



HELLENIC MEDITERRANEAN UNIVERSITY



LISBOA

UNIVERSIDADE
DE LISBOA

UNIVERSITY OF LISBON

School of Health Sciences



Department
of Social
Work

Department of
Nutritional Sciences
and Dietetics

Polytechnic School



Department of Electrical and
Computer Engineering

Lisbon School of Medicine



LISBOA

UNIVERSIDADE
DE LISBOA



Faculdade ¹⁸²⁵
de Medicina

PSP's Regulations for Postgraduate dissertations/theses and assignments

**“Innovative technologies and contemporary, integrated
healthcare in aging” (ITHA)**



HELLENIC MEDITERRANEAN UNIVERSITY & LISBON SCHOOL OF MEDICINE

Heraklion, May 2026

Table of contents

Postgraduate dissertations/theses and assignments Regulations	2
Master’s thesis	2
Section A: Guidelines for preparing the Master’s thesis	2
1. Purpose and topic.....	2
2. Requirements and procedure.....	2
3. Supervision	3
3.1. Topic modification or replacement of an Examination Committee member.....	4
4. Thesis format and language	4
5. Public defense	5
5.1 Examination process.....	5
5.2. Thesis assessment.....	5
6. Thesis copies submission.....	7
7. Award of the master’s degree	7
Section B: Writing and formatting the Master’s thesis.....	8
1. General guidelines	8
2. Thesis sections	8
2.1 Main text.....	9
3. Declaration of Intellectual Property.....	9
4. Compliance with academic ethics - Plagiarism	10
4.1 Declaration of Compliance with Academic Ethics.....	10
4.2 Plagiarism - Practices that violate the academic ethics code	10
5. Use of inclusive language	11
6. Text formatting	11
7. References.....	12
Course assignments.....	12
Suggested Bibliography for further reading	12

Postgraduate dissertations/theses and assignments

Regulations

Master's thesis

Section A: Guidelines for preparing the Master's thesis

1. Purpose and topic

The preparation of the master's thesis constitutes one of the two options available to postgraduate students during the third (3rd) semester of studies for full-time students or the fourth (4th) semester for part-time students of the Programme. The master's thesis represents the culmination of the student's research, during which students independently design and conduct an original study under academic supervision. The course aims to develop advanced skills in research methodology, critical analysis, academic writing, and ethical conduct. Students formulate one or more research questions, review the relevant literature, collect and analyze data, and write a thesis ready for publication, which demonstrates their scientific competence in the field and their ability to contribute to the production of new knowledge. Review-type studies of any kind (e.g., systematic, narrative, or scoping reviews) are also permitted.

The topic of the master's thesis must be of a high scientific standard and align with the disciplinary areas of the courses offered in the programme. The outline of the Master's thesis details the learning outcomes, syllabus, assessment, and other useful information for students.

2. Requirements and procedure

Students enrolled in the full-time Programme may submit a proposal for the preparation of a master's thesis (research protocol) after the fifth (5th) week of the second (2nd) semester. Similarly, students in the part-time programme are eligible to submit a proposal (research protocol) upon the successful completion of the fourth (4th) semester. In both cases, students have the right to submit a proposal/research protocol as long as they have successfully fulfilled the following requirements:

(a) successful completion of the "Research Methodology Applied to Older Adults" course, and

(b) successful completion of at least six (6) out of the eight (8) curriculum courses.

The Programme Committee may define additional requirements, such as participation in library training seminars, preparation of research papers, or other academic activities. Academic staff members who are affiliated with the Joint Master's Programme may propose thematic areas of interest or specific topics for the master's thesis, aligned with their academic expertise and the scientific areas of the curriculum courses and Programme. Master's thesis topics and thematic areas proposed by academic staff are announced on the e-learning platform at the beginning of the second (2nd) semester. Based on the recommended topics, students may contact the academic staff members to discuss prospective collaboration and supervision of their master's thesis.

The candidate submits:

- (a) an application indicating the proposed title of the master's thesis, the designated supervisor, and two additional members who, together with the supervisor, form the Three-Member Advisory and Examination Committee (hereafter referred to as Committee); and
- (b) the master's thesis proposal (research protocol), which must outline the theoretical framework, the research design, and the expected outcomes of the thesis.

