

**GENERAL REGULATIONS FOR BACHELOR'S DEGREE
PROJECTS (TFG) AND MASTER'S DEGREE PROJECTS (TFM)
OF UNIVERSIDAD SAN PABLO-CEU**

**Approved by the Governing Council at its meeting held on June 29, 2022
and by the Board of Trustees at its meeting held on July 14, 2022.**

(Updated by the Governing Council at its meeting held on February 7, 2024)

EXPLANATORY MEMORANDUM

Royal Decree 822/2021, of September 28, which establishes the organization of university education and the procedure for quality assurance, includes in its Article 14 the general guidelines for the design of the curricula of undergraduate studies. Section 14.6 states that "The Bachelor's degree project, which is mandatory and whose completion is essential for obtaining the official degree, has as its essential objective the demonstration by the student of the mastery and application of the knowledge, skills and abilities that define the official university degree. This final degree project will have a minimum of 6 credits for all degrees, and a maximum of 24 credits for 240-credit degrees, 30 credits for 300-credit degrees and 36 credits for 360-credit degrees. It must be developed in the final phase of the syllabus, following the criteria established by each university or center. Likewise, the Bachelor's degree project must be defended in a public event, following the regulations established for this purpose by the center or, if applicable, by the university".

Article 17 of the same Royal Decree sets out the general guidelines for the design of the curricula of University Master's Degrees. In section 4, it states, among other things, that "All Master's degree curricula will include a Master's degree final project, which may have a minimum of 6 ECTS credits and a maximum of 30, whose purpose is to verify the level of mastery of the knowledge, skills and abilities that the student has achieved, and whose completion is a prerequisite for obtaining the official degree. The Master's thesis must be defended in a public event, following the regulations established for this purpose by the center or the university, as the case may be".

In order to comply with the provisions of Royal Decree 822/2021 in relation to the Bachelor's Degree (TFG) and Master's Degree (TFM) final projects, this regulation is prepared, whose objective is to establish the basic guidelines, of mandatory compliance, for all final works, Bachelor and Master, which are made in the different official degrees taught at Universidad San Pablo-CEU, respecting the provisions of the possible specific and regulated rules that exist in each degree.

CHAPTER ONE

Purpose and typologies of TFG and TFM

Article 1. Purpose of the TFG and TFM

1. The TFG and TFM involve the realization, by the student, of an original project in which they apply and develop the knowledge acquired within the corresponding studies. The TFG and TFM must allow the evaluation of the following competences acquired by the

student of the degree course taken and described in the Report, according to the MECES level corresponding to each degree.

Article 2. Typologies of TFG and TFM

1. The TFG and TFM may deal with any of the subjects taught in the program or subject related to the degree. Depending on the degree, there may be prefixed topics to be carried out, in addition to the possibility of an entrepreneurship or project development content related to the degree. In the case of preset topics, each topic will have its requirements and rules for completion, and the student must choose a topic from among those established. If there are no predefined topics, it will be the student himself who, *motu proprio* or in consultation with the professors of the degree, will propose a topic for his/her TFG or TFM. In order to establish the type of TFM, the specialized or multidisciplinary nature of the project and its orientation to academic or professional specialization, or to promote the initiation in research tasks, will be taken into account.
2. The selection process, if applicable, will be reflected in the development of the specific guidelines of each Center or degree, indicating when necessary that the selection of subject matter and tutor are closely related in general, since in many cases the selection of the tutor already includes the subject matter offered by the tutor.
3. The TFG/TFM may be carried out individually or in teams, when the topic or subject chosen so advises and with the prior authorization of the Director of the degree, unless otherwise indicated in the Verification Report. The work developed in group will be articulated in such a way as to allow the evaluation of the acquisition of competences related to teamwork skills and, in any case, each student must submit and defend an individual report to evaluate the individual competences.

CHAPTER TWO

Project's direction: responsibilities, assignment and tutoring

Article 3. Tutor's responsibilities

1. In any of the cases referred to in article 2, the work shall be carried out under the supervision of at least one tutor and, as a general rule, shall be designed so that it can be completed in the number of hours corresponding to the ECTS assigned in the syllabus.
2. The fundamental functions of the tutor will be:
 - a) Set the theoretical, technical or artistic specifications required for each TFG/TFM according to the corresponding MECES level.
 - b) Guiding the student during the course, although the responsibility for

the final result of the work lies with the student.

