



ADMISSION PROCESS FOR THE MASTER'S DEGREE OF ESMAE ACADEMIC YEAR 2023/2024

Marco Paulo Barbosa Conceição, President of the Superior School of Music and Performing Arts (ESMAE) of the Polytechnic of Porto (P.PORTO), under the terms of paragraph a) of Article 26 of Decree-Law number 74/2006 of 24 March, republished by Decree-Law number 65/2018 of August 16th, announces that the process of admission for the Master's degrees of ESMAE in the academic year 2019/2020, listed in [appendix I](#), is now open.

1. Calendar

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

2. Programs of study and maximum number of admissions.

2.1. Application procedures for the Master's degrees at ESMAE follow the established maximum number of admissions by area of specialization, set in [appendix I](#).

2.2. In case the maximum number of admissions is not fulfilled because of the previous application process, a 2nd period of application will be carried out according to the deadlines set in [appendix II](#).

2.3. In case the maximum number of admissions is not fulfilled as a result of both previous application processes, a 3rd period of application may be held in accordance to a calendar to be designated.

3. Admission requirements

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

- a) Holders of an undergraduate degree (180 ECTS) or legally equivalent;
- b) Holders of a foreign undergraduate degree corresponding to a 1st level of studies according to the Bologna Process in any adherent country;

- c) Holders of a foreign 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 recognitions in subparagraphs b) to d) from the previous number only guarantees the access to the degree program and does not grant its holder the equivalence to an undergraduate degree or recognition of the degree itself.

4. **Specific admission requirement**

4.1. For foreign candidates who are applying for the Scenic Arts Degree – Theatrical Creation, the admission process is conditioned to demonstration of proficiency in Portuguese language.

4.2. The verification of the oral and written proficiency in Portuguese is done through the interview and documentation provided during 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 completed by:

- 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 be submitted during the application process:
 - (i) Identification document that clearly states the candidate's nationality and a document with 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](#), otherwise international status will be applied);
 - (ii) Copy of a 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, grades, date and institution that issued them;
 - Professional experience: description of relevant artistic activity as well as other items the candidate considers important to evaluate, in the context of admission to the Master's degree. The documents must display the dates and institutions where the performance occurred;
 - 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 that enrolment has not been cancelled by a Higher Education Institution (applicable only to students who are enrolled in the academic year 2022/2023 in a Public Higher Education Institution not belonging to P. PORTO);
- (vi) Other documents the candidate considers relevant to the application;
- c) Delivery to the Academic Services of ESMAE directly, or sending by registered mail the following documentation, if applicable:
- (i) Portfolio – mandatory for the Composition's degree;
 - (ii) Portfolio – mandatory for the Scenic Arts' degree in the areas of specialization: Dance - Choreographic Composition, Stage Management and Production, Scenography, Costume Design, Light, and Sound;
 - (iii) Portfolio – mandatory for the Sound Arts and Technologies' degree.
- d) Payment of the application fee in the amount of 60€ (sixty euros), through the ATM network – Service Payments, using the ATM reference generated by the online system. Candidates who are unable to pay the application fee through ATM network – Services Payment can pay cash at the Academic Services of ESMAE or, in case the candidate is foreign, through bank transfer 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 the candidate 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 sent 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 returned to the candidates at ESMAE's Library, once the admission process is finished until 31st December 2023.

5.5. For the analysis of the professional and academic curriculum only the properly 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 refunded under any pretext, in case of a preliminary rejection, 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 are 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 its weighting factors are given in [appendix III](#).

6.4. The ranking of the candidates will be displayed by the final result in descending order on a numerical scale of 0 to 20.

6.5. It is set a minimum final result of 10,0 points in a numerical scale from 0 to 20.

7. Preliminary 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 preliminary 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 provide all required documents mentioned in number **Error! Reference source not found.**;
- b) Give false statements;
- c) Not fulfil all the application requirements;
- d) Miss any of the admission tests and/or interview (if applicable);
- e) Obtain a result lower than the minimum result set for the performance exam (if applicable);
- f) Obtain a lower final result than the minimum final result set;
- g) Have their enrolment cancelled in a Higher Education Institution;

8.2. All actions resulting from false statements, including 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 results mentioned 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 Jury's decisions on the selection and ranking of the candidates won't be subject of appeal, except in cases of procedural faults, in which case a substantiated appeal may be displayed to the President of ESMAE in the deadline set 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.

Opening hours and contacts are available at www.esmae.ipp.pt

12. Enrolment | Registration, Table of Fees and Tuition

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

12.2. The enrolment/registration requires the payment of registration, school insurance and tuition fees, stated in the Table of Fees in rule, and in the Deliberation of the General Council of P. PORTO, respectively. Tuition fees are released by the General Council of P. Porto, and made public until July, 31st 2023.

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

12.4. If a Master's degree set out in this Public Notice Information does not open because it does not reach the minimum number of enrol students (see [appendix I](#)), the amounts paid for registration, school insurance and tuition mentioned in number 12.2. will be refunded.

