

Final Project Regulations (TFG and TFM)

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Preamble

Royal Decree 822/2021, of 28 September, which establishes the organisation of university education and the procedure for quality assurance, includes in its articles 14 and 17 the general guidelines for the design of syllabuses for Bachelor's and Master's degree courses, including a specific section for both the final project (hereinafter, TFG) and the Master's degree (hereinafter, TFM). Indicating that it must be carried out in the final phase of the study plan, following the criteria established by each university or centre, and its completion is an essential requirement for obtaining the official degree. Likewise, final degree and/or Master's degree projects must be defended in a public event, in accordance with the regulations established for this purpose by the centre or, where appropriate, the university. In order to comply with the provisions of Royal Decree 822/2021 in relation to Final Degree Projects (TFG) and Final Master's Degree Projects (TFM), these regulations have been drawn up with the aim of establishing the basic guidelines, which must be complied with, for all final degree and master's degree projects carried out in the different official degrees taught at the Euneiz University, respecting the provisions of any specific and regulated regulations that may exist in each degree programme.

1. 1. Basic reference legislation

The regulations governing end-of-studies projects for university students are set out in:

- Royal Decree 1791/2010, of 30 December, which approves the University Student Statute and establishes specific rights of students with regard to the bachelor's and master's degree final project.
- Royal Decree 822/2021 of 28 September, which establishes the organisation of university education and the procedure for quality assurance.

In accordance with these regulations, Euneiz University sets out the conditions for the development and organisation of end-of-studies work in these regulations.

2. 2. Bachelor's or Master's Degree Final Thesis

2.1. General considerations

These regulations apply equally to bachelor's and master's degree final projects (TFG/TFM, respectively).

End-of-studies projects (TFE) will consist of a report or project under the supervision of a tutor that allows students to develop and consolidate the results of training and learning acquired in the different subjects by applying them to the resolution of a specific problem, the analysis of a specific situation or the development of a new idea or action project on a discipline or subject closely related to the subject of the programme studied, in which the student is enrolled. This work will constitute an autonomous and personal task of the student.

The completion, defence and approval of the TFG/TFM is an essential requirement for obtaining the bachelor's or master's degree awarded by Euneiz.

The TFG/TFM should only be assessed once it is confirmed that the student meets the requirements defined by the University, which are as follows:

1. TFG students may enrol in the TFG subject as long as they have no more than 12 ECTS credits pending from previous years. The TFG may be defended and assessed provided that they have passed 30 ECTS credits of the academic year enrolled or, in the case of lacking fewer ECTS credits for the degree, all the remaining ones and their tutor has indicated that the work is PASS.
2. TFM students may enrol at the beginning of the academic year, defend and evaluate the TFM according to what is determined by their teaching guide.
3. Students who lack a smaller number of credits to obtain the degree will not take into account points 1 and 2.

If necessary, a complementary guide to these regulations may be developed that includes more detailed and specific information due to the characteristics of the study, study group and/or faculty.

2.2. Modalities of TFG/TFM

There are three types of TFG/TFM at Euneiz University, depending on the research to be carried out:

- Applied TFG/TFM. Research work that may require the collection of real data for subsequent analysis and drawing of conclusions and a real application (prior or subsequent) that requires planning and evaluation. Before starting the preparation of this type of TFG/TFM, the tutor must assess the need for approval by the ethics committee and request the informed consent of the participants in the measurements. Examples of this type of work: case studies, creative application, work derived from the experience developed in external academic placements, treatment of a group of patients, etc.
- TFG/TFM of theoretical research. Research work based on the review and analysis of the existing bibliography on the current state of a subject related to the course of study. Example: analysis of literature, previous databases, etc.
- TFG/TFM creation. Research work based on the development of a technological project, a musical production, etc. Example: individual artistic creation, intervention project specific to the field of study, etc.

The University allows the development of group work as long as the following conditions are met:

- To have the prior approval of the Coordination of the study, ratified by the Dean's Office/Vice-Dean's Office, as appropriate. Students must submit the application to the Coordination of the study, stating the details of the person tutoring the work, the participating students, the name of the study and a brief description of the subject of the group TFG/TFM and the individual TFG/TFM of each student.
- Each student must submit an individual paper.
- Each student must make their presentation and defence individually.

