic email candidaturas@esmae.ipp.pt.

12. Enrolment | Registration, fee table and Tuitions

12.1. Admitted candidates should proceed to the enrolment and registration under the established deadline in [appendix II](#) in the Academic Services of ESMAE or through the electronic equipment available in the School.

¹ In Office hours

12.2. The enrolment/registration requires the payment of registration, school insurance and tuition fee, stated in the fee table in rule and in the Deliberation of the General Council of P. PORTO, respectively. The tuition fees are public by the General Council of P. Porto, being published until 31 July of 2019.

12.3. Should any admitted candidate withdraw from the enrolment and registration or not proceed to conclude it, the Academic Services of ESMAE will summon via email candidate(s) not admitted in the ordered admission list, in descending order, to proceed to the enrolment and registration until all vacancies are filled or the list is finished. There is a deadline of four weekdays non-extendable, after the candidate(s) is notified to proceed to the enrolment and registration.

12.4. In the event that a course set out in this Public Notice Information does not open because it does not reach the minimum number of enrol students (see [appendix I](#)), it will be refund the amount paid of the registration, school insurance and tuition fee mentioned in number 12.2.

Porto, 1st of March 2019

School of Music and Performing Arts

Prof. António Augusto Aguiar
President

APPENDIX I

ADMISSION PROCESS FOR THE MASTER'S DEGREE OF ESMAE

ACADEMIC YEAR 2019/2020

COURSES/VACANCIES

MASTER'S COURSES	VACANCIES
Composition ^{a)}	8
Sound Arts and Technologies ^{b)}	15
Music – Artistic Performance ^{b)e)}	
Voice	2
Strings (Options: Double Bass, Guitar, Viola, Violin, Cello) ^{d)}	10
Jazz (Options: Drums, Voice, Double Bass, Guitar, Piano, Saxophone, Trombone, Trumpet, Vibraphone)	4
Early Music (Options: (Lute, Voice, Harpsichord, Baroque Bassoon, Baroque Recorder, Baroque Harp, Baroque Oboe, Baroque Viola, Viola de Gamba, Baroque Violin, Baroque Cello, Violone, Transverso)	6
Percussion	1
Piano	8
Woodwinds and Brass (Options: Clarinet, Bassoon, Flute, Oboe, Saxophone, Trombone, French Horn, Trumpet, Tuba) ^{d)}	14
Scenic Arts ^{c)e)}	
Acting and Art Directing	16
Stage Management and Production	3
Scenography	3
Costume Design	3
Light	3
Sound	3

- a) The course will only open with the minimum number of 4 students enrol.
- b) The course will only open with the minimum number of 8 students enrol.
- c) The course will only open with the minimum number of 10 students enrol.
- d) In the areas of specialization of Strings and Woodwinds and Brass the vacancies are limited to a maximum number of 3 students per instrument.
- e) By decision of the President of ESMAE, the remaining vacancies in one of the specialized area can revert to other area(s) of the same course.

APPENDIX II
ADMISSION PROCESS FOR THE MASTER'S DEGREE OF ESMAE
ACADEMIC YEAR 2019/2020
CALENDAR
1ST APPLICATION PROCESS

ACTION	DATES
Application	6 March to 18 April 2019
Delivery of the Portfolio – according to paragraph Error! Reference source not found. from number Error! Reference source not found.	until 18 April 2019
Calendar of the Admission tests and/or interview	until 26 April 2019
Admission tests and/or interviews	6 to 18 May 2019
Results of the Admission tests and/or interviews	until 20 May 2019
Attachment of the document proving the entitlement of the qualification – according to paragraph Error! Reference source not found. from number Error! Reference source not found.	until 26 July 2019
Final results	until 29 July 2019
Appeals and withdraws	30 July to 2 August 2019
Enrolments and Registration	1 to 5 August 2019
Appeal Decisions	until 6 August 2019
Registrations and enrolment of candidates whose appeal was accepted	7 to 8 August 2019

2ND APPLICATION PROCESS

ACTION	DATES
Map of the remaining vacancies	until 9 August 2019
Application	12 August to 2 September 2019
Delivery of the Portfolio – according to paragraph Error! Reference source not found. from number Error! Reference source not found.	until 2 September 2019
Calendar of the Admission tests and/or interview	until 6 September 2019
Admission tests and/or interviews	9 to 14 September 2019
Results of the Admission tests and/or interviews	until 13 September 2019
Attachment of the document proving the entitlement of the qualification – according to paragraph Error! Reference source not found. from number Error! Reference source not found.	until 16 September 2019
Final results	until 16 September 2019
Appeals and withdraws	17 to 19 September 2019
Enrolments and Registration	19 to 23 September 2019

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DO PORTO

Appeal Decisions	until 23 September 2019
Registrations and enrolment of candidates whose appeal was accepted	24 to 26 September 2019

APPENDIX III**ADMISSION PROCESS FOR THE MASTER'S DEGREE OF ESMAE****ACADEMIC YEAR 2019/2020****MASTER IN COMPOSITION****SELECTION AND RANKING**

The candidates to the Master's course in Composition of ESMAE will be selected and ranked by a Jury, with the following criteria:

1. Portfolio (P)

- The candidate must deliver/send a portfolio of the activity developed as a composer, including preferably recordings of the work. This portfolio will be evaluated given the quality it presents, as well as its insertion to the purposes of the course to which the candidate is applying.
- It must deliver a short project proposal that will be carried out within the Master's course, in a maximum of 350 words.

