

ES\_LA0011122\_2024\_EXP\_268

## **Regulations for University Master's Degree Final Projects**

Approved by the Board of Directors on 14 May 2024.

Approved by the Governing Committee on 19 June 2025.

## Preamble

The Master's degree final project (Master's dissertation) is a mandatory requirement completed during the final phase of official Master's programmes and it must be successfully passed to earn the corresponding qualification. Its main objective is for students to demonstrate mastery and ability to apply the knowledge, skills and abilities acquired throughout the programme. Royal Decree 822/2021, of 28 September, which establishes the organisation of university education and the procedure for ensuring its quality, regulates the characteristics of the Master's dissertation in article 17.4. This article empowers each university or institution to establish the necessary criteria for implementing the new regulations concerning the Master's dissertation.

Pompeu Fabra University, by agreement of the University Council of 6 February 2013, amended by subsequent agreements of the University Council on 11 December 2019 and 26 October 2022, approved the Academic Regulations for University Master's Degrees, which outline the general guidelines for the evaluation of Master's dissertation at UPF, as set out in Article 10.3.

Within this framework, TecnoCampus University has developed a unified regulation for its Master's degrees regarding the Master's dissertation, which aims to establish a methodology consistent with the University's Educational Framework, while standardizing processes across departments to promote interdisciplinarity, entrepreneurship and University-business collaboration in the Master's dissertation of students.

### 1. Purpose and scope of application

1.1. The purpose of these regulations is to standardise the Master's dissertation undertaken by students in the university Master's degree programmes at Tecnocampus University.

1.2. The objective of these regulations is to establish a consistent framework for the operation of the Master's dissertation across all degree programmes offered by Tecnocampus University.

1.3. These regulations complement the Academic Regulations of UPF Master's degree programmes as well as the guidelines outlined in the degree verification reports.

### 2. Development of the Master's dissertation

2.1. The registration of the Master's dissertation takes place at the beginning of the academic year, along with the other subjects that the student must enrol in. The Master's dissertation is developed throughout the academic year and is submitted at the end of the third term.

2.2. The Master's dissertation is individual, although it may be shared depending on the nature of the project. It is the responsibility of the Master's dissertation committee for each programme to authorise a shared dissertation, considering the scope of the project. In any case, the defence and evaluation of the Master's dissertation are individual.

2.3. The completion of the Master's dissertation will involve submitting a final report and defending it before a panel, without prejudice to the possibility of additional follow-up submissions being requested.

2.4. If, after a Master's dissertation topic has been assigned, the student wishes to modify it, they may submit their proposal according to the Master's dissertation schedule of each Master's programme. The Master's dissertation committee is responsible for approving or denying the proposed change.

2.5. Any change of supervisor, in the event of such a circumstance, must be authorised by the Master's dissertation committee. The committee will assess each case individually, considering the need for a change in consultation with both the students and supervisors involved.

### **3. Master's dissertation committee for each Master's degree programme**

3.1. The Master's dissertation committee for each programme consists of the programme director and/or coordinator, who presides over the committee, and the Master's dissertation coordinator. It may also include additional members based on the specific needs of the programme.

3.2. The functions of the Master's dissertation committee are:

- a) To provide students annually with a list of proposals aligned with the expertise, research areas and technology transfer lines of the department's academic staff.
- b) To accept or reject the Master's dissertation proposals submitted by the students.
- c) To resolve requests for the modification of the submission and defence dates of the Master's dissertation.
- d) To authorise shared Master's dissertations, if applicable.
- e) To assign Master's dissertations and designate the supervisors.
- f) To modify dissertation assignments and supervisor allocations for academically justified reasons.
- g) To propose to the department's management the list of academic staff eligible to supervise Master's dissertations based on the topic and their curricular profile.
- h) To authorise, in exceptional cases, remote presentations before the review panels, if organised, as well as final defence panels.
- i) To analyse the relevant aspects of Master's dissertations completed during the academic year. Additionally, the academic results of the dissertations and of the surveys are also reviewed.
- j) To propose changes to the Master's dissertation regulations, which are discussed at the department council level and escalated to the management board.

The Master's dissertation committee will meet at least once per academic year. It may also convene in an extraordinary session if ordered by the management or coordination of the Master's programme. The committee will be considered valid with a quorum of half of its members plus one, and resolutions will be adopted by a simple majority of those present. In the event of a tie, the presiding officer's casting vote will decide the outcome.

#### 4. Coordination of Master's dissertation

4.1. The coordination of the Master's dissertation for each programme is entrusted to the person appointed by the Master's programme management who is responsible for organizing the Master's final projects.

