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### **Preamble**

Royal Decree 1393/2007 of 29 October regulating official university education, amended by Royal Decree 861/2010 of 2 July, stipulates that official degree courses serve to provide students with a general education in one or more disciplines in order to prepare them for professional activities.

Article 12.2 specifically provides that the bachelor's degree thesis (hereinafter 'TFG' [acronym in Catalan]) must be part of the curriculum; Article 12.3 addresses the process of producing and defending the TFG; and Article 12.7 establishes that the TFG must account for between 6 and 30 ECTS to be completed in the final phase of the curriculum, and must serve the purpose of assessing competences related to the degree.

This guide applies article 16 of the URV's Regulations Governing Teaching to those features that are specific to the School of Chemical Engineering. All the agents involved (students, teaching staff and departments) can find the information about how to organise TFGs in the *Guia de coordinació del TFG* and the *Guia de l'estudiant del TFG*.

### **Article 1 Aim of the bachelor's degree thesis**

- 1.1. The TFG is an autonomous, individual piece of work in which students show that they have understood the content of their degree programme and acquired the necessary competences.
- 1.2. The sort of study that is deemed appropriate as a TFG is described in points 1.1. and 1.3. This information must coincide with the information provided in the verification report of each bachelor's degree programme and must also appear in the course guide.

- 1.3. The School can allow students to write a joint TFG. In this case, groups of students, which may be intra- or interdisciplinary, can draft a TFG with the features described in point 1.2., as long as they comply with the following conditions:
- Each member of the group must be individually responsible for producing one section of the TFG that is separate from the general part of the TFG that is the responsibility of the group as a whole. These responsibilities must be explicitly mentioned in the report.
  - Each individual contribution must be of sufficient scope and depth for the members of the group to be awarded an individual grade.
  - The evaluation of the TFG consists of a separate grade for each personal contribution, which includes the part mentioned in the previous point, and also a grade for the contribution to the joint part of the project.
- 1.4. The TFG is assigned 12 ECTS credits for all the degree courses of 240 ECTS credits. For the Bachelor's Degree in Food Bioprocess Techniques (GTBA), of 180 ECTS credits, the TFG counts for 9 ECTS credits. For the Double Degree in Chemical Engineering and Food Bioprocess Techniques (GEQ / GTBA), students have to write two TFG: one of 12 credits for GEQ, and another of 9 credits for GTBA.
- 1.5. The TFG can be done within the framework of the URV's Service Learning Programme.
- 1.6. The TFG can be done at a company or institution external to the School (hereinafter, company). For this to be possible, students must comply with the following requisites:
- They must be on-site in the company for two-thirds of the hours assigned to the TFG ( $\text{ECTS} \times 25 \times 2/3$ ).
  - They must sign a specific agreement with the company to cover the time spent on the TFG.
  - The company must provide a supervisor for the TFG, who must monitor and evaluate the subject, in accordance with the information supplied by the URV's internal tutor.
- 1.7. The TFG can be done in conjunction with the external internship (hereinafter EI) at the same company. The conditions to do so are the following:
- Students must have registered for both subjects, TFG and EI, before starting the internship at the company.
  - The TFG project must be defined before the internship begins and agreed to by the TFG and EI tutors.
  - Students must spend all the hours assigned to the EI on company premises ( $\text{ECTS} \times 25$ )
  - Students must spend two-thirds of the hours assigned to the EI on company premises ( $\text{ECTS} \times 25 \times 2/3$ ).

- e) The company must provide a tutor for the period of time spent at the company, who must monitor and evaluate the two subjects separately, in accordance with the information supplied by the URV's internal tutors.
- f) Combining the TFG and the EI means that the student's duties must enable him/her to gain all the competences of both subjects.
- g) The two subjects must be assessed separately so the assessment requirements for both of the subjects must be respected.

## **Article 2 Organisation and responsibilities**

2.1. For each degree programme, the individuals responsible for setting guidelines and deciding on all academic aspects of the TFG are:

- The School's TFG coordinator, appointed by the director of ETSEQ.
- The head of the degree programme.
- The coordinator of the TFG subject for each degree, appointed by the department responsible for teaching.