The research protocol describes the theoretical framework of the thesis, the topic (aim and research questions), the research methodology, the expected outcomes, and includes an indicative relevant bibliography. Approval of the research proposal will be based on the alignment of the topic with the objectives of the master's programme, its potential contribution to the advancement of knowledge, and the presence of elements of originality. A research protocol template will be made available on the e-learning platform within the corresponding course documents.

3. Supervision

The master's thesis is supervised by a faculty member in accordance with Law 4957/2022. Supervising duties in the PSP are assigned, by decision of the competent body of the Programme, to teaching staff coming from the Hellenic Mediterranean University, the Lisbon School of Medicine, or any other Higher Education Institutions (HEIs), provided they hold a doctoral degree. By decision of the competent body of the Programme, supervision may also be assigned to members of DEP, EEP, ETEP, and EDIP of the collaborating Departments who have not undertaken teaching duties in the Programme, provided that the relevance of their academic field, scientific work, or doctoral dissertation is relevant to the subject of the Programme. The

categories of teaching staff who are eligible to undertake supervising duties, along with their rights, roles, and responsibilities, are defined in detail in the Internal Operating Regulations.

A three-Member Advisory and Examination Committee is also appointed, comprising the main supervisor and two additional members, who guide, supervise, oversee, and evaluate the student's thesis. The two additional members, who undertake an advisory role, may be faculty members or researchers who hold a doctoral degree and belong to the same or a related academic discipline relevant to the scope of the thesis. The Committee evaluates the master's thesis and its public defense and conducts the final assessment. Following the submission of the application and the research protocol by the candidate, the Programme Committee approves the commencement of the master's thesis and appoints the supervisor and two (2) additional members of the Advisory and Examination Committee.

The preparation of the research protocol requires close collaboration with the supervisor, and the candidate must devote sufficient time and expertise, and engage in rigorous scholarly research prior to its official submission. Overall, the development of the research protocol is guided and approved by the master's thesis supervisor. During the preparation of the thesis, students are expected to collaborate closely with their supervisor.

3.1. Topic modification or replacement of an Examination Committee member

Modification of the master's thesis topic or the replacement of a member of the Three-Member Advisory and Examination Committee can be proposed either by the student or the supervisor to the competent Programme authority. A minor title modification (refinement or specification of the title without modifying the overall topic or the fundamental design of the study) may be approved by the P.C. upon submission of a formal request by the student, signed by the supervisor, to the Programme secretariat.

4. Thesis format and language

The master's thesis may be either research-based or empirical in nature, or it may take the form of a literature-based study, such as a review (e.g., systematic, scoping, narrative) and/or a meta-analysis. In all cases, the master's thesis must comply with the guidelines and standards established in Section B of the present Regulations.

Master's thesis is written in English.

5. Public defense

5.1 Examination process

The final version of the master's thesis is submitted to the Three-Member Advisory and Examination Committee. Following the Committee's initial approval, the master's thesis is publicly defended in a formal open session. The date of the public defense is announced at least five (5) days prior to the defense, under the responsibility of the Secretariat of the Programme. Together with the application, the final version of the master's thesis is submitted, along with any publications or conference presentations that may have resulted from it, as well as a similarity or originality report. The similarity report is conducted by the postgraduate student using the plagiarism detection software officially designated by the University (such as *Turnitin*). The maximum permissible percentage of textual similarity is twenty-five percent (25%), excluding bibliographic references. All required documents are forwarded to the members of the Committee under the responsibility of the student. Successful completion of all compulsory courses of the curriculum by the student constitutes a mandatory requirement for the public defense of the master's thesis.

During the public defense, the main supervisor serves as Chair of the session. The student presents the master's thesis orally, and the duration of the presentation does not exceed thirty (30) minutes. Subsequently, the student responds to the questions and comments raised by the Committee. During the public defense, the right to speak is reserved only for the members of the Committee. An open discussion of the thesis may take place after the completion of the presentation and the questions posed by the members of the Committee. Upon completion of the presentation and the discussion of the master's thesis, the Committee convenes privately, without the presence of the candidate or the public, to assess the master's thesis. The Committee evaluates and grades the master's thesis using a numerical scale from zero (0) to ten (10), with increments of half-unit or full units. A grade of five (5) or higher is required for a pass. In case of an evaluation with a grade lower than five (5), a new evaluation date is set, at least three (3) months after the first assessment. In case of a second rejection, the candidate is deleted from the programme by decision of the competent body.

