



GENERAL REGULATION OF MASTER'S DEGREES

CHAPTER I – GENERAL PROVISIONS

Article 1 Legal Framework

This Regulation aims to develop and complement the legal framework established by the Decree-Law n.º 74/2006, of March 24 (Legal Framework for Degrees and Higher Education Diplomas – RJGDES), modified by Decree-Laws n.º 107/2008, of June 25, n.º 230/2009, of September 14, n.º 115/2013, of August 7, n.º 63/2016, of November 13, and n.º 65/2018, of August 16, and other applicable legislation.

Article 2 Field of Application

1. This Regulation will apply to all courses of studies conducing to the Master's Degree, that are the sole responsibility of the Porto Accounting and Business School (ISCAP) of the Polytechnic of Porto (IPP), establishing the general lines that the specific regulations must obey, should they exist.
2. This Regulation is also applicable to the courses of studies conducive to the Master's Degree administered in the framework of consortia or partnerships, as long as they do so by remission.

Article 3 Master's Degree

1. The Master's Degree is attributed to those who demonstrate that they have the knowledge and the listening skills at a level in which they:
 - a) Will develop and strengthen them, based on the knowledge obtained at the 1st cycle level;
 - b) Allow and constitute for the basis of developments and/or original applications, in many cases in a research context;

c) Will know how to apply their knowledge and listening and problem-solving skills in new and unfamiliar situations, in broad and multidisciplinary contexts, albeit related to their field of study;

d) Demonstrate the ability to integrate knowledge, handle complex matters, develop solutions, or pass judgement in situations with limited or incomplete information, including reflections of the implications and ethical and social responsibilities that are the result of, or will condition, those solutions and judgements;

e) Are capable of communicating their conclusions, as well as their underlying knowledge and arguments, both to experts and non-experts, in a clear and unambiguous way;

f) Demonstrate skills that allow for lifelong learning, in a fundamentally self-oriented or autonomous way.

2. The Master's Degree is granted to those who, through the approval of the different curricular units which make up the course of studies and in the public act of the defence of the dissertation, the project work, or the professional internship report, have obtained the number of established ECTS credits.

Article 4 **Course of studies**

1. The course of studies conducive to the Master's Degree should predominantly ensure the student's acquisition of a professional specialization and the recourse to research activities based on practice.

2. The course of studies conducive to the Master's Degree has 120 credits and a normal duration of four curricular semesters of student work.

3. The course of studies conducive to the Master's Degree may have 60 credits and a normal duration of two curricular semesters of work, without prejudice to the need to observe all the requirements related to the goals and conditions for gaining the Master's Degree, within

the following situations:

a) When it shows a strong professionalizing orientation and cumulatively demonstrates:

i. That it was created with the consultation and involvement of the employers and business and socio-occupational associations of the region where the institution is located;

ii. That it ensures the involvement of employers and their support to the performance of original project works, especially made for the purposes covered by the course of studies, or professional internships that will be the subject of the final report, through agreements or other forms of partnership with companies or other employers, business and socio-occupational associations, or other organizations that are adequate for the specificity of the provided training, as well as the demands of the pursued professional profiles;

iii. That it is guided towards the development or strengthening of technical skills that are relevant to the labour market;

iv. That it is devoted to the promotion of lifelong learning, particularly through the fixation of admission conditions that are appropriate for the exclusive recruitment of students with a previous minimal professional experience of five years that is duly substantiated.

- b) As a consequence of a stable and internationally well-established practice in that specialty.
4. The course of studies conducive to the Master's Degree includes:
- a) A specialization course made up of an organized set of curricular units, that must correspond to a minimum of 50% of the total credits of the course of studies.
 - b) A scientific dissertation or project work, that are original and especially made for this end, or a professional internship that will be the subject of the final report, according to the specific objectives pursued, within the terms specified in the regulations, which correspond to a minimum of 30 credits.
5. The minimum values that the previous number refers to may be changed by a decision of the Higher Education Assessment and Accreditation Agency, in the case of the accreditation of the courses of study, in association with foreign higher education institutions.
6. The normal duration of the course of studies is four or two curricular semesters, according to whether the course of studies is the one referred to in n.º 2 or n.º 3, respectively.
7. The course of studies referred to in n.º 2 may be concluded in a maximum of six semesters, when on a full time basis.
8. The course of studies may be performed on a part-time basis, in properly justified situations, but it may not, in any event, exceed a duration of twelve semesters.
9. The gaining of the Master's Degree referred to in the previous numbers, or the credits corresponding to the specialization course referred to in n.º 4, subparagraph a), of this regulation, can still enable the access to professions subject to special recognition requirements, in the legal and institutional conditions laid down for that effect.