Porto, 3 de março de 2023

The President

Prof. Marco Paulo Barbosa Conceição

¹ During Office hours

APPENDIX I

ADMISSION PROCESS FOR THE MASTER'S DEGREE OF ESMAE

ACADEMIC YEAR 2019/2020

DEGREES/VACANCIES

MASTER'S DEGREES	VACANCIES
Composition ^{a)}	8
Sound Arts and Technologies ^{b)}	15
Music – Artistic Performance ^{b) f)}	
Voice	2
Strings (Options: Double Bass, Guitar, Viola, Violin, Cello) ^{d)}	8
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)	4
Percussion	2
Piano	6
Woodwinds and Brass (Options: Clarinet, Bassoon, Flute, Oboe, Saxophone, Trombone, French Horn, Trumpet, Tuba) ^{d)}	8
Scenic Arts ^{e) f)}	
Theatrical Creation	10
Dance - Choreographic Composition	9
Stage Management and Production	3
Scenography	3
Costume Design	3
Light	3
Sound	3

- a) The degree will only open with the minimum number of 4 students enrolled.
- b) The degree will only open with the minimum number of 8 students enrolled.
- c) In the jazz specialization area, vacancies are limited to a maximum of 1 student per instrument.
- 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) The degree will only open with the minimum number of 12 students enrolled.
- f) By decision of the President of ESMAE, the remaining vacancies in one of the specialized areas may transfer to other area(s) of the same degree.

APPENDIX II

ADMISSION PROCESS FOR THE MASTER'S DEGREE OF ESMAE

ACADEMIC YEAR 2019/2020

CALENDAR

1ST APPLICATION PROCESS

ACTION	DATES ²
Application	March 06 to april 17 2023
Delivery/sending of the documentation required in subparagraph c) of paragraph 5.1 of the public notice	Until april 24 2023
Posting the specific calendar of tests and/or interviews	Until april 28 2023
Admission Tests and/or Interviews	May 8 to 20 2023
Posting the results of Admission Tests and/or Interviews	Until may 20 2023
Upload copy of proof of ownership of qualification - cf. subparagraph b)(ii) of paragraph 5.1 of the public notice	Until july 25 2023
Posting of the Final Results Announcements	Until july 28 2023
Complaints and withdrawals	July 31 to august 01 2023
Decision on complaints	Until august 02 2023
Enrollment and Registration	July 31 to august 03 2023

² By the Continental Portuguese Time Zone

ANEXO II (CONT.)
ESMAE MASTER'S COURSES ACCESS COMPETITION
ACADEMIC YEAR 2023/2024
CALENDAR OF ACTIONS2ND APPLICATION PROCESS

AÇÃO	PRAZO ³
Posting the map of remaining vacancies	Until august 04 2023
Application	August 07 to 28 2023
Delivery/sending of the documentation required in subparagraph c) of paragraph 5.1 of the public notice	Until august 28 2023
Posting the specific calendar of tests and/or interviews	Until setember 01 2023
Admition Tests and/or Interviews	Setember 04 to 07 2023
Posting the results of Admission Tests and/or Interviews	Until setember 08 2023
Upload copy of proof of ownership of qualification - cf. subparagraph b)(ii) of paragraph 5.1 of the public notice	Until setember 08 2023
Posting of the Final Results Announcements	Until setember 11 2023
Complaints and withdrawals	Setember 12 to 13 2023
Decision on complaints	Until setember 14 2023
Enrollment and Registration	Setember 13 to 15 2023

³ Fuso horário de Portugal Continental

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, according to the following criteria:

1. Portfolio (P)

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

2. Interview (E)

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

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

In case of 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 supported academic and professional references will be considered.

Academic component:

- Final result of the qualification the candidate holds;
- Arithmetic mean of the results obtained in the curricular units of the course which the candidate holds within the specific area of the degree, and in accordance with the Curricular Plan of the degree the candidate is applying to.

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 between the functional area of the professional artistic practice and the area the candidate wishes to study;
- Original works.

b) Continuous training component:

- Courses with final assessment and duration of more than one year in an educational or artistic institution;
- Internships that lasted more than six months in institutions of excellence recognized by the Jury.

12.5. The ranking of the candidates will be displayed by the final result in descending order on a numerical scale of 0 to 20 according to 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 Masters Degree	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 halt the artistic performance when it considers having sufficient elements for the candidate's evaluation. The candidates who in the artistic performance don't obtain the minimum result of 14 points in a numeric scale of 0 to 20 are eliminated.

2. Interview (E)

The candidate will be submitted to an interview to evaluate:

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

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The ranking of the candidates will be displayed by area of specialization (and instrument where there is a limit of vacancies per instrument), and by the final result in descending order on a numerical scale of 0 to 20 according to 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 degree in Scenic Arts of ESMAE will be selected and ranked by a Jury, with the following criteria:

Master's degree in Scenic Arts - area of specialization in Theatrical Creation:

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

Master's degree in Scenic Arts - area of specialization areas of specialization of: Dance - Choreographic Creation; Scene Direction and Production; Scenography; Costumes; Light; and 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 halt the artistic performance when it considers having 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 as to attest proficiency in the Portuguese language (for the area of specialization in Theatrical Creation); 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 case of substantiated requests, 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;
- Arithmetic mean of the results obtained in the curricular units of the course which the candidate holds within the specific area of the degree, and in accordance with the Curricular Plan of the degree the candidate is applying to.

Professional component:

- Affinity between the functional area of the professional artistic practice and the area the candidate wishes to study;
- Candidate's degree of responsibility in the exercise of his 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 assessment and duration of more than one year in an educational or artistic institution;
- Internships that lasted more than six months in institutions of excellence 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 candidates will be displayed by the final result in descending order on a numerical scale of 0 to 20 according to the following calculation 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%

Applications for the Scenic Arts Degree – Theatrical Creation, presented by citizens of foreign nationality, is conditioned to demonstration of proficiency in Portuguese language.

The verification of the oral and written proficiency in Portuguese is done through the interview and documentation provided during 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 degree 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)

- 3. 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.

4. Project's proposal (PP)

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

5. 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 degree (40%);
- c) The candidate's artistic, technical and scientific culture (30%).

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

The ranking of the applications is displayed by the final result in descending order on a numerical scale of 0 to 20, according to 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