

PROGRAMME REGULATIONS

Master of Research (M.Res)

in Management Sciences

2023-24 Academic year

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The Master of Research in Management Research Rules and Regulations is the academic contract between M.Res students, Programme Management and faculty to specify the valid stipulations for the programme in terms of its requirements, structure, optional components, bodies of representation and decision making.

Agreement of Understanding

By signing these Internal Regulations, students declare that they have read them and that they commit to abide by all that contained herein upon enrolling.

In addition, by signing this document, students hereby cede their rights of personal portrayal whenever recording their images is required for teaching purposes.

Any change to these Programme Regulations has to be approved by the Academic Board and shall take effect when publicly announced and shall be added to subsequent versions of this text.

The Esade Code of Conduct

The ESADE's general Code of Conduct is a statement of the principles and values that inspire and guide the conduct of ESADE as an academic institution. The Code also provides a guiding framework for the behaviour of everyone in the ESADE community. The Code of Conduct can be found in the Esade webpage and in the Moodle of MRes introductory week.

The MRes and PhD Academic Commission, at its discretion, withdraw a student from the M.Res Programme for a violation of the programme rules, for engaging in conduct that violates ESADE's Code of Conduct, or any other conduct that could bring the Programme into disrepute. Such a decision will be final and the student will be responsible for any costs associated with a mandated withdrawal.

1. DEGREE AND GRADUATION REQUIREMENTS

Students enrolled and who successfully complete the M.Res Programme at Esade will earn an official Master of Research in Management Science, awarded by the ESADE Business School, University of Ramon Llull and issued by the Spanish Government.

Being an official degree has validity throughout the national territory and, worldwide as long as you comply with the corresponding procedures established by the respective governments where you want to use it. The degree is listed as official master in the Boletín Oficial del Estado (BOE) num. 142, June 14, 2007, p. 25944. 3.

The official qualification conferred will be: **Máster Universitario en Investigación en Ciencias de la Gestión por la Universidad Ramon Llull.**

The requirements to earn the degree in question include successfully completing all credits according to the curriculum, including obligatory as well as optional subjects, and a final master project.

Students must have completed all the required 60 ECTS of their M.Res Programme to graduate.

This includes passing with a grade of 5.0 or above all of the following:

- All Core courses
- Elective Courses, and
- The Master Thesis and defense.

It is the responsibility of the student to make sure he/she fulfils all requirements for graduation.

Once students have met all the requirements to graduate, they will be able to apply for their degrees by means of the E-Office portal. They will receive a receipt upon presenting their application. This receipt will serve as accreditation of their degrees until they receive the physical copies. This entire process typically takes 3 to 4 years.

Any students failing to complete the requirements of the M.Res will be allowed to request completion of missing credits (including the final master project) up to no more than five years after the graduation date for their class, should a relevant course be available in the curriculum.

In these cases, students will be charged accordingly for any additional examinations needed for completion of the M.Res and/or any courses that need to be attended for completion of the M.Res.

2. GENERAL PROGRAMME TRAITS

2.1 Accommodation for disabilities

In line with the ESADE Community Statement of Values, the Programme fosters diversity and an inclusive environment to everyone regardless of any differences within the student body.

Students with any type of disability (physiological, functional or psychological) are encouraged to inform their respective Programme Manager in order to ensure that any specific assistance or reasonable accommodation can be provided throughout the programme. The student will be asked to provide a medical report that will be filed within the personal academic dossier. The information will be treated internally and confidentially.

Please refer to Student Counselling information regarding special accommodations and deadlines (ECampus).

2.2 Enrolment

While students are registered automatically to Core Courses and the Master Thesis, they have to apply to Elective courses.

Information related to the enrolment procedures for Elective courses and Master Thesis deadlines are advertised during the first term.

2.3 Course cancellations

A course can be cancelled in the following cases:

- Due to force majeure (unforeseen circumstances) such as illness of the professor.
- Less participants enrolled than required and specified in the Registration manual.

2.4 Credit recognition.

Students who have successfully completed courses in other institutions can ask for credit recognition. Credit recognition can be requested to the Direction of the programme until the end of September.

The program may consult the research degree committee who will, in liaison with the program director, issue a recommendation based on the profile of the student.

The formal credit recognition follows the procedure of Ramon Llull University which is regulated by RD 1125/2003 of September 5th; RD 285/2004 of February 20th; RD 309/2005 of March 18th; Acuerdo del Consejo de Coordinación Universitaria del MEC of October 25th, 2004; RD 1393/2007 of October 27th.

Once registered in the programme, M.Res. students can apply for credit recognition. A maximum of 2 compulsory and 2 elective courses can be validated. To apply for the credit recognition the following documents have to be presented in the Registrar's Office:

- University academic record and
- Programs of the courses for which credit recognition is applied.

2.5 Calendar

See below the M. Res Academic calendar for 2023-24 academic year

PRE-TERM - 2023

18 – 22 September: M.Res Introductory Week & Data analytics seminar (compulsory)

TERM 1 – 2023

26 September-01 December: Core Courses

04-15 December: Term 1 Exams

18-22 December & 2 -5 Jan 24 Master Thesis Reading period

23 December 2023- 2 January 2024: Christmas Holidays

TERM 2 - 2024

8 January- 15 March: Core Courses

18-22 March & 2 -5 April: Term 2 exams

23 March - 1 April: Easter Holidays

TERM 3 - 2024

8 April- 7 June: Electives (including Exams)

Master Thesis-2024

10 June -5 July: Master Thesis Writing Period

8 July: Master Thesis Submission

15-19 July: Master Thesis Defense

Graduation Ceremony-2024

October: MSc & M.Res Graduation Ceremony

2.6 Attendance and punctuality:

Attendance is defined as being present and prepared when the faculty member begins the class and staying engaged throughout the entire course.

Student attendance to all sessions is expected and is a pivotal element of learning.

ESADE requires both faculty and students to be punctual in attending classes. The professor may oblige students arriving more than 5 minutes late to wait until after the break before being admitted into the class, or not allow them to enter the class at all.

Attendance is considered such when a student is either in the classroom or does so online due to circumstances of force majeure.

The maximum number of absences allowed by the M.Res Programme Direction to be able to attend the Final Exam or Final Evaluation is 20% of sessions. A minimum attendance of 80% of sessions is required for all courses.

Further, each faculty may also include specific requirements.

Students exceeding the number of allowed absences

If a student has more absences than allowed, the Programme Manager will contact the student informing him/her that s/he is not allowed to attend the final exam/evaluation and that s/he is automatically considered for the retake.

Once the notification has been received, the participant may request within two days through an official email a review on his/her case. It is necessary and required that s/he presents proof for any one of the absences exceeding the number of allowed absences together with the official email to the Academic Director (see below concerning Medical Justifications).

The Academic Programme Director will review all documents case by case and reserve the right to request further documentation in order to decide whether the student receives an NP (incomplete) grade or an APZ (exam postponed) grade.

The Programme Managers will under no circumstance attend to students wanting to discuss or justify their reasons for missing one particular session before the student wasn't notified of exceeding the number of absences.

Medical Justifications

If a student is feeling sick s/he should immediately seek medical advice and provide ESADE with a medical certificate in case of not being able to comply with minimum attendance requirements or having to miss an exam.

