



## **REGULATION GOVERNING THE UNDERGRADUATE DISSERTATIONS AND MASTER'S THESES AT THE UCAM Catholic University of Murcia**

### **Preamble**

The Royal Decree 1393/2007 of 29 October establishing the organisation of the official university teaching indicates that in order to obtain any Bachelor's Degree the student must elaborate and defend an Undergraduate Dissertation, aimed at evaluating the skills associated with the degree. It also establishes that the official Master's Degrees end with the elaboration and public defence of a Master's Thesis.

The purpose of this Regulation is to unify criteria and procedures regarding the elaboration and defence of Undergraduate Dissertations (*Trabajos de Fin de Grado*, hereinafter TFG) and Master's Theses (*Trabajos de Fin de Máster*, hereinafter TFM), establishing a basic homogeneity in the organisation and the assessment that guarantees equal rights and duties for all students of the Catholic University of Murcia.

### **Article 1. Purpose**

1 This Regulation establishes the general guidelines concerning the definition, production, supervision, presentation, public defence, assessment and administrative management of the TFG/TFM.

2 The content of this Regulation is completed by the other regulations of the Catholic University of Murcia that are in force and that refer, among other issues, to the rules of continuation of studies, assessment, recognition and transfer of credits and to student mobility.

### **Article 2. Scope and development**

1. The provisions included in this Regulation are to be applied to the TFG and TFM corresponding to the official degrees offered by the Catholic University of

Murcia.

2. In the case of inter-university degrees this Regulation will only apply to students registered at the Catholic University of Murcia.
3. In those degrees that enable the exercise of regulated professional activities, the rules included in this regulation will only apply if they do not contravene ministerial regulations specific to those degrees.

### **Article 3. TFG/TFM Commission. Composition and functions.**

1 A Commission shall be constituted in each degree and it shall consist of 3 to 5 members, appointed by the degree direction among the teaching body. The composition of the commission shall be as follows:

- President: Dean, Vice-Dean or Director of the degree, who shall sign the official transcript.
- Secretary: Assistant Director, Academic Secretary of the degree or member delegated by the Direction, who shall sign the official call for defence and assessment of the TFG/TFM.
- From 1 to 3 members: Full-time teachers of the degree and, if possible, belonging to different areas of knowledge. The number of members of the Commission shall be defined according to the total number of students enrolled in the TFG/TFM subject and according to the following rules:
  - Up to 80 students enrolled, 1 member
  - Up to 160 students enrolled, 2 members
  - Up to 240 or more students enrolled, 3 members

2 The functions of the TFG/TFM Commission shall be:

To manage everything related to such works and to ensure the application of this Regulation.

To ensure the quality of the works, the effective supervision of the same and to ensure homogeneity concerning the requirements for their elaboration.

In those TFG that do not require to be defended before a board, to establish the final assessment of the work based on the proposal made by the tutor. In case of modification of the mark, with regard to the mark proposed by the

tutor, a justifying report shall be necessary.

To ratify the distinction marks proposed by the tutors, as well as to propose for such mention those other works deserving it and which he/she may detect by himself/herself when exercising his/her review functions, in accordance with the procedure established in article 12 of this Regulation.

To handle and resolve the claims about marks of the TFG/TFM subjects.

To carry out the selection of the highest quality TFG/TFM proposed to be published in the institutional repository of the UCAM (RIUCAM).

3 The TFG/TFM Commissions for each degree may, starting from this regulation, develop specific regulations with the approval of the competent institutional bodies, to regulate in a more precise way the TFG/TFM of the degrees they are responsible for: style rules, length and structure, assessment criteria, etc. In the event that a public defence of the work is held, according to the cases set out below, they shall also be able to standardise the maximum duration of the defence, the maximum number of students to be assessed by the board as the case may be, etc.

4 The information regarding the development of the TFG/TFM must appear on the website of the degree and on the usual student information systems (virtual campus, teaching guides...), and this must be updated in a way that is reflected in the procedures established in this Regulation and in its developments.

#### **Article 4. Characteristics of the TFG/TFM**

The TFG/TFM is a personal and autonomous work of the student whose production may be individual or in groups, according to what is established in the corresponding verification report. In the case of group elaboration, a TFG/TFM can be elaborated by a maximum of three students.

