



REGULATIONS OF THE MASTER'S IN COMMUNICATION STUDIES

FACULTY OF HUMAN SCIENCES

PREAMBLE

1. Universidade Católica Portuguesa holds as one of its fundamental aims the preparation of elite students to join civil society and to achieve excellence in research, in the constant pursuit of the advancement of knowledge in the fields in which it provides training.
2. Alongside undergraduate degrees, lifelong learning, and specialized learning relevant to the labour market have gained increased relevance in Portuguese universities. For many, the attainment of in-depth knowledge, wider cultural perspectives or specific scientific skills is increasingly becoming a personal aspiration within a life project, that can often result in immediate professional applications.
3. The fulfilment of this aim is, moreover, in line with the overarching Higher Education goal of ensuring the training of Portuguese nationals within the European area, of improving the quality and relevance of available degrees, and of fostering the mobility of graduate and undergraduate students, as well as the internationalization of training, in order to create international partnerships capable of generating synergies between institutions and of optimizing the deployment of existing human and material resources.
4. In light of the above considerations, and in compliance with Decree-Law 74/2006 of 24 March, republished in Decree-Law 65/2018 of 16 August, which transposes the application of the Bologna Process into Portuguese Higher Education, the present Regulations shall outline the norms governing the functioning of the Master's in Communication Studies taught at FCH.
5. For the purposes of the provisions of the present Regulations, the following definitions shall apply:
 - a) '*Curricular Unit*' is a teaching unit with defined learning outcomes (whether a seminar, course, supervisory tutorial session, conference or other) which is subject to administrative enrolment and assessment resulting in a final grade;
 - b) '*Degree Programme*' is the coordinated set of curricular units which the student must successfully complete to meet the requirements for obtaining the academic degree in which they have enrolled;
 - c) '*Normal Length of Study Cycle*' is the number of years or semesters within which the study cycle must be completed by the student;
 - d) '*Credit*' is the unit by which student work is measured, in its various forms (whether taught courses, individual supervisory sessions, fieldwork, research or individual study). The attribution and calculation of credits is intended to ensure that students receive training whose conditions and professional integration is similar in duration



and content to that of other states in the European area. The ECTS system therefore presupposes the adoption, for each scientific field, of a number of credits and a duration not dissimilar to those applied in key Higher Education institutions in the European area in analogous scientific fields.

- e) '*Entrance Requirements*' are the general conditions which must be met in order to apply for admission to a study cycle;
- f) '*Admission Requirements*' are the specific conditions which must be met in order to apply for admission to a particular study cycle in a particular teaching establishment.

TITLE I

General Provisions

Article 1 (Master's Degree)

1. Universidade Católica Portuguesa, through the Faculty of Human Sciences, confers the Master's degree in the Scientific Field of Communication Studies under the terms of the present Regulations.
2. The Master's degree is conferred upon completion of an academic specialization consisting in scientific activity conducted on an individual basis to those who demonstrate:
 - a) To possess a level of knowledge and comprehension that follows on from and expands upon the knowledge attained at Bachelor's Degree level (First Cycle) and that displays original development and/or deployment of said knowledge in autonomous research;
 - b) The ability to apply knowledge and comprehension skills in wide-ranging and multidisciplinary contexts, including those beyond the student's specific field of study;
 - c) The ability to integrate knowledge and to develop solutions in situations where information is limited or incomplete, including a reflection on the ethical and social implications and responsibilities resulting from or conditioning said solutions;
 - d) Proficiency in the language of the scientific community in the student's field and an ability to communicate conclusions and underpinning knowledge and reasoning to both scholars and non-specialists in a clear and unambiguous manner.

Article 2 (General and Specific Admission Requirements)

1. Candidates who hold a national or international degree of at least 180 ECTS are eligible to apply for the cycle of studies leading to a Master's Degree in Communication Studies.
2. Candidates who do not meet the requirements set out above may also be admitted, provided they hold a scientific, academic or professional curriculum which is recognized



as certifying their ability to complete the cycle of studies to which they are applying.

