



centre adscrit a:



UNIVERSITAT POLITÈCNICA
DE CATALUNYA
BARCELONATECH

REGULATIONS FOR THE FINAL MASTER THESIS

University Master's Degrees

Approved by the Academic Committee on 28/11/2023

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1 Aim of the regulations and purpose of the Final Master Thesis

1.1 Purpose of the regulations

The purpose of these regulations is to establish the rules applicable to the Final Master Thesis (hereinafter FMT) that Euncet students carry out in university master's degree, as established in Royal Decree 1393/2007, of 29 October (BOE no. 260, 30 October 2007), which establishes the organisation of university education, as amended by Royal Decree 861/2010, of 2 July (BOE no. 161, 3 July 2010).

These regulations complement the Academic Regulations in force for Bachelor's and Master's degree (NAGRAMA) at the Universitat Politècnica de Catalunya.

1.2 Nature of the FMT

The FMT involves the completion by the student of a business planning project which, depending on the master's degree in question, may be the preparation of a Business Plan or an Internationalisation Plan, the preparation of a Marketing Plan or a Communication Plan or, exceptionally, it will also be possible to prepare a research project related to Euncet's research areas.

In view of the benefits for both parties, the thesis may be prepared jointly with research centres, institutions or companies with which the school has defined a framework of cooperation.

The FMT is compulsory and has a course load of 15 ECTS credits and, as a priority, will be carried out in teams, preferably made up of three students. In any case, the composition of groups and any possible individual projects must be approved by the Final Degree Thesis (hereinafter FDT) Committee.

2 FMT Registration

2.1 Enrolment period

The enrolment periods for the FMT will be the ordinary ones established by Euncet for the other courses in the syllabus.

2.2 Non-submission of the FMT

In the event that the tutor of a FMT concludes, in the time and manner determined for this purpose by the Centre that a FMT does not meet the formal requirements established in these regulations and/or the minimum standards that, in relation to its content, its teaching and learning plan specifies, the members of the team will be given the grade of "Not presented", which will mean that these students will have to re-enrol for the credits corresponding to the FMT.

Non-submission of the thesis may also be due to failure to deliver the thesis within the established deadline or due to unjustified and unreported non-attendance at the defence. In the first case, the grade of "Not presented" will be extended to all members of the team, while in the second case it will only be transferred to the student or students who did not attend the defence.

In both cases, the students affected will have to re-enrol for the credits corresponding to the FMT.

2.3 Credits enrolled

All of the credits corresponding to the FMT will be registered, according to the course load stated in the official report of the corresponding programme.

3 Theme

3.1 Theme setting competences

At the proposal of the director of the master's degree, it is the responsibility of the FDT Committee to approve the specific subject matter of the FMT, as well as any other related aspects not covered in these regulations. The FMT is not an essay arising from the student's inventiveness, nor is it a technical report on a project or a company. The FMT is a rigorous work of research and planning that must unambiguously conform to one of the types described in article 1.2 of these regulations.

3.2 Guidelines stated in the FMT teaching guide

The subject matter of the FMT and other related aspects not included in these regulations must be specified in the FMT Teaching Guides of each of the university master's degrees offered by the Centre, which are the responsibility of the programme director. The deadlines for the preparation, approval and publication of the FMT Teaching Guides shall be the same as those applicable to the rest of the courses in the syllabus. These guides must be approved by the FDT Committee.

4 FMT tutoring

4.1 First plenary tutoring meeting

Within a maximum period of 30 calendar days from the first day of the academic session, the director of the master's degree shall call all students to an initial plenary tutorial session in which he/she shall explain the content of these regulations, as well as the particularities of the Teaching Guide for the specific FMT for his/her programme.

4.2 Teams creation

The programme director will establish a deadline for students to form the groups that will work as a team in the development of the FMT. If, after the deadline, there are still students who have not been assigned to any group, the FMT Committee will assign them and inform the FDT Committee for its approval.

4.3 Election of representatives

In addition to the creation of the teams, each team will select a representative, who will act as spokesperson for the team and liaise with the Master's Director.

