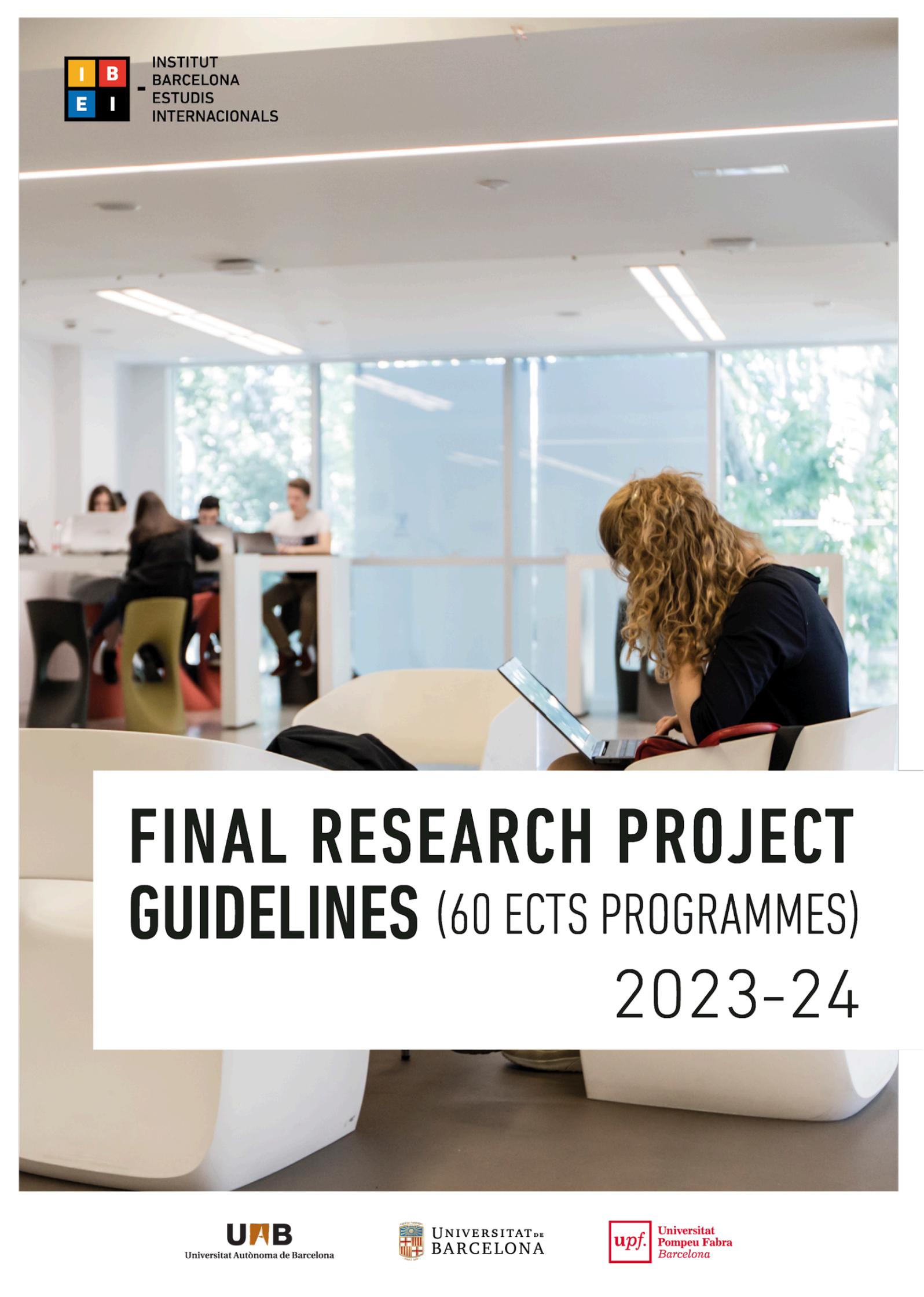




INSTITUT  
BARCELONA  
ESTUDIS  
INTERNACIONALS



# FINAL RESEARCH PROJECT GUIDELINES (60 ECTS PROGRAMMES) 2023-24

## TABLE OF CONTENTS

I. Introduction	3
II. Procedure and deadlines	3
i. Procedure and phases	3
a) Selection of topic and supervisor	3
b) Contact with supervisor and submission of project proposal	4
c) Submission and assessment of dissertations.	4
ii. Deadlines for the academic year 2023-24	6
III. The dissertation	6
i. Aims	6
ii. Format/Style	6
a) General aspects and parts of the dissertation	6
b) Language and length	8
c) Formal aspects	8
iii. Submission	9
a) General rules	9
b) Extension for late submission	9
iv. Assessment	9
a) Marking Criteria	9
b) Assessment procedure	10
c) Publication of final grades	10
v. Examples of dissertations	11
IV. Supervisor	11
V. References	11
i) Books	12
ii) Articles in Academic Journals	12
iii) Daily Journal and Magazine Articles	12
iv) Book chapters	12
v) Internet sources	12
VI. Plagiarism and Multiple use of Coursework	13
VII. Final Research Project	14
Cover page template	14
Signature page	15
VIII. Check-list	16
IX. Marking Criteria	16

## I. INTRODUCTION

These guidelines apply to all IBEI Masters programmes totalling 60 ECTS. For the academic year 2023-24 that implies the Master's of International Relations (MIR) in both full time and part-time (for second year students) formats, the Master's in International Security (MIS), the Master's in International Development (MID) and the Master's in Public Policy (MPP). The Final Research Project is worth 10 ECTS (and 8 ECTS in the case of the Master's in Public Policy) and is the last step towards graduating from your programme. All formative activities, including internships (to be included in the transcript either for credit or not-for-credit) and exchange semesters, must be completed prior to submission. To complete it, students must:

1. Submit an original dissertation on a topic related to international affairs; and
2. Present the results of their dissertation in an oral defence a few days after its submission.

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. 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 summarises IBEI's regulation regarding plagiarism and double submission of work. Finally, Parts VII contain samples for the two first pages of the dissertation, and it ends with a checklist (VIII) and marking criteria (IX).

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.

## 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. To ensure this aim, IBEI has designed a procedure consisting of six phases:

#### *a) Selection of topic and supervisor*

The first step of the process is the choice of a research topic. Students that require guidance should meet with their academic tutor to discuss in broad terms. 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.

In addition, some IBEI staff propose possible dissertation topics that students can choose to research (please note that the final decision on accepting the topic remains with the professor).