To be considered valid, medical certificates must:

- *Be issued in Spain, except if students are able to justify the reason why they had to seek medical advice abroad (must also include proof of travel abroad).*
- *Contain the name of the student, date of issue, days of medical leave, original signature of the doctor and stamp of the hospital or doctor's office. Medical certificates issued after the first day of the absence, will not be accepted.*
- *Be issued in English, Spanish, or Catalan. Justifications in other languages may be accepted only in original together with a sworn translation in one of the aforementioned accepted languages.*

Medical certificates for missing sessions can be sent in electronic format to Programme Management when the minimum attendance has been exceeded. Programme Management reserves the right to request the original documents and to reject those considered unreliable. Certificates found to be false or of doubtful nature maybe rejected and, in some cases, may involve a sanction.

In case of missing an exam (including mid-terms or final presentations) due to illness, the medical certificate must be sent to Programme Management in electronic format on the day of the exam.

2.7 Notifications and announcements.

Students will be notified by means of official Esade communications channels (Esade e-mail, MyEsade, the programme website (Moodle), the subject website or any other means Programme Management defines for this end).

ESADE has a policy of moving towards a paperless environment. As such, course materials will be available on Moodle (ecampus.esade.edu), an electronic platform where students will find most of the information concerning the M.Res Programme. In line with this policy, only a small number of printed handouts will be issued.

In cases of emergency or to ensure students understand the issue, notifications may also be made via phone or any other means to ensure students receive said notifications. Likewise, the School will only answer or pass on telephone messages or calls to participants in emergencies.

2.8 Use of electronic equipment in class

The use of electronic devices such as mobile phones and laptops is not permitted in class. The use of laptops will only be permitted if the professor deems fit for the purposes of the class.

2.9 Force Majeure Changes

If any restrictions to in-person teaching have to be applied during the academic year, regardless of their motive, including health-related causes, we will continue to carry out our teaching activity on our facilities insofar as possible while complying with officially mandated health and safety norms. In these circumstances, teaching will be complemented with synchronous learning activities, requiring the use of technology and communication between faculty and students. The Spanish Network of University Quality Agencies (REACU) still considers this combination to be in-person teaching. In addition, and if necessary, in-person classes may be substituted completely or partially with online classes while guaranteeing the same level of quality and excellence our institution demands. If this online teaching is not feasible due to methodological concerns, the affected subjects may be postponed, and, in case of electives, they may even be cancelled.

3. PROGRAMME STRUCTURE AND CURRICULUM

These one-year studies are divided into 4 modules. Figure 1 provides the structure of the programme:

Figure 1. Programme structure

MODULE 1: INTRODUCTION TO MANAGEMENT RESEARCH AND METHODS 20 ECTS	MODULE 2: RESEARCH DESIGN 5 ECTS	MODULE 3: ADVANCED MANAGEMENT RESEARCH 20 ECTS	MODULE 4: WRITING AND DEFENCE OF MASTER THESIS 15 ECTS
SUBJECT 1.1: Introduction to Research Methods 9 ECTS Examples of courses in this subject: <ul style="list-style-type: none"> • Epistemology of Science • Econometrics I • Econometrics II 	SUBJECT 2.1: Research Design 5 ECTS Examples of courses in this subject: <ul style="list-style-type: none"> • Research Desing in Quantitative Methods • Research Desing in Qualitative Methods 	SUBJECT 3.1: Management Research: Contextual Dimensions 5 ECTS Examples of courses in this subject: <ul style="list-style-type: none"> • Micro economics I • Business Ethics and CSR 	SUBJECT 4.1: Writing and Defence of Master Thesis 15 ECTS
SUBJECT 1.2: Introduction to Management 11 ECTS Examples of courses in this subject: <ul style="list-style-type: none"> • Micro and Macro Organizational Behavior • Strategic Management • Micro and Macro Organizational Behavior II 		SUBJECT 3.2: Advanced Topics and Methods 15 ECTS <ul style="list-style-type: none"> • Electives 	

Module 1: Introduction to Management Research and Methods

This module is comprised of two core subjects, especially suitable for training future researchers. This module corresponds to 20 ECTS and focuses on subjects related to: methodology of science; basic methodology; organizational theory and behaviour. All subjects in this module are compulsory. It is necessary to point out that participants will be studying aspects concerning quantitative and qualitative methodologies, as well as the basic theories on which management research is based (organizational behaviour, organizational theory, the principles of corporate finance and strategic management).

This first module lays the bases for commencing the Master of Research: the basic concepts are acquired in order for candidates to understand what is involved in 'carrying out research' and, in particular, carrying out research in the area of organizational management. At the end of this module, a tutor is assigned to each of the participants and is responsible for supervising their Master Thesis. Each tutor will recommend to his/her student readings to start studying the basis on the research area of their future Master Thesis.

Module 2: Research Design

The 5 ECTS in this module are compulsory. This module is intended to provide participants with grounding in both types of methodological techniques, so that they can select the appropriate methodology when conducting their research work (Master Thesis).

Module 3: Advanced Management Research

This module consists of 20 ECTS and two subjects. One subject is compulsory (5 ECTS) and its aim is to provide students with knowledge related to the field of organizational environment.

The second subject is elective (15 ECTS) and is made up of courses that correspond to the research lines of the professors participating in the PhD programme. Three different types of elective courses can be taken:

- 1. Courses that cover more advanced research methodologies (qualitative and quantitative), for example: Structural Equation Models, etc.*
- 2. Courses that allow participants to specialise in specific Management fields, for example: Research topics in Marketing, Research topics in Operations Management, etc.*
- 3. Courses covering how to manage research projects and how to write a Master thesis, for example: Management of Research and Innovation,*

While participants are registered automatically to Core courses, they have to enrol within a given period to Elective courses.

Module 4: Writing and Defence of Master thesis

This module consists of 15 ECTS which are compulsory. The months of June and July are devoted to writing up and defend a research project or Master Thesis. The tutor assigned to each of the participants is responsible for supervising their Master Thesis. In spite of the fact that during the previously studied subjects' participants will have already carried out research work, this will be their first major work in the field of research. See Annex 1 for regulations on Master Thesis writing and defence.

To facilitate the process of writing the master thesis, some Academic Writing Workshops and Seminars will be offered in different moments of the academic year. These seminars and workshops will address different relevant aspects related to academic writing.

Detailed description

Module 1: Introduction to Management Research and Methods (20 ECTS)

Subject 1: Introduction to Research Methods (9 ECTS) - Compulsory

- Epistemology of Science 3 ECTS
- Econometrics I 3 ECTS
- Econometrics II 3 ECTS

Subject 2: Introduction to Management (11 ECTS) - Compulsory

- Micro and Macro Organizational Behavior I 5 ECTS
- Micro and Macro Organizational Behavior II 3 ECTS
- Strategic Management 3 ECTS

Module 2: Research Design (5 ECTS)

Subject 1: Research Design (5 ECTS) - Compulsory

- Research Design in Quantitative Methods 2,5 ECTS
- Research Design in Qualitative Methods 2,5 ECTS

Module 3: Advanced Management Research (20 ECTS)

Subject 1: Management Research: Contextual Dimensions (5 ECTS) – Compulsory

- Microeconomics I 3 ECTS
- Business Ethics and CSR 2 ECTS

Subject 2: Advanced Topics and Methods (15 ECTS) – Electives

- Master Thesis Preparation & Defense 3 ECTS

ADVANCED METHODS

- Doing Qualitative Research: Arts and Crafts 3 ECTS
- Rhetoric and Management Research 3 ECTS
- Structural Equation Models 3 ECTS
- Econometrics III 3 ECTS
- Survey Design and Data Analysis 3 ECTS
- AI algorithms for Business Research 3 ECTS
- Experimental Research Design 3 ECTS
- Quantitative Methods in Economics & Finance I: Mathematics 3 ECTS

ADVANCED TOPICS

- Managing People in Organizations 3 ECTS
- Research Topics in Strategy and Entrepreneurship 3 ECTS
- Advanced topics in business sustainability 3 ECTS
- Key Research Topics in Public Management and Geopolitics 3 ECTS

- Consumer preferences and Choice 3 ECTS
- Finance Theory 3 ECTS
- Microeconomics II 3 ECTS

Module 4: Writing and Defence of Master Thesis (15 ECTS)

Subject 1: Writing and defence of Master Thesis (15 ECTS) - Compulsory

- Writing and defence of the Master Thesis 15 ECTS

4. ASSESSMENT SYSTEM

4.1 Assessment Types

Whenever possible, courses are advised to employ continuous and final assessment.

