



# STUDENT GUIDE

ACADEMIC YEAR 2025-2026

**UAB**  
Universitat Autònoma de Barcelona

 **UNIVERSITAT DE  
BARCELONA**

 **Universitat  
Pompeu Fabra  
Barcelona**

 **INSTITUT  
BARCELONA  
ESTUDIS  
INTERNACIONALS**

Barcelona, September 2025  
For updated information please visit [www.ibe.org](http://www.ibe.org)

© Institut Barcelona d'Estudis Internacionals

Photos: IBEI. All rights reserved



## **Dear Student:**

Welcome to IBEI! This “Student Guide” will help you to settle down in Barcelona and to get to know both the Master’s programme and IBEI. The guide was created with the intention of informing you about the various academic guidelines and procedures which will accompany you during your stay at IBEI and which will certainly help you to make your academic progress as smooth as possible. It also contains useful information on the academic year 2025-2026 and the different services and activities offered by IBEI.

The student guide is divided into two parts. The first part includes the general academic guidelines on the Master’s programmes, information on the internship and the exchange programmes and the guidelines to complete the Final Research Project.

In the second part you will find information on the academic calendar and the schedule of the Master, a brief description and contact details of the different departments at IBEI, and the procedures to gain access to libraries, the computer room and other services.

Please take the time to carefully read this guide book to find out how the programme works, which guidelines are important for you and whom you have to contact if you need help or advice. We are convinced that your time at IBEI and your stay in Barcelona will be a successful academic, professional and personal experience. Welcome again!

**Institut Barcelona  
d’Estudis Internacionals**





# Contents

|              |  |           |
|--------------|--|-----------|
| <b>01</b>    | <b>Academic and study guidelines</b>                       | <b>06</b> |
| <b>01.01</b> | <b>Academic guidelines</b>                                 | <b>06</b> |
|              | · Introduction   | 07        |
|              | · Scope of application                                     | 08        |
|              | · Admissions   | 08        |
|              | · Transfer of credits from other institutions              | 10        |
|              | · The reinstatement procedure                              | 10        |
|              | · Enrolment  | 11        |
|              | · Recognition of credit transfer                           | 13        |
|              | · Assessment   | 14        |
|              | · Student use of AI at IBEI                                | 16        |
|              | · Plagiarism   | 18        |
|              | · Multiple use of coursework                               | 19        |
|              | · Maintaining enrolment eligibility                        | 21        |
|              | · Grading  | 22        |
|              | · Academic Record  | 24        |
|              | · Final Research Project                                   | 24        |
|              | · Faculty coordination and evaluation procedures           | 25        |
|              | · Photos and videos in class                               | 25        |
| <b>01.02</b> | <b>Internship Programme</b>                                | <b>26</b> |
|              | · Curricular Internships                                   | 26        |
|              | · Extracurricular Internships                              | 26        |
|              | · Characteristics of Internships                           | 27        |
|              | · Curricular internships offered by IBEI                   | 27        |
|              | · Assessment of Curricular and Extracurricular Internships | 27        |
| <b>01.03</b> | <b>International Academic Exchange Programme</b>           | <b>28</b> |
| <b>01.04</b> | <b>Final Research Project Guide</b>                        | <b>30</b> |
|              | · Characteristics of the project                           | 30        |
|              | · How to select your supervisor and research topic?        | 30        |
|              | · Project evaluation                                       | 31        |

|              |   |           |
|--------------|---|-----------|
| <b>02</b>    | <b>Studying at IBEI</b>   | <b>32</b> |
| <b>02.01</b> | <b>Academic calendar</b>  | <b>33</b> |
| <b>02.02</b> | <b>Master's Direction and Academic Coordination</b>   | <b>34</b> |
|              | · Internal Quality Assurance System   | 35        |
|              | · Teaching Quality Committee  | 35        |
| <b>02.03</b> | <b>Departments directly linked to the Master's Programmes</b>   | <b>36</b> |
|              | · Deputy General Manager for Postgraduate Teaching and Quality Assurance  | 36        |
|              | · Admissions and International Mobility Office  | 36        |
|              | · Academic Office   | 37        |
| <b>02.04</b> | <b>In the event of sexual harassment or harassment based on sex, sexual orientation, and gender identity or gender expression</b> | <b>38</b> |
|              | · Internal Procedure  | 39        |
| <b>02.05</b> | <b>Information about Seminars, Conferences and Workshops</b>  | <b>40</b> |
| <b>02.06</b> | <b>Library access</b>   | <b>40</b> |
| <b>02.07</b> | <b>Building opening hours</b>   | <b>41</b> |
| <b>02.08</b> | <b>WiFi access and printers</b>   | <b>42</b> |
| <b>02.09</b> | <b>Virtual Campus, Virtual Academic Office and email</b>  | <b>42</b> |
| <b>02.10</b> | <b>Microsoft Office</b>   | <b>43</b> |
| <b>02.11</b> | <b>Mailboxes and lockers</b>  | <b>43</b> |







01

## Academic and study guidelines

# Academic guidelines of IBEI



Barcelona, September 2025

## Introduction

The Institut Barcelona d'Estudis Internacionals (IBEI) is an inter-university institute which was recognised by the Department of Research and Universities of the Generalitat of Catalunya on 22nd July, 2004 (DOGC N°.4180). The IBEI aims to be a centre of excellence and prestige, and a foremost point of reference in the field of international studies, providing a focal point for the development of experts in the discipline.

With this aim in mind, the guidelines provided below serve a twofold function. Firstly, they consolidate the teaching work of the institution and bring the operation and structure of the IBEI's programmes into line with the European Higher Education Area. And secondly, they set out the regulations and processes governing all of IBEI Master's programmes.



## Scope of application

The following academic guidelines apply to all Master's programmes in both full-time and part-time modalities, offered at IBEI. The degree earned upon completion of a programme is awarded jointly by the Universitat de Barcelona, the Universitat Autònoma de Barcelona and the Universitat Pompeu Fabra. And also by the Central European University (Austria), Institut Barcelona d'Estudis Internacionals (Spain), the International Institute of Social Studies of Erasmus University (Netherlands), and the University of York (UK) for the Erasmus Mundus Master's in Public Policy (Mundus MAPP).

## Admissions

### Admission requirements

Admission to all Master's programmes is open to any student who meets the general admission requirements governing admission to officially accredited Master's programmes and, where applicable, the specific requirements set by the Institut Barcelona d'Estudis Internacionals.

In accordance with article 3.2 of Royal Decree 56/2005, of 21st January, any student holding a foreign Bachelor's degree or equivalent which has not yet been validated in Spain must, when applying, formally request recognition of the degree's equivalence to the relevant Spanish degree.

With the request for recognition of qualification equivalence, students must also provide supporting documentation as follows:

- Foreign degree diploma or certification attesting to degree (duly legalised)
- Academic transcript of the undergraduate degree studies (duly legalised), which includes, among others, the duration of the studies followed by the applicant in academic years; the programme of studies followed; the courses taken; the number of credits earned, and the awarded marks.

Other documentation may also be required to validate the equivalence between the studies comprising the applicant's foreign Bachelor's degree and the studies required to obtain the appropriate Spanish degree. This documentation may include, where applicable, a list of courses taken, their syllabi

detailing the course contents, and academic accreditation that the coursework in question entitles the applicant to access a graduate programme in the applicant's home country.

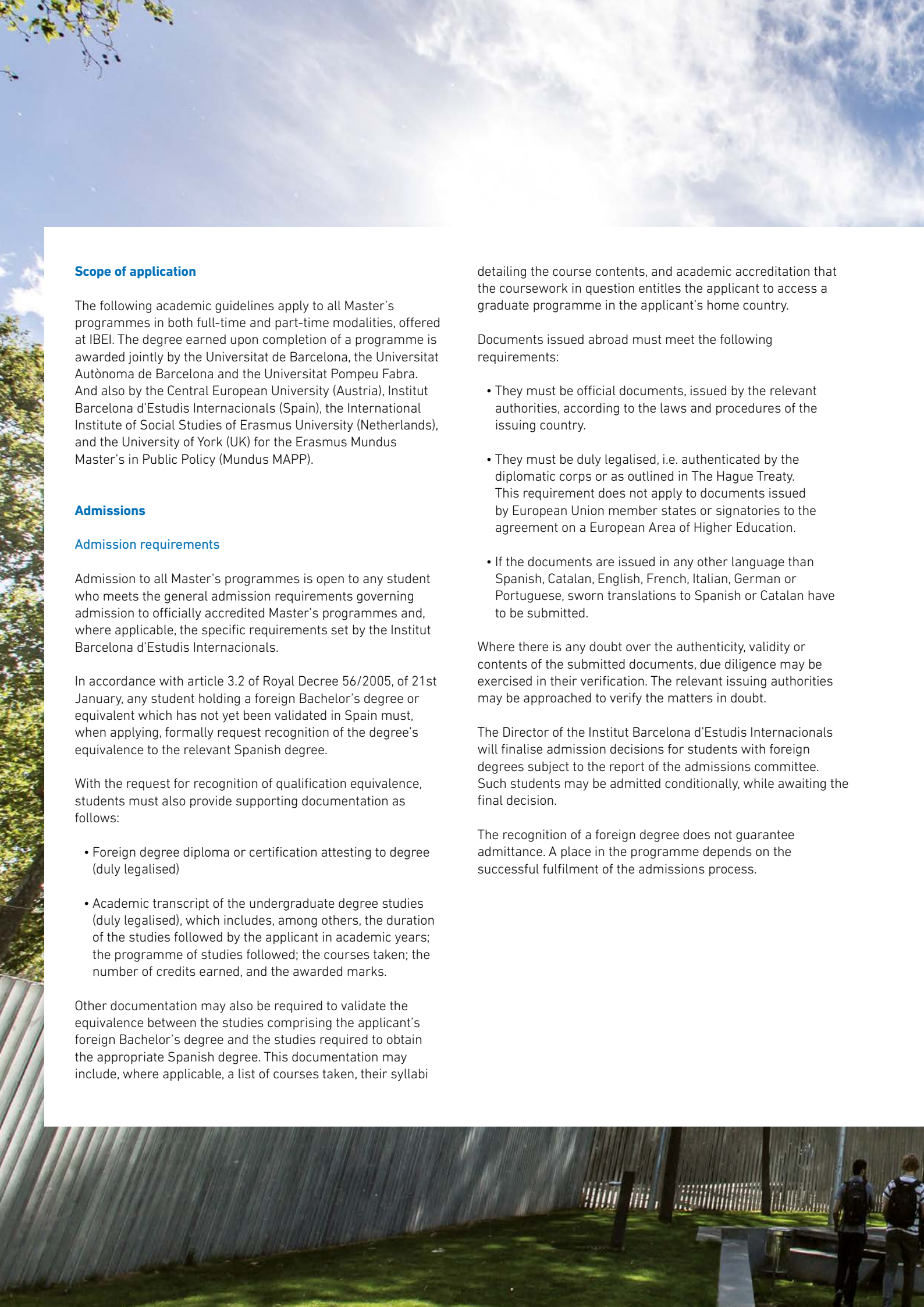
Documents issued abroad must meet the following requirements:

- They must be official documents, issued by the relevant authorities, according to the laws and procedures of the issuing country.
- They must be duly legalised, i.e. authenticated by the diplomatic corps or as outlined in The Hague Treaty. This requirement does not apply to documents issued by European Union member states or signatories to the agreement on a European Area of Higher Education.
- If the documents are issued in any other language than Spanish, Catalan, English, French, Italian, German or Portuguese, sworn translations to Spanish or Catalan have to be submitted.

Where there is any doubt over the authenticity, validity or contents of the submitted documents, due diligence may be exercised in their verification. The relevant issuing authorities may be approached to verify the matters in doubt.

The Director of the Institut Barcelona d'Estudis Internacionals will finalise admission decisions for students with foreign degrees subject to the report of the admissions committee. Such students may be admitted conditionally, while awaiting the final decision.

The recognition of a foreign degree does not guarantee admittance. A place in the programme depends on the successful fulfilment of the admissions process.





### Who is responsible for admission decisions?

Decisions regarding the admission of students to IBEI Master's programmes are made by the Admissions Committee.

The Committee is made up of the Chair of the Committee, the Coordinators of each Master, and a professor from one of the degree-awarding universities. The Chair and the university professor are to be named by the Scientific Council of the institution at the behest of the IBEI Director. The Head of the Admissions Office will serve as a secretary of the Committee. The Committee may establish subcommittees to assess the applications of each Master's programme offered, but final decisions will be taken by the Committee as a whole.

