

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

	Procedure	Person in charge	Where	Deadlines 1stS	Deadlines 2ndS
1	Delivery of the dissertation/thesis to the course coordinator for discussion.	Student	Digital Support	May 31*	October 31*
2	Approval of the jury , printing, signature and sending of the jury's constitution form to the Academic Office.	Course Coordination or Scientific Council¹	Fénix System + Paper	July 7	November 7
3	Discussion of the Master's Thesis, (attribution of the classification, preparation/draft of the minutes)	Course Coordination or Scientific Council		July 7	December 7
4	Upload the final version 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)	Student	Fénix System	July 15	December 15
5	- Documents confirmation and verification; - Insertion of the evaluation/grade in Fénix; - Approval of the minutes ; - Submission of the minutes to the Academic Area.	Course Coordination or Scientific Council¹	Fénix System	until July 22	until December 23
6	Evaluation/Grade publication	Academic Office	Fénix System	until July 31	until December 31
7	Publication of the final classifications in the Academic Area	Course Coordinator	Grade Signing	until July 31	until December 31
8	Making available the abstract and keywords after approval	Computer and network services	Fénix System		

¹only 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.

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