Core and elective courses

The written exam is the habitual method of evaluation. Other methods include but are not limited to class participation (qualitative and quantitative), peer evaluation, mid-term and final assignments, research papers / projects, group or individual presentations.

Oral examinations will be held at the discretion of the professor and/or the Direction of the M.Res. in Management Sciences. They will be public or recorded. A Tribunal may be constituted at the request of the student. The Tribunal will be made up of the professor imparting the course and two other faculty members from the same department.

M.Res Master Thesis

A specific regulation exists for the presentation and defence of the Master Thesis (See annex 1).

4.2 Assessment methods and marks.

Individual faculty members will determine the assessment methods used in their subjects, though prior approval from Programme Management is required. Faculty members must inform enrolled students about these assessment methods before the subject starts. These assessment methods cannot be changed once the subject has begun, except in cases of force majeure.

Students also have the right to know how each section or question on exams will be marked prior to sitting them.

As stipulated in Royal Decree 1125/2003, dated September 5th, "the marks students earn in every subject included in the curriculum will consist of a numerical value ranging from 0 to 10 with the possibility of adding a single decimal point. The corresponding qualitative mark may also be added to the latter."

9 to 10 Excellent
 7 to 8.9 Good
 5 to 6.9 Pass
 0 to 4.9 Fail
 NP Not attended

As stipulated in the abovementioned Royal Decree, faculty members can also grant “Honours” to “students earning a mark equal to or greater than a 9.0. Honours may not be granted to more than five percent of all students enrolled in a given subject within the corresponding academic year unless there are less than 20 students enrolled, in which case, faculty may only grant one Honours”. There is no financial compensation for this qualification.

Students who do not attend the minimum number of classes established in section 2 above will not be able to pass the subject in question.

A Fail grade will be awarded to those students who obtain a grade of 4,9 or less in any given course. Students should also note that an Incomplete grade (NP) received will be considered a Fail grade.

M.Res students have a maximum of two attempts to pass a course; the first attempt and the ‘retake’. Exams and retake exams are scheduled by Programme Management. Under no circumstance will exams be scheduled outside of the fixed period.

There is no possibility of improving pass grades by doing the retake exam or by any other form of additional examination.

Students who receive a Fail grade, Incomplete grade (NP) or a Postponed grade (APZ) are expected to pass a retake exam prepared by the professor. In the case of a Fail or Incomplete grade (NP), the final course grade will be 100% determined by the retake exam, unless specified differently in the syllabus by the professor. In the case of APZ or Postponed grades, the retake exam replaces the ordinary exam, so the grade still counts as first attempt. In these cases, the professor may decide, according to the teaching guide, whether the breakdown of the grade will be considered or whether the final course grade will be 100% determined by the retake exam. Retake exams for Core courses are scheduled in April-June. Retake exams for Elective courses are scheduled in October before the Graduation Ceremony.

Please, note retake exams after official graduation date may involve payment of rights to examination

In case of subjects completed at foreign universities, faculty will apply said foreign universities’ marking scales and their equivalents in the Spanish university system as approved by the “Dirección General de Políticas Universitarias” in the Resolution dated September 18th, 2017, and published by the “Dirección General” on its website.

After paying the corresponding fees, students may request and obtain a copy of their academic transcript, including the equivalency of their marks with the ECTS Grading System.

4.3 Exceptional Examinations

If a student does not pass a course in the two attempts, s/he has the possibility to request an Exceptional Examination to the Academic Programme Director of the M.Res Programme. The Academic Director will decide under which conditions the student will take the exceptional examination.

In case an exceptional examination is needed, the final course grade will be 100% determined strictly by the exceptional examination mark.

Any exceptional examination will be scheduled along with either the ordinary exam or the retake exam of the next academic year and in accordance with the programme in vigour at the time.

Failing an exceptional examination causes an automatic academic withdrawal from the programme.

4.4 Norms governing exams

- 1. Students must arrive to sit exams at least ten minutes prior to their scheduled start.*
- 2. When carrying out exams, students must place their ID documents (DNI Spanish national ID card, NIE foreign resident in Spain card or passport – or equivalent document) on top of the desk/table in addition to their Esade ID cards.*
- 3. Students will randomly choose a seat in the assigned classroom or sit wherever the exam monitor determines. The coordinator faculty member for the subject may also reserve the right to determine how and where students sit to take the exam.*
- 4. When the exam starts, students will be clearly informed of the time available to complete the exam.*
- 5. Students have the right to know how the different exam components will be marked before the exam starts.*
- 6. Students' have to include their full names (first and last name(s)) on their exams, as well as their corresponding section and any other information requested.*
- 7. Students should never use pencils to complete their exams unless duly authorised to do so.*
- 8. Faculty will indicate the material students can have with them or use during exams. Any other items have to be carefully stowed away in a designated area for this in the classroom. They can retrieve these items upon handing in their exams. These items include smartphones, laptops and any other device. In addition, students must turn off their smartphones and other electronic devices for the entire duration of the exam. Should faculty members or exam monitors find that students have a smartphone or similar device within reach while sitting the exam, their exams will be taken from them immediately, and students will fail the subject in question, earning a 0.*
- 9. As a general norm, students are not allowed to leave the room while taking the exam. In exceptional and duly justified cases, the exam monitor or coordinator faculty member may allow students to leave the room.*
- 10. Students who arrive more than thirty minutes after the exam has started will not be able to sit the exam and will receive the mark NP (Not attended). If students arrive late though within the first thirty minutes after the exam has started, they will be able to sit the exam but they must complete the latter within the established time limit along with other students.*
- 11. Students who choose to stop taking the exam or refuse to complete it must turn in their exams (detailing their full names, section and any other information required). However, they may not leave the classroom until the first hour of the exam has passed. In this case, students will fail the subject, earning a 0.*
- 12. Students may ask for clarifications on exam questions from the coordinator faculty member or the exam monitor if the faculty member is unavailable. Exam monitors will relay the students' questions to the coordinator faculty member (who must be available during the exam and, whenever possible, physically present). Students can ask for clarifications either individually or out loud in front of the other students present in the room if deemed necessary.*
- 13. If the exam consists of stapled sheets of paper, students are prohibited from removing the staples and separating any sheets, including blank sheets for drafts or any other sheets.*
- 14. Any separate question sheets will be collected if so required.*

15. *In case of any severe irregularities (see section 9, “Discipline”, below), the responsible students will have their exams taken away from them and they will be required to leave the classroom.*
16. *Non-fulfilment of any of the above norms may result in students receiving a fail or NP on the exam to be determined by the coordinator faculty member for the subject and in keeping with that established in the section 9, “Discipline”, below.*

Furthermore, any irregularities observed during an examination sitting or on observing irregularities during the marking of said examination papers will be reported to the Academic Committee and will result in the application of penalties as laid forth in section 9 “Discipline”, ex. plagiarism or copying.

