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**GUIDELINES
FOR THE DEVELOPMENT OF
MASTER'S FINAL THESIS
(MFT)
2024-2025**



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INTRODUCTION

These guidelines pertain to the Master's Final Thesis (MFT), which are part of the curriculum at the Guardia Civil University Center (CUGC), accredited as official Masters in the European Higher Education Area (EHEA) and recognized in the European Union (EU) institutions and the 49 states of the European Higher Education Area (EHEA) emerging from the Bologna Declaration. The MFTs are scheduled with a workload of 9 to 12 European ECTS credits, taking into account the ratio of 1 ECTS credit = 25 total hours of student work.

The document outlines the objectives and research areas which, in principle, coincide with the professional subjects developed therein. Subsequently, the reader will see in detail each of the stages of the development of the Research Work, with its temporal milestones, and the support documents that are used to prepare a MFT, in a reinforced research article format, which will be evaluated in its final phase by a Thesis Committee with the standards of the European Higher Education Area (EHEA).

1.- OBJETIVE.

The primary purpose of the MFT is to complete the training acquired throughout the study of the subjects and courses that make up the postgraduate program, through the realization of an academic research work that is unpublished and innovative, related to one of the subjects taught in the Master's program.

Next, the competences to be acquired by the student and the expected learning outcomes are indicated:



2.- COMPETENCIES.

2.1.- General Competencies.

- Capacity for organization and planning.
- Capacity for analysis and synthesis of the work carried out, as well as oral and written communication skills of the same.
- Capacity for critical reasoning using the knowledge and competencies acquired.

2.2.- Specific Competencies.

- Develop a complex, structured, and logical study in the field of operational management of public security.
- Defend in public a study related to aspects of security management in a rational and structured manner.

3.- LEARNING OUTCOMES.

- Ability to develop research hypotheses based on a selected study universe.
- Ability to establish research lines and an appropriate methodology for the subject of study.
- Ability to use and manage legal, documentary and interpersonal sources such as interviews, and others like analysis of statistics and perception measures.
- Ability to apply the available sources to the research.
- Ability to obtain conclusions from the conducted research that allow the verification of the hypothesis/es.
- Skill to defend a study in public in a structured and logical manner

4.- METHODOLOGY

The MFT, structured as an enhanced research article of between 40-50 pages, must include at a minimum the essential elements of academic research, combined with the author's opinion based on the generated knowledge, and, if possible, their own professional experience. The methodology used should allow for the identification of a study problem with the solution or hypothesis proposed by the author that needs to be verified; its study universe, with the conceptual, temporal, and geographical limits of the research, etc., as well as the approach of the main research lines that may or may not



coincide with the sections developed in the work. From these, preliminary and/or final conclusions can be drawn and even proposals for action might derive demonstrating the author's opinion. The different sources used, such as interviews with experts, use of perception measures, analysis of documentary sources, etc., should be reflected.

The Master's Final Thesis cannot be submitted if it includes material, information, or procedures that are confidential, reserved, or secret, as by definition, an academic research work should be reproducible by another researcher who follows the same steps.

Members of Guardia Civil are subject to general legislation on official secrets and classified matters. Similarly, they have the duty to keep professional secrecy and the appropriate discretion regarding unclassified facts or information they have become aware of in the performance of their duties.

Likewise, for members of Guardia Civil, the prescriptions of the regulatory norms regarding the rights and duties of members of the Force related to freedom of expression and information on service matters or related to the Institution are recalled. The exercise of these rights will be subject to the limits derived from the observance of discipline, as well as to the duties of political neutrality and confidentiality.

Similarly, if it is intended to carry out any type of survey during the preparation of the Master's Thesis, it must include a minimum analysis of the validity of the sampling to be carried out for subsequent inferential effectiveness, not be of a massive nature, have a clearly defined objective, using a logical questionnaire and clear and precise language; as well as adhering to the strict compliance with the applicable ethical and legal standards. In any case, conducting surveys in the Master's Thesis must, prior to their implementation, have the approval of both the Thesis Director and the Postgraduate Thesis Coordinator or, failing this, the Academic Director of the Master.

5.- WORKING LANGUAGES

The Master thesis (TFM) will be carried out and presented to the evaluation committee in the language in which the Master's degree is provided, but with the authorization of the TFM subject coordinator, the TFM can be developed and/or defended in another language if it is possible for the CUGC postgraduate area to set up a committee to evaluate the work in that language.



6.- ROLES IN THE ORGANIZATION OF THE MFT

6.1.- Academic Research Coordinator

- Direct and coordinate, with the support of the CUGC's postgraduate area, the academic and organizational activities of the MFT.
- Propose to the CUGC Research Commission the research areas for the MFTs and report on the assignment of student projects, and their results.
- Facilitate contact between students and the Director or Directors of the MFTs.
- Manage research support requests made by students.
- Review and assess cases of high percentages of similarities/plagiarism.
- Resolve student complaints in the first instance.

6.2.- Director of the MFT

The Directors of the MFTs will be appointed by the CUGC, and their main function is to guide and support the research activities carried out by the student, and ensure compliance with these guidelines prior to the submission and presentation of the work, supervising, making appropriate recommendations, and observations on the MFT report form before to the presentation of the work.

6.3.- CUGC Research Commission

The CUGC Research Commission is the collegial body responsible for approving the MFT Preparation Guidelines and selecting the best research works for publication in the CUGC Research Journal.

7.- RESEARCH AREAS OF THE PROJECTS

The MFT should be proposed by the students, be considered of interest, and framed in one of the fields and/or subjects taught in the Master's program, which are identified as research areas. The works proposed by the students will be evaluated by the Academic Research Coordinator who may approve them or propose an alternative work to the student.

In the event that a student proposes a research topic that is not specifically related to one of the



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areas of the Master, they may justify their decision as long as the chosen topic is related to security, by directing a request to the coordinator.

