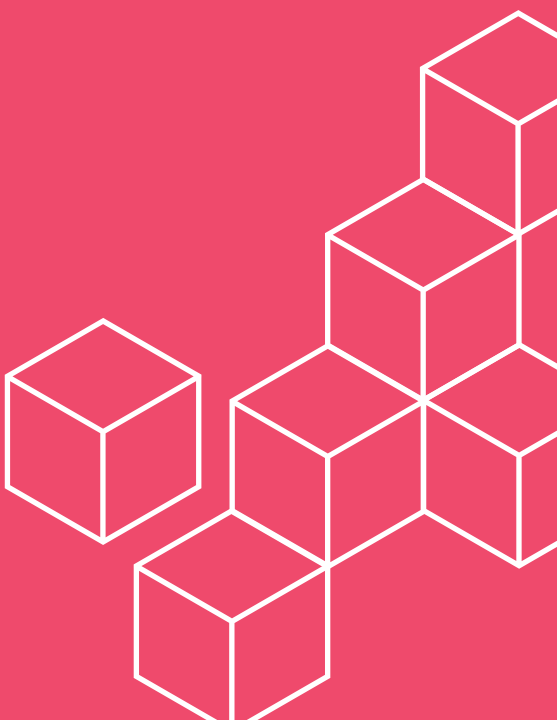




Regulation of the Master in Computer Science

ISTEC | INSTITUTO SUPERIOR
DE TECNOLOGIAS
AVANÇADAS DE LISBOA

SGQ-REG-23 R2 - 0221



Regulation of the Masters in Computer Science of the Higher Institute of Advanced Technologies (ISTEC)

Preamble

The present regulations of the Master's degree course in Computer Science at ISTEC (NCE/18/0000006-A3ES) establish the regulatory norms of the study cycle leading to the degree of master, in accordance with the stipulations of article 26° of Decree-Law 74/2006, of the 24th March, as amended by Decree-Law No. 107/2008 of June 25, Decree-Law No. 230/2009 of September 14 and Decree-Law No. 115/2013 of August 7, and considering what is stipulated in Decree-Law No. 65/2018 of August 16 and Regulation No. 24/2006 (Diário da República - 2nd Series, No. 78 - April 20). Thus, giving uniformity and logical consistency to the operation of this training and considering that the specificity of the course has the appropriate adjustments in its own regulation based on these regulatory guidelines.

Article 1

Scope of Application

1. This regulation applies to the cycle of studies leading to the master's degree in computer science taught by the Higher Institute of Advanced Technologies, hereinafter referred to as ISTEC.
2. The provisions of this regulation are without prejudice to ISTEC's existing regulations and are articulated with its systematics.

Article 2

Scope of the Master's degree

1. In accordance with article 15 of Decree-Law no. 74/2006, of 24 of March, and Decree-Law no. 65/2018, of 16 of August, the degree of Mestre is conferred to those that demonstrate:
 - a. Possess knowledge and comprehension skills at a level that:
 - i. Sustaining themselves on the knowledge obtained at 1st cycle level, develop and deepen it;
 - ii. Allow and constitute the basis for original developments and/or applications, in many cases in a research context.
 - b. Know how to apply their knowledge and their capacity for understanding and solving problems in new and unfamiliar situations, in broad and multidisciplinary contexts, even if related to their area of study;
 - c. The ability to integrate knowledge, deal with complex issues, develop solutions or pass judgement in situations of limited or incomplete information, including reflections on the ethical and social implications and responsibilities that result from or condition such solutions and judgements;
 - d. Be able to communicate their conclusions and the knowledge and reasoning underlying them to both specialists and non-specialists in a correct, clear and unambiguous manner;
 - e. Competencies that enable them to engage in lifelong learning in a fundamentally self-directed or autonomous manner.
2. The master's degree and conferred in a specialty, in this case, computer science.
3. The cycle of studies leading to the degree of master should ensure, predominantly, the acquisition by the student of a specialization of a professional and technical nature.

Article 3

Curricular Structure and Organization

1. The cycle of studies leading to the degree of master integrates:
 - a. A specialization course, consisting of an organized set of curricular units, called Master's Course, organized by the ECTS credit system. This course is subdivided into two branches, a branch on cloud computing and another on mobile devices and multimedia;
 - b. A Research Project or Dissertation, original and specially made for this purpose, with specific objectives, under the terms established by the present regulations (henceforth called Project/Dissertation).

