



STUDENT GUIDE

ACADEMIC YEAR 2019-2020

UAB
Universitat Autònoma de Barcelona

 UNIVERSITAT DE
BARCELONA

 **upf.** Universitat
Pompeu Fabra
Barcelona



INSTITUT
BARCELONA
ESTUDIS
INTERNACIONALS

Barcelona, September 2019
For updated information please visit www.ibe.org

© Institut Barcelona d'Estudis Internacionals

Photos: IBEI. All rights reserved



Dear Student:

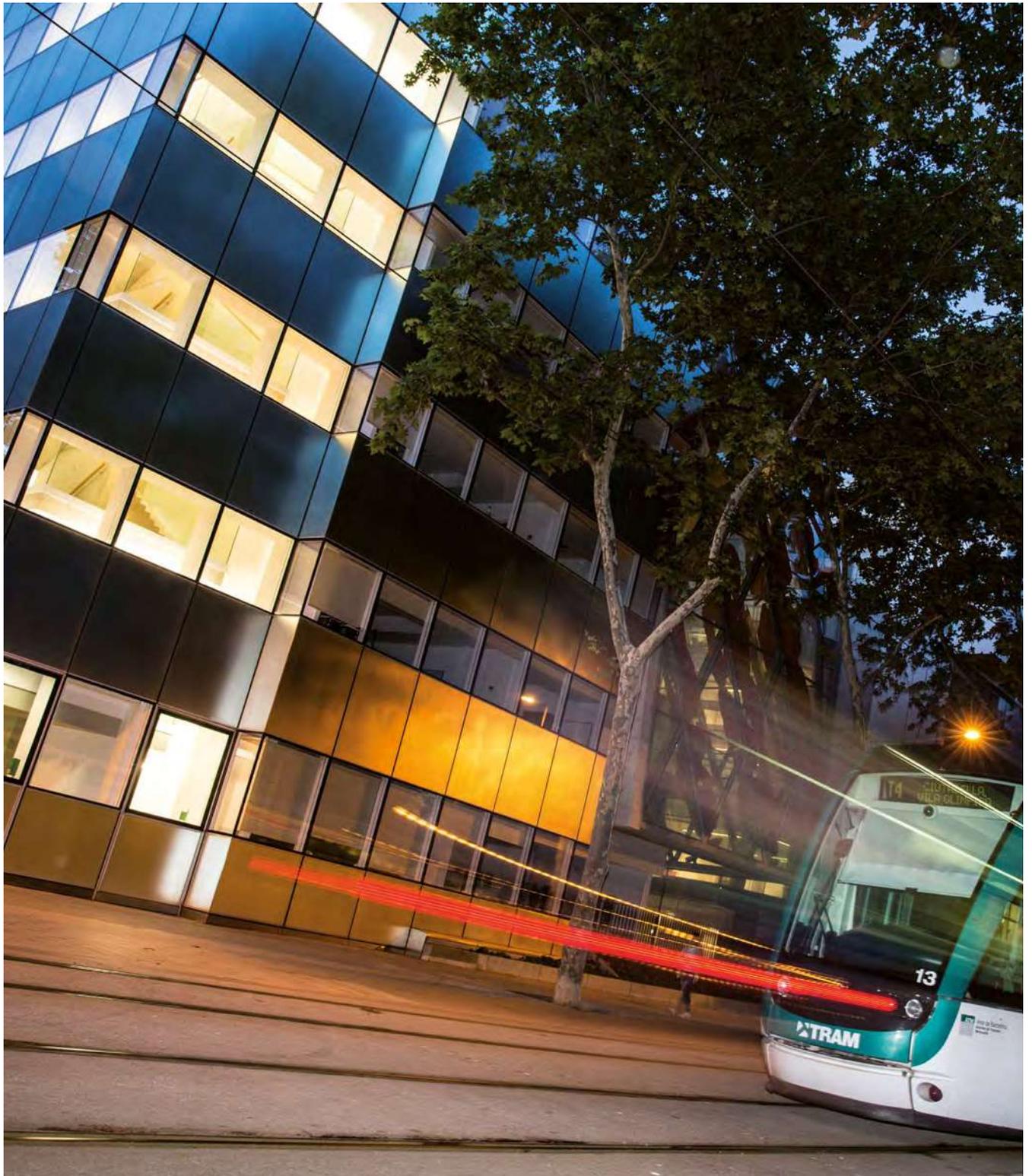
Welcome to IBEI! This “Student Guide” will help you to settle down in Barcelona and to get to know both the Master’s programme and IBEI. The guide was created with the intention of informing you about the various academic guidelines and procedures which will accompany you during your stay at IBEI and which will certainly help you to make your academic progress as smooth as possible. It also contains useful information on the academic year 2019-2020 and the different services and activities offered by IBEI.

The student guide is divided into two parts. The first part includes the general academic guidelines of the Master’s programmes, information of the internship and the exchange programmes and the guideline to complete the Final Research Project.

In the second part you will find information on the academic calendar and the schedule of the Master, a brief description and contact details of the different departments at IBEI, and the procedures to gain access to libraries, the computer room and other services.

Please take the time to carefully read this guide book to find out how the programme works, which guidelines are important for you and whom you have to contact if you need help or advice. We are convinced that your time at IBEI and your stay in Barcelona will be a successful academic, professional and personal experience. Welcome again!

**Institut Barcelona
d’Estudis Internacionals**



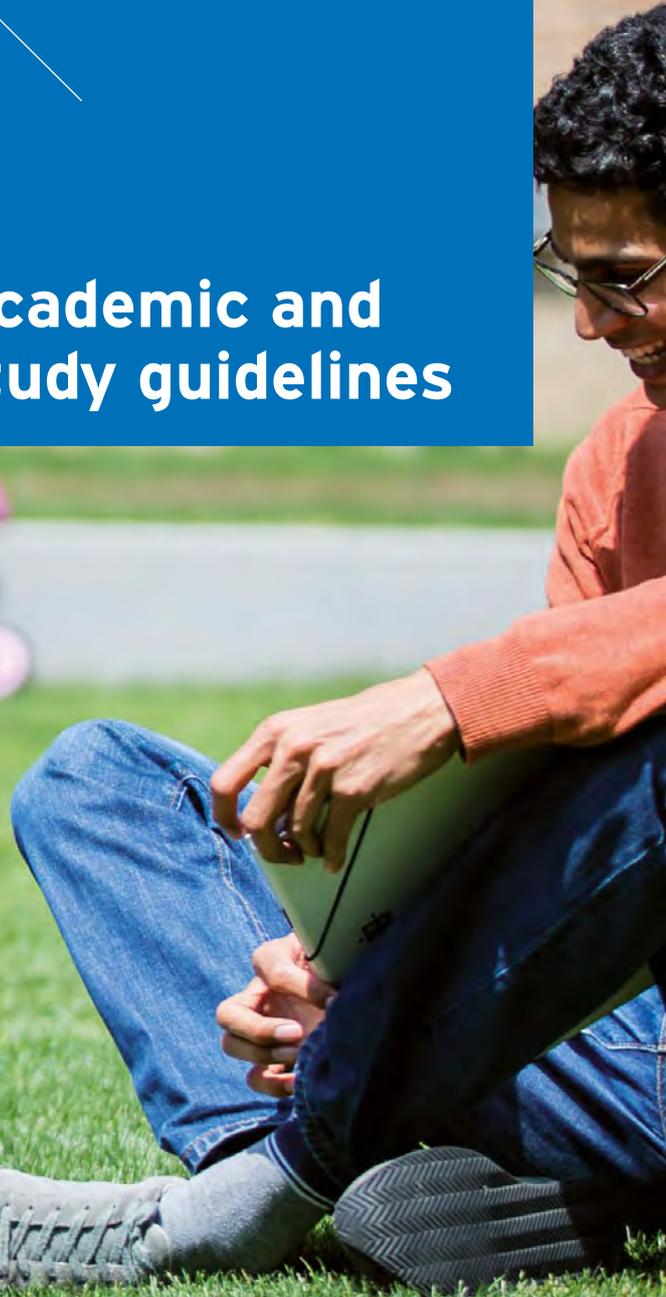
Contents

| | | | | | |
|-------|--|----|-------|--|----|
| 01 | Academic and study guidelines | 06 | 02 | Studying at IBEI | 26 |
| 01.01 | Academic guidelines | 07 | 02.01 | Academic calendar | 27 |
| | · Scope of application | 08 | 02.02 | The IBEI building opening hours | 28 |
| | · Admissions | 08 | 02.03 | Master's Direction and Academic Coordination | 28 |
| | · Transfer of credits from other institutions | 10 | | · Internal Quality Assurance System | 2 |
| | · The reinstatement procedure | 10 | 02.04 | Departments directly linked to the Master's Programmes | 30 |
| | · Enrolment | 11 | | · Admissions | 30 |
| | · Recognition of credit transfer | 13 | | · Academic Office and Teaching Quality Assurance | 30 |
| | · Assessment | 14 | 02.05 | Information about Seminars, Conferences and Workshops | 32 |
| | · Maintaining enrolment eligibility | 17 | 02.06 | Library access | 32 |
| | · Marking system | 17 | 02.07 | WiFi access and printers | 34 |
| | · Academic Record | 18 | 02.08 | Virtual Campus, Virtual Academic Office and email | 34 |
| | · Final Research Project | 18 | 02.09 | Microsoft Office | 35 |
| | · Faculty coordination and evaluation procedures | 19 | 02.10 | Mailboxes and lockers | 35 |
| | · Photos and videos in class | 19 | | | |
| | · Further queries | 19 | | | |
| 01.02 | Internship Programme | 20 | | | |
| 01.03 | International Academic Exchange Programme | 22 | | | |
| 01.04 | Final Research Project Guide | 24 | | | |

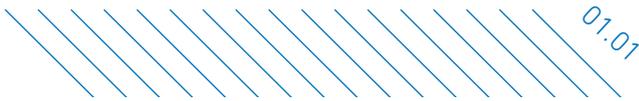


01

Academic and study guidelines



Academic guidelines of IBEI



Barcelona, September 2019

Introduction

The Institut Barcelona d'Estudis Internacionals (IBEI) is an inter-university institute which was recognised by the Ministry of Universities, Research and the Information Society of the Generalitat of Catalunya on 22nd July, 2004 (DOGC N°.4180). The IBEI aims to be a centre of excellence and prestige, and a foremost point of reference in the field of international studies, providing a focal point for the development of experts in the discipline.