- c) To guarantee that the initially defined objectives are achieved within the established time frame, ensuring the corresponding MECES level.
- d) Prepare the student for the presentation and defense of the work, if applicable.
- e) If so required, prepare a report and be available to the evaluating board, after the project has been deposited and prior to its public presentation, to resolve any doubts and questions that may arise.

3. The tutors of Bachelor's/Master's Degree Final Projects may be professors who preferably teach subjects related to the student's degree or other related subjects. In the case of Master's Degrees, the tutors of the TFM must have a Doctorate or Master's degree. At the discretion of the Centers, the possibility may be considered that the work may be co-supervised by associate professors or even by external professionals who are experts in the subject of the work, even if they do not meet the above requirements.

Article 4. Assignment of the TFG and TFM

1. Annually, and within the deadlines established by the Academic Secretary of the Center, the list of possible tutors and the list of possible TFG topics will be made public. In the case of TFM there is no such prior formality, in general.
2. The system and criteria for assigning work and tutors to students will be determined for each degree. The Dean's Office will establish the necessary mechanisms to ensure that each student has a tutor, as well as to solve any incident that may arise during the development of the work, such as, among others, the abandonment of the initial tutor's direction due to unforeseen circumstances.
3. Each student will be assigned as TFG/TFM tutor to the lecturer most closely aligned with the chosen topic, not exceeding the maximum number of TFG/TFM tutored that each degree requires according to the lecturer's dedication to the degree. This assignment may take into account the tutoring of mobile students.
4. All students enrolled in the TFG/TFM course in the corresponding academic year will have, on the deadline planned by the Academic Secretary's Office, a tutor and an assigned topic to begin the process of elaboration of the work, as well as the tutoring and follow-up required in the course.

Article 5. TFG and TFM Tutorials

1. Once the subject and tutor have been assigned, the student will follow the guidelines, deliveries and deadlines indicated by his/her tutor for the successful completion of the TFG/TFM, it being understood that the direction begins from the moment the subject and tutor are assigned.

2. The tutor of the TFG/TFM will establish, as a general rule, an initial tutorial to explain to the tutored student or students the applicable regulations, the structure of their work, as well as the planning and the way in which the tutorial sessions will be developed during the course.
3. The remaining tutorials will be at the request of the student or tutor. In general, any scheduling of tutorials will be at the discretion of the tutor.
4. In those cases in which the TFG/TFM requires the participation of the Ethics Committee, the tutor will make sure of it.
5. If applicable, the TFG tutor will prepare, once the work has been completed and delivered, a report on the project developed by the student. This report will be sent to the tribunal designated to evaluate the project through the mechanisms established by the center. In the case of the TFM, the preparation of this report is not generalized, being in function of its specific guidelines, dictated in its case for it.
6. The implications of this Tutor's report, with respect to its favorable sign being a necessary requirement for the defense, as well as being part of the final grade of the TFG/TFM, will be in accordance with what each Verification Report indicates. In any case, when required, this tutor's report will be a necessary evidence for the process and will be made by means of a rubric.

CHAPTER THREE

TFG and TFM Calls and Enrollment

Article 6. Previous considerations on the TFG and TFM calls and enrollment

1. As in the rest of the subjects, the enrollment of the TFG and TFM will entitle the student to two exams in the same academic year, ordinary and extraordinary. The Vice-Rectorate for Students and University Life will establish in the Calendar of Processes the periods of ordinary and extraordinary exams for all undergraduate degrees of the University. The dates of ordinary and extraordinary convocation of the Master's Degrees, due to their different teaching periods, are set by the Direction/Coordination of each degree and communicated to the Vice-Rectorate for Students and University Life through the Academic Secretary's Offices of each Center.

Article 7. TFG enrollment

1. Enrollment in the TFG is conditioned to students enrolling for the total number of ECTS remaining to complete the degree. The student will have two opportunities in the same academic year to pass the TFG, ordinary and extraordinary.

