

FROM: Directing Committee for the UAM **Master in Neuroscience**
SUBJECT: **Master in Neuroscience Thesis Calendar and Requirements**
TO: Students and Directors of the Master's Thesis in Neuroscience
Date: October 2019

MASTER IN NEUROSCIENCE THESIS (MNT) PROPOSALS AND CONTENTS

1. Offer of Master in Neuroscience Thesis (MNT)

- 1.1 The available MNT offers will be published in February and between the months of March, April and May the students will inform the Master Directing Committee via master.neurociencia@uam.es of the MNT title and Director that has accepted them.
- 1.2 Candidates' definitive acceptance into any of the proposed MNT's will be given by the Directing Committee with consideration to the agreement between the candidate and the Director of the proposed MNT; the decision will be personally communicated to the candidate during the month of June.

2. Assignment of MNT and the MNT Director

- 2.1 Any professor with a doctorate who is a member of the Master in Neuroscience teaching staff can be the Director of a MNT, and any one Director can direct a maximum of two MNT.
- 2.2 Master Professors can co-direct MNT with doctors from teaching or research institutions/centers who are not Master program professors (Universities, CSIC, Hospitals, Institutes, etc.) as long as the MNT is done in their own laboratories or there is an active agreement between the UAM and the external institution/s that will sponsor the student's Master in Neuroscience travel to the external institution.
- 2.3 Doctors of research or teaching institutions that are not part of the Master in Neuroscience teaching staff can ask the Directing Committee for an authorization to direct a MNT as long as a professor of the Master in Neuroscience declares that he/she will tutor the external MNT and an agreement or mobility program exists that will sponsor the student's Master in Neuroscience travel to the external institute. The following documentation should accompany the MNT proposal in the request to the Directing Committee:
 - a) A letter from the Director (or co-Directors) declaring his/her intention to direct the MNT, that he/she is aware of the Master's requirements, and that the student will have access to the different materials necessary to perform the MNT in the Director's laboratory.
 - b) A personally signed letter from a Master professor declaring that he/she wishes to tutor the proposed MNT.
 - c) A letter or other document accrediting the existence of an agreement or program⁽¹⁾ that will sponsor the student's travel.
 - d) Title and a summary (1 page) briefly describing the Project to be undertaken and the Director's approval thereof.

- (1) It is the student's responsibility to be sure that the thesis complies with all UAM requirements, particularly those relating to the existence of agreement/s with the participating external Institution. If no agreement with the external institution exists, the MNT cannot be done there. Please contact the Office of External Rotations of the UAM School of Medicine (oficina.practicas.medicina@uam.es) and/or the Office of International relations (ORI) of the School of Medicine at ori.medicina@uam.es for any inquiry regarding existing agreements with national or international exchange programs. If an agreement must be established with the institution in which the candidate wishes to do an external MNT, we advise presenting the request to the Office of External Rotations (oficina.practicas.medicina@uam.es) four months before the master is supposed to begin.
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3. Contents of the MNT

3.1 The content of the MNT can take multiple formats and may or may not include experimental work. Whatever the case, an ample conceptual basis describing the proposed thesis subject with a minimum 4,500 words will be required. We suggest that the total length of the manuscript text be between 10,000 and 14,000 words (not including Bibliography). There is no limit on the number of bibliographical references, but the candidate should be aware that during the oral presentation of the MNT he/she may be required to display some familiarity with the references.

3.2 The MNT manuscript must be approved by the Thesis Director and should be presented in written Spanish. Only those candidates whose mother tongue is not Spanish or who have done the MNT with a non-Spanish-speaking Director may present their thesis in English. In any case, and with the exception of special cases, which must be approved beforehand by the MN Direction Committee, candidates must give the oral presentation in Spanish.

3.3 All MNT must be evaluated by the Ethics Subcommittee of the School of Medicine ⁽²⁾ before their public presentation and defense. Form 1B, which can be down-loaded at <https://www.uam.es/Medicina/SubcomiteEticaFacultadMedicina/1242702030427.htm>, should be sent by e-mail, filled in and signed, to the Ethics Subcommittee at: subcomite.etica.medicina@uam.es

In addition, the following documentation, when applicable, should also be sent to subcomite.etica.medicina@uam.es:

- 3.3.1. MNT done within a larger research project that has been approved by a Research Committee of Ethics (CEI) should attach a copy of that approval of the project.
- 3.3.2. MNT performed in any of the docent clinical units should attach a copy of the CEI approval from the corresponding hospital.
- 3.3.3. All other cases should attach a brief memorandum listing the activities to be undertaken, including the methodology and material, and the other documents indicated in Form 1B.