2. Interview (E)

The candidate will be submitted to an interview in order to evaluate:

- their motivations;
- their perception of the course;
- their technical and scientific culture.

In substantiated requests the interview may be carried out through videoconference.

3. Academic and Professional Curriculum (CR)

For the analysis of the professional and academic curriculum only the duly academic and professional references will be considered.

Academic component:

- Final result of the qualification the candidate holds;
- Simple arithmetic of the results obtained in the curricular units of the course which the candidate holds within the specific area of the course, in accordance with the Degree Plan for the course the candidate is applying.

APPENDIX III (CONT.)

ADMISSION PROCESS FOR THE MASTER'S DEGREE OF ESMAE

ACADEMIC YEAR 2019/2020

MASTER IN COMPOSITION

SELECTION AND RANKING

a) Professional component:

- Affinity of the functional area of the professional artistic exercise with the course's area the candidate wishes to study;
- Original works.

b) Continuous training component:

- Courses with final result and that have lasted less than one year in an educational or artistic institution;
- Frequency of internships that have lasted less than six months in excellent institutions recognized by the Jury.

The ranking of the applications is done in descending order of the final result, on a numerical scale of 0 to 20, with the following calculating formula:

$$C = P (50\%) + E (30\%) + CR (20\%)$$

Being:

C – Final result to the decimal

P – Result of the Portfolio to the decimal

E – Result of the Interview to the decimal

CR – Result of the professional and academic curriculum to the decimal

Criteria	Sub criteria	Weighting
P	Portfolio with activity developed as a composer	70%
	Project's proposal to be carried out in the Master	30%
E	Motivation	40%
	Perception of the course	30%
	Technical and scientific culture	30%
CR	Academic component	40%
	Professional component	30%
	Continuous training component	30%

APPENDIX III (CONT.)**ADMISSION PROCESS FOR THE MASTER'S DEGREE OF ESMAE
ACADEMIC YEAR 2019/2020
MASTER IN MUSIC – ARTISTIC PERFORMANCE
SELECTION AND RANKING**

The candidates to the Master's course in Music – Artistic Performance of ESMAE will be selected and ranked by a Jury, with the following criteria:

1. Artistic Performance of Instrument or Voice (P)

The Artistic Performance of Instrument or Voice will last 20 minutes and aims to assess the candidate's artistic orientation.

The jury has the right to interrupt the artistic performance when it considers that has the sufficient elements for the candidate's evaluation. The candidates who don't obtain in the artistic performance the minimum result of 14 points in a numeric scale of 0 to 20 are eliminated.

In substantiated request the artistic performance may be carried out through a video (non-edited) with good sound and image to evaluate the skill of the candidate and be accompanied with a declaration of authenticity subscribed by the candidate and by a Professor of a public institution of music teaching from the country of origin.

APPENDIX III (CONT.)

**ADMISSION PROCESS FOR THE MASTER'S DEGREE OF ESMAE
 ACADEMIC YEAR 2019/2020
 MASTER IN MUSIC – ARTISTIC PERFORMANCE
 SELECTION AND RANKING**

2. Interview (E)

The candidate will be submitted to an interview in order to evaluate:

- their motivations
- their perception of the course;
- their technical and scientific culture.

In substantiated request the interview may be carried out through videoconference.

The ranking of the applications will be done by area of specialization (and instrument where there is a limit of vacancies per instrument), in descending order of the final result on a numerical scale of 0 to 20 based on the following calculation formula:

$$C = P (75\%) + E (25\%)$$

Being:

C – Final result to the decimal

P – Result of the artistic performance of Instrument or Voice to the decimal

E – Result of the Interview to the decimal

Criteria	Sub criteria	Weighting
P	Instrumental domain	50%
	Ability to make a convincing performance speech	50%
E	Motivation and perception of the course	50%
	Technical and scientific culture	50%

APPENDIX III (CONT.)**ADMISSION PROCESS FOR THE MASTER'S DEGREE OF ESMAE****ACADEMIC YEAR 2019/2020****MASTER IN SCENIC ARTS****SELECTION AND RANKING**

The candidates to the Master's course in Scenic Arts of ESMAE will be selected and ranked by a Jury, with the following criteria:

Master in Scenic Arts – area of specialization in Acting and Art Directing:

- Artistic Performance (P)
- Interview (E)
- Professional, Academic and Scientific Curriculum (CR)

Master in Scenic Arts – area of specialization in: Stage Management and Production; Scenography; Costume Design; Light; Sound:

- Portfolio (P)
- Interview (E)
- Professional, Academic and Scientific Curriculum (CR)

Artistic Performance – Interpretation of a scene or excerpt of a play for 10 to 15 minutes in solo or live performance, or Staging for 10 to 15 minutes in registered video and orally contextualized. The jury has the right to interrupt the artistic performance when it considers that has sufficient elements for the candidate's evaluation.

