

Trabajo Fin de Máster

MA Dissertation

SUBMISSION, DEFENSE AND ASSESSMENT OF THE MA DISSERTATION

2018-2019

1. SUBMISSION OF THE MA DISSERTATION

Once the MA Dissertation has been completed, the student will follow the steps specified below:

1. **The deadline for uploading the MA Dissertation is Friday, 12th July, until 23.59 hours.**
2. The student will upload his/her **MA Dissertation** (in **pdf format**) in the folder that has been created in the ILIAS platform for the MIEB (https://dv.ujaen.es/goto.php?target=crs_896963&client_id=docencia). This document will also be submitted to the Master's email (mieb@ujaen.es).
3. The student will fill in the **Informe del tutor/Supervisor report** (available at https://dv.ujaen.es/goto.php?target=crs_896963&client_id=docencia), which will be then sent to the supervisor to be signed. Once completed, the student will email this document to mieb@ujaen.es for its final approval.
4. The student will fill in and sign the **Autorización publicación en repositorio TAUJA/Authorization for publication in TAUJA** (available at https://dv.ujaen.es/goto.php?target=crs_896963&client_id=docencia). This will be sent to the supervisor to be signed. Once completed, the student will email this document to mieb@ujaen.es for its final approval.
5. The student will fill in the **Personal details** file on the following link: <https://docs.google.com/forms/d/1Zq2LQ7tHeU91U4bFPuodJxzXTtL7aFdg5O4BYx9kYj8/edit>

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6. It is highly recommended that students also send to mieb@ujaen.es the **MA Dissertation**.
7. The student will email his/her **presentation file** (e.g. PowerPoint, Prezi, etc.) to mieb@ujaen.es a week before the date of defense.

2. DEFENSE OF THE MASTER'S DISSERTATION

Once the previous requirements are fulfilled, the date of the defense will be communicated to the student. On the appointed date, he/she will present his/her MD to a board of two/three members, and will answer any questions they might have concerning the said work.

- Since the MIEB is 100% online, students can defend their MA Dissertation via *SKYPE*, in addition to in person at the University of Jaén.
- The candidate will carry out a brief presentation (10 minutes) of the most relevant aspects of his/her MA Dissertation: introduction of the topic, objectives, methodology, results, and final conclusions. This presentation can be done in English (preferably) or in Spanish. For guidelines on how to carry out this defense, cf. [Pérez Cañado & Almagro Esteban \(2015\)](#).
- The members of the board will make any comments/questions they deem necessary (10/15 minutes: 5 minutes each).
- The candidate will reply to the board's comments and/or questions (5 minutes).
- Once the defense is over, the board will complete an assessment form with the final mark. This will be communicated to the candidate shortly after the date of the defense.