

METHODOLOGICAL GUIDE FOR THE MASTER'S DEGREE FINAL PROJECT

Master Microfinances,
Human Rights and Development Cooperation

University of Cádiz



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1. PRESENTATION

Once the theoretical training period has been concluded and positively evaluated, the students of the Master's Degree must prepare and defend in presence of an Evaluation Committee, the **Master's Degree Final Project (MFP)** as an essential requirement for obtaining the Master's Degree.

The Master's Degree Teachings are aimed at advanced professional preparation, aimed at the academic and professional specialization of the students, which is why the Master's Degree Final Project must be oriented to the evaluation of the professional, general and specific competences associated with the degree.

The development and defense of the MFP will serve as a synthesis tool for the set of competencies developed in the Master along the different training modules.

Next, the tutors with whom the student can do their work Master's Degree are related:

— **Microfinances:** : Jaime Durán Navarro

— **International Law:** Rosario Carmona Luque, Gloria Fernández Arribas

— **Development cooperation:** Mercedes Díaz Rodríguez, Esther Puertas
Cristóbal

2. CALENDAR AND INTEREST DATES (MFP)

There will be two MFP calls:

The first, in February 2020

The second, in July 2020

For the evaluation of the MFP, an Evaluation Commission will be established for each call.

3. CHOICE OF ACADEMIC TUTOR OR MFP ACADEMIC TUTOR

The student will perform the MFP under the supervision of a teacher linked to the Master. Exceptionally, the direction of the Master may authorize an MFP to be directed by more than one teacher.

Students may choose the MFP tutor from among the teachers integrated in the previously established lines of research. Depending on their preferences, students will opt for a call and a thematic line of the aforementioned.

During the period of classroom teaching, students must communicate with teachers and agree on the issue of the MFP. If at the end of this period the student does not have a tutor and work topic yet, they must immediately request the assignment of a tutor to the Academic Committee of the Master (master.microfinanzas@uca.es).

It is not recommended to accept more than 6 projects per teacher for supervision.

4. GENERAL GUIDELINES ON MFF

In general, the MFP will use the regulations in force at the University of Cádiz regarding the regulations and agreements on the Master's Thesis. However, we can indicate the following general guidelines and essential requirements:

- It must be an original research project that involves developing the knowledge, skills and competences acquired in the training modules of the Master. **In no case may work previously submitted for other instances be presented, which would mean immediate disqualification.**

- The MFP must be prepared individually by each student, it can be presented and evaluated as long as the 60 ECTS credits corresponding to the teaching period have been exceeded.
- The total number of credits equivalent to the MFP are 15 ECTS credits.

5. GENERAL MFP PRESENTATION RULES

- The Master Thesis will have a minimum EXTENSION of 50 pages and a maximum of 125 pages (annexes excluded).
- The body of the work must be presented in DIN-A4 at 1'5 space and on two sides, Times New Roman font, size 12 (10 for footnotes) and with global margins of 2.5 cm, as this document is conceived.
- Those works that do not meet the formal requirements and the presentation rules indicated in this Guide will not be accepted for their defense.
- The delivery address of the MFPs will be: master.microfinanzas@uca.es. The subject must contain the student's name and the phrase "Sending the Master's Degree Final Project".
- The shipment must be made within the delivery time of the document.

6. Master's Degree Final Project STRUCTURE

1.- Cover. In the upper part should appear «University of Cádiz -. Master in Microfinance, Human Rights and Development Cooperation »with the University logo. In the center, the project title. At the bottom, the name of the author, name of the tutor of the work and year of presentation.

. 2.- First page or cover. The same data as on the cover.

3.- Index of contents with the titles of chapters and sections, with the corresponding pages. It must also include the conclusions, the annexes and the bibliography.

4.- Introduction. It may include, among other contents:

- Approach to the topic and its limits, specifying the terms of the title to avoid confusion.
- Reasons and objectives of the investigation. Justification for the choice of topic.
- Starting point and state of the matter when addressing it.
- Hypothesis approach, work problems (which will be treated in depth in Development), the methodology used and its justification.