On the other hand, the CUGC Research Commission may establish appropriate changes to the research lines or make some of them more specific. Similarly, it will resolve any discrepancy that may exist in the choice of the MFT between the student and the coordinator.



8.- PLANNING OF STAGES

The development of the stages of the MFT is planned beforehand throughout the academic course in different stages. However, it is subject to possible modifications due to unforeseen changes in the academic schedule. The prior planning of the stages and the initially planned calendar are attached in Annexes with an indication of the activities to be carried out, dates, and documents to be prepared:

STAGE 1: Selection of the research topic and submission of the research project.

STAGE 2: Approval of the research project by the coordinator and designation of the Director of the Research Work.

STAGE 3: Development of the Research Work. MFT Director's Report Form; Technical Sheet and Dissemination Sheet.

STAGE 4: Presentation and evaluation of the Research Work.

9.- EVALUATION SYSTEM.

The Master's Final Thesis will be evaluated by a Thesis Committee set up by the CUGC after the request for appropriate support. The evaluation criteria will be governed by the criteria established in the Evaluation Record attached in the Annexes. The composition of the grading Thesis Committee and the time and location of the presentation will be public.

Failure to submit the Master's Final Thesis in a timely manner according to the established schedule will result in not passing the call.

Identification of more than 20% similarity with other sources through the Turnitin anti-plagiarism tool will result in the inability to submit the Master's Thesis to the Thesis Committee. Likewise, the detection of the use of AI (Artificial Intelligence) in the development of the Master's Final Thesis may be penalized in the assessment of the "innovation and originality" section, and its use in a percentage higher than 20%¹ will also entail the inability to submit the Master's Final Thesis to the grading Thesis Committee. In both cases, the academic research coordinator of the CUGC will assess the admission of higher percentages based on the reports from the Director of the

¹ *The Master's Final Thesis consists of the preparation of a document on a research project in which the knowledge, skills, aptitudes and attitudes acquired by the student are made clear. These projects will constitute an autonomous and personal task, which will end with the delivery of the document and its public and individual defense. As such autonomous task, the use of technological tools based on Artificial Intelligence must be limited as support for the search for information, and must not be used to generate the text of the Project in the terms indicated.*



Master's Thesis.

Failure to pass the Master's Final Thesis in the first call will result in the formation of a second evaluation Thesis Committee by the coordinator, who will inform the student in a timely manner. Any claim by the student regarding the evaluation of their Master's Final Thesis will be resolved in the first instance by the coordinator of the Master's Final Thesis and in the second instance by the Director or Executive Director of the CUGC.

10.- DISCLOSURE

The Master's Thesis may be disclosed in paper format or electronically through the CUGC website with the author's authorization collected in the Disclosure Form, without implying the transfer of its rights. The CUGC Research Commission will select the best works for possible publication through the CUGC Research Journal, for which the author's consent must be expressed via the disclosure form.

The submission by the student and disclosure in electronic format by the CUGC of the Technical Sheet of the Master's Final Thesis with its basic data will be a *sine qua non* condition for the defense of the Master's Final Thesis.

11.- DEFENSE OF THE MASTER'S FINAL THESIS AT THE INTERNATIONAL LEVEL

The CUGC holds the ERASMUS+ Charter, by which the European Commission recognizes it as a Higher Education Institution at the European level with the capacity to exchange staff, faculty, and students with other similar centers, having established several collaboration agreements with institutions for the possibility of completing and/or defending their Master's Final Thesis at these centers, using European ERASMUS+ funds for this purpose. Interested students should send their application to cugc-postgrado@guardiacivil.org

12.- FACILITIES

The CUGC is located within the premises of the Guardia Civil Officers Academy in Aranjuez. Said Academy has various classrooms and venues where the defenses of the Master's Final Thesis will be organized, with prior notice, through the CUGC's virtual classroom.



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ANNEXES



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Annex 1

Format of the research project



Proposal Master´s Final Thesis Research Project (MFT)	
Author:	
Title: Proposed Title (First Approach)	
Master´s degree:	
Initial Approach. Detail at least the following aspects:	
	<ul style="list-style-type: none">- Research Problem- Study Universe (conceptual, temporal, and geographical limits)- Hypothesis (proposed solution/s to the research problem)- Main research lines that may coincide with headings or chapters planned to be developed- Sources intended to be used (documentary, interviews, perception measures, etc)

After the research project has been prepared with the established deadline for its submission, it will be submitted in the virtual classroom of the CUGC at www.cugc.es in electronic format (pdf). The name of the files should be as in the example: **MFT-project-LastName1-LastName2.pdf**



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Annex 2

Bibliography (Research Methodology)



REFERENCE TEXTES:

Opinion Documents of the Spanish Institute for Strategic Studies (IEEE). Collaboration standards. www.ieee.es

ESCUELA MILITAR DE CIENCIAS DE LA EDUCACIÓN. Temas de Metodología de la Investigación. Módulo IV. Curso Básico de Pedagogía. Ministerio de Defensa. Madrid. 1997 (*MILITARY SCHOOL OF EDUCATION SCIENCES. Topics in Research Methodology. Module IV. Basic Course in Pedagogy. Ministry of Defense. Madrid. 1997*)

ESCUELA MILITAR DE CIENCIAS DE LA EDUCACIÓN. CD-ROM de Recursos. Bases de Datos y Referencias Digitales. Ministerio de Defensa. Madrid. 2005 (*MILITARY SCHOOL OF EDUCATION SCIENCES. CD-ROM of Resources. Databases and Digital References. Ministry of Defense. Madrid. 2005*)

Manuales sobre “Técnicas de Expresión Oral” y “Metodología de la Investigación” basados en textos elaborados por la Escuela Militar de Ciencias de la Educación (EMCE). (*Manuals on “Oral Expression Techniques” and “Research Methodology” based on texts developed by the Military School of Education Sciences (EMCE).*)

Lista de Trabajos investigación realizados por alumno/as/as de la Academia de Oficiales de la Guardia Civil y del CUGC, disponibles en Biblioteca y en www.cugc.es (*List of research works carried out by students of the Guardia Civil Officers Academy and the CUGC, available in the Library and at www.cugc.es*)

SUPPORTING WORKS AND AUTHORS:

CARRASCO, J. B. *Aprendo a investigar en Educación*. Ed. Rialp. Madrid. 2000 (*CARRASCO, J. B. Learning to Research in Education. Ed. Rialp. Madrid. 2000*)

CASTÁN. *Teoría de la aplicación e investigación del Derecho*. Reus. Madrid. 1947. (*CASTÁN. Theory of Application and Research in Law. Reus. Madrid. 1947.*)

CURRÁS, E. *Documentación y Metodología de la Investigación Científica*. Paraninfo. Madrid. 1985 (*CURRÁS, E. Documentation and Methodology of Scientific Research. Paraninfo. Madrid. 1985*)

ECO, H. *Cómo se hace una Tesis*. Barcelona: Gedisa (5ª Edición). 1983 (*ECO, H. How to Write a Thesis. Barcelona: Gedisa (5th Edition). 1983*)

GARCÍA PALOMERO I. y MOURE COLÓN. F. *Metodología de la Investigación en 4D. Soporte*



didáctico para el diseño, desarrollo, defensa y difusión de trabajos de investigación de la Guardia Civil. Ed. Ministerio del Interior 2011. (GARCÍA PALOMERO I. and MOURE COLÓN. F. Research Methodology in 4D. Educational support for the design, development, defense, and dissemination of Civil Guard research works. Ed. Ministry of the Interior 2011.)

HERNANDEZ SAMPIERI, R. y otros. *Metodología de la Investigación*. MacGraw-Hill. Interamericana. México. 2003 (HERNANDEZ SAMPIERI, R. and others. *Research Methodology*. MacGraw-Hill. Interamericana. Mexico. 2003)

LEON, O. y otro. *Métodos de Investigación en Psicología y Educación*. MacGraw-Hill. Madrid. 2004 (LEON, O. and another. *Research Methods in Psychology and Education*. MacGraw-Hill. Madrid. 2004)

MARINA, J.A. DE LA VÁLGOMA M. (2005) *La magia de escribir*. Barcelona Plaza y Janés (MARINA, J.A. DE LA VÁLGOMA M. (2005) *The Magic of Writing*. Barcelona Plaza y Janés)

PRIMO, E. *La investigación. Un problema de España*. Valencia. 1981 (PRIMO, E. *Research. A Problem of Spain*. Valencia. 1981)

SIERRA, R. *Tesis doctorales y trabajos de investigación científica*. Paraninfo. Madrid. 1988 (SIERRA, R. *Doctoral Theses and Scientific Research Works*. Paraninfo. Madrid. 1988)

RAMÓN Y CAJAL, S. *Reglas y Consejos sobre Investigación Científica: CSIC Madrid*. 1897 (RAMÓN Y CAJAL, S. *Rules and Advice on Scientific Research: CSIC Madrid*. 1897)

VISAUTA, B. *Técnicas de Investigación Social y recogida de datos*. PPU. SA. Barcelona. 1989 (VISAUTA, B. *Social Research Techniques and Data Collection*. PPU. SA. Barcelona. 1989)

TAYLOR S.J. y BODGAN R. *Introducción a los métodos cualitativos de investigación*. Barcelona. Editorial Paidós. 1986 (TAYLOR S.J. and BODGAN R. *Introduction to Qualitative Research Methods*. Barcelona. Editorial Paidós. 1986)

WALTER, M. *Cómo escribir trabajos de investigación*. Barcelona. Editorial Gedisa. 2000 (WALTER, M. *How to Write Research Papers*. Barcelona. Editorial Gedisa. 2000)



Annex 3

Guidelines on Presentation Format

Once the Research Work is completed with the format established in this document, it will be submitted in the virtual classroom of the CUGC www.cugc.es along with the Technical Sheet and Disclosure Sheet in electronic format (PDF).

The file name must follow the format of this example: MFT-LastName1-LastName2.pdf"



GUIDELINES ON PRESENTATION FORMAT

The reference standards for the Master's Final Theses are the APA² guidelines, establishing the following directives:

1.- Length of the works:

The length of the works should be between 40 and 50 pages (excluding cover, index, annexes, and bibliography).

2.- Line spacing:

The text should be 1.2 multiple line spacing. Footnotes should be single-spacing.

3.- Font type:

The font type will be "Calibri," and the size of the headings will be 14 pt. "bold". The size of the rest of the text will be 12 pt.

4.- Margins:

The margins of the work, both lateral and vertical, should be between 2 and 2.5 cm.

5.- Type of paper:

The paper type should be DIN A-4.

6.- Page numbering:

The pages must be numbered. The Annexes can have independent pagination. On even pages, the title of the Research Work should be placed in the header (centered). On odd pages, the name of the student (without rank) should be placed in the header (centered). The pages that start a Chapter will always be on an odd page, centered at the beginning of the page in uppercase, in bold, and with a size of 14 pt.

² *The American Psychological Association (APA) Standards are today one of the most recognized benchmarks for the transmission of scientific and academic knowledge. Since 1929, when the first outline of the standards was published, up to the present, APA has become an extensive manual for the dissemination of scientific work across all areas of knowledge. The seventh edition of the APA Manual, published in 2019, continues to be an authoritative source regarding standards for creation, presentation, format, citation, and references of academic works. This latest edition incorporates significant changes that reflect the current needs of academic and scientific communication, including a more inclusive and accessible approach in terms of language and structure of works. The APA Manual does not strictly regulate the content of an academic work; however, it appeals to the effective communication of ideas and concepts. These standards encourage the elimination of redundancies, ambiguities, and generalities that hinder understanding. The appropriate length of a text is strictly what is necessary to say what needs to be said, maintaining clarity and precision in the exposition of ideas.*



7.- Footnotes

They will be numbered consecutively, indicated with superscripts, and included at the end of the text on each page.

8.- Seriation

According to the APA Manual, seriation can be done with numbers or bullets, but their use is not interchangeable. Numbers are for sequential or chronological order, written in Arabic numerals followed by a period (1.). Bullets are for seriations where the sequential order is not important, and they should be consistent throughout the content. Generally, seriations should maintain the same syntactic order in all statements and be in parallel alignment.

9.- Tables and figures

For creating tables and figures, the formats available in electronic programs can be used. There is no specific prescription about the model that should be used. APA Standards indicate that tables and figures should be numbered with Arabic numbers, in the order they are mentioned in the text (Table 1, Figure 1). This should be accompanied by a clear and precise title as a header for each table and figure. Suffixation such as 1a, 2a is not allowed. APA recommends a standard black-and-white table format where thin lines are used for rows and columns.

Both tables and figures should have a note if they need to explain data or abbreviations. If the material is taken from a protected source, the original author should be cited in the note. If the material has been modified by the author of the work, the original author or authors should be cited, and the legend according to own elaboration/modification.

10.- Review of Bibliography and Consulted Works

The APA Manual and its standards use an Author-Date citation system and always prioritize the indication of the page number, for direct quotes and paraphrases.

10.1 Direct or textual quotes:

These quotes reproduce the material exactly, without changes or additions. The author, year, and page number must be indicated. If the cited source does not have pagination, then the paragraph number is written. If the quote is less than 40 words, it is placed as part of the body of the text, in quotes, and at the end, the reference data are indicated in parentheses.



Models

- Al analizar los resultados y según la opinión de Machado (2010): “Todos los participantes...” (p.74)

-Al analizar los resultados de los estudios previos encontramos que: “Todos los participantes...” (Machado, 2010, p. 74)

If the quote is more than 40 words, it should be written in a separate paragraph, without quotes, aligned to the left, and with a margin of 2.54 cm or 5 tab spaces. All quotes should be double-spaced.

Models

- Maquiavelo (2011) en su obra *El Príncipe* afirma lo siguiente:

Los hombres, cuando tienen un bien de quien creían tener un mal, se obligan más con su benefactor, deviene el pueblo rápidamente en más benévolo con él que si con sus favores lo hubiese conducido al principado (p. 23)

- Es más fácil que el príncipe no oprima al pueblo y gobernar para ellos, porque:

Los hombres, cuando tienen un bien de quien creían tener un mal, se obligan más con su benefactor, deviene el pueblo rápidamente en más benévolo con él que si con sus favores lo hubiese conducido al principado (Maquiavelo, 2011, p. 23)

10.2. Indirect quotes or paraphrases

In these cases, the idea of another is reproduced in one's own words. They follow the rules of textual citation, except for the use of quotes and separate paragraph citations.

Models

- Según Huizinga (1952) son características propias de la nobleza las buenas costumbres y las maneras distinguidas, además la práctica de la justicia y la defensa de los territorios para la protección del pueblo.

- Así aparecen las grandes monarquías de España, Francia e Inglaterra, las cuales intentaron hacerse con la hegemonía europea entablando guerra en diversas ocasiones (Spielvogel, 2012, p. 425).

The only cases where the page number can be deliberately omitted are in paraphrases and this when summarizing several ideas expressed throughout an entire work and not a particular idea easily locatable in the cited source.



10.3. Other citation rules:

- Two authors: Machado y Rodríguez (2015) afirma... o (Machado y Rodríguez, 2015, p._)
- Three to five authors: the first time they are cited all surnames are mentioned, then only the first is named, and et al. is added. Machado, Rodríguez, Álvarez y Martínez (2015) aseguran que... / En otros experimentos los autores encontraron que... (Machado *et al.*, 2015)
- Six or more authors: from the first mention, only the first surname followed by et al. is placed.
- Corporate or institutional author with acronyms or abbreviations: the first citation places the full name of the organization and then the abbreviation can be used. Organización de Países Exportadores de Petróleo (OPEP, 2016) and then OPEP (2016); Organización Mundial de la Salud (OMS, 2014) and then OMS (2014).
- Corporate or institutional author without acronyms or abbreviations: Instituto Cervantes (2012), (Instituto Cervantes, 2012).
- Two or more works in the same parenthesis: they are arranged alphabetically following the order of the reference list: Many studies confirm the results (Martínez, 2012; Portillo, 2014; Rodríguez; 2014 y Zapata, 2015).
- Secondary sources or citation within a citation: Carlos Portillo (cited in Rodríguez, 2015)
- Ancient works: old and very recognized religious texts. (Corán 4:1-3), Lucas 3:2 (Nuevo Testamento). They are not included in the list of references.
- Personal communications: personal letters, memorandums, electronic messages, etc. Manuela Álvarez (comunicación personal, 4 de junio, 2010). They are not included in the list of references.
- Source with no date: n.d. is placed in parentheses. Alvarado (n.d), Bustamante (n.d).
- Anonymous source: the first words of the cited work's title are written (Informe de Gestión, 2013), *Lazarrillo de Tormes* (2000).
- Citations from the same author with the same publication year: in these cases, suffixation is placed on the publication year to mark the difference (Rodríguez, 2015a), (Rodríguez, 2015b). They are ordered by title alphabetically, in the reference list.



11.- List of References in footnotes and in Bibliography.

In footnotes, the page number of the consulted text should be indicated, and the date of consultation in the case of electronic references available online. The references used in footnotes should be included in the bibliography, and it is not necessary in the list of consulted references available in the Bibliography to include the page number of the consultation or the consultation date of online sources. Below are some examples.

- Book: Last name, A. A. (Year). Title. City, Country: Publisher.
- Book with editor: Last name, A. A. (Ed.). (Year). Title. City, Country: Publisher.
- Electronic book: Last name, A. A. (Year). Title. Retrieved from <http://www...> .
- Electronic book with DOI³: Last name, A. A. (Year). Title. doi: xx
- Book chapter: only in cases of compilation books and anthologies where each chapter has a different author and a compiler or editor: Last name, A. A., and Last name, B. B. (Year). Title of the chapter or entry. In A. A. Last name. (Ed.), Title of the book (pp. xx-xx). City, Country: Publisher.
- Print periodicals: Last name, A. A., Last name, B. B., and Last name, C. C. (Date). Title of the article. Name of the journal, volume(issue), pp-pp.
- Periodicals with DOI: Last name, A. A., Last name, B. B., and Last name, C. C. (Date). Title of the article. Name of the journal, volume(issue), pp-pp. doi: xx
- Online periodicals: Last name, A. A. (Year). Title of the article. Name of the journal, volume(issue), pp-pp. Retrieved from <http://www...>
- Newspaper article print: Last name A. A. (Date). Title of the article. Name of the newspaper, pp-pp. Or the version without author: Title of the article. (Date). Name of the newspaper, pp-pp.
- Online newspaper article: Last name, A. A. (Date). Title of the article. Name of the newspaper. Retrieved from <http://www...> .
- Undergraduate thesis: Author, A. (Year). Title of the thesis (Undergraduate, master's, or doctoral thesis). Name of the institution, Location.
- Online undergraduate thesis: Author, A. and Author, A. (Year). Title of the thesis (Undergraduate, master's, or doctoral thesis). Retrieved from <http://www...> .
- Reference to web pages: Last name, A. A. (Date). Title of the page. Place of publication: Publishing house. Retrieved from <http://www...> .
- Sources on CDs: Last name, A. (Year of publication). Title of the work (edition) [CD-ROM]. Place of publication: Company or Institution.
- Films: Last name of the producer, A. (producer) and Last name of the director, A. (director). (Year). Name of the film [motion picture]. Country: production company.
- TV series: Last name of the producer, A. (producer). (Year). Name of the series [television series]. Place: Production company.
- Video: Last name of the producer, A. (Producer). (Year). Name of the series [Source]. Place.

³ A DOI (Digital Object Identifier) is a way to identify a digital object (for example, an electronic article of a journal, a chapter of an electronic book...) regardless of its URL, so that, if it changes, the object still has the same identification. Used extensively in electronic publications such as scientific journals and others



- Podcast: Last name, A. (Producer). (Date). Title of the podcast [Audio podcast]. Retrieved from <http://www...>
- Internet forums, email lists, and other online communities: Author, (Day, Month, Year) Title of the message [Description of the form] Retrieved from <http://www...>

Following are the Model of Cover Page, first page and Index and use of epigraphs for reference.



MODEL OF COVER PAGE

Official University Master's Degree
in

Master's Final Thesis

Title

Author

Date



MODEL OF 2ND PAGE

MIGRATIONS AS A RELEVANT FACTOR FOR SECURITY AND DEFENSE. PERSPECTIVES FROM LATIN AMERICA AND EUROPE

ANSELMO DEL MORAL TORRES⁴

Coronel of Guardia Civil

1. INTRODUCTION. MIGRATIONS AND THEIR RELATIONSHIP WITH SECURITY IN EUROPE. SITUATION ANALYSIS. 2. THE EU POLICIES IN RELATION TO MIGRATIONS. 3. THE MECHANISMS OF CROSS-BORDER COOPERATION WITHIN THE EU. 4. INTEGRATED BORDER MANAGEMENT. 5. THE PARTICIPATION OF THE SPANISH CIVIL GUARD IN BORDER MANAGEMENT. FINAL CONSIDERATIONS AND PERSPECTIVES.

SUMMARY

Europe is a geopolitical reality that has historically been affected by migrations with a direct implication in security. Currently, the EU is configured as a supranational entity that has eliminated internal borders between Member States to facilitate the freedom of movement of people, goods, goods, and capital, reinforcing integrated management of the EU's external borders, to configure a Space of Freedom, Security, and Justice. This new configuration, supported by the EU Institutions, has allowed the development of advanced cross-border cooperation instruments and mechanisms that are essential in controlling migratory flows affecting EU Member States, like Spain, and their relationships in the field of security and defense with other geopolitical areas like Latin America.

KEYWORDS

European Union, Latin America, migrations, cross-border cooperation, integrated border management, security and defense.

⁴ The viewpoints expressed by the author do not commit the institution where he carries out his duties.



MODELO OF INDEX

(Research Work Title centered in header on even pages)

(Student's Name in header on odd pages)

(Outline of the INDEX of the RESEARCH WORK)

INTRODUCTION.....

CHAPTER I TITLE OF THE CHAPTER.....

1.1.- Name of the section.....

1.2.- Name of the section.....

CHAPTER II TITLE OF THE CHAPTER.....

2.1.- Name of the section.....

2.2.- Name of the section.....

CHAPTER III TITLE OF THE CHAPTER.....

3.1.- Name of the section.....

3.2.- Name of the section.....

CHAPTER IV TITLE OF THE CHAPTER.....

4.1.- Name of the section.....

4.2.- Name of the section.....

CONCLUSIONS.....

ANNEXES.....

1. Name of the annex.....

2. Name of the annex.....

3. Name of the annex.....

BIBLIOGRAPHY.....

ABBREVIATIONS.....

TABLE OF FIGURES AND GRAPHS.....



Page number (footer)

(Start on an odd page)

CHAPTER I

(Outline of the content organization of the RESEARCH WORK, numbers, Headings font size, bold, and bullets for the different subsections)

1.- HEADING

1.1.- Subheading.

1.1.1.- Subheading.

A. Lower division



Annex 4 MFT Director Report Form

The **MFT Director Report Sheet** is intended to provide basic information about the MFT (Master's Final Thesis). Along with the completed work, it will be submitted by the student to the MFT Director for preliminary assessment before its defense in the Evaluation Panel. The purpose is to allow the Director to incorporate any observations and recommendations deemed appropriate into the Sheet, which will be submitted to the Thesis Committee by the CUGC.

The Director will have at least 5 working days to prepare it once the final version of the work is received from the student.

Please note that the identification of a similarity percentage over 20% with other documents through the Turnitin plagiarism tool will result in the inability to present the MFT to the Thesis Committee.

Once the MFT Director Report Sheet is returned to the student, signed by the Director, the student will submit it in PDF format in the CUGC virtual classroom along with the MFT and the rest of the documentation. It should be identified as:

MFT-DirectorReportSheet-LastName1-LastName2.pdf



MFT DIRECTOR REPORT SHEET (FINAL RESEARCH WORK OF MASTER)	
TITLE:	
AUTHOR:	
CONTACT DETAILS	
YEAR:	
RESEARCH LINE (FIELD AND/OR SUBJECT)	
ABSTRACT:	Number of words between 140 and 150 words
KEY WORDS:	
MASTER'S THESIS DIRECTOR	
DATE	
REMARKS BY THE MASTER'S THESIS DIRECTOR	
DATE AND SIGNATURE OF THE MFT DIRECTOR⁵	

⁵ MASTER'S F THESIS DIRECTOR = MFT DIRECTOR



Annex 5 Technical Data Sheet

The Technical Data Sheet provides basic information about the MFT (Master's Final Thesis) including a summary in English or an abstract, with the purpose of being disseminated through the CUGC's website.

The submission of the technical data sheet in the virtual classroom is a mandatory condition to be able to defend the MFT.

The student will prepare the disclosure sheet of their MFT and submit it in PDF format in the CUGC virtual classroom on the specified date.

This sheet will be identified as: **MFT-TechnicalDataSheet-LastName1-LastName2.pdf**



TECHNICAL DATA SHEET MASTER'S FINAL THESIS	
TITLE:	
AUTHOR:	
CONTACT DITAILS	
YEAR:	
RESEARCH LINE (FIELD AND/OR SUBJECT)	
ABSTRACT:	Number of words between 140 and 150 words
KEY WORDS:	



Annex 6 MFT DISCLOSURE SHEET

The Disclosure Sheet reflects the will of the author on a possible dissemination of the whole MFT by the CUGC

The student will make a disclosure sheet of their MFT.

This sheet will be identified as: **MFT-DisclosureSheet.pdf** that will be dated and signed by the student and will be delivered to the virtual classroom www.cugc.es on the indicated date.



MASTER'S FINAL THESIS DISCLOSURE SHEET

TITLE:	
AUTHOR	
CONTACT DETAILS	
YEAR:	
RESEACH LINE (FIELD AND/ OR SUBJECT)	
ABSTRACT:	Number of words between 140 and 150 words

I, Mr./Ms. _____, autor of the
Master's Thesis entitled:

_____”.

DO/DO NOT AUTHORIZE the publication through CUGC www.cugc.es (indicate as appropriate).

Signature and date of the Author.



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Annex 7

MFT presentation guidelines



PRESENTATION AND EVALUATION OF THE RESEARCH WORK.

The CUGC will set the dates for the presentation of the Master's Final Thesis (MFT). This presentation will be made in a public session and will be evaluated by a designated board (Thesis Committee), composed of a President of the Board appointed by the CUGC and one or more experts appointed by the CUGC.

In the event that any of the board members are unable to attend the board session once appointed, they will send their evaluation, except for the one corresponding to the reading of the MFT. If the board is composed only of two members, and one of them is absent, the evaluation will be postponed to the incident day.

The presentation will take place at the facilities designated by the CUGC in Aranjuez (Madrid), although, on occasion, it may be held in other premises of the Force or Institutions as determined.

Sequential outline of the presentation:

- Five minutes before the start of the event, the obligatory attendees will be at the presentation venue, which will have been determined sufficiently in advance..
- Once the stage is occupied by the board, attendees are allowed to remain seated, the Professor-Director of the work, if available, will sit in the reserved place in the first row.
- Next, the student will ask for the floor to present their work, having a maximum of 20 minutes, during which they may use the lectern if they intend to present standing up. If they intend to do so sitting down, they will do it from the table prepared for that purpose.
- The student will present a synthesis of their work and the methodology used, supporting it with the reading of texts that they consider important to highlight in a literal way.
- Audiovisual aids can also be used, for which room adaptation should be requested from the CUGC by the student themselves, with a notice period of no less than two days.



- Once the presentation ends, the student will ask the board's permission to take their place at the corresponding table, subjecting themselves to the board's questions, for 20 to 30 minutes, at a rate of 10 minutes of intervention, as a maximum, for each board member.
- Before retiring to deliberate, the President of the Board will address the Director of the MFT to ask if they wish to make contributions about the MFT or any other matter related to their participation as Director.
- Attendance. The event is public, so attendance is open to anyone, wearing the designated uniform for the event by the coordinator.
- After the presentation, the Board will grade the work from 0 to 10 points for academic purposes, and the board may grant, as a recognition, the grade of OUTSTANDING CUM LAUDE UNANIMOUSLY (10). The board will grade the Work and the presentation according to the criteria established in the qualification report, in Annexes.
- Once the Qualification Report is completed, the Board will call the student in order to communicate the grade obtained and will show them said Report with all relevant information and observations. In case the student shows their disagreement with the obtained grade, they will indicate to the president of the Board their desire to review said grade. The student may comment or argue reasonably what they consider appropriate in a maximum time of five minutes. The Board will verbally detail to the student the evaluation criteria it has followed and whether it considers appropriate to modify the grade, in light of what has been exposed by the student. The President of the Board will place on record, in the report, that such a review procedure has taken place, as well as the result of it.
- In case of a **claim**, the student may direct their arguments to the MFT Coordinator, who may resolve in the first instance, leaving the Executive Director or the Director of the CUGC available in the 2nd instance.



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Annex 8

Master's Final Thesis Evaluation Report



MASTER'S FINAL THESIS QUALIFICATION REPORT

Master's degree: _____

STUDENT:
MASTER'S FINAL THESIS TITLE:

THESIS COMMITTEE
Mr/Ms.....
Mr/Ms.....
Mr/Ms.....

RATING	
FORMAL ASPECTS	
CONCEPT	Mark
General quality of written expression: from 0 to 5 points	
Writing: (Form and style, vocabulary) from 0 to 5 points	
Presentation: (Adaptation to the provided format).....from 0 to 5 points	
<i>TOTAL MARK "A" (Formal Aspects minimum 0 – maximum 15 puntos)</i>	
FUNDAMENTAL ASPECTS	
CONCEPT	Mark
Methodology (Approach to the problem and formulation of hypothesis):from 0 to 5 points	
Structure and organization of the work: from 0 to 5 points	
Use of Open Sources: from 0 to 5 points	
Use of Bibliography in the Master's thesis..... from 0 to 5 points	
Conclusions and proposals from 0 to 5 points	
Professional approach: from 0 to 5 points	
Innovation and originality from 0 to 5 points	
Content from 0 to 30 points	
<i>TOTAL MARK "B" (Fundamental Aspects minimum 0- maximum 65 points)</i>	
READING OF THE MÁSTER'S FINAL THESIS	
CONCEPT	Mark
Speaking (oral expresión):from 0 to 5 points	
Presentation: (organization and supporting materials) from 0 to 5 points	
Responses to the posed questions:from 0 to 10 points	
<i>TOTAL MARK "C" (Lectura, Mínimo 0 - máximo 20 puntos)</i>	
FINAL MARK: (A + B + C) / 10	
FINAL MARK: (Outstanding case)	

Aranjuez, [Month] [Day], 20[Year]
THE EXAMINERS



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Annex 9 Planned Timetables



Etapas y Calendario previsto

VI Máster en Alta Dirección en Seguridad Internacional 2024-2025

ETAPA	FECHAS	ACCIONES / DOCUMENTOS DE APOYO
1	Del 16/12/2024 al 09/03/2025	Confección de un Proyecto de Investigación y entrega en aula virtual Anexo 1.- Formato del proyecto de investigación. Anexo 2.- Bibliografía/metodología de investigación
	09/03/2025 (23:59 horas)	Entrega de proyecto de investigación en aula virtual www.cugc.es
2	Del 10/03/2025 al 24/03/2025	Aprobación y designación de Director por parte del CUGC.
3	Del 25/03/2025 al 31/08/2025	Elaboración Trabajo de Investigación. Anexo 3.- Normas sobre Formato de Presentación. <i>Se entregará al Director, al menos, dos borradores del trabajo antes de la entrega de la versión definitiva.</i>
	01/09/2025 (23:59 horas)	Entrega de trabajo y documentación en Aula virtual. www.cugc.es Anexo 4.- Ficha Informe Director TFM (<i>El Director contará, como mínimo, con 5 días hábiles para confeccionarla desde que el alumno le muestre la versión definitiva del trabajo que pretenda entregar</i>) Anexo 5.- Ficha Técnica Anexo 6.- Ficha de Divulgación
4	Del 22/09/2025 al 25/09/2025	Exposición ante Tribunal. Anexo 7.- Normas de exposición del trabajo Anexo 8.- Acta de calificación del TFM



Etapas y Calendario previsto XI Máster en Dirección Operativa de la Seguridad 2024-2025

ETAPA	FECHAS	ACCIONES / DOCUMENTOS DE APOYO
1	Del 20/09/2024 al 22/11/2024	<p>Confección de un Proyecto de Investigación y entrega en aula virtual</p> <p>Anexo 1.- Formato del proyecto de investigación. Anexo 2.- Bibliografía metodología de investigación</p>
	22/11/2024 (23:59 horas)	<p>Entrega de proyecto de investigación en aula virtual</p> <p>www.cugc.es</p>
2	Del 23/11/2024 al 18/12/2024	<p>Aprobación y designación de Director por parte del CUGC.</p>
3	Del 19/12/2024 al 20/04/2025	<p>Elaboración Trabajo de Investigación.</p> <p>Anexo 3.- Normas sobre Formato de Presentación. <i>Se entregará al Director, al menos, dos borradores del trabajo antes de la entrega de la versión definitiva.</i></p>
	20/04/2025 (23:59 horas)	<p>Entrega de trabajo y documentación en Aula virtual.</p> <p>www.cugc.es</p> <p>Anexo 4.- Ficha Informe Director TFM (<i>El Director contará, como mínimo, con 5 días hábiles para confeccionarla desde que el alumno le muestre la versión definitiva del trabajo que pretenda entregar</i>) Anexo 5.- Ficha Técnica Anexo 6.- Ficha de Divulgación</p>
4	26/05/2025 al 29/05/2025	<p>Exposición ante Tribunal.</p> <p>Anexo 7.- Normas de exposición del trabajo Anexo 8.- Acta de calificación del TFM</p>



Etapas y Calendario previsto VII Máster en Seguridad Vial y Tráfico 2024-2025

ETAPA	FECHAS	ACCIONES / DOCUMENTOS DE APOYO
1	Del 20/09/2024 al 24/11/2024	Confección de un Proyecto de Investigación y entrega en aula virtual Anexo 1.- Formato del proyecto de investigación. Anexo 2.- Bibliografía metodología de investigación
	24/11/2024 (23:59 horas)	Entrega de proyecto de investigación en aula virtual www.cugc.es
2	Del 24/11/2024 al 17/12/2024	Aprobación y designación de Director por parte del CUGC.
3	Del 18/12/2024 al 20/04/2025	Elaboración Trabajo de Investigación. Anexo 3.- Normas sobre Formato de Presentación. <i>Se entregará al Director, al menos, dos borradores del trabajo antes de la entrega de la versión definitiva.</i>
	20/04/2025 (23:59 horas)	Entrega de trabajo y documentación en Aula virtual. www.cugc.es Anexo 4.- Ficha Informe Director TFM (<i>El Director contará, como mínimo, con 5 días hábiles para confeccionarla desde que el alumno le muestre la versión definitiva del trabajo que pretenda entregar</i>) Anexo 5.- Ficha Técnica Anexo 6.- Ficha de Divulgación
4	19/05/2025 al 22/05/2025	Exposición ante Tribunal Anexo 7.- Normas de exposición del trabajo Anexo 8.- Acta de calificación del TFM



Etapas y Calendario previsto

III Máster en Dirección de Personas y Gestión del Talento de la Seguridad

2024-2025

ETAPA	FECHAS	ACCIONES / DOCUMENTOS DE APOYO
1	Del 20/09/2024 al 01/12/2024	Confección de un Proyecto de Investigación y entrega en aula virtual Anexo 1.- Formato del proyecto de investigación. Anexo 2.- Bibliografía/metodología de investigación
	09/12/2024 (23:59 horas)	Entrega de proyecto de investigación en aula virtual www.cugc.es
2	Del 09/12/2024 al 16/12/2024	Aprobación y designación de Director por parte del CUGC.
3	Del 17/12/2024 al 18/05/2025	Elaboración Trabajo de Investigación. Anexo 3.- Normas sobre Formato de Presentación. <i>Se entregará al Director, al menos, dos borradores del trabajo antes de la entrega de la versión definitiva.</i>
	18/05/2025 (23:59 horas)	Entrega de trabajo y documentación en Aula virtual. www.cugc.es Anexo 4.- Ficha Informe Director TFM (<i>El Director contará, como mínimo, con 5 días hábiles para confeccionarla desde que el alumno le muestre la versión definitiva del trabajo que pretenda entregar</i>) Anexo 5.- Ficha Técnica Anexo 6.- Ficha de Divulgación
4	Del 23/06/2025 al 26/06/2025	Exposición ante Tribunal. Anexo 7.- Normas de exposición del trabajo Anexo 8.- Acta de calificación del TFM



Stages and Planned Schedule I Master in Economic Crime & Anti-corruption Investigations 2024-2025

STAGES	DATES	ACTIONS / SUPPORTING DOCUMENTS
1	From September 16, 2024, to November 29, 2024	Preparation of a Research Proposal and Submission in the Virtual Classroom Annex 1.- Research Proposal Format Annex 2.- Bibliography/research methodology
	December 9, 2024 (23:59 h)	Delivery of research project in virtual classroom www.cugc.es
2	From December 9, 2024, to December 20, 2024	Approval and Appointment of Director by the CUGC
3	From December 21, 2024, to May 17, 2025	Development of Máster's Final Thesis (MFT) Annex 3.-Standards on Presentation Format. <i>At least two drafts of the work will be delivered to the Director before the delivery of the final version.</i>
	May 18, 2025 (23:59 h)	Delivery of the MFT and documentation in a virtual classroom. www.cugc.es Annex 4.- Director Report Sheet of the MFT (<i>The Director will have at least 5 business days to prepare it from the moment the student shows him the final version of the Thesis he/she intends to deliver.</i>) Annex 5.- Data Technical sheet Annex 6.- Academic Disclosure Form
4	From June 23, 2025, to June 26, 2025	Exposition MFT to the Evaluation Committee. Annex 7.- Thesis Presentation Guidelines Annex 8.- Assessment Committee Minutes Template



Etapas y Calendario previsto I Máster en Protección Integral del Medio Ambiente 2024-2025

ETAPA	FECHAS	ACCIONES / DOCUMENTOS DE APOYO
1	Del 16/09/2024 al 31/10/2024	Confección de un Proyecto de Investigación y entrega en aula virtual Anexo 1.- Formato del proyecto de investigación. Anexo 2.- Bibliografía/metodología de investigación
	08/11/2024 (23:59 horas)	Entrega de proyecto de investigación en aula virtual www.cugc.es
2	Del 22/11/2024 al 29/11/2024	Aprobación y designación de Director por parte del CUGC.
3	Del 01/12/2024 al 25/04/2025	Elaboración Trabajo de Investigación. Anexo 3.- Normas sobre Formato de Presentación. <i>Se entregará al Director, al menos, dos borradores del trabajo antes de la entrega de la versión definitiva.</i>
	25/04/2025 (23:59 horas)	Entrega de trabajo y documentación en Aula virtual. www.cugc.es Anexo 4.- Ficha Informe Director TFM (<i>El Director contará, como mínimo, con 5 días hábiles para confeccionarla desde que el alumno le muestre la versión definitiva del trabajo que pretenda entregar</i>) Anexo 5.- Ficha Técnica Anexo 6.- Ficha de Divulgación
4	Del 02/06/2025 al 05/06/2025	Exposición ante Tribunal. Anexo 7.- Normas de exposición del trabajo Anexo 8.- Acta de calificación del TFM