The TFG/TFM shall always be developed under the guidance of a tutor, whose function shall be to guide its planning, development and elaboration. The tutor must also:

- In the TFG, to assess the work elaborated and submitted by the student, except in the case set out below concerning the Polytechnic School.
- In the TFM, to prepare the corresponding report prior to its defence.



The TFG/TFM allows the student to show in an integrated way training contents and the acquisition of skills associated with the degree, and it shall be publicly defended before a board in the cases noted below:

- In Bachelor's Degree programmes, the TFG shall be defended only when the student is in a position to obtain the Distinction Mention. The exception to this general rule are the Bachelor's Degree programmes linked to the Higher Polytechnic School, in which the TFG has traditionally been related to the conception and presentation of an integral technical project, which will be defended in any case.
- In the official Master's Degree, the TFM shall always be defended.

The training activities of the TFG/TFM correspond fundamentally to the student's personal work that will be put into practice in the elaboration of a project, study or report whose content will be adapted to the number of ECTS credits assigned to it in the curriculum, to the production time assigned to it in the timeline of activities and, in the case of the TFM, to the academic, research or professional profile of the degree.

The elaboration of the TFG/TFM may include, when so stipulated in the verification report of the degree, the realisation of methodological seminars or other types of specific teaching activities related to such work.

The total or partial plagiarism of any work, detected by the tutor during the phase of supervision, assessment and/or qualification of the TFG/TFM already submitted, shall be considered as a very serious offence, shall give rise to the failure of the subject and shall count as the corresponding examination attempt.

Once plagiarism has been detected at any stage of the process, the Commission will be immediately informed and will implement the provisions set out in the Internal Regulations. Under no circumstances may such work be defended.

### **Article 5. Author**

The ownership of the intellectual or industrial property rights of the TFG/TFM shall be the ones indicated in the Royal Decree 1791/2010 of 30 December, which approves the Statute of the University Student.

### **Article 6. Registration**

As a general rule, and unless otherwise established by the degree administration

and competent institutional bodies, the registration in the TFG/TFM shall be carried out within the same deadlines and in the same way as the other subjects of the degree.

The system of TFG/TFM calls shall be the one established in general terms in the Academic Regulations of the Catholic University of Murcia.

In order to register for the TFG, as well as to submit, defend and be assessed for work, the student must have passed at least 90 ECTS of the Bachelor's Degree programme, if this has 180; 150, if this has 240; 210, if this has 300; and 270, if this has 360 ECTS. Notwithstanding the foregoing, the existence of specific prerequisites, linked to the prior passing of specific subjects, contemplated in the corresponding verification report, shall be taken into consideration.

In the case of the TFM, in order to submit, defend and be assessed for the work, the student must be enrolled or have been enrolled, but not necessarily passed, the rest of the subjects that are part of the curriculum. Notwithstanding the foregoing, the existence of specific prerequisites, linked to the prior passing of specific subjects, envisaged in the corresponding verification report, shall be taken into account.

### **Article 7. Offer of TFG/TFM topics and guidelines and assignment of tutors**

1. The TFG/TFM Commission, after completing each of the registration processes for that academic year, will open a TFG/TFM assignment period.

2. The assignment of topics for the elaboration of the work shall be carried out according to the following rules:

- a In general, the President of the TFG/TFM Commission will ask the teachers of the degree to suggest a minimum of 3 to 5 possible topics per teacher. An inventory of the total number of topics offered shall be made and published so that the students can choose from the list of topics offered a specific one that will be the subject of the TFG/TFM to be elaborated.
- b Alternatively, the students will be able to address to the TFG/TFM Commission a request with the purpose of elaborating their work on a topic different from those offered by the degree, for which the opportune deadline will be opened. The Commission shall assess and decide on such a request.

3. Subsequently, the TFG/TFM Commission will publish a provisional list of

tutors and assigned topics, thus opening a claim period after which the definitive list will be published.

