

EXTENDED ESSAY

ADIT



GLOBAL

CHALLENGING

PRACTICAL

VALUED

RECOGNISED

ADVANCED

UP-TO-DATE

STRUCTURED

FLEXIBLE

EMPOWERING

SPECIALIST

THOROUGH

CURRENT

INTERNATIONAL

ROBUST

MODERN

UNIQUE

EXTENDED ESSAY OPTION RULES

ADIT candidates may submit a 15,000-20,000 word extended essay, instead of sitting either a Module 2 or Module 3 exam.

1. Candidates must first submit a proposal using the extended essay proposal form, available at www.tax.org.uk/adit/extended-essay. The proposal must include:
 - a working title; and
 - a brief synopsis of your topic, approximately 250 words in length and outlining the scope and planned objectives of your proposed extended essay.
2. Approval of the extended essay proposal is at the sole discretion of the ADIT Academic Board.
3. The proposal must be accompanied by a registration fee, which will be collected only if the proposal is approved. ADIT fees are subject to annual review and may change over time. Current ADIT fees can be found at www.tax.org.uk/adit/qualification-fees.
4. Registration is valid for three years from the date of notification of approval by the Academic Board. Subject to the approval of the Academic Board, an extended essay proposal may be changed within the three-year period without a further fee being charged. However, candidates are recommended to submit their extended essay within two years of approval in order to maintain the momentum of attaining the qualification.
5. If the candidate has chosen to submit an extended essay instead of sitting a Module 2 examination, the subject matter of the extended essay must be related to international tax from the perspective of a particular tax jurisdiction. Extended essays dealing with matters of international or supranational tax policy are acceptable, so long as the effects on and/or relationship with the chosen jurisdiction are included. Likewise, extended essays which carry out comparative studies of the chosen jurisdiction with those of other jurisdictions are acceptable.
6. If the candidate has chosen to submit an extended essay instead of sitting a Module 3 examination, the subject matter of the extended essay must be related to some aspect of international tax as it affects a specific sector, area of taxation or transnational grouping or supranational entity such as the World Trade Organisation or the European Union.
7. The tax jurisdiction or subject area covered by the extended essay must differ from that of the Module 2 or Module 3 exam selected by the candidate for the remaining option module. For example, if you plan to sit the Module 3.03 Transfer Pricing exam, your extended essay should cover a subject area other than transfer pricing, and if you plan to sit the Module 2.10 United States exam, your extended essay should cover a jurisdiction other than the United States. If you plan to sit a Module 2 exam and complete a comparative study in your extended essay, then your extended essay may include the jurisdiction addressed by your Module 2 exam but will also need to focus on at least one other jurisdiction.
8. Further guidance regarding the subject matter of the extended essay is given in the Extended Essay Guidance Notes on the following pages. Where appropriate (e.g. in an extended essay which takes an aspect of a tax system as its subject and which draws on the author's practical experience), adequate consideration should be given to the commercial and legal background to the topic so that such matters as company law, trust law, contract law and generally accepted accounting principles are discussed where relevant.
9. The extended essay must be personal to the candidate. This means that it must contain the candidate's original analysis of the issues under consideration.
10. The extended essay must be fully referenced. This means that all books, articles and other sources (including in-house technical materials) used must be cited in the text by way of footnote. Where quotations are used, these should be clearly identified as such and properly referenced. A full bibliography should be provided.

11. The extended essay should normally be between 15,000 and 20,000 words and must be submitted in English.
12. The extended essay should be presented in accordance with the instructions in the Extended Essay Guidance Notes regarding page layout, margins and spacing. The candidate's extended essay reference number should be clearly marked on the outer cover, but there should be no mention of the candidate's name or ADIT student number either on the cover or elsewhere in the work.
13. One electronic softcopy must be submitted to the CIOT. The essay must be accompanied by a completed Extended Essay Declaration Form, confirming that the extended essay has been completed in accordance with the Extended Essay Rules, and that the extended essay is the candidate's own work.
14. Extended essays will be reviewed as quickly as possible, normally within four months, but the Academic Board reserves the right to take such time as may be needed to complete its review.
15. In cases of failure to reach the required standard, the Academic Board will provide a short report to the candidate outlining the principal areas of deficiency. The report will indicate whether a revised submission making good the deficiencies identified will be permitted. The decision of the Academic Board is final.
16. By submitting an extended essay to the Academic Board, candidates grant the CIOT a non-exclusive, royalty free licence to publish it in whole or in part in Tax Adviser (the CIOT's monthly and online journal), on the CIOT website, and/or otherwise, if the extended essay is approved. The CIOT also reserves the right to make available any extended essay which has been approved for reading or photocopying. Any application for the CIOT to waive these rights must be made at the time of submission and will be judged on its own merits, with the decision of the CIOT being final. Copyright will remain vested in the authoring candidate.
17. The John Avery Jones Extended Essay Prize may, at the discretion of the Academic Board, be awarded to the candidate who, in the sole opinion of the Academic Board, achieves the highest standard in any calendar year.
18. The Academic Board reserves the right to amend the rules regarding extended essays at any time, but the rules applying at the date of the application for extended essay approval will remain valid throughout the period of registration.
19. Any candidate submitting an ADIT extended essay must hold a valid ADIT student registration at the time of submission.
20. ADIT extended essay passes are valid for five years from the date on which the pass is awarded.

