

DISSERTATION GUIDELINES 2017



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I. INTRODUCTION

The final research project of all IBEI Masters' programmes is worth 10 ECTS. In order to complete it, students must:

1. Participate in a dissertation workshop (2-5 May 2017) (MIR only);
2. Submit an original dissertation on a topic related to international affairs (15 September 2017 for MIR, MIS and MID); and
3. Present the results of their dissertation (September 2017 or earlier by prior agreement (MIR, MIS and MID), unless on an exchange programme, in which case it will be in January 2018.

The main goal of these guidelines is twofold: on the one hand, to inform you of the different steps you will go through when designing, writing and submitting your dissertation; on the other hand, to provide you with some useful hints as to how to write and structure your dissertation.

Part II of these guidelines details the procedures and deadlines for the current academic year. Part III sets out the aims of the dissertation, some indications regarding its format and style, and the rules governing its assessment. In addition, it includes some examples of dissertation topics from previous years. Part IV describes the role and main functions of the supervisor. Part V provides the main norms for source referencing, as well as some illustrative examples. Part VI details citations and Part VII summarises IBEI's regulation regarding plagiarism and double submission of work. Finally, Parts VIII and IX contain samples for the two first pages of the dissertation, and it ends with a checklist (X) and marking criteria (XI).

Please read this guide carefully and keep it for reference throughout the academic year. It provides important information and guidance on the practical procedures for the writing, supervision and submission of dissertations within IBEI.

These guidelines apply to students commencing the Master's in International Relations, Master's in International Security, and Master's in International Development in September 2016, and ERASMUS MUNDUS Master's in Public Policy commencing their year of study at IBEI in September 2016.

II. PROCEDURE AND DEADLINES

i. Procedure and phases

One of the purposes of these guidelines is to provide students with the necessary tools to complete an independent and well-informed social science research project. In order to ensure this aim, IBEI has designed a procedure consisting of six phases:

a) Selection of topic and supervisor (MIR, MIS and MID students only)

The first step of the process is the choice of a research topic. At the beginning of their second term, students taking the full-time version of the Master's will receive an e-mail asking them to meet their tutor (students in a part-time programme will meet their tutor in the beginning of their fourth semester). The purpose of this initial meeting is to gather information about each student's plans for the project so that IBEI can assign a

supervisor among the pool of potential advisors. At this stage, students are not expected to have a fully-fledged project proposal, nor a definitive title, but rather a general idea about the theme they expect to work on. However, students should bear in mind that the more developed an idea is, the more useful the comments and suggestions from IBEI Faculty will be in that meeting, and more importantly, the better equipped they will be to find the right supervisor for each project. Students may suggest potential supervisors, but no guarantee is given that they will be assigned to them. Students complete a form with these details, have it signed by their personal tutor, and return it to the Academic Office by **16 March 2016**.

b) Contact with supervisor and submission of project proposal (MIR, MIS and MID students only)

After this initial meeting, each student will be assigned a supervisor by **29 March 2017** at the latest, and students will be able to arrange meetings to discuss their project. It is the students' responsibility to make initial contact with their supervisor by email and attend all subsequent agreed meetings. As detailed in part IV of these guidelines, the supervisor will be in charge of overseeing the project until its final submission, providing comments, criticisms and suggestions to the students throughout that period.

Under the guidance of their supervisor, students must prepare a 1,000-word project proposal specifying the question they will address, the evidence that they plan to use, and the original contribution that their project will make. The course in Advanced Research Methods will help in this task. This outline will be presented to a group of fellow students and IBEI staff during the week 2-5 May 2017. It should be distributed by email to the members of your workshop a few days beforehand.

c) Attendance of research workshops (MIR students only)

During the week **2-5 May 2017**, each student will present their research project to a group of fellow students (between 4 and 7) and two IBEI professors. The purpose of these workshops will be neither to evaluate the state of completion of the project nor the quality of it, but rather to provide feedback (comments, suggestions, criticisms) to improve the quality of the project and facilitate the student's work in the following months. The dissertation supervisors may be invited to attend these seminars.