2.3. Choice of Topic and Assignment of the TFG/TFM Tutor

The person responsible for the degree, together with the person responsible for the TFG/TFM subject, will assign the tutor and the subject of the work. The recommended maximum number of TFG/TFM to be tutored will be 6 per tutor, although exceptional (and justified) circumstances may arise that lead to the decision that a teacher should tutor a higher number without exceeding the number of 10.

Students may choose the topic of the TFG/TFM from the set of research lines defined for the study and/or may propose their own topic, which must be assessed by the people responsible for the degree and the TFG/TFM subject in order to identify its suitability and relevance.

The TFG/TFM subject must be completed by the student in the number of hours corresponding to the ECTS credits assigned to this subject in the Study Plan.

The TFG/TFM will be carried out under the supervision of a TFG/TFM tutor belonging to the teaching staff of the University. If necessary, due to the subject matter chosen by the student, the figure of the co-supervisor, a person specialising in the subject matter who must coordinate with the University tutor for the correct development of the TFG/TFM and its assessment, may be appointed.

The general criteria for assigning the subject and tutor will be based on the preferences of the students. However, in the event of many students making the same application, the person responsible for the degree together with the person responsible for the subject will apply the criterion of the average mark accumulated over the course of the study.

If the TFG/M is annual, the assignment of the tutor and the subject must take place at least five months before the end of the TFG/TFM submission period.

If the TFG/M is a six-monthly project, the assignment of the tutor and the topic must take place within the first 15 days of the start of the project.

2.4. Structure and Presentation of the TFG/TFM

The TFG/TFM must be unpublished, original and must not have been previously submitted for any academic degree, course or postgraduate course.

Any textual quotation or document attached to the work must be correctly referenced, with no more than 15% of coincidences with other TFG/TFM, documents and/or texts by other authors. Therefore, the sources used for the development of the research, whether they are books, magazine articles, newspapers, websites, artistic works, etc., must be correctly cited. Otherwise, the work will be considered plagiarism and will be disqualified for presentation.

The use of AI is allowed as long as reference is made to its use explicitly and its usefulness in the research carried out is adequately justified. If its use is detected and if it is not properly justified in the final document, it will be considered plagiarism and will be disqualified for presentation.

The final TFG/TFM document must respect the following guidelines:

- Citations and references must follow the citation rules established in the corresponding teaching guide (where a maximum of three styles will appear). The preferred citation standards at the University are: APA, Vancouver and Harvard.
- Font: Times New Roman, 12 point size.
- Line spacing: 1.5 lines, with no space between paragraphs.
- Cover page: Euneiz logo, Title, Author, Tutor(s), Centre (Faculty), Year and study being undertaken.
- Structure:
 - Table of contents.
 - Abstract (15 lines max.).
 - Introduction (including the link between the subject matter of the work and the study undertaken).
 - Objectives and methodology.
 - Results.
 - Conclusions.
 - Bibliography.
 - Annexes.

The final TFG/TFM document shall be submitted to the tutor in a final version in a format that preserves the possibility of editing by third parties (pdf or similar) through the system established by Euneiz, at least one month before the defence period defined in the official academic calendar as an ordinary call. The tutor will validate the deposit of the TFG/TFM no later than 2 weeks before the start of the defence period established in the University's academic calendar. If the TFG/TFM report is not APTA, the student will have the opportunity to submit and defend it again in the extraordinary call as established in the official academic calendar.

The document will be sent by the person responsible for the subject to the members of the examining board through the Virtual Classroom for reading and evaluation.

2.5. Defence and Evaluation of the TFG/TFM

In order to defend the TFG/TFM it will be necessary:

- Be enrolled in all the subjects that make up the degree.
- Obtain the written approval of the TFG/TFM tutor.
- To have completed the different procedures within the deadlines established in the official academic calendar.

The student must make a presentation and public defence of his/her TFG/TFM before a panel composed of three members of the teaching staff, on the date set by the University.

The members of the panel must meet the following conditions:

- At least one member of the faculty must belong to the field and/or speciality of the subject on which the work is based.
- The person supervising the TFG/TFM may not form part of the panel.

The person responsible for the degree will communicate the appointment of the panel (Chair, Secretariat and Vocalía) through the established for this purpose (Virtual Classroom, intranet, email, etc.).