EXTENDED ESSAY OPTION GUIDANCE NOTES

Introduction

These guidance notes are intended to clarify the requirements for the presentation of your ADIT extended essay, which are laid down in the Extended Essay Rules. They aim to indicate those matters for which extended essay reviewers will be searching, to summarise the main faults commonly found in extended essays, and to list the steps in approaching the preparation of an extended essay which the ADIT Academic Board considers will increase the likelihood of your success.

Choosing a topic

The primary questions to address are:

“What aspect of international taxation really interests me, and does it provide sufficient scope for a 15,000-20,000 word extended essay?”

Extended essays may address an area of taxation in which you have considerable practical experience, be based purely on academic research or be a mixture of the two.

Originality

A key requirement for success is that your extended essay contains a high degree of originality. The nature of originality means that it is impossible to specify what constitutes it but, by way of illustration, originality may be achieved in one or more of the following ways:

- By drawing on your own professional experience;
- By drawing together for the first time diverse sources of information on a particular topic, to present a coherent and novel treatment of the subject; and
- By relating an aspect of taxation to wider legal, political, economic or ethical considerations in a way that has not previously been done.

The key test that will be applied is whether or not the extended essay treats the chosen topic in a way not previously published.

There is no bar to choosing topics on which ADIT extended essays have previously been submitted, provided the foregoing guidelines are following.

The required extended essay standard

The extended essay should be of publishable quality, i.e. broadly equivalent to a dissertation for a master's degree at a UK university.

Plagiarism and academic bad practice

As an ADIT extended essay candidate, you are expected and required to adhere to a high standard of academic practice. The CIOT takes offences such as plagiarism very seriously and, if judged to have engaged in academic bad practice in the conduct of your extended essay, you may, in addition to receiving an automatic fail grade for the ADIT extended essay, be subject to penalties including disqualification from the ADIT extended essay option and/or ADIT and related CIOT examinations.

While a distinction will always be made between accidental instances of misattribution (such as resulting from a typing error or use of an unrecognised citing convention in a footnote), and deliberate attempts to pass someone else's work off as your own, you are strongly advised to double check that all uses of external sources are properly and correctly referenced, with the author and text indicated in the footnotes and bibliography.

The CIOT reserves the right to use plagiarism checking software to screen extended essays for unattributed use of the work of others. By submitting an extended essay, you consent to the submission of the text to plagiarism checking software. Processing by such software may involve inclusion of the text in the software's database. This does not affect ownership of or copyright in the extended essay, which remains with the author.

Examples of external sources which need to be referenced include:

- Direct quotations;
- Arguments or conclusions from other authors which you have summarised or paraphrased;
- Extracts from external sources which you have reproduced or adapted anywhere in the extended essay (in appendices as well as the main body of the work);
- Images or graphical depictions which you have reproduced or adapted anywhere in the extended essay (in appendices as well as the main body of the work);
- Ideas which you have previously presented in an earlier work (however, this does not include an earlier submission of the same extended essay, if the submission was in fulfilment of a university assessment or other academic requirement); and
- Any external source which is in a language other than English. Many essays on international tax topics will use foreign language primary and secondary source materials, and indeed your ability to review and analyse foreign language materials may be a major advantage in researching a topic. However, the usual research and citation standards apply. In particular, all citations to foreign language materials should include full citation information in both English and the original language.

As a general rule of thumb, if you have depicted or referred to an idea, conclusion, quote or piece of data which is not original to your extended essay, even if it is your own idea, conclusion, quote or piece of data from another work, it should be referenced.