A Google form is circulated at the same time, requiring students to provide information (keywords, methodology, etc.) on their project and also gives the opportunity to name preferred supervisors. Please consult the IBEI website to learn more about the expertise of staff, keeping in mind that it might not be the same as their taught courses. While all efforts are made to accommodate preferences, due to constraints on the number of students an individual professor may supervise, not everyone is guaranteed their first choice. Deadline to submit the form by **15 March 2024**.

*b) Contact with supervisor and submission of project proposal*

Once each student is assigned a supervisor within the first few weeks of the second semester, he or she 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 and suggestions to the students throughout that period.

For those students submitting in September, please keep in mind that during the summer contact with supervisors may be interrupted as some professors may not have access to emails or other methods of communication for parts of the vacations. The beginning of September offers the opportunity to receive final feedback on (near) completed work.

*c) Submission and assessment of dissertations.*

All dissertations must be submitted by either 16 September 2024 or 31 March 2025, 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.

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

These are usually held a few days after the submission date and students are encouraged to attend in person if possible. If that is not possible, defences are held using video conferencing software, and students should provide a Power Point or some other form of visual aids are sent in advance.

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).

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.***

At the beginning of the second semester, during the Final Research Project supervisor assignment process, students may request an extension of the dissertation until March of the following academic year, at an additional cost for administrative and school insurance fees (€75). In addition, a student may decide to extend the submission of the Master's thesis to March of the following academic year outside the above-mentioned deadline by paying a higher administrative fee (€150), established by the Board of Trustees. The deadline for requesting the extension of the Final Research Project to March 2025 is 7 days before the submission of the thesis in the regular September thesis submission deadline. In both cases, a 'Not Submitted' will appear in the transcript of the September official thesis submission deadline of the first year of the programme (or second year for RMIS and part-time students). After these 7 days prior to the submission of the regular September thesis submission deadline, the fee to request a deferral to March 2025 will be €800.