In summary, the function of the introduction must be to specify the state of the matter and our working hypotheses, as well as the problems of the period and, in short, prepare and 'introduce' the reader to the subject of the investigation, sensitizing and provoking it your curiosity

5.- Body of work. It is the main body of the text and should be divided into chapters and subchapters. Its structure and content may vary, depending on the subject (and always prevailing the criteria of the academic tutor). It can address the following aspects:

- Detailed exposition of the topic. Rigorous approach with solid argumentation, with precise examples of support, with the necessary references and illustrations.
- Detailed notes and always using the most appropriate citation systems (see section "Citation rules").
- The solution to the problems presented in the Introduction must be found and the hypotheses confirmed or denied, always reserving the most important arguments for the end and respecting a progression in the discussion.

- The structure and disposition of the development must be very studied. Its planning must be logical and coherent and the various chapters must be well interconnected.

6.- Conclusions. It is the final synthesis, evaluation of the degree where the hypotheses were tested. Like the Introduction, this part must be particularly careful, exposed with logic and very thoughtful. The conclusions set forth and summarize the results obtained and the verification of the silver objectives in the Introduction. In certain cases, it records the gaps to be filled (due to lack of information, inaccessible or incomplete, never due to lack of time) and the issues and details that should have been resolved. The conclusions are a precise and clear synthesis of the research results and may include: bridge with the introduction; solution to the problems / objectives set; confirmation or denial of previous hypotheses.

- **7.- Appendices and annexes.** They allow to avoid long quotes inserted in the text or in the notes. For example, in historiographic works it is highly advisable to publish in annex all the raw data (which allows other specialists to appreciate the procedures for processing the data chosen by the author). In many cases, the text is accompanied by illustrations, curves, graphics, maps, etc. They can be inserted in the body of the work or included at the end. Such elements must appear justified by logical needs of the work, and not be introduced as mere "ornaments." In short, a well-built project should have:

- Appendices (Documents, texts, various formulas (metric, prosodic), statistics).
- Glossaries (they are intended to explain, define and comment on words of unusual use, particular scientific expressions, meanings and / or the meaning of terms and expressions of a particular place).
- Tables and tables.

8.- Sources, bibliographic references and bibliography. It consists of the list of sources and bibliographic references and bibliography used to carry out the work, always ordered according to the citation standard used. Bibliographic

references must comply with one of the international acceptance systems (see section on "Citation rules)

7. CITATION RULES

IT IS INFORMED AND WARNED EXPRESSLY THAT THE DETECTION OF PLAGIOUS HIGHER THAN 20% WILL BE SANCTIONED WITH THE SUSPENSION OF THE MASTER'S DEGREE FINAL PROJECT.

In case of doubt, it is recommended to consult and / or read the following resources and documents:

- Turnitin, anti-plagiarism program.

- Compilatio antiplag program guide:
<https://www.youtube.com/watch?v=fphhhwk2Ejk>

- COMAS, Rubén and SUREDA, Jaume, «Academic Cyber-Plagiarism. An approach to the state of knowledge », TEXTOS de la CiberSociedad Magazine, 10 (2007). Available at: <http://www.suite101.net/content/plagio-estudiantil-a8381>

- NÚÑEZ, Miguel Ángel, «Academic plagiarism. The "copy and paste" generation ». Education and formation. Available in: <http://www.suite101.net/content/plagio-estudiantil-a8381>

- «Plagiarism in the Digital Age: Voices from the Front Lines: What's Happening in High Schools Now?». <<http://goo.gl/4sD0zP>> [Consulted el 10/11/2015].

It is **essential** to cite the sources from which the information starts. Students can quote textually in their MFP, always using an appropriate citation system. In this sense, you can choose the citation system that is considered most convenient, being able to choose between Vancouver or APA, but always and in any case you must use it correctly, coherently and uniformly in all work. It will be **essential** to include a bibliography at the end of the text, even if the system of NOTES ON THE FOOT OF PAGE is used in the body of the work.