2. The student will be able to present and defend his/her TFG even if he/she has pending credits corresponding to other subjects of the degree.

3. Exceptionally, in order to present and defend the Final Bachelor's degree Project, students of the Bachelor's degree in Architecture must have passed the remaining subjects of the degree syllabus. Notwithstanding the above, students of the degree in Architecture with mobility subjects that are included in their study agreement may present and defend their Final Bachelor's degree Project even if the aforementioned subjects are pending grading. These grades will be added to the transcript, once the official grades of their mobility are received, being integrated as part of the last academic year. In case of failing any of these subjects, the student will not be able to obtain the degree until passing it in the following academic year.

Article 8. TFM Enrollment

1. The registration of the TFM will entitle the student to two calls, one ordinary and one extraordinary. The student will also have the opportunity to request the extraordinary end-of-studies exam in the following year, if he/she considers it appropriate, which will require a new enrollment by the student in that year. The use of this call will require an express request by the student, for its inclusion in the corresponding minutes.

CHAPTER FOUR

Evaluation of final papers: submission and deposit, defense and evaluation

Article 9. Submission and deposit of TFG and TFM

1. Once the TFG/TFM has been completed, the student will deposit it within the term of the corresponding call, following the guidelines of the Center and/or Degree Director.

2. The student can send a digital version, whose main use will be its transfer to the repository provided for this purpose by the Library-CRAI of the University. This publication will be carried out following the criteria established by the Library-CRAI, and its objective will be the custody for consultation of the works and the publication of some of them through the digital media provided.

Article 10. Defense of the TFG and TFM

1. The TFG/TFM will be evaluated by a tribunal, constituted as a general rule by three professors, who will decide the final grade of the work. One of the professors will act as President, and will be in charge of managing the necessary documentation, as well as taking the final grade issued by the examining board and entering it in the University's Academic Management System, following the procedure established by the

Center. However, the President may delegate this function to one of the members of the panel, who will act as Secretary.

2. The Dean's Office will guarantee the constitution of the necessary number of evaluation tribunals and the appointment of their members and respective substitutes. The Dean's Office may also decide to use external examiners, experts in the subjects covered by the TFG/TFM. In the case of Master's Degrees, the members of the examining board will preferably have a Doctorate or Master's degree.
3. The professor tutor of a TFG/TFM may not, under any circumstances, be a member of the panel that judges the project.
4. The Dean's Office will also ensure the publication of information related to the academic act of the defense: the day, time and place of the defense of the TFG/TFM submitted to a call, as well as the tribunals that will evaluate them.
5. In the Bachelor's degree, the logistic work of distribution of tribunals and professors will be carried out with the participation of the TFG Coordinator, if appointed, together with the departments involved in the teaching of the degree. In the Master's Degree, it will be the Degree Director together with the coordinator of the TFM Module or Subject who will manage the necessary logistics. In both cases, the administration and services staff of the Center will collaborate with the administrative tasks derived from this process.
6. The tribunals must have the TFG/TFM, as well as the tutor's final report, if applicable, sufficiently in advance of the dates of the call. The members of the tribunals will know the applicable evaluation regulations, for which they will be provided with all the necessary information and resources.
7. The sessions of the tribunals will be public (unless, due to the special circumstances of the case, there is an agreement of confidentiality) and will be developed through the official channels of the School. All members of the university community who so wish may attend, as well as persons invited by the examining board or by the students summoned. The examining board will grant each student a maximum time to make an oral presentation of his/her work, according to the regulations in force. Afterwards, the members of the panel may ask the student any questions they deem appropriate related to the project presented and the student will be given the floor again to answer them.
8. In exceptional cases, an online or hybrid defense may be carried out if a member of the tribunal or the student, for justified reasons, cannot be physically present, ensuring in any case that all the necessary conditions are met to guarantee the rigor of the process, including the identification of the student and the public nature of the defense (unless there is a confidentiality agreement).

