



Global Project Regulation



SGQ-REG-22 R3 - 1121



Global Project Regulation

Whereas one of ISTEC's purposes is to foster fundamental and applied research activities aimed at contributing in an innovative way, to the development of students and the country, in a perspective of scientific and pedagogical consistency and with relevance, given the social demand and the insertion of graduates in the labor market.

By deliberation of the Technical Scientific Council at its meeting on the fourth day of October two thousand and twelve, the following Global Project Regulation was approved.

General Provisions

Article 1

Nature and Objectives

1. The Global Project, hereinafter referred to as GP, is a curricular unit integrated into the study plans of undergraduate courses, taking place in the final phase of training.
2. The GP should be geared towards deepening the knowledge acquired by the student, to demonstrate his/her ability to participate in design, planning, research, and development tasks, or in solving specific problems, based on a structured conceptualization.
3. The GP may take the form of a scientific report or project, with a compulsory practical IT-related component. The format and rules for writing the work are set out in the Annex that is an integral part of this regulation.

Article 2

Guidance

1. The preparation of the GP should be done under the guidance of a Coordinator.
2. The coordinator is responsible for assisting the student in planning and structuring the work and preparing final information about it.
3. The Coordinator of the Global Project is appointed triennially by the ISTEC Director.
4. The Coordinator should be a professor with a PhD degree or of recognized scientific competence for the position, in the latter case having the prior approval of the Scientific Council.
5. Projects may be supervised remotely, in which case the Coordinator's authorization is required.
6. It is mandatory that students attend a minimum of three meetings a year with the Coordinator. These meetings have a day and time previously set in the students' annual schedules, but they only take place when called by the Coordinator. Unjustified non-attendance at these meetings may lead to a negative opinion for the delivery of the work in June.

Article 3

Global Project

1. The theme of the GP and its development must denote updating the knowledge and methodologies learned throughout the course, originality, objectivity and personal reflection, and a reflective bibliographical study on the main theme of the work to be developed.
2. Whenever possible, the Course Directors may draw up lists of scientific areas, articulated with ISTEC's ongoing research lines, for which support is assured, giving it adequate publicity among the students.
3. In each academic year a list will be posted presenting the possible scientific areas for the Global Project.
4. The Global Project will have a curricular component destined to the methodology area with a program. This curricular component will be evaluated through a written test. This evaluation will have a 20% weight in the final evaluation of the Global Project work.

Article 4

Communication and Approval of the Theme

1. It is mandatory that students communicate to the Coordinator the scientific area in which they want to develop the Global Project work.
2. The scientific area must be chosen within thirty days following the first day of classes, the Coordinator will decide annually the means by which the communication of the desired area will be made.
3. After approval of the scientific area, the Coordinator assigns the students to their respective tutors.

4. The work proposal is discussed with the tutors who will approve the specific topic and monitor the students' practical work.
5. It is up to the tutors to make a first approval of the State of the Art.

Article 5

Delivery of the Global Project

1. The final version of the Global Project must be submitted by June 30th of each school year.
2. The submission of the work to the Secretary is accompanied by the following:
 - a. Three printed copies of the GP with the practical research part in digital support;
 - b. One version of the GP in digital support pdf format;
 - c. Sending the work to the Classroom platform for approval by the Coordinator, and sending a version to Urkund of all the work in Microsoft Word format for verification of compliance with the Copyright Law. If plagiarism is detected in the submitted texts the student will have to redo his work entirely and will only be able to deliver it at the September stage;
 - d. A statement from the Coordinator, after the steps described in paragraph c) have been verified;
 - e. Before the final version is delivered to the Secretary, a hard copy has to be handed in for analysis by the Coordinator, to check if hypothetical changes requested by him have been implemented, and will decide if it meets the regulatory, methodological and scientific requirements. This analysis will culminate with the issuing of an opinion by the Coordinator, which will be delivered to the student;
 - f. The delivery of the final version of the Global project can only be done after there is a positive opinion by the Coordinator.

Article 6

Evaluation Jury

1. Upon receipt of the documentation referred to in paragraph 2 of the previous article, the GP Coordinator will propose the GP evaluation jury, which will be composed of:
 - a. The Global Project Coordinator who will chair the Jury;
 - b. A teacher from the area in which the student's work falls, appointed by the Coordinator.
2. If any of the members referred to in point 1 is unable to attend, he/she will be replaced by a teacher appointed by the Secretary-General of ISTEC and by the President of the Scientific Council.