CHAPTER II – Access, Admission, and Enrolment

Article 5

Access to the course of studies

1. The following may apply for the course of studies:
- a) Bachelor's degree, or the legal equivalent, graduates;
 - b) Foreign high academic level degree graduates, with a diploma awarded after a first course of studies, organized according to the principles of the Bologna Process by an accrediting State of this Process and with the required number of credits for this purpose;
 - c) Foreign high academic level degree graduates that are recognized as satisfying the objectives of the Bachelor's degree by the Technical and Scientific Council of ISCAP;
 - d) Holders of an academic, scientific, or professional curriculum that is recognized as an attestation of competency for the performance of this course of studies by the Technical And Scientific Council of ISCAP;
 - e) Holders of a Two-phased Bachelor's degree or as a Bachelor's degree organized in 300committee ECTS, or legal equivalent.

2. The Technical and Scientific Council, by means of a proposal from the Master's degree scientific committee, may establish other access conditions in addition to those mentioned previously.

Article 6 Limitations and Deadlines

The number of openings in each course of studies, the minimum number of registrations indispensable for the functioning of the course of studies, and the academic term, are established annually by the President of ISCAP and publicised through an Edict or a Dispatch.

Article 7 Application Process, Selection and Seriation of the Candidates

1. Access to the course of studies is made via a procurement, publicised through an Edict for the opening of the procurement, posted on ISCAP's facilities and other means that are considered appropriate, approved by the President of ISCAP, by means of a proposal from the course of studies' scientific committee, and which should indicate:

- a) The number of openings by course of studies;
- b) The form of presentation for the application;
- c) The documents that should be presented in the application;
- d) The criteria and their respective weight in the selection and seriation of the candidates;
- e) The application, results display, enrolment/registration, and complaints deadlines;
- f) The applicable fees and charges.

2. Original documents, or certified copies of certificates and other documents, should be delivered or sent by post to the Academic Division of ISCAP.

3. The selection and seriation of the candidates is up to the scientific committee of each course of studies, taking into consideration the criteria and their respective weight, which were established in the Edict referred on number 1. After the selection and seriation of the Candidates, the scientific committee will write the minutes, in which there will be an ordered list of the candidates, based on their final score, with the identification of the admitted, alternate, and excluded candidates. In case the number of admitted candidates is equal to, or less than, the number of openings, the list is ordered alphabetically and without the final score.

4. The Presidency will publicise its decisions concerning the classification and ordering of the candidates via an Edict.

5. After the list of results has been publicised, the candidates have the right to complain within the deadlines established in the Edict for the opening of the procurement.

Article 8 Enrolment and Registrations

1. The enrolment and registration are done through the completion and delivery of the necessary documents, in accordance with the procedure defined by the Academic Division.

2. In case there is an express withdrawal from the enrolment and registration, or a failure to appear for its fruition, the Academic Division, over a period of 3 days after the enrolment and registration period has ended, will summon the alternate candidates for registration, following the ordered list, until all vacancies or said candidates are depleted.

3. The students already registered in a course of studies who, within the legal deadlines, have not completed the curricular component, or the dissertation, project work, or professional internship report, may do so in the context of the subsequent edition of that same course of studies, within the conditions laid down in ISCAP's School Calendar.

4. No precedence will be established for the registration or approval of the different curricular units which comprise the course of studies.

5. Upon approval from the course of studies' scientific committee, the re-entry of students who have previously attended it may be accepted.

Article 9 Application, Enrolment, and Tuition Fees

1. The following shall be due:

- a) A non-refundable application fee;
- b) An enrolment and tuition fee for the registration in the course of studies.

2. The level of the fees and the tuition, as well as methods of payment, are established each year, through the Deliberation of IPP's General Council, and taking into consideration what is established in IPP's Tuition Fees Regulation.