Article 11. Evaluation of the TFG and TFM

1. Once the student's public defense is concluded, the examining board will complete the minutes with the grade of the TFG/TFM, which will be entered in the Academic Management System of the University, following the procedure established by the Center. The minutes will be kept in the Academic Secretary's Office.
2. The criteria applied by the tribunals for the evaluation and grading of the TFG/TFM, will be under rubric, which will be defined and reviewed annually by the Dean's Office and will be available to students. The Dean's Office may request reports from the Department Directors, taking into account, at least, the following aspects: content, methodology and sources, form, creativity and oral presentation.
3. The student may request the President of the examining board to review the grade obtained within one day after the publication of the grade, in which case the examining board will have two days to prepare a written report explaining the reasons for the grade. Once the report has been sent to the student, and in the event that he/she continues to be dissatisfied with the grade, he/she may submit a complaint to the Vice-Dean of Students of the corresponding Center within two days, in which he/she must justify the reasons why he/she disagrees with the evaluation panel's report. However, in the event that the student has not passed the TFG/TFM in the ordinary call, he/she must continue with the deadlines and requirements established for the presentation of the TFG/TFM of the extraordinary call, regardless of whether his/her request for review has not been resolved.
4. Once the claim has been received by the Vice-Dean of Students, a new examining board will be formed to resolve, in view of the report prepared by the examining board, the claim presented by the student and the TFG/TFM itself, without evaluating the public defense of the same. From the presentation of the claim until its resolution, no more than three days may elapse. There will be no further appeal against the resolution of this tribunal.
5. Only in the event of significant formal defects in the review procedure, or serious anomalies that compromise fair and impartial treatment, the student may submit a complaint to the Rector with the arguments he/she deems appropriate.
6. Once the defense of all the TFG/TFM presented in a call has been completed, each tribunal may decide to propose the qualification of Honors for the evaluated projects that it considers particularly excellent. The proposals must be submitted to the TFG/TFM Coordinator or, failing that, to the director of the corresponding degree, who, within a maximum period of one week, will award the Honorable Mentions.

CHAPTER FIVE TFG and TFM's Intellectual Property

12. Intellectual Property of the TFG and TFM

1. The TFG and TFM are works protected by the Intellectual Property Law. The intellectual property and copyright of the projects carried out at Universidad San Pablo-CEU will correspond to the student. The student may authorize at the time of enrollment, the dissemination and/or public exhibition of the work, without profit and without prejudice to their copyright.
2. In the case of projects carried out in companies, the intellectual property of the project will be determined by the agreement established with the company. Academic papers subject to confidentiality processes will follow the Confidentiality Protocol for academic papers established by the University.
3. In the case of TFG/TFM carried out in other universities or research centers, intellectual property will be determined by the academic regulations of the University and agreements established with the Center where the project was carried out.
4. In the cases of paragraphs 2 and 3 of this article, in accordance with current legislation on intellectual property, the University will respect, in any case, the right of students to be recognized as authors of the work they have developed.

First additional provision. Guidelines on the TFG and TFM of the Centers.

Each Center must establish and make public the formal criteria (minimum and maximum length, structure of notes, bibliographical references, citations, sections and subsections, charts, graphs and tables, and bibliography) as well as the evaluation rubric with its weighting. Likewise, these specifications may be completed with those considered appropriate for other formats of presentation of the work other than the written report (models, audiovisuals, etc.), as well as the methodological orientation sessions. All TFG/TFM, in any of the established typologies, will comply with the technical specifications indicated by the Center, unless they require other types of formats due to their nature.

Second additional provision. Language of the TFG and TFM

The TFG and TFM may be elaborated and/or presented in any of the languages that have been determined in the verified report of the degree.

Third additional provision. TFM of the Masters of Continuous Education

In the case of the TFM of the Masters of Lifelong Learning, these regulations will be applied, with the appropriate exceptions considered by the Directors of the Degrees and with the approval of the Director of the Center.

Sole derogatory provision. Repeal of regulations

Any provisions of equal or lower rank that are opposed to the provisions of these Regulations are hereby repealed.

Sole final provision. Entry into force

These Regulations shall enter into force on the day following their approval by the Board of Trustees of Universidad San Pablo-CEU.