



Regulation of the Academic Project



SGQ-REG-32 R0_0722



Regulation of the Academic Project

Considering that one of ISTECS Lisbon purposes is to promote fundamental and applied research activities, which aim to contribute in an innovative way to the development of students and the country, from a perspective of scientific, pedagogical and relevant consistency, taking into account social demand and the insertion of graduates in the labor market, by deliberation of the Technical-Scientific Council, at its meeting on 28-07-2022, the following Academic Project Regulations were approved.

General Provisions

Article 1

Nature and Objectives

1. The Project is a curricular unit integrated into the study plans of degree courses and takes place in the final phase of training.
2. The aim of the Academic Project is to enable students to integrate and deepen the knowledge and skills they have acquired throughout the course, to familiarize themselves with the rules governing the preparation of scientific work and to demonstrate their ability to participate in tasks involving the design, planning, research and development of solutions to specific problems, based on structured conceptualization.
3. The Academic Project may take the form of a report or monograph and must be related to information and multimedia systems and technologies, involving experimental means and/or simulation. The format and rules for writing the work are set out in the Annex, which forms an integral part of these regulations.

Article 2

Project

1. The theme of the project and its development should show an updating of the knowledge and methodologies learned throughout the course, originality, objectivity and personal reflection, and a reflective literature review study on the main theme of the work to be developed.
2. The Course Directorates and the Project Coordinator at ISTECS Lisbon level may draw up, whenever possible, lists of scientific areas, articulated with the lines of research underway at ISTECS, for which support is assured, and which are adequately disseminated to students.
3. The project will have a curricular component on research methodology and the structure of a scientific paper or report. This curricular component will cover topics related to research methods, bibliographical research and the preparation of state-of-the-art documents, the writing and organization of a scientific report and the communication of research results. It can be achieved through the organization of tutorial seminars, scheduled sessions with invited professionals or researchers, short theoretical presentations followed by debate and discussion in a large group, critical analysis of scientific articles, presentation of research projects and global reference projects.
4. The Academic Project has a Coordinator, appointed by the Director of ISTECS Lisbon, whose role is to organize and manage the curricular structure and project, as well as to appoint the specialty advisors.
5. The Academic Project will have Specialty Advisors whose role is to monitor and help develop the work carried out by the students.

Article 3

Teaching

1. The curricular unit is taught and supervised by three components: Research Methodologies, Specialty Orientation and Coordination.
2. In the Research Methodology component, the aim is for students to become familiar with the methodological paradigms of research and bibliographical research, as well as the principles and phases of the scientific research process.
3. Through the Specialty Guidance component, during the technical development of the project at an academic or business level, students are given individualized support by specialized advisors in the area of the chosen work topic.
4. The different parts of the program work together to help students make decisions throughout the development of their projects, determining the direction of the research and its execution.

5. In view of the specific nature of this curricular unit, preference will be given to a project-based learning (PBL) teaching strategy, in which students improve their skills and deepen their knowledge and learning by exploring, over an extended period, a genuine and challenging complex problem or challenge.

Article 4

Guidance

1. The Project must be prepared under the guidance of a Supervisor, appointed by the Academic Project Coordinator.
2. The supervisor is responsible for accompanying the student in the planning and structuring of the work and preparing the final report on it.

Article 5

Communication and Approval of the Theme

1. It is compulsory for students to inform the Academic Project Coordinator of the scientific area in which they wish to carry out their project work.
2. The scientific area must be chosen during the first quarter of the academic year; the Academic Project Coordinator will publish the means by which the desired area will be communicated each year.
3. Once the scientific area has been approved, a pre-project must be submitted to the supervisor, which includes the object of study, objectives, methodology to be used and a timetable for the work and expected results.
4. At the end of the 1st semester, each student will make an oral presentation ("pitch") of the Pre-Project to the Specialty Advisor. The assessment of the pre-project will be expressed on a scale of 0 to 20, rounded to the nearest integer, will account for 20% of the final assessment of the course unit and will be recorded in an agenda, signed by the Specialty Advisor and the Academic Project Coordinator.