CHAPTER III - ORIENTATION, REGISTRY, AND EXAMINATIONS

Article 10 Dissertation, Project Work, or Professional Internship

Under the provisions of the current legislation, obtaining a master's degree requires the completion of an original scientific dissertation or project work, especially made for this purpose, or a professional internship subjected to a final report, depending on the specific objectives pursued. Thus:

- a) Dissertations shall be understood as scientific research works, which demonstrate methodological skills proposed under the course of studies, and which may have a more theoretical or empirical nature;
- b) Project works shall be understood as works applied to the areas of knowledge of the course of studies, centred in the analysis of concrete cases, in diagnosing problems or limitations, and in presenting proposed solutions through the use of proper methods and instruments;
- c) Professional internships shall be understood as work performed in an entrepreneurial environment, seeking to apply knowledge and skills developed for solving entrepreneurial problems.

Article 11

Orientation of the Dissertation, Project Work, or Internship

1. The creation of the dissertation, project work, or professional internship will be orientated, according to the provisions of the article 21, nº 1 of RJGDES, by doctors or experts of recognized experience and professional competence, who hold the title of specialist, conferred within the terms of the provisions of the Decree-law nº 206/2009, of August 31, nominated by the master's director, once the master's student and the advisor(s) to be designated have been heard.
2. In the courses of studies that are performed with a consortium or partnership, the designation of the advisor(s) will be defined within their respective Regulation.
3. The substitution of the advisor(s), once approved by the Technical and Scientific Council of the plan of dissertation, project work, or professional internship, must lead to the presentation of a new plan. In the cases where the new plan maintains the original theme, its approval will depend on the renunciation of them by the previous advisor(s).

Article 12

Approval of the Theme and Provisional Registration

1. The proposal of the plan of dissertation, project work, or professional internship, once validated by the course of studies' director, must be delivered to the Academic Division, by them, until January 15 (1st semester) or May 31 (2nd semester), in accordance with the model that exists for that purpose in ISCAP.
2. The Academic Division will proceed with the registration internally and, within up to 5 business days after the end of the deadline established in the previous number, will send the propositions to the Technical and Scientific Council for approval.
3. Once the propositions have been approved, the Technical and Scientific Council will forward them to the Academic Division.

Article 13

Working Protocol for the Project Work or the Professional Internship

1. The project work or professional internship, when performed within external entities, must be formalized through a Protocol between ISCAP, the host entity, the tutor, the advisor(s), and the student, according to the proper draft in operation in ISCAP.
2. The external entity may amend the protocol's draft, should they find it necessary, as long as it is approved by the President of ISCAP. The drafting and signing process of the professional internship protocol must be ensured by ISCAP's Internships and Employability Office.

Article 14

Examinations Application

1. The application for the performance of examinations, directed by the President of the Technical and Scientific Council, and delivered to the Academic Division, must be accompanied by:
 - a) The dissertation, project work, or professional internship report, in digital form;
 - b) The curriculum vitae, in digital form;

- c) The advisor(s)' opinion, in digital form.
 - d) The declaration issued by the Academic Division as proof of approval in the curricular units that are a part of the curricular component of the master's degree, containing the grades obtained, if applicable;
 - e) A declaration related to the authorization for the deposit of the dissertation, the project work, or the professional internship report, in the Scientific Repository of the Polytechnic of Porto (RCIPP) in its own model.
2. The dissertation, the project work report, and the professional internship report, must be written in accordance to the formatting standards listed in the Annex of the present Regulation.
 3. The Academic Division will outright refuse to accept the application for the performance of examinations whenever any of the documents provided for on the n.º 1, and which the student should deliver, are missing, or when the scale of the work does not respect the limits provided for in the formatting standards.

Article 15

Deadlines and Processing for the Process

1. The deadline for the delivery of the dissertation, project work, or professional internship report is the end of the last semester of the maximum duration of the course of studies, in accordance with what is established in the School Calendar.
2. The public act of the defence of the dissertation, work project, or professional internship report, must take place until the 90th day after it has been delivered.

