

FINAL MASTER RESEARCH WORK SUBMISSION AND DEFENCE. GRANT OF THE ERASMUS MUNDUS MASTER OFFICIAL DEGREE

Objectives of the writing of the final master research work

The writing of a final research work of the master as the final academic component of the curricular design of the Erasmus Mundus Program MUNDUSFOR, has the following objectives:

1. Helping the students to appreciate and evaluate the difficulties, weakness and strength of their work as a guide to orient their research.
2. Making evident their capacity to develop a research work about the professional practice, stating the problem, finding theoretical references, methodological rigor, data analysis, problem solution and the writing of conclusions related to the initial problem.
3. Guiding the writing of a research project and submit it in written form on due time.
4. Submitting, presenting and defending the work to the jury in a public act.

Outline of the final master research work presentation

This is a general illustrative out line of the final report

1. Title
 2. Authors and Directors
 3. Abstract
 4. Key words
 5. Structure or body
 - 5.1. Theoretical foundation. Literature Review
 - 5.2. Research methodology
 - 5.3. Results and discussions
 6. Bibliographic references
 7. Annex
- Extension: between 60 y 90 pages excluding the annexes and bibliographic references

CRITERIA OF EVALUATION TO BE TAKEN INTO ACCOUNT BY THE JURY

Writing and adequacy to the formal presentation requirements

- a) Fulfilment of the formal requirements
 - Fonts: Times New Roman.
 - Font size: 12.
 - Spacing: 1, 5.
 - Extension: between 60 y 90 pages excluding the annexes and bibliographic references.
- b. Clarity and legibility.
- c. Figures, Graphics and tables (adequacy , sufficiency and clarity)
- d. Take care of Layout and printing
- e. Adequacy and appropriateness of the title
- f. Adequacy of the Abstract(according to the format IMRYD)
 - Outline: Introduction, Methods, Results and Discussion
 - Introduction – What is the research problem? Why is it studied?
 - Methods – How did you develop the research work? Which methods did you use?

- Results – What did you find out?
- Discussion – What do your findings mean?
-
- Formal requirements:
 - Fonts: Times New Roman.
 - Font size: 12.
 - Spacing: Simple
 - Extension: around 400-500 words
- Translated to a third official language of the program different from those selected from the written report and the oral presentation.
- g. Adequacy of the key words (e.g. thesaurus, ERIC)

Scientific and Technical Aspects of the Work

Theoretical foundation:

- a. Argumentation and relevance of the research problem. Backgrounds
- b. Clarity in the definition of the research problem, objectives, and the hypothesis, in case.
- c. Conceptual founding and theoretical framework. State of the art.

Methodology:

- d. Work design and development.
- e. Participants (it depends on its nature; for example, population and sample).
- f. Data collection techniques and methods.
- g. Data analysis methods and procedures.
- h. Adequacy and methodological rigor.

Results:

- i. Results (presentation, discussion and analysis).
- j. Conclusions (meet the research problem and the objectives; relevance; sufficiency).
- k. Limitations.
- l. Prospective.

Other relevant aspects:

- m. Use of a comparative and articulated perspective of the practicum experience. Reflexion on the professional practice.
- n. State of the art revision (if applicable).
 - Take care of the treatment of the author phrases.
 - Use of APA normative for the presentation of the bibliographic references.
- o. Innovation and creativity in the work approach, the experience development and the use of data collecting instruments and data analysis.
- p. Relevance of the work for the educational scientific community, education professionals and trainers of education professionals.
- q. Fulfil of all the ethics norms of intellectual responsibility and ethics of educational research.
- r. Coherence between the different elements along the work development.

Presentation and Defence of the Work

- a. Quality and coherence of the oral presentation speech in one of the consortium official language different from the one used in the written report and in the abstract.
- b. Use and master of the technological means for the presentation.
- c. Adequacy to the time limits established for the oral presentation (maximum 25 minutes).
- d. Amount of time established for jury question (maximum 20 minutes).

The Procedure for the Delivery and Deposit of the Final Thesis Master

There will be sent three hard copies, (signed by the student and the directors) and an electronic copy by E-mail to the Technical Office Mundusfor in Granada the address is:

Oficina Mundusfor
A/A D. Manuel Fernández Cruz
Facultad de Ciencias de la Educación
Campus Universitario de Cartuja, s/n.
18071 Granada
E-mail: mundusfor@ugr.es

A hard copy version and an electronic copy will be made public during 15 natural days at the University Department responsible of the program and also at the on-line Mundusfor Platform.

