

MASTER'S THESIS HANDBOOK

The guidelines for the elaboration of the Master's Thesis in Nationalism Studies are developed in accordance with the Royal Decree 822/2021, of September 28th, which establishes that Master's programmes will conclude with the public defence (viva) of the Master's Thesis. The guidelines also comply with the Regulations for the preparation and viva of the Master's Thesis (BOUC of July 27th, 2016) of the Complutense University, which establish general criteria that are complemented by each master's programme specific ones.

ARTICLE 1. GENERAL CHARACTERISTICS OF THE MASTER'S THESIS

The Master's Thesis must be an individual and original research work that demonstrates the capabilities and skills acquired in the programme.

According to the general regulations, this work must be conceived and designed so that the total time dedicated by the student corresponds to the number of ECTS credits assigned in the curriculum, taking into account a student dedication of 25 hours per credit. In this case, the Master's Thesis is a subject with 12 credits assigned, equivalent to 300 hours of student work.

ARTICLE 2. GENERAL CHARACTERISTICS OF THE RESEARCH PROJECT

Throughout the subject "Research and Academic Writing Workshop" students will progressively shape a research project.

This project must be approved by the Master's Academic Coordination Committee. The final approval or revision of the project will be communicated to students within ten days after its submission.

The research project proposed by the student must include the following sections:

1. Definition of the topic and research problem: In this section, the research topic should be formulated in terms of a main question and complementary questions.

2. State of the art: This section presents a preliminary analysis of the state of the art on the research topic. It will show that the student is aware of the latest and most relevant literature.
3. Theoretical perspective/research approach: In this section, the chosen theoretical perspective to address the research problem should be explained.
4. Objectives and hypotheses: This section will outline the dissertation goals as well as the research hypotheses.
5. Research methodology: This section will outline the methodological approach that will be followed in the research. It is recommended that, whenever possible, the investigations consider comparative perspectives in approaching the studied phenomena.
6. Chapter plan: In this section, an initial proposal for structuring the thesis by chapters will be presented, along with a summary of the content of each chapter.
7. Timeline: This section will present the timeline that will allow for the development and monitoring of the thesis research, distributed by months and weeks.
8. Bibliography: The bibliography located for the development of the thesis research will be presented here.
9. Non-binding proposal for a tutor: The student may propose up to three lecturers from the Master's programme as possible supervisors for their research. This proposal is not binding for the final assignment of supervisor.

ARTICLE 3. ASSIGNMENT AND WORK WITH THE TUTOR

Once the project is approved, the Master's Academic Coordination Committee will assign each student a supervisor with experience in topics related to the project. Students' proposals of supervisors will be taken into account whenever possible. Master's programme lecturers can supervise a maximum of two theses per academic year. Other non-teaching lecturers in the Master's programme can be appointed as co-directors by the same committee if they demonstrate expertise in related areas and hold a Doctorate degree.

To monitor the research, the student and the supervisor will follow the guidelines in the Tutoring Acceptance document (ANNEX I). The final draft of the dissertation must be

submitted to the tutor at least 20 days before the scheduled date for the final submission of the thesis.

As a prerequisite for the defence of the thesis, the tutor must fill out a report endorsing the Master's Final Project (without suggesting a grade) (ANNEX II), which will be sent to the Academic Committee on the date set for the submission of the Master's Final Projects.

ARTICLE 4. STYLE AND FORMATTING GUIDELINES

The Master's Thesis must adhere to the following style and formatting guidelines:

1. The length of the dissertation should be between 10,000 and 12,000 words, excluding annexes and appendices.
2. The paper format should be A4, with margins of 2.5 cm on all sides.
3. The font type used should be Times New Roman or Arial, with a font size of 12.
4. A line spacing of 1.5 should be used throughout the document.
5. The recommended sections to include are: a) Acknowledgments b) Abstract (10 to 15 lines) c) Keywords (4 to 5) d) Table of contents e) Bibliography f) List of acronyms (if necessary) g) Tables, figures, graphs, maps, and annexes (if necessary)
6. The title page should contain the following information:
 - UNIVERSIDAD COMPLUTENSE DE MADRID
 - MASTER IN NATIONALISM STUDIES AND NATIONAL IDENTITIES
 - TITLE OF THE THESIS
 - MASTER'S THESIS
 - CANDIDATE'S NAME
 - THESIS SUPERVISOR'S NAME
 - DATE
7. A single citation system should be used throughout the document. The final bibliography of the thesis should include all the citations and references used in the text. It is recommended to review the "How to Cite" section of the UCM Library and the following link: <http://www.ci2.es/objetos-de-aprendizaje/elaborando-referencias-bibliograficas>
8. If audiovisual material is used, the relevant data should be included in a digital format as an annex.

ARTICLE 5. PRESENTATION AND DEFENCE OF THE TFM

As stated in the general regulations of UCM, the dates for the presentation and defence of the dissertation will be made available by the Secretariat of the Centre and on the Master's website. These dates will be approved by the Master's Commission of the Faculty of Political Science and Sociology.

The TFM must be submitted to the Master's Coordinator. Students following the in-person programme should provide 4 printed copies on paper and a digital file in PDF format identical to the printed content on the specified date. Students in the virtual programme should submit their copy electronically in PDF format.

According to the general guidelines of UCM, the announcement for the public defence of the TFM will be made by the Master's coordination and should be announced at least fifteen days in advance. There will be two ordinary calls per academic year for the TFM defence of the master's dissertation, on dates determined by the university.

