



**Guide to the Master's Degree in English Studies:  
Professional Applications and Intercultural  
Communication  
[Faculty of Humanities]**

**Academic year 2024-2025**

**(October 2024)**

---

## C O N T E N T S

---

Preface.....	3
I. General description of the Master's Degree programme .....	4
II. About class attendance .....	5
III. About the submission of assignments .....	5
IV. About the exams .....	6
V. About the use of English in class .....	7
VI. Choice of topic and Master's thesis advisor .....	7
VII. The work of the advisee (tutored student) .....	8
VIII. About plagiarism in scientific works .....	9
IX. About the internship (students Module 3 only) .....	9
X. The development of the Master's thesis.....	10
XI. Master's thesis defence.....	11

---

## P R E F A C E

---

*Welcome...* to the Master's Degree in English: Professional Applications and Intercultural Communication at the University of Almería. As the coordinator of this program and a member of the Academic Committee, I would also like to welcome all the new students who have chosen to continue their graduate studies with us. We are committed to making your time here at the University of Almería a fruitful and successful one.

The following document is intended to provide guidance to new graduate students regarding any questions or doubts that may arise during the academic year. This guide should be considered as an internal document for the students enrolled in the Master's program and, as such, it will be subject to the legislation of the University of Almería or, otherwise, to future guides that this academic institution may prepare. However, it is recommended that you read it carefully, as the information it contains is essential for the correct development of the Master's degree.

In order to have a better understanding of the Master's Degree in English Studies, students have at their disposal the official website of the University (<https://www.ual.es/estudios/masteres/presentacion/7048>) (in Spanish) and a more practical website, which should be of great interest to new students enrolling in the Master's Degree (<https://w3.ual.es/Masters/estudiosingleses/index.html>), since it offers a detailed view of the program, as well as information on the class schedule, profiles of faculty members and course information, but also essential documents and links to websites that students will find of great interest. Likewise, there is a special e-mail address for questions related to the Master's program ([masterestudiosingleses@ual.es](mailto:masterestudiosingleses@ual.es)), where you can address your questions and doubts to the members of the Academic Committee—M<sup>a</sup> Elena García Sánchez, M<sup>a</sup> Enriqueta Cortés de los Ríos, José Ramón Ibáñez Ibáñez and myself, Blasina Cantizano Márquez.

On behalf of the entire faculty of the Masters program, I wish you every success in your professional and personal endeavors. We all look forward to meeting you and supporting you in your new academic endeavour.

## GENERAL DESCRIPTION OF THE MASTER'S DEGREE PROGRAMME

The Master's Degree in English Studies is divided into three large blocks or modules:

- **Module 1: Foundation Courses (18 credits).** This first module, offered from October to December, is compulsory for all students enrolled in the Master's program. It consists of six topics (three credits each) designed to provide an introduction to key issues in socio-cultural, linguistic or communicative areas of English, as well as advanced research techniques for coursework and the Master's thesis.
- **Module 2 [Itinerary I]: Teaching and Research Program (42 credits).** The course starts in early January and lasts until the end of May. It consists of ten three-credit courses, followed by a twelve-credit Master's thesis (Trabajo Fin de Máster), based on a topic chosen by the student in consultation with their academic advisor. The student will work directly under the guidance of his/her advisor, with whom he/she will have regular meetings regarding his/her project (see sections VII and X of this guide). This module (and itinerary) is recommended for students whose main objective is to devote themselves to teaching and research (for example, to continue with a doctoral thesis).
- **Module 3 [Itinerary II]: Professional Applications Program (42 credits).** This module is offered concurrently with Module 2. It consists of eight three-credit courses and a four-week internship (twelve credits), during which the student must develop a full-time practice in an approved site (public or private) (see Section IX). Students enrolled in this itinerary must also submit a six-credit Master's thesis (Trabajo Fin de Máster) based on a topic chosen by the student in consultation with their academic advisor (see sections VII and X of this guide). This module (and this itinerary) is intended for students whose main goal is to find work in the private sector. Students who enroll in Itinerary II and later wish to pursue a doctoral dissertation must obtain approval from the International Doctoral School. In addition, they must enroll in at least one three-credit course from the Core Area Courses (Foundation Courses) and complete a twelve-credit Master's thesis (Module 2) under the supervision of a faculty member and in accordance with the academic regulations of Itinerary I.