With this aim in mind, the guidelines provided below serve a twofold function. Firstly, they consolidate the teaching work of the institution and bring the operation and structure of the IBEI's programmes into line with the European Higher Education Area. And secondly, they set out the regulations and processes governing all of IBEI Master's programmes.

Scope of application

The following academic guidelines apply to all Master's programmes in both full-time and part-time modalities, offered at the IBEI. The degree earned upon completion of a programme is awarded jointly by the Universitat de Barcelona, the Universitat Autònoma de Barcelona and the Universitat Pompeu Fabra. And also by the Central European University (Hungary), Institut Barcelona d'Estudis Internacionals (Spain), the International Institute of Social Studies of Erasmus University (Netherlands), and the University of York (UK) for the Erasmus Mundus Master's in Public Policy (Mundus MAPP).

Admissions

Admission requirements

Admission to all Master's programmes is open to any student who meets the general admission requirements governing admittance to officially accredited Master's programmes and, where applicable, the specific requirements set by the Institut Barcelona d'Estudis Internacionals.

In accordance with article 3.2 of Royal Decree 56/2005, of 21st January, any student holding a foreign Bachelor's degree or equivalent which has not yet been validated in Spain must, when applying, formally request recognition of the degree's equivalence to the appropriate Spanish degree.

With the request for recognition of qualification equivalence, students must also provide supporting documentation as follows:

- Foreign degree or certification attesting to degree
- Academic certification of studies pursued by applicant in earning degree, that includes, among others, the duration of the studies followed by the applicant in academic years; the programme of studies followed; the courses taken; the number of credit-hours earned, and the awarded marks.

Other documentation may also be required to validate the equivalence between the studies comprising the applicant's foreign Bachelor's degree and the studies required to obtain the appropriate Spanish degree. This documentation may include, where applicable, a list of courses taken, their syllabi detailing the course contents, and academic accreditation that the coursework in question entitles the applicant to access a graduate programme in the applicant's home country.

Documents issued abroad must meet the following requirements:

- They must be official documents, issued by the relevant authorities, according to the laws and procedures of the issuing country.
- They must be authenticated by the diplomatic corps or as outlined in The Hague Treaty. This requirement does not apply to documents issued by European Union member states or signatories to the agreement on a European Area of Higher Education.
- Additionally, the documents may be required to be supplemented by official translations in Spanish.

Where there is any doubt over the authenticity, validity or contents of the submitted documents, due diligence may be exercised in their verification. The relevant issuing authorities may be approached to verify the matters in doubt.

The Director of the Institut Barcelona d'Estudis Internacionals will finalise admission decisions for students with foreign degrees subject to the report of the admissions committee. Such students may be admitted conditionally, while awaiting the final decision.

The recognition of a foreign degree does not guarantee admittance. A place in the programme depends on the successful fulfilment of the admissions process.

Any recognition of foreign qualifications will be sent to the admissions committee to inform the final admission decision.

Number of places available

The maximum number of places in the Master's programmes provided by IBEI, both its full-time and part-time modalities, will be fixed yearly by the Board running the Institut Barcelona d'Estudis Internacionals, according to the universities that award the diploma and will be announced at the time of the call for applications.

Who is responsible for admission decisions?

Decisions regarding the admission of students to IBEI Master's programmes are made by the Admissions Committee.

The Committee is made up of the Director of IBEI, the Coordinator of the Master in question, one IBEI faculty members and a teacher lecturing in the Master. The latter two members are to be named by the Scientific Council of the institution at the behest of the IBEI Director. The Committee may establish sub-committees to assess the applications of each Master's programme offered.

Submitting applications for admission and making requests for recognition of equivalent qualifications

The Institut Barcelona d'Estudis Internacionals will hold a single selection event for all applicants who fulfil the requirements set out in section admissions requirements.

If there are admission application fees for the Master's programmes or fees arising from any requests for recognition of equivalent qualifications, the payment of such fees will be required before these activities are carried out.

Documentation

Applicants to all Master's programmes at the Institut Barcelona d'Estudis Internacionals, both in its full-time and part-time modalities, must provide all required documentation when submitting their application.

The following documents must be submitted at the time of application:

- Photocopy of passport or other official identification document.
- Certificate (or attested copy) of Bachelor's degree and any other coursework providing evidence of readiness to study at the Master's level, as set out in existing regulations and described in section admissions requirements of these academic guidelines.
- Academic transcript or attested copy.
- Proof of level of English and, if applicable, Spanish.
- Brief curriculum vitae.
- Two passport-sized photos
- Two recommendation letters
- A motivation letter

Admissions standards

Admissions standards for each Master's programme offered by IBEI are determined by the Scientific Council of the Institut Barcelona d'Estudis Internacionals at the behest of the programme management. The standards must respect the principles of equality, merit and ability.

Selection process

Admissions decisions on applicants to each Master's programmes are made by the Admissions Committee, the composition of which is specified in section "Who is responsible for admissions decisions?"

Accordingly, IBEI will publish the timetable for the admissions process (including deadlines) on IBEI website. The Admissions Committee is responsible for the selection of all applicants and the resolution of all queries arising from these activities that are not the responsibility of other bodies. The Admissions Committee shall report on its activities to the Scientific Council, which oversees the section process.

The Director of IBEI, or when necessary substituted by Admissions Department, will communicate the decisions of the Admissions Committee to applicants before the start of the academic year.



Transfer of credits from other institutions

Students may request authorisation for the transfer of a limited number of credits from other institutions, if any exchange agreement exists between the granting institution and IBEI, and students must request authorisation from the Director.

The maximum number of credits that can be transferred from another Master's programme, the schedule of pertinent fees, and any related questions will be dealt with according to the agreement between the IBEI and the appropriate institution.

The Director of IBEI will inform the Teaching Quality Committee of established exchange agreements, and students who are taking courses in the framework of such agreements.

The reinstatement procedure

Reinstatement must be formally requested by any student taking the full-time modality of Master's programmes who has not passed 50 credits (all credits except those applying to the Final Research Project) during the first academic year, and has also failed to enrol in the subsequent year. Students wishing to return to their Master must apply for re-admission to the Director of IBEI.

Reinstatement must be formally requested by any student taking the part-time modality of Master's programmes who has not passed 50 credits (all credits except for the ones applying to the Final Research Project) during the first two academic year years, and has also failed to enrol in the subsequent year. Students wishing to return to their Master must apply for re-admission to the Director of IBEI.

Applications for reinstatement must be submitted to the admissions committee of the Master's programme within the deadlines established by the admission process. Reinstatement applications must include the applicant's reasons for seeking reinstatement in the programme. Reinstatement may be requested only if a student has met the requirements for maintaining enrolment eligibility in the Master.

The body responsible for considering such applications can request any documentation from the applicant that it deems necessary to reach a decision.





Enrolment

Enrolment procedure

Students must enrol in the classes of their programme by autoregistration through the online application of Virtual Academic Office on the established dates by the IBEI.

Students of the Master's in International Relations will not be able to take the pathway courses as electives.

Acceptance of enrolment by the Institut Barcelona d'Estudis Internacionals is contingent on verification of the information submitted by the applicant and on payment of fees according to the fee schedule set by the programme.

Change requests

Students needing to modify their enrolment can exceptionally submit a change request form within the first seven calendar days of the term, except for some special cases detailed below. This request must be submitted to the Head of Studies of IBEI.

The Head of Studies of IBEI can reject the change request if the number of students enrolled in the course or courses that the student wishes to join exceeds the maximum of students allowed. Dropped courses will not appear in the academic transcript. Students enrolled in an intensive course that take place at the end of the semester are allowed to drop this course no later than seven days before the start of the course. Students who are not being able to follow the course due to medical reasons are allowed to drop the course during the course term, by submitting a medical certificate as well as request addressed to the Head of Studies of IBEI.

In any of those cases, students with dropped courses can enrol the same number of dropped credits during the following semester or during the same semester in the case of intensive courses.

