

This table defines the steps (procedures) and respective deadlines for dissertations/Master's Thesis carried out in any of the semesters. Deadlines *1<sup>st</sup>S* should be understood as the deadlines for dissertations by students enrolled in the 1<sup>st</sup> semester and by Deadlines *2<sup>nd</sup>S*, the deadlines associated with dissertations by students enrolled in the 2<sup>nd</sup> semester.

	<b>Procedure</b>	<b>Person in charge</b>	<b>Where</b>	<b>Deadlines 1<sup>st</sup>S</b>	<b>Deadlines 2<sup>nd</sup>S</b>
<b>1</b>	<b>Delivery</b> of the dissertation/thesis to the course coordinator for discussion.	<b>Student</b>	Digital Support	May 31*	October 31
<b>2</b>	<b>Approval of the jury</b> , printing, signature and sending of the jury's constitution form to the Academic Office.	<b>Course Coordination or Scientific Council<sup>1</sup></b>	Fénix System + Paper	July 7	November 7
<b>3</b>	<b>Discussion</b> of the Master's Thesis, (attribution of the classification, preparation/draft of the minutes)	<b>Course Coordination or Scientific Council</b>		July 7	December 7
<b>4</b>	<b>Upload the final version</b> of the dissertation/thesis: - Thesis (PDF) - Extended abstract (PDF) - Abstract (Portuguese and English) (ASCII); - Keywords (Portuguese and English) (ASCII) - Acknowledgment and acceptance of the - Master's Thesis disclosure terms (ASCII)	<b>Student</b>	Fénix System	July 15	December 15
<b>5</b>	- Documents confirmation and verification; - <b>Insertion of the evaluation/grade</b> in Fénix; - <b>Approval of the minutes</b> ; - Submission of the minutes to the Academic Area.	<b>Course Coordination or Scientific Council<sup>1</sup></b>	Fénix System	until July 22	until December 23
<b>6</b>	<b>Evaluation/Grade publication</b>	<b>Academic Office</b>	Fénix System	until July 31	until December 31
<b>7</b>	<b>Publication of the final classifications</b> in the Academic Area	<b>Course Coordinator</b>	Grade Signing	until July 31	until December 31
<b>8</b>	<b>Making available</b> the abstract and keywords after approval	<b>Computer and network services</b>	Fénix System		

<sup>1</sup>only when the Supervisor is the Course Coordinator.

\*If necessary, the Course Coordinator can bring forward this deadline by no more than one month, as long as it is guaranteed that all students have timely access to this information.

Published: March 22, 2024