3. Candidates who opt to take the Master's Degree taught in English must demonstrate the corresponding oral and written proficiency (minimum B2, Common European Framework of Reference for Languages). Documents attesting to language skills shall be required upon submission of applications.
4. Applications are formalised through the submission of the following documentation:
 - a) Application form;
 - b) Identification document;
 - c) One passport photo;
 - d) Qualification certificate(s) or partial transcript of curricular units completed at the time of application;
 - e) CV
 - f) Letter of motivation (two pages maximum).
5. Candidates may not enrol simultaneously in more than one Master's degree, either within the Faculty of Human Sciences or in conjunction with a degree at another Faculty within Universidade Católica Portuguesa or any other University.
6. Application, registration, and enrolment deadlines will be posted on the Faculty of Human Sciences website for each Master's cohort.

Article 3

(Candidate Selection, Ranking Criteria and Respective Weightings)

1. The admissions process for the Master's degree entails an overall assessment of each candidate's previous academic achievements, in which the following criteria are applied:
 - a) Academic, scientific, and professional development – 50%
 - b) Letter of motivation – 20%
 - c) Interview – 30%

Article 4

(Degree Structure)

1. The study cycle leading to the Master's degree is composed of 120 ECTS and comprises:
 - a) A taught component, consisting of a coordinated set of curricular units (Year 1), totalling 60 ECTS.
 - b) An original scientific dissertation specifically undertaken for the Master's degree which is appropriate to the nature of the field or specialty area of each degree;



- c) As an alternative to the dissertation, in degrees with a professionalising purpose, the taught component may be complemented by an internship with corresponding report or project work, under the terms of Art. 20 of Decree-Law 74/2006 of 24 March, republished in Decree-Law 65/2018 of 16 August.
2. The Master's dissertation, as well as the internship report or professional project shall be worth 48 ECTS.
3. During the course of the dissertation, internship with report or project (Year 2), students must complete research guidance curricular units totalling 12 ECTS.
4. Excepting the case of extensions, provided for in paragraph 2 of Art. 18, or in the case of a suspension of deadlines, provided for in Art. 31 of the present Regulations, the total length of the Master's study cycle shall not exceed four semesters (two school years).

Article 5 (Taught Component and Teaching Staff)

1. The taught component of the Master's in Communication Studies is composed of a degree programme defined by the Scientific Area for the Master's in Communication Studies and approved by the Scientific Council.
2. The degree programme referred to in the preceding paragraph shall include seminars, courses, conferences, or any other curricular unit deemed appropriate.
3. Teaching on any of the curricular units may be conducted in English.
4. The Master's degree operates under the supervision of a Scientific Coordinator, who may be assisted by a Co-coordinator or a Pedagogical Coordinator.
5. The scientific coordinator shall be responsible for the organization of the taught component programme, selection of teaching staff and general supervision of the degree and shall report on all the above aspects to the FCH Board, who shall adjudicate on all final decisions.
6. The role of coordinator shall always be the responsibility of a lecturer working full-time or exclusively at FCH.
7. The degree's teaching staff should, as a rule, be affiliated with FCH, notwithstanding the fact that, on occasion, curricular units may be taught by guest lecturers.

Article 6 (Attendance)

1. The provisions of the Universidade Católica Portuguesa's General Regulations regarding attendance shall apply to the taught component of the Master's in Communication Studies.



2. The number of unjustified absences for each and every curricular unit of the degree programme shall not exceed one third of the total number of taught sessions.
3. Student absences may be justified in such cases and through such means as provided for by the Board of the Faculty of Human Sciences.

Article 7 (Assessment)

1. Assessment for each curricular unit is determined by the Scientific Coordinators in conjunction with each lecturer, considering the specificity of the contents of each curricular unit.
2. Without prejudice to the provisions of the preceding paragraph, students shall be assessed both orally and in writing, with at least one written assessment to be submitted at the end of each curricular unit.
3. Final marks for curricular units are expressed in a numerical scale ranging from 0 to 20. Students who obtain a mark of 10 or higher shall be assigned the corresponding number of ECTS.
4. There is no provision for complementary or resit exams in the Master's degree. Should they fail one or more curricular unit(s), students must re-enrol the following year and complete these units, including class attendance.

Article 8 (Deadlines for Publication of Taught Component Marks)

Lecturers teaching curricular units in the degree programme must publish final mark sheets no later than 31 March (for the Winter semester) and 31 July (for the Summer semester).

