

# Steps Towards the Finalisation of the M.Sc. Thesis

1. The latest, 2 weeks prior to deadline, the draft version of the thesis should be sent to the Co-Supervisor from the Company (when there is one), in order to check for confidentiality issues.
2. The student needs to deliver, by the deadline:
  - The draft version of the thesis.
  - The draft version of the extended abstract, extracted from the thesis' main body.
  - The Jury Proposal and Supervisor's Statement.
3. The latest, 3 days prior to deadline:
  - Making copies of the draft versions of the thesis (.pdf) and of the extended abstract (.pdf). These copies can be done at IST, together with the binding for the thesis, for which you need to contact Vera Almeida, in order to get the required order form.
  - The number of copies is usually 4: 1 for the student and 3 for the members of the jury – the Opponent, the Supervisor from IST, and the Co-Supervisor from the Company (when there is one) (the Chairman doesn't need a copy on paper).
  - The Supervisor issues the Jury Proposal and Statement.
4. The latest, by the deadline:
  - Delivery of the Jury Proposal and Supervisor's Statement, at DEEC's Secretariat.
  - Delivery of the paper copies of the thesis and of the extended abstract to the Opponent, the Supervisor and the Co-Supervisor.
  - Upload the thesis and extended abstract files to Fenix, under the Dissertation course.
5. In between the delivery deadline and the defence date:
  - Preparation of the presentation in PowerPoint.
  - Rehearsal within GROW.
6. Date to be defined:
  - Defence of the thesis. Usually, it takes place at least 2 weeks after the delivery of the thesis.
7. After the successful defence of the thesis:
  - Preparation of the final version of the thesis (.doc), and creation of the .pdf version.
  - Preparation of the final version of the extended abstract (.doc), and creation of the .pdf version.
  - Creation of the abstract and keywords, in both Portuguese and English, copied from the thesis main body (.txt).
  - Send the final version of the thesis and of the extended abstract to the Supervisor, for a final check.
  - After the Supervisor's OK, upload to Fenix:
    - Final version of the thesis (.pdf).
    - Extended abstract (.pdf).
    - Abstract and Keywords, in both Portuguese and English (.txt).
  - Make copies of the final version of the thesis, which, again, can be done at IST, via an order form that you can get from Vera Almeida. The number of copies is not the same as in the draft version: there should be 3 copies only (1 for the student, and 2 for the supervisor – see below). This version needs a binding/cover outside IST, to be handled by the student (bring a receipt, with the fiscal number 501 507 930 or 505 002 892 – Vera Almeida will specify which one).
  - If your thesis contains confidential information, you need to deliver one more paper copy of the thesis, together with the Confidentiality Agreement at DEEC's Secretariat.
  - Production of USB Memories, in 2 copies (one for the Supervisor, and the other for the Company), with all the information concerning the thesis: draft and final versions (.doc and .pdf, both), presentation (.ppt), all developed codes and simulators (source, executable, and others), input and output data to codes, and any other relevant information.
  - Delivery of 2 paper copies of the thesis and of the 2 copies of the USB Memory to the Supervisor.
  - After this whole process is finished, the Supervisor gives the final OK in Fenix for the acceptance of the thesis.