Article 16

Appointment and Composition of the Jury

1. It is up to the master degree's scientific committee to present the proposal for the formation of the jury, to be approved and nominated by the President of ISCAP, under consent from the Technical and Scientific Council.
2. The jury made up of 3 members, namely:
 - a) the master degree's director, who will preside and may subdelegate the jury's presidency to one of the other members of the scientific committee;
 - b) The advisor for the dissertation, project work, or professional internship;
 - c) The examiner, doctor or specialist who holds the title of specialist, conferred within the terms of the provisions of the Decree-law nº 206/2009, of August 31, in the field in which the dissertation, the project work, or the internship report operate.
3. In the course of studies in association with foreign institutions of higher education, whenever there is more than one advisor, both may participate in the jury, meaning that, in that situation, the jury will be made up of five members.
4. It is up to the jury's president to set a timetable for the examinations and to communicate it to the Academic Division, so that they can provide the students with a minimum notice of ten business days.

Article 17

Rules on Public Examinations

1. The public examination can only take place with the presence of a minimum of three jury members.
2. The public examination must not exceed sixty minutes, with the candidate having an identical amount of time to the one used by the jury members.
3. The public examination begins with the student's presentation of the dissertation, project work, or professional internship report, which should last no longer than fifteen minutes.
4. It is up to the jury's President to establish, in the beginning of the examination, the order and the exact duration of each intervention, as well as clear up any questions, arbitrate any contradictions, see to it that all rights are respected, and ensure the dignity of the action.
5. Once the examination is concluded, the jury will convene for its assessment and deliberation, through a justified roll-call vote, with no abstentions allowed. The jury's decisions are taken by the majority of the constituent members. In case of a draw, the jury's president will have the deciding vote.
6. In case of approval, the judges' decision is voiced in the 10–20 interval of the numerical scale of 0 to 20.
7. Minutes will be drawn up from the jury's meeting, in which the votes from each of its members and their respective reasoning should be included, which may be common to all or some of the members of the jury, similarly, should there be more than one advisor, the names of the respective advisors shall be mentioned.
8. Up to 30 days after the completion of the public work defence examination, the approved candidates must deliver the final version to the Academic Division, in digital format, which should already incorporate the jury's eventual suggestions, for legal deposit. The document's cover sheet should include the indication that it is the final version, in accordance with the existing formatting standards.
9. The delivery of the final version, which incorporates the suggestions mentioned in the previous number, must be accompanied by a declaration from the advisor vouching for the existence of said changes.
10. No certifications or diplomas will be issued if the copies specified in the previous number are not delivered to the Academic Division.

Article 18

Final Score for the Master's Degree

1. A final score will be attributed to the Master's degree, expressed in the range of 10–20 of the full numeric scale of 0 to 20, as well as in its equivalent in the European scale of comparability of classifications, under the terms laid down by the articles 16 to 22 of the Decree–Law n.º 42/2005, of February 22, altered by the Decree–Law n.º 107/2008, of June 25.
2. The final score is calculated by the weighted average of all scores obtained in the curricular units which make up the course of studies and in the public act of the defence of the dissertation, the project work, or the professional internship report.
3. The weighting coefficients that will be applied are the result of the ratio between the number of credits that correspond to each curricular unit and to the dissertation, project work, or professional internship report, and the total number of credits needed to complete the course of studies.

Article 19
Titration for the Master's Degree

1. The Master's degree, titrated by a Diploma issued by ISCAP, is granted to the students who successfully complete all curricular units that make up the course of studies' plan, including the dissertation, project work, or professional internship.
2. The issuing of the Diploma is accompanied by the issuing of a supplement to said diploma.
3. The Diploma and its supplement will be issued up to 30 days after they are requested, provided that conditions stipulated in the number 9 of article 17 have been met, and that all outstanding amounts have been settled.

Article 20
Specialization Diploma

1. Approval for the specialization course, as established in number 4, subsection a), of article 4, grants the right to a specialization diploma designated by the area or field in which the specialized training is provided, with an indication of the final score.
2. The final score is calculated by the weighted average of all scores obtained in the curricular units.

Article 21
Degree Registration and Legal Deposit

1. In accordance with what was established in Ordinance n.º 285/2015, of September 15, within a maximum period of 60 days after the granting of the Master's Degree, and in the following order:
 - a) The Academic Division will carry out the registry of the granting of the degree within the Nacional Register of Theses and Dissertations (RENATES) platform;
 - b) The Documentation and Information Centre will carry out the deposit of the full content, in digital format, of the dissertation, project work, or professional internship report in the repository of RECIPP – Scientific Repository of the Polytechnic of Porto, and will obtain a unique identifier for the deposit in the RCAAP – Open Access Scientific Repository of Portugal network.
 - c) The Academic Division will complete the registry at RENATES and enter the unique identifier for the deposit in the RCAAP network.
2. The deposit of the dissertation, project work, or professional internship report may be subject to restrictions or injunction, as stipulated in n.º 2 of the article 50 of RJGDES. In these cases, the works might not be deposited in open access.
3. The period of injunction and the restrictions, should they exist, for the entirety or a part of the dissertation, project work, or professional internship report, are those established in the declaration on the deposit, mentioned in subsection a) of the number 1 in article 14.