2. The cycle of studies leading to the degree of master has 120 credits and a duration of four curricular semesters of student work.
3. Regulation 24/2006 (Republic Diary - 2nd series, Nr. 78 - April 20th) and Decree-Law n° 65/2018, of August 16th are applicable to the cycle of studies that leads to the master's degree.
4. The curricular units of the master course are preferably taught by ISTEC's PhD teachers, PhDs from other educational institutions with which protocols exist, or by experts of recognized and undisputed merit and professional competence in the respective area, under the scientific coordination of a PhD teacher.

Article 4

Access

1. In accordance with the DL n° 74/2006 of March 24th, republished by the DL n° 63/2016 of September 13th, and the DL n° 65/2018, of August 16th, it is possible to apply to the Master's Degree:
 - a. Holders of a degree or legal equivalent in the areas of Computer Science, Computer Science, Multimedia and Information and Communication Technologies;
 - b. Holders of a foreign higher academic degree conferred following a 12th study cycle organized according to the principles of the Bologna Process by a State that adheres to this Process in the areas of the course;
 - c. Holders of a foreign higher academic degree that is recognized as satisfying the objectives of a degree in the areas of the course by the Scientific-Technical Council of ISTEC;
 - d. In duly justified cases, holders of an academic, scientific or professional curriculum vitae that is recognized as attesting the capacity to carry out this cycle of studies by the Scientific-Technical Council of ISTEC, under proposal of the Coordination Commission.
2. The recognition referred to in lines c) and d) of number 1 will only have the effect of granting access to the cycle of studies leading to the degree of master and will not confer on its holder the equivalence to a degree or the recognition of this degree.

Article 5

Numerus clausus

1. The maximum number of students to be admitted to the master's degree in Computer Science is 40.

Article 6

Applications

1. The candidate interested in enrolling in the master program should apply in accordance with the call for applications for each academic year, which will be posted in the Academic Services on ISTEC's website.
2. The application file must be accompanied by the following documents:
 - a. Application form;
 - b. Photocopy of the document proving identity (Citizen's Card, Identity Card or Passport);
 - c. Photocopy of the taxpayer card, in the case of a BI or Passport;
 - d. Qualifications certificate containing the classifications of the curricular units and final course completion certificate, in the case of foreign students the certificate must be notarized;
 - e. Certificate proving the attribution of an equivalence, recognition of qualifications, in the case of foreign qualifications, being mandatory the presentation of the original of the document proving the academic qualifications or a certified photocopy of it;
 - f. A copy of the curriculum vitae, reasoned and detailed, including supporting documents;
 - g. Payment of the application fee;
 - h. Other supporting elements that the candidates may consider relevant for the assessment of their application, or that may be required by the announcement of the opening of applications.
3. ISTEC, through the Coordination Commission, will notify the selected candidate, letting him know the result of the selection process and informing him of the deadline to enroll and register in the Academic Services.
4. The candidate placed in the Master's course will have sixty days to enroll. In exceptional cases where it is proven that a document could not be issued due to a third party, this deadline may be increased by

another thirty days. If the enrollment is not made within these deadlines, the candidate will lose his or her place in the course.

Article 7

Master's Course Coordination Committee

1. The master's course is coordinated by a committee, composed of two elements.
2. The Coordinators of the Master's course are appointed by the Director of ISTEC. They must be professors with the rank of Coordinating Professor and have a PhD in one of the fundamental areas of the course.
3. Masters course coordinators may be assisted by other faculty members.
4. The coordinating committee is responsible for:
 - a. Prepare and propose, to the Secretary General of ISTEC, the edict of the course;
 - b. Coordinate the selection of candidates for the course;
 - c. Analyze the requests for Project/Dissertation advising, from the students who request it and elaborate a reasoned proposal for the appointment of the advisors, including, attached, their opinion about the feasibility of the subject and their availability for the advising;
 - d. Propose and integrate the jury for the appreciation of the written documents to be proposed to the Technical and Scientific Council;
 - e. At the end of the course, write a critical evaluation report on the functioning of the course, taking into account the results of an evaluation questionnaire, of the curricular units, applied to the students and the articulation with ISTEC's management bodies;
 - f. Propose amendments to the course regulations, when its specificity makes it necessary;
 - g. Pronounce on all scientific-pedagogical questions that are put to it;
 - h. Manage the procedures that guarantee the originality of the works and the management of Urkund;
 - i. Propose to the STC the faculty distribution of the course.
5. Masters course coordinators draw up the timetables of the respective course.
6. The course coordinators are responsible for promoting, among the students of the course, the appreciation of the lines of research to be developed in the Project/Dissertation.