Students may request to defer the submission of the final dissertation submitting a deferring request form to the Head of Studies during the days established by IBEI and, in any case, before the allocation of the supervisor. In cases when permission is granted, students can extend the 10 ECTS credits of the final dissertation by next academic year by paying the corresponding administrative fee.

Tuition Fees

The price per credit that each student is liable to pay is set annually by the Board of Governors responsible for the Institut Barcelona d'Estudis Internacionals. The Board of Governors also sets the prices for extensions of enrolment, second registrations and any other academic concept. Prices are published on the IBEI website.

Credit requirements

Students wishing to take a full-time Master's programme must enrol in all the credits required by the programme. Students wishing to take the part-time modality of the Master's in International Relations must enrol in a minimum of 30 credits and a maximum of 40 credits of the programme. Students of the rest of the Master's programmes at IBEI must enrol in at least 30 credits and not more than 45 credits.

During the enrolment process, students must identify both credits they are to take for the first time and credits they have had accredited or have failed to pass in previous years.

The Master's programme is a one-year programme, spanning the courses and development activities offered by the Institut Barcelona d'Estudis Internacionals.

Minimum and maximum numbers of students in compulsory courses, pathway, and electives

The maximum number of students enrolled in compulsory courses, as well as pathway courses, is thirty students. The number of students required to run elective courses in a Master's programme is a minimum of six and a maximum of twenty-five students, except in exceptional circumstances.

The Master's programmes Coordinator will inform students of the cancellation of those courses that do not reach the minimum number of enrolled students or those in which the maximum number has been exceeded, and, if applicable, they will provide those students with five calendar days to apply for alternative course/s.

Payment of tuition fees

Students admitted to both the full-time and part-time, will be required to pay a deposit to book a place in the programme within the deadlines and conditions established by the management of the Institut Barcelona d'Estudis Internacionals. The student will be informed of the amount of the deposit at the moment of his/her admission notification.

The remaining tuition fees must be paid in a single payment at the start of the academic year. The schedule for payment is set by the management of the Institut Barcelona d'Estudis Internacionals and will be published at the outset of the

application process.

The Director of IBEI may cancel a student's enrolment because of non-payment or partial payment of outstanding tuition fees.

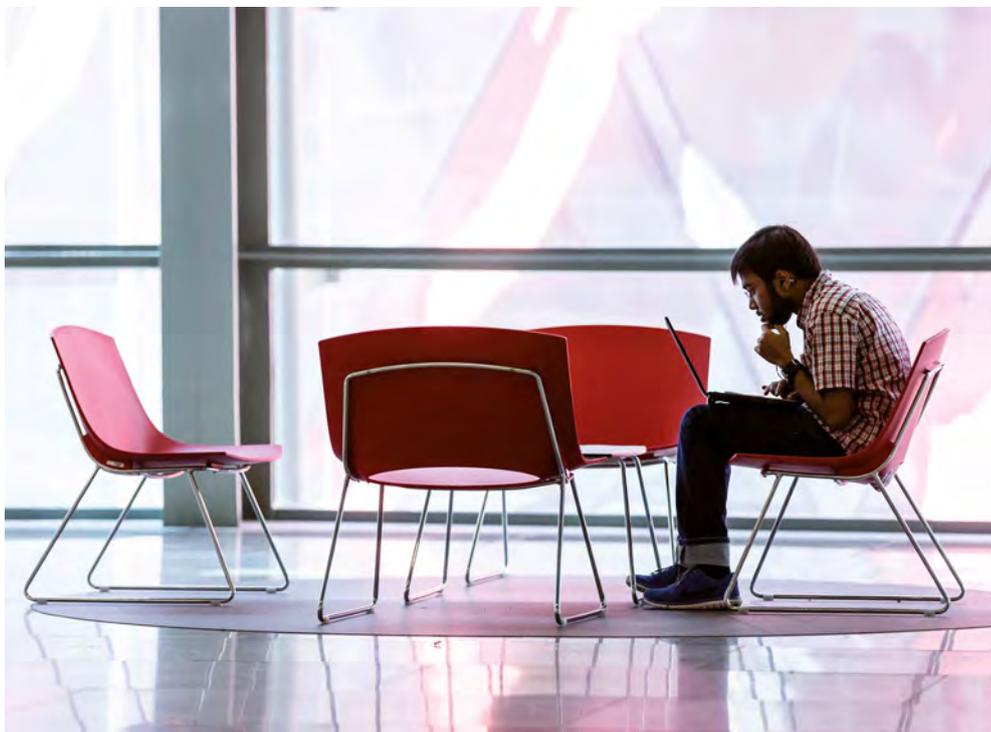
Student cancellation of enrolment and refund policy

Students can cancel enrolment during the first twenty calendar days of the academic year. The request for cancellation must be submitted to the Director of IBEI, who will act on the request in no longer than five calendar days after submission.

Enrolment cancellation by the student, if prior to the start of the Master or within the deadlines established in this section, will entail the return of the fees paid at the beginning of the course, but the deposit to book a place in the programme will be not be refunded.

The cancellation of enrolment after the first twenty calendar days of the academic year or the student's withdrawal at any time after the stated deadline will not entail the refund of any fees paid.





Recognition of credit transfer

Definition

Recognition implies equivalence in knowledge gained, in syllabus followed and in course load taken in different programmes of study. In the context of the European Higher Education Area, such equivalence means that the student has gained the knowledge and understanding as well as the specific and broader skills and abilities covered by the subject or subjects that make up the programme of studies in question. Applications for the recognition of credit transfers will only be considered for compulsory courses in the Master's programmes, Elective courses cannot be considered for recognition.

Responsibility for recognition decisions

The Scientific Council sets the general standards for recognition to be followed by the Master's programmes offered by the Institut Barcelona d'Estudis Internacionals.

The Head of Studies evaluates any requests for recognition of credits submitted by students.

Recognition procedure

Students can request recognition of credit transfer for one or more subjects before the start of the academic year and during the formal enrolment. The Head of Studies may request any information or supporting documentation from the applicant that he deems necessary to reach a decision.

Consequences of recognition

A student receiving recognition of credit transfer for one or more courses must enrol in one or more elective courses whose credits are equal to or larger than the credit transfer recognised.

Assessment

Assessment methods and standards

Students are entitled to assessment in all of the courses in which they are enrolled in their Master's programmes.

The knowledge, skills and competences gained by students in a subject may be verified through final examinations, a final project, a process of ongoing assessment, and/or other means to evaluate a student's effort and progress.

Faculty members must set out the assessment method, percentages and criteria for any current courses they are teaching. They must make this information available to students at the start of the term and must as a minimum include the following details:

1. Aims and objectives
2. Content and timetable
3. Assessment criteria and marking method
4. A basic reference bibliography

The Teaching Quality Committee will review and approve the syllabus of every course offered at IBEI.

The Teaching Quality Committee will analysis the assessment methods and results of all IBEI Master's programmes.

Assessment period

Exam dates and deadlines for final projects will fall after the teaching period for the term is concluded, within the time period established for that purpose in the academic calendar of IBEI, and approved by the Coordination of the Masters.

In exceptional cases with due justification, the Head of Studies of IBEI can issue an extraordinary extension for exam dates or final project deadlines.

Examination sessions

All students are entitled to be assessed for each course they are enrolled on in their Master's programme during the semester in which it is taught.

Students who fail a course will have the possibility to re-sit the course if they have participated in more than 50% of the course activities evaluated by continuous assessment as well as the final exam or have submitted a final paper (if this was originally outlined in the syllabus).

When a student fails one or more elective course during the first semester of their programme, they are entitled to enrol in additional courses in the second semester in order to complete the required number of credits, after paying the necessary additional fees.





Forms of misconduct

Plagiarism is strictly prohibited as is the multiple use of coursework for different subjects, as well as the act of copying in the tests and exams that may take place in the Master's. IBEI reserves the right to carry out plagiarism control of student work through the Turnitin plagiarism control programme.

Members of the IBEI community have an obligation to bring misconduct (eg. plagiarism, multiple uses of coursework for different subjects, copying) to the attention of the Director and the Head of Studies.

Misconduct proceedings

In the case of plagiarism, multiple use of coursework or copying in the tests and exams, misconduct proceedings will be confidential, impartial, transparent and urgent.

In the event of an accusation of plagiarism, copy or multiple use of coursework, misconduct proceedings will begin when a member of the community of the IBEI reports the event in question, and they will conclude with student notification of the decision of the hearing committee. IBEI reserves the right to use the Turnitin plagiarism control program in those cases in which it deems it necessary.

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 the Head of Studies. The member of the community who observes a case of plagiarism, copy or multiple use of coursework must notify the Head of Studies with all due haste. If considered

appropriate, the student in question will be notified by the Head of Studies 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 arguments by the student. The student will have three calendar days to file written arguments and any supporting materials considered relevant. These documents must be submitted to the Director of IBEI and the Head of Studies. They, together with the faculty member concerned, will determine the appropriate sanctions to impose.

The act of copying in a test or exam will entail, in any case, a failing mark for the student. During the make-up period and at the discretion of the teacher, the maximum grade the student may obtain is a five. The next step will only be taken in cases where the student opposes the accusation of copying, 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 of IBEI programme will convene the hearing committee. The hearing committee will be made up of at least three members, chosen at random, 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 Head of Studies within a period of two calendar days from the hearing date.