5.2. Thesis assessment

In the grading process, the following criteria are jointly considered by the Three-Member

Examination Committee, with an overall maximum of 100% :

- Content accuracy and validity (30%),
- Layout of the master's thesis, in accordance with the requirements of the present Regulations (10%),
- Academic rigor of the literature review (10%). The credibility and quality of the references constitute essential criteria for the assessment of the literature review,
- Proper use of bibliographic references, in accordance with the APA referencing system (7th edition) (5%),
- Evidence-based and analytically justified methodological selection (20%),
- Correct and precise use of English grammar and spelling (5%),
- Presentation (20%). The presentation enables students to demonstrate communication skills through the use of slides and other innovative digital media and information technology applications.

In order to address the above, the following criteria are considered:

- Originality of the subject or topic,
- Critical appraisal of the relevant literature,
- Justification of opinions and arguments raised,
- Exhibition of analytical and synthetic skills, logical structure, and coherence,
- Evidence-based support of opinions and information (footnotes, citations, quotations),
- Robustness of bibliography and cited sources,
- Precision of expression, accuracy in spelling and grammar, and overall editorial quality,
- Clear and comprehensible structure (explicit distinction of chapters, sections, subsections, etc.),
- Strict compliance with the rules and guidelines for master thesis preparation, as described in the present document.

Additionally, master's theses must:

- Clearly and precisely define the research questions their aim,
- Explore alternative approaches or solutions discussed in existing literature,
- Collect and analyze empirical data (if applicable) and link them to the research questions,
- Clearly indicate the thesis's contribution in addressing the research questions, and highlighting the novel insights it provides to the existing literature, and

- Comply with the principles of academic ethics and research integrity.

The Three-Member Advisory and Examination Committee can decide:

- A. To accept the master's thesis and assign a grade without requiring any corrections or modifications.
- B. To accept the master's thesis on the condition that the candidate shall, within a strictly defined timeframe, carry out specific corrections or modifications that will be issued to the candidate in written form by the Committee. In this case, the Committee finalizes its decision and assigns a grade to the master's thesis upon verifying that the candidate has completed the suggested corrections.
- C. To reject the master's thesis. In the event of a negative evaluation, the thesis may be resubmitted on the same topic, and the assessment process shall be repeated in the immediately following academic semester. In the case of a second negative evaluation, the student is deemed to have failed and shall be dismissed from the programme. The candidate has no right to appeal the final decision of the Committee.

In all three cases, the Committee prepares a signed record of its decision, which is submitted to the programme secretariat after the candidate has been informed of the Committee's decision.

6. Thesis copies submission

The master's thesis is submitted to the Committee in electronic form for assessment. At the end of the master's thesis document, the following statement must be included and signed by the student:

"I hereby declare that, in accordance with the relevant legislation, this work is a product of my own efforts and does not infringe upon any third-party intellectual property rights. The thesis is neither wholly nor partially copied, and all sources used are cited in the references".

Once approved by the Committee, the master's thesis is deposited in electronic form to the Department Secretariat and to the libraries of the two partner institutions (to be archived in the official academic repositories). All academic departments participating in the Programme retain the right to use and reproduce the master's thesis and any additional research material for teaching and research purposes. Any academic publication resulting from the master's thesis must acknowledge that the research was conducted as part of this Programme.

7. Award of the master's degree

To obtain the master's degree, the student must submit to the Department Secretariat the following:

- (a) a document confirming the deposit of the digital version of the master's thesis in the libraries of the two partner institutions,
- (b) one copy of the final text of the master's thesis document in PDF format,
- (c) a certificate from the libraries of the two partner institutions confirming that the student has no outstanding library obligations.