Article 8

Scientific Committee of the Master's Course

1. The Scientific Committee of the Master's course is composed of the two course coordinators plus a professor with a doctoral degree in one of the fundamental areas of the course, chosen by the Coordinating Committee.
2. The Scientific Committee elects a president for a two-year term.
3. The Scientific Committee meets at least once a year.
4. Minutes shall be taken of meetings of the Scientific Committee.
5. It shall have the following core competencies:
 - a. To make changes in the curricular programs;
 - b. Propose to the Scientific-Technical Council changes to the course;
 - c. Propose to the Scientific-Technical Council the faculty for the course;
 - d. Establish protocols with other academic institutions and with companies;
 - e. Define the characteristics of the laboratories;
 - f. Establish and evaluate the scientific research of the course faculty;
 - g. To issue a report of technical-scientific nature, at the end of each course, and submit it to the Scientific-Technical Council;
 - h. Pronounce on all matters of scientific nature.

Article 9

Candidate Selection Jury

1. The selection board for selecting candidates is proposed to ISTEC's Scientific-Technical Council by the coordinating committee of the master's degree course.
2. The jury is appointed by the Scientific-Technical Council of ISTEC, under proposal of the Coordination Commission, and shall be composed of a president, secretary and a vowel.
3. This jury must include elements of the Scientific Committee.

Article 10

Criteria for admission and selection of candidates

1. The following admission and selection criteria apply:
 - a. Academic Qualifications – 60%
 - i. Bachelor's degree in the area or areas related to the course - value equal to the average obtained in that degree;
 - ii. Graduation outside the area or areas related to the course.
 - b. Complementary Training – 20%
 - i. Post-graduate studies in one of the areas of one of the branches of the Master's degree;
 - ii. Professional certification in the areas of the branches of the Master.
 - c. Professional Experience – 20%
 - i. Scientific publications (with peer review) in the area or areas related to the Master's degree (poster, article, book);
 - ii. Awards in the area or areas related to the Master's degree;
 - iii. Work experience in the area or areas related to the Master's degree.
 - d. For the purpose of tie-breaking in admission graduation, the applicant's age is considered, the oldest wins in graduation.
2. For each of the criteria mentioned in the previous number, ISTECS Scientific-Technical Council or the jury of selection and seriation of candidates may establish, whenever necessary, sub-criteria and respective weightings, which shall be made public, when the notice referred to in article 6th of this regulation is published.
3. The announcement, referred to in article 6th of these regulations, will also define the rules and the time period for accepting complaints about the selection and seriation of the candidates, which must be presented through a request addressed to the president of the respective jury.
4. Any complaints submitted after the deadline will be flatly rejected and the jury's decisions cannot be appealed.

Article 11

Enrollment

1. The enrolment and registration of master's degree students is done directly by the interested party at ISTECS Academic Services.
2. The enrolment and registration process will be accompanied by the documents already submitted for application purposes, to which the candidate must attach:
 - a. Enrollment bulletin;
 - b. A color passport-type photo;
 - c. Payment of School Insurance;
 - d. Payment of the corresponding tuition fees.
3. The Academic Services will always deliver a list with the information of the enrolment process to the Coordination Commission.
4. The student may enroll, on an extracurricular basis, in single curricular units up to a limit of 30 credits; the acceptance of the requests referred to in this section depends on the existence of vacancies in the course.

Article 12

Tuition Fees and Application Fee

1. The tuition fees for attending the master's course and other emoluments shall be established annually by the ITA Management.

Article 13
Withdrawal

1. The withdrawal of enrollment in any Master's course should be addressed, upon request, to the Secretary-General of ISTEC and presented at least 10 days before the beginning of classes of the course, in order to allow the respective replacement by serialized candidates.
2. Withdrawal after the beginning of classes does not entitle the withdrawing student to a refund of any fees charged.
3. Withdrawal from the course more than one month after the beginning of classes will entail payment of the full tuition fee for the first year of the course.
4. If the withdrawal occurs in the 2nd year of the course, the student must pay the full course fee.

Article 14
Validity of Enrollment and Registration

The matriculation and enrolment in the Master's course, as well as the payment of the respective tuition fee, are valid for the corresponding academic year.

Article 15
Prescription

The student who does not finish the curricular part of the master course, to which he or she has been admitted, may request re-enrollment in a subsequent edition of the course, without the need for a new application, to attend the missing curricular units, upon payment of the respective tuition fee.

Article 16
Attendance System

The master's course will be carried out on a face-to-face basis, whereby students' attendance in each course unit will be valued. This does not prevent the use of online digital platforms for curricular development.