4.4 Team integrity

The composition of the teams must remain unchanged until the public defence of the thesis. In the event that, due to serious personal disagreements, the tutor of a team considers that the team will not be able to complete the FMT in time or form, or that the assessment of its public defence may be seriously compromised for this reason, he/she will notify the programme director, at the latest after the second tutoring meeting, who will exceptionally decide to separate one or more students from the group, to whom they will propose the completion of a new FMT on their own, duly informing the FDT Committee, which will have to approve it.

After the third tutoring meeting, the groups may not be dissolved and must complete their FMT with all their members, whatever the result.

4.5 Project choice by the teams

The teams will choose their FMT project according to the guidelines of the director and in accordance with the provisions of the FMT teaching guides of their respective master's degree programmes. And it will be the director of the master's degree who will propose modifications, if necessary, and ultimately approve the project proposal.

4.6 Tutor appointment

Once the teams have decided on the subject matter of their FMT, the FMT Committee of each programme will assign tutors to the teams, which will be approved by the FDT Committee. The professors assigned to tutor the FMT must preferably hold a PhD, and may be members of the teaching staff of the corresponding programme or another programme, provided that, in the latter case, the subject and theme of the work correspond to their area of academic and/or professional experience. In the case of a research project, the tutor must be a PhD and must be active in the line of research of the subject in question.

The FDT Committee will establish the number of FMT that a tutor can supervise.

4.7 Tutoring procedure

Before each academic session, the FMT Committee shall send the updated list of PhD staff of the Centre to the directors of the master's degree programmes. The FMT Committee will assign tutors to the teams on the basis of suitability criteria in relation to the subject and theme of each FMT. The directors of each master's degree will notify the result of the allocation to the respective teams. Finally, the FDT committee will approve the final allocation.

4.8 Tutors responsibilities

The counselling activity of tutors refers to:

- The selection of an appropriate theme.
- Setting realistic and achievable objectives.
- The preparation of a work plan consistent with the time available for the preparation of the thesis.
- Determining how easy or difficult it is to access the necessary sources of information.
- The methodology to be followed.
- The verification and monitoring of the agreed work plan through the calendar of compulsory tutoring meetings.
- The resolution of doubts or problems that may arise outside the compulsory tutoring meetings.
- Preparing the defence of the thesis before the Assessment Board.

5 FMT registration

5.1 Communication on the Registration of the FMT

Within 40 calendar days of the first plenary tutoring meeting, and after reciprocal contacts with the director of the master's degree, the students will communicate to the director the details of their thesis, as specified in the teaching guide.

5.2 Teams creation and FMT project proposal registration

Within the virtual classroom, a link will be enabled for students to fill in, firstly, the team registration form, which will be used to give each team an identification code, and in the second place, they will have to fill in a form per team for the registration of the FMT project. Evidence of this registration process will be filed in the Internal Quality Assurance System Archive.

5.3 FMT confidentiality

If the members of the team consider that the thesis must be carried out, defended or deposited in a confidential manner, due to its nature, or due to the sources of information used to carry out the project, or because the results of the project derive from the possibility of applying for the registration of a patent, utility model, industrial design, trademark or trade name, they shall inform the thesis committee of this, using the aforementioned registration form. In the event that organisations, companies or institutions that may have contributed to the completion of a thesis by making available to students sources of information that they consider confidential, require the signing of a confidentiality contract by Euncet, this will be signed by the director of Euncet, after examining the content of the contract.

6 Tutoring development and FMT completion

6.1 Compulsory tutoring meetings schedule

Before the start of each academic session, the FDT committee will approve the number and schedule of compulsory tutoring meetings for all programmes, which may be face-to-face or virtual.

6.2 The nature of the compulsory tutoring meetings

Students must compulsorily attend the tutoring meetings specified in the tutoring calendar. To this end, the corresponding attendance list will be generated, as if it were any other course in the syllabus.

6.3 Organisation of unscheduled tutoring meetings

If the members of a group consider that they require additional tutoring, they shall communicate this fact to the director of the master's degree, who shall evaluate this possibility with their tutor. If this is the case, preparations will be made.