Students who do not submit the final project within the deadlines established or who fail in the ordinary September thesis submission deadline must register their Final Research Project in a new thesis submission deadline. In this case, students must pay the corresponding administrative fee (€800), according to the price established by the IBEI Board of Trustees.

Students who do 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 (€75) for the extension of the final dissertation and will receive a 'Not Submitted' in the first September submission deadline.

Students who carry out a professional internship during the second semester or summer 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. The extension of the TFM involves the payment of a corresponding administrative fee (€75). In this case, students will receive a 'Not Submitted' in the first September submission deadline.

There will be two deadlines to submit the dissertation, a first one in September, and if failed or not submitted, a second one in March of the following year.

Only those students who have an internship that ends after 31 May 2025, an exchange during the second semester of 2024-25 or for illness and justified exceptional reasons will be able to request an extension of the thesis submission deadline from March to September 2025.

Once the two dissertation submission deadlines have been missed without delivering the dissertation (or failing), the student should drop out of the programme.

Only in exceptional situations, duly justified and accredited, the student may request a third extraordinary thesis submission deadline to the Rector of the coordinating university. If the student is not able to submit the dissertation (or the grade fails) by the second submission deadline, a third opportunity to submit the thesis will be only possible if an exceptional request is made in writing to the Rector of the coordinating university (UPF), and that request is granted. The coordinating university will accept or reject the request. If the student request is not accepted, or it is accepted but this last submission deadline is not passed, the student will have to drop out of the program.

## ii. Deadlines for the academic year 2023-24

<b>Activity</b>	<b>Where?</b>	<b>Deadline</b>
Submission of Provisional dissertation title form	By email to the Academic Office	15 March 2024
Communication of supervisors to students	Academic Office (by e-mail)	April 2024
First meeting with supervisor	To be agreed between student and supervisor	April 2024
Deadline to request change of supervisor	By email to the Academic Office	19 April 2024
Submission of final dissertation	By email to the Academic Office	16 September 2024 or 31 March 2025
Public presentation of dissertation	IBEI rooms or online	17-18-19 September 2024 1-2-3 April 2025

## 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.
- Comply with ethical codes of conduct with regard to individual subjects, data protection, and the safety of participants (including the author).

### ii. Format/Style

#### a) *General aspects and parts of the dissertation*

The Final Research 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 to 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 a 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, many students use critical theory, post structuralism, gender and feminist theories, 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 or key concepts. 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:

- o Signature Page
- o 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.
- o 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.
- o 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.

- o 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.
- o 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.
- o 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*

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 and all in-text references. The bibliography, the abstract, the acknowledgments and the table of contents are EXCLUDED from the word count. An accurate word count must be provided on the "signature page". Dissertations that are below or over the permitted 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. Notes need to be included at the bottom of the corresponding page (footnotes).

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 (abstract, table of contents, a dedication, a list of figures, tables, symbols, illustrations, or photographs, 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. The first page of the dissertation begins with the number “1” onwards and includes the bibliography and annexes.

### *d) Tables and Figures*

Tables and figures must be inserted correctly in the text. According to the headings section, they should be numbered in Arabic numerals (1.1, 1.2, 2.1, 2.2, etc.). Position table/figure numbers and headings above the table/figure. Also, position source information and notes below the table.

**Tables and figures will only be accepted if they are readable, so in case to attach .jpg items, please make sure they guarantee high/medium quality.**

## **iii. Submission**

### *a) General rules*

Submission for the Master’s dissertation consists of an electronic version, **which must be sent by email to [master@ibei.org](mailto:master@ibei.org) and submitted on Turnitin (through the Virtual Campus) by 16 September 2024 (or 31 March 2025) in .pdf format.**

In case that any student submits the thesis late, a penalty of 0.5 points will be applied for each day of accumulated delay. This is to promote the fulfilment of the commitments by the students as well as to ensure an equitable treatment for the rest of the students who submit their work on time.

### *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 will prepare a report justifying the grade given. Please note, some reports may contain more details on the positives, and others may focus more on negatives, depending on the inclination of the marker. For this reason, while reports might appear contradictory, that is not always the case.