### Admission application fees

IBEI will charge admission application fees for the Master's programmes, as well as fees arising from any requests for recognition of equivalent qualifications. The payment of such fees will be required in due time.

### Documentation

Applicants to all Master's programmes at the Institut Barcelona d'Estudis Internacionals, both in its full-time and part-time modalities, must provide all required documentation when submitting their application.

The following documents must be submitted at the time of application:

- Certificate (or certified copy) of Bachelor's degree and any other coursework providing evidence of readiness to study at the Master's level, as set out in existing regulations and described in section admissions requirements of these academic guidelines.
- Academic transcript or certified copy.
- Proof of proficiency of English and, if applicable, Spanish according to the established requirements.
- Brief curriculum vitae.
- Motivation letter
- Two reference letters
- Passport-sized photo
- Photocopy of passport or any other official identification document.

### Selection process

Admissions decisions on applicants to each Master's programmes are made by the Admissions Committee. The deadline for the admissions process will be published on the IBEI website.

The Admissions Committee is responsible for the selection of all applicants and the resolution of all queries arising from these activities that are not the responsibility of other bodies. The Admissions Committee shall report on its activities to the Director of IBEI, who oversees the selection process.

The Chair of the Admissions Committee, or when necessary substituted by the Head of the Admissions Office, will communicate the decisions of the Admissions Committee to applicants before the start of the academic year.

Admissions standards for each Master's programme offered by IBEI are determined by the Scientific Council of the Institut Barcelona d'Estudis Internacionals at the behest of the Admissions Committee.

The scholarship policy of IBEI will be proposed yearly by the Director and the Chair of the Admissions Committee to the Scientific Council, for its approval. The distribution and assignment of IBEI scholarships, as well as those managed by IBEI on behalf of external sources, will follow the principles of academic merit, equality and ability.



### Transfer of credits from other institutions

Students not enrolled in any of IBEI's Master's Programmes may request authorisation for the transfer of a limited number of credits from other institutions, if any exchange agreement exists between the granting institution and IBEI, and students must request authorisation from the Director.

The maximum number of credits that can be transferred from another Master's programme, the schedule of pertinent fees, and any related questions will be dealt with according to the agreement between the IBEI and the appropriate institution. The Director of IBEI will inform the Teaching Quality Committee of established exchange agreements, and students who are taking courses in the framework of such agreements. The Teaching Quality Committee is the body responsible for coordinating and monitoring the quality of IBEI postgraduate degrees and the Institute's own Internal Quality Assurance System.

### The reinstatement procedure

Reinstatement must be formally requested by any student taking the full-time modality of Master's programmes who has not passed 50 credits (all credits except those applying to the Final Research Project) during the first academic year, and has also failed to enrol in the subsequent year. Students wishing to return to their Master must apply for re-admission to the Director of IBEI.

Reinstatement must be formally requested by any student taking the part-time modality of Master's programmes who has not passed 50 credits (all credits except for the ones applying to the Final Research Project) during the first two academic year years, and has also failed to enrol in the subsequent year. Students wishing to return to their Master must apply for re-admission to the Director of IBEI.

Applications for reinstatement must be submitted to the admissions committee of the Master's programme within the deadlines established by the admission process.

Reinstatement applications must include the applicant's reasons for seeking reinstatement in the programme. Reinstatement may be requested only if a student has met the requirements for maintaining enrolment eligibility in the Master.





## Enrolment

### Enrolment procedure

Students must enrol in the classes of their programme by auto registration through the online application of Virtual Academic Office on the established dates by the IBEI. The enrolment of the first and second semester courses will be made during the period established at the beginning of the academic year. Students of the Master's in International Relations and Master's in Public Policy will not be able to take the pathway courses as electives.

Acceptance of enrolment by the Institut Barcelona d'Estudis Internacionals is contingent on verification of the information submitted by the applicant and on payment of fees according to the fee schedule set by the programme.

### Change requests

Students needing to modify their enrolment can exceptionally submit a change request form within the first seven working days of the term, except for some special cases detailed below. This request must be submitted to the Head of Studies of IBEI.

The Head of Studies of IBEI can reject the change request if the number of students enrolled in the course or courses that the student wishes to join exceeds the maximum of students allowed. Dropped courses will not appear in the academic transcript.

Students who are not able to follow the course due to medical reasons are allowed to drop the course during the course term by submitting a medical certificate as well as a request addressed to the Head of Studies of IBEI.

In these cases, students with dropped courses can enrol the same number of dropped credits during the following semester or during the following academic year.

Students pursuing a Master's in a full-time modality must enrol in the Final Research Project for the September call of the same academic year. Part-time students will have to enrol in the Final Research Project in September of the second academic year. Only students who have an internship or an exchange can defer the Final Dissertation paying the corresponding administrative fee.

### Tuition Fees

The price per credit that each student is liable to pay is set annually by the Board of Governors responsible for the Institut Barcelona d'Estudis Internacionals. The Board of Governors also sets the prices for extensions of enrolment, second registrations and any other academic concept. Prices are published on the IBEI website.

### Credit requirements

Students wishing to take a full-time Master's programme must enrol in all the credits required by the programme. Students wishing to take the part-time modality of the Master's in International Relations must enrol in a minimum of 30 credits and a maximum of 40 credits of the programme. Students of the rest of the Master's programmes at IBEI must enrol in at least 30 credits and not more than 45 credits.

During the enrolment process, students must identify both credits they are to take for the first time and credits they have had accredited or have failed to pass in previous years.

The Master's programme is a one-year programme, spanning the courses and development activities offered by the Institut Barcelona d'Estudis Internacionals.



### Minimum and maximum numbers of students in compulsory courses, pathway, and electives

The maximum number of students enrolled in compulsory courses, as well as pathway courses, is thirty students. The number of students required to run elective courses in a Master's programme is a minimum of five and a maximum of twenty-five students, except in exceptional circumstances.

The Master's programmes Coordinator will inform students of the cancellation of those courses that do not reach the minimum number of enrolled students or those in which the maximum number has been exceeded, and, if applicable, they will provide those students with five working days to apply for alternative course/s.

### Payment of tuition fees

Students admitted to both the full-time and part-time modality, will be required to pay a deposit to book a place in the programme. This deposit will be valid for a maximum period of two years and is non-refundable, except in the case of a visa denial before September 15 of the current academic year, or in the event of non-compliance with the conditions established in a conditional admission.

The remaining tuition fees must be paid at the start of the academic year. The schedule for payment is set by the management of the Institut Barcelona d'Estudis Internacionals and will be published at the outset of the application process.

The Director of IBEI may cancel a student's enrolment because of non-payment or partial payment of outstanding tuition fees.

### Student cancellation of enrolment and refund policy

Students can cancel enrolment during the first twenty working days of the academic year. The request for cancellation must be submitted to the Director of IBEI, who will act on the request in no longer than five working days after submission.

Enrolment cancellation by the student, if prior to the start of the Master or within the deadlines established in this section, will entail the return of the fees paid at the beginning of the course, but the deposit to book a place in the programme will not be refunded.

The cancellation of enrolment after the first twenty working days of the academic year or the student's withdrawal at any time after the stated deadline will not entail the refund of any fees paid. Academically, if the cancellation of enrolment happens within the established deadlines, it has the same effect as if the student had not been enrolled.



## Recognition of credit transfer

### Definition

Credit recognition is understood as the acceptance by IBEI of credits that, having been obtained in official Master's degree courses, in the same university or in another, are computed in different courses for the purpose of obtaining the Master's degree. The recognition of credits implies the equivalence in knowledge, content and course load between subjects taken in different study programs. In the framework of the European Higher Education Area, this equivalence must be understood as the confirmation that the student has attained the knowledge, specific and transversal competencies and skills established for the subject or subjects that make up the corresponding study programme.

IBEI only contemplates the recognition of credits in the case of credits taken in official university higher education. The recognition of credits is not contemplated in the case of Non-official Degrees, Non-university Higher Education or for professional or work experience. Credits corresponding to Master's thesis are not eligible for recognition.

The number of credits of the course taken must be equal to or less than the number of credits of the recognized course.

### Waiver

In the Master in International Relations, students may apply for a waiver for the compulsory courses of Comparative Politics and Democratization and International Trade and Economy. This waiver will be assigned by the Master's Coordinator, after reviewing the students' academic records before the start of the Master's programme, and depending on the previous knowledge acquired in their official or other graduate or postgraduate studies, and the contents of the subjects taken previously. In the Master's Degree in International Relations, the student who obtains the equivalence of one or more compulsory subjects must enrol in one or more elective subjects that, as a whole, add up to a number of credits equal to or greater than the number of credits corresponding to the previous ones. It is not possible to request the equivalence of an elective course.



## Assessment

### Assessment methods and standards

Students are entitled to assessment in all of the courses in which they are enrolled in their Master's programmes.

The knowledge, skills and competences gained by students in a subject may be verified through final examinations, a final project, a process of ongoing assessment, and/or other means to evaluate a student's effort and progress.

Faculty members must set out the assessment method, percentages and criteria for any current courses they are teaching. They must make this information available to students at the start of the semester and must as a minimum include the following details:

1. Aims and objectives
2. Content and timetable
3. Assessment criteria and marking method
4. A basic reference bibliography

The Teaching Quality Committee will review and approve the syllabus of every course offered at IBEI.

The Teaching Quality Committee will analysis the assessment methods and results of all IBEI Master's programmes.

### Assessment period

Exam dates and deadlines for final projects will fall after the teaching period for the term is concluded, within the time period established for that purpose in the academic calendar of IBEI, and approved by the Coordination of the Masters.

In exceptional cases with due justification, the Head of Studies of IBEI can issue an extraordinary extension for exam dates or final project deadlines.

### Examination sessions

All students are entitled to be assessed for each course they are enrolled on in their Master's programme during the semester in which it is taught.

To pass a course, students must participate in at least 50% of the course activities evaluated by continuous assessment and have taken as well as the final exam or have submitted a final paper (originally outlined in the syllabus).

Students who fail a course will have the possibility to take a resit exam so long as they have participated in more than 50% of the course activities evaluated by continuous assessment and taken the final exam or submitted a final paper (if this was originally outlined in the syllabus).

The grade of the resit exam becomes the grade for the whole course. If the student fails the resit exam, they have failed the whole course and will need to enrol for a new course in the following semester or academic year.

When a student fails one or more elective course during the first semester of their programme, they are entitled exceptionally to enrol in additional courses in the second semester in order to complete the required number of credits, after paying the necessary additional fees.


### Final Research Project submission calls

There is one ordinary call for the Final Research Project every year, during the month of September. Students of a one- year full-time master's degree must submit and register their Final Research Project in the first ordinary call (September of their academic year).

If the Final Research Project is not submitted will be considered as 'Not submitted' in the academic transcript, and will consume the call. Students who fail the September submission will be granted one free retake opportunity in November. Failure to submit or pass in either September or November will require enrollment in the following call in March of the following academic year, with payment of the corresponding per-credit fee. The maximum number of official calls to pass the Final Research Project is two (once these two calls have been missed, the student should drop out of the programme). Only in exceptional situations the student may request the Rector of the Coordinator University to grant a third extraordinary call which will be accepted, only for exceptional reasons, duly justified and accredited. If the student does not pass this last call, he/she will have to drop out of the programme.

Exceptions to the September call are limited to students undertaking internships or academic exchanges. These students may request an extension to submit in March, subject to a fixed administrative fee. Students applying for academic exchanges must do so in February, with confirmation of participation in March. Upon confirmation, they will automatically qualify for the March submission period of the following academic year. Students who carry out an internship may also opt for March submission, provided they have secured the internship placement and paid the corresponding academic fee.





If any student who submitted the Final Research Project in March of the 2nd year fails, it will consume the 2nd call. Therefore, the student must request a 3rd extraordinary call from the Rector of the coordinating university.

### Assessment Accommodations

Students who, due to health-related reasons or duly justified personal circumstances, encounter difficulties in following the course under normal conditions and require adaptations to the assessment system must submit the relevant supporting documentation to the Academic Office and request an interview with the Head of Studies at the beginning of the academic year.

Based on the evaluation of the case, and where appropriate, authorisation may be granted for specific accommodations, for example an extension of up to 50% of the allotted time for on-site examinations and a deadline extension of up to one week for the submission of take-home assignments.