Article 17
Certification

1. In the curricular units in which the student has passed, it may be requested, at the Academic Services, the respective discriminative certificate, upon payment of the respective fees.
2. The certificates, referred to in the previous number, should specify the course unit, classification and number of credits obtained.
3. The issuance of the degree certificate, as well as the respective certificates, shall be accompanied by the issuance of a supplement to the diploma, drawn up under the terms and for the purposes of Decree-Law 42/2005 of 22nd February.
4. The post-graduate/specialization diploma will be awarded to those who have passed the school component of the respective course.
5. The documents mentioned in the previous numbers must be issued within 30 working days of their request.

Article 18
Academic and Administrative Management

1. It is incumbent upon the Academic Services, namely:
 - a. Receive the Applications;
 - b. Receive the registration and fees of the admitted students;
 - c. Record the specific information of each student;
 - d. Issue the rosters, with the enrolled students, for evaluation purposes;
 - e. Issue a statement proving enrollment;
 - f. Issue certificates and diplomas.
2. It is the responsibility of the teacher of each curricular unit to register the students' grades in the Academic Services, respecting the school calendar approved for each academic year.

3. The Student Support and Employability Office (GAEE) is responsible for supporting the Coordination Commission and the teachers of the master's course in the students' learning paths.
4. It is GAEE's responsibility, under the coordination of the Course Coordination Commission, to monitor, control and systematically evaluate all active employment measures, promoted by different national and international entities, through the promotion of its rationalization and the development of enhancing strategies, aiming at the permanence of students in active life, as well as the interaction with different institutions in the most diverse areas of economic activity, specifically, regarding the Project/Dissertation.
5. The completion of the Term Books is the responsibility of the Academic Services.

Article 19

Definition of Evaluation

The degree of compliance, by the student, with the objectives of each curricular unit in which he is enrolled and subject to assessment.

Article 20

Evaluation methods

1. Within the assessment regime of the present regulations, the teacher may establish cumulatively, in whole or in part, the following assessment modalities:
 - a. The completion of individual or group work, subject to discussion and defense;
 - b. The preparation and writing of a report, summary, critical analysis, themes to be developed, projects, practical or experimental work, among others;
 - c. The completion of a written test on the subjects taught in each curricular unit;
 - d. Another modality previously considered in the curricular unit evaluation system.
2. Written work may be requested for assessment in English.

Article 21

Evaluation periods

1. There are the following evaluation periods, scheduled by proposal of the Coordination Commission of the Master:
 - a. Normal season;
 - b. Period of appeal;
 - c. Special season;
 - d. Extraordinary season.
2. Students who are enrolled in the curricular units and who lack only one curricular unit to complete the curricular part of the master's program may enroll in the special season.
3. The special season applies to special cases in which the Coordination Commission considers the existence of this season necessary, namely in cases of need to fulfill the requirements for submission of the Dissertation project.
4. The admission to each of the periods can be conditioned by attendance criteria or others, as long as they are provided for in the Guidelines of the Curricular Unit and have been disclosed at the beginning of the semester.

Article 22

Grade Improvement

1. The student, upon prior registration, may improve his/her grade during the academic year in which the curricular unit is approved.
2. For the purpose of improving grades, the student may not take more than one improvement exam for each curricular unit.
3. The Project/Dissertation report is not eligible for improvement, as well as any other curricular units whose specificity is not compatible with the improvement.
4. In the exams taken, for improvement purposes, the highest mark will prevail.

Article 23

Classification of Curricular Units and of the Project/Dissertation Report

1. The final evaluation of a curricular unit is expressed through a classification on a numerical scale from 0 (zero) to 20 (twenty) points.
2. It is considered:
 - a. Approved in a curricular unit, the student who obtains a classification of not less than 10 (ten) points;
 - b. Fail in a curricular unit if the student obtains a classification lower than 10 (ten) points or when:
 - i. The student commits fraud when taking a test. In this case, regarding the Applied Project or Dissertation report, the student will never be allowed to reformulate the work;
 - ii. The student refuses to make the changes suggested by the Jury of the discussion and defense of the Applied Project or Dissertation report, will not be allowed to defend it;
 - iii. The student fails to discuss the Project/Dissertation report in a minimally acceptable way and the Jury concludes, after discussion, that the student does not reach the minimum classification of 10 points (ten values), will not be approved.
 - c. From the deliberation of Fail, the Jury must prepare a reasoned report, assigning a final classification, on a full scale between 0 (zero) and 9 (nine) values.
3. The teacher of the curricular unit is responsible for assigning a grade to the elements of evaluation applied.
4. The classification of the Project/Dissertation report is assigned by the Jury, appointed to examine and discuss the work.
5. After passing the curricular component of the master's course, the student may apply for the corresponding post-graduate diploma.

