

## Admissions Process for 2012/2013 Academic Year

### CALENDAR:

<u>MILESTONES</u>	<u>OBSERVATIONS</u>
Prepare for GRE and TOEFL	1 to 2 months preparation
Take GRE and TOEFL	Prior to the applications deadline
Applications deadline	Check the specific date for your program
Selection of the candidates	
Informing the candidates about the selection outcome	1 to 2 months after the applications deadline
Submission of the formal request for PhD scholarships to the President of FCT	First week of June 2012
Publishing the selection results on the Carnegie Mellon   Portugal website	First week of July 2012
Students registration	July / August 2012
Student's Orientation	August / September 2012
Classes start	End of August / beginning of September 2012
Start receiving the FCT Scholarship	September / October 2012

TIME

**PROCEDURES:**

**1. APPLICATIONS**

Applications: ICTI has a decentralized admissions process. All programs manage their own application process. Students have to apply directly to the Program or Department that they are interested in.

Program	Application Deadline
Masters in Human-Computer Interaction (MHCI)	<i>January 31<sup>st</sup>, 2012</i>
Master of Entertainment Technology (MET)	<i>January 1<sup>st</sup>, 2012</i>
Master of Software Engineering (MSE)	
Ph.D. in Computer Science (CS)	<i>December 15, 2011</i>
Ph.D. in Computer Science - Robotics	<i>December 15, 2011</i>
Ph.D. in Electrical and Computer Engineering (ECE)	<i>December 15, 2011</i>
Ph.D. in Engineering and Public Policy (EPP)	<i>January 15, 2012</i>
Ph.D. in Language Technology (LTI)	<i>December 15, 2011</i>
Ph.D. in the area of Human Computer Interaction (HCI)	<i>December 15, 2011</i>
Ph.D. in Applied Mathematics	<i>January 15, 2012</i>
Ph.D. in Software Engineering (SE)	<i>December 15, 2011</i>
Ph.D. in Technological Change and Entrepreneurship (TCE)	<i>January 15, 2012</i>

To apply for a specific program, students have to do the following:

Please note that the admissions requirements will vary from department to department and the information indicated below are general. Any interested candidate should contact the departments for exact admissions procedures.

- Complete online application form for admission to graduate programs.
- Take the Graduate Record Examination (GRE) general test and have scores sent directly to Carnegie Mellon University.
- All students whose native language is not English or have not earned an undergraduate degree from a U.S. educational institution must take the Test of English as a Foreign Language (TOEFL). Scores are sent directly to Carnegie Mellon University.
- Submit a Resume.
- Submit a Statement of Purpose.
- Submit three letters of recommendation.
- Pay the non-refundable application fee.
- Official Transcripts of prior academic record, indicating first class or equivalent standing.

**2. SELECTION**

The admissions committee gathers and analyzes the applications of the candidates including the statement of purpose, letters of recommendation, the GRE and TOEFL scores. Afterwards a ranked list of the *candidates to be admitted* is created, assigning to each candidate a level of recommendation for admission. At the end of the meeting, the committee writes and signs a report.

The report will contain a list of the committee members and their institution, a list of all applicants, the criteria for the evaluation process, and the ranked list of candidates to be submitted for attribution of the

FCT (Fundação para a Ciência e a Tecnologia) scholarship. The candidates with the best scores (level of recommendation) are the first to be contacted, until the proposed number of the scholarships is reached. The written and signed reports of the admissions committee are sent to the ICTI@Portugal office.

### 3. INFORMING THE CANDIDATES ABOUT THE SELECTION OUTCOME

Based on the list of candidates to be admitted, Carnegie Mellon University informs the prospective candidates of their admissions status. Each candidate will be given a deadline to accept or decline the admissions offer.

The list of candidates who accepted the offer is sent to the direction of ICTI, which then gathers all necessary items, including the admissions committee reports and makes the submission of the formal request for PhD scholarships to the President of FCT.

### 4. SCHOLARSHIPS (PhD)

In Portugal, the student is covered by the FCT scholarship contract. When at Carnegie Mellon the stipend of the student is covered by a different contract with Carnegie Mellon, which is funded by FCT.

Calendar of Scholarship, FCT
<p><b>Phase 1 - Approval: 1 month</b> The final approval of the scholarship is made based on proposal of the National Director of the program following the decision of the evaluation jury. The recommended approval period is 1 month after sending the documents to the FCT.</p>
<p><b>Phase 2 - Preparation of procedures and issuance of the contract: 1 month</b> After receiving all the necessary documents to process the scholarships, the FCT issues the contracts and sends them to the students (student has to sign the contract).</p>
<p><b>Phase 3 - Payment: 1 month</b> Signed and completed contracts should be sent to FCT before the 10th of the month, and the scholarship will be paid in the beginning of the following month.</p>

The amount of scholarship is defined by FCT and includes the tuitions for the Portuguese University.

The students are required to send the following documents to ICTI@Portugal Office (the original documents are mandatory when requested):

1. Curriculum Vitae;
2. Academic diploma that certifies graduation (original document or an official certified copy);
3. Copy of the Passport / Identity Card;
4. Document with the fiscal number in Portugal (foreign students must send this within three days upon arrival in Portugal);
5. Document with a bank account number identification (NIB) and the name of the bank in Portugal (foreign students are expected to open a bank account in Portugal within three days and to send this information);

6. Address in Portugal (student's address or someone he/she trusts);
7. Letter of Admission from Carnegie Mellon (original document);
8. Letter of Admission from the Portuguese University (original document);
9. Work Plan (mentioning the preliminary research topic, host institutions, and tentative dates, all signed by the student and by the advisors);
10. Document signed by the advisors stating that they agree to take responsibility for supervising students Ph.D. work (original document);
11. Document signed by the student stating that he/she agrees to carry out Ph.D. work in the XY institutions (original document).
12. Document signed by the student stating his/her professional working status during the scholarship period (original document).
13. FCT form: Students need to complete the FCT form, print it and send it after signing

The FCT scholarship contracts for the students starting at Carnegie Mellon will only be issued when the students move to Portugal.

The student should send a communication, to the ICTI@Portugal Office, 3 months in advance stating that he/she is going to move from Carnegie Mellon to the Portuguese University. This communication is composed by a declaration of the student and another one from the co-advisers. The same procedure should be applied when moving from Portugal to Carnegie Mellon.

The ICTI Office will handle the information in order to activate/deactivate the scholarships.

<b>Calendar of Scholarship, Carnegie Mellon</b>
Phase 1 - Approval The student must contact his home department at Carnegie Mellon, which will take care of the scholarship
Phase 2 - Preparation of procedures for scholarship After receiving all the necessary documents, the home department at Carnegie Mellon will process the scholarships
Phase 3 - Payment: The scholarship will be paid in the beginning of the semester.

The total value of the scholarship is defined by the home department at Carnegie Mellon and includes the stipends, fees and tuitions. The ICTI@CMU Office transfers FCT funds to the home department to cover the expenses for students while there.

5. **Publishing the selection results on the Carnegie Mellon Portugal website – [www.cmuportugal.org](http://www.cmuportugal.org)**
6. **Students register at home institutions – July 2012**
7. **Student's Orientation – late August, beginning of September 2012**

The Carnegie Mellon | Portugal partnership welcomes its first-year Professional Master and Ph.D. students during the Orientation Days with a number of events designed to welcome them to their new surroundings. The students have an opportunity to: meet other students and staff; obtain important information about the chosen program; familiarize themselves with the Campus.

8. **Classes start – late August, beginning of September 2012.**