Portfolio – Significant selection of works carried out in a professional or academic context with affinity to the area of specialization the candidate is applying.

Interview – Is meant to evaluate the specific knowledge of theatre and the candidate's relation with the previous qualification, as well to attest the proficiency of the Portuguese language (for the area of specialization in Acting and Art Directing); to appreciate the professional, scientific and academic curriculum, to discuss and defend the works in the curriculum, in the motivation letter, in the Portfolio or in the Artistic Performance.

In substantiated request the interview may be carried out through videoconference.

APPENDIX III (CONT.)
ADMISSION PROCESS FOR THE MASTER'S DEGREE OF ESMAE
ACADEMIC YEAR 2019/2020
MASTER IN SCENIC ARTS
SELECTION AND RANKING

Professional, Academic and Scientific Curriculum – It is meant to evaluate:

Academic component:

- Final result of the qualification the candidate holds;
- Simple arithmetic of the results obtained in the curricular units of the course which the candidate holds within the specific area of the course, in accordance with the Degree Plan for the course the candidate is applying.

Professional component:

- Affinity of the functional area of the professional exercise with the course's area the candidate wishes to study;
- Candidate's degree of responsibility in the exercise of the candidate's functions;
- Period of professional experience in the exercise of the candidate's functions;
- Original works.

Scientific component:

- Participation in research activities at Higher Education Institutions;
- Published works in the scientific area of the course the candidate is applying or in other areas;
- Published bibliography in the scientific area of the course the candidate is applying or in other areas.

Continuous training component:

- Courses with final result and that have lasted less than one year in educational or artistic institutions;
- Frequency of internships that have lasted less than six months at institutions recognized by the Jury.

APPENDIX III (CONT.)

ADMISSION PROCESS FOR THE MASTER'S DEGREE OF ESMAE

ACADEMIC YEAR 2019/2020

MASTER IN SCENIC ARTS

SELECTION AND RANKING

The ranking of the applications is done in descending order of the final result, on a numerical scale of 0 to 20 points, with the following calculating formula:

$$C = P (50\%) + E (30\%) + CR (20\%)$$

Being:

C – Final result to the decimal

P – Result of the Artistic Performance or to the Portfolio to the decimal

E – Result of the Interview to the decimal

CR – Result of the professional, academic and scientific curriculum to the decimal

Criteria	Sub criteria	Weighting
P	Insight into the choices of the paragraphs shown	50%
	Ability to make a convincing performance speech	50%
E	Motivation	20%
	Perception of the course	20%
	Technical and scientific culture	60%
CR	Academic component	40%
	Professional component	20%
	Scientific component	20%
	Continuous training component	20%

International candidates who are applying for the Scenic Arts course – Acting and Art Directing the admission process is conditioned with proof of a high level of achievement in Portuguese language.

The verification of the oral and written proficiency of the Portuguese language is done through an interview and documentation given in the application process.

APPENDIX III (CONT.)**ADMISSION PROCESS FOR THE MASTER'S DEGREE OF ESMAE
ACADEMIC YEAR 2019/2020
MASTER IN SOUND ART AND TECHNOLOGIES
SELECTION AND RANKING**

The candidates to the Master's course in Sound Art and Technologies of ESMAE will be selected and ranked by a Jury, with the following criteria:

1. Curriculum (C)

The curriculum analysis will be evaluated according with the following sub criteria:

- c) Academic component (40%);**
- d) Professional component (40%);**
- e) Continuous training component (20%).**

Only the duly substantiated references will be considered.

2. Portfolio (P)

The candidate must deliver a portfolio containing activities developed by the candidate (artistic, technology, scientific, etc.) that will be evaluated according with the quality patented, as well as its suitability for the course the candidate is applying.

3. Project's proposal (PP)

The candidate must deliver a summary of the project's proposal to be carried out during the Master's course with approximately 400 words.

4. Interview (E)

The candidate will be submitted to an interview in order to evaluate the following sub criteria:

- a) The candidate's motivation (30%);**
- b) The adequacy of the candidate's profile to the Master's course (40%);**
- c) The candidate's artistic, technical and scientific culture (30%).**

In substantiated request the interview may be carried out through videoconference.

The ranking of the applications is done in descending order of the final result, on a numerical scale of 0 to 20, with the following calculating formula:

$$CF = C (20\%) + P (30\%) + PP (20\%) + E (30\%)$$

Being:

CF – Final result to the decimal

C – Result of the curriculum to the decimal

P – Result of the Portfolio to the decimal

PP – Result of the project's proposal to the decimal

E – Result of the Interview to the decimal