

MASTER'S THESIS GUIDELINES
LL.M. IN EUROPEAN AND GLOBAL LAW
ACADEMIC YEAR 2022-2023

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1. Aim of the Master's Thesis

Students will obtain **14 credits** by submitting a Master's Thesis that demonstrates their ability to perform a research activity. This Master's Thesis will consist of an original contribution in the field of the students' research topic.

2. Student's dedication

Students will dedicate approximately **240 hours** to the preparation of the Master's Thesis, including bibliographic research and data collection, meetings with their supervisors and the actual drafting and writing of their Thesis.

3. Thesis length

The quality of the Master's Thesis shall prevail over its length.

The length of the Master's Thesis will depend on the discipline and the subject matter dealt with. The word range of the thesis length is **12,000-15,000 words**.

The word count of the thesis includes the abstract, the table of contents, the main body of the text and footnotes, and references.

4. Thesis language

The Master's Thesis shall be written in English. If agreed with the supervisor, it will be possible to use any other language, such as Catalan, Spanish, German, French, Italian, etc. This decision shall consider the assessment conditions and the language fluency of the members of the eventual Assessment Committee that might evaluate the Master's Thesis.

5. Thesis contents

Every Master's Thesis must include the following parts:

- **Cover page** with the Title, name of student, and name of thesis supervisor.
- **Abstract** not exceeding 300 words, and without footnotes.
- A **table of contents** with titles of chapters and their sections. The table of contents must be indexed to the pages where the chapters and sections begin.
- **Main body of thesis.**
- A **list of references**, primary sources, and bibliography with secondary sources (articles, books, monographs, etc.) cited in the thesis, and presented in alphabetical order.

Some Master's Thesis may require, after the table of contents:

- A table of abbreviations if the thesis uses them frequently.

- A table of figures and tables if the thesis contains any.

Some Master's Thesis may require appendices, after the main body of the thesis.

Some Master's Thesis may also require, after the list of references a table of cases and statutes if the thesis mentions a high number of cases and statutes. This table must contain separate sections for separate jurisdictions, and cases must be arranged in chronological and numerical order.

6. Thesis format and citation standards

The Master's Thesis must use A4 paper, and must be word-processed with the following format:

- Times New Roman type, 12-point font size -variations of font size may be used for headings, sub-headings, and footnotes.
- Margins of 2.0-2.5 cm on each side.
- 1.5 line spacing for the main text and single space for text in footnotes.
- Quotations must use single inverted commas, saving double inverted commas for use for quotes within quotes. Quotations longer than three lines must be presented as a double-indented, single-spaced paragraph with no further indentation of the first line. Such double-indented quotations must not use quotation marks.

The Master's Thesis must comply with any of the following citation standards in a consistent and systematic manner:

- APA
- MLA
- Harvard
- OSCOLA
- Chicago / Turabian

If agreed with the supervisor, any other standard may be considered for use in the thesis.

7. Choice of supervisor

The Master's Thesis will receive guidance from an academic supervisor.

After advice from the Master's programme coordinator, students will choose their supervisors according to their research interests. The Master's programme coordinator will facilitate students contact with the Faculty staff. However, supervision will be strictly voluntary for the Faculty staff.

A **Supervision Agreement** shall be signed by both students and supervisors, and returned by students to the email address megl.dret@upf.edu by **December 23rd, 2022** (see 'Master's Thesis' Documents' on the website).

Exceptionally, students might sign a Supervision Agreement with another supervisor after the abovementioned date, with previous and express authorization of the Master's programme coordinator, by January 23rd, 2023.

8. Content of supervision

Supervisors shall hold **at least three interviews** with their students. For the purpose of guidance, the objectives and timing proposed for each interview are as follows:

- 1st interview (to be held no later than early January): The purpose of this interview is to give students advice as to the particular research topic, the basic references to be read, and the main problems and pitfalls to be solved.
- 2nd interview (to be held before the end of March): The purpose of this intermediate meeting is to allow students to clarify doubts and to ask supervisors for new guidance on how to draft their Master's Thesis. Supervisors will verify that students have achieved a sufficient command of the reading and the subject matter of the thesis as to be in a position to write it up, despite still complementing their reading with new works or improving the student's analysis thereof.
- 3rd interview (to be held before early June): The purpose of this interview is to discuss a draft of the Master's Thesis so that the supervisor can provide final comments and suggestions to improve its quality before submission of the final version for evaluation.

A **Tutorial Form** shall be signed by the supervisor at the end of the academic year stating the students' attendance to the interviews (see 'Master Thesis' Documents' on the website). This form will be submitted at the same time as the Master's Thesis.

9. Follow-up of the Master's Thesis development

The development of the Master's Thesis will involve for students the submission of documents during the academic year through the Aula Global platform. The content of such partial documents of the Master's Thesis will consider the discussions held with supervisors during the interviews.

Three terms are established for the submission of the following documents:

1) Research project: end of January.

2) First part or partial submission of the Master's Thesis: end of March.

3) Second part or partial submission of the Master's Thesis: early June.

Delays in the submission of the research project, the first part, or the second part will entail penalties that the supervisor will consider in the assessment of the Master's Thesis.