The Academic Board reserves the right to request copies of any cited material which it cannot easily obtain.

The importance of analytical content

It necessarily follows from the requirement for originality that a successful ADIT extended essay will contain a high degree of analytical content. This must be distinguished from descriptive content. Whilst some descriptive content will be necessary, for example to explain the current or previous legal position or practice, the analytical content should provide, inter alia, commentary on (and critique of) the current or previous legal position or practice, together with your own opinions (and recommendations, if appropriate). Extended essays consisting mainly of descriptive content are less likely to succeed than ones with a high degree of analytical content. However, the analytical content must not be achieved at the expense of thorough research into your subject matter.

Breadth versus depth

The requirement for a high degree of analytical content means that your extended essay is more likely to succeed if it covers a narrow area in depth, rather than a broad area superficially. In other words, you are advised to limit the scope of your extended essay to a few specific sections of tax law. For instance, if you wish to write on taxation in

eastern European countries, you are advised to limit your extended essay either to one particular country or tax, or both (e.g. VAT in Romania) or even to a particular aspect of a tax (e.g. VAT on e-commerce in eastern Europe).

Your extended essay should involve a comprehensive treatment of your topic, meaning that all relevant aspects need to be analysed, unless the extended essay topic has been carefully defined to exclude them. Where appropriate, consideration of the relevant aspects of other areas of law or of accountancy should be included.

Technical accuracy

The Academic Board realises that some extended essays will be written about contentious areas or provisions. The Academic Board believes that there should always be room for a divergence of views as to the interpretation of statutes and case law, and it wishes to encourage discussion of the meaning of the law. You should therefore not hesitate to discuss contentious points, but you will be expected to support any position you may take. Provided your position is well reasoned, you will not be penalised if the reviewer happens to hold an opposing view.

Extended essays on tax planning issues

If your extended essay takes as its topic international issues in tax planning then it is important that the commercial aspects of the planning points and practical considerations in their implementation are considered. Relevant examples and illustrations would be expected, together with due consideration of the legal and, where relevant, accounting considerations of the planning strategies being put forward.

Changes in the law during preparation of the extended essay

Your extended essay should state at the outset the date through which the relevant law is covered. In general, if your extended essay deals with specific points of law that have changed since notification of approval of your extended essay proposal, then the following guidelines apply:

- Changes should generally be fully dealt with in the body of the extended essay unless they are announced less than three months prior to submission.
- Changes announced more than three months but less than one year before the submission date may either be fully dealt with throughout the extended essay or acknowledged via the addition of a short chapter discussing the impact of the changes on the subject matter of the extended essay.

Steps in researching and writing the extended essay

A good extended essay poses an interesting, focussed question and provides a reasoned answer to that question or identifies a problem and proposes a solution to that problem.

Keeping in mind that researching and writing a law essay is a dialectical process, not a linear one, these are the basic steps:

1. Choose a topic of interest both to yourself and potential readers. Know your target audience.
2. Narrow the scope of the topic down to a discrete issue that can be dealt with well in 15,000-20,000 words. You should avoid being too broad and descriptive while at the same time avoid being so narrowly focussed as to be unlikely to interest potential readers.
3. Know and cite the existing literature relevant to your issue.

4. Make sure the structure of the extended essay follows the logic of the argument, and maintains the focus of that argument throughout the essay.
5. Include your analysis and, where relevant, recommendations.

Collecting source materials

An ADIT extended essay is intended to be a work of scholarship and will require painstaking research into your chosen area, encompassing some or all of legislation, case law, books, journal articles, professional publications, websites, professional correspondence and files, and unpublished work such as university theses or dissertations, and other ADIT extended essays. In any extended essay which addresses a more academic topic, it will usually be appropriate to include a formal literature review so that the reader is aware of the volume and nature of materials available which are relevant to the topic.

You may find that noting the specific source of an idea, argument or quotation when taking notes will save you considerable time when writing up your essay.

Planning the structure of the extended essay

Whatever the topic of your extended essay you should write down, and keep in mind, the primary objective of your extended essay. Perhaps there is a question on which you wish to reach a conclusion. Perhaps you are seeking to perform a comparative study of an aspect of the tax system. Perhaps there is an assertion which you wish to try and prove. Making a list of criteria to be used in answering the question, making the comparison or proving the assertion will greatly assist in providing the extended essay with a logical and rational structure. For instance, if making a comparative study between property taxes in two jurisdictions, what will be the points of comparison for the analysis? Fairness? Simplicity? Effect on the housing market? Effect on business expansion?

