

GENERAL STANDARDS FOR GRADUATION PROJECTS AND MASTER'S THESIS

STATEMENT OF RATIONALE

The Official Decree 822/2021 that establishes the organization of the university education and the quality assurance procedure, in article 14 sets up the guidelines for the design of graduate degrees and, in article 17 the guidelines for the design of master's degrees.

These standards have been prepared to comply with the provisions of the Official Decree 822/2021 in relation to Graduation Projects and Master's Thesis which aim is to establish the mandatory basic guidelines for all the graduation projects that are undertaken for the different accredited degree programs taught at University, always provided that these do not jeopardize the standards established under the verified research records.

The Graduation Project and Master's Thesis (TFG/TFM) are courses that form part of the curriculum and comprise the undertaking of a project in which the student applies the knowledge, skills and competences acquired during their studies relating to a specific issue within the scope of the degree program.

ARTICLE 1. OBJECTIVE AND TYPE OF GRADUATION PROJECTS

1. The Graduation Project and Master's Thesis (TFG/TFM) involves the student preparing an original project in which they apply and develop the knowledge, skills and competences they have acquired throughout their studies.
2. The TFG/TFM will permit the assessment of the competences and learning achievements acquired by the student within the areas of knowledge of the degree program studied as described in the curricula.
3. In general terms, the approach of TFG/TFM may include any course as a single issue or as a whole that is taught under the curriculum.
4. The selected topic that is the object of the TFG/TFM must permit it to be carried out by the student during the number of hours corresponding to the ECTS Credits assigned to that course under the curriculum.
5. The TFG/TFM may be prepared on an individual or group basis. The verbal defense may be carried out as a group, with the whole team taking part in it, and the assessment will always be individual, in accordance with the specific standards of each Faculty/School.
6. The Faculties/Schools will organize the TFG/TFM course for each of its Bachelor's and Master's Degrees in accordance with the general criteria established by the University. The organizational rules for the TFG/TFM corresponding to the different degree programs will be published on the web site at the start of the academic year.
7. Well in advance, the Faculties/Schools will publish the list on the *Campus Virtual* to include the topics that the students can choose to undertake the TFG/TFM.

ARTICLE 2. MANAGEMENT OF THE TFG/TFM PROCEDURE AND RESPONSIBILITIES

1. Only those students that are enrolled for all the courses pending to complete their studies may enroll for the TFG/TFM.
2. The choice of TFG/TFM by the students will take place during the periods indicated by the Faculties/Schools. The list of decisions taken by the manager and the topics must be published on the Campus Virtual.
3. The Faculties/Schools will establish the necessary mechanisms to ensure that each student has a manager, as well as resolving any issue that might arise during the development of the TFG/TFM, for example, the abandonment of the manager due to unforeseen circumstances.
4. Changes to the projects or managers appointed initially may only take place for exceptional reasons within a period of 30 days as from the date the lists are published.
5. The essential duties of the TFG/TFM manager will be:
 - providing the student with guidance and mentoring during the preparation of the TFG/TFM.
 - guaranteeing that the initially defined objectives are achievable within the established period, and
 - issuing an assessment of the TFG/TFM regarding its suitability for public defense that shall be a pass or fail or with a numerical rating in cases where this is indicated in the Verified Report.
6. TFG/TFM managers may be professors that teach at University, preferably of the courses that form part of the degree program being taken by the student or other related topics. At the criteria of the Faculties/Schools, they may consider the possibility that the TFG/TFMs are co-directed by external professionals that are experts in the project topic.

ARTICLE 3. ACADEMIC SUPERVISION AND SUBMISSION OF THE TFG/TFM

1. Once the topic for the TFG/TFM has been chosen and the manager has been assigned, students must fill out and submit the specific agreement form to the TFG/TFM coordinator within the established periods.
2. The Schools will publish a minimum schedule of supervisory meetings between the TFG/TFM manager and the students.
3. The TFG/TFM manager will have to carry out an assessment halfway through the process of preparing the TFG/TFM to ensure it is progressing correctly.
4. In the event that the student has taken a degree program in English or in another language, the text of the TFG/TFM may be written in this language, and its submission and defense must also take place in this language before the corresponding panel. In the case of bilingual degree programs, the TFG/TFM may be written and presented in both Spanish and the language in which the degree program is taught.
5. Once the TFG/TFM has concluded, the student must submit a copy to the TFG/TFM manager, preferably in a digital format. The manager shall issue a suitability report (suitable or not for

defense) before the TFG/TFM is admitted for defense before the Panel. According to the degree's Verified Report, it is possible that the manager's assessment may represent a percentage of the final grade.

6. Each Faculty/School will determine the extent to which the corresponding suitability report is binding to allow the student to proceed or not with the defense of the TFG/TFM before the Panel.
7. The panels must be provided with a copy of the TFG/TFM sufficiently in advance, in addition to the TFG/TFM manager's report.
8. The Faculties/Schools will establish and publish on an annual basis the calendar for registration, submission and defense of the TFG/TFMs for the different examination periods set.