4.2. The responsibilities of the of the Master's dissertation coordinator include:

- a) To establish all operational criteria for the Master's dissertations, in accordance with the guidelines of these regulations.
- b) To propose the assignment of Master's dissertations and designate the supervisors.
- c) To conduct training sessions for Master's dissertation supervisors where the criteria for continuous assessment and the required guidelines for the dissertations will be defined.
- d) To monitor the performance of the assigned supervisors, ensuring proper supervision of the Master's dissertations.
- e) To conduct periodic monitoring of the progress of the Master's dissertations of the assigned students to assess their development.
- f) If necessary, to organise the review panels: composition, schedule, timing and location of the sessions.
- g) To organise the final assessment panels: composition, schedule, timing and location of the sessions.
- h) To calculate the final grade of the Master's dissertation for each student and issue the final evaluation report.
- i) To communicate the final grade obtained to the students and, if applicable, address any complaints and review requests.
- j) To ensure compliance with the regulations.

#### 5. Supervisor of the Master's dissertation

5.1. The role of the Master's dissertation supervisor is assigned to a faculty member from TecnoCampus University, preferably from the Master's programme.

5.2. The Master's dissertation committee may approve the role of co-supervisor, who could be an external professional with a recognised background in a specific field of study, and who would undertake advisory and mentoring duties.

5.3. The responsibilities of the Master's dissertation supervisor include:

- a) To attend the sessions organised by the Master's dissertation coordination, where the criteria for continuous assessment and the required guidelines for the dissertations will be defined.
- b) To guide the student in the development of the dissertation and monitor their progress.
- c) To authorise the submission and defence of the Master's dissertation.
- d) To ensure compliance with the regulations.

## **6. Qualification of the Master's dissertation**

6.1. The grades for the Master's dissertation will be calculated using evaluation rubrics that assess the competencies and learning outcomes associated with the dissertation.

6.2. Within the established timeframe, students who have received the approval from their Master's dissertation supervisor may publicly present the final dissertation report.

6.3. The Master's dissertation defences will be held before a panel organised by the Master's dissertation coordination, which must consist of at least three members of the academic staff (a chair, a member and a secretary).

6.4. The Master's dissertation defence should preferably follow the structure below:

- a) Presentation by the student, which must include, at a minimum, the objectives, methodology, content and conclusions of the dissertation
- b) Questions raised by the panel
- c) Student's response
- d) Panel deliberation
- e) Grading of the dissertation

6.5. The protocol for the presentation and defence of the Master's dissertation for each programme will be made public at the start of the academic year.

6.6. Presentation before the final panel may be exceptionally authorised to take place remotely, with explicit authorisation from the Master's dissertation committee.

6.7. If a registered student fails or does not submit the Master's dissertation, they will be required to re-enrol in the following academic year.

## **7. Plagiarism**

7.1. Plagiarism is the act and effect of plagiarising, meaning to substantially copying someone else's work and present it as one's own. If plagiarism is detected in the dissertation, the submission will be automatically suspended, regardless of any disciplinary proceedings that may be initiated.

## **8. Intellectual property rights, exploitation rights, and dissemination of the Master's dissertation**

8.1 The intellectual property rights of the Master's dissertation shall be regulated by the terms and conditions set forth in the applicable legislation.

In general, the student holds individual authorship and exploitation rights over the Master's dissertation in accordance with intellectual property law. However, depending on the circumstances, authorship may be jointly attributed to the student and the academic staff, based on their significant and original intellectual contribution to the development of the work.

8.2 In the event of co-ownership between the student and Tecnocampus University, both parties must sign a co-ownership agreement which should establish the terms of protection and exploitation of the Results, as well as the rights and obligations of each party, based on their contribution to the Results. In any case, in the absence of a formal agreement signed between the supervisor and the student, the exploitation rights shall, by default, belong to the student.

8.3 As for the Master's dissertations proposed by companies and developed for them, an agreement may be established that includes confidentiality clauses, as well as a waiver and assignment of rights. This agreement will be between the student, the supervisor, Tecnocampus University and the corresponding company.

8.4 TecnoCampus University reserves the right to use the dissertations for academic, teaching and research activities. However, the student may revoke this right at any time by submitting a written request to TecnoCampus University, in which they must provide reasonable grounds for revoking this right.

## 9. Calendar

9.1. The calendar for the submission and defence of the Master's dissertations will be duly communicated to students through the usual channels (email, website and virtual classrooms, among others).

9.2. A minimum of 7 calendar days must elapse between the deadline for the submission of the final documentation of the Master's dissertation and the date of its defence, to allow for the organisation of the corresponding panels and to give them time to review the content.