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MODIFICATIONS			
EDITION	**DATE**	**REASON FOR MODIFICATION**	**PAGES**
07	28/06/2019	Unification of SGIC I and II	All
08	26/04/2021	Updating and change of management Academic Quality and Compliance	All

Approved by:	Approved by:	Approved by:
Olga Castelao Director of Academic Quality and Compliance Date: 26/04/2021	Eva Icarán Vice-Rector for Teaching Staff and Research Date: 26/04/2021	Elena Gazapo Rector Date: 26/04/2021

PURPOSE

To describe how the general procedures for graduation projects (GPs) and final master's projects (MPs) are run; how the teaching staff who monitor and assess the projects are coordinated, how the student research topics are chosen, and ultimately, how the students' work is assessed and how the grade obtained communicated to them.

SCOPE

Graduation projects and final master's projects for university bachelor's and master's degree programmes at Universidad Europea de Madrid.

RELATED DOCUMENTATION

- Internal Quality Assurance Manual (MAGIC)
- PGC1.3 Course Design
- Learning guide for the final project for each degree programme
- Regulations for university graduation projects and final master's projects (Universidad Europea website)
- Royal Decree 1393/2007, of 29 October, establishing the planning of official university education.

PROCESS DEVELOPMENT

GP/MP planning

The graduation and final master's projects at Universidad Europea de Madrid are governed by the regulations published on the university's website, which are in line with the provisions of Royal Decree 1393/2007, of 29 October, and strictly comply with those stipulated in the Validation Report for each degree programme.

The graduation and final master's projects (GPs and MPs) involve students undertaking an original piece of work in which they apply and develop the knowledge they have acquired during their studies. The GP/MP must allow for the assessment of the competences acquired by the student within the areas of knowledge covered by the degree course studied and that are described in the syllabus.

Only students enrolled in all the subjects required for the completion of their studies may register for the GP/MP. Students may not have subjects in addition to the GP/MP pending that represent more than 12 ECTS credits without the express consent of the Dean's Office/School Directorate. More restrictive criteria may be applied, on the basis of what is established in the curriculum reports.

GPs/MPs are included in a subject/module during the final year of each degree programme; there is a Learning Guide for each of them, which covers the specifics of each degree programme.

Project Development and Assessment

- **Timeframe for the projects:** Although the project may be linked to a specific term, it is an activity that takes place throughout the academic year. The recommendation is to begin work as soon as possible, as this is a research process that requires time for reading, reflection and introspection on the part of the student.

- The assignment of both the tutor and the topic to be researched depends on the degree programme in question. It may be done by selecting from a list created by the GP/MP Coordinator in line with the student's academic transcript, by allowing the student a free choice of both topic and tutor - provided that the tutor accepts the commitment - or else the topic is freely chosen, and the tutor is assigned based on the student's specialisation. Subsequently, the GP/MP coordinator for the degree programme draws up a list including the students, the subject and the corresponding tutor for that academic year. The specific procedure and dates for each degree programme are set out in the Learning Guide. The department directors will work together with the GP/MP coordinators to ensure that both the tutors and the members of the examination panel are appropriate for the correct functioning of the GP/MP.

- The virtual campus is used to effectively **monitor** and assess the progress of the work. At the beginning of the academic year GP/MP coordinators create different activities with specific stages that students must complete on schedule, based on the guidelines described in the Learning Guide. Students are advised to make partial submissions, and to get feedback on their work throughout the process. Failure to submit these completed tasks may result in a grade of "not eligible" for presentation to the examination panel.

- The **selection of the members of the examination panel**, specified in the Learning Guide and in the university regulations, is carried out by the GP/MP coordinator, who will ensure that all members have a rubric for the assessment of the presentation. The panel evaluates the presentations on the basis of this rubric.

- The tutor and the members of the panel begin the **assessment process** once the research project has been approved for presentation. Once the GP/MP has been completed, the student must submit a copy to the GP/MP director (digital and/or hard copy), who must issue an eligibility report prior to the defence of the GP/MP before the panel. Each faculty will specify the binding or non-binding scope of the respective eligibility report, in terms of whether or not it will allow the student to proceed with the defence of the GP/MP before the examination panel. Where applicable, the student will be assessed by the GP/MP tutor, using the assessment rubric established for this purpose.

- The content and text of the GP/MP must be original, written and edited by the student specifically for the project in question. All sources/reference texts must be duly cited. The submission of the GP/MP must be accompanied by a statement that explicitly states that the project is the student's own original work. It is recommended that the submission of the final draft is done via a digital plagiarism checker to ensure that this is indeed the case. It will be necessary to explain expectations regarding the referencing styles required in each discipline (e.g. Vancouver, APA, etc.) in the Learning Guide or in the specific regulations on the virtual campus available to all students.

- The projects may be undertaken **individually or in groups**, as described in the Degree Validation Report. The viva may be collective, but the assessment of the GP/MP will always be individual.

- The **viva** will last for no more than 15 minutes, and the grade will be awarded by the examination panel and communicated to the student within the timeframes described in

the procedures in the Learning Guide for the subject.

- Custody of GPs and MPs is the responsibility of the faculty until they are sent either to the remote archive for university assessment tests, or to the digital repository prepared for this purpose.

