

REGULATIONS OF THE POLYTECHNIC SCHOOL FOR BACHELOR'S THESES / FINAL PROJECTS (TFG) AND MASTER'S THESES / FINAL PROJECTS (TFM)

Amendment to the Regulations adopted by the GC in session GC 3/14, of 23 October 2014, as amended in GC 3/18 of 17 May 2018 and at GC 5/22 of 20 October 2022

Article 1. Purpose

In accordance with Article 1 of the “Framework regulations governing Bachelor’s Degree Theses / Final Projects (TFG) and Master’s Degree Theses / Final Projects (TFM) for students of official degree courses at the University of Girona” approved by the Governing Council of the University of Girona (UdG) on 26 July 2012, the purpose of these regulations is, to develop and organise the essential aspects that shall regulate Bachelor’s Degree Theses / Final Projects (TFG) and Master’s Degree Theses / Final Projects (TFM) that students at the Polytechnic School (hereinafter the Polytechnic) of the University of Girona carry out in the degree courses established by Royal Decree 822/2021, of 28 September, establishing the organisation of university education and the procedures for quality assurance.

The text refers generically to both Bachelor’s Degree Theses / Final Projects (TFG) and Master’s Degree Theses / Final Projects (TFM) with the acronym TF when the scope of application is indistinct for both.

Article 2. Characteristics of the TF

During the TF, students must carry out a project or study, or produce a thesis, report or piece of work that applies, integrates and develops the knowledge, skills, competences and abilities required in the corresponding course. The TF is aimed at assessing the competences associated with the degree and concludes with a public defence and the evaluation and grading of the work. As established in the UdG regulations, owing to its synthetic nature, the TF may not be the subject of recognition or compensation.

Article 3. Organisation of the TF at the Polytechnic

In general terms, the procedure for the completion of the TF at the Polytechnic will be as follows:

- Students must be registered for the TFG or TFM to start the procedure. If they have not registered during the regular period scheduled in the administrative calendar, they will have to register in one of the extension periods established during the academic year.
- Students must submit a work proposal in one of the established calls during the academic year using the TFGM EPS application (<https://aserv2.udg.edu/TFGM/EPS>).
- This proposal is evaluated by the TF commission of the relevant degree course.

- Students carry out the work corresponding to the proposal submitted, under the supervision of their tutor. During this period, they can upload previous versions of their TF to the application and the tutor can register the progress of their work.
- Once the deadline has passed, the tutor authorises the defence of the TF and the final version of the document is uploaded to the TFGM application. In the case of master's degrees affiliated with departments or research groups, students submit the TFM to the corresponding secretary's office, once the tutor has approved it.
- The tutor evaluates the preparation of the TF using the rubrics available in the application itself, which have been previously approved by the corresponding academic council and made public.
- The degree course coordinator appoints the examination board and sets the date for the public defence of the TF. In this oral defence, students present the contents of the work in front of the examination board for a maximum of 15 to 20 minutes.
- The board evaluates the preparation of the TF using the rubrics available in the application itself, which have been previously approved by the corresponding academic council and made public.
- The student's grade is calculated on the basis of the grade awarded by the tutor (30%) and the grade awarded by the examination board (70%).
- The student's grade is transferred directly from the TFGM application to their academic transcript.

Article 4. Degree course coordinator

The degree course coordinator is responsible for the TFG or TFM subject and for:

- Ensuring the correct organisation of the TFG and TFM together with the TF committee of the corresponding degree course.
- Chairing the TF committee and nominating its members.
- Maintaining the Moodle of the relevant TF subject.

Article 5. Bachelor's or Master's Thesis / Final Project Committee

For each degree course at the Polytechnic, there is a TFG or TFM committee whose mission is to coordinate and ensure the proper functioning of the procedure.