Each workshop will be chaired by one IBEI professor who will be responsible for leading discussion. Around 30 minutes is given to each participant, according to the following this format:

1. A 10-minute introduction by the each student.
2. A 5-minute critical discussion of the proposal by a fellow student (discussant).
3. Comments by IBEI faculty.
4. Open discussion (to maximize the generation of feedback by all participants, interventions of the presenter of the proposal will be kept at a minimum).

In order to facilitate discussion, students are encouraged to circulate their proposal to both the chair and members of the discussion group well in advance. Proposals should be written in either English or Spanish.

Please note: students who are on **exchange programmes** will complete their dissertations during the third semester, either in a partner university or in IBEI if they

have been abroad in second semester. **For these students only, the submission deadline is 31 January 2018**, and oral defences will in mid-February 2018.

d) Presentation of Research Results (MIR, MIS and MID students only)

Students continue working on their dissertation research throughout the summer. During that period, they maintain contact with their supervisors, who can advise them on issues pertaining to the formulation and re-formulation of the topic, the literature, data sources, and methodology.

August is usually a month during which students undertake research on their own. Please ascertain in advance if when your supervisor will be unable to answer correspondences during the summer. The beginning of September offers the opportunity to receive final feedback on (near) completed work.,

In accordance with the requirements of 'official' master's programmes recognized by the Spanish government, after submitting the dissertation each student gives an oral defense of their work. More specifically, they make a presentation of 10 minutes to a panel of at least two IBEI professors, who assess the presentation, and whose mark contributes 10% of the final grade of the Master's thesis.

NB. These presentations will be held **in second half of September 2017**, unless there are serious reasons why the student cannot attend during this time. In the event of a student not being able to defend his/her thesis at this time, a written request setting out why the student cannot attend in September must be sent to the Head of Studies. In cases when permission is granted, a 'pre-final' presentation will be organized in late June or early July. The deadline for the final submission remains September 15.

Please note that staff do not read the final dissertation prior to the defence, so it is crucial that the presentation succinctly summarises the research question, methodology, relevant literature, findings and conclusions. The criteria for marking are as follows:

- Clarity of the presentation, specifically the articulation of the argument and the ability to convey the core concepts relevant to the project and/or empirical data.
- Awareness of the theoretical and methodological tools used, their strengths and limitations, and their impact on research design.
- Ability to respond to questions and comments made by the panel of professors, demonstrating knowledge of the subject.
- Degree of professionalism with which the presentation is made (including respect of the time allocated for the presentation, namely 10 minutes).

e) Submission and assessment of dissertations.

All dissertations must be submitted by 15 September 2017, in accordance with Section III.iii.a) of these guidelines.

The completed dissertation will be graded by an evaluation committee consisting of two professors in accordance with the procedures and criteria detailed in sections III.iv.a and b. This grade will contribute 90% of the final Master's thesis grade. Once all dissertations are graded, students will receive notification of all comments made by the evaluation committee and the final grade awarded to the thesis. Part III.iv.c details the policy on the publication of grades.

Students must receive a minimum average grade of 5.0 in the written dissertation in order to pass the overall project.

Students may request to defer dissertation submission for one year until September 2018. Please complete a **deferral request form** (available from the Academic Office) no later than one week before the submission deadline.

Deferring submission **incurs a cost of €350**, which covers the re-enrolment as a student for the academic year 2017-18, a library card, the allocation of a new supervisor in March 2018, and mandatory student insurance ('seguro escolar') in compliance with Spanish law.