CHAPTER IV – Coordination of the course of studies

Article 22
Structure of the Coordination

1. The course of studies for each master's degree will have a director and a scientific committee. The scientific committee is made up of the director, who will preside, and by two other professors designated by the director of the course of studies.

2. The members of the scientific committee must be doctors or specialists with recognized experience and professional competence, within the terms of the provisions of the Decree-Law nº 206/2009, of August 31.

Article 23 **Master's Degree Director**

1. The master's degree director is a coordinated professor, an associate professor, or anyone considered to be their equivalent, appointed by the President of ISCAP, once the Technical and Scientific Council has been heard.

2. It is up to the master's degree Director to:

- a) Preside over the meetings of the master's degree's scientific committee; Appoint the advisor(s), once the students and the persons to appoint have been heard, as well as preside over the jury for the public act of the defence of the dissertation, work project, or professional internship report;
- b) To promote the proper functioning of the course of studies and ensure its quality;
- c) Guarantee the connection between the course of studies and those responsible for teaching the curricular units;
- d) Create all change propositions for the syllabus, based on the deliberation of the master's degree's scientific committee, and submit them for the approval of the competent entities of ISCAP;
- e) Solicit the identification of the professors who will ensure the teaching of the curricular units from the coordinators of the scientific areas of ISCAP;
- f) Create entrance regimes and numerus clausus, and submit them for the approval of the competent statutory organs of ISCAP, once the master's degree's scientific committee has been heard;
- g) Validate and ensure that all curricular unit forms, which are to be written by the professors responsible for their teaching, contain, mandatorily, the goals, the program content, the teaching and learning methods, the evaluations methods, and the bibliography;
- h) Ensure that all curricular unit forms are inserted within the information system, and are disclosed to the students, in the beginning of each semester;
- i) Create a report on the performance of the course of studies and submit it, annually, to the President of ISCAP and the remaining competent bodies;
- j) Forward the accreditation and recognition of skills processes to the competent bodies;
- k) Promote the regular consultation of the students and professors involved in the teaching of the curricular units of the course of studies.

Article 24 Scientific Committee

1. The master's degree's scientific committee is made up of three ISCAP professors, pertaining to the relevant scientific areas for the course of studies. This committee will be appointed by the Technical and Scientific Council, following a proposal from the master's degree director.
2. It is up to the master degree's scientific committee to:
 - a) Promote the curricular coordination of the course of studies;
 - b) Deliberate on the proposals for the amendment of study plans, including the syllabus of the curricular units;
 - c) State its position on the reinstatement proposals and numerus clausus;
 - d) Propose changes to the current General Regulation of Master's Degrees to the competent bodies;
 - e) Propose the constitution of the jury for the defence examinations of a dissertation, work project, or internship report, to be approved by the President of ISCAP, under consent from the Technical and Scientific Council.
3. The master's degree's director will appoint one professor, from among the members of the master's degree's scientific committee, to replace them in case of their absence or impediment.

CHAPTER V – FINAL PROVISIONS

Article 25 Creation, Amendment, Suspension, or Termination of the Courses of Studies

The creation, amendment, suspension, or termination of the courses of studies is up to the President of IPP, after an indictment from the competent bodies.

Article 26 Regulation overview

The present Regulation might be subject of reformulation, whenever necessary, resulting from accumulated experiences.

Article 27 Cases Omitted

The provisions of RJGDES, and other legislations, will apply to the situations not referred to in this Regulation, with the omitted cases being decided by the Presidency of ISCAP, once the Technical and Scientific Council has been heard.

ATTACHMENT
(laid down in article 14)

FORMATTING STANDARDS FOR THE DISSERTATION, PROJECT WORK, OR PROFESSIONAL INTERNSHIP REPORT

General considerations

The purpose of this document is to standardize the presentation of the master's degree's final work, by presenting some general principles and indications related to the formal and content aspects of the Dissertation/Project Work/Professional Internship Report.

