

PPLE FINAL PROJECT

Academic Year: 24-25
Degree: 4PPLE, 4PPLELLB, 5PPLEDBA
Number of Credits: 12
Semester: 2
Category: Obligatory
Language: English
Academic Coordinator: Bart Wauters
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1. SUBJECT DESCRIPTION

The purpose of the final project, a significant milestone in the student's educational journey, is the composition and presentation of an original and comprehensive research paper which allows them to apply and synthesize the accumulated knowledge acquired throughout their degree program. The process of researching and writing this paper encourages students to reflect on various aspects of their disciplines while also actively contributing to ongoing discussions in their fields. The final project will be individually drafted and presented in English.

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, and understand different sources
- Acquaintance with academic standards in terms of management, presentation, structure, and citation
- Ethical and anti-plagiarism commitment
- Implementation of the knowledge acquired in the PPLE program
- Writing and oral communication skills

3. FINAL PROJECT TIMELINE

	Activity	Deadline
Ordinary (1 st) Call	Topic Registration Period	28th June – 16th August (13:00 CET) 2024
	Topic Confirmation & Supervisor Assignment	September 2024
	Final Project Workshop	October 2024 TBC
	Submission of Final Title	7th 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 (2 nd) 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. TOPIC REGISTRATION PERIOD

Students will receive a comprehensive list of topics to choose from within different areas of law. Each topic is designed to accommodate a spectrum of research questions and focal points. Even if you haven't studied a particular topic area before in your obligatory or elective courses, you will be free to choose it. The most important thing is to be passionate and to have a willingness to delve deeper.

Students are required to select four topics in order of preference; the topics may be from the same area or different areas. Each topic will be overseen by an expert professor; however, students will not choose their supervisors directly. Instead, supervisors will be assigned based on the students' topic preferences after the topic area registration period has concluded.

The assignation of topics will not be based on a first come, first served basis. Instead, it will consider the student's GPA, stated preferences, and the availability of topics. The final topic confirmation and supervisor assignation will occur in September 2024. Students who fail to complete the registration form by the deadline cannot be guaranteed to have their preferences considered and will be assigned a supervisor and topic by Program Management. Once supervisors are assigned, no changes can be made.

Please keep in mind that you will have the opportunity to work with your supervisor to define the exact direction of your thesis and determine the specific question that you wish to address with your thesis.

5. LITERATURE REVIEW

After selecting your research topic and being assigned a supervisor, the next crucial step is a thorough literature review. This involves gathering and synthesizing current, relevant research related to your topic to form a comprehensive understanding of the field. A well-conducted literature review sets the foundation for your arguments or original research by providing a clear snapshot of existing knowledge. It's advisable to allocate sufficient time to this preparatory phase before you begin the actual writing.

While your supervisor can guide you towards pertinent literature, it is ultimately your responsibility to deeply immerse yourself in the topic. This thorough groundwork is essential for pinpointing a unique question that remains largely unexplored.

You may consider consulting the following work on how to write a legal research paper:

Volokh, Eugene, Academic Legal Writing: Law Review Articles, Student Notes, Seminar Papers, and Getting on Law Review, Fifth Edition, Foundation Press, New York, 2016.

6. FINAL PROJECT WORKSHOP

A final project workshop will be held online in October (TBC). This session is designed to provide students with general guidance and advice on writing a research paper. It will cover essential aspects such as structuring the paper and tackling common challenges students may face during the drafting of their thesis.

7. ACADEMIC SUPERVISION

Students are responsible for the preparation and presentation of the final project under the systematic guidance and control of their academic supervisor. The scope and content of the final project must be adjusted in accordance with the number of hours estimated in the plan for the PPLE degree (25 hours/1 ECT).

The supervisor and student must establish a work plan taking into consideration the deadline of the ordinary call submission. The student must be in contact with their supervisor to discuss their work progress according to the agreed calendar and procedures. The supervisor will take best endeavours to help the student to deliver a final project of the highest possible quality, but ultimately it is the student's responsibility to do so.

Students are required to uphold a professional relationship with their supervisor and program management at all times. Communication channels may include online, face-to-face, or via email. It is imperative that IE email accounts are used for all written communications.

8. WRITTEN PAPER FORMAT

The final project must be individually drafted and presented in English and the length of the paper must not exceed 15,000 words including all footnotes and annexes. However, this does not include the bibliography.

Students are advised to utilize the word count feature provided by Microsoft Word or equivalent software. The word count, excluding the bibliography, must be clearly indicated on the cover page. Please note that the word count generated by Turnitin upon submission may differ from the count obtained through the aforementioned software and should therefore be disregarded.

Please be aware that final projects that exceed the wordcount may see their final grade negatively impacted.

The written paper must include:

- A cover page which includes the final project title, date, student's name, degree and supervisor's name and a declaration stating that the final project is the student's original work (please use the template provided at the end of this document)
- Table of contents
- Abstract
- Purpose and methodology
- Main body with arguments presented in the most appropriate structure
- Conclusions
- Bibliography

9. FINAL SUBMISSION OF WRITTEN PAPER

In the first ordinary call, the supervisor's permission is required to submit and present the 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 FP 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.**

10. 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 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.

For the oral defense, students must prepare a presentation which must consist of only the following 4 slides:

- Slide 1: Title
- Slide 2: Research question
- Slide 3: Outline
- Slide 4: Conclusions

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

11. 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 to 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.
- 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.

12. 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.

13. 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.

14. 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 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.

15. 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: bwauters@faculty.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.