

**REGULATIONS OF THE MASTER'S DEGREE THESIS (TFM) FOR  
MASTER'S STUDENTS AT THE FACULTY OF SCIENCES OF THE  
UNIVERSITY OF GIRONA (UdG)**

*(Approved by the Governing Committee 3/2018 of the Faculty of Sciences of the UdG on 15/06/2018 and partially amended in session 2/2023 of 18/5/23 and in session 2/2025 of 10/6/2025)*

**Article 1. Purpose**

The purpose of these regulations, as set forth in the framework regulations governing the Bachelor's and Master's Theses approved by the Governing Council of the UdG on 26/07/2012, is to regulate the Master's Thesis (TFM) to be undertaken by students enrolled in programmes established by Royal Decree 822/2021, which regulates the organization of official university education.

The general characteristics of the TFM derive from Article 17.4 of RD 822/2021, which states that all official Master's degree programmes must include the preparation and public defense of a Master's Thesis (hereinafter, TFM) worth between 6 and 30 ECTS credits.

These regulations describe the organization of the TFM, and all related aspects, in the Master's programmes of the Faculty of Sciences (FC).

**Article 2. Characteristics and conditions of the TFM**

The TFM consists of the preparation, by the student, of a project, study, or piece of research or applied work through which the knowledge, skills, and competencies acquired in the corresponding Master's programme are put into practice, integrated, and further developed.

The TFMs may take one of three modalities: research, critical reflection, or professional application.

- Research: involving an investigation into a specific topic with the aim of obtaining new knowledge or validating existing hypotheses through the application of a scientific methodology.

- Critical reflection: consisting of work derived from a reflection on one of the conceptual aspects studied in the Master's programme or any of its different branches or applications.

- Professional application: involving the optimization of a process or the development of an original project aimed at the practical application of the knowledge acquired. Such a

project should identify strengths and weaknesses to formulate proposals for improvement, contribute new approaches, or develop innovative practical solutions adapted to the process or context analyzed.

The TFM is aimed at assessing the learning outcomes associated with the degree and culminates with the submission of a written report, its public defense, and the evaluation and grading of the work. For each programme, the learning outcomes to be evaluated shall be determined in accordance with the programme's implementation document.

The student's workload is determined by the number of credits assigned to the TFM, based on an equivalence of 25 hours of student work per ECTS credit.

The TFM must be completed individually. When the complexity, difficulty, or interdisciplinary nature of the work justifies it, it may be carried out in a group; in such cases, prior authorization from the TFM committee of the Master's programme is required.

The TFM may be undertaken within a UdG research group, with the TFM supervisor being a PhD researcher of the group, or it may be carried out in a company or institution, in which case there must be a work supervisor from the company and an academic tutor from among the teaching staff of the Master's programme.

When the work is primarily conducted in a company or institution outside the UdG, the corresponding educational cooperation agreement must be formalized. If carried out at another university within a mobility programme requiring the formal establishment of a learning agreement, the TFM shall be included in the learning agreement under the same conditions as the other subjects in the curriculum.

Due to its nature as a capstone subject, the Master's Thesis cannot be recognized or compensated, except in the case of an existing learning agreement within a mobility programme.

### **Article 3. Organization**

Responsibility for ensuring the proper organization and functioning of the TFM, while not infringing on the responsibilities of the Study Council, lies with the TFM Committee of the Master's programme. This committee shall include the programme coordinator and two or three faculty members of the Master's programme. In the absence of such a committee, these responsibilities revert to the programme coordinator.

### **Article 4. Enrolment**

To enroll in the TFM subject, students must have enrolled in all the credits required to obtain the degree.

Enrolment entitles the student to one examination sitting per academic year, subject to the limitations established by the specific regulations on progression and permanence for Bachelor's and Master's degrees.