Article 9 (Administrative and Tuition Fees)

1. Attendance of the Master's degree is conditional on the payment of the prescribed application and enrolment fees, as well as of a monthly tuition fee, both during the taught component period and during the undertaking of the dissertation, internship with report or project.
2. Rates for administrative and tuition fees are set annually by the Rector's Office and approved by UCP's 'Conselho Superior'.
3. The annual tuition fee is paid in ten instalments per school year, from September to June, regardless of the effective start and end date of classes or supervisory seminars.
4. The annual enrolment and tuition fees are payable throughout the taught component of



the Master's degree up to the point of submission of the dissertation, internship report or project by the candidate, regardless of whether submission occurs within normal deadlines or within a deadline extension provided for in Art. 18.

5. An exception to the provisions of the previous paragraph is made only in cases where the dissertation, internship report or project is submitted before 30 September, in which case the student is considered to have completed his or her work within the academic year ending in June and is therefore exempt from paying the annual enrolment fee for the new academic year.
6. If submission of the dissertation, internship report or project provided for in the previous paragraph does not occur by the date set by 30 September, the student will be required to pay, alongside a past due fee, the annual enrolment fee for the new academic year as well as a monthly tuition fee until such time as submission takes place.

Article 10

(Taught Component - General Conditions of Completion)

1. Students are deemed to have successfully completed the taught component of the Master's degree if they receive pass marks for curricular units in the degree programme amounting to at least 60 ECTS, provided they have not been excluded from assessment due to absences.
2. Successful completion of the degree's taught component is a mandatory requirement for progression into the dissertation, internship report or project component required to attain the Master's degree.

TITLE II

Degree Structure

Article 11

(Master's in Communication Studies)

1. Attainment of the Faculty of Human Sciences' Master's Degree in Communication Studies is contingent on the successful completion of the specialization component (i.e., taught component), pursuant to paragraph 1, Art. 10, and the preparation, discussion, and approval, in a public forum, of a Master's dissertation, internship report or project relevant to the chosen field of expertise.
2. All of the above, regardless of its nature, must provide a contribution to the critical analysis and conceptualisation of a topic within the relevant field of expertise.
3. The Master's degree is awarded in the field of Communication Studies, while also branching out into several areas of specialization dedicated to the study of different modes and means of communication.



Article 12

(Rules for the Preparation of the Dissertation, Internship Report and Project)

1. The Master's dissertation is a written document of between 25 and 35 thousand words, not including indexes, appendices, addenda, list of sources, and bibliography.
2. The Master's dissertation should be drafted using one of the more common citation and referencing systems in the Humanities and Social Sciences, namely: Harvard, Chicago, APA (American Psychological Association) or MLA (Modern Languages Association).
3. The Master's dissertation shall be submitted both as a printed or photocopied document and as a soft copy. The cover and first pages must follow the template prescribed by the Faculty. This may be obtained from the Administrative Office ('Secretariado do Curso') and is also available online in the Faculty's website.
4. The dissertation must be accompanied by an abstract of up to 200 words and up to five keywords, both in Portuguese and in English.
5. Dissertations that do not meet the limits and requirements set out in paragraphs 1 to 4 of the present article may be rejected.
6. The internship report or project must apply the knowledge obtained in the Master's taught component to a professional context and evince a clear interaction between scientific knowledge and organizational integration.
7. As regards format, the internship report or project shall follow the same guidelines as the dissertation, set out in paragraphs 1 to 4 of the present article.

Article 13

(Topic of Dissertation, Internship Report or Project)

1. By 31 October of Year 2, candidates must inform the degree coordinator whether they intend to undertake a dissertation, an internship report, or a project
2. This information must be conveyed in a form that shall be made available to candidates. This form shall detail the chosen topic, the name of the proposed supervisor, and shall include a brief description of the proposed object of study and methodology, as well as essential bibliographical sources.

Article 14

(Supervisor)

1. During the preparation of the dissertation, internship report or project, candidates shall be supervised by a lecturer holding a doctorate degree who is affiliated with the Faculty of Human Sciences.
2. In duly justified cases, and subject to a request submitted by the candidate, the Director of



FCH, in consultation with the Degree Coordinators, may allow for co-supervision by a lecturer affiliated with a different Faculty within Universidade Católica Portuguesa or from another university (either Portuguese or international), or by a universally recognised specialist.

