INTERPRETATION
This is a nonbinding translation of the Regulation. If any question regarding the meaning and interpretation of the present regulation arises, the Portuguese Version should prevail.

IST Master's Dissertations Regulation

1. Preamble

In accordance with the provisions of article 20 of Decree-Law No. 74/2006 of March 24, in the version republished by Decree-Law No. 65/2018 of August 16, the cycle of studies leading to the master's degree awarded by the IST must include a dissertation of a scientific nature or a project work, original and specially made for this purpose. Research and design work may take place in a business environment.

2. The dissertation

The dissertation is a research and development work leading to the preparation of a dissertation of a scientific nature on a topic in the area of knowledge of the course.

Research work must involve theoretical, laboratory and/or experimental and/or simulation components, promoting the approach of new problems, the collection of relevant information and bibliography, the reasoned selection of approach methodologies, the design of a solution for the proposed problem and its implementation, and the critical analysis of the results.

The dissertation is a report of the execution of the research work carried out, written in accordance with the Dissertation Preparation Guide and which should also include a discussion on the relevance of the considered problem, as well as its framework and actuality in relation to the state of the art in specialty in which it is integrated, and an exercise of synthesis and conclusions.

3. Presentation and choice of dissertation topics

The organisation of the dissertation curricular unit must be ensured in both semesters.

It is up to the course coordinator to send an invitation for the submission of work proposals to all the professors of the departments involved. This invitation may be extended to professors in similar areas from other IST departments.

The faculty of the department(s) involved in the course will be responsible for ensuring the existence of proposals for dissertation topics in an adequate quantity for the number of students enrolled. Proposals must cover the main areas of the course in a balanced way.

Proposals are formalised, in a specific form, available in electronic format on the Fénix system, by the respective proposing professors and addressed to the course coordinator. The submission form for each proposal includes the set of requirements considered essential for the proposed work to be successful. The designation of the jury requires that the proposals be formalized in Fénix. When proposing a work, the teacher is obliged to guide the work, if there is any interested student who meets the pre-established requirements.

The course scientific committee is responsible for verifying that the objectives of the proposed works are clearly stated and for disseminating them to the students, on dates to be defined by...
the course coordinator. The course coordinator will be responsible for publishing the list of approved proposals in the Fénix system.

4. Dissertation supervision

The dissertation is supervised by a doctor (professor or researcher) from IST, or by a specialist of merit recognized as such by the course's scientific committee (article 21 of Decree-Law n.º version republished by Decree-Law n.º 65/2018 of August 16).

The supervision of the elaboration of the dissertation can be done in a co-orientation regime. This becomes mandatory whenever the supervisor is external to IST, and in these cases the co-supervision must be ensured by a doctor (professor or researcher) from IST.

In the case of courses offered in association with other higher education or research institutions, the supervisor will be a doctor, professor or researcher, from one of the institutions involved. The supervisors are appointed by the course coordinator under the opinion of the respective scientific committee.

5. Dissertation carried out in a business environment

When the studies and/or works leading to the elaboration of the dissertation are carried out in a business environment, it is necessary to sign a confidentiality and intellectual property regulation agreement, which must be signed by the students, supervisors, President of IST and those responsible for the company where work is performed.

- (Modelo) Acordo Confidencialidade Mestrados PT
- (Modelo) Acordo de Confidencialidade de Mestrados EN
- (Modelo) Contrato de Estágio de Mestrado PT
- (Modelo) Contrato de Estágio de Mestrado EN

Any changes to the above-mentioned document must be communicated to the IST's Intellectual Property (IP) department.

The confidentiality agreement must be registered in a specific form available below:

- **Formulário do Acordo de Confidencialidade**

6. Constitution, appointment and functioning of the jury

The jury for the analysis of the dissertation is appointed by the course coordinator, on the proposal of the supervisor, after hearing the respective scientific committee, under the terms of order No. of Law No. 74/2006 of March 24, in the version of Decree of Law No. 65/2018 of August 16.

The jury must be made up of:

1. The president of the jury who, under the terms of the aforementioned order, may be the course coordinator, or a member of the respective scientific committee appointed by him. The advisor can never preside over the jury;

2. Supervisor (whenever there is more than one supervisor, only one can be part of the jury);
3. National or foreign members who can be professors, researchers with a doctorate, specialists holding a doctorate degree or up to two specialists of merit recognized by the scientific committee of the course in the area of knowledge of the dissertation under consideration.

The jury consists of 3 to 5 members.

Coordinators must print and sign the jury's constitution form, which is available on Fénix, after having proceeded to its electronic approval. When the advisor is the course coordinator, approval must be made by the Scientific Council. Then they should send it to the Graduation Area.

The jury's deliberations are taken by the majority of its members, through justified nominal voting, with no abstentions allowed. In the event of a tie, the president of the jury has the casting vote.

Minutes are drawn up of the jury meetings, which include the individual votes of each of its members and the respective reasons. A model of minutes and individual voting is available for download below:

- Ata de Júri de Mestrado
- Critérios da Ata de Mestrado

The minutes of the jury meetings take effect after approval by the Course Coordinator or by the IST Scientific Council (if the supervisor coincides with the course coordinator). Under the terms of the order mentioned in 1) of this point, it is up to the course coordinators to send these minutes to the Graduation Area.