Written proof of attendance to review meetings

Students are entitled to obtain written proof of attendance to review meetings. Requests for written proof are to be submitted to the Academic Office and Teaching Quality Assurance at the IBEI.

Procedure for appeals of marks received

Students may request that their marks be reviewed according to the following procedure:

1. After publication of provisional marks, students can appeal the mark to the evaluating faculty member during a period to be determined and announced prior to the release of the marks.
2. After publication of final marks, students can request a second review from the Head of Studies, within a period of ten calendar days.

The second review foreseen in point 2 is to be carried out by a tribunal made up of the Head of Studies and two faculty members from the IBEI designated by the Director of IBEI. Before issuing its decision, the tribunal must hear the faculty member concerned. The tribunal is to act upon the request for a second hearing within a period of ten calendar days from the time of the request. Any request for a second review as described in point 2 must be preceded by prior completion of the procedure in point 1.

Policy on record keeping

All faculty members teaching courses in Master's programmes at IBEI are required to keep on file pertinent exams and other documents supporting a mark for a period of one year after the mark has been granted.

The IBEI will keep students' original academic records for at least five years from the time of their completion of their Master's programme.

Conferral of degrees and diplomas

Students who successfully complete the required number of credits on an IBEI Master's programme will be receive a Master's degree awarded jointly by the Universitat de Barcelona, the Universitat Autònoma de Barcelona and the Universitat Pompeu Fabra. And also by the Central European University (Hungary), the International Institute of Social Studies of Erasmus University (Netherlands), and the University of York (UK) for the Erasmus Mundus Master's in Public Policy (Mundus MAPP).

Students who complete 75% of the core and elective courses in the will be able to request a diploma recognising the courses studied, awarded by the Institut.





Maintaining enrolment eligibility

To remain enrolment in an IBEI Master's programme, students are required to successfully complete a minimum of 50% of all credits during the first academic year of the full-time programme, or 25% of all credits during the first academic year of the part-time programme.

In cases when a student fails a course, they may enrol for a second time during the following academic year.

Once the two attempts have been exhausted, the student can ask to be granted an extraordinary sitting of the course exam by the Director of IBEI, who will act on such a request taking into account of the student's progress throughout the Master's programme and the student's performance in the other subjects of the programme. Students who are granted an extraordinary sitting but are not successful must leave the programme. The maximum period of time allowed for completing a Master's programme in its full-time modality is three academic years beginning from initial enrolment.

The maximum period of time allowed for completing the Master's programme in International Relations in its part-time modality is six academic years beginning from initial enrolment.

Marking system

The marking system used in all Master's programmes corresponds to the system set out in article 5 of the Royal Decree 1125/2003 of 5th September 2003, which implemented the European system of credits and the marking system in official and valid university degree programmes throughout Spain.

It includes the following features:

- a) Being granted credits for a subject area will entail the successful completion of the relevant exams or evaluation tests.
- b) Learning attained by students will be expressed in numerical marks that will appear in their academic records.
- c) The grade point average of each student's academic record will be found by multiplying each credit by the numerical mark earned and adding the results, then dividing the sum by the total number of credits earned.
- d) A student's results in each course in the plan of study will be marked on a 0 to 10 scale, to one decimal point, with the corresponding qualitative marks as follows:

| | |
|-----------|-------------|
| 0 - 4,9 | Fail |
| 5,0 - 6,9 | Pass |
| 7,0 - 8,9 | Very Good |
| 9,0 - 10 | Outstanding |

e) Credits earned in recognition of development activities not integrated in the plan of studies will not be given numerical marks nor will they be calculated in the grade point average on a student's academic record.

f) Special mention will be awarded to students who have obtained a mark equal to or higher than 9.0 or "Outstanding". This number cannot exceed 5% of enrolled students in a course in the relevant academic year, unless the number of enrolled students is lower than 20, in which case only one special mention may be awarded.

Students awarded with a Special Mention can enrol the same number of credits awarded without any cost during the next academic year as an extra credit, (apart from the 60 credits required to get the degree).

If a student fails only one course in their Master's programme, they may request a 'passed for credit' mark. The Evaluation Committee of that term, taking into account the results achieved in other courses in the programme, may grant this. In such cases, the student's academic record will reflect the numerical mark earned in the course, accompanied by the phrase "passed for credit".

The Evaluation Committee comprises of the Director of IBEI, the Head of Studies, and the professors instructing compulsory courses during that semester.

Academic Record

Students will be provided with a copy of their academic transcript when receiving their Master's degree. Additional copies of transcripts requested by students may incur a fee.

Final Research Project

Requirements for completion of Final Research Project

Students must have previously completed 50 credits in their compulsory and elective courses before being eligible to submit their Final Research Project. Some Master's programmes have additional criteria, such as a minimum level of attendance at academic conferences and workshops organised by IBEI.

Final Research Project advising

The Director of IBEI, the Head of studies and the Coordinators of the Master's programmes will assign an adviser for each student. The adviser will provide guidance and supervision during the Final Research Project.



Project deadlines and corrections

Students must submit one digital copy of their Final Research Project to IBEI's Academic Office by the deadlines set for each programme.

The coordination of each Master's programme will establish a single annual call for the submission of the Final Research Project in September and an extraordinary call in March of the following academic year.

Students who fail their Final Research Project will be allowed to submit a revised version within a limited period of time after receiving their initial grade.

Students who fail to submit their project on time will have their submission automatically deferred to the following year. In such cases, students must pay the appropriate tuition fees as determined by the patrons of IBEI.

At the beginning of the second semester, during the Final Research Project supervisor assignment process, students may request an extension of the dissertation until September of the following academic year, at an additional cost for administrative and school insurance fees.

Students who make an exchange within the IBEI Exchange Program must postpone the submission of the Final Research Project until March of the following academic year. This must be communicated to the Academic Office no later than 7 days after the official confirmation of the exchange by the foreign university. Confirmation of the exchange will automatically generate a one-semester extension on submission of the Final Research Project. The student must pay an administrative fee for the extension of the final dissertation.

Students who carry out a professional internship of less than 20 hours per week during the second semester may request an extension of their Final Research Project to March of the following academic year, which must be communicated to the Academic Office no later than 7 days after the official confirmation of the internship. In addition, students who are enrolled in IBEI Internship Programme may request an extension of the Final Research Project to March of the following academic year, even if they do not have an assigned internship. The extension can be requested until 30 June of the current year. The extension of the TFM involves the payment

of a corresponding administrative fee. Students of the Mundus MAPP programme have their own regulations for the Final Research Project established in their thesis guidelines.

Faculty coordination and evaluation procedures

The Director of IBEI, the Head of Studies and the Master's programmes Coordinators are responsible for faculty coordination as well as for the delivery and quality of the teaching on the programme.

The Teaching Quality Committee is responsible for the approval of the IBEI procedures for evaluating faculty performance. Developed by the Director of IBEI, these procedures will include evaluation of the delivery and quality of teaching.

All courses offered by IBEI on all Master's programmes are evaluated by student satisfaction surveys at the end of the teaching period.

Photos and videos in class

In accordance with Spanish Law 1/1982, of May 5, on the Right to Honour, Personal and Family Privacy, and Personal Image Protection, it is forbidden to take photographs or record the classes, either in video or audio, without the prior written consent of the professor. This norm is also valid for professors, who must request permission from students if they need to record their activity, especially in the cases the students are involved or appear.

In the event that the activity involves the recording of images of students or teachers, in addition to having the written consent of the interested parties, these images should only be accessible to the students involved in said activity and the corresponding teacher. In no case may the recording of images in class correspond to non-educational functions.

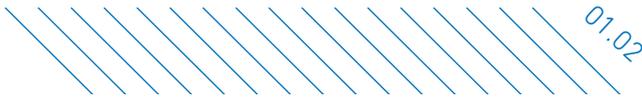
In no case the fact of making the recording means that it can be disseminated openly on the Internet or in another means of communication and that it can be accessed indiscriminately.

Further queries

Any academic question not addressed in these guidelines should be directed to the Scientific Council of IBEI.



Internship Programme



The objective of professional internships is to acquaint students with the tasks and challenges involved in the daily practices of organisations and professionals in international relations, development and security. They also afford students the opportunity to put into practice the knowledge they have acquired in their IBEI Master's courses. These internships may be curricular or extracurricular. In either case, the student must be enrolled in a Master's Programme offered by IBEI and having the Final Research Project yet to be completed.

Students of the Mundus MAPP programme have their own regulations for the Internship. Professional internships do not establish a connection or work relationship between the student and the company or institution and are regulated by specific standards set by IBEI, in accordance with Royal Decree 592/2014, of 11 July. Before a professional internship can be arranged, IBEI and the managing organisation must first sign a cooperative education agreement. Within a month after the internship has finished, IBEI must receive a report from the organisation where the student is carrying out the internship, as well as a final report from the student.

Curricular Internships

Curricular internships make up part of the curriculum of each Master's Programme and require enrolment in the elective course titled Professional Internship, worth 4 ECTS credits. This course will appear on the student's academic record. Curricular internships are required to have a minimum of 120 hours and a maximum of 900 hours.