Students who enroll in Itinerary II must submit an application to the International Doctoral School for approval.

Each student may be enrolled for all sixty (60) academic credits to complete the program in one academic year; or they may be enrolled for half the load—(30) academic credits—to complete the program in two academic years. In this case, the student may not be registered for the internship or for any credits leading to completion of the Master's thesis.

---

## II

---

### **ABOUT CLASS ATTENDANCE**

This Master's degree program offers instruction based on a blended learning approach to teaching—online sessions are combined with face-to-face learning methods. Attendance and student participation are paramount in both face-to-face and online courses. Students can actively participate in face-to-face activities, forums, debates, online sessions, etc. The final grade can be severely affected by poor class participation. In this regard, students are asked to inform their teachers about possible absences from these face-to-face sessions. Based on the Teaching Guide, teachers and students can come to an agreement regarding missing assignments and absences from class.

---

## III

---

### **ABOUT THE SUBMISSION OF ASSIGNMENTS**

In order to successfully complete a course, students are asked to review each course's grading system. In certain subjects, a fundamental component of the final grade is the timely submission of a final paper that must comply with the academic guidelines as outlined in the course syllabus. Assignments must be submitted within a maximum of thirty calendar days from the last day of class (first deadline). Instructors will remind students of submission deadlines and may not accept late assignments. In any case, the assignment submission policy states that no paper, project, or assignment due may be submitted after the following deadlines:

- Module 1 Foundation courses (compulsory): 1 February 2025
- Module 2 (Teaching and Research Itinerary): 7 June 2025
- Module 3 (Professional Applications Itinerary): 7 June 2025

---

## IV

---

### ABOUT THE EXAMS

In order to successfully complete a course, students will be asked to review the final grade components of that course. In certain subjects, a major component of this grade is determined by a final exam based on the course content—class notes, reading assignments, and additional materials provided by the instructor (scholarly articles, book chapters, documentary or video clips, web page links, etc.).

In the 2024-2025 academic year, the examination periods will be the following:

- Exam—subjects Module 1 (compulsory)
  1. First examination call (C. Ordinaria): 27 January – 1 February 2025
  2. Second examination call (C. Extraordinaria): 10 – 15 February 2025
- Exam—subjects Modules 2, 3 (specific)
  1. First examination call (C. Ordinaria): 2 – 7 June 2025
  2. Second examination call (C. Extraordinaria): 16 – 21 June 2025

Exams will be in English only and will last between sixty (60) and one hundred and twenty (120) minutes, as scheduled by the instructor in the official subject textbook. Exams will be held within the official examination period approved by the University of Almeria's Board of Governors.

Former students who wish to defend their Master's thesis in a particular official call are urged to fulfill all academic requirements (exams) before submitting the assignments of that call. Information on the submission deadlines can be found at: <https://w3.ual.es/Masters/estudiosingleses/academic-calendar.html>).

---

## V

---

### ABOUT THE USE OF ENGLISH IN CLASS

The Master's program is taught exclusively in English. All course content—lectures, class notes, quotations, readings, films, literary works and reference materials—will be provided in English. Similarly, student participation in the regular development of the class—comments, debates, questions, etc.—in both face-to-face and online presentations will necessarily be in English.

Although students are required to have at least a B1 level of English, they are expected to work independently in preparing course materials, class notes, presentations, papers, and final exams.

Students will always make an effort to overcome oral/written communication problems that may interfere with their regular participation in the target language. They are encouraged to take private lessons with native speakers, actively participate in seminars and language workshops, and request any other assistance - such as native proofreaders for papers, presentations, and final projects - to improve their language skills.

---

## VI

---

### CHOICE OF TOPIC AND MASTER'S THESIS ADVISOR

The development of a Master's thesis topic is the responsibility of the student in consultation with his/her advisor. It is strongly recommended that the student narrow the scope of his or her research and begin thinking about a thesis topic as early as possible. It will be important for students to become familiar with the faculty members and their areas of research. The master's program website will be of great help to new students, as they will have access to faculty profiles, their research interests, and their latest projects and publications. In addition, students will find relevant personal information—office number, phone number, email addresses, etc. Students are free to contact those potential advisors who best match their research interests before deciding on a thesis topic.

