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## 1. INTRODUCTION

To obtain a master's degree, in addition to the academic component, all students must be approved in a scientific dissertation or in an internship of professional nature, object of final report or in an original work designed and performed especially for this purpose.

This document aims to serve as a guide to the graduate student in the second part of the program, which takes place after the academic component. This document will not dispense the reading of the respective Regulations available on the website of NOVA IMS.

A schematic presentation of this process, with different activities developed and actors participating in it, is presented in the end of this document.

## 2. ORGANIZATION OF THE MASTERS PROGRAM

The organization of the program is based on the European system of accumulation and transfer of course credit (ECTS - European Credit Transfer and Accumulation System).

The master's program includes:

- a) A component of specialization, consisting of an organized set of courses, called specialization program, which corresponds to 60 ECTS and lasts for two semesters.
- b) A work leading to the award of the master degree, to perform during the 3rd semester and which corresponds to 35 ECTS.

## 3. AWARD OF MASTER'S DEGREE

A master's degree is awarded to those students who have earned 95 ECTS, of which 60 relate to the specialization program (1st and 2nd semesters), and the remaining 35 ECTS for approval in the public act of defense of dissertation, work project or internship report (3rd semester).

## 4. WORK LEADING TO THE AWARD OF THE MASTER'S DEGREE

The work leading to the award of the master's degree may take the form of a scientific dissertation or a work of original design, specially developed for this purpose, or a work of professional nature subject to a final report, as detailed below.

The main difference between the dissertation and project work stems from the theoretical work and research associated with the first component, and the practical and experimental associated with the second. The work of professional nature differentiates the previous two in that it is performed in the context of a company / organization, for the acquisition and development of knowledge and skills of business / organizational practice in the areas of knowledge of the program.

The Master's dissertation aims at conducting a research project leading to the preparation of a scientific dissertation on a topic in the area of knowledge of the program. The dissertation must be specially made for this purpose, constituting a privileged moment of scientific proof of ability of the master's student, formalized at the end of the third semester. The research should involve components of theoretical and / or experimental nature, promoting understanding and solving problems in new and unfamiliar situations, selection and careful collection of information and adequate bibliography, the adoption of methodologies with the appropriate approach, designing a solution to the problem proposed and respective implementation, and critical analysis of the results. The dissertation must demonstrate that the candidate is an expert in the thesis topic and must also demonstrate that he/she acquired knowledge at the frontier of knowledge in the area in where the dissertation is inscribed. This thesis may be presented in the form of a scientific paper.

The project work aims at the integrated application of knowledge and skills acquired throughout the program to new situations of current practical interest, assuming the adoption of appropriate methodologies and strategies for solving a specific problem in the knowledge areas of the program. The project work should have a multidisciplinary nature, involving the use of acquired skills and components of laboratory work and / or experimental. Through a judicious use of information and selected bibliography, the final report should show the relevance of the methodologies and techniques used during the implementation phase of the project and knowledge of the state of the art in the area to which it belongs.

The internship report is intended to complement the academic training conducted during the specialization component of the master program by integrating the student in the pursuit of a professional activity or development activities in companies or organizations which encourage real contact with the world of work. The internship comprises at least 35 hours of weekly practice over 20 weeks (or equivalent), for a total minimum of 700 hours devoted to activities particularly at the location of the company or organization.

## 5. GUIDANCE

The preparation of the dissertation or project work and the completion of the internship are guided by a PhD holder or by a specialist with recognized merit (by the Scientific Council of the NOVA IMS).

Guidance can be provided under co-supervision by either Portuguese or foreign advisors, one of whom always belonging to NOVA IMS.

If the student elects to make an internship report, it is his/her responsibility to propose to the potential companies / organizations the internship and to contact a professional advisor (from the company / organization) and an academic advisor (from NOVA IMS).

## 6. REGISTRATION

After approval in the Curriculum Unit of Research Methodologies (and having successfully completed the curricular component of the Master) the student must register the theme of the work leading to the award of the master's degree.

Thesis registration must be submitted to the Academic Services, containing: Identification, Thesis Title, Thesis Summary (max 200 words.), Specialization, Type and Advisor.

The record shall be prepared in proper form, available at IMSOnline Virtual Secretariat, and accompanied by the acceptance of the supervisor / co-supervisor document (form available at the same location).

## 7. AMENDMENT TO REGISTRATION

Changing the information contained in the Register of Dissertation / Project / Internship (Title, Supervisor, etc.) requires the submission of a new registration with the Academic Services (AS).

The request for change of registration must be presented in appropriate printed form, available in IMSOnline Virtual Secretariat. In the event of a change of supervisor / co-supervisor a new acceptance document shall be submitted.