Formatting standards

1. The final work for the Dissertation/Project Work/Professional Internship Curricular Unit is written in Portuguese, but it may also be written in a current foreign language of the European Union, as long as it is expressly authorized and accepted by the master's degree's scientific committee.
2. The scale of the final work should vary between 50 and 70 pages, not including bibliographic references, appendices, and/or attachments.
3. The final work should be comprised of several sections with different contents, as described below. Models for the front cover and back cover are presented at the end of this attachment, and the students must mandatorily follow the model presented.
 - **Front cover:** must contain the logo of the Polytechnic of Porto, the title, the master's degree's student's name, the type of work (dissertation, project work, or professional internship report), the master's degree's name, the current month, and the current year.
 - The front cover should also indicate if the version of the document is the initial one, before the defence, or the final one, after the defence. Thus, in the initial version, the front cover should include the following text: "This version does not contain the critiques and suggestions of the members of the jury";
 - In the final version, after the defence, and in case there is a need for the incorporation of changes to the text of the document presented, the front cover should include the following text:
 - Final version (This version contains the critiques and suggestions of the members of the jury");
 - Should there be no need for the incorporation of changes to the text of the document presented, the front cover should include the following text: "Final version".
 - **Title page:** must contain the logo of ISCAP, the title, the master's degree's student's name, the type of work (dissertation, project work, or professional internship report), the identification of the degree being obtained [Master in (name of the degree)], the name(s) of the advisor(s), the current month, and the current year.
 - **Summary:** this section is mandatory and must be comprised of no more than 300 words.
 - **Keywords:** this section is mandatory and must be comprised of 4 words.
 - **Abstract:** this section is mandatory, it must be written in English and be comprised of no more than 300 words.

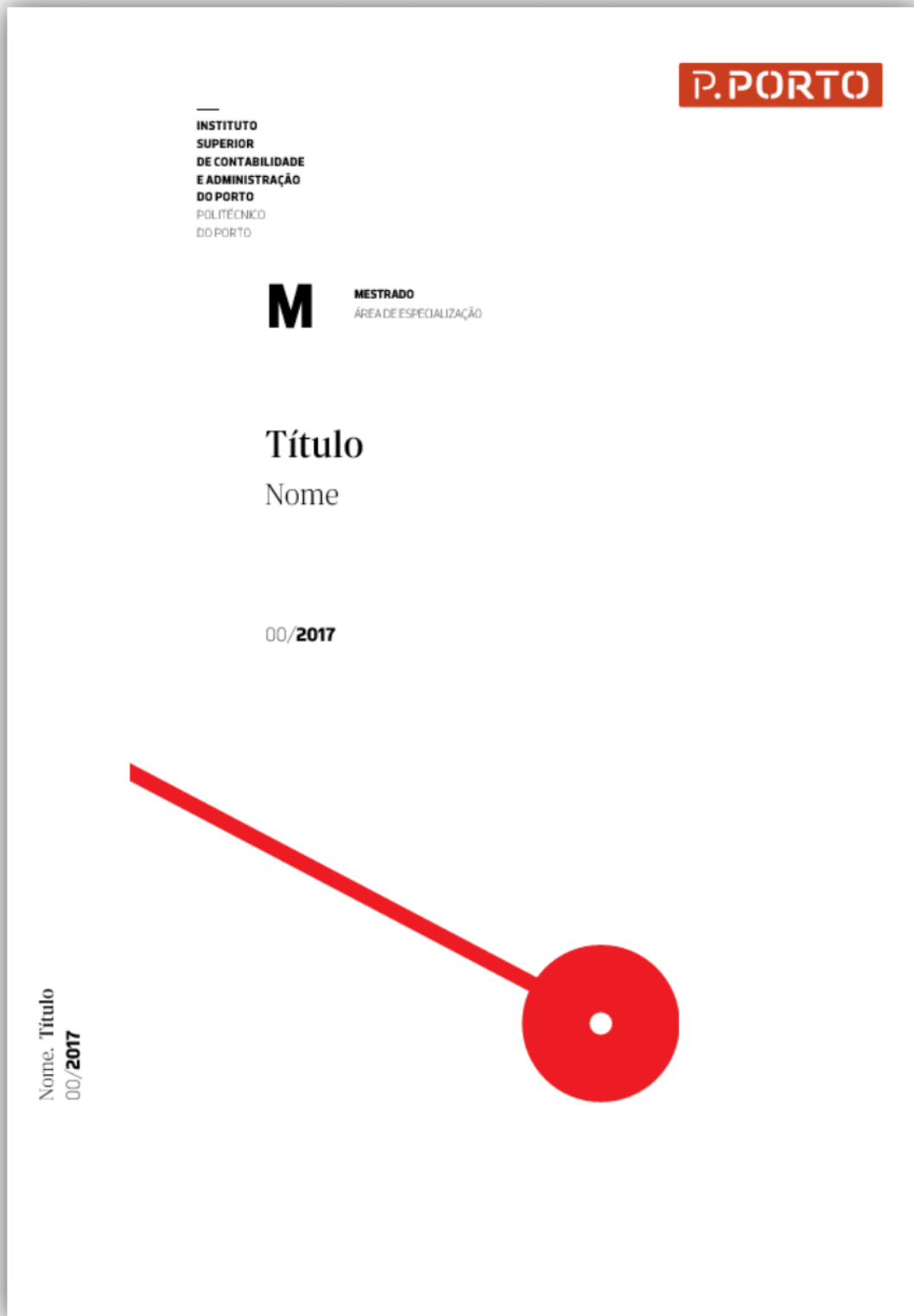
- **Keywords:** this section is mandatory, it must be written in English and be comprised of 4 words.
- **Dedication:** this section is optional.
- **Acknowledgments:** this section is optional.
- **List of acronyms and abbreviations:** this section is optional.
- **General table of contents:** must present the identification of all chapters and subchapters, including the introduction, the bibliographic references, the attachments, and the appendices.
- **List of tables:** this section is optional.
- **List of illustrations:** this section is optional.
- **Introduction:** this section features the introduction text for the work.
- **Chapters of the work:** each chapter should be properly identified (sequential numbering and title). The chapters may be comprised of subchapters, which should also follow the rules established previously.
 - **Conclusion:** should be the conclusion of the work.
 - **Bibliographic references:** in this section the bibliographic references used for the creation of the work, according to the guidelines from the American Psychological Association (APA).
 - **Attachments:** the attachments must be presented with their sequential numbering and identification.
 - **Appendices:** the appendices must be presented with their sequential numbering and identification.