2.1.1. According to the URV's Regulations Governing Teaching, the functions of the coordinator of the degree programme (article 16) are:

- a) To draft the course guide in accordance with current regulations, and post a complete version on DocNet before students register and on Moodle before the subject begins.
- b) To ensure that the subject runs smoothly and that all the TFGs are coordinated.
- c) To collect proposals for TFGs.
- d) To assign topics to the students registered on the subject.
- e) To organize the examination panels for the public defence of every thesis.
- f) To ensure that the grades are entered into the subject's records before the established deadlines.
- g) To manage all incidents that arise from the TFGs.
- h) All other functions determined by the School in the TFG guide in coordination with the head of the degree programme:
  1. To draft the *TFG Coordination Guide*, which must define the internal procedure for organising TFGs and be published on the subject's Moodle site. It must contain the following points:
    - i. The criteria for distributing students from each of the departments involved and the deadlines for notifying the departments of the requirements for TFG tutorials.
    - ii. Procedure and deadlines for assigning TFG tutorials to teaching staff.
    - iii. The tutorial system that must be used for the TFG of each degree programme.
  2. To draft a *TFG Student Guide*, which must describe the procedure that the students from each degree must follow and be published on the subject's Moodle site. It must contain the following points:

- i. Where to find information (web, Moodle, access to email).
  - ii. TFG management hierarchy (head of the subject, tutor, administration, etc.).
  - iii. Deadlines for completion, defence and assessment of TFG.
  - iv. Dedication, minimum number of hours.
  - v. Procedure for applying for and being assigned a TFG.
  - vi. Monitoring the TFG.
  - vii. Assessment criteria.
  - viii. Particular conditions.
3. To arrange a meeting to tell students how the TFG is organised.
  4. To guarantee that the structure, format and organisation of the TFG match the standards of quality required by each degree programme and are in agreement with point 7.2 of this guide.

2.1.2. For those general aspects that affect all bachelor degrees, the TFG coordinator of the ETSEQ can bring together all the people mentioned in section 2.1:

- a) To determine the modifications to be made to the TFG system.
- b) To set the criteria that the TFG and the assessment need to comply with in terms of external accreditations (AQU and international organisations)

2.1.3. If the TFG is done in an institution external to the ETSEQ (particularly a company), according to points 1.6 and 1.7 of this guide, the URV and the company must sign a framework agreement as well as a specific agreement or addendum that stipulates the exact conditions.

### **Article 3 Registration and dates for defence and assessment**

3.1. The TFG is done in the last stage of the curriculum. At the ETSEQ the criteria for registering on the TFG are the following:

- a) Bachelor's Degrees GEM and GEBA: to register for the subject TFG, students must have completed 70% of the total number of credits of the degree, and all of the credits of the first and second years.
- b) Bachelor's Degree in Chemical Engineering: the 70% of credits done must also include the third-year subject (20204118) Simulation and Analysis of Chemical Processes as well as all the subjects of the first and second year.
- c) GTBA: the TFG is a compulsory subject of 9 ECTS credits. To register for the subject, students must have completed 60% of the total number of credits of the degree. This 60% must include all the subjects from the 1<sup>st</sup> year and the second-year subject (20244115) Fundamentals of Food Production

- 3.2. The periods for handing in, defending and evaluating the TFG must be published on the subject's Moodle site and it is the responsibility of the coordinator of the subject to make them public. These periods must coincide with those published on the ETSEQ's academic schedule.
- 3.3. There are two different calls for the TFG and information about both must be given in the course guide of each degree programme.
- 3.4. Students can request the first call to be brought forward to December / January in those situations described in the URV's Regulations Governing Registration on Bachelor's and Master's Degrees

#### **Article 4 Teaching**

4.1. The School must assign the teaching and distribute the credits of the subject TFG as follows:

- a) GEQ, GEBA, GTBA and the double degree GEQ and GTBA:  
The coordinator of the subject will have 1 credit recognised for every 10 students. These credits will come out of those available for TRG tutors. So, according to the Regulations Governing Teaching, the award of 0.6 credits per student will be distributed as follows: 0.5 credits per student for the tutor and 0.1 credit per student for the coordinator of the subject.
- b) For GEM, since the TFGs are evaluated by a fixed panel of three members of the teaching staff, these duties will be recognised separately according to the following criteria: 0.6 credits per student =  $3 \times 0.06$  credits per student (for the 3 members of the examination panel) + 0.06 credits per student (for the coordinator) + 0.36 credits per student (for the tutors).

4.2. The maximum number of TFGs that a lecturer can tutor depends on the total number of TFG and TFM ECTS credits that he she will have to tutor. The maximum per lecturer is set at a total 120 ECTS credits for bachelor's and master's degree theses. In exceptional cases, however, a surplus of 50% will be allowed (that's to say, up to 180 ECTS credits).

By way of example, a lecturer can tutor up to 10 TFGs for those degree programmes in which the subject has 12 ECTS credits.

#### **Article 5 Supervision of theses**

- 5.1. Every TFG must have an internal tutor or an internal tutor assigned by one of the departments involved in the degree programme.
- 5.2. The functions of the internal tutor are:
- a) To facilitate and encourage the learning process.