Article 24

Final classification

1. The final classification of the curricular component of the master course (post-graduation) is the average of the classifications obtained in the curricular units of that component, weighted by the respective credits and rounded to the nearest unit, and will be expressed on a 10-20 interval of the numerical integer scale from 0 to 20, to which will be associated a qualitative reference with four classes (Regulation n° 24/2006, Republic Diary, 2nd series, n° 78 of April 20th):
 - a. 10 to 13 - Sufficient;
 - b. 14 to 15 - Good;
 - c. 16 to 17 - Very Good;
 - d. 18 to 20 - Excellent.
2. The final classification of the master's course will take into account the classification of the curricular component and the evaluation of the Project/Dissertation report and will be calculated according to the terms of article 36 of these regulations.
3. The Project/Dissertation report will be awarded the classification given by the Jury, under the terms of article 35 of this regulation.

Article 25

Complaints

1. The student may file complaints against the marks assigned to course units provided that they are supported by documents, upon payment of the respective fees.
2. Complaints about marks assigned shall be made using the appropriate form, at the Academic Services Office, and addressed to the coordinating committee of the master's course, which will send it to the professor responsible for the course unit.
3. The complaint must be filed within two working days from the date of posting of the results.
4. The period for deciding on a complaint will be fifteen working days. The result will be communicated in writing by the coordinator of the master's course, who will add his or her opinion to the report of the teacher in charge of the curricular unit and deliver it to the Academic Services, who will inform the student.
5. The original of the complaint, the decision about it and the proof that it was notified to the student should be filed in the student's individual file.

6. Any complaint that is not justified and/or is submitted after the deadline will be rejected outright, except, in the latter case, when the delay cannot be attributed to the student.

Article 26

Resources

1. The decision on the complaint may be appealed.
2. Appeals shall be made in the appropriate form, at the Academic Services Office, and addressed to ISTECS Secretary-General, who will constitute a jury of two teachers of the scientific area corresponding to the curricular unit in question, not involved in the initial evaluation, after hearing the course coordinators and the teacher responsible for the curricular unit.
3. The appeal, with reasons, shall be lodged within a maximum period of five working days from the date of notification of the decision on the appeal.
4. Appeals that are not justified and/or are filed after the deadline will be rejected outright, except, in the latter case, when the delay cannot be attributed to the student.
5. The constituted jury, which must hear the responsible teacher, must give a reasoned decision in the following ten working days and communicate it, in writing, to the Secretary-General of ISTECS, who will inform the student. The jury's decision cannot be appealed.

Article 27

Guidance

1. The preparation of the Project/Dissertation report is supervised by a professor with a doctoral degree, appointed by the Commission for the Coordination of the Master's Course.
2. The supervision may be done by both national and foreign supervisors.
3. The student may request a new supervisor to the Steering Committee, whenever exceptional and duly justified conditions are met.
4. The supervisor will establish, together with the student, the mode of support and follow-up of the activities (calendar/timetable) inherent to the completion of the Project/Dissertation. Failure to meet the stipulated deadlines will result in the student's failure.
5. The supervisor is responsible for the following tasks:
 - a. Guide the student in the eventual choice of the Project/Dissertation, taking into account the objectives expressed by the student;
 - b. Analyze the Project/Dissertation pre-proposal elaborated by the student;
 - c. Clarify the student in relation to questions and doubts arising from the elaboration of the Project/Dissertation report;
 - d. Make a preliminary assessment of the Project/Dissertation report, presented by the student, before submitting it to the Jury. This assessment will be sent to the Course Coordination in writing.

Article 28

Project/Dissertation Admission

1. Only students who have completed all course units may apply to the Project/Dissertation.
2. During the 2nd semester of the 1st year, the coordinators of the master's course will hold a meeting with the students to present the research lines and themes, listening to the interests of the students and guiding the choice of the Project/Dissertation theme and advisor, taking into consideration the desired profile of the future master and possible lines of research resulting from partnerships for applied projects with the surrounding community.
3. At the end of the 2nd semester of the 1st year, the student, who has not defined a research topic or identified a supervisor, should request the necessary support from the Coordination Commission of the Master's course.
4. In case the chosen advisor is not available to supervise the Project/Dissertation, another advisor will be appointed by the course's Steering Committee.
5. The application for registration and preparation of the Project/Dissertation must be submitted to the Academic Services within the first 60 days after the beginning of the 2nd year, with the following documents:
 - a. Application, addressed to the Coordination Commission, mentioning the subject of the Project/Dissertation;
 - b. Advisor's opinion and declaration of acceptance;
 - c. Project/Dissertation work plan;

- d. Certificate of approval in the curricular units of the teaching part of the master's degree.
6. The Coordination Commission will give its opinion on the proposals presented and will inform the student of its decision within 30 working days, after the deadline for submitting the request mentioned in paragraph a) of number 5 of this article.
7. The deadline for submission of the Project/Dissertation report is six months after the end date of the corresponding semester/academic year.
8. The student may request the Coordinating Committee to extend the deadline for submission of the Project/Dissertation report for six-month periods, up to a maximum of two years, upon payment of the fee established by the ITA Board of Directors.