4. After the publication of the definitive list, any subsequent modification in the assigned topic or students shall be mutually agreed between the students and the teachers concerned, and it will require the Commission to authorise it in the terms set out in the implementing legislation of this Regulation which, as the case may be, has elaborated the degree, unless otherwise stated under this legislation.
5. The TFG/TFM Commission has the power to open a process of TFG/TFM assignation when it deems it appropriate.

#### **Article 8. Supervision of the TFG/TFM**

1. The TFG/TFM is always supervised by a tutor assigned by the corresponding TFG/TFM Commission.
2. The tutor must assist and guide the student in the planning, development and elaboration of TFG/TFM, observing that the requirements established for the TFG/TFM in the present regulation and in all the norms issued in its development are fulfilled. In the TFM, and in the TFG of the degrees linked to the Higher Polytechnic School, the tutor must also issue a report of the supervised work to be incorporated into it, justifying compliance with the requirements for its defence, according to the model established for this purpose and in the terms established in articles 10.2 and 11.5 of this Regulation.
3. In the TFG, the tutor shall propose for the Distinction Mention (*Matrícula de Honor*, hereinafter MH) the work/s he/she has supervised and considers suitable to meet the requirements for obtaining it, according to the rules set out in RD 1125/2003 of 5 September, which establishes the European credit system and the marking system in the university degrees of an official nature and valid throughout the national territory, as well as the implementing rules established by the University. The granting of the MH will be carried out according to the procedure established in article 12 of this Regulation.
4. The participation of a co-tutor may be considered, who may not be a university teacher if the TFG/TFM is developed within the framework of regulated External Internships.
5. The TFG/TFM Commission shall be obliged to establish sufficient supervisions to cover all the applications submitted.

### **Article 9. Submission of the TFG/TFM.**

1. Once the student has elaborated the TFG/TFM, he/she shall submit it for its assessment and qualification, in the deadlines and according to the procedure established in the published official call. The submission shall be carried out by the student, who shall submit to the Secretariat of the degree two paper copies of the work, including a digital copy of the same in the virtual campus according to the indications published by each degree. In addition, the student must submit a signed contract for electronic publishing and Internet publication, authorising his/her TFG/TFM to be published in the institutional repository, in the event it is selected for such purpose by the TFG/TFM Commission.

### **Article 10. Assessment and marking of the TFG, except for the Bachelor's Degree programmes belonging to the Polytechnic School.**

1 Once the TFG has been submitted, it will be assessed by the tutor who directed it, unless substitution is due to force majeure.

2 As long as the verification report does not provide otherwise, the tutor will issue a written report expressing his/her qualitative and quantitative assessment on the following aspects and according to the institutionally established model:

- Level of acquisition of competences of the subject TFG, which will represent 50% of the final mark of the subject.
- Structure and format of the TFG, which will represent 30% of the final mark of the subject.
- Intensity and involvement of the student in the planning, development and elaboration of the work, which will represent 20% of the final mark of the subject.

3 The tutor shall assess the TFG according to the criteria set out in the teaching guide for the subject, and those indicated above, and he/she shall mark it as set out in Royal Decree 1125/2003 of 5 September, which establishes the European credit system and the marking system in the university degrees of an official nature and valid throughout the national territory, with one decimal, to which the corresponding qualitative mark must be added:

0-4.9: Fail



5.0-6.9: Pass

7.0-8.9: Good

9.0-10: Excellent

In the case of group work, the mark will be given individually for each student who has taken part in the work.

4 The TFG Commission shall issue a report ratifying, where appropriate, the marks that give rise to a fail or excellent mark, as well as in those cases in which, as a result of a claim submitted by the student, the mark initially proposed by the tutor for the work is modified.

#### **Article 11. TFG Assessment Board at the Higher Polytechnic School**

1. In Bachelor's Degree programmes belonging to the Higher Polytechnic School boards will be set up to assess the TFG taking into consideration the scientific and technical quality of the works submitted, as well as the clarity in the presentation and the proven mastery of the competences assigned to the TFG in the verification report of the degree.

The number of boards to be constituted for each Bachelor's Degree programme will be determined by the number of students enrolled in the corresponding TFG subject, as well as by the guidelines on educational planning established by the University for each academic year.

