



Bachelor Thesis Guide for International Studies

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General Information

This guide is applicable to all Bachelor Thesis in the International Studies degree, affecting all Departments involved in this part of its academic program.

Regardless of the instructions and guidances provided by individual advisors, these Departments may add any other specific requirement. The Bachelor Thesis accounts for 6 European Credits Transfer System (ECTS), and is scheduled for the second semester of the fourth academic year.

Administrative requirements:

For enrolling the BT, students must be enrolled in all remaining courses they need to complete their Bachelor studies. To submit and defend the BT though, students must have successfully passed all required courses included in the International Studies Study Plan. Exceptionally, they may have a maximum of one course to pass at the moment of their defense.

Calls: As in regular courses, student will have two examination calls to hand their Thesis in, according to the official University calendar (June to be presented in July and July to be presented in September). Moreover, an extraordinary call will take place in February of the following year with some special conditions¹.

Evaluation requirements: The defense of the BT consists in two qualifying stages: a written essay and an oral defense in front of an academic committee. The items to be evaluated will be explained below.

¹Please check Secretaria Virtual for further information

Academic requirements

Aim of the course:

The objective of the BT is to allow students to carry out a research project in International Studies. Accordingly, students will apply the substantial and methodological knowledge acquired during their Bachelor studies. In order to write a successful BT, students will first choose a topic of their interest, and then they will identify a research problem that can be approached on the base of one or different questions. In their BTs, students will offer thorough theoretical explanations and/or empirical analyses to the proposed topic of interest.

Formal requirements

- **Length:** 8.000 (optimal)-10.000 words. Longer thesis must be approved.
- **Style:** Times New Roman, size 12
- **Margins:** By default
- **Line Spacing:** 1.5
- **Figures & Tables:** Original, only included in the main text if necessary
- **Appendix:** Tables, graphs, etc. providing supplementary information about the research. Do not include essential information here to save space.
- **References:** Harvard citation style
- **Cover page:** Containing Name, Last Name, Title of the Thesis, Advisor, Department, Topic in which the project is included or if it is a specific thesis, Degree for which the project is for, date and academic year. An official sample is also available at Biblioteca UC3M
- **Table of Contents:** The summary of contents and sections in the manuscript should be included at the end of the Introduction section. In case of a report a table of contents, tables and figures and a glossary of terms is required if needed.
- **File format:** Thesis must be handed in through Aula Global and checked for plagiarism by Turnitin. Therefore, MSWord.docx or Adobe.pdf will be accepted.

Outline of the Document

Even though each BT may have its own structure according to the topic of research, and more importantly regarding its research design, all of them need to take into account the following structure. Additionally, students must attend further specifications given by the Department or by the advisor.

For general recommendations and presentation tips also look at Biblioteca UC3M

- *Title*: A short, concise and clear title. It must incorporate the research question. Max 700 characters
- *Subtitle*: (Optional) A second line could be used to limit temporally and spatially the research question
- *Keywords*: (Max 5). Specify the fields, topics, or methods the research is related to
- *Abstract*: Max. 1250 characters. It must contain the research question, its relevance for the field of study, the quotation space-time, the unit of analysis, a brief explanation of the method employed and an advance of its main results. In short, it must answer the following questions: Why the research was carried out? Which are the goals or the expected outcomes? How it is performed? What are the findings? and How relevant are these findings?
- *Introduction*: 1-2 pages. This section presents an overview of the research, and therefore, it will tackle all the main questions in it, such as: A brief summary of the research, and the motivation of why it is interesting to address; What the literature says about it; The puzzle the student wants to disentangle with it; It introduces the research question and the main hypotheses; It defines the unit of analysis, the dependent variable and the main independent variables, continued by a brief explanation of the research design as well as the data sources; A brief summary of the main results, concluding with a short description for each section of the manuscript.
- *Literature review*: 2-3 pages. In this section the student must frame the research based on what the literature and previous studies have said in relation to the topic, presenting the question or why it is relevant to address in his/her research. There is no need to define basic concepts but it needs to explain the approaches and definitions on which the student has based the research proposal.
- *Theoretical framework*: 2-4 pages. The student must present his/her research question, the causal mechanism that brings him/her to that question and a motivated presentation of possible answers, such as hypotheses or goals to be achieved.
- *Data & Method*: 1-2 pages. Specify: Unit of analysis, sources of information and the model.
- *Results*: 2-4 pages. Presentation of main results in relation with the hypotheses or goals.
- *Discussion of results*: Include the most relevant tables and graphics in a comprehensive and visual way.
- *Conclusions*: 1 page. Link the main research findings with the theoretical research question.
- *References*: Only those used and quoted within the manuscript
- *Appendices*: Additional tables, graphs or further information the student considers appropriate to be included.

Advisor's role during the process

During the BT writing process, the student will have an advisor assigned by topic of interest or by selection in case both agreed on developing a specific BT. Once the registration process finishes, both can start working together till the end of the teaching activities. Once the student upload his/her research through Aula Global². During that time the advisor will assume the responsibilities listed below:

- Guide the student to accomplish the requirements presented here
- Advise both theoretically and methodologically in the research process, providing guidance and solving the doubts the student may face during research
- It's compulsory for the advisor to attend every student 5 hours in either individual meetings or group sessions. However, the advisor is free to set his/her own calendar and organize these 5 hours per student as they consider best to develop the task. Any time exceeding these five hours are on behalf of the advisor.
- At the end of the process, once the student finally sends his/her BT, the advisor will release an evaluation report accounting for the 30% of the final grade and it will be communicated to the Evaluation Committee and the student. The advisor will base its evaluation according to the effort and attendance of the student done during the semester.

Evaluation Committee

The student will defend his/her BT in front of a Committee formed by two faculty members from the Departments involved in the Bachelor of International Studies.

The presentation will last no longer than 10 min in which he/she will present the main findings (power point presentation is optional).

The Evaluation Committee is responsible for the 70% of the final grade. Accordingly, it will base the final grade on the following items:

References

- Anduiza, Eva, Méndez, Mónica, e Ismael Crespo. 1999. *Metodología de la Ciencia Política*. Madrid: CIS. Capítulo 5: 105-123.

²If the student decides to apply to an extra call in the next academic course, the advisor has no responsibility on continuing working with the student. A new advisor will be assigned

- Baglione, Lisa. 2016. *Writing a Research Paper in Political Science: A Practical Guide to Inquiry, Structure, and Methods*. CQ Press, Sage Publications.
- Bell, Judith Cómo hacer tu primer trabajo de investigación, Gedisa, 2002.
- Brady, Henry E. and David Collier. 2004. *Rethinking Social Inquiry: Diverse Tools, Shared Standards*. Lanham: Rowman and Littlefield.
- Brandy, H. E. and Collier, D. (eds.) *Rethinking Social Inquiry. Diverse Tools, Shared Standards.*, Rowman & Littlefield Publishers , 2004.
- Corbetta, P. *Social Research. Theory, Methods, and Techniques.*, Sage, 2003.
- De Marchi, Scott. 2005. *Computational and Mathematical Modeling in the Social Sciences*. New York: Cambridge University Press.
- García Picazo, P. *La investigación del medio internacional.* , Tecnos, 2012.
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- King, G., Keohane, R. O., and Verba, S. *Designing Social Inquiry: Scientific Inference in Qualitative Research*, Princeton University Press., 1994.
- Morton, Rebecca and Kenneth C. Williams. 2010. *Experimental Political Science and the Study of Causality: From Nature to the Lab*. New York: Cambridge University Press.