The academic internship coordinator of IBEI supervises the content of curricular internships to ensure they are related to the different areas covered in each Master's programme. Curricular internships are considered an elective course and, in case of finding a curricular internship, the course must be enrolled. Students who wish to carry out curricular internships may enrol in the course Professional Internship as part of the 60 credits necessary to complete the Master's programme and may do so during the first week of each term. Students may also take the course as an additional subject, adding four credits to the 60 credits necessary to complete the programme (60 credits + 4 ECTS credits). Enrolling in the course for extra credit can be done by completing an enrolment form from the Department of Academic Management and Teaching Quality Assurance. The dates and cost are announced at the beginning

of each academic year. Students who carry out an internship of less than 20 hours per week during the second semester may substitute a 4-credit elective subject for the internship course at no additional cost. Students may only do one curricular internship.

Students who complete a more than 20 hours per week internship during the second semester must request a change to the part-time modality.

Completion of the internship

The internship must be completed while maintaining the student status and, therefore, before the Final Research Project minutes are closed (i.e. November 15 for students who submit their Final Research Project in September and May 31 for students who submit their Final Research Project in March of the following academic year). Students who are enrolled in the Internship Programme of the IBEI, even without an assigned internship, may request an extension of the Final Research Project enrolment until March of the following academic year during the second semester (June 30 at the latest), and pay the corresponding administrative fee.

Extracurricular Internships

Extracurricular internships do not make up part of the curriculum nor do they appear on a student's academic record. In order to qualify for an extracurricular internship, the student must be enrolled and taking classes in an IBEI Master's programme. Upon having completed all the required credits for the programme, the student will no longer be eligible for extracurricular internships. Extracurricular internships must not exceed 900 hours and may be renewed as long as the student meets the set requirements.

In order to carry out an extracurricular internship, IBEI must first establish a cooperative education agreement with the company or institution willing to take on an intern and a 100€ fee must be paid.

Characteristics of Internships

Students may carry out internships in organisations external to IBEI, such as private companies, international organisations, NGOs and public institutions. Internships may also be done with IBEI research groups. In any case, during the internship the student may not enter into any type of contractual relationship with IBEI or any other of the organisations.

IBEI offers its own curricular internships. These are managed directly through collaboration agreements already in place with various companies and institutions. Nevertheless, IBEI also supports those students who prefer to carry out curricular or extracurricular internships in companies or institutions with which they have established a relationship of their own accord. There are also many institutions with their

own internship programmes, and in some cases IBEI cannot establish an agreement.

Once a student has received an offer to carry out an internship outside of IBEI, he or she must notify the Department of Academic Management and Teaching Quality Assurance, specifying the characteristics of the internship, the name and position of his or her sponsor and the contact details of the interested organisation. The academic coordinator for internships will supervise the proposal and IBEI will help the student to complete all the necessary paperwork and establish a cooperative education agreement with the organisation.

Curricular internships offered by IBEI

IBEI has an established support system for students wishing to do internships that will help them to identify professional internships, systematically collect the necessary information and, at the same time, establish cooperative education agreements with different organisations, both public and private. The purpose of this is to guarantee a varied offer of internships for Master's programme students and to ensure those internships are suitable to different aspects and professional interests related to international relations, development and security. IBEI also offers seminars and personalised support to identify alternative opportunities for internships.

Students who wish to receive more information about the internships offered and managed directly by IBEI must be previously enrolled in the Internship Programme. Students need to complete a form indicating their areas of interest (private companies, institutions or NGOs), the region they are interested in (international, Spain, Barcelona) and any other information they consider relevant. In addition, they must present an updated CV, together with a letter of intent. A minimum of two Workshops of the Career Skill Workshops offered by IBEI must be completed to enrol the Internship Programme.

Organisations working in collaboration with IBEI send descriptions of available internships, which will be forwarded to students who are enrolled in the IBEI Internship Programme. Students may then notify IBEI if they are interested in any. The student will not contact the organisation directly. IBEI will act as intermediary and send the CVs of the interested candidates who best meet the requirements of the job description. The final selection of the candidates will be made by the organisation. The internships will be formalised through an annex of the Internship Agreement signed by IBEI, the organisation and the selected student.

Assessment of Curricular Internships

Curricular internships are equivalent to one elective course worth 4 ECTS credits and are subject to a predefined and standardised assessment system. The final mark is based on two reports:

1) An assessment report from the student's supervisor in the organisation where the internship is carried out. The supervisor must complete a standardised form assessing the professional competencies acquired by the student by giving each a mark of 0 to 10, with 10 being the highest. The supervisor will send this report to the IBEI academic coordinator of internships through an electronic system within a month after the internship has finished.

2) A five-page personal report written by the student on the progress he or she made during the internship and the professional experience acquired. The report must include the following points:

- A) Student's personal details.
- B) Name and location of the organisation where the internship was carried out.
- C) Detailed description of the tasks, jobs and departments he or she was assigned to.
- D) Assessment of tasks performed with the knowledge and competencies acquired during university studies.
- E) Problems that arose and how they were resolved.
- F) Knowledge and skills that were acquired on the internship.
- G) Assessment of internship and suggestions for improvements.

The student must send the final report to the Academic Office by email (internship@ibei.org) within one month upon completing the internship.

The final assessment will be made once the internship has been completed, according to the evaluation of the two reports, and the student will receive a Pass/Fail grade. If no assessment of the internship is made, the subject will appear as "Absent" on the student's record.

The IBEI academic coordinator of internships is responsible for determining if the student passes the course and must sign all necessary paperwork to that effect. The student's academic advisor will also complete an assessment report.

Academic Coordinator of Internships:

Laia Mestres (lmestres@ibei.org)

Management Coordinator of Internships:

Mariona Fernández (mfernandez@ibei.org)

IBEI Internship Programme email:

internship@ibei.org



International Academic Exchange Programme

01.03

IBEI is offering its students the possibility to participate in an exchange programme during the academic year 2019-2020.

For full-time students, participating in the international academic exchange programme implies extending the Master's to 18 months as they will need an additional semester to accommodate their stay abroad. Part-time students can integrate the exchange semester into the normal two-year programme.

IBEI offers to spend an exchange semester at any the following partner universities:

Africa

- American University in Cairo (Cairo, Egypt)

America

North America

- Université de Montréal (Montréal, Canada)

Latin America

- FLACSO - Facultad Latinoamericana de Ciencias Sociales (Buenos Aires, Argentina)
- Instituto de Estudios Internacionales (IEI) de la Universidad de Chile (Santiago de Chile, Chile)
- Instituto Mora (Ciudad de México, México)
- Pontificia Universidad Católica del Perú (Lima, Perú)
- Pontificia Universidade Católica do Rio de Janeiro (Rio de Janeiro, Brazil)

Asia

- Jawaharlal Nehru University (Nueva Delhi, India)
- KIMEP University (Almaty, Kazakhstan)
- Sabanci University (Istanbul, Turkey)
- The Hebrew University of Jerusalem (Jerusalem, Israel)
- Seoul National University (Seoul, South Korea)
- National Taiwan University (Taipei City, Taiwan)

Europe

- Aarhus University (Aarhus, Denmark)
- Charles University (Prague, Czech Republic)
- Freie Universität Berlin (Berlin, Germany)
- Hertie School of Governance (Berlin, Germany)
- Università Bocconi (Milan, Italy)
- Università degli Studi di Trento (Trento, Italy)
- Universität Konstanz (Konstanz, Germany)
- University of Sheffield (Sheffield, United Kingdom)
- Vilnius University (Vilnius, Lithuania)

Full-time students who wish to participate in the academic exchange programme will have to extend their respective master's programme to 18 months, as they will need an additional semester to accommodate their stay abroad. The exchange will take place preferably during this third additional semester.

Part-time students can integrate the exchange semester into the programme (preferably the third semester), without the necessity to require an extension.

The stay abroad is limited to one academic semester.

Students have to take a similar number of credits in electives at the exchange university as they would take during the second semester at IBEI (minimum 10 ECTS and maximum 20 ECTS). The credits obtained abroad will be integrated into the final transcript of IBEI as mobility credits, subject to the prior approval of the IBEI Academic Exchange Coordinator.

Full-time students must request an automatic enrolment extension of their Final Research Project by March of the following academic year, informing the Academic Office no later than 7 days after the official communication of the exchange by the foreign university and must pay the corresponding administrative fee. In this case, students will be able to continue

working on their Final Research Project while they are at the exchange university. Part-time students submit their Final Research Project on 15 September of the end of their fourth semester.