Section B: Writing and formatting the Master's thesis

1. General guidelines

The master's thesis is expected to comprise approximately 6,000–10,000 words, typed on A4 pages, using 12-point Times New Roman font and 1.5-line spacing. The language of the master's thesis is English.

2. Thesis sections

The master's thesis may comprise the following sections:

- Cover page
- Declaration of intellectual property
- Declaration of academic integrity
- Acknowledgements (optional)
- Preface (optional)
- Abstract (maximum word count: 250)
- Table of contents
- List of figures and tables, indicating the titles of all figures and tables in the thesis, with reference to the corresponding page numbers
- Main text of the thesis, subdivided into:
 - Introduction, which includes the purpose of the thesis and a description of the following chapters
 - Individual chapters and subchapters, each with a title that covers its content. Each

chapter and subchapter is numbered as follows: Chapter 1, Subchapter 1.1, 1.2, 1.3, etc. It is recommended that each chapter include an introduction at the beginning and a conclusion at the end. The conclusion should summarize the content of the chapter while providing a connection to the following chapter.

- Bibliography
- Appendices (e.g., questionnaires, interview guides, detailed tables, charts, etc.)

2.1 Main text

The main text of the master's thesis consists of the following sections/chapters:

- Section A: Theoretical section/Literature Review. The theoretical section of the thesis must include a clear statement of the under-investigation topic and a critical narrative review of international literature. The length of this section should not exceed 30% of the entire master's thesis.
- Section B: Research/Empirical Section, divided into the following subchapters:
 - Research hypothesis/Research questions,
 - Research methodology (including methods, study sample, research instruments, etc. in accordance with the master's thesis protocol template),
 - Results (results may be presented in separate subchapters relevant to the research questions),
 - Discussion (linking research findings to theory and relevant literature, and providing interpretations,
 - Research limitations,
 - Conclusions and recommendations for future research.

3. Declaration of Intellectual Property

On page two of the master's thesis document, the Declaration of Intellectual Property must be included. The intellectual property rights of the master's thesis belong, in accordance with the applicable legislation, to those who contributed to its development (the institution, the supervisor, and the student). In all cases, acknowledgment of the authors, the title of the master's thesis, and the corresponding Study Programme are required. The intellectual property statement also indicates the year of submission/delivery of the master's thesis (XXXX), following the provided template.

Copyright@ 2026 Hellenic Mediterranean University and Lisbon School of Medicine.

The content of this thesis is the intellectual property of the
author(s), the supervisor/supervising professor, the
Hellenic Mediterranean University and the Lisbon School of Medicine and is
protected by International Intellectual Property Law.

4. Compliance with academic ethics - Plagiarism

Postgraduate students are required to adhere to the Code of Ethics and Good Practice, as well as the Code of Research Ethics of the Universities. They must comply with all relevant legislative provisions and demonstrate particular sensitivity to plagiarism issues.

4.1 Declaration of Compliance with Academic Ethics

On page three (3) of the master's thesis document, the Declaration of Compliance with Academic Ethics must be included:

Declaration of Compliance with Academic Ethics:

I,, the undersigned student of the Joint Postgraduate Study Programme (MSc) in "Interdisciplinary Management of Chronic Diseases, Disability and Ageing" offered by the Hellenic Mediterranean University and the Lisbon School of Medicine, hereby solemnly declare that this master's thesis, entitled: "TITLE OF THE THESIS", is entirely the result of my own work and that all sources utilized have been fully and properly cited.

I further declare that this thesis does not incorporate any unlicensed external assistance and has not been submitted for assessment at any other institution or organization, nor has any part of it been previously published in whole or in part.

(signature)

Full name

4.2 Plagiarism - Practices that violate the academic ethics code

Plagiarism is the appropriation of another person's intellectual property and occurs when ideas,

concepts, or written work produced by others are presented as one's own. It includes practices such as copying text without proper citation, paraphrasing or modifying original material without referencing the source, or assembling sections of different works into a new text through copy-paste methods. Publishing or submitting someone else's work as one's own is not only an ethical violation but also an infringement of copyright law, which may lead to legal consequences.

