

## **MASTER IN GEOPOLITICS AND STRATEGIC STUDIES OF THE CARLOS III UNIVERSITY OF MADRID**

### **Regulations for the development of the Master's Thesis (MT of 12 ECTS credits)**

1. The Master's Thesis (MT) will consist of an original study elaborated in English or Spanish and supervised by at least one professor of the Master's program or of a Department related to the program. The work will be carried out on the basis of an established offer of possible topics or lines proposed by the Master's professors.

2. The MT must be submitted through the virtual platform enabled by the UC3M for these purposes, according to the instructions provided by the Master's Secretary's Office. Once the MT is uploaded to this platform, the work will be automatically submitted to a plagiarism control tool.

3. On the basis of the MT submitted to the virtual platform, the Academic Tutor will elaborate an assessment report, taking into account the results of the plagiarism control tool, indicating if the work is suitable or not to be defended. If in the report, the tutor considers that the MT has incurred in plagiarism, in addition to submitting it to the committee, he/she shall inform the Master's Directors of this circumstance in order to initiate, where appropriate, the procedures established in the regulations on plagiarism. If plagiarism has been detected, the tutor will also send his/her report to the student. For the tutors' reports, the model attached as Annex I will be used.

4. At least the following data (in accordance with the model in Annex II shall appear on the cover page:

- A) Name of the student;
- B) Title of the MT;
- C) The indication "Master's Thesis of the Master's Degree in Geopolitics and Strategic Studies of the University Carlos III de Madrid";
- D) The name of the tutor of the MT;
- E) The academic year.
- F) Place and date (month) of planned presentation

5. MT submission deadlines will be:

\* For its reading and defense to take place in February: January 31st.

\* For its reading and defense to take place in June: May 31st.

\* For its reading and defense to take place in September: September 5th.

These dates may be adapted in case of modification of the current deadlines established by the University.

The definitive title of the MT must be communicated to the Master's Secretary Office at least two weeks before the deadline for submission of the MT.

6. The student must choose one of the two following MT's modalities: 1) RESEARCH

PAPER; 2) POLICY PAPER.

6.1. The MT that is a Research Paper should consist, in general terms, of the following sections: SUMMARY, KEY WORDS (between 3 and 5), INDEX, INTRODUCTION (in which the objective of the MT, its relevance and relevance within the field of study, its main arguments and its structure will be explained), DEVELOPMENT (literature review, the theoretical-methodological framework, analysis of the topic studied), CONCLUSIONS (in which the main results of the MT will be presented) and BIBLIOGRAPHICAL SOURCES OR REFERENCES (indicating only the material used). ANNEXES may also be included.

6.2. The MT that is a Policy Paper should consist, in general terms, of the following sections: INDEX, EXECUTIVE SUMMARY, ANALYSIS (which must constitute the central part of the work and may be organized in various sections in which the subject under study will be examined) and CONCLUSIONS AND RECOMMENDATIONS. The BIBLIOGRAPHICAL REFERENCES used should be indicated either as footnotes or at the end of the document (endnotes).

In the two modalities bibliographical references will be organized according to the standards of the latest published edition of either APA or Chicago style.

7. When designing the A4 page on the computer, make sure that the left margin is 4 cm, and the other three (right, top and bottom) are 3 cm. The font will be Times New Roman size 12, with a 1.5 spacing. It will have a minimum of 10,000 words and a maximum of 15,000, including all the sections (also the bibliography and, where appropriate, notes and annexes). The MT that does not comply with the rules detailed above may be downgraded by the members of the assessment committee.

8. It is up to the Master's Directors to establish the criteria for the assignment of MT supervisors within the framework of the general regulations of the UC3M. In any case, at least 70% of the total number of MT supervisors in each academic year will have a Doctorate degree.

9. The MT will be evaluated by both the student's supervisor (in a report to be submitted before the MT's defence, according to the Appendix I) and an assessment committee that will have at least two members. The Master's Directors are responsible for organising the sessions of the assessment committees and appointing their members. The same committee may evaluate several MTs.

10. The date of the defence and grading of the MT will be decided by the Master's Directors within the established deadlines.

11. The defence exercise will consist of an oral presentation of approximately 15 minutes of the fundamental aspects of the MT by the student in a public session. The members of the assessment committee may then ask the student questions or make comments about the MT. In secret session the committee will deliberate and grade the MT. The committee will then fill out the official minutes and make the grade public.

12. In the MT the student will demonstrate the competences acquired in the Master's program, including the ability to select an original and relevant subject in the field of

geopolitical and strategic studies and to analyse it with academic rigour and formal correction within the framework of a paper organised in a clear and coherent way, using the techniques and methods of this field and providing approaches or results that represent progress in the knowledge of the chosen subject. In addition, the student must know and use the specific bibliography as well as, where appropriate, other relevant sources, and correctly present and defend the results achieved.