A copy of the minutes must be provided to the student whenever he/she requests it.

7. Confidentiality

In some dissertation works, due to their nature or because they are developed in collaboration with business entities, it is necessary to guarantee some confidentiality in the documents produced. These situations must be communicated to the course coordinator before delivery of the dissertation, clearly identifying the entity that requires confidentiality. Considering relevant, on the part of the course coordinator, the reasons invoked for this character of confidentiality, the following procedures must be guaranteed:

- the title, abstract and keywords (both in Portuguese and in English) cannot be confidential;

- the IST coordinator and the members of the jury must accept and sign a confidentiality agreement (model approved by the IST Legal Support Office and agreed with any external entity involved in the work, see example in the Dissertation Preparation Guide);

- the text of the dissertation, which will be made public, must be reviewed and authorized by the entity requesting the The data and/or results considered confidential must be included in an annex, in a separate volume, which is distributed only to the members of the jury.
8. Dissertation submission

The dissertation must be submitted according to the dates indicated in the Dissertation Process. Students who do not meet the deadlines must, for the purpose of completing the course, enroll in the Dissertation curricular unit in the following semester.

The dissertation to be submitted for final evaluation may be written in Portuguese or English, following the generic guide described in the Dissertation Preparation Guide.

The graphic presentation of the dissertation to be submitted for final evaluation must follow the model available in the Dissertation Preparation Guide. The dissertation to be submitted for final evaluation must not exceed 80 A4 pages. Complementary documentation that is considered relevant may be attached to the dissertation in the form of an independent annex, up to a maximum of 100 A4 pages in total.

The dissertation must include the following statement immediately before the “Abstract”, Abstract, Acknowledgments sessions:

**In Portuguese:**

Declaração
Declaro que o presente documento é um trabalho original da minha autoria e que cumpre todos os requisitos do Código de Conduta e Boas Práticas da Universidade de Lisboa.

**In English:**

Declaration
I declare that this document is an original work of my own authorship and that it fulfills all the requirements of the Code of Conduct and Good Practices of the Universidade de Lisboa.

The dissertation written in Portuguese (or English) must be accompanied by an extended abstract in the form of a scientific/technical article of up to 10 A4 pages written in English, according to the template available in the Dissertation Preparation Guide. The dissertation and article must be uploaded to the Fénix academic management system (see Dissertation Preparation Guide).

The versions of the dissertation and extended abstract submitted for evaluation may be subject to verification using plagiarism detection software.


The public exams for the analysis of the dissertation will be carried out in the schedule defined by the course coordinator. Under no circumstances may this date be later than the deadline for approval of minutes stipulated by the Scientific Council of IST, which is available in the Dissertation Process.

It is up to the coordinator and the scientific course committee to publicize the public exams. The announcement must include the title of the work, the identification of the author, the identification of the members of the jury, the date, time and place of realisation.

The public tests cannot, under any circumstances, exceed the duration of 90 minutes, being recommended that, as a common practice, they have a duration of 60 minutes. It is up to the president of the jury to manage the duration of the public tests according to the following rules:
• the first 20 minutes must be occupied by a presentation of the summary of the work by the candidate, which, without prejudice to scientific/technical rigor, must also be addressed to a target audience made up of non-specialists;

• the remaining 40 to 70 minutes should be occupied by the discussion of the scientific/technical content of the work, being divided in equal parts by the interventions of the members of the jury and by the candidate.

During the public tests, Portuguese and/or English may be used.

10. Quantitative classification of the result of the public defense

It is the responsibility of the jury to evaluate the scientific/technical content of the submitted work, the public presentation made by the candidate and the performance of the candidate when questioned by the jury members. The following components should be evaluated:

A) Scientific/technical quality of the dissertation/project:

• Structure of the dissertation/report;
• Quality of the literature review;
• Clarity of objectives and their achievement;
• Originality of the problem/project addressed, the methodologies used and the proposed solutions;
• Revealed ability to apply knowledge in solving unfamiliar problems;
• Scientific/technical rigor;
• Critical analysis of the proposed solutions and the results obtained;
• Clarity and quality of writing and graphics;
• Relevant and comprehensive references.

B) Quality of the article/extended abstract

• Structure of the article/abstract;
• Scientific/technical rigor;
• Clarity and quality of writing.

C) Quality of public presentation:

• Presentation quality;
• Clarity of exposition, including communication skills for non-experts
• Scientific/technical rigor;
• Synthesis capacity.

D) Public discussion

• Robustness;
• Ability to argue.
Final classification calculation

The final grade assigned to the dissertation curricular unit is given by the weighted average, rounded to the nearest integer, of the ratings assigned on a scale from 0 to 20 to the components of the assessment A to D according to the following weights:

A: 50%
B: 20%
C: 10%
D: 20%

The publication of the final classification is the responsibility of the course coordinator and must be carried out in accordance with what is defined in the Dissertation Procedure. The course coordinator may delegate the release of the final classification to another member(s) of the course's scientific committee, but sending the minutes to the Graduation Area is their sole responsibility.

The student who has not passed must, for the purpose of completing the course, make a new registration in the dissertation curricular unit.