4.5 Grade Publication

ESADE Business School policy states that student reception of final grades must be no later than 30 days after the date of the last scheduled session of their course, and/or the final exam date for their course.

Students can request a full grade breakdown from professors; that is, class participation grade, final exam grade, etc.

4.6 Exams Revisions

Students have the right to comment on or discuss their exam marks directly with the faculty member. Said faculty member will determine how to proceed with this initial revision once marks have been posted. This right to comment on and discuss their marks is considered justified when there is reasonable doubt regarding whether or not a given mark is correct. The degree of thoroughness and exactitude required corresponds to the coordinator faculty member for the subject and in whom Esade wholly trusts until otherwise demonstrated.

If students are unable to contact the coordinator faculty member for the subject in question, students interested in revising their exams can request a photocopy of their exams from the corresponding department. If the exam cannot be revised due to the exam having been lost or the exam question/section having been rendered impossible to read, Programme Management will adopt the necessary measures to ensure that students’ rights are upheld.

Students who continue to believe that they have received an unfair mark on a written exam after this initial revision have the right to request an official revision of the exam in question.

These norms do not regulate collective complaints. Regardless of the number of complainants, these collective complaints are understood as coming from the whole class as such and excluding any individual complaints filed simultaneously. Whenever possible, official revisions will be relative in nature, that is, their aim will be solely to determine if the students have been fairly or unfairly marked in comparison to their classmates.

Oral exams do not allow for revisions as they cannot be repeated in the exact same conditions as the original exams. In addition, students have the right to demand a panel be present and/or for said oral exams to be public. Oral exams for language subjects will always be video-recorded for students to revise how they did.

- Official exam revisions

Official exam revision norms and proceedings

Without prejudice to any actions taken by individual students with respect to the corresponding faculty member, once exam marks have been posted and the initial revision has taken place, students who feel that their rights have not been upheld may request an official revision of their exams by duly writing to Programme Management. In their requests, students have to specifically indicate their disagreement with the previous decision and request an official revision. These have to be presented to Programme Management within 15 calendar days as of the date students commented on their exams with the corresponding faculty member and always within 2 months as of the day the exam marks were posted.

Prior conciliation

Upon receiving students' individual requests, Programme Management will determine whether or not to attempt to conciliate the student's and faculty member's positions. If so, it will hold a meeting between the faculty member and student in question. Programme Management will preside this revision and determine if the parties remain firm in their positions or if they rectify them after hearing the other's explanations. Students may also request that another student be present as an observer during this conciliation. Said student must be the class delegate or one of the students receiving the highest marks for the subject in question. During this conciliation, the observer will only intercede at either party's request.

Minutes will be taken of this conciliation session which all those present will then sign. Said minutes will be sent to the Registrar's Office which will archive it and include a copy of the latter in the student's official record. In case of agreement between the parties, this proceeding will be considered closed upon the application of the agreed-upon measures. In case of disagreement between the parties, the official revision process will proceed as follows.

Revision Committee

If the parties do not reach an agreement during the conciliation session or if Programme Management feels that said session is unwarranted, Programme Management will name a committee that it will preside and which will include two faculty members from the same School and, specifically, whenever possible, two faculty members from the same department or area as well as the Department Director for the department to which the exam in question pertains. After revising the exam in the manner determined by the Revision Committee, the latter will present its decision in writing which will be signed by the committee members. The Registrar's Office will archive the original and add a copy to the faculty member's and individual student's official records. The committee's decision cannot be appealed. Students will be informed in writing and must acknowledge receipt of the latter.

The Revision Committee may also determine that, in case of the faculty member's manifest unfairness or the student's abuse of the revision proceeding, a disciplinary report be filed against the responsible party.

These norms do not govern collective complaints given that the latter have to be presented by class delegates. In the case of subjects shared by several programmes, collective complaints have to be supported by the majority of enrolled students. Collective complaints will take automatic priority over individual complaints.

5 WITHDRAWALS AND LEAVES OF ABSENCE

Students have the right to definitively withdraw from the M.Res programme at any given time, duly requesting a voluntary withdrawal. They also have the right to request a leave of absence for justified causes and abandon the programme temporarily and only for a limited time. Below are details on these proceedings depending on the circumstances.

5.1 Voluntary Withdrawal

Students wishing to withdraw from the M.Res. in Management Sciences for personal reasons must notify the Direction of the M.Res. programme in writing, who will then inform the Registrar's Office and the Student Administration Department to such effect. Participants must request Voluntary Withdrawal from the programme, specifying the reasons for reaching such a decision. Students must also furnish all the documents which support the decision set out in the written notification. Obviously, such information will be treated in the strictest confidence.

The Director of the M.Res Programme, will confirm receipt and acceptance of withdrawal in writing, and will then inform the Registrar's Office to such effect. In the absence of the aforementioned notification, the student will be considered to be fully enrolled in the course

Student applications for re-admission to the programme will be considered by the Admissions Committee, which will take previous performance into consideration.

ESADE will not reimburse the reservation fee in cases of voluntary withdrawal from the programme.

Those students who have been awarded a scholarship and voluntarily withdraw from the M.Res. programme, will be requested to reimburse all the funding received from the school.

5.2 Leave of Absence

Students wishing to request a leave of absence due to serious illness, or critical personal situations, etc., must notify the Director of the M.Res. Program in writing.

The student must submit a request a Leave of Absence from the programme specifying the reasons for the request. Students must also furnish the documents which support the decision set out in the written notification. Evidently such information will be treated in the strictest confidence.

Leaves of absence are subject to Academic Committee's approval following presentation of the petition to the Programme Director, and are only valid once confirmation of this decision has been received by the student in writing.

A granted Leave of Absence period will not exceed one academic year. Students will not be entitled to any reimbursement of fees.

No more than one leave of absence period may be granted throughout the M.Res. in Management Sciences.

In the case of students failing to re-join the programme after a leave of absence, this will be treated as a Voluntary Withdrawal from the programme.

Re-incorporation into the M.Res. in Management Sciences and enrolment after a period of leave of absence will take effect on the date requested in the letter submitted to the Direction of the M.Res. in Management Sciences. All grades obtained prior to leave of absence will be retained for application upon a participant's re-incorporation into the programme.

Where a student has paid enrolment fees prior to taking leave of absence, he/she will pay the difference between the previous and current enrolment fees.

After re-incorporation into the M.Res. in Management Sciences, the student concerned will from now on belong to the class year joined for both academic and fee billing purposes.

The Direction of the M.Res. in Management Sciences will consider the possibility of partial reimbursement of enrolment fees in the following cases:

- a) Serious illness of the participant*
- b) Serious family problems*
- c) Force majeure*

If the Direction of the M.Res. in Management Sciences (with the approval of the Dean's Office and the Student Administration Department) authorises partial reimbursement of enrolment fees, it will be on the following terms:

- 1. Enrolment fees will be reimbursed if the student has not yet begun classes.*
- 2. If withdrawal from the programme occurs during the academic year, the sum reimbursed will cover teaching hours in terms not yet begun (calculated on a pro rata basis), calculated from the date of the letter requesting withdrawal.*

Those students who have been awarded a scholarship and take a leave of absence, the payment of the scholarship will be automatically stopped at the time of notification. Scholarships may not be granted if the student re-incorporates the program.