Students who fail their dissertation project or do not meet the submission deadline will be asked to (re) submit the following academic year, at a cost.

ii. Deadlines for the academic year

Activity	Where?	Deadline
Initial meeting and dissertation form	Offices of Personal Tutors	8 March - 16 March
Submission of Provisional dissertation title form	Academic Office	16 March
Communication of supervisors to students	Academic Office (by e-mail)	29 March
First meeting with supervisor	To be agreed between student and supervisor	March - April
Deadline to request change of supervisor	IBEI form can be obtained/submitted at the Students Office	5 April
Circulation of 1000-word proposal to workshop members	Distribution by e-mail	W/c 24 April
Research workshops	IBEI Seminar Rooms	2-5 May
Submission of final dissertation	Academic Office	15 September
Public presentation of dissertation	IBEI Seminar Rooms	Second half of September

III. THE DISSERTATION

i. Aims

The main goal of the dissertation is to carry out independent research on a topic related to international affairs. This implies an effort to develop an original analysis of a political, economic, social or cultural issue. More precisely, the Master's thesis is aimed at:

- Allowing students to deepen their knowledge of a particular issue of their interest within the area of international affairs.
- Promoting students' familiarity with the research process.
- Enhancing students' capabilities to use different research methods, both qualitative and quantitative.
- Helping students set out a coherent and focused argument.
- Enhancing students' skills to search and review relevant literature.

ii. Format/Style

a) General aspects and parts of the dissertation

The final project must include a well-defined research question, together with the justification of its relevance. In addition, students must demonstrate an awareness of existing research in their chosen area (the 'literature') and by surveying it draw reasonable expectations about likely answers to their question (i.e. hypotheses). Care should be taken to justify the methods used, and the final project should aim to be an outstanding contribution to a scientific debate or theoretical discussion, in terms of originality, systematization or reflection.

Typically, each year at IBEI, dissertations are submitted utilising a wide range of theoretical approaches. What is common to all are the principles taught in the Advanced Social Research Methods class regarding the centrality of developing a problem statement and a research question, the need to think through and formulate expected answers to the question, the role of concepts and theories in this process, and moving from concepts to empirical research. While many of you will base your research on empirical observations about the world to support your arguments, a number of you will adopt the assumptions of critical theory, post structuralism, 'thick' constructivism or interpretive scholarship drawing on sociology, history, philosophy or political theory. These approaches to understanding the world are non-positivist (specifically seeking hermeneutic understanding or the application of post-positivist theory) and often find it awkward to use terminology such as 'hypothesis' and 'independent and dependent variables', although this does not imply that they do not conduct research using similar ideas regarding questions, expectations (hypotheses) or key concepts (variables). If in doubt, consult your supervisor about how to frame your methodological presentation. With regard to using alternative theoretical approaches that span the positivist – non-positivist gap, this is perfectly acceptable provided you demonstrate awareness of the different epistemological and ontological assumptions underpinning them.

Where relevant, students should gather and present original data and information or rely on data published in primary sources. In addition to primary sources, and where such are not available, students can draw on empirical data provided in the secondary literature (e.g. the World Bank or IMF statistical data, the Eurobarometer surveys, etc.). **Qualitative and quantitative research is equally acceptable and there is no obligation to use one or the other approach. Dissertations are assessed on the**

basis of how well they answer the question and justify the theoretical framework used and methods chosen.

Since the assessment of the dissertation stands or falls on its quality (not the amount of time or the effort devoted by students), its structure is crucial. Although each dissertation needs to be presented in a unique and appropriate manner, the following sections should always be included in your dissertation:

