



ADMISSION PROCESS FOR THE POST GRADUATE'S COURSES 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 paragraph e) of number 3, article 4 of Decree-Law number 74/2006 of 24th March, changed and republished by Decree-Law number 63/2018 of 16th August, it is open the admission process in the academic year 2019/2020 for Post Graduate 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 the admitted applications

2.1. Are admitted applications to the Post Graduate's courses of ESMAE, in accordance with the fixed vacancies by course/area of specialization set in [appendix I](#).

2.2. A 2nd and 3rd period of applications will be carried out in the deadlines set in [appendix II](#), in case of remaining vacancies from the previous application(s) process(es).

3. Admission requirements

3.1. Students holding the following qualifications will be admitted to apply for the Post Graduate's courses, with quantitative limitations set in [appendix I](#):

- a) Holders of a graduate degree (180 ECTS) or higher, 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. Application process

4.1. The application is online at portal.ipp.pt on the menu options <Candidaturas> <Concursos Acesso Pós-Graduações> <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 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 up to 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 Post Graduate 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) 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 Contemporary Dance's course;
 - (ii) Portfolio – mandatory for the Dramaturgy and Script's course;

(iii) Non edited video recording of solo performance (renaissance or baroque repertory) in DVD format or Youtube or Vimeo link – mandatory for the Advanced Studies in Polyphony's course and Baroque Orchestral Practice's 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.

4.2. 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.

4.3. The documentation mentioned in paragraph c) of number **Error! Reference source not found.** must be send to ESMAE accompanied with a copy of the application form, according with the instructions on the online system.

4.4. The portfolios mentioned in paragraph c) of number **Error! Reference source not found.** can be obtain by the candidates at ESMAE's Library, once the admission process is concluded until 31st December 2019.

4.5. 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.

4.6. 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.

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

5. Selection and ranking

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

5.2. 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.

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

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

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

6. Rejection

6.1. 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.

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

7. Exclusion

7.1. 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 artistic performance (if applicable);
- f) Obtain an inferior final result than the minimum result set in;

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

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

8. Publication of results

8.1. 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 Pós-Graduações> <ESMAE> on the <Resultados> tab.

8.2. 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.

8.3. 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](#).

9. Exceptional situations

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

10. 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.

11. Enrolment | Registration, fee table and Tuitions

11.1. 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.

11.2. The enrolment/registration requires the payment of registration and school insurance fees, stated in the fee table in rule and in Dispatch from the School President, respectively. The tuitions fees are fixed by the School President, being published until 31 July of 2019

11.3. 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.

11.4. 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 11.2.

¹ In Office hours

ESMAE
**ESCOLA
SUPERIOR
DE MÚSICA
E ARTES
DO ESPETÁCULO**
POLITÉCNICO
DO PORTO

Porto, 1st of March 2019

School of Music and Performing Arts

Prof. António Augusto Aguiar
President

APPENDIX I

ADMISSION PROCESS FOR THE POST GRADUATE'S COURSES OF ESMAE

ACADEMIC YEAR 2019/2020

COURSES/VACANCIES

POST GRADUATE'S COURSES	VACANCIES
Opera and Music Theatre Studies ^{a)}	
Dramaturgy	3
Staging	3
Performance	6
Composition	2
Production	3
Stage Management	2
Stage Design	3
Music – Theatre Studies	3
Artistic Practices and Communities ^{b)}	15
Contemporary Dance ^{c)}	21
Dramaturgy and Script ^{d)}	15
Fado ^{e)}	15
Advanced Studies in Polyphony ^{f)}	12
Baroque Orchestral Practice ^{g)}	18

- a) The vacancies eventually remained in one area of specialization can be reverted to other areas of specialization by decision of the President of ESMAE. The course will only open with the minimum number of 3 students enrol in the total vacancies of the course (total vacancies of the course = 25)
- 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 12 students enrol.
- d) The course will only open with the minimum number of 8 students enrol.
- e) The course will only open with the minimum number of 10 students enrol.
- f) The course will only open with the minimum number of 8 students enrol.
- g) The course will only open with the minimum number of 8 students enrol, with at least 4 from violin and 1 from cello.