## **Article 5. Allocation of projects: selection of topics and supervisors**

### **5.1. Allocation of topics**

The process for allocating topics for the TFM shall follow a pre-established calendar, to be adjusted each academic year based on the academic calendar. In any case, it must be completed before the date of approval by the Faculty of Sciences Governing Committee of the teaching plan (PDT) for the following academic year.

Topics for the TFM shall be drawn from a call for proposals issued for each Master's programme. These proposals, submitted by companies, institutions, or researchers in the relevant field of study, shall be reviewed in advance by the TFM Committee.

To prepare this offer, the Master's coordinator shall invite companies, institutions, and academic staff (PDI) in fields related to the Master's programme to submit proposals within the established deadlines and in accordance with the established procedures.

Each proposal must clearly specify the objectives and tasks to be carried out. Once the list of TFM topics has been prepared, it shall be made public to Master's students, who will have a pre-established period to select and prioritize the offers. The final allocation shall be based on the student's prioritization order and the criteria set by the proposing company, institution, or researcher.

Alternatively, the student may agree on a topic with an academic member or research group at the UdG, or with a company or institution. These proposals shall be outside the public offer but must be verified by the TFM Committee of the Master's programme.

Students wishing to carry out the TFM at another university within a mobility programme, with recognition of the TFM subject in the learning agreement, shall be excluded from this selection and allocation process.

### **5.2. Assignment of tutors**

Each TFM topic shall have an assigned supervisor, as indicated in the list of offered topics. If the supervisor is an academic member of the UdG with expertise relevant to the Master's content, they shall be automatically appointed as the tutor.

If this requirement is not met, the TFM Committee shall appoint an academic member of the UdG with relevant expertise as the tutor, while the initial supervisor shall serve as co-tutor. In cases where the TFM is carried out within a mobility programme, the tutor shall be an academic member of the Master's programme designated by the TFM Committee.

The assignment of a TFM tutor and its tutor/co-tutor is valid for a maximum of one academic year. Exceptionally, a change of topic and/or tutor may be authorized at the request of the student or tutor. If the tutor and student wish to extend the assignment to a subsequent academic year, they must submit a jointly agreed proposal within the corresponding deadline, indicating that it is a TFM previously assigned in the preceding year.

It is the obligation of a full-time faculty to accept the supervision of TFMs when requested by the Dean's Office and/or their department.

#### **Article 6. Roles and responsibilities**

The TFM supervisor shall:

- a) Inform the student about the characteristics and objectives of the work.
- b) Ensure that the work is feasible within the student workload corresponding to the TFM credits in the study plan.
- c) Guide and monitor the student's progress.
- d) Authorize the submission of the TFM.
- e) Provide a qualitative assessment of the student's work through the TFGM platform and assign a numerical grade, which will be used in calculating the final TFM grade.

The tutor shall always be an academic member of the UdG with expertise relevant to the Master's programme. Their appointment shall entail teaching recognition approved by the Faculty of Sciences Governing Committee.

The tutor shall ensure the proper development of the TFM, particularly guaranteeing the feasibility of the work. If the tutor is not the same person as the supervisor, their approval shall also be required for submission and defense of the TFM.

#### **Article 7. Submission and presentation of the TFM**

##### **7.1. Instructions (content and format)**

The TFM report shall have a maximum length of 50 pages (excluding annexes). It may be presented in article format or in any other format deemed appropriate by the Master's committee. The cover must include the title, the author's name, the tutor's and co-tutor's names (if applicable), the submission date, and the name of the Master's programme. The report shall be submitted as a single electronic document, preferably in PDF format, through the TFGM platform.

The structure of the TFM shall correspond to its type (research, critical reflection, or professional application). Each Master's programme may determine which sections are

mandatory. At a minimum, all TFMs shall include: an abstract (in Catalan, Spanish, and English), an introduction, objectives, conclusions, and a bibliography.

At the time of submission through the platform, both the author and the tutor (and co-tutor, if applicable) must indicate whether they authorize the public availability of the work in the UdG library, in accordance with Article 7 of the UdG's framework regulations on Bachelor's and Master's Theses. The tutor must also validate, via the TFGM platform, whether the work may proceed to defense.