Article 15
(Supervision)

1. The supervision of candidates must be grounded on the principle and practice of intellectual and academic freedom.
2. The supervisor shall be tasked with effectively guiding the candidate through the research and drafting of the dissertation, internship report or project, under terms willingly agreed between the two, and assuring the candidate the right to scientific choice.
3. Candidates shall, without prejudice to research freedom, maintain their supervisor regularly appraised of the progress of their work.
4. The supervisor shall retain, at all times, the right to withdraw from supervising the candidate, should the latter fail to fulfil his or her duties.
5. In order to exercise the right of withdrawal from supervision provided for in the previous paragraph, the supervisor must submit a substantiating request to the Dean of the Faculty.

Article 16
(Change of Topic, Supervisor or Type of Submission)

1. The topic of the dissertation, internship report or project may be changed at the candidate's request, which must be accompanied by an advisory letter from the supervisor.
2. A change of supervisor may also be granted, conditional on the submission of a substantiating request by the candidate, at which point the provisions of Article 14 shall apply.
3. Any change of topic or of supervisor does not entail an extension to the deadline for submission of the dissertation, internship report or project.
4. A change in the type of submission (dissertation, internship report or project) may also be granted, at the candidate's request, if duly accompanied by an advisory letter from the supervisor.
5. Withdrawal from completion of an 'Internship with Report' will further require a substantiated request by the candidate, and that prior notice be given to the Internship Coordination Office, as well as an opinion from the Degree Coordinators.



Article 17

(Attendance of Seminars During Preparation of the Dissertation)

1. Without prejudice to the frequency of supervisory meetings, the candidate shall be required to attend, during the period reserved for the preparation of the dissertation, internship report or project, methodological seminars aimed at research training deemed necessary by the degree coordinators.
2. These research seminars shall be subject to assessment and award of the corresponding number of ECTS.

Article 18

(Deadlines for Submission of Dissertation, Internship Report or Project)

1. The dissertation, internship report or project must be submitted by the deadline set by the FCH Board.
2. In exceptional circumstances, at the candidate's request, the Dean of the Faculty may grant an extension to the submission of the dissertation, internship report or project, of up to a maximum of one year.
3. Any requests for an extension of the submission deadline for the dissertation, internship report or project must be accompanied by an advisory letter from the scientific coordinator of the Master's degree and another from the supervisor, without which they shall be rejected outright.
4. Under no circumstances, unless as a result of the application of the provisions of Article 31 regarding suspension of deadlines, may the candidate exceed the extension granted by the Dean of the Faculty.
5. At the end of the legal period of one year, added to any extension granted, should the candidate fail to submit the dissertation, internship report or project, the candidate is deemed, for all intents and purposes, to have withdrawn his or her submission.
6. Should the situation described in the previous paragraph occur, the candidate may request a certificate attesting to the completion of the taught component or, alternatively, request readmission, which includes the taught component. In such cases, the candidate may be granted equivalence in the completed taught component, and may re-register into the ongoing dissertation, internship report or project or opt to register a new topic.

Article 19

(Request for Viva Examination)

1. The request for the Master's Viva Examination shall be submitted to the Board of the Faculty of Human Sciences, accompanied by a hard copy and a digital copy of the dissertation, internship report or project, the candidate's CV, as well as an advisory letter



from the supervisor.

2. The Scientific Area coordinator is responsible for assuring compliance with formal requirements and for requesting that the Master's Degree coordinator nominates the examiners that will compose the jury.
3. The public discussion of the dissertation, internship report or project shall take place within six months of submission of the dissertation, internship report or project.

Article 20 (Appointment of Jury)

1. Within 60 days of submission of the dissertation, internship report or project, the Scientific Council Chair, following approval by this body, shall appoint the jury.
2. The outcome of the jury appointment must be relayed to the candidate, in writing, within five days.

Article 21 (Composition of the Jury)

1. The jury shall consist of three to five lecturers from the Master's scientific field, with one examiner from a different university, either national or foreign.
2. In the case of an internship report or project, the jury may include one or two specialists from the professional field of the candidate's submission.
3. The supervisor must be one of the members of the jury.
4. Where there is more than one supervisor, only one supervisor may be part of the jury, in accordance with Art. 22 of Decree-Law No. 115/2013 of 7 August, republished in Decree-Law 65/2018 of 16 August.