- Abstract (in English): this part should be included after the “signature page” of your dissertation and its length should not exceed 250 words. The abstract should provide a synthesis of your dissertation, detailing its main arguments(s) and conclusions.
- Contents: this should be included right after the abstract and should detail the different parts, chapters and sections of the dissertation. The *usual* structure includes the following chapters: Introduction (including the problem statement and research question, aims of the paper and an outline of its structure); Literature review (providing the theoretical framework, identification of hypotheses); Methodology; Empirical discussion; and Conclusion. Page numbers need to be indicated for each chapter and section.
- More specifically about the introduction: **What is the nature of the puzzle you have chosen to explore?** In essence, it will be to learn something about the world. It may be about explaining why something happens, or understanding how various factors interact to bring about certain outcomes. There can also be an element of surprise in a puzzle – something that one would expect to happen, not happening, or the emergence of an unexpected outcome. These may be rooted in longer processes or series of events, and deviation from normalcy is the subject under investigation. **What reasons are there to devote time to studying the problem outlined?** The justification should identify why the investigation is worth doing. One common reason is that there is a gap in the literature, i.e. that a particular case, or the application of a theory to a given issue, has not been done before. Further value can be added if the new work can demonstrate weaknesses in previous scholars’ work. Justifications can also take the form of ‘exploratory work’, i.e. under-researched areas where a dissertation can provide new insight and suggest new avenues for research.
- More specifically about the literature review: **Firstly, it provides an overview of existing research that you think is relevant to help answer your question(s).** It establishes what work has already been done, what are the core debates in the subject of your dissertation, which theoretical approaches are preferred, and what are the arguments for and against their use. They can also identify independent and intervening variables where necessary. It must be long enough to show that you have carefully consulted relevant work, but not so long that it steals space from you making your own argument. **Secondly, it generates expectations about what you are likely to find out.** Commonly we refer to these as the hypotheses – causal statements about the relationship between identified variables, although some non-positivist scholarship avoids these terms. If in doubt, your supervisor can help you on these issues.
- More specifically about the conclusion: this part should highlight the main insights and implications of the dissertation, as well as some indications for further research. In so doing, it must clearly state all sources of remaining uncertainty in the results. Note that this part needs to be consistent with the previous content of the manuscript.

- References: the dissertation should contain an alphabetical list of references at the end. This list needs to be consistent with the reference model used throughout the manuscript. Remember that it is often better to list a few cutting-edge, relevant, and carefully-read works than providing extensive lists of mediocre, indirectly relevant, and glossed-over titles.

In addition to these sections, students may also include one or several appendices and an index of maps, charts and figures.

Please note that students should discuss the structure of their dissertation with their supervisor and get their approval before submitting their final manuscripts.

b) Language and length (MIR, MIS and MID Students only)

The dissertation can be submitted in English or Spanish for students of the Bilingual MIR course – for all other students it must be submitted in English. All dissertations need to include an abstract in English with a maximum length of 250 words.

The dissertation should be between 8,000 and 10,000 words in length, including headings and footnotes, acknowledgements and references, and a word count must be provided on the “signature page”. Dissertations that are below or over the indicated length may be penalized. Annexes are *not* included in the word count, provided that they are relevant and necessary to the presentation of the project. It is at the discretion of dissertation examiners to decide whether annexes fulfil the criteria of ‘relevant and necessary’ and in cases when they are deemed superfluous, a penalty for exceeding the stated word limit may be incurred.

c) Formal aspects

Dissertations should be type-written in either Times New Roman or Book Antiqua style using a font size 12, 1.5 line spacing and with 2.5 cm. upper, right, left and lower margins. Dissertations should also be printed double- or single-sided on A4 paper. Notes need to be included at the bottom of the corresponding page (footnotes). Printed copies of the dissertation need to be bound using spiral binding with plastic covers.

As for pagination, the page number can be positioned at the bottom right, centre or left of the page. The placement of page numbers in the preliminary pages and the main body of the manuscript must be consistent throughout the dissertation.

1. Do not count or number the title page and the signature page.
2. Number preliminary pages (table of contents, a dedication, a list of figures, tables, symbols, illustrations, or photographs, a preface and acknowledgments) using lower case Roman numerals beginning with the number “i” and continue in sequence to the end of the preliminary pages (i, ii, iii, iv, v, etc.).
3. Number the page including the dissertation’s abstract with the number “1” and continue in sequence (1, 2, 3, etc.).

iii. Submission

a) General rules (MIR, MIS and MID Students only)

Submission for the Master's dissertation consists of 1 hard copy and an electronic version **Emails must be sent by 15 September 2017, and the date of posting hard copies must be on or before 15 September 2017**, unless enrolled on the exchange programme, in which case the submission date is 31 January 2018.