8. DEFENSA PÚBLICA DEL MFP

- The Academic Tutor or the Academic Tutor of each MFP will send to the Evaluation Committee - in .PDF format and at least 48 hours before the public presentation - a **brief reasoned report**, but without qualifying the work with a numerical note, in the expressly state your authorization for public defense.
- If the MFP is not accompanied by the mandatory report of the Academic Tutor or the Academic Tutor or the report is not positive, the work cannot be defended publicly.
- The defense of the MFP will be carried out by the students in a **private and virtual** way, using the **AGORA platform** available at the UCA (<https://agora.uca.es/index-uca.html>).
- The student will have to present in a maximum time of **15 minutes** the objectives, methodology, content and conclusions of their MFP, answering after the questions, comments and suggestions that the members of the Evaluation Committee could ask.
- The Evaluation Commission will consist of **THREE professors and / or teachers of the master. A President, a Member and a Secretary will be appointed. Furthermore**, three alternates will be appointed.
- After the presentation, the Evaluation Commission will deliberate on the qualification of the exposed MFPs. The qualification will be carried out taking into account the adequacy of the **presentation rules** established in this guide and the following evaluation criteria:
 - o **The scientific value** of the work done (80%).
 - o The process of **presentation and presentation** of the results obtained (20%).

- Likewise, the Evaluation Committee will take into account **the report** issued by the Academic Tutor or the MFP Academic Tutor.
- The qualification will be **granted** based on the following numerical scale from 0 to 10, with the expression of a decimal, to which its corresponding qualitative qualification will have to be added: 0 - 4.9: Fail; 5.0 - 6.9: Pass; 7.0 - 8.9: Remarkable; 9.0 - 10: Excellent/Outstanding.
- The mention of "With honours/ Distinction" may be awarded to students who have obtained a grade equal to or greater than 9.0. Their number may not exceed 5% of the MFP enrolled in the corresponding academic year.
- When the final grade is **Fail**, it is advisable that the Evaluation Committee send the student, orally or in writing, and his / her tutor, the **recommendations** that are considered appropriate so the MFP can improve and be presented in the next call.
- The general and specific competences of the Master will be taken as reference criteria for the evaluation. The learning results related to such **competencies** must be explicitly shown in the MFP report presented in the oral presentation of the Master's final project.
- Specifically, the qualification of each student will be obtained from: the quality and academic-professional rigor of the work presented. Among the general **criteria for the evaluation** of students will highlight: the **quality of the work** done; its innovative character; the scientific rigor; the correct use of sources; your communication skills; and as much evidence as possible of the contribution of the knowledge acquired in the Master's subjects to the development of the professional competences of the MFP.
- The **revision** of the final qualifications of the MFPs will be carried out in accordance with the provisions of the Evaluation Regulation of the University of Cádiz.
- In view of the qualifications obtained, the Academic Commission of the Master may propose the digital publication (with ISBN) of the best works in the **institutional repositories** of the participating universities, with the prior authorization of their authors.

GENERALS

- That students are able to integrate knowledge and face the complexity of making judgments based on information that, being incomplete or limited, includes reflections on the social and ethical responsibilities linked to the application of their knowledge and judgments.
- That the students know how to communicate their conclusions - and the optimal knowledge and reasons that support them - to specialized and non-specialized audiences in a clear and unambiguous way.
- From a strategic reasoning, set objectives and prioritize them according to professional criteria, and be able to evaluate the processes and results.
 - Acquire the capacity for critical judgment that allows it to tend towards improvement and innovation in processes and results, with the goal of achieving excellence.

DISCIPLINARY (knowledge)

- Recognize the different stages of a research work and the most appropriate actions to carry out each of them.
- Learn to make bibliographic reviews with an adequate management of the databases (available in the Library of the University of Cádiz), identify and select the most relevant and appropriate scientific articles and express their content relating competently to the central argument of the MFP
- Manage bibliographic managers that facilitate the classification and ordering of selected scientific articles.

PROFESIONALS (to know how)

- Define, limit and develop relevant research topics through appropriate and updated methodologies.

- Develop a positive attitude for interdisciplinary work applied to research, management, interpretation and teaching of the contents taught in the master's degree together with a solid ability to transfer the results of the same according to the intention, audience and the situation.

- Interpret documents and research results correctly in other languages

- Make oral and written presentations with scientific rigor.

- Use the different resources offered by mass media and new technologies for access and treatment of information related to the master.

Last review: September 2019