Article 22 (Chair)

1. The jury shall be chaired by the highest ranking and most senior FCH lecturer in the relevant category, excepting where he or she is also the supervisor, in which case the jury shall be chaired by the second highest ranking and most senior lecturer in the relevant category.
2. Should the Rector, or Vice Rector, be part of the jury, they will chair the jury by default, regardless of whether they are also the candidate's supervisor.
3. The Chair may authorize the participation, by videoconference, of no more than 50% of examiners, provided that the technical conditions for the full participation of all examiners



are met, namely ensuring audio and video access at all stages of the examination.

4. The Chair shall be responsible for convening and chairing jury meetings, ensuring the necessary conditions for the timely execution of the examination and for advising the Dean of the Faculty on any and all facts deemed relevant to the process of assessing the candidate's work.

Article 23

(Convening of Jury and Setting of Date for the Viva Examination of Dissertation, Internship Report or Project)

1. No longer than thirty days after being appointed, the Chair shall set the date for a discussion of the dissertation, internship report or project, which shall be immediately conveyed to the Board of the Faculty.
2. The jury shall designate, from among its members, which examiner shall be responsible for the main exposition of the dissertation.
3. The supervisor cannot be tasked with the exposition of the dissertation.
4. Jury members shall be tasked with writing a duly reasoned opinion on the admissibility of the dissertation, internship report or project for a viva examination.
5. Within ten days of receipt of the deliberations referred to in paragraph 4, the Faculty Board shall inform the candidate, in writing, of the chosen date.

Article 24

(Rewriting or Refinement of Dissertation, Internship Report or Project)

1. The jury, by duly reasoned deliberation, may propose the rewriting or refinement of the dissertation, internship report or project, up to thirty working days after the appointment of the jury.
2. In such cases, the candidate shall have 60 working days, after being notified of the above-mentioned recommendations, to rewrite or refine their dissertation, internship report or project, or to declare that they wish to keep the submission unchanged.
3. Once the rewritten dissertation, internship report or project is submitted, or once the declaration referred to in the previous paragraph is received, the jury shall reschedule the viva examination.
4. The new date to be proposed to the candidate must fall within ninety working days of receipt of the revised dissertation, internship report or project, or declaration referred to in paragraph 2.
5. The candidate shall be deemed to have withdrawn if, on expiry of the deadline referred to in paragraph 2, they fail to submit the rewritten work or the declaration in which they



waive the option to rewrite.

Article 25

(Viva Examination of the Dissertation, Internship Report or Project)

1. The discussion of the dissertation, internship report or project is conducted publicly and may only take place in the presence (physical or virtual, should the provisions of paragraph 3 of Art. 22 be applicable) of all members of the jury.
2. Before the start of the discussion, the candidate shall be granted 15 minutes in which to briefly present his or her work.
3. The main argumentation may not exceed twenty minutes, with the candidate being granted the same amount of time as the examiner for the defence.
4. Members of the jury who have not been appointed as main examiners may also pose questions or offer comments, with the candidate being granted equal time to respond.
5. The total duration of the viva examination may not exceed ninety minutes.

Article 26

(Deliberation of the Jury)

1. The jury shall convene in a closed-door session after the viva examination to deliberate on its outcome.
2. Voting is conducted by rollcall and must be justified, with no abstentions allowed.
3. In the event of a tie, the Chair holds the casting vote.

Article 27

(Outcome and Classification)

1. The outcome shall be expressed as *Aprovado* (Pass) or *Não Aprovado* (Fail).
2. Successful applicants are classified as *Sufficient (rite)*, *Good (feliciter)*, *Very Good (magna cum laude)*, or *Excellent (summa cum laude)*. The first classification corresponds to numerical grades from 10 to 13, the second, to 14 or 15, the third, to 16 or 17, and the fourth, to 18 to 20.
3. These classifications are reached through two successive votes, the first on the candidate's pass/fail outcome, and the second, in case of a prior 'pass' vote, on the candidate's final classification.
4. After voting and reaching a final decision regarding the viva examination of the dissertation, internship report or project, the Chair shall immediately inform the candidate of his or her classification.