#### 7.2. Procedure and deadlines

Two ordinary submission periods shall be established each academic year: the first in June for the June–July assessment period; the second in September, for the September assessment period. Students shall be informed of the exact submission dates.

Exceptionally, students who are not enrolled in other subjects assessed in the second semester may request an early assessment session for the TFM in February. Such requests must be submitted online within the deadlines specified in the administrative calendar of the Faculty of Sciences Master's programmes.

#### 7.3. Special conditions (students in mobility programmes without a learning agreement)

If the student completes the TFM within a mobility programme that does not require a learning agreement (e.g., Erasmus+ for Traineeship), the work must still be submitted and presented at the Faculty of Sciences.

These TFMs shall follow the same defense and assessment procedures as those carried out at the UdG, to obtain the final grade and the assessment of associated learning outcomes.

### **Article 8. Defense of the TFM**

After submission of TFMs within the established deadline, the coordinator of each Master's programme shall determine the defense dates and appoint the examining panels. The TFGM platform shall notify the student by email of the date, time, and location of the defense. The same procedure shall apply to tutors and panel members. At the formal request of the supervisor, the defense may be held behind closed doors due to data confidentiality concerns. In such cases, confidentiality agreements may be required from the panel members.

The defense shall follow these stages:

- a) Presentation by the student
- b) Questions from the panel
- c) Student's answers
- d) Panel deliberation

e) Grading of the TFM

The combined duration of stages a, b, and c shall be at least 25 minutes. The maximum duration shall be determined by each Master's programme.

Exceptionally, the coordinator may authorize the defense to be conducted by videoconference.

## **Article 9. Assessment and grading**

### 9.1. Appointment of the examining panel

The examining panels to assess and grade the TFMs shall be appointed by the coordinators of the respective Master's programmes. Each panel shall consist of three members (chair, secretary, and member), at least two of whom must be academic members from the departments teaching in the Master's programme. Under no circumstances may the tutor or co-tutor be part of the panel. Exceptionally, if a panel member cannot attend the defense due to force majeure, the panel may proceed with the two remaining members.

Full-time faculty members are required to accept participation in examining panels when requested. Repeated refusals shall be reported to the Dean's office for consideration in the evaluation of the faculty member's teaching performance.

### 9.2. Assessment

Before the defense, the supervisor shall assess the development of the TFM through the TFGM platform. If the student carries out the TFM within a mobility programme without a learning agreement (e.g., Erasmus+ for Traineeship), the supervisor at the host university must also assess the work.

The written report and the defense shall be assessed by the examining panel, taking into account both the content and the formal aspects of the report, the presentation during the defense, and the student's answers to the panel's questions.

### 9.3. Grading

The examining panel shall complete an assessment report of the defense, signed by all three members. The report is automatically generated through the TFGM platform and includes an assessment grid to evaluate both the written report and the defense.

In the case of failing grades, the report shall include observations to help the student address the deficiencies identified.

For TFMs carried out abroad under a mobility programme requiring a learning agreement, the grade shall correspond to the mark obtained in the equivalent subject at the host university, as specified in the learning agreement.

The coordinator of each Master's programme may award, if applicable, the "Distinction with Honors" mentions corresponding to each programme. These mentions shall not appear in the report until the end of the assessment period, in accordance with Article 5.6 of RD 1125/2003, of 5 September.

A "Not submitted" grade shall be assigned if the student does not submit the TFM within the established deadlines and/or does not complete the defense in the corresponding period.

Copying or plagiarism, as well as engaging in or cooperating with fraudulent practices to complete the TFM, shall result in a final grade of 0 (fail), as it undermines the authorship of the work, without prejudice to any additional disciplinary actions that may apply.

**Final provision: Entry into force**

These regulations shall enter into force upon their approval.