



 Universitat Europea VALENCIA	PROCEDURES MANUAL	EDITION 06
	PC 7.3 BACHELOR'S DEGREE AND MASTER'S DEGREE FINAL YEAR PROJECT	

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Prepared:	Revised:	Pass:
Quality Assurance Team Management Board	Office of the Pro-Vice-Chancellor for Teaching Staff and Research	Vice-Chancellor's Office
		
Mª Olga Castelao Naval	Eva María Icarán Francisco	Mª Rosa Sanchidrián Pardo
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1. OBJECT

Describe how the procedures for the general development of the Bachelor's Degree Final Year's Project (hereinafter, TFG) and Master's Dissertation (hereinafter, TFM) are designed, the way in which the teachers who monitor and assess the projects are coordinated, how the selection of topics for the students' research is made and, finally, how the student's assessment is carried out and their marks are communicated.

2. SCOPE

Concurrent Bachelor's Degree and Master's Degree Final Year and Master's Degree Final Year Projects, respectively, at the European University of Valencia (hereinafter, University).

3. REFERENCES


- Regulations for Bachelor's Degree and Master's Degree Final Year and Master's Degree Final Year Projects at the European University of Valencia.
- Royal Decree 822/2021, of 28 September, which establishes the organisation of official university education.
- Learning Guide for Bachelor's Degree and Master's Degree Final Year and Master's Degree Final Year Projects at the European University of Valencia.

4. DEVELOPMENT OF THE PROCESS

The University's Bachelor's Degree/Master's Degree Final Project Reports are governed by the regulations published on the University's website in accordance with Royal Decree 822/2021, of 28 September, and in compliance with what is described in the Verification Report for each qualification.

The Bachelor's Degree/Master's Degree Final Year Project (hereinafter, TFG/TFM) involves students carrying out an original project in which they apply and develop the knowledge acquired during their studies. The TFG/TFM must allow for the Assessment of the Competencies acquired by the student within knowledge fields of the Degree studied and described in the Syllabus.

Enrolment is only open to students who have enrolled in all the pending courses for the completion of their studies. In addition to the TFG/TFM, students may not pending subjects that represent more than 12 ECTS credits without the

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express consent of the Centre, with the possibility of applying more restrictive criteria, according to what is established in the Syllabus reports.

The TFG/TFM are included in a Subject/module of the last year of each Degree, so there is a Learning Guide for each one of them, which will include the specific aspects of each qualification.

Timing of the course: Although the course may be linked to a specific semester, the activity is carried out throughout the academic year, and it is recommended that the work begins as soon as possible since, as it is a research process, it requires time for reading, reflection and introspection on the part of the .


Tutors and research topics are **assigned** depending on the Degree, either by selecting them from a list created by the TFG/TFM Coordinator (hereinafter CTFG/CTFM), in order of academic transcript or both tutor and topic are freely chosen by the students as long as the tutor accepts the commitment, or the topic is freely chosen and the tutor is assigned according to the latter's specialisation. Subsequently, the CTFG/CTFM of the qualification draws up a list of students, the subject and corresponding tutor for that academic year. The specific system and dates for each Degree are set out in the Learning Guide. The Bachelor's Degree Coordinators/Postgraduate Programme Directors will work in coordination with the CTFG/CTFM to ensure that both the tutors and the defence panel members are suitable for the correct functioning of the TFG/TFM.

In order to **correctly monitor** the development of the work and its Assessment, Virtual Campus is used, in which the CTFG/CTFM at the beginning of the year create different activities with specific stages in which students must complete the stipulated milestones in their work, according to the guidelines described in the activities of the Learning Guide. Failure to complete these activities may result in a grade of "not suitable" for the defence by the tutorial.

In **the assessment process**, the tutor and the members of the defence panel intervene in the first instance once the research paper has been approved for defence. Once the TFG/TFM has been completed, the student must submit a copy of it to the TFG/TFM tutor (digital and/or paper format), who must issue a suitability report before the TFG/TFM defence before the defence panel. Each Faculty will specify the binding or non-binding scope of the respective suitability report, in order to allow or not the student to proceed to the defence of the TFG/TFM before the defence panel. Where applicable, the will be assessed by the TFG/TFM tutorial using the assessment rubric established for this purpose.