The topics of the Master's thesis will be publicly announced through the Master's website by the end of October. Students will be encouraged to select their preferred topics (from 11 to 22 November) through the official website of

the Master's program by clicking on the link: <https://www.ual.es/estudios/masteres/presentacion/plandeestudios/trabajofinestudios/7048>.

At the beginning of December, the Academic Committee of the Master's Program meets and assigns a Master's Thesis Advisor from among those previously chosen by the students. From then on, in consultation with their advisor, they will prepare a one-page summary of the content and a tentative title of their thesis, which will be submitted to the Master's Program Coordinator. Students will be informed of the Academic Committed decision by January 28th.

---

## VII

---

### THE WORK OF THE ADVISEE (TUTORED STUDENT)

Although the approach to the Master's thesis consists of a process of preparation, research, organization of ideas, handling of academic sources, drafting of a document and final revision, there is no doubt that the student must be constantly and regularly supervised by their advisor. In general terms, both the student (advisee) and the advisor must establish a tutoring schedule that depends on the nature of the project or the student's own needs.

Once the topic has been determined and the parts of the Master's thesis have been agreed upon with the supervisor, the student commits to submit chapters of the project that will be supervised by the supervisor. The supervisor will return the chapters with comments and modifications, if necessary, and may even advise the student to rewrite the entire document. The student, however, will continue drafting a new chapter before submitting it to the advisor. The advisor will have access to the final version of the project as a prerequisite for final approval. No master's thesis will be accepted or approved by a student's advisor unless the advisor has been closely involved in the student's research and drafting of the document.

The Master's thesis must be written in correct and academic English, so it is recommended that students seek the assistance of a native speaker, if necessary, to ensure that the versions they submit are free of grammatical errors, spelling mistakes, and typos. It is not the role of the advisor to correct grammatical inconsistencies, but rather to guide and advise the student in the correct completion of the project.

Signing a supervised student's master's thesis indicates that the supervisor fully agrees with the student's final project and approves the final submission



and defense.

---

## VIII

---

### **ABOUT PLAGIARISM IN SCIENTIFIC PROJECTS**

The Oxford English Dictionary defines plagiarism as “the practice of taking someone else’s work or ideas and passing them off as one’s own.” When researching and writing final papers or projects, students will be very careful not to attribute other people’s ideas to themselves as if they were their own. To avoid confusion, it is essential that the student always acknowledge the source of the ideas (book, article, book chapter, web, etc.) and, if necessary, know how to cite appropriately, either by paraphrasing or by copying text from the original source.

If you are unsure about proper citation, you should consult your advisor, who can provide you with detailed information. Similarly, core courses such as “Research Techniques” provide detailed information not only on how to approach a scholarly paper, but also on aspects such as how to use a bibliography and how to properly present your ideas and hypotheses.

Deliberate plagiarism of texts of various kinds and origins is a fraud against the scientific community and a criminal offense. The discovery of deliberately plagiarized work, regardless of the source of the plagiarism, will result in the failure of the subject for the intended official presentation. In order to maintain the integrity of the student's work, the student’s advisor will ask the student to submit the project digitally through the TURNITIN plagiarism checker and submit a PDF version of the evaluated document.

---

## IX

---

### **ABOUT THE INTERNSHIP (PRACTICUM) (MODULE 3 STUDENTS ONLY)**

At the end of the teaching period, students enrolled in the Professional Applications Itinerary (Module 3) must complete one hundred hours of practicum in companies or organizations that have agreed to collaborate with the Master’s Degree in English Studies. The distribution of this practicum period

will be adjusted by the company or organization as determined by the University.

These internships are unpaid and the student is supervised by a tutor from the company or organization. At the end of the internship, the company tutor will be asked to provide a complete report of the work done by the student during the internship. In addition, students will have to fill in a form through the ÍCARO portal of the University of Almería, where they will also have to upload their complete curriculum vitae. At the end of the internship, students will have to fill in a form describing the tasks developed during the internship.

At the end of the internship period, the student must write a brief report (internship experience essay) on his/her activities in the company or organization in relation to the study program, following the guidelines offered in the document “Rules for the Externship Report.” This report must be submitted within a specified period of seven calendar days after the end of the internship period. The final grade of the “Practicum” is determined by the grade given by the tutor in the workplace and the grade of the report given by the tutor of the Master’s Practicum.