4. In this area, the standards that the document's text must follow will be defined:

- **Body text:** written in black, with the Times New Roman font, size 12;
- **Headings and subheadings:** written in bold black text, with the Times New Roman font, sizes 14 and 12, respectively;
- **Text spacing:** 1,5 lines;
- **Footnotes:** simple spacing, moderate use, Times New Roman font, size 9, and with sequential numbering;
- **Margins:** top, bottom, and right: 2,5 cm; left: 3 cm;
- **Header and footer:** the inclusion of these elements is optional, but, should they be used, they must include the indication of the chapter the page is referring to;
- **Page numbering:**
 - Lowercase Roman numerals, up to, and including, the table and lists of contents, and Arabic numerals for the rest, including the attachments and appendices, with the number 1 page corresponding to the beginning of the work's text (first page of the introduction);
 - **Alignment:** low and centred, or to the right.
- **Beginning of the chapters:** presented on the front of a new page;

- **Chapters and subchapters numbering:** all chapters must be numbered, including the introduction and the conclusions; the subchapters shouldn't go beyond the fourth-order indexes (ex.: 1.2.3.4.);
- **Equations and expressions:** centred in the text and identified through consecutive numbers;
- **Tables and figures:** centred in the text, numbered and identified by a caption that describes its respective contents and placed next to the main text to which they relate, and referred to in the text, which may be printed in colour.
- **Drawings:** should the inclusion of project drawings larger than a size A4 be necessary, they must be presented in an appendix volume, folded into an A4 format.
- **Quotes:** the rules for scientific writing must be followed, using APA's guidelines as a reference.

Models for the front cover and back cover.



Título

Nome

**Dissertação de Mestrado/Trabalho de Projeto/Relatório de
Estágio
(eliminar o que não se aplica)
apresentado ao Instituto Superior de Contabilidade e
Administração do Porto para a obtenção do grau de Mestre em
—, sob orientação de —**

Nome, Título
00/2017

