

CAPSTONE FINAL PROJECT

Academic Year: 24-25

Degree: 4LLB, 4PPLE, 4PPLELLB, 5BALLB, 5LLBBIR, 5PPLELLB, 5PPLEDBA

Number of Credits: 12

Semester: 1 & 2

Category: Obligatory

Language: English

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1. SUBJECT DESCRIPTION

The Capstone project is a group-based, consultancy-oriented Final Project option offered in collaboration with outside partner organizations. Each project is unique and requires students to complete a variety of tasks, such as researching, gathering and analyzing information, providing legal analysis of cases, reviewing legal documents, drafting legal documents or other reports to the partners, developing arguments for conflict resolution, writing reports for legislators on current policy issues, and more, depending on the subject matter proposed by the partner organizations.

The Capstone option is a career-building exercise that represents the culmination of the students' studies. It will consist of the collective preparation by the students of a single final report for the client on the topic proposed by the partner organization.

It gives them the opportunity to apply what they have learned in a realistic teamwork environment and to produce independent, impactful research and recommendations for clients and other stakeholders.

In addition, being an interdisciplinary and inherently group-based research project, it allows them to develop individual skills and to demonstrate important aspects of group work to them, specifically in the areas of research, writing, time management and team collaboration.

Although the Capstone projects differ from conventional final projects due to the group work element with the partnering organization and the development and submission of a unique final report to the partner, each student will be responsible for developing different parts of the report that should be clearly identified. The final submission of the parts of the paper for which they were responsible, the oral defense, and the overall final grade will all be individual. The oral defense panels could be group-based, but each student will be responsible for defending the parts of the paper they were responsible for.

Each Capstone project will be led by an IE Law School faculty member with expertise in the project's area, who will act as a supervisor throughout the semester. Additionally, students will work in close collaboration with the partner organization, which provides the real-world context and objectives for the project. This partnership ensures that students gain practical experience and develop solutions that address the specific needs of the partner organization.

2. LEARNING OBJECTIVES

The final project will allow the students to acquire the following skills and competencies:

- Ability to conduct professional and academic tasks autonomously
- Analytical capabilities (theoretical and empirical analysis)
- Ability to think creatively, develop and present new ideas and concepts
- Time management and self-organizing skills
- Ability to search for, handle, analyze and understand legal sources and other information
- Acquaintance with academic standards in terms of management, presentation, structure, and citation
- Ethical and anti-plagiarism commitment
- Implementation of the knowledge acquired in the degree program
- Writing and oral communication skills

3. FINAL PROJECT TIMELINE

	Activity	Deadline
Ordinary (1st) Call	Project Registration Period	28th June – 16th August (13:00 CET) 2024
	Project Confirmation & Supervisor Assignment	September 2024
	First Meeting With The Partner Organization	October - November 2024 (TBC)
	Ongoing Collaboration With The Partner Organization	January – April 2025
	Submission of Final Written Work Via Turnitin	5th May 2025 (13:00 CET)
	Oral Defense Panels via Zoom	12th – 23rd May 2025
	Deadline For Students To Request Review	48 hours After Grades Are Published

Extraordinary (2nd) Call	Submission of Final Written Work Via Turnitin (2 nd call)	23rd June 2025 (13:00 CET)
	Oral Defense Panels via Zoom (2 nd call)	26th – 27th June 2025
	Deadline For Students To Request Review (2 nd call)	48 hours After Grades Are Published

4. PROJECT REGISTRATION PERIOD

Students will receive a comprehensive list of topics for the regular thesis option and descriptions of Capstone projects to choose from. Students are required to list their top four final project preferences (either Capstone projects or regular thesis topics) in order of preference.

The assignment of Capstone projects will not be on a first-come, first-served basis. Instead, it will take into account the student's GPA, stated preferences, and the availability of topics. Students will be informed of their assigned projects and supervisors in September 2024. Students who fail to complete the registration form by the deadline may not have their preferences considered and will be assigned a supervisor and topic by Program Management. Once supervisors are assigned, no changes can be made.

5. ACADEMIC SUPERVISION

Students are responsible for the preparation and presentation of the final project under the systematic guidance and supervision of their academic advisor. The scope and content of the final project must align with the estimated hours in the Law Degree plan (25 hours per 1 ECT).

The supervisor and student must establish a work plan that takes into account the submission deadline for the ordinary call. Students must maintain regular contact with their supervisor to discuss progress according to the agreed-upon schedule and procedures. While the supervisor will make every effort to assist the student in delivering a high-quality final project, the ultimate responsibility lies with the student.

