

## **REGULATIONS OF THE MASTER'S DEGREE THESIS (TFM) FOR MASTER'S STUDENTS AT THE UDG FACULTY OF SCIENCES**

*(Approved by the Governing committee 3/2018 from the Faculty of Sciences of the UdG on 5/03/2018)*

### **Art. 1. Aim.**

The aim of these regulations, following the framework of the TFG and the TFM approved by the Governing Council of the UdG on 26/07/2012, is to define the conditions of the Master's Degree Thesis (TFM) that students complete in the courses established by Royal Decree 1393/2007, of 29 October, modified by Royal Decree 861/2010, of 2 July, regarding official university studies.

The general characteristics of the TFM derive from the provisions of article 12.2 of RD 1393/2007, which specifically states that it must be part of the curriculum. In the same sense, article 15.3 provides that the studies of the university master's degree will conclude with the elaboration and public defence of a Master's Thesis (hereinafter TFM) that will be worth between 6 and 30 credits.

These regulations describe the organization of the TFM, and all aspects that are related to it, in the master's studies at the Faculty of Sciences (FC).

### **Art. 2. Characteristics and conditions of the TFM**

The TFM involves the completion of a project, a study or a research project by the student in which the knowledge and skills required in the corresponding teaching are applied, integrated and developed.

The TFM aims to assess competencies associated with the degree and concludes with the presentation of a document / report / written work, public defence and the assessment and grading of the work. For each study, the specific and cross-disciplinary competencies to be assessed will be set in accordance with the study implementation report.

Student dedication is determined by the credits assigned to the TFM and each credit is equivalent to 25 hours of student dedication.

The TFM must be carried out individually. When the complexity, difficulty or interdisciplinarity of the work justifies, it may be undertaken in a group; in these cases, the authorization of the TFM committee from the FC will be required.

The TFM may be developed within a research group of the UdG, the supervisor of TFM being a doctoral researcher of the group, or it can be carried out in a company or institution, assigning in this case a supervisor that will be from the company and an academic tutor who is a professor of the UdG.

When the thesis is carried out mainly in a company or institution other than the UdG, it will be necessary to formalize the corresponding educational cooperation agreement. If it is carried out at another university, within the framework of a mobility program, it will be necessary to establish the mandatory collaboration agreement and the final thesis will be contemplated in the study agreement with the same treatment as the other subjects in the curriculum. In the document of the study agreement, the student must follow the procedures foreseen in the present regulations for these cases, especially in relation to assessment and grading the evaluation and qualification of the subject by the FC.

In no case may the Master's Degree Thesis be for recognition or compensation of a subject.

### **Art. 3. Organization.**

The body responsible for the organization and proper functioning of the TFM, without prejudice to the responsibility of the Committee of Studies, will be the TFM Committee from the FC. This will be made up of the dean or the vice-dean responsible for the studies of the FC, the coordinators of the master's degrees organized by the FC and the representative of the FC in the Teaching Quality Support Group of the UdG.

### **Art. 4. Enrolment.**

To be able to enrol for the TFM, students must be enrolled in all the credits required to obtain the master's degree.

Enrolment entitles students to a single call per academic year, with the limitation of calls established by the specific permanence regulations of the bachelor's degrees and master's degrees.

### **Art. 5. Assignment of thesis: election of topics and supervisors.**

#### **5.1. Assignment of topics.**

The process of assigning topics for the TFM will follow a pre-established calendar, which will be modified each course according to the dates of the academic calendar. In any case, it must be completed before March 1 of the same academic year.

The topics on offer for the TFM will be generated for each master's degree based on proposals from companies, institutions and researchers related to the study previously verified by the TFM Committee from the FC.

To elaborate this offer, the coordination team of each master's degree and / or the Academic Secretary from the FC will invite companies and institutions, as well as professors / researchers

of areas linked to the master's degree, to present their proposals within the time limits indicated to them and in the procedure established.

The proposal must clearly specify the objectives of the thesis and the tasks to be performed. Once the list of TFM topics has been drawn up, it will be made public for master's degree students, who will have a pre-established period to select the offers, indicating their priority. The final assignment will be made based on the academic record, order of priority and curricular profile of each student.

There is also the possibility that the student agrees on a topic with a professor / research group at the UdG, company or institution. These proposals will be left out of the public offer, but the topic must also be verified by the TFM Committee.

Students who want to do the thesis at another university, within the framework of a mobility program, and the TFM subject is recognized in the study agreement of the corresponding studies of the FC, will be excluded from this selection process and assignment of topics.

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

Each topic of the TFM will always be associated with a supervisor, who will be included in the list of topics offered. A UdG professor with a profile related to the contents of the master's degree will be automatically designated as the tutor of the thesis.

If this is not possible, the TFM committee will have to appoint a professor from the UdG with a similar profile as tutor, and the supervisor responsible for the subject will become the co-tutor of the work. If the thesis is carried out within the framework of a mobility program, the tutor of the thesis will be a professor of the master's degree related to the subject, assigned by the TFM Committee.