⁽²⁾See the Ethics Subcommittee web page (<https://www.uam.es/Medicina/SubcomiteEticaFacultadMedicina/1242702030427.htm?language=es>) for more detailed information on these requirements.

MNT FORMAT

Independently of their general structure, all MNTs must begin with three pages detailing the following:

- 1st Page: **Title Page** (example in Attachment 1).

- 2nd Page: A **Declaration** by the Director/s of the MNT authorizing its presentation for prior evaluation, or, if this is the definitive manuscript, its presentation for public defense (example in Attachment 2). In those cases in which animals or human beings are employed this page must also cite the approval by the corresponding ethical committees for the use of these subjects.
- 3rd Page: **Contents** for the Thesis.

CALENDAR FOR THE PRESENTATION AND DEFENSE OF THE MNT

- There are two calls for the oral public presentation and defense of the MNT: March and September.
- If the MNT is to be presented in March, candidates must send a very nearly finished final draft of their Thesis in digital format to the Directing Committee (master.neurociencia@uam.es) on or before January 24. If the MNT is to be presented in September, this manuscript should be presented on or before June 15.
- Within approximately 2-3 weeks of receiving the MNT the evaluator/s will give preliminary reports on each draft thesis; the main purpose of these preliminary reports is to make recommendations to improve the paper and/or correct errors, if any. If they judge it desirable, the evaluator/s may personally interview the candidate, their MNT Director or both. The Academic Committee may also incorporate additional remarks to the report. Once any necessary corrections have been made, and within a time period that will be communicated in a timely manner (normally within the first fortnight of March or in the middle of September), the definitive version of the MNT will be sent in PDF format along with three hard paper copies to the Secretary of the UAM School of Medicine Department of Anatomy, Histology and Neuroscience.
- Roughly within the second fortnight of March or September, as the case may be, the public defense of the MNT will be held before a Tribunal named by the Directing Committee. The candidate shall present his/her work to the tribunal for 12 minutes and then answer all questions they pose (approximately 8 minutes). The specific date for this presentation and speaking order therein will be specified according to the program, which will have already been distributed in a timely manner.

EVALUATION OF THE MNT

Once the presentation is done, the court will evaluate the oral presentation and responses to any questions from the court as well as the quality of the written report and also, if they consider it opportune, they may request an evaluation of the candidate's work during the MNT from the Director/s thereof. The court will give a global score on a scale of 0 to 10 of the thesis and this will constitute the evaluation of the MNT.

NOTE: Candidates should remember that **they must have passed at least 60 ECTS** to enroll in the **Master in Neuroscience Thesis (MNT)** and these credits obligatorily include 35 compulsory "Module I" ECTS. To submit the final draft of the Thesis for expert evaluation, and then give the oral public presentation and defend the Master's Thesis **the candidate must have passed 60 ECTS** (35 compulsory subject ECTS and 25 optional subject ECTS) **and be enrolled in the MNT.**

[Revised version October 2019]



Sample Master's Thesis

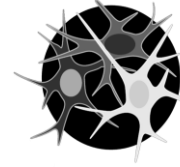
The Role of Inhibition in Cerebellar Microcircuits

Basket Cell Involvement

Author: **Miguel Marín Padilla**
Director: Santiago Ramón y Cajal
Co-Director: Rita Levi-Montalcini
Institute: *Laboratorio de Investigaciones Biológicas,
c/ Ramón y Cajal 1, Madrid.*

Madrid, September 20 2016

EMPTY SPACE FOR A LOGO OR OTHER INFORMATION THAT IS
RELEVANT TO THE STUDENT



Santiago Ramón y Cajal
Laboratorio de Investigaciones Biológicas,
c/ Ramón y Cajal 1, Madrid.

Rita Levi-Montalcini
Centro di Ricerca Neurobiologica
Rome

As Co-Directors of the Master's Thesis entitled "The role of inhibition in cerebellar microcircuits. Basket Cell involvement", performed under our supervision by D. Miguel Marín Padilla as part of his work to obtain the Degree of Master in Neuroscience from the Universidad Autónoma de Madrid,

WE DECLARE:*

___ * Pending the last corrections and our final revision, this work is suitable for presentation for initial evaluation by the Academic Committee of the Master in Neuroscience.

___ *The quality of the work merits its public presentation and defense before the Academic Committee.

_** The use of animals/patients/subjects in research for this Master's Thesis is justified and has been authorized by the corresponding Ethical Committee: ____.

Madrid, September 10, 2016

Signed.: S. R. y C.

Signed.: Rita Levi

ATTACHMENT 2

- * Use the appropriate sentence in each case
- ** If appropriate, a brief description of the project and permit, demonstrating the support of the Ethical Committee for the institution where research for the Project is to be done for the appropriate use of animals or human beings.