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☐ **PhD Thesis** ☐ **Master Dissertation** ☒ **Master Project**

Title:

Advisor(s):

Designation of 'Masters' or 'PhD':

I declare that the version submitted is the final version approved by the jury. Otherwise it will be delivered after approval by the jury.

I declare that I have read the full version of the Despacho n.º 65/2015* (ISCTE-IUL Open Access Policy: https://repositorio.iscte-iul.pt/documentos/politica_de_acesso_aberto_do_iscte_iul.pdf) which provides, namely, the rules and storage conditions of theses and dissertations in the ISCTE-IUL Repository.

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I retain all other ownership to the copyright of the thesis or dissertation, and the right to use it in future works, such as articles or books, all or part of this thesis or dissertation.

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Signature 

From: [Administrador Repositório ISCTE-IUL](#)
To: k.darellas@web.de
Subject: RE: Thesis from 2019
Date: 15 de setembro de 2023 12:05:00
Attachments: [Signed license .pdf](#)
[image001.png](#)
[image002.png](#)
[image003.png](#)
[image004.png](#)

Dear Katherina,

Your master thesis is now publicly available because you requested "Immediate availability of all work for exclusive access at ISCTE-IUL: for 12 months". We change it again to restrict access exclusive only to ISCTE-IUL members.

Best regards,

Teresa Segurado
Administração Repositório Iscte
Iscte Repository Administration
Serviços de Informação e Documentação
Information and Documentation Services



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From: Biblioteca ISCTE-IUL <biblioteca@iscte-iul.pt>
Sent: 15 de setembro de 2023 11:35
To: Administrador Repositório ISCTE-IUL <administrador.repositorio@iscte-iul.pt>
Subject: FW: Thesis from 2019

From: k.darellas@web.de <k.darellas@web.de>
Sent: 15 de setembro de 2023 08:21
To: Biblioteca ISCTE-IUL <biblioteca@iscte-iul.pt>
Subject: Thesis from 2019

Good day,

I noticed my master thesis from 2019 is publicly available.

As it was written together with a company I kindly request to use the thesis only for internal purposes at the university/ library and not externally as it contains company insights.

Please let me know if you can support me this request.

Regards,
Katherina

On 14.09.23 at 18:09, Vítor Reis wrote:

From: "Vítor Reis" <Vitor.Reis@iscte-iul.pt>
Date: 14. September 2023
To: "'k.darellas@web.de'" <k.darellas@web.de>
Cc:
Subject: RE: RE: Certificate/ diploma
Hi Katherina,

Good to hear from you. I hope all is well.

I'm afraid I'm not the best person to ask. But as far as I know it works the other way around: all documents are public unless the author says otherwise. There is a specific procedure for asking for an embargo when students submit their dissertations. I am not sure about this now, 4 years after you submitted your dissertation.

I strongly suggest that you contact the Iscte library via this email address: biblioteca@iscte-iul.pt. They are responsible for managing the information and are much better equipped to let you know what can be done in this regard.

I hope I have been helpful.
Take care.

Best regards,

Vítor Reis

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Tel.: (+351) 210 464 225 Ext.: 29 14 58
www.ibs.iscte.pt | [Facebook](#) | [Twitter](#) | [Instagram](#) | [LinkedIn](#)

From: k.darellas@web.de <k.darellas@web.de>
Sent: quinta-feira, 14 de setembro de 2023 09:57
To: Vítor Reis <Vitor.Reis@iscte-iul.pt>
Subject: Re: RE: Certificate/ diploma

Hi Vítor,

I hope you are well I'm not sure who I need to reach out to but I was made aware that my thesis from 2019 is publicly available on the ISCTe website.

As it was a thesis written in a company and holds insights about the company I'd like to ask you to unpublished it from the internet. I would also assume that I did not agree to external publish it as it holds company insights.

I'm okay if it's published internally for the university purposes but not when googeling my name.

<https://repositorio.iscte-iul.pt/handle/10071/19099>

I hope you can help me out on this.

Regards,
Katherina Darellas

On 26.11.19 at 11:25, Vítor Reis wrote:

From: "Vítor Reis" <Vitor.Reis@iscte-iul.pt>
Date: 26. November 2019
To: "'Katherina Darellas'" <k.darellas@web.de>
Cc:
Subject: RE: Certificate/ diploma
Hi Katherina,

Thank you for your words. I hope you have enjoyed your time in Lisbon and also hope you have learnt a lot at ISCTE.