5.3 Withdrawal determined by M.Res./PhD Academic Commission

Students may be required to leave the M.Res Programme before successful completion of all academic requirements by the MRes and PhD Academic Commission at any time within the parameters as outlined below:

- Any student who does plagiarism, will be brought forward to the MRes and PhD Academic Commission who will determine his/her continuation in the programme*
- Any student who displays behavior (verbal writing and/or physical) that is in direct violation of signed Honor codes within the M.Res Programme courses, facilities, off-site coursework, interactions, etc., will be brought forward to the MRes and PhD Academic Commission who will determine his/her continuation in the programme.*
- Any student who displays improper conduct (see professional conduct codes), whether through improper use of campus facilities, verbal, written and/or any other form of communication (including, but not limited to web based) will be brought forward to the MSc Academic Committee who will determine his/her continuation in the programme.*
- Any student who does not uphold academic integrity, as defined in the Honour Code, will be brought forward to the MRes and PhD Academic Commission who will determine his/her continuation in the programme.*

- Any student who is found doing internships or part-time jobs during modules 1-3 will be brought forward to the MRes and PhD Academic Commission who will determine his/her continuation in the programme.

6 PROGRAMME MANAGEMENT BODIES

6.1 The Academic Board

The Academic Board is a collegiate advisory body for Programme Management which helps to coordinate and monitor the programme academically. The Academic Board's regulations detail its functions, composition and procedures.

The M.Res in Management Sciences' Board of Academic Affairs will comply with Article 35 of the ESADE

There is a unique Board of Academic Affairs for the ESADE research programmes.

Responsibilities:

The responsibilities of the Academic Board are to:

- *To advise the Direction of the M.Res. in Management Sciences on all issues concerning the M.Res. in Management Sciences on which it is consulted.*
- *To advise the Direction of the M.Res. in Management Sciences on the selection criteria and terms of admission concerning candidates.*
- *To draw up reports and submit proposals concerning the running of the M. Res in Management Sciences and improvements to be made.*
- *To analyse and make decisions regarding the M. Res in Management Sciences Regulations to be applied in the following academic year.*
- *To present and analyse market studies, new trends and changes in the competitive environment which might affect the objectives of the M. Res in Management Sciences.*
- *To study and propose changes to the M. Res in Management Sciences Curriculum with regard to structure, content, methodology and length.*
- *To inform the Dean and the Director General of the programme fees for the following academic year proposed by the Direction of the M. Res in Management Sciences for their approval.*

Composition:

The board of Academics Affairs is composed by the following members:

Permanent members:

- *The Director of the M.Res in Management Sciences*
- *The Director of the PhD in Management Sciences*
- *The Vice-Dean of Research*

Designated members:

- *Two PhD/M.Res in Management Sciences faculty members, designated by the Dean of Faculty and Research.*

Elected members:

- *One PhD candidate, elected by the candidate representatives.*
- *One M.Res student, elected by the student representatives.*
- *Two faculty members from the programme, elected by the ESADE faculty*

Functioning of the Board

- *The members of the Academic Board are named for a maximum period of four years and can be re-elected indefinitely but can be revoked at any time by the member by whom they were named.*
- *The Academic Board is considered as formally constituted when the majority of its members are present.*
- *The Programme Director of the MSc Programmes will act as President*
- *The Board will meet minimum once during the Academic year.*
- *The Board of Academic Affairs may also be convened at the President's behest, in case of urgency and/or when half of its members make a request in writing to the President to such effect, indicating the subjects to be discussed*

Decisions

- *The Board of Academic Affairs' decisions and accords will be taken on a simple majority basis.*
- *The President will cast the deciding vote in the case of a tie.*

6.2 M.Res and PhD Academic Commission

The M.Res and PhD Commission meets once a month and makes decisions regarding admissions and guarantees the quality of the academic outputs (Master and PhD Theses and other publications).

Responsibilities:

- *To make decisions regarding admissions of M.Res and PhD candidates and PhD visiting fellows.*
- *To make decisions on the acceptance of a PhD thesis and the PhD Committee proposed by the Thesis supervisor to be presented to the Ramon Llull University Doctoral Commission.*
- *To select for each academic year the PhD extraordinary award of the PhD programme in Management Sciences.*
- *To make decisions regarding awarding of grants and fellowships.*
- *To select programme representatives for international events and conferences.*

Composition:

The composition of the M.Res. and PhD Academic Commission is as follows:

Permanent members:

- *The Director of the M.Res. in Management Sciences*
- *The Director of the PhD in Management Sciences*
- *The Vice-Dean of Research*

Elected members:

- *Five PhD/M.Res. in Management Sciences faculty members, designated by the Dean of Faculty and Research*

7 STUDENT REPRESENTATIVES

Students are represented by delegates which they elect. These delegates are the voice and opinion of all programme students, acting as the link between students and Programme Management. These student-elected delegates are expected to be responsible, empathetic, constructive and conciliatory. In addition, as stipulated in the Academic Board's regulations, these delegates have to choose one or two students to represent all the programme's students on the Academic Board.

Two class delegates will be elected (by end of October) for the duration of the programme in order to represent the M.Res students of their class. The Academic Directors will meet with Delegates regularly to analyse the progress of the courses, to handle daily academic issues and to comment upon opportunities for making improvements to the programme.

8 USE OF FACILITIES AND SERVICES

Esade makes it possible for all members of the Esade community to use its facilities and services, including classrooms, the library, cafeteria, study rooms, etc. All Esade students commit to use these spaces responsibly and always in keeping with the purposes for which they were designed. Using these facilities and services in an inappropriate manner may be penalised depending on the severity of the infraction and in keeping with the programme's Internal Regulations.

9 INTELLECTUAL AND INDUSTRIAL PROPERTY

Students will have a non-exclusive and non-transferrable license over any and all teaching material and information (presentations, videos, podcasts, charts, maps, exercises, etc.) that faculty reproduce, distribute and/or publicly communicate to students during the academic year, whether in paper format or electronically (e-mail, the Moodle platform or any other means). Students will thus be entitled to use said material and information for their own personal study and group activities. However, they are not allowed to make copies (whether paper or electronic), share them with others not associated to the subject in question or post/distribute them via online platforms or any other electronic means.

The content taught in class sessions, whether in person or online, may not be recorded (including image and sound); similarly, students may not take any screenshots or photos without express permission from the faculty in charge of the subject. In addition, recording images and sound and taking pictures of faculty, administrative staff and other students without the affected parties' express consent are not permitted on Esade facilities.

When using photos or material downloaded from internet to prepare assignments, students must ensure that said material is not protected by copyright and that they have the right to use them thanks to a Creative Commons license or other license which enables that material to be used freely. When citing others' work in any assignment, the quoted fragment cannot be excessively long. In addition, the cited text has to be in quotes, and the author has to be duly referenced. Not abiding by these rules may be considered plagiarism as defined in these Regulations.

Esade is a registered trademark belonging to Fundació Esade. Student use of this trademark (for example, though not limited to, in association names, at events, in internet profiles, social media recordings and posts, etc.) must be expressly authorised by Fundació Esade.

10 DISCIPLINE

10.1. Infractions in the academic context: All Esade community members commit to uphold and defend the institution's objectives and values and, in particular, its academic principles. Any acts contrary to these objectives, values and principles will be considered infractions which can be penalised as stipulated in these Internal Regulations.

10.2. Types of infractions: Infractions can be classified as either "very severe", "severe" or "minor", in keeping with the following definitions.