ARTICLE 4. TFG/TFM ASSESSMENT

4.1. PRESENTATION AND DEFENSE.

1. Unless expressly authorized by the managing board of the Faculties/Schools, to be able to present and defend the TFG/TFM, the student:
 - must have no courses that are waiting to be passed, apart from the TFG/TFM, that represent more than 12 ECTS Credits. Furthermore, other more restrictive criteria may be applied in line with the provisions of the curriculum research records.
 - in case of undergraduate students, they must have previously completed the Competency Assessment, if the University request so.
2. The Faculties/Schools are responsible for organizing the panel sessions and appointing their members. Once the reports from the TFG/TFM managers have been received, the TFG/TFM assessment panel will be summoned. The order and time for presenting the projects will be set and publicly announced by the Faculties/Schools with sufficient notice period that may be no less than 5 working days in advance.
3. The defense of the TFG/TFMs will be carried out by the students in public sessions.
4. Students completing a period of study abroad when they are scheduled to present their Graduation Project/Final Master's Project may present it remotely, as long as the identity of the student is assured and they comply with the requirements established in the Curriculum report for presenting Graduation Projects/Final Master's Projects under these conditions.

4.2. PANEL

1. The composition of the panel that is going to assess the TFG/TFMs will be appointed in accordance with the form established by the Faculties/Schools. The members of the panel must be appointed sufficiently in advance of the panel being set up for presentation of the projects.
2. Each panel will comprise at least three associate members and three deputies. In addition, the panel may include a professor from another university from any of the fields of knowledge relating to the degree program, or a highly regarded expert from the field concerned.
3. It is recommended that the TFG/TFM manager is present during the public session as he/she may be invited to speak once the TFG/TFM of the student under his/her supervision has

presented the defense. In case of being the manager a member of the panel, he/she shall withdraw from the panel the moment the student under his/her supervision defends the TFG/TFM.

4.3. ASSESSMENT

1. In individual presentations, the public presentation of the TFG/TFM before the appointed panel must take no more than 15 minutes. In group presentations, the presentation time must not exceed 30 minutes, thus guaranteeing the participation of all members of the group. Following the presentation, the student or students must respond to the questions posed by the panel within the time determined by the panel.
2. The panel will discuss the grading to be awarded to the TFG/TFM that is subject to their assessment, taking into account the scientific and technical quality of the TFG/TFM presented, the quality of the material submitted and the clarity of the presentation, as well as assessing the skills for debate and defense with arguments. In cases of presentations carried out using a virtual room, there will also be another private virtual room for the panel where they will be able to deliberate.
3. Once the public defense has concluded, the panel will prepare an individual results record for each student. This record will be granted on the basis of the numerical scale from 0 to 10.
4. At the end of each academic year, the TFG/TFM panel may confer the “With Honors” mention on one or several TFG/TFMs, provided that these have achieved a qualitative grade of “outstanding” in the final assessment, in accordance with the provisions of the general assessment standards of the University.
5. The student may request a review of the grade obtained by means of an online application made to the Office of Student Affairs within three working days following the publication of the grade. In any event, the review will be carried out by at least two of the three members of the panel. This review overrides any other form of claim, and no subsequent grade review may be undertaken by any Assessment Committee or similar entity.

ARTICLE 5. ORIGINALITY OF THE PROJECT

1. The contents and texts of the TFG / TFM must be original, written and edited by the student specifically for the project in question. All sources and/or foreign texts must be duly quoted.
2. The submission of the TFG / TFM must be accompanied by an explicit statement in which the student assumes the originality and ownership of the work.
3. The University may use the tools or programs it deems appropriate for the recognition of the authorship and originality of the contents and texts of the TFG / TFM, and the detection of plagiarism.
4. The TFG / TFM manager will have the faculty to suspend the progress of the TFG / TFM before any well-founded suspicion of plagiarism or lack of originality of the contents and texts of the corresponding project.
5. The plagiarism of the TFG / TFM, understood as the presentation of a foreign work or the copying of texts without citing their origin and considering them as their own elaboration, will automatically be graded as a “fail” (0) in the corresponding course in both ordinary and extraordinary periods. Likewise, the student will lose their status as a student during six months.
6. The provisions of these regulations shall apply without prejudice to the disciplinary

responsibilities that may be incurred by the student for the plagiarism, in accordance with the provisions of the Disciplinary Regulations of Universidad Europea de Madrid.

ARTICLE 6. INTELLECTUAL PROPERTY

1. Graduation Projects and Master's Thesis are works that are protected by the Intellectual Property Act and, as applicable by the Patents Act. The rights of intellectual property (copyright) or industrial property (patents) of the works carried out at the University shall correspond to their author or inventor. Notwithstanding, the owner may authorize the University to consult, disseminate and/or publicly exhibit the work on a non-profit-making basis and without prejudice to copyright.
2. In case of projects carried out at companies, the rights of intellectual or industrial property will be established pursuant to the agreement signed with the company.