10. Plagiarism and misconduct

Plagiarism is strictly prohibited, as is the multiple use of coursework. These practices will be detected with the assistance of mechanisms such as Turnitin software (installed in Aula Global). Supervisors shall bring misconduct to the attention of the Master's Programme Coordinator. In such cases, students will receive a fail grade and will be subject to the [UPF Disciplinary Regime, approved by Agreement of the Government Council of July 18, 2012](#). According to this regulation, serious offenses in relation to exams or other assessment activities include plagiarism, copy, blatant incorrect citations in documents, and other serious breaches of intellectual property, as well as the unauthorized double use of academic works, the relevant omission of pertinent information or the inclusion of false information (art. 3). Sanctions for such serious offenses include the possibility of temporary expulsion from the University for a period ranging from six months to four years (art. 6). According to the same disciplinary regime, less serious offenses in relation to exams or other assessment activities include: copying or assisting in the copy of answers or the assessed activity, underestimating or exaggerating a contribution to collective academic works or activities, and plagiarism, copying or misquoting in documents with non-relevant proportions, and in general breaches of intellectual property, as well as the unauthorized and misquoted partial reuse of works, and the suppression or modification of pertinent data (art. 4). Sanctions for such less serious offenses include the loss of the right to be assessed in all or part of the courses enrolled by the student, in all the enrolment calls of the academic year, loss of the right to be assessed in the regular call of one or more courses, as well as the total or partial loss, permanently or temporarily, of grants or other benefits granted by the University (art. 7).

In the Master in European and Global Law, blatant cases of plagiarism in coursework or exams of any course will automatically entail the failure and the impossibility of a re-take chance, notwithstanding the adoption of additional sanctions by the programme Coordination. Similar measures will apply in relation to the master's thesis.

11. Term and conditions for final submission

According to the academic schedule, the Master's Thesis must be submitted before **June 16th 2023**.

To formally submit the Master's Thesis within the due period, students will upload an electronic version of the thesis (in .doc or .pdf format) on the UPF platform provided for this purpose. Likewise, the Tutorial Form shall be submitted at the Administrative Office of the UCA-Law or a scanned version of it may be sent via e-mail to megl.dret@upf.edu.

After the submission of the Master's Thesis, and until the date of its evaluation, a printed copy will be available in the Administrative Office of the UCA-Law for public consultation.

12. Assessment Committee

With the prior authorisation of the supervisor, the Master's Thesis will be graded by a three-members Assessment Committee composed of three Faculty members from the Law Department holding a doctoral degree, one of whom may be the supervisor.

The Master's programme coordinator shall appoint the members of each Assessment Committee among the teaching staff of the Master's programme. If needed, other members of the Faculty may be requested to participate in the Assessment Committees.

Exceptionally, scholars who belong not to the UPF Law Department may be members of the Committees, provided they hold a doctoral degree.

The members of the Assessment Committee shall appoint through mutual agreement the Chairperson of the Committee and the sequence of interventions.

13. Assessment procedure and public defence of the Master's Thesis

In the final grade of the Master's Thesis, **50%** of the mark will result from the supervisor's assessment, and the remaining **50%** of the mark will result from the average mark awarded by three members of the Assessment Committee after the public defence of the Master's Thesis by the student. Should the supervisor be part of the Assessment Committee, his/her grade shall not be used in the calculation of this 50%.

The public defence shall take place **between June 26th-30th, 2023**, once the supervisor has authorised it, and so informed the Master's programme coordinator.

The viva will have a maximum duration of **25 minutes**. Students will have 10 minutes to make a short presentation of their Master's Thesis, including the overall approach of the research and the main results -the use of relevant audio-visual support is allowed. After this presentation the Assessment Committee will make observations for 10 minutes. Finally, the candidate may respond to these comments for 5 minutes at most.

Should justified reasons compel the public defence to take place in remote mode, it will be held **synchronously though videoconferencing**, with the same duration and procedure of the face-to-face event, as planned in section 13 above. Due to the public

nature of this event, attendance may be requested through a videoconference link that shall be provided in advance. Attendants shall be allowed to connect to the session, but without enabling video nor audio, and with no chat participation.

As a result of the viva, the Assessment Committee shall grade the Master's Thesis from 0 to 10 on a **Grade Certificate**. Each member of the Assessment Committee shall present the motivations for the awarded mark in an **Assessment Report**, which will contain relevant comments about methodological, material and formal aspects.

Both the mark of the supervisor and the mark of the Assessment Committee shall be 5 or over to pass. Granting a mark of 9 or above shall be interpreted as an indication that the Master's Thesis qualifies for publication, once it takes into consideration the recommendations of the Assessment Committee in the Assessment Report.

14. Re-submission and extraordinary assessment

If a submitted Master's Thesis falls short of the minimum required standards according to the supervisor's assessment, or according to the assessment of the Assessment Committee, the Master's programme coordinator shall be informed of such decision. Following the indications of the supervisor and/or the Assessment Committee, the Master's Thesis will be improved or revised for re-submission. An exceptional term for re-submission shall be established.

According to the 2022-2023 academic schedule, the improved or revised version of the Master's Thesis shall be re-submitted by the **July 7th, 2023**. As in the regular assessment procedure, in the overall assessment of these Master's Thesis, 50% of the mark will result from the supervisor's assessment, and the remaining 50% of the mark will consist of the average mark of the grades awarded by each of the three members of the Assessment Committee in the Grade Certificate. The final grade of the Master's Thesis will receive **in no case a grade of 9.0 or higher**.

15. Assessment period and grade submission

The Chairperson of the Assessment Committee will submit the Grade Certificate, as well as the Assessment Report, to megl.dret@upf.edu by **July 14th, 2023**. The Administrative Office of the UCA-Law will inform students of their marks.