- Hard copies can be directly submitted to IBEI's Students Office during its opening hours or sent via regular mail to the following address:

Oficina de Gestión Académica
Institut Barcelona d'Estudis Internacionals
C. Ramon Trias Fargas 25-27
08005 Barcelona (Spain)

Note that submission of the dissertation by e-mail only is not valid. Note too that IBEI cannot confirm receipt of dissertations submitted by regular mail.

- The electronic copy of the dissertation needs to be sent (either in ".pdf" or ".doc" format) to the following e-mail address: master@ibei.org

b) Extension for late submission

As for all evaluated coursework, requests for extensions should be emailed to the Head of Studies detailing the special circumstances leading to the request. Extensions will only be granted under extraordinary circumstances. Medical evidence will be required before an extension is granted if relevant.

iv. Assessment

a) Marking Criteria

The marking criteria included at the end of this document provide an indication of the decision-making process which underpins the marking schemes used by the Institut Barcelona d'Estudis Internacionals (IBEI).

Students should also note that members of the evaluation committee will pay special attention to the following aspects:

- Clarity and concision of expression
- Coherence and balance in the organization of the dissertation
- Correct and consistent presentation of references
- Conforming with the formal requirements (length, format, pagination, etc.) described in these guidelines
- Relevance of the chosen topic and its justification
- Clarity of the research question and/or dissertation goals
- Quality of the literature survey
- Adequacy of the chosen methodology
- Thoroughness of the analysis
- Critical appraisal and originality

- Proper identification of research shortcomings and adequate discussion of further research

b) Assessment procedure

The assessment of all masters' theses will take place within the 12 weeks following the submission deadline. Each dissertation will be assessed by two members of staff. Each marker will prepare a report according to the IBEI marking criteria, which, in any case, must include a numerical grade from 0 to 10 (with a single decimal).

An average is calculated between the two marks and anonymous reports are passed on to the candidate. If there is a disagreement of more than 2.5 points between the first and second marker, IBEI will contact a third marker in order to provide an additional report. The third marker will be informed of the disagreement and will be asked to provide a third grade and report. Once again, an average will be calculated between the three marks and anonymous reports will be passed on to the candidate. All top grades (9-10) and fails (0-4.9) may be subject to revision by an IBEI committee.

This mark will contribute 90% of the final grade, and will be added to the mark from the oral presentation (which is worth 10%) to give the final grade for the project. Students must achieve a minimum mark of 5.0 in the dissertation in order to pass the project.

Students whose dissertation receives a fail grade have the right to re-submit a revised text within one-month of receiving the written comments. The new version will be revised by the supervisor and an IBEI committee. Reasons for failing include insufficient or inaccurate citation of sources used.

c) Publication of final grades

Students will receive an evaluation report of their dissertation comprising of the comments of the two examiners and the final grade. This is via e-mail no later than 12 weeks after the submission of their dissertation.

Students with a valid reason may appeal the assessment mark during the 15 calendar days that follow the reception of the evaluation report. In order to start the process of appeal, the student concerned needs to e-mail the Masters' Coordinator: (1) stating the grounds of appeal; (2) detailing the reasons why s/he is appealing the decision; and (3) attaching all supporting evidence or documents necessary.

The final grade obtained in the dissertation will also be included in the academic record of each student. This academic record will be delivered to each student individually. In cases when the student is unable to collect it personally, there are two options:

1. Students can e-mail the Students Office with a postal address so that marks can be sent by registered mail to such address.
2. Students can authorise somebody to collect the marks on their behalf. The authorised person will be required to hand in a signed authorization by the student and his/her ID card or a photocopy of it.