2. Each board will be composed of two teachers who teach in the corresponding degree, one shall perform the duties of president and the other one of secretary, having the president the casting vote as the case may be. In order to appoint the president and secretary of the Assessment Board, the criteria of seniority in the status of PhD and, falling that, that of academic category will be used. The tutor of a TFG shall not be a member of the assessment board for that work.

3. The board shall deliberate on the overall assessment of the TFG taking into account the report of the tutor, the work submitted and the public presentation of the work, applying the arithmetic mean of the assessments given to the work by each of its members.

4. The board will publish, 10 days in advance, the date, place and time at which the defence of the TFG will be carried out.

5. At least forty-eight hours before the start of the public hearing sessions to



defend the works, the academic tutor of each TFG shall issue a report in accordance with the scale included in article 10.2 of this Regulation and with the institutionally established model, and shall attach it to the TFG submitted by the student.

6. The defence of the TFG will be carried out by the students, in a public and face-to-face manner. The TFG Commission of the degree, and whenever technical, administrative and economic conditions allow it, may authorise the virtual defence, subject to communication and approval of the Vice-Chancellorship of Virtual Teachings.

7. In accordance with article 5 of RD 1125/2003, students will be marked according to the following numerical scale from 0 to 10, with one decimal, to which their corresponding qualitative mark will have to be added:

0-4.9: Fail

5.0-6.9: Pass

7.0-8.9: Good

9.0-10: Excellent

In the case of group work, the mark will be given individually for each student who has taken part in the work.

8. Those who have obtained a mark equal to or higher than 9.0 points, according to the criteria of the Assessment Board and following the provisions of RD 1125/2003 of 5 September and the regulations approved by the University in their development, may be eligible for the Distinction Mention.

## **Article 12. Distinction Mention Board in TFG**

1 Notwithstanding the provisions for the Higher Polytechnic School in the previous article, the TFG of the Bachelor's Degree programmes linked to the rest of the UCAM centres/faculties may be defended as long as the student is in a position to obtain a Distinction Mention in this subject, in accordance with the proposal of the tutor or of the TFG Commission, as the case may be.

2 The students who have obtained a mark equal to or higher than 9.0 in the TFG may be eligible for the Distinction Mention, according to the provisions of RD 1125/2003 of 5 September and the regulations approved by the University. In



such case, the tutor will propose the public defence of the work to the TFG Commission, although the student may waive this possibility and keep the mark obtained. Obtaining the Distinction Mention shall require the public defence of the work.

3 The TFG Commission will publish, 10 days in advance, the date, place and time at which the defences will be made.

4 The defence of the TFG will be carried out before the TFG Commission, constituted as a board for this purpose, which shall assess the presentation and shall grant the Distinction Mention where appropriate. The agreements of this board shall be adopted by majority, its president having the casting vote.

### **Article 13. Assessment Board in TFM**

1. The number of Boards to be constituted will be determined by the number of students enrolled in TFM and the general guidelines for the teaching assignment established for each academic year.

2. Each Board shall be composed of two teachers who teach in the corresponding degree and, exceptionally, by teachers of other degrees or external collaborators, provided that the topic of the same is linked to their area of knowledge.

3. The tutor of a TFM shall not be a member of the assessment Board for that work.

4. In order to appoint the president and secretary of the Assessment Board, the criteria of seniority in the status of PhD and, falling that, that of academic category will be used.

### **Article 14. Presentation and defence of the TFM**

Once the deadline for the submission of works has passed, the Assessment Board will publish, 10 days in advance, the date, place and time at which the defence of the TFM will be carried out.

At least forty-eight hours before the start of the public hearing sessions for the defence of the works, the academic tutor of each TFM shall issue a report of the works supervised according to the institutionally established model, and shall

attach it to the TFM submitted by the student.

The defence of the TFM will be carried out by the students, and it will be in a public and face-to-face manner, unless otherwise established by the verification report of the degree. Exceptionally, the TFM Commission of the degree, and whenever technical, administrative and economic conditions allow it, may authorise the virtual defence, subject to prior communication and approval of the Vice-Chancellorship of Virtual Teachings.

### **Article 15. Assessment and marking of the TFM**

Once the defence of the TFM is finished, the Board shall assess it according to the scientific and technical quality of the works submitted, as well as the clarity in the presentation and the proven mastery of the competences assigned to the TFM in the verification report of the degree.