The maximum validity of the topic and tutor assignment (and co-tutor, if applicable) is for one academic year. Exceptionally, and at the request of the student or tutor, a change of topic and / or tutor may be possible. In the event that the tutor and the student want the assignment to be extended for another academic year, they must submit a request for a consensual proposal within the corresponding period and state that it is a TFM that had already been assigned the previous academic year.

One of the obligations of full-time teaching staff is to accept the tutoring of theses, when required by the Dean's Office and / or their department.

## **Art. 6. The tutor: functions and responsibilities.**

The tutor of the TFM has the following tasks:

a) Inform the student about the characteristics and objectives of the thesis.

- b) Ensure the viability of the thesis and that the number of student work hours correspond to the credits assigned to the TFM in the curriculum.
- c) Guide and monitor the student in the development of the thesis.
- d) Authorize the deposit of the thesis.
- e) Make a qualitative assessment of the development of the work done by the student, which will be submitted to the assessment board, and assign a numerical grade that will be taken into account for the calculation of the final grade of the TFM.

The role of the tutor will always fall to a full-time doctoral professor at the UdG with a profile related to the contents of the master's degree. The appointment will imply the educational recognition approved by the University.

The tutor will ensure the correct development of the TFM (especially when it comes to ensuring the viability of the thesis) and, in the event that he/she does not coincide with the supervisor, his/her compliance will also be required for the deposit and defence of the thesis.

## **Art. 7. Deposit and presentation of the work.**

### **7.1. Conditions.**

In order to deposit the TFM, the student must be enrolled in all the sixty credits of the master's degree.

If the student is doing the TFM within a mobility program and the study agreement recognises correspondence with the TFM subject, the student will also have to deposit and present the work to the FC in accordance with the established terms. These works will follow the same procedures for the defence and assessment as those carried out at the UdG, in order to obtain the final qualification of the subject and the assessment of the associated competencies. In the event that they have not passed the corresponding subject at the destination university, they will not be able to pass the subject in the FC either.

### **7.2. Instructions (contents and format).**

A thesis report must be submitted with a maximum length of 50 pages (excluding appendices). The report can be presented in a traditional format with the sections of summary, introduction, objectives, methodology, results, conclusions and bibliography, or in article format. In the latter case, an introduction, objectives, discussion and conclusions will be required, in addition to the article itself. It will also state to which journal it has been sent or will be sent.

The cover of the report must state the title and author of the thesis, the date of submission of the report, and the name of the master's degree (Appendix 1). The report will be presented as a digital document, preferably in PDF format, together with a printed, bound copy and the cover

signed by the tutor and, if applicable, by the co-tutor.

When depositing the printed copy of the report to the Academic Secretary of the FC, a deposit form must also be submitted (Annex 2) with signed authorization of the tutor (and the co-tutor, if applicable). In this document, the student may state, where applicable, that both the author and the tutor / co-author of the thesis authorize it to be made available to the public at the UdG library, in the cases mentioned in article 7 of the UdG regulations on the TFG and the TFM.

### **7.3. Procedure and deadlines.**

Two periods to deposit the thesis will be established for each academic year. The first in June for the June-July call for grades; the second, in September, for defence during the September call for grades. Students will be informed of the exact dates of the TFM deposit periods.

Students who are not enrolled in other subjects with a call for grades in the second semester may ask to advance the TFM call to the month of February. Students must request permission to do this from the master's degree coordinator at the beginning of the course.

### **Art. 8. Defence of the Thesis.**

Once the TFM reports have been submitted within the established period, the coordinator of each study will decide the dates for their defence and the composition of the assessment panel. The same coordinator will notify students by email of the date, time and place for the defence of their TFM. This same procedure will also be used for tutors and members of the panel and for remaining students.

The defence of the thesis will follow these steps:

- a) Presentation by the student
- b) Questions from the panel
- c) Answers from the student
- d) Deliberation of the panel
- e) Grading of the thesis

The total time for steps a, b and c will be a minimum of 25 minutes. The maximum duration will be determined by each master's degree.

Exceptionally, the Coordinator of each master's degree may determine that the defence of the thesis be done by videoconference.

## **Art. 9. Assessment and grading.**

### **9.1. Naming of the assessment panel.**

The members of the panel to assess and grade the TFM will be appointed by the Coordinators of the respective master's degree studies. Each panel will consist of 3 members (one president, secretary and member), of which at least two will be appointed from among the teaching staff of the departments that teach at the centre where the master's degree is taught. In no case will the tutor (and co-tutor if applicable) of the TFM be able to be part of the panel. Exceptionally, if one of the members appointed to form part of the panel is unable to attend the defence of the TFM due to force majeure, the panel may agree to continue with the remaining two members.

One of the obligations of full-time teaching staff is to accept participation in assessment panels, when required.

### **9.2. Assessment.**

Prior to the defence, the TFM supervisor, who will evaluate the development of the thesis, will have to send a brief evaluation report to the Coordinator of the master's degree. This will follow the specific model designed for each master's degree.

