

# Instructions and guidelines

## I. The pdf document :

### i. the cover page

The cover page must contain the university log as well as your full name, the title of your work, the academic year and under whose supervision.

### ii. The Format:

- The text must be well spaced (1.5 line spacing) and paragraphs must be justified.
- The font should be **Garamond 12 point** and the margins should be **3 points on the left and 2 on the right**.
- The brief should be between **15 and 25 pages** long.
- The pages must be numbered, except for the title page.

### iii. The content

Your work must be organised and consist of:

#### ✓ **An abstract.**

Your summary should be clear and not exceed 4 lines.

#### ✓ **An introduction.**

You need to start by introducing the subject in order to define one or more issues. You must: define the subject, the key words and announce your work plan.

#### ✓ **A development divided into several parts.**

- ✚ Your development must be clear, so don't make your sentences too long.
- ✚ You need to rework and summarise the information you have found. no copy-paste!
- ✚ You can include documents (tables, diagrams, images, etc.).

#### ✓ **A conclusion**

Your conclusion should restate the main points of the development and provide new food for thought on the subject.

#### ✓ **A bibliography.**

A well-constructed bibliographical search must be carried out in order to produce a quality work.

Please note that references must be listed in alphabetical order.

## II. The video talk:

Important guidelines to follow for the video presentation:

- A video summarising the written work, lasting **15 to 20 minutes**.
- A brief introduction of the candidate at the beginning of the video containing "Last name, first name and title of presentation".
- Make sure that the video slides are clear.
- Do not read what is written on the slides, you must prepare your speech well.

## III. The speech:

On the day of the oral assessment, the following two points must be respected

- The order of the presentations will be based on a list that will be determined later and made available to you on Moodle.
- The speech should last between 5 and 10 minutes maximum.

## Note :

Please register your work using the following form

Surname-First name title