Article 29

Conducting the Applied Project or Dissertation

1. The completion of the Project/Dissertation implies strict compliance with the work plan defined with the supervisor and approved by the Master's Coordination Commission. It is intended to provide the student with knowledge, capacities, and skills in the technical and scientific field of study and in accordance with the defined lines of research/application. Thus, it is understood:
 - a. By Applied Project or Research Project - the development of a project, with theoretical and practical structure based on the technical and scientific knowledge acquired during the master's course, and whose application should translate into organizational, technical, economic and environmental improvement of a company or institution, public or private, in areas directly related to the curricular areas of the course;
 - b. By Master's Dissertation - the dissertation must develop a theme and prove a deep level of knowledge in a scientific area and capacity for research practice.
2. The students in the master's course who have, in their undergraduate curriculum, a curricular internship incorporated, should be directed, preferably, to the realization of an Applied Project, Research Project or Dissertation to develop, with more efficiency, their knowledge and avoiding the repetition of tasks.
3. The work developed and the written documents must comply with the scientific rules inherent to research work, intending, fundamentally, that the student identifies, problematizes, and presents solution proposals for needs and concrete problems of organizations, companies, and territories.

Article 30

Project/Dissertation Report

1. The Applied or Research Project must constitute a research work directed towards specific problems or realities within the technical and scientific area of the master's degree.
2. For the elaboration of work/research plans, the following structure is suggested, which should be prior to the realization of the Applied or Research Project:
 - a. Identification sheet, containing the name, student identification, start and end dates of the Applied Project or research project, advisor's name and academic degree;
 - b. Applied Project or research proposal and attendance sheet;
 - c. Summary of the work to be developed;
 - d. Intended objectives;
 - e. Methodology to be used;
 - f. Work to be developed (indicating the learning to be done and possible difficulties in the Applied Project or Research);
 - g. Bibliographical references;
 - h. Annexes.
3. For the preparation of the Dissertation, it is suggested that the following aspects be considered in the plan:
 - a. Introduction (with presentation of the topic and problematic of study, objectives, object and structure of the research);
 - b. Literature review;
 - c. Definition of the hypotheses and methodological support of the development/design of the research;
 - d. Materials, methods and methodologies;
 - e. Results of the investigation;

- f. Appendices.

Article 31

Project/Dissertation Presentation

1. The Project/Dissertation report must be submitted in paperback or bound copies. The liner should center the title of the degree, the year of completion and the first name and last name of the student. The cover shall bear the name and symbols of ISTECS, the title of the Project/Dissertation report, the name of the candidate, an indication of the degree to which it relates, and the date of completion.
2. The text should be justified, on A4 format pages, with all margins at 3 cm, with font Times New Roman, size 11 and line spacing of 1.5 to allow easy reading.
3. After the cover page, there should be a function page where, in addition to the information on the cover, the name of the supervising professor and the name of the co-supervisor, if any, and the function of the document should be added.
4. The Dissertation report must follow the following organization:
 - a. Cover page;
 - b. Function page;
 - c. Acknowledgements (optional);
 - d. Abstract (approximately 400 words in Portuguese, with single line spacing);
 - e. Key words: maximum of six;
 - f. Abstract (approximately 400 words, in English, with single line spacing);
 - g. Key Words: maximum of six;
 - h. Glossary (if applicable);
 - i. Indexes;
 - j. Body of the work (organized by parts and/or chapters);
 - k. Bibliography;
 - l. Annexes.
5. Papers must be printed in the "front and back" format.
6. The paper should be no longer than 90 pages, excluding appendices; Times New Roman 11, one and a half spaces.
7. The presentation of the Project/Dissertation report, as well as its discussion and defense, may be done in a foreign language, at the candidate's request and upon favorable decision by the Coordinating Committee of the Master's course.