Article 6

Project Delivery

1. The final version of the Project must be submitted by June 30th of each academic year.
2. The work must be delivered to the Secretariat accompanied by the following elements:
 - a. Two printed copies of the project report, with the practical research part in digital format.
 - b. A digital version of the project report, in pdf format.
 - c. A declaration with a positive opinion from the supervisor and an authorship report.
3. Before final submission to the Secretariat:
 - a. A version of all the work in Microsoft Word format must be sent to the supervisor by email to check compliance with the Copyright Act. If plagiarism is detected in the texts submitted, the student will have to redo their work entirely.
 - b. A paper copy must be submitted for analysis by the supervisor, who will decide whether it meets the regulatory, methodological and scientific requirements. This analysis will culminate in the supervisor issuing an opinion, which will be given to the student.
4. The final version of the project report can only be submitted after there is a positive opinion from the supervisor.

Article 7

Evaluation Panel

1. Once the documentation referred to in no. 2 of the previous article has been received, the Academic Project Coordinator will propose the assessment panel, which will be made up of:
 - a. The Academic Project Coordinator, who chairs the jury and may delegate this function to another ISTECLisbon lecturer with a doctoral degree;
 - b. The Specialty Advisor.
2. If any of the members referred to in point 1 is unable to attend, they will be replaced by a teacher designated by the Academic Project Coordinator.

Article 8
Project Evaluation

1. The Project assessment consists of an oral presentation and public discussion of the project before the assessment panel and will last a maximum of 15 minutes;
2. The grade awarded to the project will be expressed on a scale of 0 to 20, rounded to the nearest integer, which will account for 80% of the final grade for the Project course.
3. Project work is assessed in three stages:
 - a. At the 2nd semester exams;
 - b. In September/October;
 - c. In December, in this case exclusively for students who have a maximum of 36 credits remaining to complete the course.
4. The normal time for assessing the Project is during the 2nd semester exam season. Only students who haven't handed in their Project by the normal deadline and those who have failed can take it in September.
5. Students who fail must pay a fee, the amount of which is established annually.

Article 9
Non-approval of the Project

1. In the event that the Jury does not approve the project, the student may resubmit it, remodeled according to the indications given by the Jury.
2. If the second presentation is not approved, the student must re-enrol in the project in the following academic year.
3. In any of the situations described in the previous points, the new presentation requires a written opinion from the Supervisor, agreeing to the submission of the work.

Article 10
Missing cases

Doubts and situations not covered by these regulations will be resolved by order of the Director of ISTECLisbon, on a proposal from the Academic Project Coordinator.

Article 11
Appeal

The classifications awarded by the Project Jury can be appealed to the Technical-Scientific Council, which makes the final decision.

Article 12
Review

This regulation may be revised or amended after a period of one year from the date of its entry into force, in accordance with the changes that its practical application may determine in terms of the future qualitative improvement of the system for organizing, defending and evaluating Projects, on the proposal of the Degree Departments and the favourable opinion of the Technical-Scientific Council.

Article 13
Entry into force

This regulation comes into force in the 2022/2023 academic year.

Approved by the Technical-Scientific Council on 28-07-2022.

ANNEX 1

Rules for formatting and writing the paper

FORMAT AND RULES FOR PREPARING THE PROJECT REPORT

1. The work must be individual, written in Portuguese, and the body of the work must not exceed 50 pages.
2. The format and bibliographical references must follow APA (American Psychological Association) standards, used internationally and in most universities.
3. Graphic presentation:
 - 3.1. The cover and title page should include:
 - a. ISTE (with logo);
 - b. Degree ...
 - c. Title of the paper;
 - d. Carried out by (student's name and number);
 - e. Advisor (name);
 - f. Lisbon;
 - g. Academic Year.
 - 3.2. Font / margins / formatting:
 - a. In the text, the font should be Times New Roman, size 12, with 1.5 spacing;
 - b. Margins: top, bottom and sides should measure 2.54 cm;
 - c. Pages should be numbered with Arabic numerals from the first page of the Introduction. The remaining pages (table of contents, dedication, acknowledgments and abstract) 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 tables, the captions are placed above and in figures and graphs they are placed below;
 - g. Quotations from other authors must comply with APA standards. Quotations of less than 40 words should be inserted in the text, in single quotation marks. Quotations of more than 40 words should be presented as a block (font size 10), without quotation marks and separated from the text. The author's surname should follow the quotation, 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. Table of contents (s);
 - h. Introduction;
 - i. Literature review;
 - j. Materials and Development Methods;
 - k. Results;
 - l. Discussion;
 - m. Conclusions;
 - n. Bibliographical references (according to APA standards);
 - o. Annexes and appendices (optional).