The TF committee shall be composed of the degree course coordinator, who will chair it, and three other members chosen from the teaching staff of the departments involved in the course. The composition of the committee shall be approved or ratified at the first meeting of the academic council of each academic year. In the case of master's degrees affiliated with departments or research institutes, the committee composition shall be determined by the corresponding council of the master's degree.

At a minimum, the TF committee shall meet in advance of all TF defence calls. The committee is responsible for:

- Evaluating the TF proposals submitted by students and accepting or rejecting them. If a proposal is rejected, the committee shall state the reasons for the rejection so that the student can submit a new, revised proposal.

- Establishing, if considered appropriate, the necessary revisions of the TF in relation to the corresponding areas of knowledge of the Polytechnic prior to its submission and defence.
- Where applicable, authorising students to complete and defend the TF as a group, although the assessment and grading will be on an individual basis.
- Authorising the request for confidentiality of the TF of any proposal for which this is duly justified.
- Agreeing to the tutoring by two professors (co-tutoring) in the TF proposal.

Article 6. Tutor

All the TFs of the studies taught at the Polytechnic must have a teaching or research staff member associated with them who acts as a tutor and who guides and supports students during the completion of their TF.

All members of the teaching and research staff of the departments that offer teaching at the Polytechnic can be TF tutors.

In specific cases, the TF may be tutored by two people, who will be co-tutors.

The tutor is responsible for:

- Informing the student about the characteristics and objectives of the work.
- Ensuring the feasibility of the work and that the student's dedication corresponds to the ECTS credits assigned to the TF in the curriculum .
- Guiding the student in the development of the work and monitoring it.
- Authorising the proposal and submission of the work.
- Evaluating the TF by filling in the tutor's rubric.

Article 7. Completing the TFG or TFM in a company or institution.

Students can complete a TF in a company or institution as long as the stay in this company or institution is not a curricular placement at the same time (except in cases where these curricular placements exceed 600 hours).

In this case, the TF must be associated with an external tutor from the company or institution. It is the student's responsibility to find an external tutor for the TF. The public defence of these TFs will also take place at the Polytechnic.

If students do not have a contractual relationship with the company or institution, an academic cooperation agreement must be concluded with the University.

The external TF tutor is responsible for:

- Guiding the student in the development of the TF and monitor monitoring it, together with the tutor.
- Authorising, together with the tutor, the submission of the TF.
- Completing the evaluation rubric together with the tutor.

Article 8. Assignment of the work: choice of topics.

Students are responsible for choosing a topic and a TF tutor, writing their proposal and uploading it to the TFGM platform. In order for the proposal to be considered as submitted, the tutor's

authorisation is required within the deadlines established annually by the Polytechnic.

The teaching staff can also offer TF proposals and post them on the TFGM platform for students to select.

Proposals accepted by the TF committee will be valid for a period of two years. After this period, students must submit a new TF proposal or reuse an existing one.

Article 9. Registration

The registration of the TFG or TFM by the student is essential in order to complete the proposal, submit and defend the work. Students may register for the TF in response to only one call in each academic year, with the limitation of calls established by the academic progress regulations of the UdG.

In addition to the regular registration periods, extended periods will be established. The registration dates will be published annually in the administrative calendar.

When registering for the TF, and in order to obtain the degree, students must register for all subjects with the sole exemption of the credits corresponding to academic recognition. If applicable, accreditation of a language may also be required. It is the responsibility of students to check before registering for the TF that they meet or are able to meet the TF submission requirements for that academic year. These requirements are set out in the following article.

Article 10. Submission and presentation

In order to submit the TF, students must have previously registered for the TF.

During the academic year there will be three calls to submit TFs: the first in January or February, the second in June or July, and the third in July or September. The dates of the calls will be published annually in the Polytechnic's academic calendar. Master's degree courses affiliated with departments or research institutes may modify these dates to adapt them to their requirements and will inform the students involved accordingly.

The submission of the TF implies the defence of the same in the following call for defence scheduled in the Polytechnic's academic calendar.