Best Dissertation Prize

At the end of the process a Committee of Professors choose the best dissertation of each Master programme, and award a prize with a value of €200 to the best project

overall. All winners and notable runners-up are given the opportunity to publish a revised version of their work via the IBEI website. The Committee can also award with special mention the five best dissertations.

v. Examples of dissertations

Students are encouraged to browse dissertations from previous academic years. You can find them on http://www.ibe.org/es/ibe-student-paper-series_35073

IV. SUPERVISOR

Once a student has met with his or her tutor at the beginning of the second semester, and after returning his or her dissertation provisional title form to the academic office, a dissertation supervisor will be allocated to each student. Students can expect to see their supervisor at least three times before the submission of the dissertation (including Skype calls when necessary). It is the students' responsibility to make initial contact with their supervisor by email and attend all subsequent agreed meetings. Note: supervisory meetings are usually difficult to arrange outside semester time.

The supervisor will be in charge of supervising the project until its final submission, providing comments, criticisms and suggestions to the students throughout that period. More precisely, the supervisor functions include advising the student on the feasibility of the chosen topic, the design and adequacy of the methods, the structure and style of the dissertation and the relevant literature.

All professors teaching courses at IBEI, as well as post-doctoral researchers working at the institute are eligible as potential supervisors (details about their areas of specialization are on the IBEI website). Only under extraordinary circumstances will IBEI consider dual supervision (two supervisors for a single student) or a supervisor who does not teach at IBEI. Needless to say, students are welcome to consult and gather advice from university professors.

Please note that while you are welcome to suggest names of possible supervisors for your dissertation, and that these suggestions will be taken into account, IBEI cannot guarantee every student will be assigned to their first choice supervisor.

V. REFERENCES

There exist several models to present bibliographic references in dissertations. One of the most popular ones is the one described in *The Chicago Manual of Style*, a copy of which can be found in the UPF library. This is not, however, the only existing manual. Students can freely choose the model they want to follow in their dissertations, but they should pay attention to two basic criteria: 1) inclusiveness: references need to provide all relevant information (author/s name/s and last name/s, work title, year of publication, location and date of publication, edition, volume, etc.); and 2) consistency: students should use the same model for referencing throughout the whole dissertation.

The following examples follow the indications of *The Chicago Manual of Style*, 15th edition, Chicago: University of Chicago Press, 2003.

i) Books

a) Single author:

Bull, Hedley. 1977. *The anarchical society*. New York: Columbia University Press.

b) Several authors (please note the change between the first and the second author):

Coulombis, T.A. and J. Wolfe. 1996. *Introduction to International Relations. Power and Justice*. Englewood Cliffs, N.J.: Prentice Hall, 5th ed.

ii) Articles in Academic Journals

Giardina, A. 2001. The international recognition and enforcement of arbitral awards in the country of origin. *Rivista de Diritto internazionale privato e processuale* 18 (2): 265-278.

iii) Daily Journal and Magazine Articles

a) Known author:

Kelley, Kitty. 2005. Bush's Veil Over History. *The New York Times*, October 10, op-ed. contributors.

b) Unknown author:

Le Monde. 2005. Séisme au Pakistan: le bilan dépasse 30 000 morts, les sinistrés reçoivent aide et secours. October 10, International.

iv) Book chapters

Kegley, Ch.W and G.A. Raymond. 1995. Great-Power Relations: Paths to Peace in the Twenty First Century. In Ch. W. Kegley and E.R. Wittkopf. *The global agenda. Issues and perspectives*, pp.154-169. New York: McGraw-Hill.

v) Internet sources

Suzuki, Hideyuki. 2005. Distributor's margins and GDP. Economic and Social Research Institute, Government of Japan. ESRI Discussion Paper 131.

http://www.esri.go.jp/en/archive/e_dis/abstract/e_dis131-e.html (last access: October 5, 2005).

Students are encouraged to check one of the following manuals for further information:

Gibaldi, Joseph. 2003. *MLA Handbook for Writers of Research Papers*, 6th edition. New York: Modern Language Association of America.

The Chicago Manual of Style. 2003. Chicago: University of Chicago Press. 15th edition.

VI. FOOTNOTES AND CITATIONS

i) Footnotes

When an argument is attributed to a source, the source should appear in the footnotes. When a specific rather than the general argument of a work is referenced, the pages of the work where the argument is made should be provided as well.

ii) Citations

When a citation from a source is included in the thesis text, the footnote reference should indicate the page from which the citation comes.