Having done this, you should be in a position to outline your extended essay with chapter headings and approximate word allocations, taking care to allocate sufficient time and space to descriptive and analytical material and discussion. You should remember that it may be more appropriate to locate larger tracts of descriptive material in appendices if they are relevant to the extended essay but do not contribute directly to the analysis.

Writing up

You may find it difficult to begin writing your extended essay. However, rest assured that, once started, candidates often find it even more difficult to finish! This is a personal choice, but you may find it easier to start with descriptive sections or by preparing practical or numerical examples rather than plunging straight into analysis.

You are strongly advised to discuss your extended essay with colleagues or other contacts with appropriate knowledge of the subject matter, to have one or more of them read and critically review it and to arrange for a colleague or contact to proofread your extended essay prior to submission.

Conclusions

A successful ADIT extended essay will contain well-argued conclusions which are supported by preceding analysis and descriptive materials. The conclusions should form a substantial part of the extended essay, rather than being confined to a few sentences at the end.

Presentation

The title of your extended essay and the extended essay reference number, assigned on approval of the extended essay, must be on the front cover. Your name and ADIT student number should not appear anywhere on the extended essay, and you should ensure that you have deleted any personal information associated with the file.

The extended essay must be typed using Times Roman, Arial, Calibri or similar easily readable typeface, in 12 point font size.

The text should be double spaced. Page margins should be as follows:

- Left (binding edge): 40 mm
- Other margins: 25 mm

Page numbering and table of contents

Pages must be numbered in a single sequence throughout your extended essay. Page numbers should be located within the page footer, at least 15 mm from the edge of the page.

A table of contents should appear at the front of the extended essay, immediately following the title page. It should list, in sequence and with page numbers, all chapters, sections and relevant subsections of the extended essay; the bibliography; and any additional items included, such as appendices and any list of abbreviations.

Acknowledgements

Any acknowledgements should be given on the page immediately following the table of contents.

Referencing

A recognised referencing system should be used. In keeping with generally accepted practice in legal writing, this should be a full footnote citation system such as the Oxford Standard for the Citation of Legal Authorities (OSCOLA). Guides to and examples of OSCOLA and other full footnote citation systems are widely available, online and in print. Suitable modifications may be made for foreign language material and other material not sufficiently addressed by the citation system, as long as any such citations are consistent with the citation system.

In the context of the ADIT extended essay, the purpose of citation is two-fold: to acknowledge the source of an idea, an argument a quotation or other material and to make it easy for the reader to check the source, either for accuracy or to read further. For these reasons, regardless of the referencing system used, a number of pieces of information should be included in each reference, to ensure that the reference can be traced and avoid the possibility of accidental misattribution or academic bad practice.

When citing a book, you should include:

- the full name(s) of the author(s);
- the title and edition of the work;
- the publisher and year of publication; and
- the page(s) from which the information is drawn.

When citing a journal, you should include:

- the full name(s) of the author(s);
- the title of the article;
- the title, publication year, volume and issue number of the journal; and
- the page(s) from which the information is drawn.

When citing a legal case, piece of legislation or report, you should include:

- the full title (including the parties' names in the case of legal cases);
- the year of judgment, effective date and/or publication date;
- the volume, law or report number (if there is one);
- the judge or author, where relevant; and
- the page(s) or section(s) from which the information is drawn.

When citing a webpage, you should include:

- the name of the authoring individual(s) or organisation;
- the title of the website and article;
- the full web address (URL); and
- the date on which the information was published (if available) and the date on which the webpage was viewed.

Bibliography

ADIT extended essays should contain a full bibliography. Your bibliography should list references in alphabetical order by authors' last names. Where more than one publication by the same author has been used, the publications should be listed in chronological order with the oldest item first. The bibliography may be divided into sections (e.g. books, journal articles, websites, etc).

Submitting your essay

As detailed in the Rules (Rule 13), you must submit one electronic softcopy of your extended essay. The essay should be sent to education@adit.org in either MS Word (.doc or .docx) or PDF format.

Your essay must be accompanied by a completed Extended Essay Declaration Form, confirming that your essay has been completed in accordance with the Extended Essay Rules, and that all sections of your essay are your own work.

Find out more at
www.tax.org.uk/adit/extended-essay

www.tax.org.uk/adit

For further information, or if you have a question you would like to discuss, please contact us:

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