### Forms of misconduct

In the case where a student submits an assessment task late, it may be accepted by the professor at their discretion, but a penalty of 0.5 points will be applied for each day of accumulated delay. This is to promote the fulfilment of the commitments by the students as well as to ensure an equitable treatment for the rest of the students who submit their work on time.

In the event that a teacher detects a student cheating on an exam, the professor can ask the student to leave the classroom. The student who has been removed from the classroom for cheating, will not have more than a 5 in the final grade of the course, even after the retake.

Breaches of academic integrity include the inappropriate use of Artificial Intelligence (AI), plagiarism, and multiple use of coursework. These breaches are strictly prohibited and are discussed in more detail on the next pages. IBEI reserves the right to carry out plagiarism control of student work through the Turnitin plagiarism control programme.


Members of the IBEI community have an obligation to bring misconduct (e.g. inappropriate use of AI, plagiarism, multiple uses of coursework for different subjects, copying) to the attention of the Director and the Head of Studies.

### Misconduct proceedings

In the case of breaches of academic integrity, misconduct proceedings will be confidential, impartial, transparent and urgent.

In the event of an accusation of a breach of academic integrity, misconduct proceedings will begin when a member of the community of the IBEI reports the event in question, and they will conclude with student notification of the decision of the hearing committee.

Except where the programme of studies indicates otherwise, the procedure will follow these three steps:

- **Step 1:** a case of misconduct is to be reported to the Head of Studies. The member of the community who observes a breach of academic integrity must notify the Head of Studies with all due haste. If considered appropriate, the student in question will be notified by the Head of Studies that misconduct proceedings have been initiated and will take whatever measures are necessary to guarantee the confidentiality of such proceedings.
  - **Step 2:** the presentation of arguments by the student. The student will have three working days to file written arguments and any supporting materials considered relevant. These documents must be submitted to the Director of IBEI and the Head of Studies. They, together with the faculty member concerned, will determine the appropriate sanctions to impose.  
  
The sanction for a breach of academic integrity is a failing mark for the student. During the resit exam and at the discretion of the teacher, the maximum grade the student may obtain is a five. The next step will only be taken in cases where the student opposes the sanctions imposed in Step 2.
  - **Step 3:** a hearing committee will be convened. Within five working days from the initiation of proceedings, the Director of IBEI will convene the hearing committee. The hearing committee will be made up of at least two members, chosen at random, and it will decide on the case. The hearing committee must hear the allegations of the faculty member concerned if the faculty member requests being heard. The committee's decision will be final and will be notified to the student through the Head of Studies within a period of two working days from the hearing date.
- 

## Student use of AI at IBEI

### Introduction

These guidelines are to help you decide whether and how to incorporate artificial intelligence (AI) into your work. They also clarify IBEI's stance on acceptable and unacceptable practice.

Academic work is based on the principles of transparency, integrity and traceability. IBEI also runs on an honour system, whereby the student is responsible for fulfilling these requirements. This signifies that you cannot use AI (by which we mean generative AI) to generate part or all of an assignment and present it as your own work.

### Use of AI

Reliance on AI can also seriously harm your development of learning skills such as critical thinking and constructing an argument. You cannot use AI to generate your research questions or construct your arguments. The main goal of tasks must not be completed by AI and students should be clear on the difference between assistance and reliance. The first is acceptable in certain tasks, while the second is not.

You should not rely on AI to find information on a theme, nor to find bibliographic references. It is important to stress that current generative AI models are built on a basis of text prediction and therefore do not necessarily give information that is true, but rather information that is probable from

the material they have been trained on. They can invent information but present it as correct. AI can give rise to incorrect citing (the format or the content of the citation may be erroneous).

If you rely on AI, you may receive a lower grade based on the quality of the submitted work, e.g. if it is bland and generic.

AI may have a place as an additional support for technical tasks such as computer coding, to proofread or improve your own writing, or to seek feedback or comments on your own work for later improvement.

There are ethical implications around the use of AI, for example around transgression of privacy and the security of data, as well as intellectual property and academic integrity. Students may be inadvertently plagiarising through the use of generative AI. Discrimination (ethnic, cultural, by sex, class or other) may be embedded in AI answers. IBEI also wants to draw attention to the large and growing environmental impact of the use of AI.





### Declaration of use

You should include a declaration of how you have used AI as a disclaimer on the first page of any submitted evaluation activity. This disclaimer should specify the AI tool used and explain how it was used in some detail. The sources used by AI should be included as a separate bibliography in an appendix.

Your instructor may have additional requirements, for example, they may ask that the methodology section of student papers should include a more detailed description of AI tools used and how they were employed by the student.

### Penalties

Submitting as your own work material that has relied on AI will be treated as a transgression of academic integrity and will be penalized as such.

Lack of adequate declaration of use will result in a one-point penalty on the grade for that evaluation activity.





## Plagiarism

In the academic field, in which essays and papers are based on the information gathered from multiple sources, the risk of incurring in plagiarism is high. Such misconduct cannot be tolerated because it runs counter to the principles of originality and honesty that must govern academic activity. Therefore, total or partial plagiarism on the part of a student will be punished and in particularly serious cases, may lead to the student being failed.

The two most common types of plagiarism, which are thus worthy of particular attention, are a) copying a text or excerpt verbatim and b) paraphrasing without mentioning the author's name. Based on an excerpt by Susan Strange, subsections a) and b) provide examples to illustrate such practices.

*In very few territorial states, however, is 'national' identity entirely natural and organic. In most, it has been deliberately engineered and cultivated by the political community of a ruling elite. In this respect, Japan is exceptional in that the society was sufficiently homogeneous that it was not necessary to invent or impose a common national identity on the great majority of people. In Europe, North and South America, Africa and the Indian sub-continent it was different.*

**(Strange, Susan. 1996. *The Retreat of the State*. Cambridge: Cambridge University Press, pp. 70-71.)**

### a) verbatim copy

#### Type 1: verbatim copy, no quotation marks, no reference given

*The ruling elites tend to manipulate and cultivate 'national' identity, turning it into an engineered reality. In this respect, Japan is exceptional in that the society was sufficiently homogeneous that it was not necessary to invent or impose a common national identity on the great majority of people. The situation was different in other regions of the world.*

In this example, plagiarism is obvious – not only does the plagiarist appropriate the words of Susan Strange, but he also omits any reference to her or to the work that contains her ideas.

#### Type 2: verbatim copy, quotation marks, no reference given

*The ruling elites tend to manipulate and cultivate 'national' identity, turning it into an engineered reality. "In this respect, Japan is exceptional in that the society was sufficiently homogeneous that it was not necessary to invent or impose a common national identity on the great majority of people". The situation was different in other regions of the world.*

This second example is also incorrect, because even if Susan Strange's exact words are placed between quotation marks, the plagiarist does not mention the author's name or the title of the work he/she is quoting.

#### Type 3: verbatim copy, no quotation marks, reference given

*The ruling elites tend to manipulate and cultivate 'national' identity, turning it into an engineered reality. In this respect, Japan is exceptional in that the society was sufficiently homogeneous that it was not necessary to invent or impose a common national identity on the great majority of people (Strange 1996: 70-71). The situation was different in other regions of the world.*

In this case, the author mentions Susan Strange's name and the exact page where her observation can be found. However, since the second sentence is a verbatim copy of Susan Strange's words and no quotation marks are used, the resulting text is also an example of plagiarism. When an idea is expressed with the same words used by the author of the original source, the use of quotation marks is compulsory, as is providing the exact reference to the work quoted, including the page number.

### b) Paraphrase, author not mentioned

A paraphrase is not the same as a verbatim copy, but by resorting to it we do not avoid the risk of plagiarism. By paraphrase we mean the reformulation of an idea expressed by another author or authors but using different words. In this case, quotation marks are not required, but reference should be made to the original author(s) and work(s) from which the idea was taken.



*The ruling elites tend to manipulate and cultivate 'national' identity, turning it into an engineered reality. In order to strengthen their position within the country, the elites promote identitarian feelings, which they impose on the diversity that defines most societies. In this respect, Japan is exceptional because its society was relatively homogeneous and it was not necessary for the elites to foster such feelings. However, the situation was different in other regions of the world.*

Here we can see that the author does not copy the words of Susan Strange: s/he reformulates her idea with different words. In this example, what's inappropriate is not the absence of quotation marks, but failure to mention the author, her work and the page number. In all essays and papers, authors should not only be given credit when their words are quoted literally, but also when their ideas are replicated.

### Multiple use of coursework

The courses of the Master's programmes complement each other in order to ensure that the teaching students receive is coherent and consistent. However, each course stands on its own, which is why it is completely forbidden to submit the same work – wholly or in part – for more than one course, as well as submitting work produced for another study programme or institution. Failure to comply with this academic rule will entail the obligation to rewrite one of the items submitted and, where appropriate, a penalty on the final grades for both courses.

Note: students are allowed to write essays or papers on similar topics for more than one course provided they follow the approach, methodology and demands of each course. In exceptional cases, with the prior consent of the teachers in charge of both subjects and that of the Master's programme coordinator, students may be allowed to submit the same work, although longer than it would otherwise be, for two different courses.







### Written proof of attendance to review meetings

Students are entitled to obtain written proof of attendance to review meetings. Requests for written proof are to be submitted to the IBEI Academic Office.

### Procedure for appeals of grades received

Students may request that their grades be reviewed.

Appeals of appeal grades awarded to assessment activities that take place during the course should be settled with the faculty member involved in teaching that assessment activity. Appeals of final grade have the following procedure:

Once the grades have been made public, students can appeal the grade to the evaluating faculty member during a period to be determined and announced prior to the release of the marks. In the first instance, this should be an appeal to the teacher of the course. The student should submit a written justification of why their grade should be reviewed. If the student is not satisfied with the response of the faculty member, they can request a second review to the Head of Studies, within a period of ten working days. The Head of Studies will assign a second evaluator to review the final exam/final essay. Before issuing their decision, the evaluator must hear the faculty member concerned. The decision will be reached within a period of ten working days from the time of the request. Any request for a second review must be preceded by prior completion of the initial procedure.

### Policy on record keeping

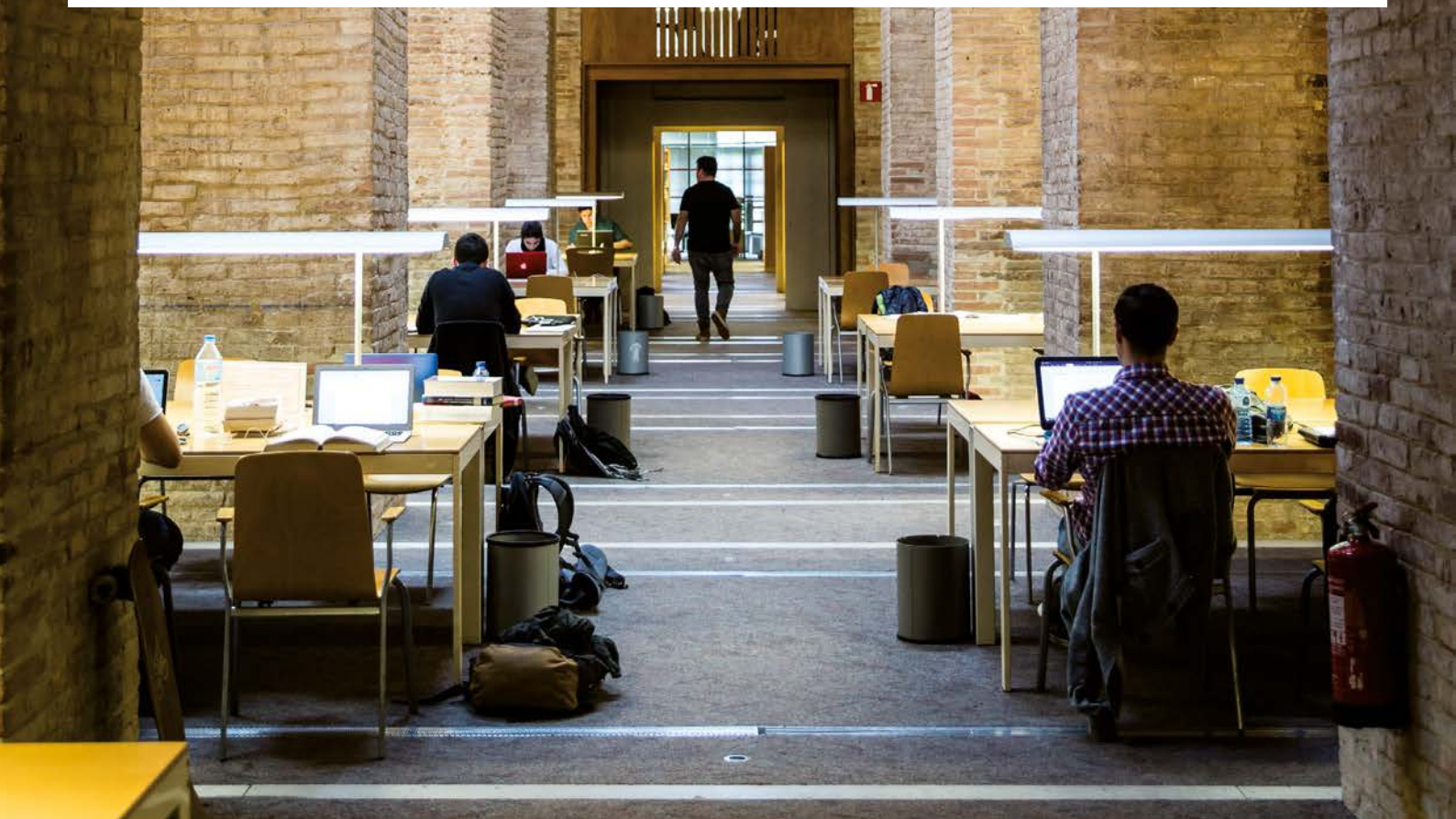
All faculty members teaching courses in Master's programmes at IBEI are required to keep on file pertinent exams and other documents supporting a grade for a period of one year after the grade has been granted.