Article 32

Submission of the Project/Dissertation Report and Request for Examination and Defense

The candidate must request the tests of discussion and defense in a specific request addressed to the Coordination Committee, to be delivered to the Academic Services to which he/she will attach:

- a. Five copies of the Project/Dissertation report;
- b. One copy in electronic format of the Project/Dissertation report, with extension "doc or docx" and "pdf", stored in a USB Pen Drive, with fixed identification;
- c. Five copies of the curriculum vitae the date of submission.
- d. The opinion of the supervisor and co-supervisor, if any;

Article 33

Jury

1. The Jury for the appreciation of the Project/Dissertation report is proposed by the Coordination Commission of the master's course, after hearing the supervisor.
2. The members of the Jury must be from the same scientific area or domain in which the Project/Dissertation report is inserted and have a doctoral degree.
3. The Jury is appointed by ISTECS's Director, upon proposal by the course's Coordinating Commission, within 90 days after the submission of the Project/Dissertation report.
4. The Jury will be composed of:
 - a. By the ISTECS Director, or a faculty member, appointed by him/her, who will preside;
 - b. By an examining professor, from the predominant scientific area of the master's degree course;
 - c. By the advising teacher.

5. Exceptionally, when duly justified, the Jury may include, in addition to the elements mentioned in the previous number, more teachers up to a maximum of five.
6. Whenever there is more than one advisor, only one can integrate the jury.

Article 34
Proceedings

1. In the 30 days following the publication of the order appointing the Jury, the Jury shall decide on:
 - a. The acceptance of the Project/Dissertation report without amendments;
 - b. The recommendations for reformulation and the respective grounds;
 - c. The scheduling and organization of the public discussion and defense.
2. If the Jury recommends that the candidate be reformulated, he/she will have a non-extendable period of 90 days to reformulate the text or declare that he/she wishes to maintain it as presented. In counting the deadlines, any suspensions of the same, under the terms of article 38, shall be taken into consideration.
3. After the reformulation, the candidate must deliver new copies as described in article 32.
4. If the candidate chooses not to reformulate the paper, the public exam will be scheduled.

Article 35
Discussion and Defense of the Project/Dissertation Report

1. The discussion and defense cannot take place without the presence of all members of the Jury.
2. The discussion and defense are preceded by an oral presentation made by the candidate, with a maximum duration of 20 minutes, summarizing the contents of the written document and highlighting its objectives, methodologies developed, means used for its realization and main conclusions.
3. The discussion and defense must not exceed ninety minutes and all members of the jury may participate. The candidate must be given the same amount of time as the jury members use for argumentation.

Article 36
Jury deliberation

1. Once the discussion and defense referred to in the previous number have been concluded, the Jury will meet to evaluate the test and respective classification of the candidate, deciding by means of a reasoned roll call vote, with no abstentions allowed.
2. The classification will be expressed as Fail or Pass.
3. In case of Approved, the Jury will express the final classification of the Project Report/Dissertation in the range 10-20 of the numerical scale from 0 to 20, which will be associated with a qualitative reference with four classes:
 - a. 10 to 13 - Sufficient;
 - b. 14 and 15 – Good;
 - c. 16 and 17 - Very Good;
 - d. 18 to 20 - Excellent.
4. In case of Fail, the provisions of paragraph b), of number 2, of article 23 of these regulations apply.
5. In the event of a tie, the President of the Jury has a casting vote.
6. Minutes shall be drawn up of the exam and Jury meetings, containing the votes cast by each of its members and the respective grounds, which may be common to all or some of the Jury members.
7. The jury meetings, except for the discussion and defense of the Project/Dissertation report, may be held by teleconference or by any technological means deemed appropriate.
8. After the defense and within a maximum period of 30 days, the approved candidates must deliver to the Academic Services:
 - a. A paper copy of the final and corrected version with the corrections proposed by the jury;
 - b. A digital copy of the Project/Dissertation report for registration and legal deposit as foreseen in article 40, observing the following:
 - i. Separate files must be delivered, namely with the abstract, the body of the document and annexes, in the authorized formats, as per article 40;
 - ii. If the work includes other elements necessary for the correct understanding and interpretation of the information, not included in the body of the text (e.g. audio or video

- records, etc.), these should also be provided in separate files in one of the authorized formats, in accordance with the provisions in article 40;
- iii. If delivered in CD-ROM or USB-Pen Drive format, its cover must follow the standards and information of the hard copies.

9. The issuance of the diploma of course completion is subject to the delivery of the elements provided for in the previous number, without prejudice to the issuance of a statement attesting to the public defense of the Project/Dissertation Report.