10.2.1. Very severe infractions

Very severe infractions include the following:

a) Committing **irregularities** when sitting tests or exams:

- **Premeditated copying:** premeditated copying encompasses situations in which students try to evade monitoring efforts during tests or exams in a premeditated fashion, for example, preparing "cheat sheets" with answers and notes before the exam/test and taking these with them to sit the test/exam, as well as taking books, notes and/or any device used to this end. Being in possession of an electronic device which permits storing and transmitting data and information during the test/exam is also considered a very severe infraction, even if those devices are turned off. Similarly, communicating with another student during the test/exam may also be considered premeditated if there is evidence that they agreed on this communication ahead of time.
- The theft or removal of an exam/test or a part of the latter prior to its termination, thus avoiding its delivery to the faculty member or monitor.
- Disrupting the necessary order and discipline required when carrying out the exam/test.
- Assuming another student's identity to sit the exam/test.

Whenever an irregularity is detected during the exam/test, the responsible students will be duly informed and required to leave the room. The exam monitor will keep the tests and material associated to the irregularity in question (if applicable) and duly present these to the faculty member for the latter to determine, if appropriate, the extent of the irregularity.

b) Falsifying documents, transcripts and/or any other academic document.

c) Providing false data in any document the institution requires, for example, in admissions or in scholarship and loan applications.

d) Plagiarism, understood as presenting in one's name work or assignments for assessment when its full content is prepared by others.

e) Presenting medical certifications or other documents which include falsehoods.

f) Any attempt to evade systems to keep track of attendance.

g) Having a copy of an exam/test without being authorised to do so, regardless of how that copy was obtained before the date and time scheduled to sit that exam/test. The exception is if students duly

inform faculty, Programme Management or the Registrar's Office as soon as possible after receiving the copy of said exam/test.

- h) Offending any member of the Esade community whether verbally, physically or in writing, as well as acting in any type of discriminatory way against a member of the community due to the latter's race, age, gender, sexual orientation, religious beliefs or disability.*
- i) Holding, selling, consuming, providing or distributing any illegal substance on Esade property as well as violating Esade-established rules or legal dispositions regarding the consumption of alcohol and tobacco.*
- j) Disrupting academic activity via actions which impede normal academic activity.*
- k) Offending any member of the Esade community via social media, including spreading any type of offensive comment or content regarding students, faculty, administrative staff or any other member of the Esade community and said comment or content is prejudicial for the affected party, regardless of whether or not said comment or content is posted via a private mailing list or group, etc.*
- l) Harassing any member of the Esade community whether in-person or through social media.*
- m) Revealing any type of confidential information, data, situation, circumstance or document which students may have access to via work or external internships carried out as part of the programme. Students also commit to not record any audio or images on Esade facilities without the institution's prior authorisation.*
- n) Recording images or sound during teaching activities without the prior authorisation from Esade, as well as recording images and sound on Esade facilities without prior authorisation from Esade or those appearing in said recordings.*
- o) Unauthorised sharing or distribution of teaching material to third parties who are unrelated to Esade, whether via social media, file-sharing applications, photocopies or any other means.*
- p) Using any brand, trade name or trademark belonging to Esade without due authorisation or using them inappropriately.*
- q) Any other behaviour which may constitute a crime or misdemeanour.*

10.2.2. Severe infractions

Severe infractions include the following:

- a) Non-premeditated copying during an exam or test. In this case, non-premeditated copying includes students attempting to communicate with others while sitting the exam/test or attempting to copy another's work during the exam/test.*
- b) Renouncing a spot on an exchange programme except in exceptional circumstances so long as Programme Management and the International Relations Office duly accredit said exceptional circumstances.*
- c) Plagiarizing any academic activity or assignment, understood as using different sources without properly recognizing the authorship. Turning in work which students have previously presented*

at other institutions or in past subjects is also considered plagiarism, as this work is considered authentic but not original (self-plagiarism).

- d) Removing, damaging or rendering useless any university property, equipment or facility or that of any other Esade community member so long as this infraction is not considered “very severe”.*
- e) Ceding Esade spaces to others unrelated to Esade without the latter’s prior authorisation.*
- f) Intentionally interfering in another student’s academic endeavours.*
- g) Unduly using new technologies, for example, to upload computer viruses, copy software or use others’ passwords, etc.*

Esade may also consider some “very severe” infractions to be only “severe” if, given the circumstances or their impact on academic activity or campus life, Programme Management deems that those “very severe” infractions should be downgraded to “severe” infractions.

10.2.3. Minor infractions

Minor infractions include refusing to or not carrying out the internships referred to in the corresponding section of these Internal Regulations after signing the agreement with the collaborating institution, excepting in cases of force majeure.

*In addition, other **minor infractions** include those which, depending on the circumstances and their impact on academic activity or campus life, Programme Management determines that those “severe” infractions should be downgraded to “minor” infractions.*

10.3. Penalisations

Very severe infractions may be subject to any of the following penalisations depending on their severity and circumstances though always at Programme Management’s sole discretion after speaking with the students in question:

a) Temporary expulsion from the Law School, Business School or Executive Education Unit for a given period of time. The latter can span a part of the academic year in which the student is currently enrolled up to a maximum of three academic years in the case of undergraduate degree programmes.

b) Definitive expulsion from the Law School, Business School or Executive Education Unit.

c) If the very severe infraction occurs while completing the final exam and is related to attempting to change students’ marks, the latter will receive a 0 on the exam in the corresponding call and, in addition, will not be able to sit between 1 to 3 future calls to re-sit the exam. This will be determined by Programme Management at its sole discretion unless it decides to impose any of the penalisations indicated in sub-sections a) and b) above.

d) If the very severe infraction occurs while completing the mid-term exam or any other activity subject to evaluation, excepting the final exam, said activity or assignment will receive a mark of 0 and, in addition, at the coordinator faculty member’s sole discretion, the students in question may also receive a 0 for all or a part of their ongoing assessment marks unless the decision is to impose any of the penalisations indicated in sub-sections a) and b) above.

Severe infractions may be subject to any of the following penalisations depending on their severity and circumstances though always at Programme Management's sole discretion:

a) Temporary expulsion from the Law School, Business School or Executive Education Unit for a given period of time. The latter can span a part of the academic year in which the student is currently enrolled up to a maximum of one academic year.

b) If the severe infraction occurs while completing the final exam and is related to attempting to change students' marks, the latter will receive a 0 on the exam in the corresponding call and, in addition, will not be able to re-sit the exam in up to two additional calls unless the decision is to impose any of the penalisations indicated in sub-sections a) and b) above.

c) If the severe infraction occurs while completing the mid-term exam or any other activity subject to evaluation, excepting the final exam, said activity or assignment will receive a mark of 0 and, in addition, at the coordinator faculty member's sole discretion, the students in question may also receive a 0 in all or part of their ongoing assessment marks unless the decision is to impose the penalisation indicated in sub-section a) above.

d) If the severe infraction corresponds to students refusing to participate in an exchange programme after signing the Exchange Agreement with the corresponding university, said students will receive an official written warning to be included in their official records. Refusing to take part in an exchange programme will also imply being unable to apply to take part in any other exchange programme throughout the remainder of the students' undergraduate and/or Master's degree programmes.

Minor infractions will imply students receiving an official written warning which will also be included in said students' official records.

10.4. Penalisation procedure

When faced with severe or very severe infractions, Programme Management will name an internal auditor in charge of opening the corresponding proceeding to gather all the evidence which accredits the infraction in question and details the specific circumstances. The accused students will, at all times, have the right to be heard and be provided information regarding all the actions taken so that they may present any allegations and evidence they deem relevant within a period of 10 working days.

The internal auditor will then have up to 15 working days to gather and evaluate all the evidence, after which he/she will draft a proposed resolution which will then be sent to the students in question. After receiving said notification, students will have no more than 5 working days to present any additional allegations in writing to the internal auditor and attach any documents or information they consider relevant and did not provide in the previous step.