The IBEI will keep students' original academic records for at least five years from the time of their completion of their Master's programme.

### Conferral of degrees and diplomas

Students who successfully complete the required number of credits on an IBEI Master's programme will receive a Master's degree.

Students who complete 75% of the core and elective courses in an IBEI Master's programme will be able to request a diploma recognising the courses studied, awarded by the Institut.







### Maintaining enrolment eligibility

To remain enrolled in an IBEI Master's programme, students are required to successfully complete a minimum of 50% of all credits enrolled during the first academic year of the full time programme and the part-time programme.

In cases when a student fails a course, they may enrol for a second time during the following academic year.

Once the two attempts have been exhausted, the student can ask to be granted an extraordinary sitting of the course exam, only for exceptional reasons duly justified and accredited, by the Rector of the Coordinator University, who will act on such a request taking into account of the student's progress throughout the Master's programme and the student's performance in the other subjects of the programme. Students who are granted an extraordinary sitting but are not successful must leave the programme.

The maximum period of time allowed for completing a Master's programme in its full-time modality is three academic years beginning from initial enrolment.

The maximum period of time allowed for completing the Master's programme in International Relations in its part-time modality is six academic years beginning from initial enrolment.

## Grading

### Grading system

The grading system used in all Master's programmes corresponds to the system set out in article 5 of the Royal Decree 1125/2003 of 5th September 2003, which implemented the European system of credits and the grading system in official and valid university degree programmes throughout Spain.

It includes the following features:

- a) Being granted credits for a subject area will entail the successful completion of the relevant exams or evaluation tests.
- b) Learning attained by students will be expressed in numerical grades that will appear in their academic records.
- c) The grade point average of each student's academic record will be found by multiplying each credit by the numerical grade earned and adding the results, then dividing the sum by the total number of credits earned.

d) A student's results in each course in the plan of study will be marked on a 0 to 10 scale, to one decimal point, with the corresponding qualitative marks as follows:

|           |             |
|-----------|-------------|
| 0 - 4,9   | Fail        |
| 5,0 - 6,9 | Pass        |
| 7,0 - 8,9 | Very Good   |
| 9,0 - 10  | Outstanding |

e) Distinction may be awarded to students who have obtained a grade equal to or higher than 9.0 or 'Outstanding' at the professor's discretion. The number of students with Distinction cannot exceed 5% of enrolled students in a course in the relevant academic year, unless the number of enrolled students is lower than 20, in which case only one distinction may be awarded. This mention will appear on the transcript.

Students awarded with a Distinction can enrol the same number of credits awarded without any cost during the next academic year as credits that will be additional to the 60 credits required to get the degree.

f) In the event that a student drops a course, a grade of 'Not Submitted' will appear on his/her academic record. Students who present a medical justification, and once authorized by the Head of Studies, may cancel a course without it appearing as 'Not Submitted' on their academic record, as long as it is within the same academic year.

If a student fails only one course in their Master's programme, they may request a 'passed for credit' mark. The academic staff of the Teaching Quality Committee will form an evaluation committee which, taking into account the results achieved in other courses in the programme, may grant this. In such cases, the student's academic record will reflect the numerical grade earned in the course, accompanied by the phrase "passed for credit".

### Grading criteria

The following grading criteria are intended to explain the decision making for grading the different evaluations by the faculty of the Institut Barcelona d'Estudis Internacionals. It is not possible to detail all of the criteria used to grade the different evaluation systems, different types of assignments or subjects, where there may be different requirements. However, this set of grading criteria is intended to give an idea of the standards that IBEI applies in the different areas.



| Mark Range |                      | Key features applicable in the assessment of examination essays and dissertations   |
|------------|----------------------|---|
| 9-10       | Overall              | Outstanding answer: exceptionally well structured and theoretically informed, showing striking personal insight and originality.                      |
|            | Understanding        | Authoritative; full understanding of relevant material; highly original analysis; highly independent and critical judgment; high degree of precision. |
|            | Selection & coverage | Unusually extensive range of sources, applied with outstanding insight; exceptionally effective use of evidence to support argument.                  |
|            | Structure            | Excellent structure, focus, presentation and writing style, contributing to a highly compelling argument.   |
| 8-9        | Overall              | Highly thoughtful answer informed by wider reading, showing clarity of thought, personal insight and originality.                                     |
|            | Understanding        | Thorough understanding of relevant material; insightful discussion; evidence of independent and critical judgment.                                    |
|            | Selection & coverage | Extensive range of sources applied insightfully; very effective use of evidence to support argument.  |
|            | Structure            | Very good structure and focus; clear and fluent writing style; compelling argument.   |
| 7-8        | Overall              | Thoughtful answer informed by wider reading, showing clarity of thought and personal insight.   |
|            | Understanding        | Thorough understanding of relevant material; insightful discussion and analysis.  |
|            | Selection & coverage | Extensive range of sources applied insightfully. Effective use of evidence to support argument.   |
|            | Structure            | Well-structured and focused; clear and fluent writing style; persuasive argument.   |
| 6-7        | Overall              | Good understanding of relevant material; coherent and logical argument.   |
|            | Understanding        | Good understanding of important facts and concepts; substantive analysis of key issues.   |
|            | Selection & coverage | Good use of relevant sources/literature; employment of a range of evidence to support argument.   |
|            | Structure            | Coherent and logical presentation.  |
| 5-6        | Overall              | Sound understanding; limited analysis.  |
|            | Understanding        | Generally sound understanding of relevant material but limited range or depth; more descriptive than analytical.                                      |
|            | Selection & coverage | Appropriate but limited use of sources/literature; attempts to support argument, but these are awkward and/or unconvincing.                           |
|            | Structure            | Generally clear presentation but awkward structure and/or limited development of argument.  |
| 4-5        | Overall              | Basic understanding and analysis.   |
|            | Understanding        | Some general knowledge but little detail; minimal demonstration of analytical thought.  |
|            | Selection & coverage | Sparse coverage of basic material; generally unsuccessful in using evidence to support argument.  |
|            | Structure            | Adequate structure and presentation, but unclear or disorganized in places.   |
| 0-3        | Overall              | Unsystematic, incomplete and/or inaccurate.   |
|            | Understanding        | Little or no knowledge demonstrated; numerous inaccuracies; meaning unclear; little or no analysis.   |
|            | Selection & coverage | Inappropriate and/or inaccurate use of sources/literature; poor or no use of evidence to support argument.  |
|            | Structure            | Disorganised and unclear presentation; consistently poor spelling and grammar; incoherent argument or none discernible; unacceptably brief.           |



## Academic Record

Students will be provided with a copy of their academic transcript when receiving their Master's degree. Additional copies of transcripts requested by students may incur a fee.

## Final Research Project

### Requirements for completion of Final Research Project

Students must have previously completed 50 credits in their compulsory and elective courses before being eligible to submit their Final Research Project.

### Final Research Project advising

The Head of Studies will assign an adviser for each student. The adviser will provide guidance and supervision during the Final Research Project.

## Project deadlines and corrections

Students must submit one digital copy of their Final Research Project to IBEI's Academic Office by the deadlines set for each programme.

The coordination of each Master's programme will establish the call for the submission of the Final Research Project in September of the same academic year for the master's in full-time modality and in September of the second academic year for the part-time modality.

Students who fail their Final Research Project will be granted one free resubmission opportunity in November.

Students who do not submit the final project within the deadlines established or who fail in the ordinary September call must register their Final Research Project in a new call in March. In this case, students must pay the corresponding per-credit fee, according to the price established by the IBEI Board of Trustees.

Students who do an exchange within the IBEI Exchange Programme must postpone the submission of the Final Research Project until March of the following academic year. This must be communicated to the Academic Office no later than 7 days after the official confirmation of the exchange by the foreign university. Confirmation of the exchange will automatically generate a one-semester extension on submission of the Final Research Project. The student must pay an administrative fee for the extension of the final dissertation and will receive a 'Not Submitted' in the first September call.

Students who carry out a professional internship of less than 20 hours per week during the second semester may request an extension of their Final Research Project to March of the following academic year, which must be communicated to the Academic Office no later than 7 days after the official confirmation of the internship. The extension of the TFM involves the payment of a corresponding administrative fee. In this case, students will receive a 'Not Submitted' in the first September call.

Students of the Mundus MAPP programme have their own regulations for the Final Research Project established in their thesis guidelines.



### Faculty coordination and evaluation procedures

The Director of IBEI, the Head of Studies and the Master's programmes Coordinators are responsible for faculty coordination as well as for the delivery and quality of the teaching on the programme.

The Teaching Quality Committee is responsible for the approval of the IBEI procedures for evaluating faculty performance.

Developed by the Director of IBEI, these procedures will include evaluation of the delivery and quality of teaching.

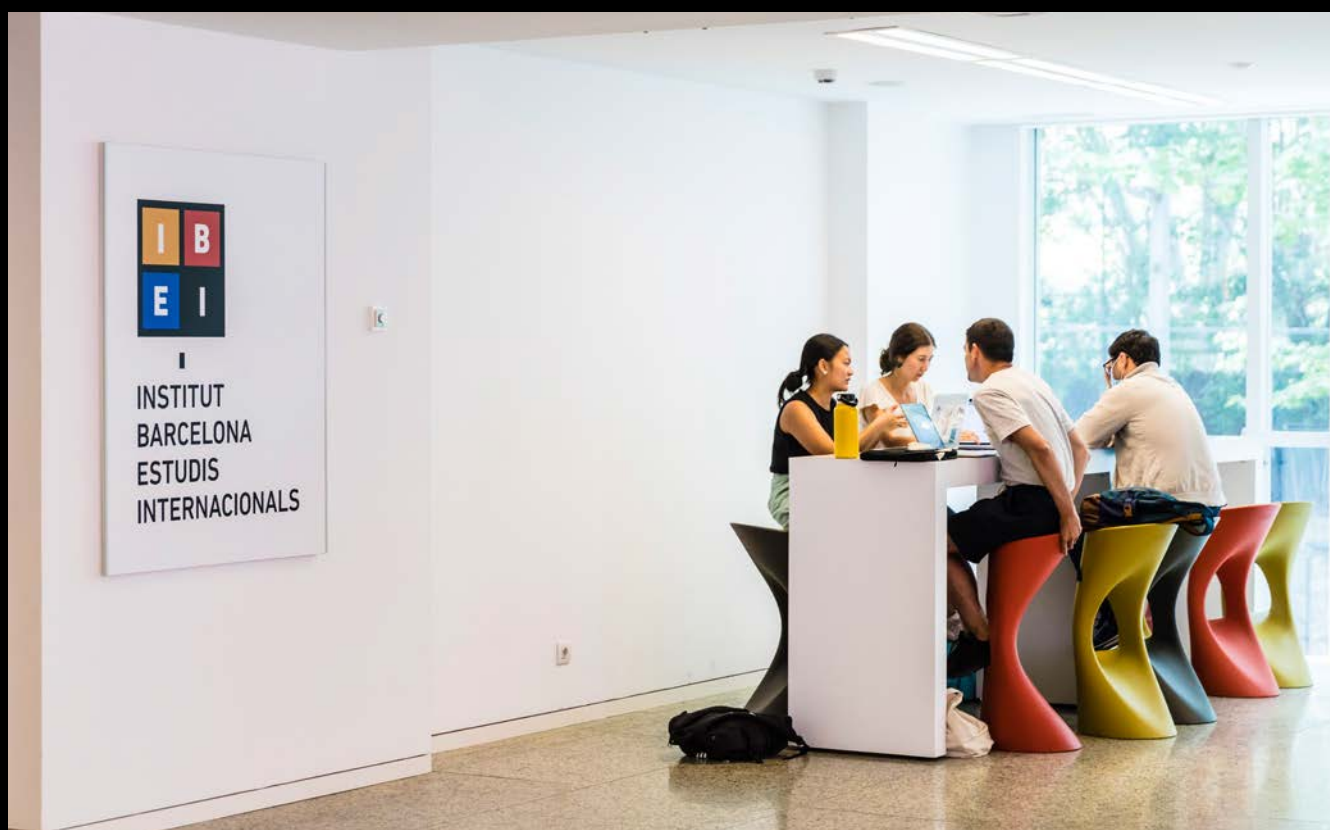
All courses offered by IBEI on all Master's programmes are evaluated by student satisfaction surveys at the end of the teaching period.