The selection of the **members of the defence panel**, specified in the Learning Guide and in the university regulations, is carried out by the persons designated according to the regulations in force in this respect, which is usually the CTFG/CTFM, which ensures that all the members have the rubric for the assessment of the defence. During the introductions, the defence panel assesses according to this rubric.

The **Contents and texts** of the TFG/TFM must be original, written and edited by the student expressly for the work in question. All external sources and/or texts must be duly cited. The submission of the TFG/TFM must be accompanied by an explicit statement in which the student assumes the originality of the work, as well as the SDGs (Sustainable Development). Likewise, it is recommended that the last submission as a draft Degree

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The final version of the final paper will be carried out through a digital plagiarism detection tool to ensure due compliance with the originality of the paper. Expectations regarding the referencing styles required in each discipline (e.g. Vancouver, APA, etc.) must be made explicit in the Learning Guide or in specific regulations on the Virtual Campus available to all students.

The work may be carried out individually or in groups, as described in the Verification Report of the Degrees. The oral defence may be collective, but the assessment of the TFG and TFM will always be individual.

The **defence** will be no longer than 15 minutes and the grade will be issued by the defence panel and communicated to the student according to the deadlines described in the procedures of the course's Learning Guide.

The TFG/TFM must be kept for at least five years from the date of publication of the final report, in accordance with the regulations.

On an annual schedule, the TFG/TFM papers are digitally archived, are compiled as evidence within the course and will be kept for the established period of time on the servers that the University allocates for this purpose.

5. SPECIFICITIES PER CENTRE

School of Architecture and Polytechnic School

As indicated in the Learning Guide for each Degree.

In the School of Architecture and Polytechnic, TFG/TFM projects, which meet a number of requirements, must obtain approval from a University Research Ethics Committee. This approval must be submitted together with the TFG/TFM.

Faculty of Social Sciences

As indicated in the Learning Guide for each Degree.

In the Faculty of Social Sciences, TFG/TFM projects, which meet a number of requirements, must obtain the approval of a University Research Ethics Committee. This approval must be submitted together with the TFG/TFM.


Faculty of Health Sciences

As indicated in the Learning Guide for each Degree.

In the Faculty of Health Sciences, TFG/TFM projects, which meet a series of requirements, must obtain the approval of a University Research Ethics Committee. This approval must be submitted together with the TFG/TFM.

School of Doctoral Studies and Research

This procedure does not apply

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6. RECORDS


NAME	CUSTODIAN
TFG/TFM Coordination Act	TFG/TFM Coordinator
TFG/TFM Learning Guide	TFG/TFM Coordinator
Student registration/Subject/Tutor/Tutorial/Tribunal	TFG/TFM Coordinator
Assessment and Monitoring Rubric	TFG/TFM Coordinator
TFG/TFM Defence Panel Minutes	TFG/TFM Coordinator

7. MONITORING AND MEASUREMENT

The monitoring of the Bachelor's Degree and Master's Degree Final Year's Dissertation, as well as the possible implementation of an improvement plan, is carried out by those in charge of the Centre, based on the results obtained through the Satisfaction Surveys of the students who have taken the TFG/TFM course.

The results obtained from the Student Satisfaction Surveys and the analysis of the teaching and non-teaching staff are shared in the follow-up meetings, where they are analysed in order to detect improvements to be incorporated in the process.