Article 37

Final Classification of the Master's Degree

1. The master's degree is awarded a final classification, expressed in the 10-20 range on the numerical scale from 0 to 20, as well as its equivalent on the European scale of comparability of classifications.
2. The final classification of the Master degree takes into account the classification of the school component and the evaluation of the Project/Dissertation report and is calculated using the following formula:

$$CF = 50 \% * CPL + 50 \% - CPA$$

rounded to the nearest unit, where:

CPL=Classification of the School Component, obtained under the terms of no. 1 of article 24

CPA =Classification of the Project/Dissertation, obtained according to the nº 3 of the article 36

Article 38

Suspension of deadlines

The deadlines for the submission, discussion and defense of the Project/Dissertation report may be suspended, at the request of the interested party, by decision of the ISTEC Secretary-General, after hearing the Master's Coordinating Commission, in the following cases:

- a. Military service;
- b. Maternity or paternity; situation that occurs during the deadline for submission, discussion and defense;
- c. Serious and prolonged illness of the student or serious accident, when the situation occurs during the term for delivery and for discussion and defense;
- d. Effective exercise of one of the functions referred to in article 41 of Decree-Law no. 185/81, as amended by Decree-Law no. 69/88;
- e. Others, foreseen by law, or in which the responsibility is imputed to the Institute/School.

Article 39

Deposit of the Project/Dissertation report and registration of the master degree

1. Within 60 days after being awarded the master's degree, the following will be done sequentially:
 - a. The registration of the degree attribution in the National Register of Theses and Dissertations (RENATES), under the terms of article 9 of Ordinance nº 285/2015 of September 15th;
 - b. To the deposit of the full content of the work in a repository of the Open Access Scientific Repository of Portugal (RCAAP) network, under the terms of article 11 of Portaria nº 285/2015 of September 15;
 - c. To the registration, in RENATES, of the unique and permanent identifier assigned by the RCAAP network, provided for in article 11(4) of Ordinance No. 285/2015 of September 15.
2. The registration of the degree attribution foreseen in paragraph a) of the previous number is the responsibility of the Academic Services.
3. The deposit of the contents in RCAAP, as set forth in paragraph b) of the previous number, is the responsibility of the Academic Services.
4. After the previous procedures have been carried out, the Coordination Commission should be informed.

Article 40

Report/Project/Dissertation File Format

1. Papers are deposited in RCAAP in open formats, widely recognized in the community, that ensure technical and semantic interoperability, and that guarantee the long-term accessibility, readability and integrity of their content.
2. The list of authorized formats is published in the 2nd series of the Diário da República, by order of the Board of Directors of the Foundation for Science and Technology, I. P.
3. The list of authorized formats is regularly updated in view of the evolution of technologies and community practices.

Article 41

Dissemination of the Project/Dissertation Report

1. The copyright of the Applied Project Report or Dissertation belongs to the student as the intellectual creator.
2. The student grants ISTEC, free of charge, in addition to the use of the title, abstract and abstract, authorization to deposit the respective files and make the Applied Project Report/Dissertation accessible to interested parties, considering the provisions of article 39, without prejudice to the imposition of restrictions or embargoes on access to the full content of the work.
3. The imposition of restrictions or embargoes may result, depending on the case, from the will of the author, ISTEC, funding bodies or others, and must be justified and requested to the Director of ISTEC, using the form to be made available.

Article 42

Fraud-Plagiarism

1. Without prejudice to possible civil, disciplinary, or criminal liability, the identification of situations of fraud or plagiarism in academic work and in evaluation tests is likely to determine failure or withdrawal of the degree.
2. The specific regime to be applied to situations of fraud or plagiarism shall be laid down in an autonomous regulation.
3. In all reports and dissertations intended for evaluation, students must submit a signed declaration of honor attesting that the text presented is original and the student's own.
4. If a situation that may be considered fraud or plagiarism is detected, the student is heard under the legally applicable terms.

Article 43

Final Provisions

1. The omitted and doubtful cases, not contemplated in these regulations, shall be solved by ISTEC's Director, after hearing the Scientific-Technical Council, according to the law, the statutes and the applicable regulations, under proposal of the Master's Coordination Commission.
2. This Regulation and any amendments to it must be approved by the Scientific-Technical Council.

Article 44

Entry into force

1. This regulation comes into force after being approved by the Scientific-Technical Council and ratified by ISTEC's Director.

Version 2 of the Regulation

Approved at the Scientific-Technical Council meeting on February 4, 2021.



(STC President: Pedro Ramos Brandão)

Homologated by the Director of the Instituto Superior de Tecnologias Avançadas de Lisboa on: February 04, 2021.



(Director of ISTEC Lisbon: José António da Silva Carriço)