Article 28
(Minutes)

1. Formal jury meetings and the viva examination shall be recorded in minutes.
2. The minutes of the viva examination shall include a list of individual voting decisions and corresponding justification, which may be the same for all members of the jury, as well as the outcome of the vote, followed by signatures.
3. There is no possibility of appeal against the decisions of the jury as transcribed in the minutes, except in the event of the omission of any legal or procedural formality.

Article 29
(Candidate's Justified Absence at Viva Examination)

1. If, for justified reasons, the candidate fails to attend the viva examination of the dissertation, internship report or project, they shall be offered a new examination date, to be held between thirty and sixty days after the originally scheduled date.
2. In such cases, the justification for the absence must be submitted by the candidate, in person or through a representative, to the Board of the Faculty, within a maximum period of five days.
3. The Faculty Board shall decide on the legitimacy of the justification provided.

Article 30
(Thesis Deposit)

1. Without prejudice to the number of copies to be delivered at the time of submission of the dissertation, internship report or project, as provided for in paragraph 1 of Art. 19, after the viva examination the candidate must add the jury's recommendations to the text and submit the corrected digital copy, accompanied by an advisory letter from the supervisor, which shall be forwarded to the University Library for the purposes of thesis deposit.

TITLE III

Final Provisions

Article 31
(Suspension of Deadline)

1. The deadline for submission and viva examination of the dissertation, internship report or project may be suspended in the following cases:



- a) Fulfilment of military service;
 - b) Severe and prolonged illness or serious accident met by the candidate, involving hospitalization or home convalescence;
 - c) Severe and prolonged illness, serious accident, or death of the candidate's spouse or of a direct, first-degree relative, which requires the candidate to provide family care;
 - d) Effective exercise of one of the functions provided for in Art. 73 of Decree-Law 448/79 of 13 November, ratified, with amendments, through Law 9/80 of 16 July, or any analogous function.
2. The deadline for submission of dissertation, internship report or project is suspended for the duration provided for by current legislation regarding maternity and paternity leave.
 3. The suspension of deadlines in the situations provided for in paragraphs 1 and 2 of the present article must be requested by the candidate up to thirty days after the occurrence of any of the situations described therein, in a request addressed to the Board of the Faculty of Human Sciences.
 4. The suspension of deadlines provided for in paragraphs 1 and 2 of the present article shall entail the interruption of payment of the monthly tuition fee for as long as the candidate's legal impediment lasts, upon request addressed by the candidate to the Board of the Faculty of Human Sciences.
 5. Where, pursuant to these Regulations, the deadline for deliberations by the Scientific Council, the Faculty Board, jury panels, or the deadline for submission of the dissertation, internship report or project falls within the summer holidays, the suspension shall be extended until the end of this period.

Article 32

(Calculation of Master's Final Classification)

1. The final classification to be awarded is determined through the sum of the marks obtained in all taught curricular units as well as the dissertation, internship report or project, with the following weightings:
 - a) weighted average of all taught units taken during the degree – 30%
 - b) dissertation, internship report or project – 70%.

Article 33

(Mobility and Credit Transfer Guarantee)

1. Student mobility between national Higher Education institutions, whether from equal or different subsystems, as well as between Portuguese and foreign Higher Education institutions is ensured through the European Credit Transfer and Accumulation System,



based on the principle of the reciprocal recognition of the value of the training undertaken and of the skills acquired.

2. To comply with the preceding paragraph, and to ensure the conditions for the transfer of student qualifications, both at an institutional level and for individual students, the Faculty of Human Sciences may attribute credits towards the Master's in Communication Studies for training undertaken at the same level in other Portuguese or foreign Higher Education institutions. Conversely, candidates may apply for accreditation in other Portuguese or foreign Higher Education institutions for training received in this Master's degree.

Article 34 (Queries)

Any queries arising from the interpretation and application of the present Regulations shall be arbitrated by the Board of the Faculty of Human Sciences, upon request by the interested parties.

Article 35 (Revocation)

The entry into force of the present Regulations repeals and replaces the previous Regulations of the Master's in Communication Studies, approved by the Faculty of Human Sciences of Universidade Católica Portuguesa on 13 October 2006.

Article 36 (Entry into force)

The present Regulations, approved by the Scientific Council of the Faculty of Human Sciences, shall enter into force immediately upon approval by the Rector of Universidade Católica Portuguesa.

Lisbon, November 2023