6.4 Assessment of team members progression

At the end of each compulsory tutoring meeting, the tutor will assess the progress of the teams they supervise based on the criteria contained in the section Assessment of the course. This continuous assessment must necessarily take into account the individual progression of each student, according to the parameters and indicators specified in the teaching guide and approved by the FDT Committee.

6.5 Individual assessment by the tutor

At the end of the compulsory tutoring period, the tutor shall prepare a short-written report containing their assessment of the individual progress of each member of the team according to the parameters and indicators mentioned in the previous section.

The tutor will also complete a final assessment report and, if applicable, the corresponding authorisation for the presentation and defence of the thesis and will issue an individual mark as established in the teaching guide and will send it to the director of the master's degree.

Plagiarism will lead to failure. The tutor will carry out different checks throughout the development of the student's work. If plagiarism is detected in the submitted thesis, it will be automatically marked as a fail.

6.6 Presentation and defence authorisation

Prior to the submission of the FMT, and within the time determined by the FDT Committee in each academic session, the tutor will examine the formal requirements of the FMT and the accreditation of the minimum standards that, in relation to its content, are specified in the teaching guide. If these requirements and standards are met, the tutor will issue the corresponding authorisation for the defence, which will be communicated to the director of the master's degree, using the form of the final report of assessment and authorisation of the thesis available in the virtual classroom. Otherwise, the defence will not be authorised and a grade of "Not presented" will be awarded.

7 FMT submission

7.1 Telematic delivery

The FMT will be submitted through the virtual classroom and within the deadline established for this purpose at the FMT calendar. Students are advised to submit their FMT in advance of the deadline, as the application is

programmed not to accept any more submissions once this deadline is over.

Each individual student must submit the FMT in the virtual classroom from their student profile.

7.2 Formal requirements

The FMT will be prepared in accordance with the formal requirements established for this purpose in the FMT guide and the FMT style handbook.

8 FMT presentation and public defence

8.1 Presentation and defence scheduling

The dates and times of the defences of each programme and the assignment of the teams to each of the set timetables will be established by the FMT Committee and approved by the FDT Committee. The Centre will communicate this information by the corresponding means.

8.2 Exchange of presentation and defence schedules

After publication, a non-extendable period of 48 hours will be opened so that teams wishing to exchange their defence timetable with other teams in the same programme may do so. To do so, it will be sufficient for both representatives of the two teams interested in the exchange to jointly express their agreement to the FMT Commission, which, once the period is over, will once again publish, now definitively, the dates and times of the defences of each programme.

8.3 Assessment Board creation

All FMTs will culminate with their presentation and public defence before a board of three examiners, preferably PhD professors, from the faculty of the Centre or who teach on the degree. In certain cases, an external member may be added to the board, either a professor or a person of recognised prestige.

The FMT Committee is responsible for the creation of the boards that will assess the FMT, whose composition must be approved by the FDT Committee.

The boards will be appointed by the FMT Committee at the proposal of the directors of the respective master's degree programmes. The boards shall be made up of three members: the tutor of the thesis, as a member, with voice but without vote; a professor from the programme, as chairperson, with voice and vote; and a professor, as secretary, with voice and vote.

8.4 Assessment Board constitution

Once the Assessment Board has been constituted, the Centre Secretary's Office will provide them with the assessment report to be filled in, which will be immediately accompanied by the report of the FMT tutor. The specific assessment criteria will vary according to the programme. These criteria are agreed by the teaching staff of each programme at the beginning of the academic session and approved by the FDT Committee.

8.5 Public hearing call

Once the board has been constituted and the assessment report has been issued, the president of the board will announce the public hearing and will invite the members of the team to enter the room where the defence will take place. If the members of the team have expressed their wish for their FMT to be confidential, no public will be allowed to enter the room.

8.6 Individual presentation development

Each member of the team will present a different, proportional part of the project and will have a period of 10

minutes to present it. The board may not ask questions during this individual presentation.

8.7 Assessment Board questions

Once the individual presentations have been completed, the team members will be asked questions jointly by the board. The board may direct its questions to a specific student or to all of them, and may ask them to confront their answers with each other. The questions of the board and the answers of the students shall not exceed 20 minutes in total.