The deadline to apply for the exchange programme is on **1 March**. Students have to submit the following documents to the International Mobility Office:

- IBEI International Academic Exchange Programme Application Form
- Academic transcript of the 1st semester at IBEI
- Academic transcript of undergraduate degree
- Updated CV
- Language exam (if required)

Procedure

- ▶ IBEI nominates students on the bases of their undergraduate academic transcripts and the transcript of their first semester at IBEI, and passes the nominations to the respective partner university, or passes pre-selected applications if the university handles the process itself.
- ▶ The partner university confirms, or decides about, the nomination and informs the student, according to their respective internal deadlines. This process may take until the early summer in some cases.
- ▶ The student has to officially confirm acceptance of the offered place by email at international@ibei.org.
- ▶ Prior to the stay abroad, the student agrees with the Academic Exchange Coordinator on the courses which s/he wishes to attend at the exchange university. The course choice form has to be signed by the student, the IBEI academic coordinator and the coordinator at the exchange university.
- ▶ An automatic enrolment extension of the Final Research Project to March of the following academic year must be made by sending a scanned copy of the University's acceptance letter together with the deferral request to the Academic Office and Teaching Quality Assurance (master@ibei.org) no later than 7 days after the exchange official confirmation from the foreign university and by paying an administrative fee.
- ▶ Once the student arrives at the exchange university, s/he sends confirmation about the course choice to the International Mobility Office. In case of any changes to the choice of courses agreed on with the Academic Exchange Coordinator, this has to be approved by the IBEI Academic Exchange Coordinator within the first two weeks of the semester.
- ▶ The exchange university issues confirmation of arrival & enrolment documents which the student has to send to international@ibei.org within the first two weeks of arrival.
- ▶ Within a maximum of six weeks of the end of the academic semester, the exchange university sends the academic transcripts of the respective student to the International Mobility Office.
- ▶ The IBEI Academic Exchange Coordinator approves and convalidates the grades and ECTS each student participating in the exchange programme has earned at the exchange university and communicates the result to the Academic Office.
- ▶ The Academic Office includes this information in the academic transcript of the student.

For any further queries, please contact:
international@ibei.org

Academic Coordinator: Aina Gallego
Administrative Coordinator: Rebecca Niethammer

Final Research Project Guide¹



Characteristics of the project

The aim of the project is to learn how to carry out your own research on one of the topics tackled in the Master's, that also implies some effort to develop an original analysis of a political, social or economic issue.

The Final Research Project must include a well- defined research question, together with the justification of such relevance. Secondly, the student must specify the hypothesis and methodological criteria with which s/he aims to answer the research question. The Final Research Project may also be oriented towards an outstanding contribution to scientific debate and theoretical discussion, in terms of originality, systematization or reflection.

The Final Research Project must be based on technical books available for the selected topic, and also include a convincing analytical argument to answer the questions arising from the research done. In order to discuss the research hypothesis, students must provide the original data and information, or already – existing data treatments in primary sources. Alternatively, and in certain cases, students can also check secondary literature that includes empirical contributions already done.

The Final Research Project must have a limit of 10,000 words, and students will be able to write it in Spanish or English. It will need to have the following formal characteristics:

| | |
|---|-----------------|
| Font | Times New Roman |
| Font size | 12p. |
| Space between the lines | 1.5 |
| Margins | 2,5 |
| Notes will need to be written at the bottom of the page | |

How to select your tutor and research topic?

During the two semesters, the programme will offer a series of seminar sessions about methodologies used in the social sciences, with the aim of facilitating the initial definition of the Final Research Project. If necessary, there will also be tutorial sessions for small groups to strengthen some basic knowledge on research methods.

Later on, in February 2020, students will be interviewed by the personal tutor with the aim of finding possible areas on which to work, and potential dissertation supervisors to develop the Final Research Project. The supervisors will be the teachers and faculty members that participate in the Master's programmes.

During next months, and after the first contact with the dissertation supervisor, each student will be required to submit a project proposal that includes the research question, the theoretical framework and a brief summary and a 1000-word summary. The dissertation supervisor will supervise the development of the project by means of comments and suggestions to improve it, and also through the reading of the project's first draft. Moreover, if feasible, the supervisor will be part of the evaluation committee of the project.

Project evaluation

Students will have a single examination session to successfully complete the final project. The deadline to hand it in will be 15 September 2020 for those students taking the full-time modality of the programme, and 15 September 2021 for those students taking the part-time modality. In the days following the submission of the Final Research Project, students must make a public oral defense, which is worth 10% of the final grade.

Students enrolled in the IBEI Internship Programme who have requested the deferral or students who carry out an exchange within the IBEI Exchange Programme will be submitting the Final Research Project on March 31, 2021.

Two teachers will evaluate the projects: the supervisor and another teacher nominated by the Coordinator of the programme and the Director of IBEI, primarily selected among the team of programme teachers and according to the topic of the project. Each evaluator will need to prepare an evaluation report according to the suggestions provided by IBEI, which, in any case, must include a numerical qualification from 0 to 10 (with a single decimal).

Once IBEI receives the evaluations, it will calculate the average of each project and, if the difference among the qualifications given by the evaluators is equal to or lower than 2.5 points, this average will be the final grade. In those cases in which the difference is higher than 2.5, the Director of IBEI will nominate a third evaluator to prepare an additional report and give a new grade that will count towards the average and final grade of the project.

The student will get the corresponding evaluation reports of his/her research project and the final grade. If the student fails to successfully complete the project or does not hand it in within the established deadlines, s/he will be required to hand it in again in the examination session of the next edition of the Master's.

¹Students of the Mundus MAPP programme have their own regulations for the Final Research Project established in their thesis guidelines.



Studying at IBEI



Edifici
Mercè Rodoreda
23/24

Parc de Recerca UPF

Parc de Recerca UPF

GSE

CREI

INSTITUT BARCELONÀ D'INFORMÀTICA

IPPE

UPF

13

Academic Calendar



The Pre-session Courses will take place from 12 to 19 September of 2019.

The Welcome Day will be on Wednesday, 25 September 2019.

The master's degrees start on Thursday, 26 September, from 9 a.m. to 9 p.m. from Monday to Friday.

Christmas holidays will take place between 23 December 2019 and 6 January 2020 (both inclusive).

Easter holidays will be held between 6 and 13 April 2020 (both inclusive).

The Graduation Ceremony will take place on Friday, 26 June 2020.

Students will be required to hand in their Final Research Projects on 15 September 2020.

| Activity | From | To |
|----------------------------------|-------------------|-------------------|
| Pre-session Courses | 12/09/2019 | 19/09/2019 |
| Welcome Day | 25/09/2019 | |
| 1st semester | 26/09/2019 | 14/02/2020 |
| Course enrolment | 27/09/2019 | 02/10/2019 |
| Christmas holidays | 23/12/2019 | 06/01/2020 |
| Exams | 10/02/2020 | 14/02/2020 |
| Holidays - Change of semester | 17/02/2020 | 21/02/2020 |
| 2nd semester | 24/02/2020 | 26/06/2020 |
| Enrolment modification | 17/02/2020 | 21/02/2020 |
| Easter holidays | 06/04/2020 | 13/04/2020 |
| Exams | 22/06/2020 | 25/06/2020 |
| Graduation Ceremony | 26/06/2020 | |
| Final Research Project submittal | 15/09/2020 | |

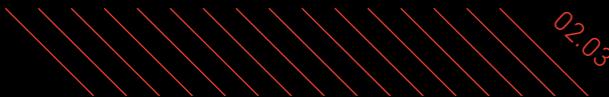
* For further information about deadlines or dates, you can contact the Academic Office and Teaching Quality Assurance.

The IBEI building opening hours



IBEI is open from Monday to Saturday from 8 a.m. to 9.30 p.m.

Master's Direction and Academic Coordination



Director of IBEI:

Jacint Jordana
jjordana@ibei.org

Technical Secretariat:

Berta Baquer
direccio_ibei@ibei.org

Head of Studies and Master's in International Relations Coordinator:

Robert Kissack
rkissack@ibei.org

Master's in International Security Coordinator:

Margarita Petrova
mpetrova@ibei.org

Erasmus Mundus Master's in Public Policy (Mundus MAPP) Coordinators:

Pablo Pareja
ppareja@ibei.org

Andrea Bianculli
abianculli@ibei.org

Master's in International Development Coordinators:

Pablo Astorga
pastorga@ibei.org

Matthias vom Hau
mvomhau@ibei.org

Research Master's in International Studies Coordinator:

Elisabeth Johansson-Nogués
ejohanssonnoguees@ibei.org

The Head of Studies of IBEI, manage the coordination of the educational activities and the coordination between the different Master's programmes. And also deals with general student's issues.

The coordinators of the Master's programmes deal with any doubt or query that the students may have about course contents, and they also solve any academic-related issue that students may have throughout the course. They may be contacted by email or during their office hours.

They are also responsible for approval of possible changes in registration during the authorized period.

The coordinators of the Master's programmes and personal tutors also mentor students individually, and supervise their evolution throughout the programme.

At the end of each semester, students complete anonymous evaluation surveys of all courses and staff. The surveys provide an assessment of the education received, as well as offer suggestions for improving the programme in the future.

Also, if during the semesters you have any comments about the programme, you can directly contact with Academic Coordinator within the established schedule or via email. You can also get your suggestions through the student representatives of the course, who have regular meetings with the Coordinator and the Director of IBEI.

Admissions Academic Coordinator:

Yannis Karagiannis
ykargiannis@ibei.org

International Exchange Programme Academic Coordinator:

Aina Gallego
agallego@ibei.org

Internship Programme Academic Coordinator:

Laia Mestres
lmestres@ibei.org

The Academic Internship Coordinator helps the students with the preparation of the European Curriculum Vitae and advises them on the different job opportunities of the programme, either in her office hours or by email at lmestres@ibei.org. She also takes care of contacting companies for the management of internship offers and agreements.

Internal Quality Assurance System

IBEI Master's programmes are subject to an Internal Quality Assurance System. It is the responsibility of IBEI's Scientific Council, which evaluates student satisfaction and the global functioning of the programme, to adapt (if necessary) the study plan for the Master's degrees and subsequently inform the Board of Patrons (the Institute's highest governing body).