Students are required to maintain a professional relationship with their supervisor, program management, and the partner organization at all times. Communication may occur online, face-to-face, or via email. It is imperative that students use their IE email accounts for all written communications.

6. COLLABORATION WITH THE PARTNER ORGANIZATION

In the Capstone project, collaboration with the partner organization is essential for achieving the project's objectives and providing students with valuable real-world experience. The partnership entails clear expectations and responsibilities for both parties:

Expectations:

- The partner organization is expected to provide a real-world case, problem, or scenario relevant to their field of expertise or industry.

- They should offer guidance and support to students throughout the project, clarifying objectives, providing necessary resources, and facilitating access to relevant data or information.
- The partner organization should engage in regular communication with the students and academic supervisors to ensure alignment with project goals and offer feedback on students' progress.

Responsibilities:

- Students are responsible for understanding and addressing the needs and objectives of the partner organization.
- They should maintain professional conduct and communication with representatives from the partner organization, respecting deadlines and agreements.
- Students must actively seek guidance and feedback from the partner organization, incorporating their input into project deliverables and outcomes.
- Academic supervisors will oversee the collaboration, ensuring that the project stays on track and meets academic standards while providing support and guidance to students.

7. WRITTEN PAPER FORMAT

The Capstone Project paper submission consists of two main parts: the individual report (approximately 6,500 words) and the final deliverable to the client (approximately 6,000 words). The paper must be clearly structured with distinct sections.

Although students work in groups on the same project, each student will be assessed individually. Therefore, it is essential to demonstrate individual contributions and insights to the project.

Individual Report:

- The individual report must be entirely individually drafted and should include:
 - A table of contents.
 - A memorandum describing the project's challenges, connections to other Law School courses, and learnings from participation.
 - A final report providing a technical description of the project, an analysis of the problem, the methodology employed, and a description of the deliverable to the client.

Deliverable to the Client:

- This part will be a group effort with certain sections, such as the introduction and conclusion, written jointly for cohesion.
- Each group member must explicitly indicate the sections they drafted individually beyond the introduction and conclusion.

The paper must be presented in English and must not exceed 15,000 words, including footnotes and annexes. The bibliography is excluded from the word count.

The 15,000-word limit applies to the total group project, meaning each member's individual contribution will be less than this total. Projects exceeding the word count may face a negative impact on the final grade.

Students are advised to use Microsoft Word or equivalent software's word count feature and indicate the count on the cover page. Note that Turnitin's word count may differ and should be disregarded.

Projects exceeding the word count may face a negative impact on the final grade.

8. FINAL SUBMISSION OF WRITTEN PAPER

In the first ordinary call, the supervisor's permission is required to submit and present the Capstone Final Project. The supervisor has the authority to deny permission if they believe the work fails to meet the requirements/ standards of quality or if the student's behavior has been unprofessional. If permission is denied, the student will not be allowed to present in the first ordinary call and will receive a failing grade of 0 in this call.

It is the student's responsibility to allocate sufficient time to seek approval of their final draft from their supervisor and to address any feedback provided to ensure the work meets the required standards. It is strongly advised to not leave this step to the last minute.

After obtaining the permission of their supervisor, the final project paper must be submitted **via Turnitin on Blackboard Ultra by the deadline, 5th May 2025 13:00 (CET)**.

The file must be submitted in PDF format and with the following file name format: **StudentLastName_FirstName_FP**.

9. ORAL DEFENSE OF THE FINAL PROJECT

Following the successful submission of the written paper, students will be invited to orally defend their work before a panel of two evaluators. One of the evaluators will be their supervisor and the second will be another IE Professor who will be appointed by Program Management to act as the second reader of the paper as well as the second panelist to sit in the oral defense.

The oral defenses panels could be group-based, but each student will be responsible for defending the parts of the paper they were responsible for. They will take place online via Zoom. Students will be informed ahead of time who the second reader/panelist is along with the time and date of their panel.

A copy of this presentation must be submitted to Blackboard before the oral defense takes place. Students will receive feedback on their grades via this submission item.

The oral defense panels will have the following structure:

- A 10-minute presentation by the student. This limit will be strictly enforced.

- 15 minutes of questions by the members of the evaluation committee
- After strictly 30 minutes the presentation will be broken off

Each member of the group working on the same Capstone project must give an individual presentation and defend their work in a Q&A separate from the other members of the group. The other members of the group may be present during the defense of other group members but the presentations and Q&A for each student will take place one after another.