“The starting point of international relations is the existence of *states*”

fn: Bull, Hedley. 1977. *The anarchical society*. New York: Columbia University Press, p. 8, emphasis in original.

VII. PLAGIARISM AND MULTIPLE USE OF COURSEWORK

Plagiarism (or submitting material that in part or whole is not entirely one's own work) is strictly prohibited, as is the multiple use of coursework for different degree programmes. IBEI frequently used anti-plagiarism software such as TURNITIN to assist in the identification of cases.

Members of the IBEI community have an obligation to bring misconduct to the attention of the Masters' Programmes Coordinators, the Head of Studies and the Director of the Institute. In the case of plagiarism or multiple use of coursework, misconduct proceedings will be confidential, impartial, transparent and urgent.

In the event of an accusation of plagiarism proceedings will begin when a member of the IBEI community reports the event in question, and they will conclude with student notification of the decision of the hearing committee.

Except where the programme of studies indicates otherwise, the procedure will follow these three steps:

Step 1: a case of misconduct is to be reported to both the Coordinator and Director of the programme. The member of the community who observes a case of plagiarism or multiple use of coursework must notify IBEI with all due haste. If considered appropriate, the student in question will also be notified. The Masters' Coordinator will inform the student that misconduct proceedings have been initiated and will take whatever measures are necessary to guarantee the confidentiality of such proceedings.

Step 2: the presentation of a defence by the student. The student will have three calendar days to file written arguments and any supporting materials considered suitable. These documents must be submitted to the Director and the Coordinator of the Master's programme. They, together with the faculty member concerned, will determine the appropriate sanctions to impose. If applicable, they will prevent the student from sitting the examination session of the course in question.

The next step will only be taken in cases where the student opposes the accusation of plagiarism, multiple use of coursework or the sanctions imposed in Step 2.

Step 3: a hearing committee will be convened. Within five calendar days from the initiation of proceedings, the Director will convene the hearing committee, having previously notified IBEI's Scientific Council. The hearing committee will be made up of at least three members and it will decide on the case. The hearing committee must hear the allegations of the faculty member concerned if the faculty member requests being heard. The hearing committee is also to notify the student of its decision through the Director or Coordinator of the programme within a period of two calendar days from the hearing date.

VIII. SAMPLE COVER PAGE

Institut Barcelona d'Estudis Internacionals
Academic Year XXXX – XXXX



DISSERTATION'S TITLE

Dissertation's subtitle

Dissertation submitted by

STUDENT'S NAME AND LAST NAME

in partial fulfillment of the requirements for the degree of

MASTER'S IN INTERNATIONAL RELATIONS/ MASTER'S IN
INTERNATIONAL SECURITY / MASTER'S IN INTERNATIONAL
DEVELOPMENT

SUPERVISOR: Supervisor's name and last name

IX. SAMPLE SIGNATURE PAGE

I hereby certify that this dissertation contains no material which has been accepted for the award of any other degree or diploma in any university or other tertiary institution and, to the best of my knowledge and belief, contains no material previously published or written by another person, except where due reference has been made in the text.

I hereby grant to IBEI the non-exclusive license to archive and make accessible my dissertation in whole or in part in all forms of media, now or hereafter known. I retain all ownership rights to the copyright of the dissertation. I also retain the right to use in future works (such as articles or books) all or part of this dissertation.

Name: XXXX XXXXXX

Signature:

Location and Date: XXXX, XXXX XXXX

X. CHECK-LIST

- Discuss and agree with supervisor the research topic (8 -16 March)
- Filled in and return provisional title form to Academic Office (16 March)
- Meet assigned supervisor and draft 1000-word proposal (March/April)
- Circulate proposal to research workshop members (W/c 24 April)
- Attend research workshop and discuss research proposal (2-5 May)
- Include the “title page” (see model in part VII)
- Include the “signature page” (see model in part VIII)
- Include an abstract *in English* of my dissertation
- Include the different parts detailed (see part III.ii.a.)
- Follow the indications on length and language detailed in these guidelines (see part III.ii.b.)
- Follow the formal/stylistic requirements detailed in these guidelines (see part III.ii.c.)
- Submit one electronic version of my dissertation to master@ibei.org by 15 September 2017; ensure hard copies are post-marked 15 September 2017.