The Council carries out the day-to-day quality control of the Master's programme through the Teaching Quality Committee, which is responsible for managing, coordinating and carrying out the follow-up of the Internal Quality Assurance System for the Institute's postgraduate training programme. The Committee consists of:

Ex officio members:

- Director of IBEI
- Manager of IBEI
- Head of Studies of IBEI
- Coordinator of the Master's in International Relations
- Coordinator of the Master's in International Security
- Coordinators of the Master's in International Development
- Coordinators of Mundus MAPP
- Coordinator of the Research Master's in International Studies
- Head of the Academic Office and Teaching Quality Assurance

Three lecturers representing the universities that award the qualification (UPF, UB, UAB). These can be the same representatives of the three universities in the Scientific Council.

Three lecturers representing teaching staff contracted directly by IBEI, chosen from doctoral researchers with teaching responsibility on the Master's degree.

Three students representatives from the Master's programmes, chosen from the delegates.

Two representatives from IBEI staff.

The designated functions of the Teaching Quality Committee include:

- Checking that the requirements of the Quality Policy and Objectives for teaching the Master's degree are fulfilled
- Analysing and suggesting improvements to procedures of quality for teaching and staff
- Assessment and improvement of quality in terms of teaching and staff
- Quality guarantee for external work placements and mobility programme
- Analysis of the employability of title holders and level of satisfaction with training received

- Analysis of the satisfaction of different groups involved and the treatment of suggestions and complaints
- Conducting the development and follow-up of different processes that make up the system, such as the identification and coordination of units involved
- Developing proposals for improving the quality system for the training programme, which are presented to the Scientific Council for implementation, follow-up and assessment

In this way, the procedures for assessing and improving quality in terms of teaching and teaching staff primarily include the following:

1. Assessment questionnaires
2. Evaluation of learning-related results
3. Semester meetings with teaching staff
4. Regular programme coordination meetings with student representatives

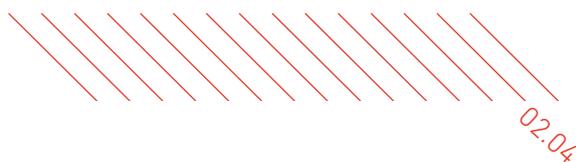
Assessing the results of these different actions provides relevant information for continual improvement in terms of content and the development of the training programme. In addition, this is supported by learning improvement tools.

Together with the Teaching Quality Committee, the management team at IBEI (Director, Manager, Head of Studies and Master's programmes Coordinators), is in charge of coordinating and implementing actions of the Teaching Quality Committee. In turn, they are assisted by the figure of academic tutor whose main role is to respond to student queries.

Finally, as the Universitat Pompeu Fabra coordinates the section of the Master's programmes that are delivered at IBEI, this university helps guarantee the quality of degrees by providing technical support through different units.



Departments directly linked to the Master's Programmes



Prior to your arrival at the IBEI, and all throughout the years that you will be studying with us, you will need to get in touch with several departments. The following sections aim to offer a general view of the main functions assigned to the departments that are directly linked with the Master's.

Admissions

Rebecca Niethammer
admissions@ibei.org
Phone: +34 93 542 30 21

Kyriaki Xenofontos
admissions@ibei.org
Phone: +34 93 542 30 04

Schedule

Monday to Friday from 10 a.m. to 1.30 p.m.
Monday to Thursday from 4 p.m. to 6.30 p.m.

The admissions department offers personalized attention to prospective students and solves their doubts and queries about the programmes, both personally (during its office hours) and by email at admissions@ibei.org. Furthermore, the department receives and organizes all the documentation sent by future students of the Master's programmes, and

communicates their acceptance or non-acceptance to their preferences (full-time, part-time). It also helps students with financial matters. And manage the exchange study programme.

Academic Office and Teaching Quality Assurance

Mariona Fernández
Head of Academic Office and Teaching Quality Assurance
master@ibei.org
Phone: +34 93 542 30 05

Blanca Barón
master@ibei.org
Phone: +34 93 542 30 03

Agnès Jané
master@ibei.org
Phone: +34 93 542 30 49

Schedule

Monday to Friday from 10 a.m. to 1.30 p.m.
Monday to Thursday from 4 p.m. to 6.30 p.m.

The Academic Office and Teaching Quality Assurance department is located on the first floor of the IBEI building. If you have any query related to the Master's you are studying at the IBEI, you can go to the Academic Office during its office hours or send them an email to master@ibei.org. As well as helping the students with any doubts or questions, the Academic Office and Teaching Quality Assurance department also manage the schedule, the internship programme and the Virtual Campus. As a student of IBEI, you will be given the following documents throughout the course:

- **Certificate of enrolment**
This document includes the start and end dates of the Master's, the number of credits, as well as the names of the universities that issue the degree. You will be asked to hand it in when applying for your study permit (NIE). For this reason, we recommend you to get an attested copy of it at the academic management department.
- **Academic record**
It includes the grades of all the courses in which you have been enrolled.



- **Master's Diploma**

You can request the Master's Diploma once you have successfully completed the required number of credits, including the Master's Final Research Project. You must formalize the application by going to the Academic Office and make the payment of the degree certificate issuing fee, which is set each year in the Decreto de Precios de la Generalitat de Catalunya and published in the DOGC.

After the payment of the fee, you will be issued a degree certificate issuing receipt. This document is unique and has the same legal validity as the master's diploma. Therefore, in case that you should have to present this document, it is important to always provide a photocopy and keep the original until you receive the final diploma. We will notify you once your diploma is available to be picked up, which you have to do either personally or via a formal procedure.

You will need these documents for any administrative procedure you need to carry out. For this reason, they are all included in the programme. If you need any other certificate or duplicates, please contact the academic management department. The cost of each of these additional documents is 27.27€ and 2€ consecutive copies. If you apply for these documents from outside Barcelona, you will be required to email us your request and pay the fees.

All grades must be collected by the student in person from the Academic Office. When this is not possible, there are two options:

1. The students emails the Academic Office with a postal address to which the grades may be sent by registered post.
2. The student authorised someone to collect the grades on their behalf. The nominated person must bring a signed letter from the student, as well as photo identification.

Grades are **never given out** over the phone or by email.

The Academic Office and Teaching Quality Assurance manages and monitors of the IBEI Internship Programme.

It is also in charge of organizing the professional- oriented workshops that the IBEI offers throughout the academic year, which are also compulsory for students of the programmes.

Moreover, it prepares the collaboration agreements with both public and private institutions, as well as with national and international companies.

The Academic Office and Teaching Quality Assurance is also responsible for the management of the Internal Quality Assurance System and the issues related with the Teaching Quality Assurance at IBEI.



Information about Seminars, Conferences and Workshops



A series of conferences and research workshops will be organized throughout the academic year, and IBEL will inform you of each of the speakers and topics periodically.

If you have any suggestion about a potential speaker or topic you would like us to tackle in a seminar or conference, you can contact the Academic Coordination of the Master's.

IBEL also organises a series of career skills workshops throughout the academic year for students (without additional fees). A minimum attendance of two workshops of the Career Skills Workshops is mandatory to enrol in the Internship Programme.

Library access



As an IBEL student, you will have access to all libraries of the Consorci de Biblioteques Universitàries de Catalunya (www.cbuc.cat).

At the start of the first term, you will get your student card, with which you will be identified as a student of the Master's. By means of the card, you will be able to access the UPF library.

If the student loses the student card, must pay the amount of 3€ for the new reissue. Those who file a police report shall be exempt from paying this fee.

Library of the Universitat Pompeu Fabra

Made up of more than 550,000 samples of monographs and more than 15,300 collections of printed publications, as well as around 6,000 periodical subscriptions, the UPF library remains open 360 days a year from 8 to 2 a.m.

Due to the collaboration between IBEL and the Universitat Pompeu Fabra, IBEL students can browse all books available at this library and also take advantage of all the electronic resources of the university. During the welcome day, there will be a meeting for all IBEL students at the UPF library in order to inform them how to access the electronic resources online.

The UPF offers interlibrary loan service to IBEL students through the Catálogo Colectivo de las Universidades de Catalunya (CCUC) and the Red de Bibliotecas Universitarias Españolas (REBIUN). IBEL students can request books on loan and copies of articles and other documents that are not available at the UPF but are available at any other Spanish university at no cost. IBEL assumes the interlibrary loan rates at the Spanish level. If the interlibrary loan is carried out through European libraries or the rest of the world, the student must assume its cost, complying with the rates established by the library services of the UPF.

- **UPF Library Catalogue:** <https://www.upf.edu/web/biblioteca-informatica>
- **Collective Catalogue of the Universities of Catalonia:** http://ccuc.csuc.cat/*spi
- **Collective catalogue of the Network of Spanish University Libraries:** <https://www.rebiun.org/>



Library of the International Catalan Institute for Peace

The library of the International Catalan Institute for Peace (ICIP) is an institution specialized in culture of peace, security and conflicts. Its purpose is to allow and encourage research in these areas, becoming a reference centre in its field in Catalonia. The library's collection covers the following topics: Peace and non-violence, armed conflicts, conflict transformation and resolution, international law and legislation, political science, international relations, security, disarmament, terrorism, development cooperation, social movements and environmental policies.

