## MA Thesis Work Plan at the IEP-UCP

Please note that this is the general work plan for double-degree students. You will be working closely with your supervisor, and he or she might have more specific deadlines and requirements.

**Winter Semester:**

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| By end of October | Student begins work with the MA program´s coordinator in Tutorials of the MA program. |
| November/December | Presents his / her abstract in the MA Tutorial meeting, gets feedback from the MA program´s coordinator and fellow students. Student gets suggestions concerning Professor who could be his / her supervisor.The supervisor will provide consultation and guidelines on dissertation proposal writing. |
| By the 15th of January | In the beginning of January, the MA students will have a special workshop on *Academic Research and Dissertation Proposal Drafting*.Student hands in the dissertation proposal[[1]](#footnote-1) to the supervisor, who after looking over the proposal, provides his /her opinion and suggestions. |
| By the 15th of February | After receiving the supervisor´s recommendations, student improves and finalizes his /her dissertation proposal. Student hands in his /her final version of dissertation proposal to the supervisor and coordinator of the MA program. The proposal should be accompanied by a signed declaration of the supervisor.[[2]](#footnote-2)  |

**Suggested work schedule:**

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| --- | --- |
| Chapter 1 | By the 15th March |
| Chapter 2 | By the 15th April |
| Chapter 3 | By the 15th May |
| Intro & Conclusion | By the 15th June  |
| Working on the full draft | By the end of June |

**Spring Semester & Summer Break:**

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| By the 30th June | Full draft dissertation has to be sent to the supervisor |
| By the end of July | Supervisor sends comments and feedback. |
| August | Student implements supervisors' feedback and work on the final version. Student gets the theses proofread.**Please note that your supervisors might not be available in August!** |
| By the 1st September | Student sends the final version to the supervisor & supervisor gives his /her final approval. |
| By the 15th September | **Final submission deadline.**Your dissertation defence will take place no later than 30 working days within the submission. |

* Thesis has to be between 20 000 - 25 000 words (60-80 pages)
* In Lisbon you will also receive exact guidelines on documents necessary for dissertation delivery.
**Please remember to always send your chapters / drafts in the same email to your supervisor/ -s and CC to** **maiep@iep.lisboa.ucp.pt**
1. MA Dissertation Proposal:

	* has the title and subtitle of the future dissertation,
	* has a summary presentation of the theme and the form of approach in no more than 2.500 words,
	* has a first detailed index of the future dissertation:
	* has a first bibliographic survey,
	* has an individual timetable for elaboration of the particular dissertation. [↑](#footnote-ref-1)
2. The declaration should state the approval of the presented proposal and supervisor’s willingness to supervise the elaboration of the dissertation. [↑](#footnote-ref-2)