### Photos and videos in class

In accordance with Spanish Law 1/1982, of May 5, on the Right to Honour, Personal and Family Privacy, and Personal Image Protection, it is forbidden to take photographs or record the classes, either in video or audio, without the prior written consent of the professor. This norm is also valid for professors, who must request permission from students if they need to record their activity, especially in cases where the students are involved or appear.

In the event that the activity involves the recording of images of students or teachers, in addition to having the written consent of the interested parties, these images should only be accessible to the students involved in said activity and the corresponding teacher. In no case may the recording of images in class correspond to non-educational functions.

In no case the fact of making the recording means that it can be disseminated openly on the Internet or in another means of communication and that it can be accessed indiscriminately.



# Internship Programme

01.02

The objective of professional internships is to acquaint students with the tasks and challenges involved in the daily practices of organisations and professionals in international relations, development and security. They also afford students the opportunity to put into practice the knowledge they have acquired in their IBEI Master's courses. These internships may be curricular or extracurricular. In either case, the student must be enrolled in a Master's Programme offered by IBEI and have not yet completed the Final Research Project.

Students of the Mundus MAPP programme have their own regulations for the Internship.

Professional internships do not establish a connection or work relationship between the student and the company or institution and are regulated by specific standards set by IBEI, in accordance with Royal Decree 592/2014, of 11 July. Before a professional internship can be arranged, IBEI and the managing organisation must first sign a cooperative education agreement. Within a month after the curricular internship has finished, IBEI must receive a report from the organisation where the student is carrying out the internship, as well as a final report from the student.

## Curricular Internships

Curricular internships make up part of the curriculum of each Master's Programme and require enrolment in the elective course titled Professional Internship, worth 4 ECTS credits. This course will appear on the student's academic record. Curricular internships are required to have a minimum of 120 hours and a maximum of 900 hours.

The academic internship coordinator of IBEI supervises the content of curricular internships to ensure they are related to the different areas covered in each Master's programme. Curricular internships are considered an elective course and, in case of finding a curricular internship, the course must be enrolled. Students who wish to carry out curricular internships may enrol in the course Professional Internship as part of the 60 credits necessary to complete the Master's programme and may do so during the first week of each term. Students may also take the course as an additional subject, adding four credits to the 60 credits necessary to complete the programme (60

credits + 4 ECTS credits). Enrolling in the course for extra credit can be done by completing an enrolment form. In this case the student will not have to pay the price of the 4 credits, but an administrative fee set by the IBEI Board of Trustees. The dates and cost are announced at the beginning of each academic year. Students who carry out an internship of less than 20 hours per week during the second semester may substitute a 4-credit elective subject for the internship course at no additional cost. Students may only do one curricular internship.

Students who complete a more than 20 hours per week internship during the second semester must request a change to the part-time modality.

Students who complete an internship during the second semester may request an extension of the TFM to March of the following academic year, paying a fee set by the Board of Trustees. They may request this extension no later than seven working days after having received the internship acceptance notification. They will receive a 'Not Submitted' in the initial September call for their Final Research Project

Internships registered until August 31 are considered as internships for the student's initial academic year. From September 1st onwards, internships will be enrolled in the following academic year. In this case, the student must postpone the submission of the Final Research Project to March of the following academic year (by paying the corresponding per-credit fee).

## Completion of the internship

The internship must be completed while maintaining the student status and, therefore, before the Final Research Project minutes are closed (i.e. November 15 for students who submit their Final Research Project in September and May 31 for students who submit their Final Research Project in March of the following academic year).

## Extracurricular Internships

Extracurricular internships do not make up part of the curriculum nor do they appear on a student's academic record. In order to apply for an extracurricular internship, the student must be enrolled in an IBEI Master's programme. Upon having completed all the required credits for the programme, the student will no longer be eligible for extracurricular internships. Extracurricular internships must not exceed 900 hours and may be renewed as long as the student meets the set requirements.

In order to carry out an extracurricular internship, IBEI must first establish a cooperative education agreement with the company or institution willing to take on an intern and a fee set by the IBEI Board of Trustees must be paid.



## Characteristics of Internships

Students may carry out internships in organisations external to IBEI, such as private companies, international organisations, NGOs and public institutions. Internships may also be done with IBEI research groups. In any case, during the internship the student may not enter into any type of contractual relationship with IBEI or any other of the institutions.

IBEI offers its own curricular internships. These are managed directly through collaboration agreements already in place with various companies and organisations. Nevertheless, IBEI also supports those students who prefer to carry out curricular or extracurricular internships in institutions with which they have established a relationship of their own accord. There are also many institutions with their own internship programmes, and in some cases IBEI cannot establish an agreement.

Once a student has received an offer to carry out an internship outside of IBEI, s/he must notify the Academic Internship Coordinator, specifying the characteristics of the internship, the name and position of his or her sponsor and the contact details of the interested organisation. The Academic Internship Coordinator will supervise the proposal and IBEI will help the student to complete all the necessary paperwork and establish a cooperative education agreement with the organisation.

## Curricular internships offered by IBEI

IBEI has an established support system for students wishing to do internships that will help them to identify professional internships, systematically collect the necessary information and, at the same time, establish cooperative education agreements with different organisations, both public and private. The purpose of this is to guarantee a varied offer of internships for Master's programme students and to ensure those internships are suitable to different aspects and professional interests related to international relations, development and security. IBEI also offers seminars and personalised support to identify alternative opportunities for internships.

Students who wish to receive more information about the internships offered and managed directly by IBEI must be previously enrolled in the Internship Programme. IBEI has a software for the management of internship offers. A minimum of two Workshops from the Career Skill Workshops offered by IBEI must be completed to enrol in the Internship Programme.

Organisations working in collaboration with IBEI send descriptions of available internships, which will be forwarded to students who are enrolled in the IBEI Internship Programme. Students may then notify IBEI if they are interested in any offer. The student must not contact the institutions directly. IBEI will act as intermediary and send the CVs of the interested candidates who best meet the requirements of the job description. The final selection of the candidates will be made by the organisation. The internships will be formalised through an annex of the Internship Agreement signed by IBEI, the organisation and the selected student.

## Assessment of Curricular and Extracurricular Internships

Curricular internships are equivalent to one elective course worth 4 ECTS credits and are subject to a predefined and standardised assessment system.

The final mark is based on two reports:

- 1) An assessment report from the student's supervisor in the organisation where the internship is carried out. The supervisor must complete a standardised form assessing the professional competencies acquired by the student by giving each a mark of 0 to 10, with 10 being the highest. The supervisor will send this report to the IBEI academic coordinator of internships through an electronic system within a month after the internship has finished.
- 2) A five-page personal report written by the student on the progress he or she made during the internship and the professional experience acquired. The report must include the following points:
  - A) Student's personal details.
  - B) Name and location of the organisation where the internship was carried out.
  - C) Detailed description of the tasks, jobs and departments he or she was assigned to.
  - D) Assessment of tasks performed with the knowledge and competencies acquired during university studies.
  - E) Problems that arose and how they were resolved.
  - F) Knowledge and skills that were acquired on the internship.
  - G) Assessment of internship and suggestions for improvements.

The student must send the final report to the Academic Office by email ([internship@ibei.org](mailto:internship@ibei.org)) within one month upon completing the internship.

The final assessment will be made once the internship has been completed, according to the evaluation of the two reports, and the student will receive a Pass/Fail grade. If no assessment of the internship is made, the subject will appear as "Not Submitted" on the student's record.

The IBEI academic coordinator of internships is responsible for determining if the student passes the course and must sign all necessary paperwork to that effect. The student's academic advisor will also complete an assessment report.

The evaluation of extracurricular internships follows the same process, although the grade is not included in the academic transcript.

**IBEI Internship Programme email:**  
[internship@ibei.org](mailto:internship@ibei.org)

**Internship Programme Academic Coordinators:**  
Mariana Walter  
[mwalter@ibei.org](mailto:mwalter@ibei.org)

Susana Galán  
[sgalan@ibei.org](mailto:sgalan@ibei.org)

# International Academic Exchange Programme

01.03

IBEI offers its students the possibility of participating in an international academic exchange program, spending an exchange semester at one of the following partner universities:

## Africa

- American University in Cairo (Cairo, Egypt)

## America

### North America

- Université de Montréal (Montréal, Canada)

### Latin America

- El Colegio de Jalisco (Zapopan, México)
- FLACSO - Facultad Latinoamericana de Ciencias Sociales (Buenos Aires, Argentina)
- Instituto de Estudios Internacionales (IEI) de la Universidad de Chile (Santiago de Chile, Chile)
- Pontificia Universidad Católica del Perú (Lima, Perú)
- Pontificia Universidade Católica do Rio de Janeiro (Rio de Janeiro, Brazil)

## Asia

- Hitotsubashi University (Tokyo, Japan)
- KIMEP University (Almaty, Kazakhstan)
- Seoul National University (Seoul, South Korea)
- National Taiwan University (Taipei City, Taiwan)

## Europe

- Aarhus University (Aarhus, Denmark)
- Charles University (Prague, Czech Republic)
- Eberhard Karls Universität Tübingen (Tübingen, Germany)
- Freie Universität Berlin (Berlin, Germany)
- Hertie School (Berlin, Germany)
- Kadir Has University (Istanbul, Turkey)
- LUISS - Libera Università Internazionale degli Studi Sociali Guido Carli (Rome, Italy)
- Sabanci University (Istanbul, Turkey)
- Sciences Po Saint-Germain-en-Laye (Saint-Germain-en-Laye, France)
- Università Bocconi (Milan, Italy)
- Università degli Studi di Trento (Trento, Italy)
- Universität Konstanz (Konstanz, Germany)
- Vilnius University (Vilnius, Lithuania)

**Full-time students** who wish to participate in the academic exchange programme will have to extend their respective master's programme to 18 months, as they will need an additional semester to accommodate their stay abroad. The exchange will take place preferably during this third additional semester.

**Part-time students** can integrate the exchange semester into the programme (preferably the fourth semester), without the necessity to require an extension. If the student (part-time MIR) wants to do the exchange in the third semester, he/she will have to take the 1104 compulsory course during the fourth semester, in full-time modality.

The stay abroad is limited to one academic semester.

Students have to enrol and pass a minimum 10 ECTS and maximum 20 ECTS at the exchange university. The credits obtained abroad will be integrated into the final transcript of IBEI as mobility credits, subject to the prior approval of the IBEI Academic Exchange Coordinator.

Full-time students must request an automatic enrolment extension of their Final Research Project to March of the following academic year, informing the Academic Office no later than 7 days after the official communication of the Exchange by the foreign university, and must pay the corresponding administrative fee (the Final Research Project September call will appear in the

academic record as 'Not Submitted'). In this case, students will be able to continue working on their Final Research Project while they are at the exchange university. Part-time students submit their Final Research Project on 15 September of the end of their fourth semester.