We are developing our Alumni services, so we expect to keep in touch with you for future events, if you do not mind.

Regarding the diploma, I confirmed with Academic Services, they have your orders registered.

From my side, I wish you all the success personally and professionally. It was a pleasure.

Best regards,

Vítor Reis

International Master Programmes
ISCTE Business School

ISCTE-IUL

Ala Autonoma Building – Office 236

Av. das Forças Armadas

1649 - 026 Lisbon, Portugal

Tel.: (+351) 210 464 225

Ext.: 29 45 04

ibs.iscte.pt | ibs.iscte.pt/en

Please consider the environment before printing.

From: Katherina Darellas <k.darellas@web.de>

Sent: segunda-feira, 25 de novembro de 2019 20:01

To: Vítor Reis <Vitor.Reis@iscte-iul.pt>

Subject: Re: Certificate/ diploma

Hi Vitor,

thanks for your reply. I have send the required documents to the addresses you mentioned.

Yes I defended my thesis today! I just wanted to let you know that you have been a great support and contact person at ISCTE!

Thanks again and what I would need as next, is the scan of the certificate, whenever its ready.

Best,
Katherina

Am 25.11.2019 um 14:48 schrieb Vítor Reis <Vitor.Reis@iscte-iul.pt>:

Hello Katherina,

I suppose you already defended and successfully. Congrats!

Follow the instructions below.

*In order to get your Certificate of Completion (master diploma, includes Supplement)
you need to formally request it to our services and pay the respective fee – EUR 50. If*

you wish us to send it by post you should add EUR 5.

*To do so please fill out the enclosed form - check the respective box **Certificate of completion - Doctoral / Master / Bachelor** - sign it and send it back to ibs.mst@iscte-iul.pt. Along with the form kindly send the proof of payment. Bank details are enclosed (note this is not the same bank account as for tuition fees).*

Urgency fee – 4 days – EUR 20.

As soon as the diploma is ready we will send you a notice. Please note that we can only send this document via regular post and we cannot hold accountability for any damages or if the package is lost.

Best regards,

Vítor Reis

International Master Programmes
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<image001.png>

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Ext.: 29 45 04

<image002.png> <image003.png> <image004.png> <image005.png>

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Please consider the environment before printing.

From: Katherina Darellas <k.darellas@web.de>

Sent: segunda-feira, 25 de novembro de 2019 12:55

To: Vítor Reis <Vitor.Reis@iscte-iul.pt>

Subject: Re: Certificate/ diploma

Hi Vítor,

then I would like to request a scan please, as soon as you are able to conclude the document. And send it to me via mail if possible:)

I would also ask you to issue a diploma and the procedure for that.

Many thanks!!

Katherina

Am 21.11.2019 um 11:25 schrieb Vítor Reis <Vitor.Reis@iscte-iul.pt>:

Hello Katherina,

The graduation date (stated in your diploma) will be the date of the defence, 25th November.

We will issue the diploma upon request from you and it has a cost of EUR 50. Commonly it takes up to 15 working days (3 weeks). It can be done in 4 working days upon a urgency fee of EUR 20. The shipping fee is also an extra, it would be 5 EUR.

And yes, we can send you a scanned version once the document is ready.

Good luck for the defence!

Best regards,

Vítor Reis

International Master Programmes
ISCTE Business School

<image001.png>

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Tel.: (+351) 210 464 225

Ext.: 29 45 04

<image002.png> <image003.png> <image004.png> <image005.png>

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Please consider the environment before printing.

-----Original Message-----

From: Katherina Darellas <k.darellas@web.de>

Sent: quinta-feira, 21 de novembro de 2019 10:12

To: Vítor Reis <Vitor.Reis@iscte-iul.pt>

Subject: Certificate/ diploma

Hi Vítor!

I have a short question! I will have my Defence on Monday, 25th but I would need a certificate or the diploma ASAP as I am applying for some tax related things in Netherlands.

So my question is:

- Which date will be stated on the diploma? The day of my Defence or end of my studies?

This will make a difference in my request...

- Is there any chance to receive a scan of the diploma as soon as it is ready. And when can I expect it to receive the original?

If not I would need a certificate stating with the main Information: faculty, degree etc...

Let me know!

Thanks

Katherina Darellas

<MOD.SGE.10.02_CartasCursoDiplomasCertidoes.pdf><Bank Data Fees.pdf>