Programme Management will be solely responsible for deciding on and imposing the corresponding penalisations in cases of severe and minor infractions.

In cases of very severe infractions, Programme Management will escalate the proposed resolution to the Business/Law School Dean or Executive Education Director who will be solely responsible for making the final determination.

After deciding on the corresponding penalisation, Programme Management will ensure that the programme carries out all the pertinent actions and notifies the affected units and areas for the latter to implement the imposed penalisation.

11 INTERPRETATION AND APPEALS

The application, interpretation and integration of these Internal Regulations corresponds to the corresponding Dean, Executive Education Director, Programme Management and Ombudsman. As detailed in Esade process, ESADE_D3_05A (Internal Quality Assurance System, SGIQ), which regulates proceedings to gather student claims, allegations and suggestions, any claims regarding these Internal Regulations and their interpretation have to be forwarded to the abovementioned offices except in cases of manifest abuse.

In exceptional circumstances which extend beyond the Internal Regulations' reasonable application, the corresponding Dean Office or Executive Education Unit, at Programme Management's request, will be authorised to adopt any special decisions he/she deems appropriate, always bearing equitable criteria in mind and subject to the general principles established herein.

12 VALIDITY AND MODIFICATIONS

These Internal Regulations will be valid as of the 2020-2021 academic year and substitute any previous regulations. Any later modifications to these Internal Regulations will be valid as of the moment they are duly communicated via official channels and they will be incorporated into future versions of this text. Any suggestions to modify these Internal Regulations will be presented by student delegates to Programme Management. The latter will study all these suggestions and determine whether or not to incorporate them into the Internal Regulations for the following academic year if duly approved by the Academic Board (see section 6, "Programme Management Bodies", above).

ANNEXES

ANNEX 1: MASTER THESIS GUIDELINES

Introduction

Candidates for Master of Research in Management Sciences are, according to Real Decreto 1393/2007 29th October, article 15.3, required to write and publicly defend a Master Thesis. The Master Thesis is a key component and the last academic requirement that the participants in the Master of Research in Management Sciences Programme have to fulfil before they are conferred their degree.

According to the Master of Research Programme Regulations for the academic year 2023-2024, the Master Thesis corresponds to 15 ECTS and its development and defence will take place during the month of July, in the fourth and final module of the programme. Upon successfully completing the Master Thesis, participants will be awarded 15 ECTS. It is a required condition to have successfully completed the first 3 modules of the programme, thus obtaining a minimum of 45 ECTS.

The tutor, assigned to each participant at the beginning of the academic year, is the person responsible for supervising the Master Thesis. The M.Res Master Thesis permits the students to conduct an individual research study by using concepts and methods learned during the academic year. The elaboration of the M.Res Master Thesis will help the candidates acquire the following competencies:

- *The skills needed to develop a research paper from a rigorous qualitative and/or quantitative perspective.*
- *The ability to structure the research paper, from the justification/motivation of the research question to the writing of the paper.*
- *The ability to use suitable strategies to search for information.*
- *The ability to communicate effectively, especially in writing, when practicing the pre-writing processes and writing up the paper.*

No limitations are imposed on the topic selected for the Master Thesis research, except that it should be relevant to the field of study selected. The nature of the research may be one of the following three types:

1. ***Theoretical research***, which advances our state of knowledge or understanding in a certain field.
2. ***Applied research***, which typically involves the use of existing knowledge and methods to investigate a new application or to solve a real-world problem.
3. ***Literature review***, which analyses in depth the state of the art within a specific line or interest of research.

A research paper is the outcome of a research process and, in this sense, it provides evidence of your work. Therefore, as this is your first experience in research, it is advisable to make all your decisions explicit on the paper (why your topic is relevant, why you chose a given methodological approach, why you chose a measuring instrument and not another...).

However, we must not forget it is a text as well, and the main objective of a text is to facilitate the readers' comprehension. In the case of this academic genre, because of its argumentative nature, there

is still another objective to fulfil and that has to do with ensuring the readers' adherence to our own perspectives. This involves that, besides the need to ensure accuracy in our explanation (i.e., that the text reflects what we did and why), we need to ensure its degree of readability and persuasion. In order to do that, please pay attention to:

- the way information is organized in your text
- whether any information gaps can be identified
- the clarity of your argumentation
- the way the different parts of the text connect
- the degree of formality of the language used
- whether you are using the necessary domain-specific terms
- whether the reader may find a word or expression 'surprising'
- whether you are appealing to the readers' knowledge universe
- the discursive resources you can use to include the reader in the conceptual dialogue set by your work

As you can tell, writing your Master Thesis is one of the key processes in your formation as a researcher. It is the M.Res programme Direction's wish to help you enter the research path in as fruitful and joyful a way as possible. M.Res

The M.Res will provide you support to get familiar with the norms in Academic Writing; How to organize articles, grouping by themes; How to structure a literature review; some tutorials on English for Academic purposes and feedback on 1st Master Thesis draft.

Registration and Deadlines

Students must submit the Master Thesis Extended Abstract on 15th of February 2024 through the M.Res. thesis website. To do so please use the form included at the end of this document.

The defence of the Master Thesis will be held July from the 15th to 19th 2024 in an open session. To reach this date, students must upload the final document at the M.Res thesis website on 8th of July 2024.

Having these final deadlines in mind, the suggested working schedule is as follows:

- **Introductory Week:** Presentation of research lines and Master Thesis proposals by researchers.
- **October:** Meeting with the M.Res Director. Only the M.Res programme Director can propose the tutors for every student.
- **October-November:** First meeting with tutors.
- **End of November:** Research line decided & tutor Acceptance form submitted
- **February 15th:** Submission of an extended abstract to the M.Res website (see appendices 1 and 2). Information regarding the characteristics of this abstract is provided in appendix 2.
- **May 13th:** Submission of 1st Draft of M.Res Master Thesis to the M.Res website

- **July 8th**: Due date of the final version of the Master Thesis at the M.Res website.
- **July 15th to 19th**: Master Thesis Defenses.

Be aware that the content of the Master Thesis has to be developed closely with the tutor, and in the framework of one of ESADE research groups, for this reason it is compulsory to make a presentation to your research group (recommended during May) of the research done in your Master Thesis. This will allow you to get feedback from the members of the research group to improve the final version of your Master Thesis document.

Formal Requirements

The Master Thesis must be written in English, on plain white A4 paper (i.e. 21.0 centimetres [8.27 inches] by 29.69 centimetres [11.69 inches]) and the margins should be set to Word's default: top and bottom 2.54 centimetres (1.00 inches), right and left 3.17 centimetres (1.25 inches). Letter font should be Arial or Times New Roman, 12-point.

Please ensure that pages are numbered. Be sure to spell check the manuscript. It is recommended a min length of 5000 words, excluding cover page(s), abstract, index, bibliography and appendices or annexes. If preferred you can use the formatting and bibliography requirements defined in a recognised publication on your specific field of research. The master thesis should comprise an abstract.

Master Theses will be submitted on the Master Thesis website.

Grading and Assessment of the Master Thesis

In terms of outcome, the Master Thesis consists of a formal or practical research on a topic approved by an academic department or a research group. For this reason, each student has to present their proposal to the research group or department (recommended during April - May). In addition, a written report by the tutor will be required.