The International Mobility Office will hold an information session in November, where they will inform students of the application deadlines and procedures. Students will have to submit the following documents to the International Mobility Office:

- IBEI International Academic Exchange Programme Application Form
- Academic transcript of the 1st semester at IBEI
- Academic transcript of undergraduate degree
- Updated CV
- Language exam (if required)

### Procedure

- ▶ IBEI nominates students on the bases of their undergraduate academic transcripts and the transcript of their first semester at IBEI, and passes the nominations to the respective partner university, or passes pre-selected applications if the university handles the process itself.
- ▶ The partner university confirms, or decides about, the nomination and informs the student, according to their respective internal deadlines. This process may take until the early summer in some cases.
- ▶ The student has to officially confirm acceptance of the offered place by email at [international@ibei.org](mailto:international@ibei.org)
- ▶ Prior to the stay abroad, the student agrees with the Academic Exchange Coordinator on the courses which s/he wishes to attend at the exchange university. The course choice form has to be signed by the student, the IBEI academic coordinator and the coordinator at the exchange university.
- ▶ Students must enrol and pay a minimum of 60 ECTS credits at IBEI. Credits in addition to the 60, made at the exchange university should not be paid and will be free.
- ▶ Exceptionally, Part Time students or RMIS students may substitute some elective courses within the 60 or 120

credits of their degree for credits taken at the exchange university, provided that the previous provision is not violated.

- ▶ An automatic enrolment extension of the Final Research Project to March of the following academic year must be made by sending a scanned copy of the University's acceptance letter together with the deferral request to the Academic Office ([master@ibei.org](mailto:master@ibei.org)) no later than 7 days after the official confirmation of the exchange by the foreign university and by paying an administrative fee.
- ▶ Once the student arrives at the exchange university, they send confirmation about the course choice to the International Mobility Office. In case of any changes to the choice of courses agreed on with the Academic Exchange Coordinator, this has to be approved by the IBEI Academic Exchange Coordinator within the first two weeks of the semester.
- ▶ The exchange university issues confirmation of arrival & enrolment documents which the student has to send to [international@ibei.org](mailto:international@ibei.org) within the first two weeks of arrival.
- ▶ Within a maximum of six weeks of the end of the academic semester, the exchange university sends the academic transcripts of the respective student to the International Mobility Office.
- ▶ The IBEI Academic Exchange Coordinator approves and converts the grades and ECTS each student participating in the exchange programme has earned at the exchange university and communicates the result to the Academic Office.
- ▶ The Academic Office includes this information in the academic transcript of the student.

**IBEI International Mobility Office:**  
[international@ibei.org](mailto:international@ibei.org)

**Exchange Programme Academic Coordinator:**  
Fulya Apaydin  
[fapaydin@ibei.org](mailto:fapaydin@ibei.org)

**Management Coordinator of the Programme:**  
Rebecca Niethammer  
[rniethammer@ibei.org](mailto:rniethammer@ibei.org)



# Final Research Project Guide<sup>1</sup>



## Characteristics of the project

The aim of the project is to learn how to carry out your own research on one of the topics tackled in the Master's, that also implies some effort to develop an original analysis of a political, social or economic issue.

The Final Research Project must include a well-defined research question, together with the justification of its relevance. Secondly, the student must specify the hypothesis and methodological criteria with which s/he aims to answer the research question. The Final Research Project may also be oriented towards a contribution to scientific debate and theoretical discussion, in terms of originality, systematization or reflection.

The Final Research Project must follow a methodology suitable for the selected topic, and also include a convincing analytical argument to answer the questions arising from the research done. In order to discuss the research hypothesis, students must provide the original data and information, or already existing data treatments from primary sources. Alternatively, in certain cases, students can also check secondary literature that includes existing empirical contributions.

The Final Research Project (for MIR, MIS, MID and MPP students), has a limit of 10,000 words, and students will be able to write it in Spanish or English. It will need to have the following formal characteristics:

|   |                 |
|---|-----------------|
| Font  | Times New Roman |
| Font size   | 12p.            |
| Space between the lines                                 | 1.5             |
| Margins   | 2,5 cm          |
| Notes will need to be written at the bottom of the page |                 |

## How to select your supervisor and research topic?

During the two semesters, the programme will offer a series of seminar sessions about methodologies used in the social sciences, with the aim of facilitating the initial definition of the Final Research Project. If necessary, there will also be tutorial sessions for small groups to strengthen some basic knowledge on research methods.

During the first weeks of the second semester, students may choose to meet with their personal tutor with the aim of finding possible areas on which to work, and potential dissertation supervisors to develop the Final Research Project. The supervisors will be the teachers and faculty members that participate in the Master's programmes.

During next months, and after the first contact with the dissertation supervisor, the student should prepare a project proposal.

The dissertation supervisor will supervise the development of the project by means of comments and suggestions to improve it, and also through the reading of the project's first draft. Moreover, if feasible, the supervisor will be part of the evaluation committee of the project.

### **Project evaluation**

Students will have a single examination session to successfully complete the final project. The deadline to hand in the Final Research Project will be 15 September 2026 for those students taking the full-time modality of the programme, and 15 September 2027 for those students taking the part-time modality. In the days following the submission of the Final Research Project, students must make a public oral defence, which is worth 10% of the final grade for the Final Research Project.

Students enrolled in the IBEI Internship Programme who have requested the deferral or students who carry out an exchange within the IBEI Exchange Programme will submit the Final Research Project on March 31, 2027.

Two teachers will evaluate the projects: the supervisor and another teacher nominated by the Head of Studies and the Director of IBEI, primarily selected among the team of programme teachers and according to the topic of the project. Each evaluator will need to prepare an evaluation report according to the suggestions provided by IBEI, which, must include a numerical qualification from 0 to 10 (with a single decimal).

Once IBEI receives the evaluations, it will calculate the average of each project and, if the difference among the qualifications given by the evaluators is equal to or lower than 2.5 points, this average will be the final grade. In those cases, in which the difference is higher than 2.5 points, the Head of the Studies will nominate a third evaluator to prepare an additional report and give a new grade that will count towards the average and final grade of the project.

The student will get the corresponding evaluation reports of his/her research project and the final grade. If the student fails to successfully complete the project or does not hand it in within the established deadlines, s/he will be required to hand it in again in the examination session of the next edition of the Master's.

---

<sup>1</sup>Students of the Mundus MAPP programme have their own regulations for the Final Research Project established in their thesis guidelines.





**Studying  
at IBEI**

# Academic Calendar



The Pre-sessional Courses will take place from 3 to 10 September 2025.

The Welcome Day will be on 15 September 2025.

The master's degrees start on 25 September, from 9 a.m. to 9 p.m. from Monday to Friday.

Christmas holidays will take place between 22 December 2025 and 6 January 2026 (both inclusive).

Easter holidays will be held between 30 March and 6 April 2026 (both inclusive).

The Graduation Ceremony will take place on 1 June 2026.

Students will be required to hand in their Final Research Projects on 15 September 2026.

| Activity                          | From              | To                |
|-----------------------------------|-------------------|-------------------|
| Pre-sessional Courses             | 03/09/2025        | 10/09/2025        |
| Welcome Day                       | 15/09/2025        |                   |
| Shopping Week / Course enrolment  | 16/09/2025        | 19/09/2025        |
| Informative Sessions              | 22/09/2025        |                   |
| <b>1st semester</b>               | <b>25/09/2025</b> | <b>16/01/2026</b> |
| Christmas holidays                | 22/12/2025        | 06/01/2026        |
| Exams                             | 12/01/2026        | 16/01/2026        |
| Holidays - Change of semester     | 19/01/2026        | 25/01/2026        |
| <b>2nd semester</b>               | <b>26/01/2026</b> | <b>29/05/2026</b> |
| Enrolment modification            | 09/12/2025        | 12/12/2025        |
| Easter holidays                   | 30/03/2026        | 06/04/2026        |
| Exams                             | 26/05/2026        | 29/05/2026        |
| Graduation Ceremony               | 01/06/2026        |                   |
| Final Research Project submission | 15/09/2026        |                   |

\* For further information about deadlines or dates, you can contact the Academic Office.



# Master's Direction and Academic Coordination

**Director of IBEI:**

Laura Chaqués Bonafont  
[lchaques@ibei.org](mailto:lchaques@ibei.org)

**Head of Studies:**

Robert Kissack  
[rkissack@ibei.org](mailto:rkissack@ibei.org)

**Master's in International Relations Coordinators:**

Lesley-Ann Daniels  
[ldaniels@ibei.org](mailto:ldaniels@ibei.org)

Martijn Vlaskamp  
[mvlaskamp@ibei.org](mailto:mvlaskamp@ibei.org)

**Master's in International Security Coordinator:**

Margarita Petrova  
[mpetrova@ibei.org](mailto:mpetrova@ibei.org)

**Master's in International Development Coordinator (1st semester):**

Matthias vom Hau  
[mvomhau@ibei.org](mailto:mvomhau@ibei.org)

**Master's in International Development Coordinator (2nd semester):**

Fulya Apaydin  
[fapaydin@ibei.org](mailto:fapaydin@ibei.org)

Frank Borge Wietzke  
[fbwietzke@ibei.org](mailto:fbwietzke@ibei.org)

**Erasmus Mundus Master's in Public Policy (Mundus MAPP) Coordinators:**

Pablo Pareja  
[ppareja@ibei.org](mailto:ppareja@ibei.org)

Robert Kissack  
[rkissack@ibei.org](mailto:rkissack@ibei.org)

**Master's in Public Policy Coordinators:**

Yannis Karagiannis  
[ykaragiannis@ibei.org](mailto:ykaragiannis@ibei.org)

Laia Maynou  
[laia.maynou@ub.edu](mailto:laia.maynou@ub.edu)

The Head of Studies of IBEI, manages the coordination of the educational activities and the coordination between the different Master's programmes and also deals with general student's issues.

The coordinators of the Master's programmes deal with any doubt or query that the students may have about course contents, and they also solve any academic-related issue that students may have throughout the course. They are also responsible for approval of possible changes in registration during the authorized period.

Master's Coordinators and personal tutors also provide personalized guidance to each student and oversee their progress throughout the academic year.

Master's Coordinators address academic inquiries related to the Master's programme during established office hours or through email.

At the end of each semester, questionnaires will be distributed for the evaluation of each course and professor. These questionnaires are anonymous and serve the purpose of gathering feedback on the teaching received in the Master's programme, as well as suggestions on how to improve the programme in the future.

Also, if during the semesters you have any comments about the programme, you can directly contact the Coordinators of the programme within the established schedule or via email.

Suggestions can also be communicated through the student representatives, who will be selected at the beginning of the semester and will hold regular follow-up meetings with the Master's Coordinator or the Head of Studies.

### Internal Quality Assurance System

IBEI Master's programmes are subject to an Internal Quality Assurance System. It is the responsibility of IBEI's Scientific Council, which evaluates student satisfaction and the global functioning of the programme, to adapt (if necessary) the study plan for the Master's degrees and subsequently inform the Board of Patrons (the Institute's highest governing body).

### Teaching Quality Committee

The quality control of the Master's programme is carried out by the Teaching Quality Committee, which is responsible for managing, coordinating and carrying out the follow-up of the Internal Quality Assurance System for the Institute's postgraduate training programme. The Committee consists of:

- Director of IBEI.
- IBEI General Manager.
- Head of Studies.
- Deputy General Manager for Postgraduate Teaching and Quality Assurance.
- Coordinators of the official master's programs taught at IBEI.
- Head of the Academic Office.
- Head of the Admissions Office.
- Three lecturers representing the universities that grant the degrees (UAB, UB, UPF), who can be the representatives of the universities themselves in the Scientific Council.
- Three lecturers representing teaching staff contracted directly by IBEI, chosen from researchers with teaching responsibility on the Master's degree.
- Five student representatives from the Master's programmes (FT and PT), chosen from among the delegates.

The designated functions of the Teaching Quality Committee include:

- Checking that the requirements of the Quality Policy and Objectives for teaching the Master's degree are fulfilled.
- Analysing and suggesting improvements to procedures of quality for teaching and staff.
- Assessment and improvement of quality in terms of teaching and staff.
- Quality guarantee for external work placements and mobility programme.
- Analysis of the employability of title holders and level of

satisfaction with training received.

- Analysis of the satisfaction of different groups involved and the treatment of suggestions and complaints.
- Conducting the development and follow-up of different processes that make up the system, such as the identification and coordination of units involved.
- Developing proposals for improving the quality system for the training programme, which are presented to the Scientific Council for implementation, follow-up and assessment.