- b) To review, and accept or reject TFG proposals made by the students he/she tutors, as stipulated in Article 1.
- c) To suggest topics for TFGs, as stipulated in Article 1.
- d) To subject the TFG process to continual monitoring and ensure that it runs smoothly.
- e) If the TFG is external, to ensure that it runs smoothly.
- f) To inform external tutors of their functions, the assessment requirements and the TFG guide.
- g) For GEQ, GEBA, GTBA and the double degree GEQ - GTBA, to assess students and regularly inform the TFG coordinator.

5.3. The external tutor has the following functions:

- a) To facilitate and encourage the learning process.
- b) To supervise the TFG and ensure that it runs smoothly.
- c) To work with the internal tutor to solve any issues that come up, particularly in the case of conflict.

## **Article 6      Assignment or choice of topic**

6.1. For the degrees GEQ, GEBA, GTBA and the double degree GEQ-GTBA:

- a) The TFG coordinator assigns tutors and topics to the students registered in the subject.
- b) Students can propose their own TFG topic. In this case:
  - i. The TFG coordinator of each degree programme decides whether the proposal is suitable and assigns an internal tutor, who must then decide if he/she is qualified to supervise it.
  - ii. If he/she is not qualified, the TFG coordinator must be notified so that a replacement tutor can be found. If there is no one available, the TFG coordinator of the degree programme can reject the proposal.

6.2. For GEM, the coordinator publishes a list of tutors and their areas of speciality. Then, students select various options in order of preference. The tutor assigns a student to a tutor on the basis of their academic record. Subsequently, the tutor and the student agree on the TFG topic, which must also have the agreement of the coordinator.

6.3. As a part of the professionalising dynamic of bachelor's degrees, every year the collaborating companies have to propose some TFG topics that can be done at the company itself under the supervision of an external tutor from the company in the conditions stipulated in points 1.6 and 1.7 of this guide.

6.4. For all the bachelor's degrees taught at the School, the offer of TFG's in the framework of the Service Learning programme is governed by points 6.1 and 6.2, if the topic is proposed by the student, and by point 6.3 if its is proposed by an institution external to the ETSEQ.

## **Article 7 Submission and defence**

- 7.1. The formal rules governing the submission of theses are laid out in the *Guia de l'estudiant del TFG* for each degree programme.
- 7.2. The submission procedure is specified in the *Guia de l'estudiant del TFG*. In all cases, before submitting and defending the thesis, students must be given permission to do so by their tutor (article 2.5. of the Regulations Governing Teaching).
- 7.3. Under no circumstances is it acceptable for confidential information related to the company's activity to appear in either the written report or the defence. The TFG coordinator must send the external tutor a document that he/she must sign to guarantee that none of the documentation submitted by the student as part of the TFG is confidential.
- 7.4. The TFG must be defended in a public, face-to-face session in the presence of an examination panel made up by at least a chairperson and two members. The composition of the panels is specified in the *Guia de l'estudiant del TFG* for each degree programme. The panel must make a written record of the defence proceedings. The decision of the panel is final and can only be revised in the case envisaged in article 7.9. The panel is appointed by the TFG coordinator who also distributes the TFGs among the teaching staff. The chairperson of the panel is normally a senior lecturer from the teaching staff of each degree programme.
- 7.4 The assessment criteria are defined in the *Guia de l'estudiant del TFG*, which must coincide with the stipulations of the *Guia docent del TFG*.
- 7.5 The TFG can be submitted in Catalan, Spanish or English and can be defended in any of the three languages.
- 7.6 It can also be submitted in French, German, Italian or Portuguese as long as the student first presents a request to do so to the TFG coordinator. This request can be accepted or rejected depending on the panel's ability to assess work in these languages. In exceptional circumstances, students can ask to draft and defend their TFG in another language. It is up to the TFG coordinator to decide whether to allow them to do so or not.
- 7.7 In exceptional circumstances, and after a formal, justified application has been submitted and signed by the student and the internal tutor, authorisation can be given for an online defence as long as this is viable from the technical, administrative and the economic point of view.
- 7.8 The final grade can be reviewed at the request of the student, in accordance with the stipulations of the URV's Academic Regulations.

## **Article 8 Thesis deposit and the institutional repository**

- 1.1. TFGs are deposited in the URV's institutional repository. The TFG coordinator must set up the necessary resource on Moodle so that students can submit the TFG directly to the repository, in accordance with URV regulations.
- 1.2. TFGs with a grade of 8 or higher and not conditioned by a confidentiality agreement must be freely available for purposes of teaching, research and individual study.

## **Article 9 Intellectual and industrial property**

- 9.1. The intellectual and industrial property rights of TFGs are regulated in accordance with the terms and conditions of current legislation.
- 9.2. Any use of TFGs must state the author or authors, the nature of the work and its connection to the URV

## **Final provision. Entry into force**

This regulation enters into force when it is approved.