During this public exposition period, all the doctorates and the students with an Official University Master Degree who have defended their papers can make the observations they consider appropriate, about the research work thesis content to the Master Coordination.

The Pedagogical Committee, after revising the received documentation, will authorize or not the final thesis Master defence. In case of the **non authorization** of the work defence, the pedagogic committee must communicate in written form the reasons of its decision to the student, the directors, and to the responsible university department of the postgraduate program.

The Final Master Thesis Directors' Report

The responsible directors of each student research work will present a written report **without** a grade proposal; the jury members of the work will consider it. This report will be sent to the technical office of Mundusfor before the work defence. The report will be filed together with the research work report presented.

Composition of the Jury

The General Coordinator of the Master will communicate the academic authorities of the University the place where the presentation and works defence acts will be organized, and also the proposal of the Master Management Committee about the possible members of the jury. The proposal will include at least six members, professionals with a PhD degree, from these, three members will act as main members of the jury. Two of them must be professors of the program MUNDUFOR, in any Consortium University. The third jury member must be a specialists of the scientific field of education of professionals of education, he/ she doesn't have to be a professor of the program although must preferably belong to a University of the Consortium. The academic authorities will designate a President and a Secretary who will sign the act.

The financing of the meeting expenses and the jury work corresponds to Mundusfor Consortium.

Final Grade and Evaluation Act of the Final Master Thesis

The Evaluation Act of the Final Thesis Master should include:

1. Personal and academic information of the research work directors and students.
2. Grades must correspond to the model agreed by the Mundusfor Consortium: A, B, C, D, E, F. these global grades will be calculated from the following percentages: (a) Writing and adequacy to the formal requirements of presentation: 10%; (b) theoretical foundation: 20%; (c) Methodology: 20%; (d) Results: 20%; (e) Presentation and defence of the work: 30%.
3. In case of an F evaluation (failed), the jury will make a special report explaining the necessary improvement proposal. The work can be defended in the next call established by the Consortium.

The forms for the commission proposal, the evaluation report and the act are available in the following link: www.ugr.es/local/docto/departamento.htm.

Official Master Degree Awarding Process

In order to start the Official Degree awarding process all the grades of the students must be recorded in their academic file, total completion of their studies is compulsory and grades must be recorded at University of Granada database.

Graduate students will ask for their official master degree certificate in Education of Professionals in Education MUNDUSFOR to the postgraduate school of the University of Granada General Coordination, (<http://escuelapostgrado.ugr.es/>) by e-mail. A copy of this email must be sent to Mundusfor technical office (mundusfor@ugr.es). The student will be given instructions in order to manage the application process on-line by the postgraduate school, after that they will receive a payment form to be filled in so as to complete the process. All the management will be on-line.

Once the corresponding fees payment is done, the student can ask for the awarding of a provisional legal certification meanwhile the official certificate is granted. This provisional certificate will include all the necessary information that will appear in the official certificate. Students can get this document at the University of Granada or ask to send it by mail to their corresponding embassy indicated by the student.

The students can also ask to the University of Granada for the European Diploma Supplement that indicates the studied credits, the acquired competences, and the mobility path within the Mundusfor Master Program. This petition done on-line must be followed by the corresponding fees payment.

The University of Granada will ask the Spanish Education Ministry the awarding of the Joint Master Degree from the five Consortium universities. The Ministry will award the degree according of the subscribed Mundusfor Consortium Agreement. Therefore, the degree will be delivered as: Joint Degree from the Five Universities of the Consortium and it will be authenticated by the University of Granada Chancellor on behalf of the five chancellors involved. The studied specialization will appear in the certificate. The awarding of this official degree certificate, valid in all the European territory, will take approximately about 18 months. The certificate can be collected at the University of Granada or at the embassies indicated by the student.

The Education Ministries of Portugal, Norway and France can also authenticate the degree certificate validity if requested by the student, and also of all the students who have carried out their mobility path in one of these countries. Each Ministry has specific administrative procedures for making this authentication (official note to the back of the document). The Academic Coordinators will facilitate the student the relative information about the administrative process of the authentication in each member state.

In addition the students can ask for the Apostille of The Hague Convention for their degree certificate.