In this way, the procedures for assessing and improving quality in terms of teaching and teaching staff primarily include the following:

1. Assessment questionnaires
2. Evaluation of learning-related results
3. Semester meetings with teaching staff
4. Regular programme coordination meetings with student representatives

Assessing the results of these different actions provides relevant information for continual improvement in terms of content and the development of the training programme. In addition, this is supported by learning improvement tools.

Together with the Teaching Quality Committee, the management team at IBEI (Director, Manager, Head of Studies and Master's programmes Coordinators), is in charge of coordinating and implementing actions of the Teaching Quality Committee. In turn, they are assisted by the figure of academic tutor whose main role is to respond to student queries.

Finally, as the Universitat Pompeu Fabra coordinates the section of the Master's programmes that are delivered at IBEI, this university helps guarantee the quality of degrees by providing technical support through different units.

# Departments directly linked to the Master's Programmes



Prior to your arrival at IBEI, and all throughout the years that you will be studying with us, you will need to get in touch with several departments. The following sections aim to offer a general view of the main functions assigned to the departments that are directly linked with the Master's.

## Admissions and International Mobility Office

Rebecca Niethammer  
Head of Admissions & International Mobility  
[admissions@ibei.org](mailto:admissions@ibei.org)  
Phone: +34 93 542 30 21

Clàudia Barea  
[admissions@ibei.org](mailto:admissions@ibei.org)  
Phone: +34 93 542 30 04

Michelle Martínez  
[admissions@ibei.org](mailto:admissions@ibei.org)  
Phone: +34 93 542 30 55

### Schedule

Monday to Friday from 10 a.m. to 1.30 p.m.  
Monday to Thursday from 4 p.m. to 7.30 p.m.

The Admissions and International Mobility Office, which is located on the second floor (office 24.236), is responsible for student recruitment and admissions.

The Admissions Team manages the admissions process and offers help and guidance to prospective students, while also providing information about tuition fees, financial aid and visa issues. The Office also manages the IBEI exchange programme.

You can email the Admissions and International Mobility Office at [admissions@ibei.org](mailto:admissions@ibei.org) or [international@ibei.org](mailto:international@ibei.org) or visit them during our office hours.

## Academic Office

Blanca Barón  
Head of Academic Office  
[master@ibei.org](mailto:master@ibei.org)  
Phone: +34 93 542 30 03

Agnès Jané  
[master@ibei.org](mailto:master@ibei.org)  
Phone: +34 93 542 30 49

Mayar Skhita  
[master@ibei.org](mailto:master@ibei.org)  
Phone: +34 93 542 30 25

Michelle Martínez  
[master@ibei.org](mailto:master@ibei.org)  
Phone: +34 93 542 30 55

Patricia López  
[master@ibei.org](mailto:master@ibei.org)  
Phone: +34935423026

### Schedule

Monday to Friday from 10 a.m. to 1.30 p.m.  
Monday to Thursday from 4 p.m. to 6.00 p.m.

The Academic Office is located on the first floor of the IBEI building (office 24.135). If you have any query related to the Master's you are studying at IBEI, you can visit the Academic Office during its office hours or send them an email to [master@ibei.org](mailto:master@ibei.org)

As well as helping the students with any doubts or questions, the Academic Office also manages the schedule, the Virtual Campus and the Virtual Academic Office.

The Academic Office manages and monitors the IBEI Internship Programme. It is also in charge of organizing the professional-oriented workshops that the IBEI offers throughout the academic year, which are also compulsory for students of the programmes

As a student of IBEI, you will be given the following documents throughout the course:

- **Certificate of enrolment**

This document includes the start and end dates of the Master's, the number of credits, as well as the names of the universities that issue the degree. You will be asked to hand it in when applying for your study permit (NIE).

- **Academic record**

It includes the grades of all the courses in which you have been enrolled.

- **Master's Diploma**

You can request the Master's Diploma once you have successfully completed the required number of credits, including the Master's Final Research Project. You must formalize the application making a payment of 218,15€, which is set each year in the Decreto de Precios de la Generalitat de Catalunya and published in the DOGC.

After the payment of the fee, you will be issued a degree certificate issuing receipt. This document is unique and has the same legal validity as the master's diploma. Therefore, in case that you should have to present this document, it is important to always provide a photocopy and keep the original until you receive the final diploma. We will notify you once your diploma is available to be picked up, which you have to do either personally or via a formal procedure.

You will need these documents for any administrative procedure you need to carry out. For this reason, they are all included in the programme. If you need any other certificate or duplicates, please contact the academic management department. The cost of each of these additional documents is 27.27€ and 2€ consecutive copies. If you apply for these documents from outside Barcelona, you will be required to email us your request and pay the fees.





## In the event of sexual harassment or harassment based on sex, sexual orientation, and gender identity or gender expression

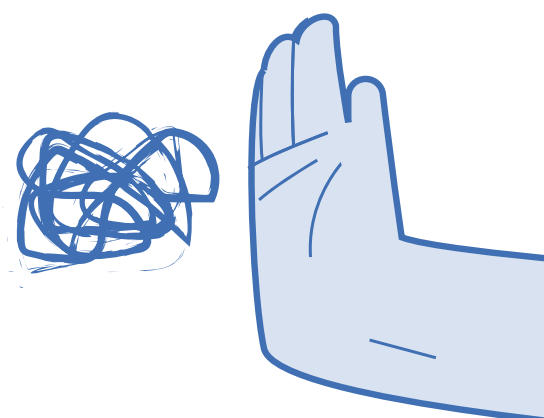


IBEI has in place a protocol for the prevention, identification and resolution of situations of sexual harassment and harassment based on sex, sexual orientation, and gender identity and expression among members of IBEI community (students, teaching staff, administrative and service staff).

The denounced conduct, physically or digitally (via e-mail, social media, instant messaging, etc.), must have taken place within the organizational or service provision area of IBEI, i.e., within any area of the campus or institute facilities, or outside those premises when the conduct takes place in an activity or service organized by IBEI.

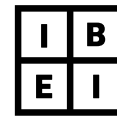
If you are a victim of an aggression or behaviour included in the protocol, you can contact with the Equality Unit at IBEI via [equality@ibei.org](mailto:equality@ibei.org)

The full protocol is available at [https://www.ibei.org/en/equality\\_275621](https://www.ibei.org/en/equality_275621)



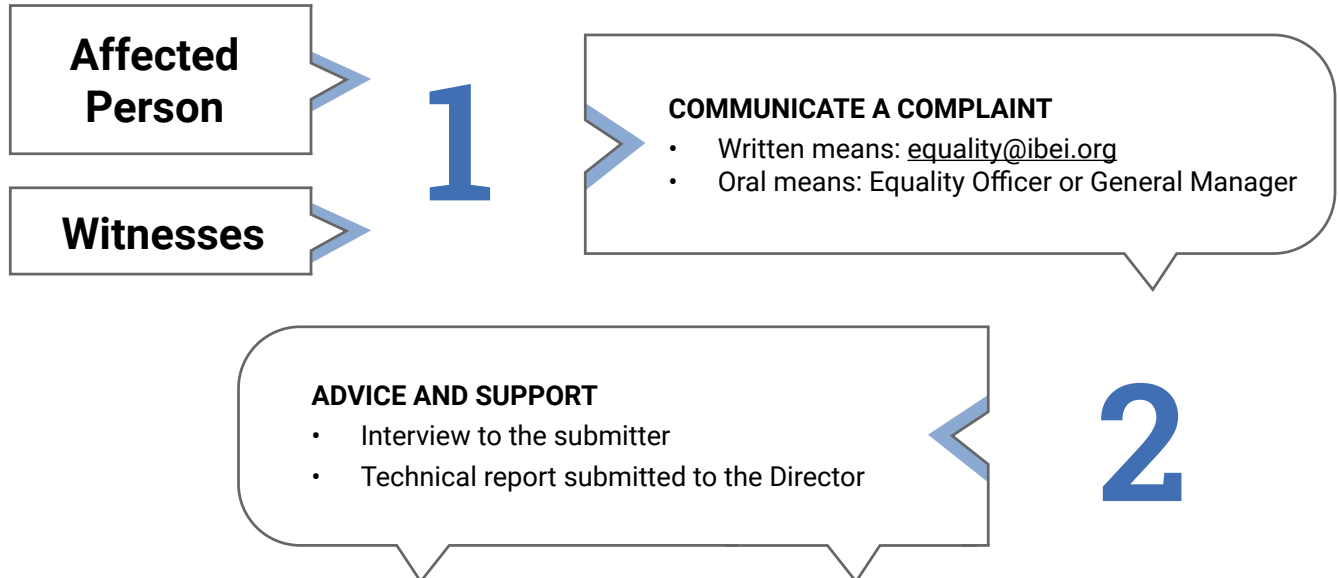
# INTERNAL PROCEDURE

Protocol against sexual harassment and harassment based on sex, sexual orientation, and gender identity & expression

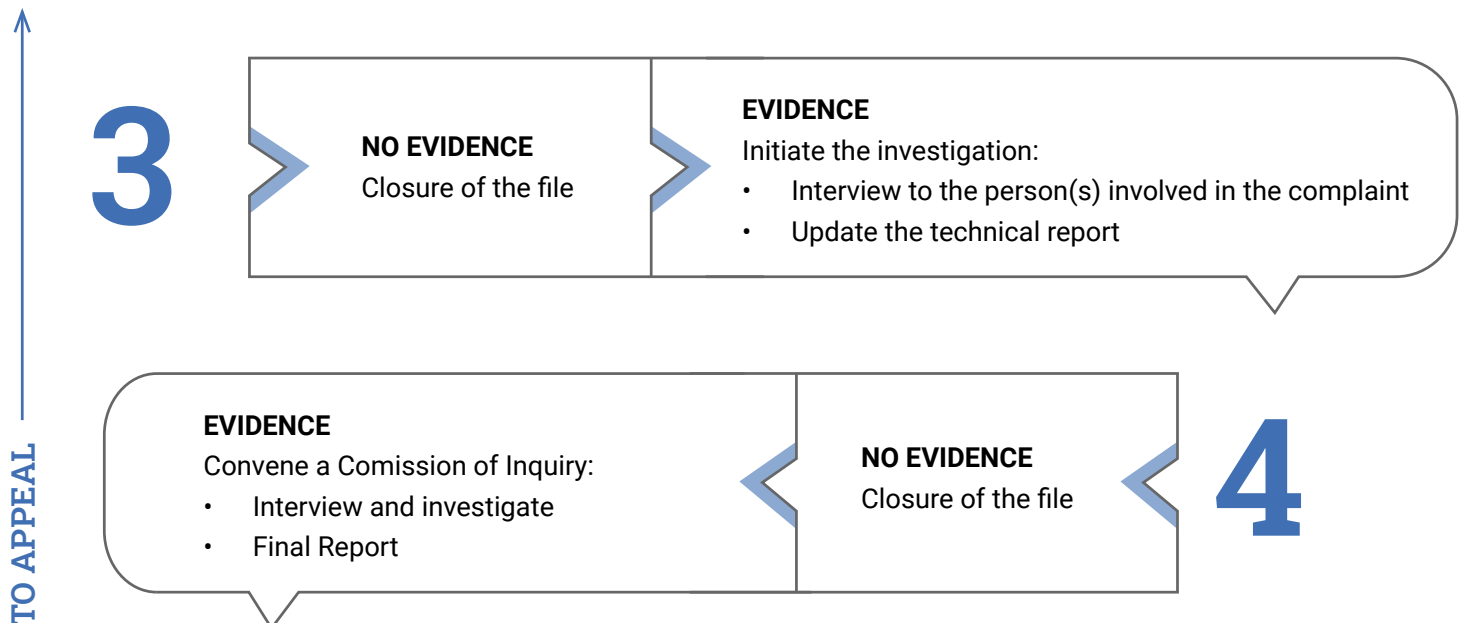


INSTITUT  
BARCELONA  
ESTUDIS  
INTERNACIONALS

## PHASE 1: COMMUNICATE & ADVICE

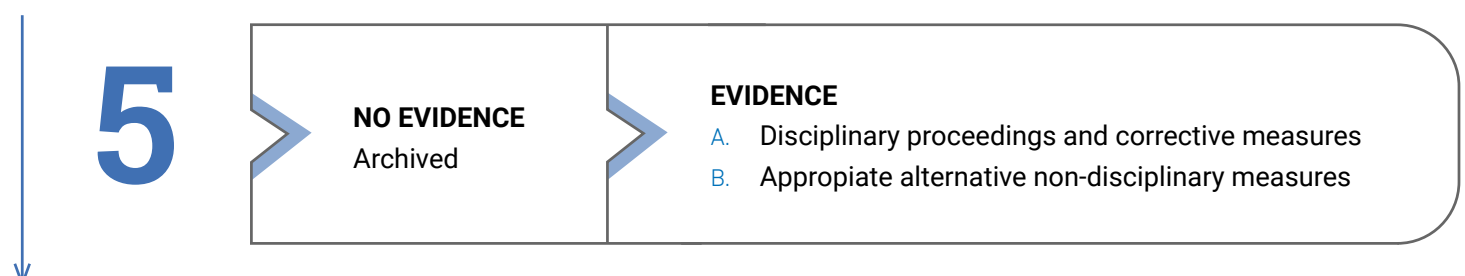


## PHASE 2: INTERNAL REPORTING & INVESTIGATION



RIGHT TO APPEAL

## PHASE 3: RESOLUTION



**40 working days**

## Information about Seminars, Conferences and Workshops



A series of conferences and research workshops will be organized throughout the academic year, and IBEI will inform you of each of the speakers and topics periodically.