The final grade is calculated by averaging the two marks for the paper and the weighted score for the oral presentation, and sent to the student alongside the two reports. If there is a discrepancy of more than 2.5 points between the first and second marker, a third marker will assess the work and provide an additional mark and report. The final grade becomes an average of the three marks and the oral presentation. Students must achieve a minimum mark of 5.0 in the dissertation in order to pass the project. All top grades (9-10) and fails (0-4.9) may be subject to revision by an IBEI committee. Please note that all dissertations will be checked in TURNITIN.

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.

## Final Research Project Awards

At the end of the process a Committee of Professors choose the Final Research Project Awards 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 as Student Paper Series at the IBEI website and UPF repository. 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 [https://www.ibei.org/en/student-paper-series\\_35073](https://www.ibei.org/en/student-paper-series_35073)

## IV. SUPERVISOR

Once a student has met with his or her tutor (optional) during 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. We recommend four meetings with the supervisor before the submission of the dissertation (including online 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):*

Couloumbis, 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](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*, 6<sup>th</sup> edition. New York: Modern Language Association of America.

*The Chicago Manual of Style*. 2003. Chicago: University of Chicago Press. 15<sup>th</sup> edition.

## VI. 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 uses an anti-plagiarism software called TURNITIN to assist in the identification of cases. Academic integrity and honesty are the cornerstones of university teaching and research, and for this reason, the emerging common practice is to transparently disclose if and how AI technologies have been used in the production of the work.

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.

## VII. FINAL RESEARCH PROJECT

### Cover page template

<p>Institut Barcelona d'Estudis Internacionals Academic Year XXXX – XXXX</p> <p><b>DISSERTATION'S TITLE</b> Dissertation's subtitle</p> <p>Dissertation submitted by STUDENT'S NAME AND LAST NAME</p> <p>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 / MASTER'S IN PUBLIC POLICY</p> <p>SUPERVISOR: Supervisor's name and last name</p>
--

## Signature page

Author's name and surname(s): \_\_\_\_\_

DNI or passport number: \_\_\_\_\_

As the author and sole copyright holder over an original piece of work, a final master thesis,  
on (*specify topic*) \_\_\_\_\_,  
entitled \_\_\_\_\_

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 authorize IBEI to include the aforementioned piece of work in the *website* or in other IBEI's communications media, or others in which IBEI participates, within the scope of its normal, non-profit activities, including other IBEI digital platforms, or in which IBEI participates, of free access via Internet.

I therefore authorize IBEI to take such measures as may be necessary for the purposes of adding the piece of work in question to the media referred to above, preserving it and providing public access thereto. IBEI shall not be required to reproduce the piece of work in its original formats or resolutions. The rights that IBEI require to undertake all the aforementioned measures are granted to them indefinitely, universally, free-of charge, and non-exclusively; I am therefore free to publish the piece of work anywhere else.

I hereby declare that neither my signature of this authorization nor the content of the piece of work places me in breach of any rights held by third parties in relation to intellectual property, industrial property, commercial secrecy or any other matter. I therefore exempt IBEI from any obligation or liability corresponding to any legal action to which the deposited piece of work may give rise.

Lastly, I consent to my piece of work being made available under an "Attribution-NonCommercial-NoDerivs 4.0 <https://creativecommons.org/licenses/by-nc-nd/4.0/> " Creative Commons license, in accordance with which it may be copied, distributed and transmitted as long as its original author and institution are cited and it is not used for commercial purposes or as the basis for derivative work.

Signature  
Place and date

Word count: XXXXX

## VIII. CHECK-LIST

- Filled in and return provisional title form to Academic Office (15 March 2024)
- Taken into consideration any ethical issues related to the thesis (see III.2.a)
- Include the “title page” (see model in part VII)
- Include the “signature page” (see model in part VII)
- Include an abstract *in English* of my dissertation
- 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 the dissertation to [master@ibei.org](mailto:master@ibei.org) and submit it on Turnitin (through the Virtual Campus) by 16 September 2024 or 31 March 2025.

## IX. 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 &amp; 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 &amp; 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 &amp; 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 &amp; 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 &amp; 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 &amp; 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 &amp; 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.