Any use of excerpts, sections, or entire works created by third parties—whether in printed or electronic form, including theses, publications, teaching notes, books, or research articles—without appropriate citation or the required permissions constitutes a disciplinary offense. More broadly, violations of academic ethics and integrity include purchasing, stealing, or borrowing work produced by others, as well as copying all or part of material obtained from the internet. Guidelines for avoiding plagiarism can be found [here](#) / [here](#).

Violations of intellectual property regulations must be strictly avoided when preparing assignments within the framework of coursework or when writing the master's thesis. Supervising faculty members are required to use the plagiarism detection software provided by the University for all student work, including theses. Reference to the use of such software is a mandatory component of the report submitted to the three-member Advisory and Examination Committee during the thesis presentation. The maximum allowable similarity index must not exceed 30%, excluding bibliographic references. Individual matches below 1% are not counted toward the total similarity percentage.

5. Use of inclusive language

It is important to acknowledge the role of language as a tool that can significantly contribute to the inclusion of all forms of diversity and to the prevention of the perpetuation of stereotypical views. The writing style and language used in the master's thesis must avoid language or expressions that stigmatize or perpetuate stereotypes against individuals or groups on the basis of specific characteristics, such as, for example, gender, age, social class, religion, sexual orientation, or others.

6. Text formatting

Master's thesis font must be Times New Roman, with a font size of 12. Line spacing should be set

to 1.5, and page margins should be approximately 2.5 cm with full justification. Page numbers must be included in the footer. If the thesis contains figures or tables, each must be assigned a number and a title. Regarding abbreviations (only established, widely recognized abbreviations should be used), the full term must be provided upon first use, followed by the abbreviation in parentheses.

7. References

There are several citation systems for bibliographic references. When preparing the master's thesis, students are recommended to follow the APA Style, 7th edition (American Psychological Association's Formatting and Style Guide, 7th Edition). The provided [link](#) directs to the guide used by the publisher Taylor & Francis, in accordance with the American Psychological Association, 7th edition. A guide to APA-style bibliographic references in Greek is also available via this [link](#).

Course assignments

Assignments within the courses of the programme generally adhere to the principles and formatting requirements of the master's thesis. For certain courses, the requirements and instructions may be further specified by the instructor, depending on the learning objectives, the nature of the subject, and the course assessment method. In all cases, students are required to comply with the instructions provided and to adhere to the academic and ethical standards of the Programme.

Suggested Bibliography for further reading

American Psychological Association. (2017). *Ethical principles of psychologists and code of conduct*. APA.

American Psychological Association. (2020). *Bias-free language guidelines*. APA Style.

American Psychological Association. (2020). *Concise guide to APA style* (7th ed.). APA.

American Psychological Association. (2020). *Mastering APA style: Student workbook and training guide* (7th ed.). APA.

American Psychological Association. (2020). *Publication manual of the American Psychological*

- Association* (7th ed.). APA.
- American Psychological Association. (n.d.). *Academic Writer guidebooks*. APA.
- American Psychological Association. (n.d.). *Paraphrasing and quoting: Effective writing practices*. APA Style. <https://apastyle.apa.org>
- American Psychological Association. (n.d.). *Plagiarism and academic integrity*. APA Style. <https://apastyle.apa.org>
- American Psychological Association. (n.d.). *Published dissertation or thesis references*. APA Style.
- Bently, L., & Sherman, B. (2014). *Intellectual property: A very short introduction*. Oxford University Press.
- Bretag, T. (Ed.). (2016). *Handbook of academic integrity*. Springer.
- Davie, I. (2025). *Mastering APA 7th edition: Write like a scholar. Cite like a pro.: The ultimate guide for students, researchers, and professionals—Step-by-step theses, dissertations & academic papers*. Amazon Publishing.
- Heesen, B. (2020). *Academic writing in APA style: Writing academic papers and theses in APA style* (7th ed.). Prescient.
- Howard, R. M., & Robillard, A. E. (Eds.). (2008). *Originality, imitation, and plagiarism: Teaching writing in the digital age*. University of Michigan Press.
- Stim, R. (2021). *The copyright handbook: What every writer needs to know* (15th ed.). Nolo Press.
- The Graduate School. (2021). *APA style dissertation guidelines: Formatting your dissertation (Academic year 2021–2022)*.