IDENTIFIER	DEFINITION	RESPONSIBLE	CALCULATION PERIOD
IND01 PC 7.3	Overall Satisfaction with the TFG/Project by the students	Quality Assurance Team	Academic Year
IND02 PC 7.3	Overall satisfaction with the TFM by students	Quality Assurance Team	Academic Year
IND03 PC 7.3	Student satisfaction with the TFG tutor (follow-up, reviews and evaluations, etc.)	Quality Assurance Team	Academic Year
IND04 PC 7.3	Student satisfaction with the TFM tutor (follow-up, reviews and evaluations, etc.)	Quality Assurance Team	Academic Year

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IND05 PC 7.3	Satisfaction with the coordination of the TFG (dates, deadlines, assignment, etc.) by the students.	Quality Assurance Team	Academic Year
IND06 PC 7.3	Satisfaction with the coordination of the TFM (dates, deadlines, assignment, etc.) by the students	Quality Assurance Team	Academic Year

8. RESPONSIBILITIES

RESPONSIBLE	TASK DESCRIPTION
TFG/TFM Coordinator	<p>Establish the rules to be followed by the TFG/TFM in the different qualifications according to their learning guide.</p> <p>Develop the Learning Guide where the student is informed of everything related to this subject: number of ECTS, contextualisation, general and specific Competencies, contents, methodologies to be used, procedures for the preparation of the TFG, its defence panel, and its presentation.</p> <p>To ensure that the student has adequate information for the development of the project from the beginning of the course.</p> <p>Disseminate in the media specified in each qualification (Virtual Campus, On-campus, attendance lists...) the subjects offered for the assignments or establish with the students the different possibilities depending on the availability of the tutors.</p> <p>Ensure that all students have a tutorial and a topic to develop their TFG/TFM in due time.</p> <p>Contact the tutors for the qualification and ensure that they meet the standards set out in the Learning Guide.</p> <p>Ensure that assignments meet the standards set out in the course guide in due time and form.</p> <p>Ensure that the work complies with ethical standards and good clinical practice.</p>


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	<p>Ensure that all students are assessed by the tutorial through the tools established by the Faculty for this purpose.</p> <p>To select, in collaboration with the Heads of Department, the persons who compose the defence panels for the oral presentations.</p> <p>Ensure that all students are informed of the time and place of their TFG/TFM presentation before the defence panel.</p> <p>Ensure that the defense panel members have been able to review the papers to be assessed in good time and that they have the appropriate rubrics to do so.</p> <p>Ensure that all learners are assessed their Introduction and that feedback is provided in a timely manner.</p> <p>Ensure that students can review their Assessment and make appropriate complaints.</p>
TFG/TFM tutorial	<p>Guiding and supervising the student in his/her project: providing formative feedback throughout the whole process to the student.</p> <p>Guidance on any doubts that may arise during the development of the student's work.</p> <p>Select topics that may be of interest.</p> <p>Follow up on the different phases of the project to ensure that the student meets the deadlines set out in the learning guide.</p> <p>Assess the suitability of the work done by the , in terms of partial deliveries, originality and questions of both Contents and format.</p> <p>Ensure that the work meets the standards set out in the learning guide in a timely manner.</p>

9. STAKEHOLDERS AND ACCOUNTABILITY

The Heads of Centre promote and put into practice the actions related to the Bachelor's Degree and Master's Degree final year project, accounting their results and reporting as established in PC 12.2 Analysis and Improvement.

Students and/or Alumni participate by sharing their experience in this course through the Satisfaction Surveys, attending as representatives to the meetings established in CP 12.2 Analysis and Improvement and with the possibility of reporting incidents or

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formulation of complaints and suggestions through the procedure PC 9.1 Student Affairs. Management of Suggestions, Complaints, Claims and Acknowledgements.

Teaching and non-teaching staff participate in the dissemination, Communication and continuous improvement bodies, as established in CP 12.2 Analysis and Improvement, proposing actions to improve this procedure.

The general public is informed of the TFM/TFG procedure through the Regulations of the Bachelor's Degree and Master's Degree Final Year and Master's Degree Final Projects of the Universitat Europea de València and the Learning Guides of each qualification, available on the university's website.

10. EXCHANGE CONTROL

EDITION	DATE	REASON FOR AMENDMENT
04	25/10/2021	IQAS update - Creation of the procedure
05	13/05/2022	Replacement of the name "Guarantee" by "Assurance" in line with the new AUDIT model (2018 version) and "PGC" by "PC".
06	08/01/2024	Updating the process

11. ANNEXES

Not applicable