XI. MARKING CRITERIA

The following marking criteria are designed to give you an indication of the decision-making process which underpins the marking schemes used by the Institut Barcelona d'Estudis Internacionals (IBEI).

It would, of course, be impossible to be entirely specific about the precise criteria employed for marking each piece of work, and there may be different requirements for different types of dissertations, and for the different disciplines represented within the IBEI (e.g. economics, politics, security studies, international relations, etc.). However, this set of marking criteria gives a good idea of the standards IBEI aims to apply across the board.

Mark Range		Key features applicable in the assessment of examination essays and dissertations
9-10	<i>Overall</i>	Outstanding answer: exceptionally well structured and theoretically informed, showing striking personal insight and originality.
	<i>Understanding</i>	Authoritative; full understanding of relevant material; highly original analysis; highly independent and critical judgment; high degree of precision.
	<i>Selection & Coverage</i>	Unusually extensive range of sources, applied with outstanding insight; exceptionally effective use of evidence to support argument.
	<i>Structure</i>	Excellent structure, focus, presentation and writing style, contributing to a highly compelling argument.
8-9	<i>Overall</i>	Highly thoughtful answer informed by wider reading, showing clarity of thought, personal insight and originality.
	<i>Understanding</i>	Thorough understanding of relevant material; insightful discussion; evidence of independent and critical judgment.
	<i>Selection & Coverage</i>	Extensive range of sources applied insightfully; very effective use of evidence to support argument.
	<i>Structure</i>	Very good structure and focus; clear and fluent writing style; compelling argument.
7-8	<i>Overall</i>	Thoughtful answer informed by wider reading, showing clarity of thought and personal insight.
	<i>Understanding</i>	Thorough understanding of relevant material; insightful discussion and analysis.
	<i>Selection & Coverage</i>	Extensive range of sources applied insightfully. Effective use of evidence to support argument
	<i>Structure</i>	Well-structured and focused; clear and fluent writing style; persuasive argument.
6-7	<i>Overall</i>	Good understanding or relevant material; coherent and logical argument.
	<i>Understanding</i>	Good understanding of important facts and concepts; substantive analysis of key issues.
	<i>Selection & Coverage</i>	Good use of relevant sources/literature; employment of a range of evidence to support argument.
	<i>Structure</i>	Coherent and logical presentation.
5-6	<i>Overall</i>	Sound understanding; limited analysis.
	<i>Understanding</i>	Generally sound understanding of relevant material but limited range or depth; more descriptive than analytical.
	<i>Selection & Coverage</i>	Appropriate but limited use of sources/literature; attempts to support argument, but these are awkward and/or unconvincing.
	<i>Structure</i>	Generally clear presentation but awkward structure and/or limited development of argument.
4-5	<i>Overall</i>	Basic understanding and analysis.
	<i>Understanding</i>	Some general knowledge but little detail; minimal demonstration of analytical thought.
	<i>Selection & Coverage</i>	Sparse coverage of basic material; generally unsuccessful in using evidence to support argument.
	<i>Structure</i>	Adequate structure and presentation, but unclear or disorganized in places.
0-3	<i>Overall</i>	Unsystematic, incomplete and/or inaccurate.
	<i>Understanding</i>	Little or no knowledge demonstrated; numerous inaccuracies; meaning unclear; little or no analysis.
	<i>Selection & Coverage</i>	Inappropriate and/or inaccurate use of sources/literature; poor or no use of evidence to support argument.
	<i>Structure</i>	Disorganised and unclear presentation; consistently poor spelling and grammar; incoherent argument or none discernible; unacceptably brief.