




Regulation of the Innovative Company Project

ISTEC | INSTITUTO SUPERIOR
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Considering that one of ISTECLisbon aims is to foster fundamental and applied research activities that aim to contribute in an innovative way to the development of students and the country, from a perspective of scientific and pedagogical consistency and relevance, taking into account social demand and the insertion of graduates in the labor market, by deliberation of the Scientific Technical Council, at its meeting on the twenty-eighth day of July two thousand and twenty-two, the following Regulations for the Innovative Project in a Company 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. It aims to deepen the knowledge acquired by the student, in order to demonstrate their ability to participate in design, planning, research and development tasks or in the solution of concrete problems, based on structured conceptualization.

The Innovative Company Project can take the form of a scientific report or project, with a compulsory practical component related to IT. It must be related to a business need and must be developed in the business context that hosted the student's project.

The topic of the Innovative Project in a Company and its development must show an updating of 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.

The ultimate aim of the Innovative Project in a Company is to bring added value to the production and technological process of the company hosting the student. The Project does not require a specific number of face-to-face hours in the company, but the workload provided for the Curricular Unit is maintained.

3. The specific syllabus of the curricular unit is dependent on the theme of the Innovative Project in a Company and the type of host organization selected by each student. An individual work plan will be drawn up, with a roadmap of activities and work to be carried out during the period specified for each student, which will be included in the research work agreement with the company. The work plan must be signed by the student, the supervisor appointed by ISTECLisbon and the supervisor appointed by the host organization before the start of the Innovative Project in a Company.
4. This is a research project with a high level of autonomy and organization on the part of the student.

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 Project Coordinator and the ISTECLisbon supervisors must establish the guidelines for the project.
3. The Innovative Company Project has a Coordinator, appointed by the Director of ISTECLisbon, whose role is to organize and coordinate the curricular structure and project, as well as appointing the specialty supervisors.
4. The Innovative Company Project has supervisors at ISTECLisbon level whose role is to guide and help students in the development of their work and to teach them the methodologies applied to this type of research work.
5. The Project will have a curricular component dedicated to the area of research methodology and the structure of a scientific paper or report. This curricular component will focus on the presentation of 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 carried out through the organization of seminars, tutorials, 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.

Article 3
Teaching

1. The curricular unit is taught and supervised by two components: Research Methodologies and Specialty Orientation.
2. The aim of the Research Methodology component 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 receive individualized support from specialized advisors in the area of the chosen work topic, as well as from the person in charge of the company where the project is being carried out.
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. Given the specific nature of this curricular unit, the teaching strategy will be based on a project-based learning (PBL) perspective, in which students improve their skills, deepen their knowledge and learning by exploring, over an extended period, an authentic and challenging problem or challenge.

Article 4
Guidance

1. The project must be prepared under the guidance of two supervisors, one from ISTECLisbon, appointed by the project coordinator, and the other from the company where the project is being carried out.
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 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 two months of classes of each academic year, and the 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 ISTECLisbon and Company supervisor, including: the object of study, objectives, methodology to be used and a timetable for the work and expected results. The two supervisors must work together to unanimously conclude that the project is feasible.
4. At the end of the 1st semester, each student will give an oral presentation ("pitch") of the pre-project. The assessment of the pre-project is the responsibility of the ISTECLisbon supervisor, 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 curricular unit and will be recorded in a report card.

Article 6
Project Delivery

1. The final version of the Project must be submitted by June 30th of each school year, hereinafter referred to as the normal deadline.
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 the company manager and an author's report.
3. Before final submission to the Secretariat:
 - a. A version of all the work in Microsoft Word format must be sent by email to the supervisor and company manager 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 digital copy must be submitted via email, for analysis by the supervisor and company manager, who will decide whether it meets the regulatory, methodological and scientific requirements. This analysis will culminate in an opinion being issued by the supervisor and the company manager, which will be given to the student.
4. The final version of the project report can only be submitted once the supervisor and company representative have given a positive opinion.

Article 7
Evaluation panel

1. Once the documentation referred to in paragraph 2 of the previous article has been received, the Project Coordinator will propose the evaluation panel, which will be made up of:
 - a. The Academic Project Coordinator, who chairs the jury and may delegate this function to another ISTECLisbon teacher;
 - b. The Company Representative.
 - c. The work supervisor at ISTECLisbon.
2. If any of the members referred to in point 1 is unable to attend, they will be replaced by a teacher appointed by the 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 20 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, will be able to use the month of 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 ISTECLisbon Advisor and the Company Representative, 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 Chairman of the Technical-Scientific Council.

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, depending on the changes that its practical application may determine in order to further improve the quality of the system for organizing, defending and evaluating Projects, on a proposal from the Project Coordinator and with the favorable 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. ISTECLisbon (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).