This library is located in C / Tapineria 10, 1st floor, in the Gothic Quarter of Barcelona and is open to the public in the mornings from 9:30 am to 2:00 pm, Monday to Friday.

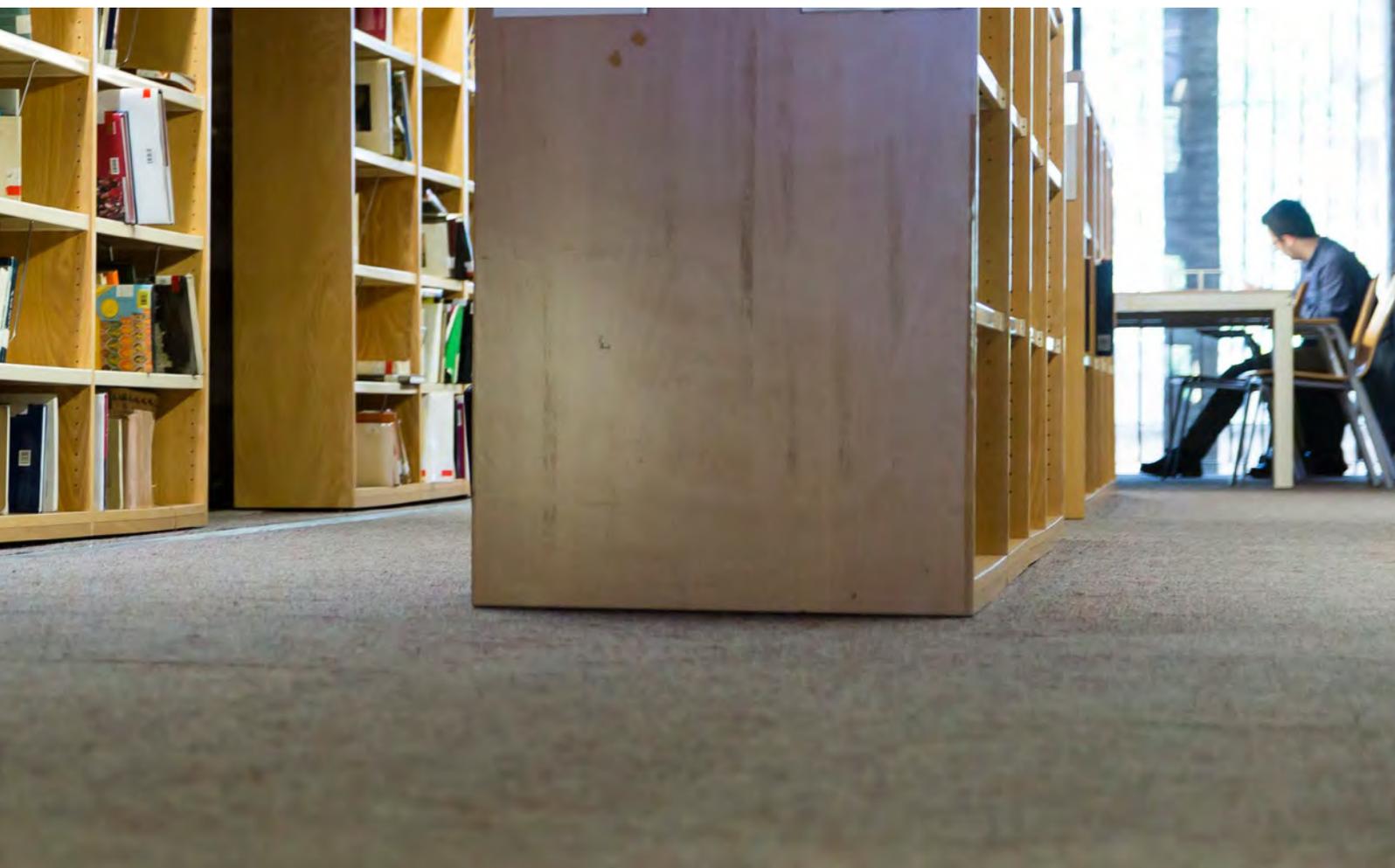
ICIP makes available to its users the entire package of scientific journals in the fields of Social Sciences and Humanities of the British publisher Taylor & Francis. This collection of online access publications includes more than 1,500 journals of high impact and visibility in the areas of interest and study of IBEI Master's degrees.

Library of the Universitat Autònoma de Barcelona

The library of the Universitat Autònoma de Barcelona consists of more than 1 million publications and almost 20,000 periodical subscriptions, 9,000 electronic newspapers, approximately 6,000 electronic books and some other sources of information.

Library of the Universitat de Barcelona

Open throughout the whole year, the Universitat de Barcelona library has more than 1,5 million of volumes, as well as more than 6,000 e-books. The number of magazines, both printed and electronic, is over 21,000 samples. In the Law Faculty, you will find the United Nations depositary library, a research reference centre.



WiFi and printers



Students have a student room on the first floor of the building. WiFi code will be provided at the beginning of the course.

Also, students can use the computer's room in the library from Monday to Friday (8 a.m. - 1 a.m.) and weekends (10 a.m. - 9 p.m.). Also you can photocopy and print in the different photocopiers of the campus.

The library has a room equipped with photocopiers. There are also photocopiers in the IBEI building. The photocopiers operate on a self-service basis. In order to use them, a rechargeable magnetic card is required, which can be purchased and recharged at the vending machines located in the Library's reprography room and at different points on the University campus.

Virtual Campus, Virtual Academic Office and email



The Virtual Campus is the tool that will allow you to access each of the courses in which you have been enrolled. You will access the Intranet through the IBEI website (www.ibei.org). Moreover, most of the coursework that will help you follow the subjects is posted onto the Virtual Campus. You will also find material related to the different courses such as exercises, practical lessons, debates, questionnaires or compulsory bibliography. You will also be able to contact other students and instructors through the Virtual Campus.

Moreover, IBEI has a Virtual Academic Office, which you can access through the IBEI website (www.ibei.org). Here you can do the autoregistration, and take different steps such as consulting your academic record and requesting some certificates, as well as checking your personalised timetable and the final grades of your courses.

At the beginning of the course, you will be given two user's guide together with your user name and password in order to access both the Virtual Campus and the Virtual Academic Office.

On the other hand, from the start of the course you will be provided with your own IBEI email inbox. The address (name'sfirstlettersurname@student.ibei.org) and password will be delivered to you at the beginning of the course.

All communications between the IBEI and the students will be done through this email address. For this reason, it is very important that you keep it and check it daily.

As IBEI students you will have your email account and be able to use it while you are IBEI students. You will be notified in advance when your subscription will be about to expire.

Microsoft Office



As IBEI students you will have Microsoft Office 365 ProPlus for Education license for free. You will be able to use the license while you are IBEI students. You will be notified in advance when your subscription will be about to expire.

The Office 365 ProPlus Office computer package for Microsoft education can be installed on your computer and also provides support to work with your information in the cloud. You will find the main tools of Microsoft Office 2016: Word, Excel, PowerPoint, OneNote, Access, Publisher, Outlook, Enterprise Skype, InfoPath and OneDrive.

You will be given instructions on how to install Microsoft Office package at the beginning of the academic year.



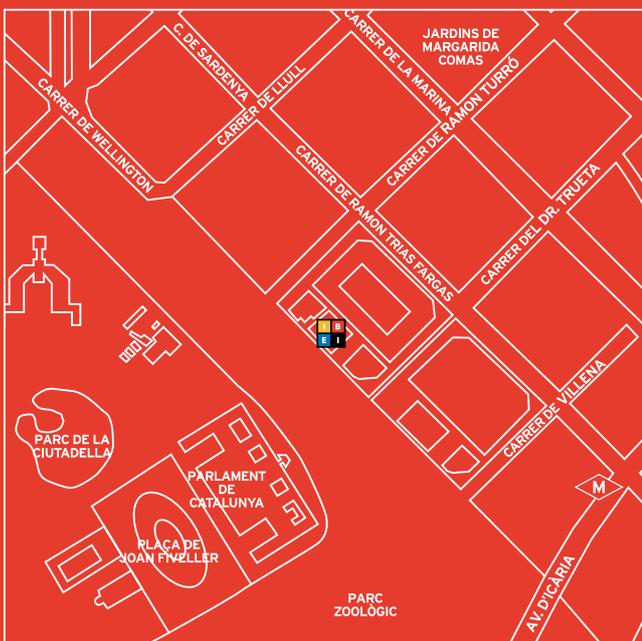
Mailboxes and lockers



As an IBEI student, you will be provided with a mailbox with your name where we will leave any documents, essays and other pieces of information that you may need. IBEI will give you the keys to mailbox at the beginning of the course, after the payment of a deposit of 5€.

If you lose the key you will need to ask for the original at the reception desk and leave a 30€ deposit which will be given back to you whenever you have the appropriate copy.

On the other hand, in the UPF campus there are several lockers where you can store your stuff. These lockers must be emptied daily.



www.ibe.org

**Institut Barcelona
d'Estudis Internacionals**

Ciutadella Campus
(Universitat Pompeu Fabra)
C. Ramon Trias Fargas, 25-27
08005 Barcelona
Spain
Tel. (+34) 93 542 30 30
ibe@ibe.org