The written report and the defence will be assessed by the panel, which will take into account both the content and the formal aspects of the written report and its presentation, and the presentation of the defence, as well as the answers to the questions raised by the members of the panel.

### **9.3 Grading.**

The panel will produce the minutes of the defence assessment, which will be jointly signed by the members undertaking the assessment. The minutes (which will follow the specific model designed for each master's degree) must include, at least, the names and signatures of the assessors, the name of the student and the title of the thesis and the grade awarded, as well as the identification of the elements that have led to that grade being awarded by the panel.

The members of the panel will have a specific rubric designed for each master's degree in order to assess the written report and the defence.

If the thesis is awarded with a "fail", the minutes must include a report to correct the deficiencies found in the thesis.

The grade awarded to TFM will be calculated from the specific scale established for each master's degree.

If the TFM has been done outside the UdG, within the framework of a mobility program, the marks that the co-tutor should provide to assess the development of the thesis will come from the grade obtained in the corresponding subject at the destination university, according to the study agreement. In the event that this grade is not sufficient, therefore the subject has not been passed at the destination university, it will not be possible to defend (and therefore pass) the TFM.

The Coordinator of each master's degree will award, if applicable, the awards of distinction that correspond to each study. These awards will not be included in the minutes until the end of the assessment period, in order to comply with the provisions of article 5.6 of RD 1125/2003, of 5 September.

The grade of "not presented" will be obtained if the thesis is not deposited in the established terms and / or the defence is not carried out in the period corresponding to the period the thesis was deposited.

Copying or plagiarism, as well as the use or cooperation in fraudulent procedures to carry out such work, will be awarded a 0 (fail) in the final grade of the thesis, as it distorts the authorship of the exercise, without prejudice to the consequences that may arise from the application of the corresponding disciplinary regime.

**Final provision: Validity.**

These regulations will come into force from the beginning of the 2018-2019 academic year.

**Títol del treball:**

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Estudiant:

Correu electrònic:

Màster en:

Tutor:

Cotutor\*:

Empresa / institució:

Vistiplau tutor (i cotutor\*):

Nom del tutor:

Nom del cotutor\*:

Empresa / institució:

Correu(s) electrònic(s):

\*si hi ha un cotutor assignat

Data de dipòsit de la memòria a secretaria de coordinació: \_\_\_\_\_



**Title:**

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Student:

email address:

Master's  
degree in:

Tutor:

Co-

tutor\*:

Institution /Company:

Tutor's (and co-tutor's\*) signature:

Tutor's full name:

Co-tutor's full name\*:

Institution / Company:

email addresses:

\*if there is a co-tutor

Date of deposit of the report at the academic secretary office: \_\_\_\_\_

**Título del trabajo:**

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Estudiante:

Correo electrónico:

Máster en:

Tutor:

Cotutor\*:

Empresa / institución:

Firma del tutor (y cotutor\*):

Nombre del tutor:

Nombre del cotutor\*:

Empresa / institución:

Correo(s) electrónico(s):

\*si hay cotutor asignado

Fecha de depósito de la memòria en secretaría de coordinación: \_\_\_\_\_

## DEPOSIT OF MASTER'S DEGREE THESIS

STUDENT DETAILS		
ID or Passport:	Surname(s):	Name:
email:		Telephone:
CURRENT STUDY DETAILS		
Master's degree:		Facultat de Ciències Universitat de Girona

MASTER'S DEGREE THESIS (TFM) DETAILS		
Title:		
Tutor (professor FC):	email:	
Co-tutor (from company/institution)*:	email:	
Enrolment call:	<input type="checkbox"/> F (February) <input type="checkbox"/> J (June) <input type="checkbox"/> S (September)	Course:

\* if relevant

AUTHORIZATION TO DEPOSIT AND DEFEND TFM	
The tutor (professor FC) and co-tutor (from company/institution)* of the TFM: <input type="checkbox"/> <b>AUTHORIZE</b> <input type="checkbox"/> <b>DO NOT AUTHORIZE</b> that the thesis can be deposited and defended on the date assigned by the FC	
Date:	Date:
Signature of the TFM tutor	Signature of the TFM co-tutor *

\* if relevant

AUTHORIZATION FOR PUBLIC DISSEMINATION OF THE TFM IN THE LIBRARY	
According to the <i>Regulations governing the Final Bachelor's Degree Project and the Master's Degree Thesis</i> approved by the Governing Council in session 6/12, of 26 July 2012: "Theses awarded a grade of "very good" or higher by the assessment panel will be made available to the public, in electronic format, in the UdG Library, except in cases where the author or tutor explicitly states confidentiality or there is data that cannot be disclosed due to privacy, or where public dissemination of the work is explicitly not authorized." In accordance with these regulations, the author and co-tutor or, if this is not possible, the tutor of the TFM: <input type="checkbox"/> <b>AUTHORIZE</b> <input type="checkbox"/> <b>DO NOT AUTHORIZE</b> that the work can be, if necessary, made available to the public in the UdG Library	
Date:	Date:
Signature of student	Signature TFM tutor/co-tutor

Date of thesis deposit:

(Stamp from the Facultat de Ciències)