## 8. DEADLINE

The final version of the dissertation (MD), project work (PW) or internship report (IR) must be received by the Academic Services at the latest, by November 30 of year three, according to figure 1.

1st Year		2nd Year			3rd Year		
September	February	September	February	Until August 31st	September	Until October 15th	Until November 30th
Curricular Semester	Curricular Semester	Semester for the development of the Thesis/ Project/ Internship	- -	Delivery of the final version of the T, WP or IR for the advisor(s) revision	--	Delivery of the final revision by the advisor(s) of the T, WP or IR	Delivery of the final version of the T, WP or IR

**Figure 1** - Delivery of the final version of the thesis, work project or internship report

This delivery must be accompanied by a statement of the supervisor / co-supervisor(s) confirming their agreement with the delivery of the dissertation, project or internship report following the template available on IMSOnline Virtual Secretariat.

Failure to comply with this deadline determines enrollment in an additional year. For the fulfillment of that period, the following interim deadlines are established:

- Delivery of the final version of the dissertation, project or internship report for review by the supervisor / co-supervisor(s) – August, 31 of year 2, as shown in figure 1.
- Return after revision of the dissertation, project work or internship report by the supervisor / co-supervisor(s) – October, 15 of year 3, as figure 1.

## 9. FORMATING STANDARDS

The dissertation, project or internship report should be no longer than 70 pages (excluding annexes).

The dissertation, project or internship report must necessarily be written in Portuguese or English.

The document should follow the formatting template available in electronic format in the form of a Word template in the IMSOnline Virtual Secretariat.

For any questions omitted in the model mentioned in the previous section should be followed the standard references of the APA:

- <http://flash1r.apa.org/apastyle/basics/index.htm>
- <http://www.apastyle.org/>

## 10. DELIVERY

The dissertation, project or internship report must be handed in Academic Services, in bound paper copies (4 copies), plus one paper copy bound by each supervisor / co-supervisor(s), accompanied by a statement from the supervisor(s) stating his/her agreement with the delivery, three (3) CD-ROM with copies in digital format in a single file not editable and 5 (only one supervisor) or 6 (two co-supervisors) paper copies of the Curriculum Vitae of the student plus one paper copy for each supervisor / co-supervisor, with a maximum of 3 pages. This Curriculum Vitae should contain only personal data, educational background, professional experience and relevant publications.

The 3 copies in digital format will be distributed as follows: one copy for the Documentation Services of NOVA IMS (for publication in the Internet), one for the Legal Deposit and the last one to the National Library and the Observatory of Science and Higher Education (Decree-Law No. 74/2006, of March 24, No.1 of Article 50).

Only dissertations, project work or internship reports for students that do not have fees owed and upon delivery of all documentation referred before, will be able to be issued a proof of delivery.

## 11. MASTER'S JURY

The dissertation, project work or internship report will be the subject of consideration and public discussion by a panel appointed by the Scientific Council of NOVA IMS.

After delivery of the dissertation, project or internship report the Director of the Master's program proposes to the Scientific Council a jury.

The jury is composed by 3-5 members, including the supervisor or co-supervisors.

Jury members must be experts in the field of the dissertation, project work or internship report and are appointed by national or foreign holders of a PhD degree, or by merit (specialist recognized as such by the Scientific Council of the NOVA IMS).

After approval of the jury by the Scientific Council, the Services of NOVA IMS inform the student of the approved jury.

The jury will receive a copy of the dissertation, project or internship report, the curriculum vitae of the candidate and a printed form to inform if he/she accepts the dissertation, work project or internship report or if he/she recommends its improvement.

Upon receipt of dissertations, project work or internship report, the jury has 30 days to decide to accept or to recommend the need of improvements.

In case of improvement recommendation the NOVA IMS services will have to notify the student of the decision and the suggestions of the jury, having (the student) 90 days, from the date of registration of the notice in the mail to deliver to the Academic Services the dissertation, project or internship report revised with a brief written assessment of the advisor about the changes. The student may choose not to redesign and deliver a statement on how it intends to deliver the dissertation, project or internship report without making the changes proposed by the jury.

## **12. DEADLINES FOR THE ACT OF PUBLIC DEFENSE**

The jury in assessing the dissertation, project or internship report must be appointed within 30 days after its delivery to the Academic Services.

The thesis presentation should be scheduled within 60 days:

- a) Of the order of acceptance of the dissertation, project or internship report;
- b) Of the date of delivery of the revised version of the dissertation, project work or internship or declaration by the student that waives the reformulation report.

The NOVA IMS Services notify the student of the date of the thesis presentation, after the same be set by the jury.