Article 7

Global Project Evaluation

1. Global Projects are evaluated at three points in time:
 - a. In the month of July;
 - b. In the month of September/October;
 - c. In the month of December, in this case exclusively for students who have a maximum of 36 credits remaining to complete the Course.
2. The normal time for GP evaluation is July. Only those students who have not submitted their GP by June 30, and those who have failed it, may take it in September. The September/October evaluation phase is also considered the "Student Worker Phase".
3. Students who submit GP outside the normal time must pay a fee, the amount of which is set annually.
4. Students who have not submitted their GP by June 30 or who have failed and who lack only the GP to complete the Course, may exceptionally submit the same, in the following year, during the month of March. In this case, it will be evaluated in April, and this evaluation period may be extended to May.
5. Summary Table:

30 of June	<ul style="list-style-type: none"> • GP submission deadline
Month of July	<ul style="list-style-type: none"> • Normal time for evaluation
Month of September/October	<ul style="list-style-type: none"> • Second moment of evaluation
Month of December	<ul style="list-style-type: none"> • Third assessment moment • Only for students with 36 credits remaining to finish Courses
March	<ul style="list-style-type: none"> • Presentation of papers • Only for students who lack the GP
April	<ul style="list-style-type: none"> • Exceptional Moment of Evaluation

Article 8
GP Not Approved

1. In case the Jury does not approve the GP, it will not be subject to oral presentation, the student may present it again, remodeled under the indications given by the Jury.
2. In case the second presentation is not approved the student must re-enroll in the GP.
3. In any of the situations described in the previous points, the new presentation requires a written opinion from the Coordinator, agreeing with the delivery of the work.

Article 9
Missing Cases

The doubts and situations not covered by the present regulation will be solved by an order of the ISTEC's Director, under proposal of the President of the Scientific Technical Council.

Article 10
Resource

From the classifications awarded by the Global Project Jury, there is an appeal to the Technical and Scientific Council, which makes the final decision.

Article 11
Review

These regulations may be revised or changed after a period of one year from the date of its entry into force, according to the changes that its practical application may determine for the future qualitative improvement of the system of organization, defense, and evaluation of Global Projects, upon proposal of the Degree Directorates and favorable opinion of the Scientific Council.

Article 12
Effective Date

This regulation comes into force the day after its approval by the Scientific Technical Council, and is applicable to all students attending the GP, regardless of when it was started.

Changes approved by the Scientific-Technical Council in November 2021.

ANNEX

FORMAT AND RULES FOR THE ELABORATION OF THE GP

1. The paper is individual, written in Portuguese, and the body of the paper should not exceed 50 pages.
2. The format and references should follow APA (American Psychological Association) standards, used internationally and in most universities.
3. Graphical presentation:
 - 3.1. The cover and title page should include:
 - a. ISTECS (with logo);
 - b. Degree;
 - c. Class;
 - d. Title of the work;
 - e. Performed by (student's name and number)
 - f. Coordinator, Advisor (name);
 - g. Lisbon or Porto;
 - h. School Year.
 - 3.2. Lettering / borders / formatting:
 - a. In the text, font should be Times New Roman, size 12, with 1.5 spacing;
 - b. Margins: top, bottom, and sides should measure 2.54 cm;
 - c. The pages should be numbered with Arabic numerals from the first page of the Introduction. The remaining pages (indexes, dedication, acknowledgments and summary) should be numbered in Roman numerals;
 - d. Footnotes (font size 10) are numbered continuously from the beginning of the paper;
 - e. Figures, tables and graphs are numbered in Arabic numerals. The font used is size 10;
 - f. In charts, captions are placed on top and in figures and graphs are placed underneath;
 - g. Quotations from other authors must follow APA norms. Quotations with less than 40 words should be inserted in the text, between single quotation marks. Quotations with more than 40 words must be presented in block form (font size 10), without quotation marks and separated from the text. After the quotation, the author's last name is placed followed by the date of the work and the page number.
4. Constituent parts of the work:
 - a. Cover;
 - b. Dedication (optional);
 - c. Acknowledgements (optional);
 - d. Abstract and keywords;
 - e. Abstract in English;
 - f. Abbreviations;
 - g. Index (s);
 - h. Introduction;
 - i. State of the Art;
 - j. Background;
 - k. Development (organized according to the PG modalities: scientific report, monograph, project, or other);
 - l. Conclusion;
 - m. Bibliographical references (according to APA norms);
 - n. Annexes and appendices (optional).