13. The aspects to be assessed by the Supervisor and the Assessment Committee are set out below:

13.1 The Supervisor, in his/her assessment report, will grade with an overall mark from 0 to 10 the level reached by each student during the development of the work, taking into account his/her capacity for planning and organising the task, attendance at tutorials and other scheduled activities, as well as the level of achievement of the objectives and any other aspect deemed necessary (Art.10 Guidelines for the Organisation and Assessment of Final Project subjects, approved at the UC3M Governing Council meeting of 14 November 2019). The grade awarded to the student's work shall be clearly justified in the report. Likewise, before issuing this report, the Supervisor shall have examined the results of the plagiarism check of the MT. In view of the results and percentages of coincidences detected, if the Supervisor considers the existence of plagiarism to be possible, he/she must state this in a reasoned manner. When the committee has not been able to access the tutor's report or considers that the report lacks the aforementioned assessment elements, it may inform the Master's Directors for the appropriate purposes.

13.2. The items to be assessed by the Assessment Committee and their contribution to the final grade are as follows:

- The Grade awarded by the student's Supervisor in his/her assessment report (25%, provided that the report complies with the requirements set out in point 13.).
- The formal quality (10%).
- The clarity, coherence and organisation of the project (10%).
- The originality and relevance of the subject of study, as well as of the work and its contribution to the progress of the knowledge of said issue (10%).
- The rigor and quality of the analysis both from the theoretical and methodological point of view and from the empirical point of view (25%).
- The knowledge and use of the specific bibliography of the object of study, as well as other relevant sources in relation to it (10%).
- The ability to present and defend work results (10%).

The evaluation matrix shall be the one set out in Appendix III.

In the event that the Assessment Committee, after having informed the Master's Director does not finally have any Supervisor's report or the latter lacks the assessment elements indicated in point 13.1, the MT will be assessed as follows:

- The formal quality (10%).
- The clarity, coherence and organisation of the project (10%).
- The originality and relevance of the subject of study, as well as of the work and its contribution to the progress of the knowledge of said issue (10%).
- The rigor and quality of the analysis both from the theoretical and methodological point

of view and from the empirical point of view (40%).

-The knowledge and use of the specific bibliography of the object of study, as well as other relevant sources in relation to it (10%).

-The ability to present and defend work results (20%).

13. Any other aspect of the MT not included in this document shall be regulated by the General Regulations for Master's Thesis or, if applicable, by the higher regulations in force.

**Supervisor's Report previous to the Final Master's Thesis defense**

[Place], on [day] of [month] of [year]

<b>MASTER IN GEOPOLITICS AND STRATEGIC STUDIES</b>	
<b>Thesis supervisor (1)</b>	D/Dña.
<b>Thesis supervisor (2)</b> (if any)	D/Dña.
<b>Student</b>	D/Dña.
<b>Thesis Title</b>	

Once the work has been reviewed and in view of the result obtained in the plagiarism check, I will grade the level achieved by the student with an overall mark of,

<b>Overall Mark<sup>1</sup> :</b>	
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**OBSERVATIONS**

*Note for the Supervisor (without prejudice to the final assessment that corresponds to the assessment committee): If you consider the existence of plagiarism to be possible, in view of the results and percentages of coincidences detected, please state this in a reasoned manner:*

Signed by D/Dña (Supervisor 1):

<sup>1</sup> An overall mark from 0 to 10 will be given for the level reached by each student during the development of the work, in terms of their ability to plan and organise the task, attendance at tutorials and other scheduled teaching activities, level of achievement of the objectives and any other aspect deemed necessary (Art.10 Guidelines for the Organisation and Assessment of Final Degree Projects, approved at the UC3M Governing Council meeting of 14 November 2019).

Master Degree in Geopolitics and Strategic Studies  
Academic Year (e.g. 2018-2019)

*Master Thesis*

“Thesis title”

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Author’s complete name

1st Tutor complete name

2nd Tutor complete name

Place and date

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**APPENDIX III: Assessment matrix for the Master in Geopolitics and Strategic Studies**

<b>Assessment criteria</b>	<b>Weighting</b>	<b>Scoring</b>
<b>A. Grade awarded by the Supervisor in his/her Assessment Report, taking into account what is indicated in point 13.1 of the Master's regulations</b>	25% [0-2,5 points]	
<b>B. Items to be scored by the Assessment Committee</b>		
Formal quality.	10% [0-1 points]	
Clarity, coherence and organization.	10% [0-1 points]	
Originality and relevance of the subject of study, as well as of the Master's Thesis and its contribution to the progress of the subject knowledge.	10% [0-1 points]	
Rigor and quality of the analysis both from the theoretical-methodological point of view and from the empirical point of view.	25% [0-2,5 points]	
Knowledge and use of the specific bibliography of the subject of study, as well as other relevant sources in relation to it.	10% [0-1 points]	
Ability to present and defend Master's Thesis results.	10% [0-1 points]	
<b>TOTAL (A+B)</b>	<b>100 % [0-10 points]</b>	

**Final grade of the Master's Thesis of the student** \_\_\_\_\_

**Date of presentation:** \_\_\_\_\_

**Assessment committee:**

**Name:** \_\_\_\_\_ **Signature:**

Name: \_\_\_\_\_ Signature:

Name: \_\_\_\_\_ Signature: