INFORMATION FOR STUDENTS: COURSE ORGANISATION & ASSESSMENT

The IISL's International Master's in Sociology of Law consists of two components.

1. First, students attend intensive courses from the last week of September to the last week of March. Students will have two assessment periods for each subject. The ordinary call will take place at the end of the course and the extraordinary call will be in May, in the period from 5 to 15 May.
   Students may waive the assessment period, which will result in a grade of not presented or not passed. Those assessment periods with a grade of No-show will not be counted for the purposes of the number of assessment periods taken.
2. Secondly, students work on their Master's thesis projects at the end of the academic year and will be entitled to two official calls in each academic year, the first call in July and the second in September.

Students who have not defended or have failed their work in the two calls established for the academic year must re-enrol in the following academic year.

Students must specify the language in which they wish to prepare and defend their thesis.

This document provides information to students on the organisation of the course programme and related requirements.

Teaching hours and workload

A course worth 3 ECTS typically consists of ten teaching sessions of two hours each given over a period of two weeks (Monday to Friday, i.e., ten working days), adding up to 20 contact hours in class. One-week courses on methods worth 1,5 ECTS run over half of that period (five working days). Variations of this formula are possible, depending on the needs of teachers, the occurrence of public holidays or special events. The Master Coordination Team will provide you with the exact timetable of each course.

Teachers will, to a certain extent, be available also beyond teaching hours and you may approach them for feedback or advice, e.g., regarding your course assignments or ideas for your thesis research.

3 ECTS translate into 75 hours of work for students in a two-week course, of which 20 hours are spent in class and a little more in consultation with the teacher. The remaining 55 hours should be divided between reading and preparing for class (about 40 hours, or 4 hours per day), and coursework assignments (about 15 hours in total).

Attendance requirements and deadlines

Face-to-face attendance to course units is mandatory and, in general terms, only those who can accredit full participation in the course and pass the relevant assessments will be able to pass the subjects at the first call. Students who do not accredit this participation must be assessed at the second call.

In the event that a student is unable to attend a specific academic activity of the course, he/she should notified in advance the course teacher and the Master's staff (e.g. by email), whenever possible. In the light of good reasons that may justify the absence and its exceptional character, an automatic pass to the second call may be excepted.

The IISL will no offer the option of opening a Zoom meeting for a student's absences, but in the event that eventually the course is to be retransmitted online, it may be followed by the student, but this does not validate the fulfilment of the obligation to attend in person.

Active participation during teaching hours and in class-related learning activities is required to successfully pass the course modules. This includes, among others, studying the assigned readings, taking part in course exercises and discussions, and submitting required assignments in time.

The course teacher will evaluate the student's participation in the development of the subject and may penalise absences, passive attitudes in the classroom or failure to complete previous readings or work

The **deadlin**e for submitting final course essays is always 23:00 o'clock (11:00 pm) of the Saturday following the conclusion of the respective course. Late submission of course essays may be penalised by the course teacher. Students who are absent from class or fail to submit assignments for a good reason (e.g., sickness) may be able to submit an alternative piece of assessment subject to approval by the Scientific Director.

Spanish grading scale

According to the Spanish grading scale, the grade awarded to a student should be a numerical grade out of 10, with 5.0 being the passing mark.

There is no direct equivalence between the Spanish grading scale and the ECTS grading scale (European Credit Transfer System). However, this table may give international students some orientation as to how the Spanish grading scale may translate into the ECTS grading scale.

Spanish Grading Scale		**ECTS Grading Scale**		
Grade	*Range*	*Grade*	*Percent*	*Description*
Sobresaliente (SB)	9.0-10.0	A	10%	Excellent – outstanding performance with only minor errors
Notable (NT)	8.5-8.9	B	25%	Very good – above the average standard but with some errors
	7.0-8.4	C	30%	Good – generally sound work with a number of notable errors
Aprobado (AP)	6.0-6.9	D	25%	Satisfactory – fair but with significant shortcomings
	5.0-5.9	E	10%	Sufficient – performance meets the minimum criteria
Suspenso (SS)	2.5-4.9	FX		Fail – some more work is required before the credit can be awarded
	0.0-2.4	F		Fail – considerable further work is required

Thesis research seminar

Parallel to the individual courses taught by visiting faculty, the Scientific Director offers a permanent thesis research seminar during the intensive courses, which provides students with the opportunity to reflect on research design and methodology, and to develop a proposal for their thesis research projects.

The thesis seminar may include exercises, such as analysing existing Master's theses, completing a first literature review or similar. It operates as a preliminary working space aimed at promoting the conditions for the emergence of research projects and ends with the last course in March. By then, students are also expected to submit their thesis research proposals, which are assessed and graded by the Scientific Director.

Implications of failed subjects

The degree is conferred on the basis of course credits, a Master's thesis and the defence of the thesis. Candidates must obtain at least a passing mark ("aprobado") in every course module in order to be awarded the degree.

If students fail a course module after the last assessment is completed, they will have a chance to make up for this during the second call in the course programme in May.

A candidate must pass all the course modules before being allowed to proceed to writing the thesis. The degree can only be awarded when all components of the Master's programme have been successfully completed.

If students miss or fail one or more courses, even after a "second call" has been arranged, they will have to wait for the following academic year to retake the course, which usually will incur additional fees. In exceptional well-justified cases, the Scientific Director may allow a candidate to proceed to writing the thesis if a course has been missed or failed, with the missing course credits having to be completed in the following academic year, before the degree can be awarded.

If candidates have not fulfilled their financial obligations to the Institute or to the University of the Basque Country (EHU), course credits may be withheld and the degree not be awarded.

Good academic practice, plagiarism and AI

All written work submitted has to comply with the standards of good academic practice, especially as regards use and citation of sources. **All sources must be properly cited, and any quotations must be clearly marked as such. Failure to mark quotations or cite sources may be treated as plagiarism (passing off the work of another as one's own).** Sanctions for bad academic practice or plagiarism include downgrading, failing the course, and, in serious cases, exclusion from the Master's programme / expulsion from the University.

In the coursework, the use of unauthorised aids is considered as cheating. At the IISL, the use of **ChatGPT or other AI-based software** by students, e.g., in preparing essays, is generally not allowed. Exceptions may be made by teachers who explicitly permit the use of ChatGPT or other AI-based software as an exercise. However, as a default these are considered as unauthorised aids. This specifically concerns any use of text-generative software in examinations and performance components that count into the grade, even if the text as such is revised.

A teacher or examiner who identifies or suspects bad academic practice or plagiarism should report the matter to the Scientific Director, who may investigate by any means considered appropriate. If a prima facie case is found, the student will be notified of the details and given an opportunity to explain; the student may be accompanied by a friend or adviser. The decision on the grade to be awarded or penalty will be taken by the Scientific Director and, depending on circumstances and the severity of the case, reported to the Academic Committee of the Master's programme.

Certificates for coursework

Students who need a (preliminary) certificate of their completed coursework (e.g., for grant applications), should check with the Master Coordination Team whether the data are already included in the filing system of the EHU, from which the students may be able to request study transcripts on their own. If this is not (yet) the case, they can ask for a certificate from the IISL for those courses that they have successfully passed and the ECTS they have accumulated.

Students who obtain credits for some or all required courses, but whose Master's is not submitted or not approved, will likewise be able to obtain a study transcript from EHU once the grades are available in its filing system. Alternatively, they can request a document from the IISL certifying that they have completed the coursework of the programme with the relevant number of ECTS obtained.

Course evaluations

Students who need a (preliminary) certificate of their completed coursework (e.g., for grant applications), should check with the Master Coordination Team whether the data are already included in the filing system of the EHU, from which the students may be able to request study transcripts on their own. If this is not (yet) the case, they can ask for a certificate from the IISL for those courses that they have successfully passed and the ECTS they have accumulated.

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Students will be asked to provide an anonymous evaluation of the course instructor and learning activities. Students should always complete the student survey **on the last day of the course** through the EHU platform called **eGela**.

This helps document the quality of the programme and spot difficulties in its provision. Given that the IISL works with changing, mostly international faculty and regularly updates its course programme, the students' experiences and feedback are essential for decisions about visiting faculty recruitment and course offers in future academic years.

Other forms of misconduct

The IISL Code of Ethics promotes attitudes and behaviours that have their central vector in ethics and integrity, both at the institutional and individual level, of the different individuals that make up the university community.

IISL is firmly committed to respecting and protecting gender, religious and cultural diversity. Any incidents of inappropriate and unprofessional behaviour by faculty, staff or students in this regard will be followed up by IISL Direction, which may take further action, such as informing local authorities in consultation with the individuals concerned.

Serious cases of misbehaviours that occur in class or outside shall be reported to and will be addressed by the Scientific Director, who can decide on appropriate sanctions. This may – in severe cases and after consultation with the students' representatives – include requiring a student to move out of the Residence or excluding the student from the Masters' programme.

The EHU has a protocol to prevent gender-based violence. The purpose of this protocol is to maintain and promote a safe environment, free from genderbased violence, for all people comprising the university community of the University of the Basque Country (EHU). The EHU shall not tolerate any form of gender-based violence and will take the necessary measures to tackle and eradicate such attitudes and behaviours once and for all.

In the process of activation of the protocol, there will be a competent body for the implementation of the protocol.
This committee will be formed by a person expert in equality, a person from the EHU Prevention Service, a person from the Psychological Support Service and the EHU Security Director. When the complainant has an employment relationship with the EHU, a trade union representative will also join the committee.
The members of the committee will receive specific training on gender violence. The committee will be coordinated by the EHU's equality technician.

You can find also information about this protocol in Moodle clicking on this link.

Furthermore, in the University Student Statute that the EHU mentions on its website, we can find the figure of the University Ombudsman (also in Moodle).

In accordance with the provisions of the fourteenth additional provision of Organic Law 6/2001, in order to ensure respect for the rights and freedoms of professors, students and administration and services staff, in the face of the actions of the different university bodies and services, the universities will establish the figure of the University Ombudsman in their organizational structure. Their actions, always directed towards the improvement of university quality in all areas, shall not be subject to the imperative mandate of any university body and shall be governed by the principles of independence and autonomy.

EHU Student Council

Until now, the Student Council of the EHU has been the great unknown for all university students. For this reason, one of the objectives we have set for this mandate has been to become more visible and closer. Therefore, we consider it essential to be both in social networks and to open this web portal where you can learn about all our activities and access all the information that is of interest to you.

Here you will be able to know the structure of the University and who are your representatives in each of the bodies of the EHU. In addition, you will be able to learn about the different services we offer. We intend to computerize these services to make them easier for you to use.

On the other hand, we thought it necessary to create different user profiles in which we collect all the information that is of interest depending on whether you are pre-university, university and post-university. We wanted to keep in mind the companions of the Aulas de la Experiencia who come to the university with the sole purpose of learning.

We hope you find this portal useful and do not hesitate to send us your suggestions through our contact or directly through our suggestion box.