8.8 Presentation of individual opinions by the tutor

At the end of the question-and-answer period, the chairperson of the assessment board shall order the members of the team, and the public if any, to leave the room so that the board can deliberate freely. Before the deliberation begins, the tutor shall provide the content of each student's individual assessment to the board. The tutor's assessments are not binding, but must be considered by the board.

8.9 Assessment Board deliberation

After taking into account the tutor's assessments, the chairperson and the secretary of the board shall discuss the individual marks of the team members in private. Once the deliberation has been completed, the secretary of the board shall call the members of the team separately or jointly, as the chairperson may decide, and the chairperson of the board, in the presence of all the members of the board, shall announce the result of the deliberation.

8.10 Use of computer and audiovisual media

Students may use any computer and audiovisual media available and pre-installed in the classroom to support their defence. If they wish so, they must check that these media are working properly before the defence.

9 Assessment system

9.1 Assessment criteria

The assessment criteria applied by the board are those approved by the teaching staff of each programme at the beginning of the academic session and approved by the FDT Committee. These criteria must be included in the FMT Teaching Guide of each master's degree programme. The board cannot establish additional assessment criteria, nor can it disregard any of them or apply different criteria depending on the members of the teams.

9.2 Individual assessment

Although as a general rule the FMT will be carried out in teams, its assessment, both by the designated tutor and the assessment board, will be made individually for each of the members of the team, applying the criteria mentioned in the previous section.

10 FMT Marking

10.1 Marking scale

The result of the deliberation shall be expressed, for each member of the team, on the following scale, with an indication of the corresponding qualitative rating:

- 0-49: Failure
- 50-69: Pass
- 70-89: Good
- 90-100: Excellent

Individual marks shall be expressed as a whole number and without any decimals.

10.2 Assessment report

The secretary of the assessment board shall transfer the marks referred to in the previous section to the assessment report that the secretary office of the Centre shall have provided prior to the defence. The individual reports issued by the tutor for each of the members of the team shall be attached to the assessment report. The report must be signed by all the members of the board and returned to the centre's secretary office so that the latter may proceed to the telematic registration of the marks and their filing in the corresponding Internal Quality Assurance System archive.

10.3 Distinction awards

The Assessment Board, at the request of the programme director, may award a "Distinction" to students who have obtained an individual grade of 90 or higher, in recognition of their extraordinary effort and dedication. The number of " Distinctions " may not exceed 5% of the students enrolled in the FMT, except when fewer than 20 students are enrolled, in which case one Distinction may be awarded.

10.4 Fail grade

If a student has obtained an individual grade of "Fail" in the FMT, they must re-enrol the credits corresponding to this subject.

11 FMT deposit

11.1 FMT Depositary body

After their public defence and regardless of the centre in which they were defended, the secretary office will deposit all the theses in the Euncet Documentation and Resources Centre, which will permanently keep a digital copy of them as evidence of the Internal Quality Assurance System.

11.2 Deposited FMTs consultation

According to the regulations of the Documentation and Resources Centre, the FMTs deposited there cannot be copied or borrowed out of the Centre and can only be consulted in the reading room.

11.3 Prohibition of confidential FMTs consultation

The FMT for which the authors have requested confidentiality will also be deposited in the Documentation and Resources Centre, although in a separate section that prevents public consultation.

12 Deadlines and dates publication

At the proposal of the Master's Director, the FDT Committee shall, before the start of each academic session, approve the calendar for the FMT, which must include, on a compulsory basis, the scheduling of the following elements:

1. General dates for the defence of the FMT for all programmes.
2. Date of the first plenary tutoring meeting for all programmes.
3. Deadline for assigning tutors to teams.
4. Deadline for registration of the FMT in the virtual classroom.
5. Mandatory tutoring schedule for all programmes.
6. Deadline for submission of the FMT in the virtual classroom.
7. Date of the draw to assign specific dates and times for the defence of the FMT.

8. Deadline for the exchange of defence dates and times between teams in the same programme.
9. Deadline for the publication of individual grades.

13 Final provision

Particular cases not foreseen in these regulations, as well as conflicts arising from their interpretation or application, will be resolved by the FMT Committee and approved by the FDT Committee.