---

## X

---

### THE DEVELOPMENT OF THE MASTER’S THESIS

The Master’s thesis is not only the culmination of the learning process acquired by the student throughout the Master’s program, but also the culmination of intense, serious and autonomous research work. The Master’s thesis is also a demonstration of the student's intellectual capacity as a researcher.

The development of the Master’s thesis is determined by the academic advisor. As indicated in Section VI, the supervisor and the student will agree on a regular schedule of academic meetings in which the supervisor will advise the student on his or her needs, correct drafts, chapters, suggest literature, and offer his or her help so that the student can conduct his or her research independently but under his or her supervision.

The research and writing processes of the Master’s thesis are carried out in parallel. It is not advisable to subordinate the writing task to the reading of scholarly material, as this may result in never being prepared to begin writing the final project. For those students who wish to consult information on how to conduct a research work, they can access a public link provided by Purdue University under the heading “Directions for conducting a research work” or they can visit the “Writing Center” on the website of the University of North

Carolina at Chapel Hill. More information can also be found on the “Documents and Web Links” tab of the Master’s website.

On the other hand, it is highly recommended that the student follow some specific guidelines regarding the format (layout, headings, inscriptions, indentation, etc.). To facilitate this task, the document in Word entitled “Master’s Thesis Template.doc”, located in the “Documents and Web Links” tab of the Master’s website, can be downloaded and used as a template for the final project. Apart from the above, it is absolutely essential and necessary that the student obtains information about the completion of the Master’s thesis through the following documents “Normativa de la UAL para TFM’s” and “Normas de presentación del TFM”.

The Master’s Academic Committee may use Turnitin plagiarism checker to verify the quality and originality of the projects submitted for defense. The committee will determine the suitability of these papers for defense.

The length of the Master’s thesis varies depending on the itinerary chosen by the student:

- Itinerary 1 (Research and Teaching) students. The Master’s thesis is equivalent to twelve (12) credits. It is estimated that the length of this project cannot be less than sixty (60) pages—not including bibliography or appendices—written at one and a half spaces.
- Itinerary 2 (Professional Applications) students. The Master’s thesis is equivalent to six (6) credits. It is estimated that the length cannot be less than forty (40) pages—not including bibliography or appendices—written at one and a half spaces.
- In both cases, when the work requires it, the use of graphics (tables, diagrams, etc.) should not be less than two images per page.

---

## XI

---

### **MASTER’S THESIS DEFENCE**

Prior to the Master’s thesis defense, the student must have submitted the final draft of the project to the supervisor at least ten days prior to the Master’s thesis deadline (this applies to all official academic announcements).

Dates for the defense of the Master’s thesis are set in June, July-September and November. Only when all the requirements have been met can the student upload their work to the university application via telematics. Along with the pdf

version of the thesis, the student will also submit a TURNITIN plagiarism checker report certifying the originality of the project. The Master's coordinator will give the student precise instructions in this regard when the time comes.

The Master's thesis defence dates for the 2024–2025 academic year are as follows:

June 2025 final defence period:

- Submission date of final draft to advisor: 16 June 2025
- Submission date of the Master's Thesis: 19 – 23 June 2025
- Defence date of the Master's Thesis: 30 June 2025

July 2025 final defence period:

- Submission date of final draft to advisor: 15 July 2025
- Submission date of the Master's Thesis: 21 – 23 July 2025
- Defence date of Master's Thesis: 28 July 2025

In order to defend the Master's thesis, it is recommended that students prepare a Power Point or Keynote (Mac users) presentation to explain the objectives and results of the research. The total time of the presentation should not exceed twenty minutes. Once the candidate has completed the presentation, the members of the examining committee may ask questions or make comments that they deem necessary, which the candidate must answer after all members of the committee have finished their observations. At the conclusion of the defense, the board may determine and announce a combined grade for the project and presentation, either at the end of the evaluation process or at the end of each student's defense.

For purely administrative matters, the student must comply with the regulations of the University of Almería (e.g. fees, digitalization of the Master's thesis, etc.). This information is available at the ARATIES Administrative Centre.