The Board shall deliberate on the overall assessment of the TFM taking into account the report of the tutor, the work submitted and the public presentation of the work, applying the arithmetic mean of the assessments given to the work by each of its members.

In accordance with article 5 of RD 1125/2003, students will be marked according to the following numerical scale from 0 to 10, with one decimal, to which their corresponding qualitative mark will have to be added:

0-4.9: Fail

5.0-6.9: Pass

7.0-8.9: Good

9.0-10: Excellent

In the case of group work, the mark will be given individually for each student who has taken part in the work.

Those who have obtained a mark equal to or higher than 9.0 points, according to the criteria of the Assessment Board and following the provisions of RD 1125/2003 of 5 September and the regulations approved by the University in their development, may be eligible for the Distinction Mention.

### **Article 16. Marks review**

1. The review of the final marks of the TFG/TFM shall take place upon submission of a reasoned complaint by the student to the TFG/TFM Commission. The rule

that governs any claim about exams or assessments of the Catholic University of Murcia shall apply.

### **Article 17. Safekeeping of TFG and TFM**

1 The TFG/TFM works will be preserved in digital format during the three academic years following their defence. At the end of this period, they will be eliminated, unless the decision on an appeal is pending.

2 The TFG/TFM Commission will select the highest quality works for publication in the institutional repository of the UCAM. This selection shall not exceed:

- 25% of the TFG assessed per session. And, in no case shall exceed 30 works per session.
- 50% of the TFM assessed and, in no case shall exceed 30 works per session.

The TFG/TFM Commission, after publishing the definitive marks of the TFG/TFM subject of each session, will elaborate the global proposal of works to be published and disseminated.

The TFG/TFM works selected by the TFG/TFM Commission will be uploaded to the repository, using for this purpose the access codes assigned to the Director of the degree.

Once the TFG/TFM selected have been uploaded to the repository, the Library will review the formal part of each record, verifying that all sections have been completed. If it detects any deficiency, it will notify it to the TFG/TFM Commission so that it can be corrected. In the case that everything is correct, it will proceed to make them public, being able to access them through the website of the Institutional Repository of the UCAM (RIUCAM).

### **First Transitional Provision. Transitional regime of the TFG assessment during the academic year 2018/19, except for the Bachelor's Degree programmes belonging to the Higher Polytechnic School.**

During the academic year 2018/19, and with the exception of the Bachelor's Degree programmes belonging to the Polytechnic School, the TFG subject shall be assessed in accordance with the corresponding teaching guide and verified report, as well as with the following rules:

1. Each TFG tutor, together with one of the members of the TFG Commission, shall be constituted as an assessment board of the TFG works that the tutor

had supervised. The TFG tutor shall preside over that board, having the casting vote as the case may be.

2. Once the deadline for the submission of works has passed, the Board will publish, 10 days in advance, the date, place and time at which the defence of the TFG works will be carried out.
3. The defence of the TFG will be carried out by the students in a face-to-face manner. The TFG Commission of the degree, and whenever technical, administrative and economic conditions allow it, may authorise the virtual defence, subject to communication and approval of the Vice-Chancellorship of Virtual Teachings.
4. Once the defence of the TFG is finished, the Board will assess the work according to the scientific and technical quality of the work submitted, as well as the clarity in the presentation and the proven mastery of the competences assigned to the TFG in the verification report of the degree.
5. The Board shall deliberate on the overall assessment of the TFG taking into account the report of the tutor, the work submitted and the public presentation of the work, applying the arithmetic mean of the assessments given to the work by each of its members.
6. In accordance with article 5 of RD 1125/2003, students will be marked according to the following numerical scale from 0 to 10, with one decimal, to which their corresponding qualitative mark will have to be added:

0-4.9: Fail

5.0-6.9: Pass

7.0-8.9: Good

9.0-10: Excellent

In the case of group work, the mark will be given individually for each student who has taken part in the work.

7. Those who have obtained a mark equal to or higher than 9.0 points, according to the criteria of the Assessment Board and following the provisions of RD 1125/2003 of 5 September and the regulations approved by the University in their development, may be eligible for the Distinction Mention.