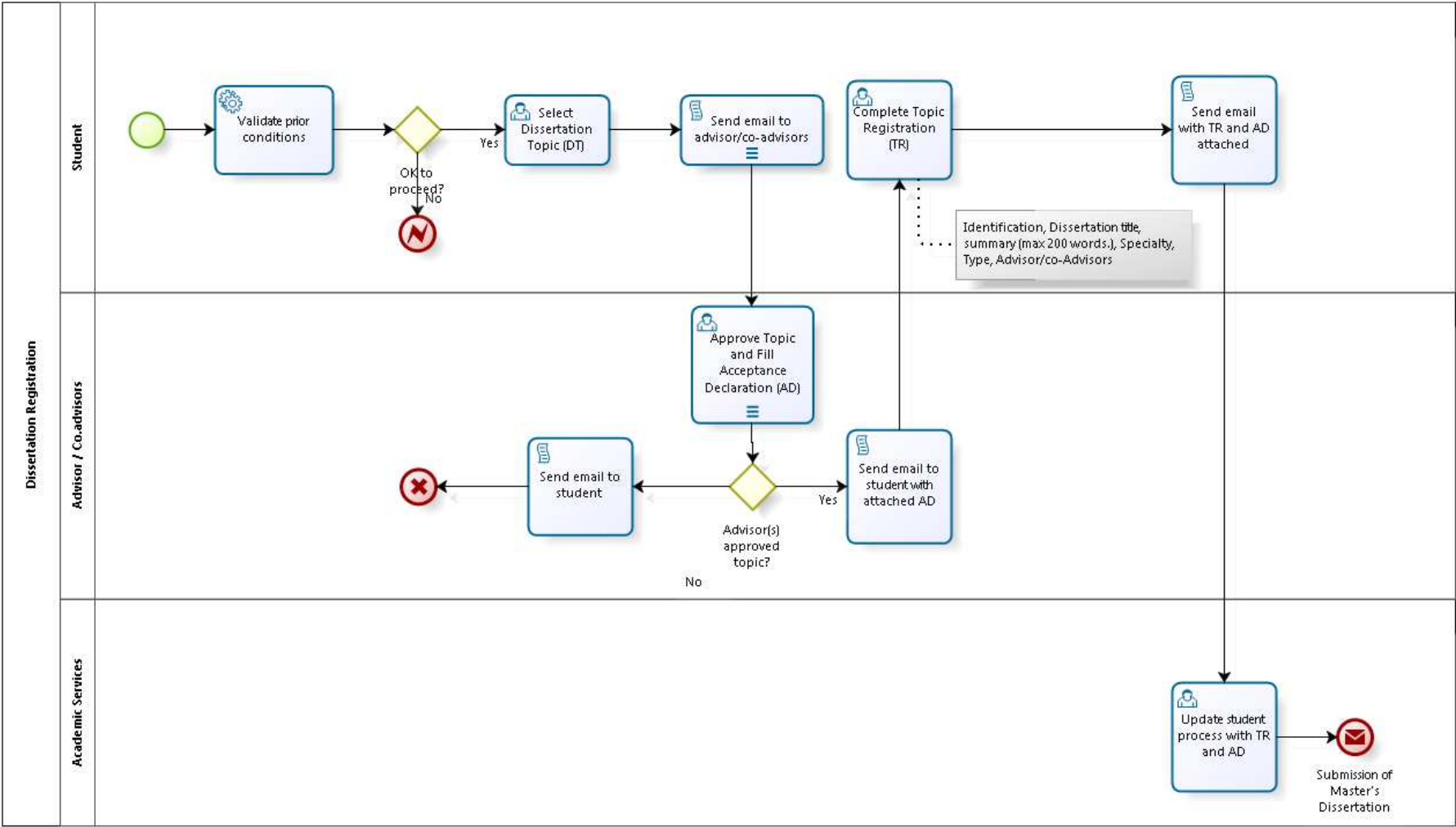
## **13. ACT OF PUBLIC DEFENSE**

The act of public defense will have a maximum duration of 90 minutes. The student has, at the beginning, 20 minutes for the presentation of the dissertation, project or internship report. Following this presentation, the jury has 20 minutes for questions, and the student has the same amount of time to answer.

At the end of the presentation the jury evaluates the work presented and grades it on a scale of 0-20, with justification. A document with the minutes of the presentation is elaborated, with the final classification obtained by the arithmetic average of the marks awarded by each member of the jury. The jury may also provide some recommendations on improvements to the dissertation / internship report / project work.



Illustrative figure of the registration process of the master thesis, work project or internship report.



Illustrative figure of the submission process of the master thesis, work project or internship