10. EVALUATION

The Evaluation Committee consists of two evaluators (the supervisor and second panelist), each with a 50% weight in the determination of the final grade. The supervisor will be one of the evaluators, the other evaluator is a member of the IE faculty, appointed by Program Management.

Each evaluator will assess both the written paper and the oral discussion. The written paper will bear a weight of 70% and the oral presentation a weight of 30% in the grade of each evaluator. You must achieve a minimum grade of 5 on the written paper and a minimum grade of 5 on the oral defense in order to pass the final project course.

The Evaluation Committee will determine the final grade (from 0 to 10) in accordance with the weighting. The final grade will be incorporated into the student's transcript and will be used, properly weighted, to calculate the grade point average (GPA).

The written paper will be evaluated taking into account 4 main aspects:

- Introduction and Background: Introduction, statement of the objective(s), review of the relevant literature and information gathered.
- Methodology & Analysis: quality and depth of the analysis undertaken. It is expected of participants to undertake some form of analysis based on primary or secondary data collection to substantiate and present credible evidence for the arguments presented.
- Discussion and Conclusions: Stress the logical deductions that can be drawn from the findings and what are the implications for the relevant audience. Where appropriate, recommendations should also be made.
- Formatting & references

The oral defense will be evaluated based on the following criteria:

- The layout, flow, and general visual presentation is very clear and professional.
- The student shows that they have practiced the presentation and managed the time well.
- Overall, the presentation complements the written paper and is much more than a mere summary of the study.
- The questions posed by the panel are answered extensively.

11. REVIEW OF FEEDBACK

Students have the option to request a review of the feedback given on their final project directly with an evaluator within 48 hours of grades being published. Each review must be requested individually for each evaluator, and only the feedback and grade given by that evaluator can be discussed. The review can be conducted in any format, such as online, in-person, or via email.

The purpose of the review is not to dispute the grade or request a grade increase. Grades will not be changed as a result of the review. Instead, the purpose is for students to seek more detailed feedback to better understand the grade and feedback given by the evaluator.

12. SUBSEQUENT CALLS

In the retake period (extraordinary call/second call), students will work on the comments and feedback received and submit a revised version of the final project for evaluation and presentation. Students presenting the final project in the extraordinary call can obtain a maximum grade of 8/10 (if the grade exceeds 8, the grade will be automatically lowered to 8).

The final project may be developed, at most, during two consecutive academic years, and will have two calls each year, one ordinary call and one extraordinary call. The topic cannot be changed between the ordinary and extraordinary call. Supervisor permission is not required for submission in the extraordinary call.

13. PENALTIES

Please review the table of infractions and penalties below.

Infraction	Penalty	Notes
Failure to submit the written paper via Turnitin by the deadline	Automatic 0	Student receives 0 in the ordinary call and goes straight to the extraordinary call.
Non-appearance before the Evaluation Committee for the oral defense panel at the requested time.	Automatic 0	Student receives 0 in the ordinary call and goes straight to the extraordinary call.
Student does not obtain supervisor's permission to submit	Automatic 0	Student receives 0 in 1st call and goes straight to 2 nd call.
Plagiarism/academic dishonesty	1-10 points	Students can lose points or fail various calls entirely depending on the severity of the case. Students can also be subject to an Ethics Committee or more serious sanction.

15,000 wordcount exceeded	1-3 points	Up to the discretion of the two evaluators in the evaluation committee.
Unprofessional behavior exhibited with supervisor, final project Coordinator, partner organization or Program Management	1-10 points	Up to the discretion of Supervisor/ final project Coordinator. Students can also be subject to an Ethics Committee or more serious sanction.

14. DISCLAIMER AND CONTACTS

This document contains specific guidelines for the final project and should be complemented with university regulation.

Please place the generic email in all your communications with the final project Coordinator.

Final Project Coordinator: jose.martin@ie.edu

Generic email: lb.ppletfg@ie.edu



TITLE OF FINAL PROJECT

BY [STUDENT NAME]

SUPERVISED BY [SUPERVISOR NAME]

Submission date:

Word Count (Excluding Bibliography):

Final Project submitted in partial fulfillment of the requirements for the Degree of [degree title] at IE University

I hereby declare that I abide by the university's rules of academic honesty, that this paper is my own work and contains no material previously published or written by another person or software, except where properly cited.