Archiving and custody

Graduation and final master's projects must be kept for a minimum of five years from the time of publication of the final report.

On an annual basis (the September of the academic year following the defence of the GP/MP), the GP/MP coordinators must archive the work (in any format), in the boxes intended for this purpose, identifying in all cases the academic year and the degree programme for which the GP/MP was produced. These boxes will be safeguarded by the Head Caretaker while they are on University premises, and by the company contracted for this purpose during the established period.

PROJECTS FOR DIFFERENT ACADEMIC YEARS MUST NOT BE MIXED IN THE SAME BOX, as the general archiving is done on a yearly basis, and the projects are destroyed as they expire every 5 years. As many boxes as necessary should be used, even if they are only half full. The boxes must weigh no more than 15 kg, so not completely filling them is recommended.

To be collected by the caretakers, each box must be identified, stating the GP/MP data it contains (academic year/degree programme/course/group). Once the professors have closed their boxes, they notify the caretaker, who will be in charge of removing them from the professors' room.

Under no circumstances will the GPs/MPs be left in the cupboards in the professors' rooms for storage in boxes to be filed at a later date by the caretaker.

Custody of GPs/MPs

The box or the place where they are filed will be duly identified, or they will be stored in a room of the University, with the Head Caretaker making a visual check and keeping a manual record of the contents of each box (detailing those contents on the form attached to the lid of each box) and identifying it with a code. Subsequently the data is digitalised, and the storage company notified so that the boxes can be collected.

The company will keep the GPs/MPs for a minimum period of five years, after which they will be destroyed.

SPECIFICS BY CENTRE

School of Architecture, Engineering and Design.
As indicated in the Learning Guide for each degree programme

Faculty of Sports Sciences

As indicated in the Learning Guide for each degree programme

Faculty of Social Sciences and Communication
As indicated in the Learning Guide for each degree programme

Faculty of Biomedical and Health Sciences
As indicated in the Learning Guide for each degree programme

School of Doctoral Studies and Research
    N/A

RECORDS:

RECORDS		
RECORD NAME	**CONTROLLER**	**MEDIUM AND LOCATION**
GP/MP coordination meeting minutes	GP/MP Coordinator	Sharepoint_Faculty Folder/Academic year/Degree Programme/GP/MP
GP/MP Learning Guides	GP/MP Coordinator	Sharepoint_Faculty Folder/Academic year/Degree Programme/GP/MP
List of students/Topic/Tutor/examination panel	GP/MP Coordinator	Sharepoint_Faculty Folder/Academic year/Degree Programme/GP/MP
Assessment and monitoring rubrics	GP/MP Coordinator	Sharepoint_Faculty Folder/Academic year/Degree Programme/GP/MP
PG/MP viva minutes	GP/MP Coordinator	Sharepoint_Faculty Folder/Academic year/Degree Programme/GP (hard copy)-MP (digital)

INDICATORS

- IND01-PG5.3 Degree Programme Satisfaction Survey. Item: "Satisfaction with GP/MP", as reflected in the survey processes.
- IND02-PG5.3 Number of papers taken to conferences, indexed or outreach publications/number of papers presented

RESPONSIBILITIES

GP/MP Tutors:

Give guidance and supervise of the student on the project, providing them with formative feedback throughout the whole process.

Provide support if the student should have any doubts or queries over the course of the project.
Choose interesting topics.

Monitor the different stages of the project to ensure that the student meets the timeframes established in the learning guide.

Assess the suitability of the work carried out by the student, in terms of partial deliveries, originality and questions of both form and content.

Ensure that the work complies with the stipulations in the learning guide, and is completed in good time and in an appropriate manner.

Graduation Project and Final Master's Project Coordinators:

Establish the GP/MP rules to be followed for the different degrees in accordance with the corresponding learning guide.

Draft a Learning Guide that provides the student with all the necessary information related to the project: number of ECTS credits, contextualisation, general and specific competences, content, methodologies to be used, procedures for the preparation of the GP, the examining panel and presentation of the completed project.

Ensure that the student has the required information for undertaking the project from the start of the course.

Circulate the possible project topics via the media specified in each degree programme (virtual campus, on-campus listings, etc.), and set out the different possibilities depending on tutor availability.

Ensure that all students have a tutor and a topic, so that they will be able to complete their PG/MP within the deadline.

Contact the tutors for the degree programme, and ensure that they comply with the regulations established in the Learning Guide.

Ensure that projects comply with the stipulations in the teaching guide in terms of appropriacy and within stated timeframes.

Ensure that projects comply with ethical standards and good clinical practice.

Ensure that all students are assessed by the tutor using the tools established by the faculty for this purpose.

Choose the members of the examination panels, together with the department directors.

Ensure that all students are informed of the place and time for the presentation of their GP/MP before the examination panel.

Ensure that the panel members have been able to examine the work to be assessed in good time, and that they have the rubrics necessary for them to do so.

Ensure that all students are assessed after their presentations, and that they receive information in good time and in an appropriate manner.

Ensure that students are able to review their assessment and submit an appeal if appropriate.

ANNEXES

Annex I GP Examination Panel Minutes
Annex II MP Examination Panel Minutes