APPENDIX II
ADMISSION PROCESS FOR THE POST GRADUATE'S COURSES 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 20 May 2019
Final results	until 22 May 2019
Appeals and withdraws	23 May to 27 May 2019
Enrolments and Registration	27 to 31 May 2019
Appeal Decisions	until 28 May 2019
Registrations and enrolment of candidates whose appeal was accepted	29 to 31 May 2019

2ND APPLICATION PROCESS

ACTION	DATES
Map of the remaining vacancies	until 3 June 2019
Application	3 June to 3 July 2019
Delivery of the Portfolio – according to paragraph Error! Reference source not found. from number Error! Reference source not found.	until 3 July 2019
Calendar of the Admission tests and/or interview	until 5 July 2019
Admission tests and/or interviews	8 to 19 July 2019
Results of the Admission tests and/or interview	until 22 July 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

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Registrations and enrolment of candidates whose appeal was accepted	7 to 9 August 2019
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APPENDIX II (CONT.)

ADMISSION PROCESS FOR THE POST GRADUATE'S COURSES OF ESMAE

ACADEMIC YEAR 2019/2020

CALENDAR

3RD 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
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 13 September 2019
Results of the Admission tests and/or interviews	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
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 POST GRADUATE'S COURSES OF ESMAE****ACADEMIC YEAR 2019/2020****POST GRADUATE IN OPERA AND MUSIC THEATRE STUDIES****SELECTION AND RANKING**

The candidates to the Post Graduate's course in Opera and Music Theatre Studies of ESMAE will be selected and ranked by a Jury, with the following criteria:

- Academic Curriculum
- Artistic Curriculum
- Professional Curriculum
- Interview
- Artistic Performance

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

$$C = CA (30\%) + CC (10\%) + CP (20\%) + E (20\%) + P (20\%)$$

Being:

C – Final result to the decimal

CA – Result of the Academic Curriculum to the decimal

CC – Result of the Artistic Curriculum to the decimal

CP – Result of the Professional Curriculum to the decimal

E – Result of the Interview to the decimal

P – Result of the Artistic Performance to the decimal

The artistic performance doesn't have a pre-establish time. The jury has the right to interrupt the artistic performance when it considers that has the sufficient elements for the candidate's evaluation. Candidates who don't obtain in the artistic performance the minimum result of 10 in a numeric scale of 0 to 20 are eliminated.

In case of tie in the C result the candidates will be ranked according with the result of E.

APPENDIX III (CONT.)**ADMISSION PROCESS FOR THE POST GRADUATE'S COURSES OF ESMAE****ACADEMIC YEAR 2019/2020****POST GRADUATE IN ARTISTIC PRACTICES AND COMMUNITIES****SELECTION AND RANKING**

The candidates to the Post Graduate's course in Artistic Practices and Communities of ESMAE will be selected and ranked by a Jury, with the following criteria:

- Academic Curriculum
- Artistic Curriculum
- Professional Curriculum
- Interview

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

$$C = CA (30\%) + CC (10\%) + CP (20\%) + E (40\%)$$

Being:

C – Final result to the decimal

E – Result of the Interview to the decimal

CA – Result of the Academic Curriculum to the decimal

CC – Result of the Artistic Curriculum to the decimal

CP – Result of the Professional Curriculum to the decimal

In case of tie in the C result the candidates will be ranked according with the result of E.

APPENDIX III (CONT.)**ADMISSION PROCESS FOR THE POST GRADUATE'S COURSES OF ESMAE****ACADEMIC YEAR 2019/2020****POST GRADUATE IN CONTEMPORARY DANCE****SELECTION AND RANKING**

The candidates to the Post Graduate's course in Contemporary Dance of ESMAE will be selected and ranked by a Jury, with the following criteria:

- Academic Curriculum
- Professional Curriculum
- Interview – to appreciate the Artistic Curriculum and Portfolio

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

$$C = CA (30\%) + CP (20\%) + E (50\%)$$

Being:

C – Final result to the decimal

E – Result of the Interview to the decimal

CA – Result of the Academic Curriculum to the decimal

CC – Result of the Artistic Curriculum to the decimal

CP – Result of the Professional Curriculum to the decimal

P – Result of the Portfolio to the decimal

Criteria	Sub criteria	Weighting
E	Artistic Curriculum	60%
	Portfolio	40%

In case of tie in the C result the candidates will be ranked according with the result of E.

APPENDIX III (CONT.)