Students must submit the TF using the TFGM application before the deadline established in the Polytechnic's academic calendar. In the case of master's degrees affiliated with departments or research institutes, students submit the TFM at the corresponding secretary's office before the deadline established in the calendar of said department or institute. Subsequently, tutors must also approve the submission through the TFGM application.

– At this time, students submit a complete copy of the TF and a two- to five-page summary of it.

The content and format of the TF must follow the guidelines established by the Polytechnic and the corresponding TF committee.

Article 11. Defence

The date for the defence of the TF will be set in the Polytechnic's academic calendar, which may be adapted by the departments or research institutes to which master's degrees are affiliated. The date and time of the public defence will be communicated to students, their tutors and the other members of the examination board through the TFGM application.

The public defence will consist of the following parts:

- TF presentation by the student with a time limit of 15-20 minutes. The presentation should include, as a minimum, the objectives, methodology, content and results, and conclusions of the work.
- Questions posed by the board.
- Student responses.
- Deliberation by of the board.
- Grading of the work.

The degree course coordinator may group together defences of more than one work. In such a case, the deliberations and grading will be carried out jointly for all the TFs at the end of the defences.

TFs can be written and defended in Catalan, Spanish, English or any other language used in teaching, where relevant.

Article 12. Evaluation and grading

The evaluation and grading of the TF are the responsibility of the tutors and the examination boards set up for this purpose. They will apply the evaluation rubrics approved by the academic councils and made public. The final mark for the TF will be determined by 30% of the mark awarded by the tutor, and 70% of the mark awarded by the examination board. The evaluation rubrics of the tutor and the board will be valid for a minimum of two academic years.

The coordinator shall appoint the corresponding examination board, which shall be made up of three members: a chairperson, a secretary and a member, at least two of whom shall be appointed from among the teaching staff of the departments that teach at the Polytechnic. In addition, alternates, meeting this same requirement, shall be appointed for possible replacements.

In exceptional cases, two-member examination boards may be set up, with a chairperson and a secretary, both of whom must belong to the teaching staff of the departments that teach at the Polytechnic.

Tutor evaluation of the TF preparation

Before the public defence, the tutor will have assessed the TF preparation phase.

The assessment of TFs must take into account the aspects contemplated in the evaluation rubrics approved by the academic councils.

Grading of the TF defence

The examination board will enter the final grade through the TFGM application and will note down any observations it considers appropriate to justify the grade.

If the examination board considers it appropriate, it may propose an honours distinction in the TF grade. It is up to the degree course coordinator to decide which of the TFs proposed for such an honour finally achieve this distinction in accordance with the provisions of Article 5.6 of Royal

Decree 1125/2003, of 5 September, and Article 12.2 of the "Regulations governing student evaluation and grading processes" approved by the Governing Council of the University of Girona (UdG) in session 11/2019, of 16 December 2019 ([eBOU-1751](#)).

Copying or plagiarism, as well as the use of or cooperation in fraudulent procedures to carry out this work, will result in a final grade of 0 (fail), given that it denies the authorship of the exercise, without affecting the consequences that may result from the application of any disciplinary measures

Article 13. Intellectual property and dissemination

Except in cases where the TF committee has accepted the confidentiality status of the TF, the author of the same, as the holder of the intellectual property rights of the TF, may or may not authorise the University of Girona to disseminate a copy in electronic format and to deposit it in the institutional digital repository (DUGi) under a Creative Commons licence. With this licence, the work may be copied, distributed and communicated, provided that the author and the institution are cited. For this purpose, a system will be established to record the transfer of rights when the TF is submitted. Only TFs graded with a mark of 8 (notable) or higher will be publicly available for consultation by the DUGi; the others will not.

Additional provision

For interuniversity studies with agreements signed before the entry into force of these regulations, aspects established in the agreements that contradict these regulations shall prevail over these regulations. For interuniversity studies initiated after the approval of these regulations, the agreements shall be brought into line with the provisions of these regulations, whenever possible.