If you have any suggestion about a potential speaker or topic you would like us to tackle in a seminar or conference, you can contact the Academic Coordination of the Master's.

IBEI also organises a series of career skills workshops throughout the academic year for students (without additional fees). A minimum attendance of two workshops of the Career Skills Workshops is mandatory to enrol in the Internship Programme.

## Library access



As an IBEI student, you will have access to all libraries of the Consorci de Biblioteques Universitàries de Catalunya ([www.cbuc.cat](http://www.cbuc.cat)).

At the start of the first term, you will get your student card, with which you will be identified as a student of the Master's. By means of the card, you will be able to access the UPF library.

If the student loses the student card, must pay the amount of 3€ for the new reissue. Those who file a police report shall be exempt from paying this fee.

### Library of the Universitat Pompeu Fabra

The UPF library is made up of more than 550,000 samples of monographs and more than 15,300 collections of printed publications, as well as around 6,000 periodical subscriptions.

Due to the collaboration between IBEI and the Universitat Pompeu Fabra, IBEI students can browse all books available at this library and also take advantage of all the electronic resources of the university. During the welcome day, there will be a meeting for all IBEI students at the UPF library in order to inform them how to access the electronic resources online.

The UPF offers interlibrary loan service to IBEI students through the Catálogo Colectivo de las Universidades de Catalunya (CCUC) and the Red de Bibliotecas Universitarias Españolas (REBIUN). IBEI students can request books on loan and copies of articles and other documents that are not available at the UPF but are available at any other Spanish university at no cost. IBEI assumes the interlibrary loan rates at the Spanish level. If the interlibrary loan is carried out through European libraries or the rest of the world, the student must assume its cost, complying with the rates established by the library services of the UPF.

- **UPF Library Catalogue:** [www.upf.edu/web/biblioteca-informatica](http://www.upf.edu/web/biblioteca-informatica)
- **Collective Catalogue of the Universities of Catalonia:** [https://ccuc.csuc.cat/discovery/search?vid=34CSUC\\_NETWORK:CSUC\\_CCUC\\_UNION&lang=es](https://ccuc.csuc.cat/discovery/search?vid=34CSUC_NETWORK:CSUC_CCUC_UNION&lang=es)
- **Collective catalogue of the Network of Spanish University Libraries:** [www.rebiun.org](http://www.rebiun.org)





### Library of the International Catalan Institute for Peace

The library of the International Catalan Institute for Peace (ICIP) is an institution specialized in culture of peace, security and conflicts. Its purpose is to allow and encourage research in these areas, becoming a reference centre in its field in Catalonia. The library's collection covers the following topics: Peace and non-violence, armed conflicts, conflict transformation and resolution, international law and legislation, political science, international relations, security, disarmament, terrorism, development cooperation, social movements and environmental policies.

This library is located in C/Aragó 244-248, Barcelona and is open to the public in the mornings from 9:30 a.m. to 2:00 p.m., Monday, Wednesday and Friday.

ICIP makes available to its users the entire package of scientific journals in the fields of Social Sciences and Humanities of the British publisher Taylor & Francis. This collection of online access publications includes more than 1,500 journals of high impact and visibility in the areas of interest and study of IBEI Master's degrees.

### Library of the Universitat Autònoma de Barcelona

The library of the Universitat Autònoma de Barcelona consists of more than 1 million publications and almost 20,000 periodical subscriptions, 9,000 electronic newspapers, approximately 6,000 electronic books and some other sources of information.

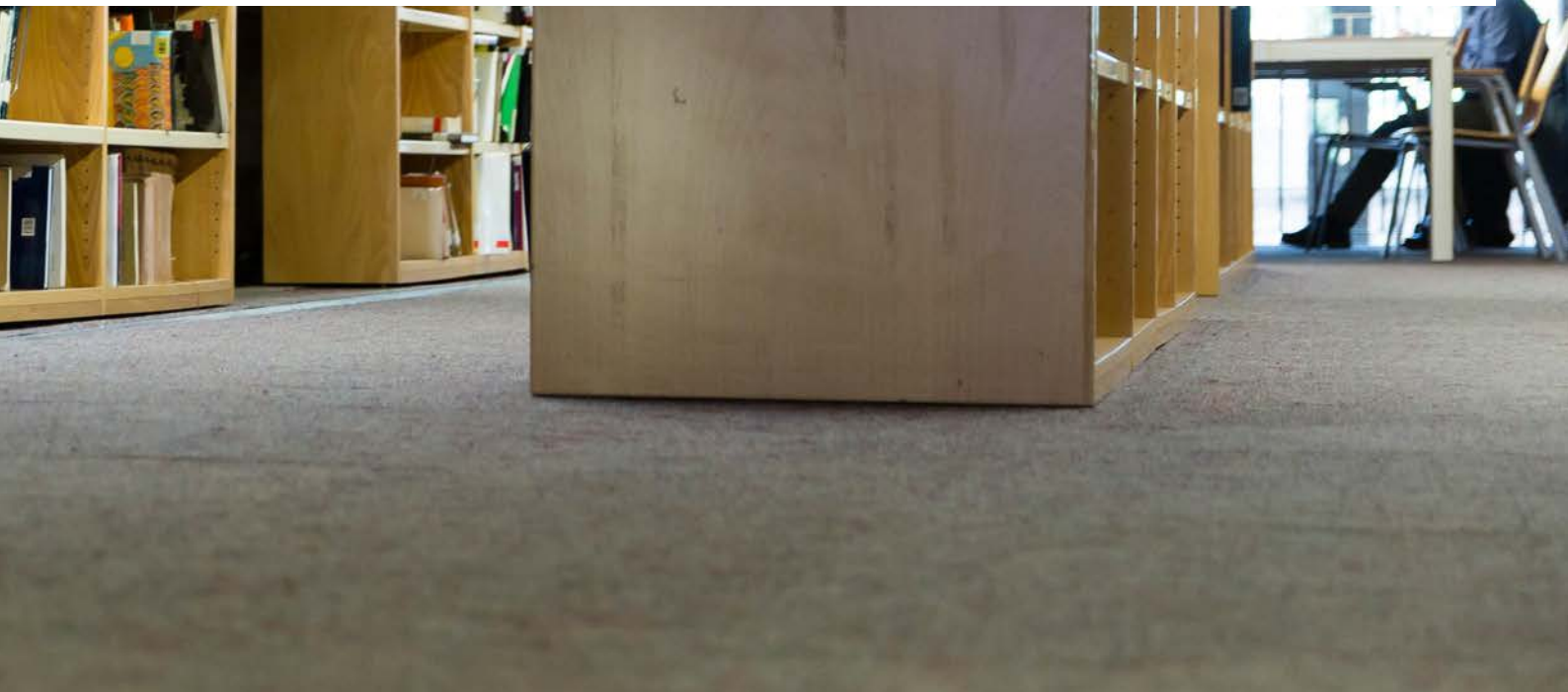
### Library of the Universitat de Barcelona

Open throughout the whole year, the Universitat de Barcelona library has more than 1,5 million of volumes, as well as more than 6,000 e-books. The number of magazines, both printed and electronic, is over 21,000 samples. In the Law Faculty, you will find the United Nations depositary library, a research reference centre.

## Building opening hours



The building where IBEI is located is open from Monday to Saturday, from 8:00 am to 9:30 pm.



## WiFi and printers

02.08

WiFi code will be provided at the beginning of the course.

The library has a room equipped with photocopiers. There are also photocopiers in the IBEI building. The photocopiers operate on a self-service basis and students can use both the student card or the UPF user and password to print or scan documents in the UPF printers.

## Virtual Campus, Virtual Academic Office and email

02.09

The Virtual Campus is the tool that will allow you to access each of the courses in which you have been enrolled. You will access through the IBEI website ([www.ibei.org](http://www.ibei.org)). Moreover, most of the coursework that will help you follow the subjects is posted onto the Virtual Campus. You will also find material related to the different courses such as exercises, practical lessons, debates, questionnaires or compulsory bibliography. You will also be able to contact other students and instructors through the Virtual Campus.

Moreover, IBEI has a Virtual Academic Office, which you can access through the IBEI website ([www.ibei.org](http://www.ibei.org)). Here you can do the autoregistration, and take different steps such as consulting your academic record and requesting some certificates, as well as checking your personalised timetable and the final grades of your courses.

At the beginning of the course, you will be given two user's guide together with your username and password in order to access both the Virtual Campus and the Virtual Academic Office.

On the other hand, from the start of the course you will be provided with your own IBEI email inbox provided by Gmail. The address ([name'sfirstlettersurname@student.ibei.org](mailto:name'sfirstlettersurname@student.ibei.org)) and password will be delivered to you at the beginning of the course.

All communications between the IBEI and the students will be done through this email address. For this reason, it is very important that you keep it and check it daily.

As IBEI students you will have your email account and be able to use it while you are IBEI students. You will be notified in advance when your subscription will be about to expire.

All the Google Workspace package will be available for IBEI Students. This mainly includes Gmail, the cloud space Google Drive and the office tools which it incorporates.

## Microsoft Office



02.10

As IBEI students you will have Microsoft 365 for education license for free. You will be able to use the license while you are an IBEI student. You will be notified in advance when your subscription will be about to expire.

The Microsoft package can be installed on your computer and other devices. You will find the main tools of Office (Word, Excel, PowerPoint, Outlook, OneDrive, etc.).

You will be given instructions on how to install the Microsoft Office package at the beginning of the academic year.



## Mailboxes and lockers

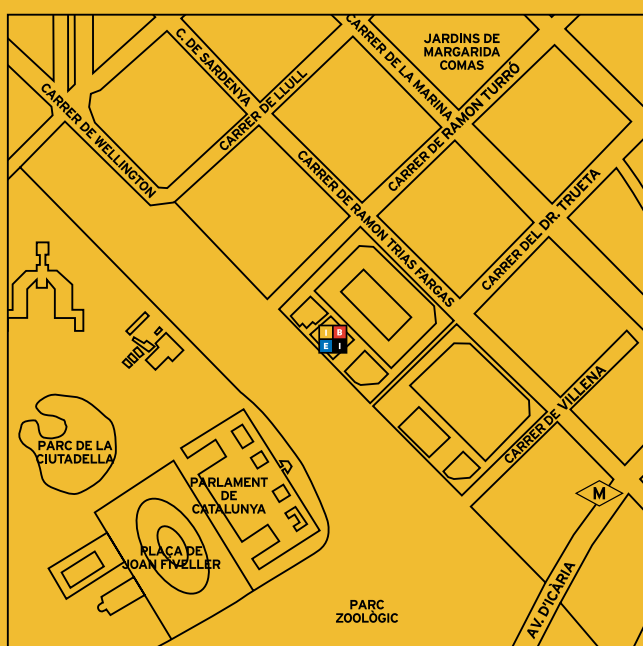


02.11

As an IBEI student, you will be provided with a mailbox with your name where we will leave any documents, essays and other pieces of information that you may need. These mailboxes are located on the first floor of the building.

On the other hand, in the UPF campus there are several lockers where you can store your belongings. These lockers must be emptied daily.





**[www.ibe.org](http://www.ibe.org)**

**Institut Barcelona  
d'Estudis Internacionals**

Ciutadella Campus  
(Universitat Pompeu Fabra)  
C. Ramon Trias Fargas, 25-27  
08005 Barcelona  
Spain  
Tel. (+34) 93 542 30 30  
[ibe@ibe.org](mailto:ibe@ibe.org)