

GUIDELINES FOR WRITING THE DISSERTATION, PROJECT REPORT AND INTERNSHIP REPORT

(document approved during the meeting of the Scientific Council on 22 September 2017, to be enforced starting with the 2017/18 academic year)

1. Requirements for completing the Dissertation, Project and Internship and their respective reports

Under the terms of Decree-Law no. 74/2006 of 24 March, in the phrasing conferred by Decree-Law no. 63/2016 of 13 September, the cycle of studies leading to a master's degree comprises a specialized course of study and the completion of an original scientific dissertation or project developed specifically for this purpose, or a professional internship culminating in a written final report. This is also stipulated in the regulations of the different cycles of study leading to master's degrees at FEP.

The **dissertation** must study and provide a response to a relevant and well-founded problem or query related to one or more of the scientific areas of the cycle of studies. The dissertation is a written document.

The **project** must correspond to the development of part of a scientific research project, the theme of which must fit within one or more of the scientific areas of the cycle of studies, or to the development of a project that results in the creation of a product, service, or unique result, or even to the exploration and resolution of a problem presented by an organization, which must also fit within the realm of the scientific areas of the cycle of studies. The project work carried out must be compiled in a written report.

The **internship** must involve completing activities with the goal of deepening the student's professional and scientific abilities, and which allow the student to study and present an answer to a problem or question that falls within the realm of the scientific area(s) of the cycle of studies.

A written report must be compiled from the internship and include, according to the terms of no. 3 of the 4th clause of the Curricular Internship Regulations approved by the Executive Council on 13.04.2016, the following:

- a) identification of the role performed and a description of the technical questions and/or activities carried out and their context within the institution and the department where the internship was carried out;
- b) a theoretical framework that duly justifies the performed activities, through an adequate review of the literature;

c) the identification, foundation and description of the techniques/methodologies/approaches used to provide an answer to the presented problems and/or actions;

d) application of the techniques/methodologies/approaches and the respective analysis of the results and/or elements of self-reflection and -evaluation of the work carried out;

e) and, when applicable, based on the activities performed and results obtained, theoretical and practical recommendations for the host entity.

The dissertation or report must respect the norms in effect at the School of Economics and Management (see point 3), not exceed 50 pages, excluding attachments, and must have the following basic structure: introduction, theoretical framework and literature review, elaboration of the work itself, conclusions, and bibliographic references.

It is the responsibility of the Scientific Committee of the Cycles of Study, which may be delegated to the faculty supervisors, to inform students of the guidelines and norms contained within this document with the goal of ensuring their compliance.

2. Objectives of writing the dissertation, project report or internship report

When evaluating the dissertation, project report or internship report, the jury must consider the following generic objectives to confer the master's degree:

- i. Knowing how to characterize your research question or problem and design methodologies to approach and resolve and/or critically interpret it, including eventual field work and gathering primary and/or secondary data;
- ii. Demonstrating mastery in the use of the conceptual structures and tools acquired during the specialization course;
- iii. Demonstrating, under guidance, the ability to find and acquire additional concepts and/or tools that are shown to be useful and/or necessary to the study of the topic or problem, and showing a capacity for adaptation and resiliency;
- iv. Knowing how to present the results in a concise, structured and academically-rigorous way.

3. Norms for writing the dissertation, project report or internship report

In writing and presenting the dissertation, project report or internship report, the following norms must be followed:

- i. For cycles of study taught in Portuguese, the dissertation, project and internship reports must be written in Portuguese or English;

- ii. For cycles of study taught in English and for students who attend the English variant of a cycle of study taught in Portuguese and English, the dissertation, project and internship reports must be written in English;
- iii. The dissertations, project and internship reports must be printed on A4 paper, in Garamond font, size 12pt with 1.5 line spacing. Titles of chapters and/or other sections must be written in bold and may be larger than 12pt;
- iv. The top and bottom margins must be 3 cm. The inside margin must be 3.5 cm and the outer margin 2.5 cm;
- v. Footnotes must be placed at the bottom of the page (and not concentrated at the end of the chapter), written in the same font as the body, font size 10 pt, with 1.5 line spacing and numbered sequentially;
- vi. The page numbers must be placed in the footer, with page number 1 corresponding to the beginning of the project text (generally, the first page of the Introduction or Chapter 1);
- vii. Each chapter (or other division) must begin on a new page;
- viii. The equations or other mathematical expressions that are emphasized in the text (centered on their own line) must be numbered as necessary (for example, if they are referenced in different parts of the text). Numbering must be sequential within each chapter or within each chapter division, according to the model (a.b), in which "a" refers to the chapter and "b" is the expression number;
- ix. Dissertations and project or internship reports must have a cover that follows the model of the University of Porto, in accordance with Annex I;
- x. Dissertations and project or internship reports must have a cover or introductory page in accordance with the model shown in Annex II;
- xi. After the cover page and before the project text itself begins, the following elements must be present, on separate pages (in the order presented here):
 - a. Acknowledgments (optional);
 - b. Project summary (abstract) with a maximum of 300 words, in Portuguese and in English;
 - c. Index;
 - d. Other indices, such as the figure index, graph or table index, etc.
 - e. The numbering of these initial pages must use lower-case Roman numerals.
- xii. Complementary notes to the text, including expository notes, methodology notes or mathematical demonstrations, etc., are considered appendices and must be included before the bibliography;
- xiii. Any data or databases used, their comprehensive treatment, etc., are considered annexes and should be included after the bibliography;
- xiv. Bibliographic references are included at the end of the work, after the appendices and before any annexes. Bibliographic references must be cited and presented in accordance with APA style.