The M.Res. Master Thesis requires a written paper and an oral defence evaluated by an academic committee convened for that purpose. The student will be evaluated upon:

- a) the overall quality and significance of his or her master thesis (70%),*
- b) the oral defence of his or her findings (30%,)*

A Committee, proposed by the tutor and approved by the Doctorate Committee, consisting of 3 doctors will be responsible for giving the final evaluation. The objective of this committee is to assess the scientific and intellectual maturity of students, as the result of their learning throughout the academic year.

The participant will be given 30 minutes to defend his or her Master Thesis. 20 minutes can be dedicated to the presentation. During the presentation, the Committee cannot interrupt the participant. The Committee will ask a series of questions about the Master Thesis to the participant and will discuss the submitted Thesis. The students will answer all the questions posed by the members of the Committee once they have all finished posing them. Total presentation and defence time cannot exceed an hour.

Grades will follow the grading scale (0 to 10) to be applied in all official higher education degrees in Spain (Real Decreto 1125/2003 of 5 September, published in the Boletín Oficial del Estado (BOE) num. 224, 18 September 2003, p. 24997). Dates of the public defence will be announced at the beginning of each academic year.

ANNEX 2: PLAGIARISM PROCEEDINGS

Definition and basic rules

Plagiarism is defined as “Passing off someone else’s work whether intentionally or unintentionally as your own, for your own benefit” (Carroll, J. 2002).

Plagiarism includes un-attributed or incorrectly attributed copying, failing reference all sources, making use of other students’ essays, auto plagiarism (submission of an assignment identical or closely related to one already submitted), the production of academic work by a third party, or the fabrication of fraudulent data

Basic rules:

- *Reference and put in inverted commas all quoted text (from books, web, etc.)*
- *Clearly reference/list all sources as appropriate.*
- *Give the sources of all pictures, data etc. that are not my own.*
- *Not make any use of the essay(s) of any other student(s) either past or present.*
- *Not seeking or use the help of any external professional agencies for the work.*
- *Acknowledge in appropriate places any help received from others (eg fellow students, statisticians, external sources).*

It is the responsibility of the student to use referencing conventions and to avoid close paraphrasing. ESADE’s students sign a “declaration of own work” where they commit themselves not to commit plagiarism.

Process

When a potential case of plagiarism occurs, the program director presents the case to the Research Degrees Commission.

The Commission assesses the case and confirm the level of seriousness -which determines the consequences-: poor academic practice, moderate plagiarism and serious plagiarism.

The Commission will rely on its expertise or/and other available tools (such as software application like Turnitin) to make a decision. The student will be notified of the Commission’s resolution by letter or email, and orally. The student can appeal to the decision by submitting a written document in which she/he will develop her/his arguments to the Research Degrees Commission.

Poor Academic Practice

Poor academic practice consists in a limited failure to abide by academic conventions. The commission will consider whether the student may not yet be entirely familiar with the academic requirements regarding acknowledging sources and quotation rules. This category would normally include the inclusion of a small amount of un-attributed or incorrectly attributed material, or of text that is so similar to the original that it is effectively copied from the original source. Subsequent occurrences of poor academic practices will be considered as evidence of moderate or serious plagiarism.

Sanction: In the case of a first offence, the student is notified of the offence and has up to a week to resubmit the document rectifying the shortcomings from the plagiarism. In case of repeated offences, the commission will consider setting the assignment to fail and other appropriate sanctions.

Moderate plagiarism

This category includes a moderate inclusion of un-attributed or incorrectly attributed copying, failing reference all sources, making use of other student essays, and auto plagiarism (submission of an assignment identical or closely related to one already submitted).

Sanction: The assignment element is set to fail. The student is notified of the offence and has up to a week to resubmit the document rectifying the shortcomings from the plagiarism. The commission can call for dematriculation contingent upon the seriousness of the offence as evaluated decided by the Commission.

Serious plagiarism

Serious plagiarism includes copying extensive quantities of material from another source without attribution or attributing incorrectly the source. It also includes making extensive use of other students essays and auto plagiarism (submission of an assignment identical or closely related to one already submitted). Serious plagiarism also includes any use of material obtained from a source that involve a commercial transaction, the production of academic work by a third party, in all cases regardless of actual extent, or the fabrication of fraudulent data.

Sanction: The commission may call for the dematriculation of the student.

ANNEXE 3- COVID-19 PROTOCOLS AND MEASURES

To clearly outline everyone's responsibilities and obligations in terms of the COVID-19 health crisis, there are key measures you should bear in mind. These measures are in keeping with the general protocols we've defined and are available via MyEsade:

<http://myesade.esade.edu/es/pas/Paginas/HealthSafety.aspx>) and which Hospital Clínic de Barcelona has reviewed and validated.

All students and faculty have to read and complete the declaration of responsibility before being able to access Fundació Esade facilities:

<https://forms.office.com/Pages/ResponsePage.aspx?id=w66okETqUky0kJNiGrWuazGtTaFeD8JBnvn3muSIYJURDIUU1FSRV03VEE4NVJPOTFGREc2R1dWVVi4u>

Failure to comply with the responsibilities and obligations in this sense, will be considered a very severe infraction and disciplinary measures will apply.

Appendix 1

M.Res. Master Thesis Proposal Extended Abstract ¹

Student

Name and Family Name:

E-mail:

Tutor

Name and Family Name:

Research Group/ Department

.....

Master Thesis Proposed Title:

.....

Evaluators proposed (must be in the Research Area)

1.

2.

Barcelona, 2024

Approval

Tutor

Approval

Programme director

Appendix 2.

¹ Extended Abstract must be attached in a separate sheet (two pages minimum including bibliography)

Requirements of the Master Thesis Extended Abstract.

The submission of the extended abstract is a requirement that allows Programme Direction to check the stage of development of your Master Thesis. When elaborating it, please have the following in mind:

The title

This is one of the most essential components of your work. When choosing **the words** to be included in the title, they **need to belong to the adequate conceptual universe** so that the reader can situate our work in the corresponding research field and research line. Finally, we need to consider that the words we choose to include in the title become key when we think about the search of information through Internet.

The extended abstract

Given the early stage in the development of your paper, please note that **you are expected to submit a descriptive abstract**. It needs to present the **problem or gap** found in the corresponding research field as well as the **line/s of thought or approach/es** you will follow to find an answer to the problem (or a methodology that can help you find it). When doing so, you are expected to **support** the selected line of thought/approach by referring, in your text, to **relevant literature of the field**.

Finally, if you have already thought about this, you may want to describe the **type of study** that would help you obtain the necessary data for you to confirm your hypothesis and which you expect to conduct in the future. In any case, if you want to refer to the study, you do not need to refer to the method, results or conclusions at this stage.

In terms of formal requirements, the length of the extended abstract may vary **between 500 and 800 words**.

List of references

You are expected to include a **list of references** at the end of the extended abstract. Please note that you are not asked to include the list of papers you may have read, but **only those which are fully relevant to your work and thus appear cited in your extended abstract**.

Also, please find a more detailed structure of the questions that an extended abstract corresponding to a literature review Master Thesis should attempt to answer.

Basic structure of an extended abstract for a Research Master Thesis

1. Why are certain concepts/constructs relevant for your research/practitioner's field?
2. What do we know about these constructs?
3. What is it that we still do not know about them?
5. Specifically what is the focus of your Master Thesis? Why do you think it is relevant to current research in your field?
6. Outline of the literature review
 - Types of papers revised:
 - o practitioners' papers
 - o research papers
 - Criteria for the selection of papers revised
 - o published in prestigious/high impact factor journals
 - o highly cited articles
7. What kind of Master Thesis (a. theoretical research, b. applied research, c. literature review) would you like to elaborate?
8. List of references