ADMISSION PROCESS FOR THE POST GRADUATE’S COURSES OF ESMAE

ACADEMIC YEAR 2019/2020

POST GRADUATE IN DRAMATURGY AND SCRIPT

SELECTION AND RANKING

The candidates to the Post Graduate’s course in Dramaturgy and Script of ESMAE will be selected and ranked by a Jury, with the following criteria:

- Academic Curriculum
- Professional Curriculum
- Interview – to appreciate the Artistic Curriculum and Portfolio

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

$$C = CA (40\%) + CP (10\%) + E (50\%)$$

Being:

C – Final result to the decimal

E – Result of the Interview to the decimal

CA – Result of the Academic Curriculum to the decimal

CC – Result of the Artistic Curriculum to the decimal

CP – Result of the Professional Curriculum to the decimal

P – Result of the Portfolio to the decimal

Criteria	Sub criteria	Weighting
E	Artistic Curriculum	60%
	Portfolio	40%

In case of tie in the C result the candidates will be ranked according with the result of E.

APPENDIX III (CONT.)**ADMISSION PROCESS FOR THE POST GRADUATE'S COURSES OF ESMAE****ACADEMIC YEAR 2019/2020****POST GRADUATE IN FADO****SELECTION AND RANKING**

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

- Academic / Artistic / Professional Curriculum
- Interview
- Artistic Performance

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

$$C = CAAP (20\%) E (30\%) + PA (50\%)$$

Being:

C – Final result to the decimal

CAAP – Result of the Academic / Artistic / Professional Curriculum to the decimal

E – Result of the Interview to the decimal

PA – Result of the Artistic Performance to the decimal

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.
- the interview may be carried out through videoconference

APPENDIX III (CONT.)**ADMISSION PROCESS FOR THE POST GRADUATE'S COURSES OF ESMAE****ACADEMIC YEAR 2019/2020****POST GRADUATE IN FADO****SELECTION AND RANKING**

The artistic performance consists of a presentation of a specific repertoire:

- In accordance with the specialize area to which the candidate is applying (vocal interpretation, instrumental soloist or accompaniments), the candidate must present the following repertoire:
 - 1 – The following traditional fado:
 - Fado Menor
 - Fado Menor do Porto
 - Fado Cravo
 - Fado Tango
 - Fado Meia-Noite
 - 2 – The following traditional fado:
 - Fado Corrido
 - Fado Mouraria
 - 3 – The following fados /songs:
 - Amália
 - Não Sei Porque Te Foste Embora
 - Os Putos
 - Noite
 - Velas de Alfama
 - Guitarra Triste
 - Valeu a Pena
- In the option “instrumental soloist interpretation” the music piece of the fados/songs can be send
- In the option vocal interpretation and paragraphs 1 and 2 the interpreted poems are at the discretion of the candidates.

The jury has the right to interrupt the artistic performance when it considers that has the sufficient elements for the candidate's evaluation. Candidates who don't obtain in the artistic performance the minimum result of 10 in a numeric scale of 0 to 20 are eliminated.

In case of tie in the C result the candidates will be ranked according with the result of E.

APPENDIX III (CONT.)**ADMISSION PROCESS FOR THE POST GRADUATE'S COURSES OF ESMAE****ACADEMIC YEAR 2019/2020****POST GRADUATE IN ADVANCED STUDIES IN POLYPHONY****POST GRADUATE IN BAROQUE ORCHESTRAL PRACTICE****SELECTION AND RANKING**

The candidates to the Post Graduate's course in Advanced Studies in Polyphony and Baroque Orchestral Practice of ESMAE will be selected and ranked by a Jury, with the following criteria:

- Academic Curriculum
- Artistic Curriculum
- Video recording
- Interview
- Artistic Performance (renaissance or baroque repertory from the XVI or XVII century)

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

$$C = CA (10\%) + CC (20\%) + GV (25\%) + E (25\%) + P (20\%)$$

Being:

C – Final result to the decimal

CA – Result of the Academic Curriculum to the decimal

CC – Result of the Artistic Curriculum to the decimal

GV – Result of the Video Recording to the decimal

E – Result of the Interview to the decimal

P – Result of the Artistic Performance to the decimal

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

The jury has the right to interrupt the artistic performance when it considers that has the sufficient elements for the candidate's evaluation. Candidates who don't obtain in the artistic performance the minimum result of 10 in a numeric scale of 0 to 20 are eliminated.

In case of tie in the C result the candidates will be ranked according with the result of E.