The examination panels will consist of three members, all of whom are lecturers of the Master's programme. The examination panels will have the following functions:

- Scientific discussion of the dissertation based on the evaluation criteria set by the Academic Coordination Committee.
- Preparation of a report with the grades of the students.
- Preparation of a brief written justification of the formal grade for each dissertation.

ARTICLE 6. PLAGIARISM AND ABUSIVE USE OF SOURCES OR AI

Any plagiarism (partial or total), abusive use of sources or artificial intelligence, is considered a serious offense according to Article 11 of the Law 3/2022, of February 24, on university coexistence (BOE of February 25, 2022). It will result in automatic failure of the subject, without prejudice to the general sanctions applicable for serious offenses (Article 14.3): A) Expulsion from the university where the offense was committed for a period of two months to three years. The expulsion sanction must remain on the academic record until its completion. B) Loss of partial enrolment rights for one academic year or semester.

All students have to sign the Declaration of Non-Plagiarism (ANNEX III), which must be inserted on the first page of all dissertations.

ARTICLE 7. DISSEMINATION, PUBLICATION AND AWARDS

According to the General Guidelines of UCM, all dissertations (with a mark of 5 or higher) can be published through the UCM e-prints.

The Best Master's Dissertation Award is granted on a yearly basis by the Faculty of Political Science and Sociology. The Academic Coordination Committee of the Master in Nationalism Studies programme will select the best two theses defended and will submit them for the Faculty's Best Master's Dissertation Award. To be submitted for the award, theses would have received a mark of 9 or above. These selected dissertations, along with two printed copies and an electronic copy, must be submitted to the Faculty's Evaluation Committee before October 15th. The Evaluation Committee will be responsible for judging the works and granting the awards. The awarded thesis will receive an official diploma and will be published electronically on the Faculty's website, explicitly mentioning the received award, under the ISSN of the "Research Papers of the Faculty of Political Science and Sociology" collection (Master's Theses series).

ARTICLE 8. REVIEW AND APPEAL OF THE THESIS

As indicated in the general regulations of UCM, master's theses are considered as regular courses, and therefore, students have the right to request a review of their grade, which will be addressed by the evaluating tribunal. The deadline to request such a review will be four business days from the publication of the grades.

In case of disagreement with the outcome of the review, a new appeal can be filed within a period of ten business days. The appeal should be formalized by submitting a written document to the UCM Registry, addressed to the Dean of the Faculty, who will forward the appeal to the Academic Coordination Committee of the Master's programme.

Once the parties involved, including the evaluation committee and the student, have been heard, the Academic Coordination Committee of the Master's programme will issue a written resolution regarding the appeal, within a maximum period of fifteen business days from the receipt of the appeal.

Against this resolution, a new appeal can be filed within a period of one month. In this final appeal, the appellant will present her/his case to the UCM vice-chancellor.

ANNEX 1: ACCEPTANCE OF MASTER'S THESIS SUPERVISION

To the attention of the Master's Coordinator:

Mr./Ms. _____
Lecturer of the Faculty of _____ **at**
the Complutense University of Madrid, ACCEPTS to supervise the Master's Thesis
titled:

To be carried out by the student:
enrolled during the academic year 20__/20__ in the subject of Master's Thesis.

Throughout the development of the Master's Thesis, the participants assume the following commitments:

On the part of the student:

Carry out the activities and tasks corresponding to the thesis.

Attend the scheduled tutorials adequately prepared.

Submit, at least, two papers of the material produced: halfway through the thesis period and at least ten days before the final submission of the thesis.

On the part of the supervisor:

Advise, guide and supervise the student during the completion of their thesis, through at least 3 face-to-face or on-line tutorials.

Review the material submitted by the student, providing timely feedback and responding with sufficient time for the suggested corrections to be made.

Complete and submit to the Master's Coordinator the Tutor's Evaluation Report when the student submits the final thesis for evaluation and public defence.

Date:

Signature of the supervisor

Signature of the student

Approved by the Master's Coordinator

ANNEX 2: SUPERVISOR'S REPORT

Student's name:

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Supervisor:

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Thesis title:

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Acceptance of tutoring document signed: yes / no

STUDENT'S ATTITUDE AND WORK	Never demonstrated	Barely demonstrated	At times demonstrated	Often demonstrated	Always demonstrated
Interest/Initiative					
Attendance to tutorials					
Dedication					
Use of methodology					
Ability for synthesis					
Research and handling of bibliography					
Timely submissions					
Structuring					
Writing skills					

Notable contributions (related to the work, student's own):

Other relevant considerations:

Madrid, on the of 20...

Supervisor's signature

ANNEX 3. PLAGIARISM STATEMENT

Mr./Ms. _____
with ID No. _____, a student of the Master's program at the Faculty of
_____ of the Universidad Complutense in the
academic year 20 ____-20____, as the author of the master's thesis titled

submitted for the attainment of the corresponding degree, under the guidance of the following tutor/s:

I DECLARE THAT: The master's thesis I am submitting is my original work. I do not copy or use ideas, formulations, direct quotes, or illustrations from any work, article, report, or document (in printed or electronic form) without clearly and strictly acknowledging their source, both in the body of the text and in the bibliography. Furthermore, I declare that the data presented is truthful and that I have not used unauthorized information from any written source belonging to another person or from artificial intelligence.

Similarly, I am fully aware that failing to comply with these requirements may result in academic and other penalties.

In Madrid, on the _____ day of _____, 20____

Signature:

(This STATEMENT must be included in all master's theses)