The chair will be held by the lecturer with the highest academic rank (in the event of equal rank, it is determined that the oldest person will exercise this function), and the person exercising the role of secretary will be the youngest lecturer.

The TFG/TFM tutor may attend the defence, but will not be allowed to interact with the students or with the panel, unless the latter explicitly requires him/her to provide any specific clarification.

The TFG/TFM may be defended either in person or through technological means that allow synchrony between the panel and the students during the whole defence process (presentation and questions). The selection of the type of defence must be communicated in advance to the coordination of the subject for proper planning 3 weeks before the date of the defence.

The defence will have two phases:

- Public presentation by the students (20 minutes) of the TFG/TFM using the computer and/or audiovisual media required.
- Questions from the examining board (10 minutes): a series of questions asked by the examining board at the end of the presentation with the aim of exploring the work presented in greater depth.

The panel will follow the evaluation rubric for the evaluation of the report, the presentation and the defence of the TFG/TFM. Once the defence has been completed, the panel will fill in the Evaluation Report, which will be signed by the secretary of the panel, so that the person in charge of the TFG/TFM course can include the grade in the Final Report.

The final assessment of the TFG/TFM will take into account the following three items: the quality of the report, the report of the TFG/TFM tutor and the quality and presentation of the defence before the examining board. The specific weights of each item, as well as any particularity to be considered, must be reflected in the teaching guide of the subject.

The following numerical scale from 0 to 10, to one decimal place, to which the corresponding qualitative grade may be added, will be used for the grade:

- 0-4.9: Fail (SS).
- 5.0-6.9: Pass (AP).
- 7.0-8.9: Very good (NT).
- 9.0-10.0: Outstanding (SB).

The grade for the defence will be notified to the interested parties in a public session immediately after the deliberation. If the result of the grading is a Fail, the selection board will indicate to the students the recommendations it considers appropriate.

The examining board may propose in a separate document the awarding of the following, with reasons, of the mention of

"Honours" to a TFG/TFM that has been assessed and obtained a grade equal to

10. In this case, the examining board will propose to the person responsible for the degree the Honourable Mentions for their consideration in the total number of Honourable Mentions in the degree.

The student may submit a request for revision of the qualification in accordance with the deadlines established in the Euneiz assessment regulations.

2.6. Authorship, publication and dissemination rights

According to the University Student Statute, students will have the right to have the recognition and protection of the intellectual property of the TFG/TFM, respectively, and of the previous research work.

The TFG/TFM are protected by the Law of Intellectual Property, therefore, the ownership of these corresponds to the student who carries it out, although it can be shared among several students and with other collaborating entities, whether public or private. In this case, the following must be taken into account:

- If the work is co-authored, it is advisable to define the percentage of participation of each person. This will also be reflected in the registration of the work, if so decided.
- If the project has been carried out with the collaboration of a public or private collaborating entity, there must be an agreement signed by both parties.

The student owns the authorship rights of the TFG/TFM, but it will be necessary to register the project in order to obtain proof of authorship with international validity, including the date of registration, among other data.

In order for the TFG/TFM to be consulted in general, the University must have the express authorisation of the students (or persons participating in the work) by means of a form drawn up specifically for this purpose at the University Secretary's Office.

Once the work has been assessed, the panel may propose the publication of those TFG/TFM that it deems appropriate and in accordance with the criteria of the board of the centre responsible. The title page of these works must include at least the following information: title of the work, name of the author(s), name of the tutor(s), title in which it has been carried out, year in which it has been presented and grade obtained. In any case, the authorship rights of the work will be guaranteed by the signature of the author(s) by the student(s) of an authorisation document".

The TFG/TFM may be included in the Euneiz institutional repository in accordance with the quality criteria established by the University, in open and free access through a Creative Commons - non-commercial - licence. The deposit of these in the repository will be made through the library, which will also be the custodian of one of the copies of the academic works. In addition to their publication in the institutional repository, students will be able to disseminate their work through academic social networks.

It is also necessary to decide on the subsequent use that can be made of the academic work by those who consult it on the Internet through a Creative Commons licence, of acknowledgement - non-commercial use - without derivative works, or it can maintain the reservation of all rights.

ADDITIONAL PROVISIONS

First. Entry into force

This modification of the regulations will be applicable as soon as it has been approved by the Academic Council and ratified by the Steering Committee. It will be disseminated and published as appropriate for the information of the entire university community.