

GUIDE TO THE BACHELOR'S DEGREE THESIS OF THE FACULTY OF ARTS

INTRODUCTION

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.

The Regulations governing bachelor's degree theses at the URV, approved by the Governing Council on 10 July 2012, establishes the general directives applicable to the guides for bachelor's degree theses at the faculties and schools of the URV.

The subject Bachelor's Degree Thesis (hereinafter TFG) is on the curricula of the bachelor's degree programmes taught at the Faculty of Arts. In all cases, it is scheduled as a compulsory subject in the fourth year and, depending on the degree, is assigned 6, 9 or 12 ECTS credits.

Article 1. Aim

1.1. To successfully complete the TFG, the student must write, submit and defend an original piece of work before an examination panel. The piece must apply, integrate and develop the contents and competences acquired during the corresponding course.

1.2. The Bachelor's thesis can be written individually or by a group. In both cases, students are assessed individually.

1.3. Students can complete their TFG as part of the URV's Service-Learning Programme.

Article 2. Organisation

2.1. In order to coordinate the TFGs on each degree programme, the departments assigned to teach the subject must appoint a coordinator, who has the following functions:

- Ensure that students have the relevant information regarding the structure, characteristics, style, length, presentation and defence of the TFG.
- Assign students with tutors.
- Draw up and publish the list of TFG topics and organise a system for assignation.
- Appoint the members of the examination panels responsible for assessing the public defence.
- Record students' grades in the university's official examination records.
- Take any organizational decisions that have not been specified in the present guide.
- Find solutions to any incidents.

Should the TFG coordinator require support, the departments responsible for the subject may set up a TFG committee for each bachelor's degree. Any such committee must be presided by the coordinator him- or herself.

2.2. In collaboration with the other teaching staff involved in the TFG, the TFG coordinator is responsible for drawing up the teaching guide and publishing the work plan in accordance with the Regulations Governing Teaching.

Article 3. Registration, defence and evaluation

3.1. For students to be able to register on the TFG, they must have completed at least 168 ECTS credits. Students on the Bachelor's Degree in English must also have passed the subject Information Management. This requirement must be explicitly stated in the course guide for the TFG of the Bachelor's Degree in English.

3.2. The deadlines for submitting, defending and evaluating the TFG must be published in the respective work plans and must be in line with the academic calendar of the Faculty of Arts.

Article 4. Responsibility and teaching load

4.1. The Faculty must assign the teaching for the TFG of each degree programme to the various departments in compliance with the specifications of each curriculum. The teaching load for the TFG is calculated in accordance with the criteria specified in the Regulations Governing Teaching. Each department distributes this teaching load among its teaching staff.

Article 5. Assignment or choice of topic

5.1. The coordinator of the Bachelor's thesis is responsible for assigning titles and monitoring the process of all the students registered for a TFG.

5.2. Each TFG coordinator must state whether students have to choose a topic from a predetermined list and/or whether they can propose their own.

5.3. If the students have to choose a topic from a predetermined list, the TFG coordinator must publish the list of topics available. The students must then present a list of their choices in order of preference so that the TFG coordinator can assign the topics. The coordinator will tell the students which topic they have been assigned and who their tutor is. The criteria for assignment, as well as the preferences of the student, are the number of credits passed and the academic transcript.

5.4. Students who wish to propose their own topics must submit their proposals to the TFG coordinator, who will decide in conjunction with the tutor whether or not to accept them.

Article 6. Supervision

6.1. The TFG must be completed under the supervision of at least one tutor, who must be a lecturer in the department.

6.2. The decision of the coordinator of the TFG to assign one tutor or another will depend on the topic of the thesis.

6.3. The TFG tutor will aim to facilitate the learning process and has the following responsibilities:

- Evaluate, assist and guide the student during the TFG.
- Systematically supervise the progress of the TFG.
- Ensure that the objectives are complied with.
- Participate in evaluating and grading the TFG.
- Issue a report on the interviews, the amount of work done by the student and the achievement of TFG competences.

6.4. Tutorials consist of face-to-face interviews scheduled as part of the TFG calendar. If students do their TFG while they are on an Erasmus or Sicue programme, tutorials will be done online in compliance with the instructions of the tutor.

6.5. Students who have to do all or some of the TFG at institutions or organisations other than the URV must have a tutor from that institution or organisation who will help define the content and implementation of the TFG. In this case, the Faculty and the institution must draw up an agreement.

Article 7. Evaluation

7.1. The TFG will be evaluated in two examination sessions. Students may request to bring forward or delay the period in which they carry out the TFG in accordance with the procedures established in the Regulations Governing Registration of the URV. (Consult: Intranet>Academic Management>administrative procedure).

7.2. The assessment of the TFG is designed to test and demonstrate the acquisition and command of the competences associated with the bachelor's degree. Assessment is carried out in accordance with the criteria published in the respective teaching guides, which establish the criteria regarding continuous assessment, the academic study presented, the public defence of the study and the self-assessment by the student. The Academic and Master's Degree Registration Regulations will be applied if all or part of the study is found to be plagiarised.

7.3. The tutor is responsible for assessing the work process, the academic study submitted and the self-assessment by the student. In accordance with article 8 of this Faculty Guide, the examination panel is responsible for assessing the public defence of the TFG. For the bachelor's degrees in English, History and the History of Art, the academic study submitted is evaluated by the same examination panel that evaluates the public defence.

7.4. The formal regulations governing the presentation of theses must comply with the criteria established by the URV regarding the deposit of work in the URV's institutional repository.

7.5. TFGs are given a numerical mark on a scale of 0 to 10 to one decimal point and a corresponding qualitative grade. If students are awarded a final grade of Excellent, the TFG coordinator can propose the student to be awarded with the grade of Distinction. For students on the bachelor's degrees in History and the History of Art, the proposal for the award of the grade of Distinction must be made by the examination panel. When the number of candidates for the award of Distinction is greater than the number of Distinctions that can be awarded, the decision will be based on the highest grade and students' academic record.

7.6. Students have the right to review the final grade in accordance with the Academic Regulations.

Article 8. Defence of the TFG

8.1. Students must defend their TFG in public and in person. However, in exceptional cases, a student, in conjunction with the tutor, may submit a formal written application to be allowed to defend the thesis online as long as the technical, administrative and financial conditions so allow.

8.2. The defence of the TFG is assessed by an examination panel consisting of three lecturers designated by the department responsible for the TFG subject. The panel must be formally constituted beforehand and announced publicly. The choice of chairperson or secretary must be based on the criteria of teaching rank and time working at the institution, or, greater familiarity with the topic of the thesis.

8.3. Each bachelor's degree will specify where, in which format and how many copies of the TFG should be submitted.

8.4. The TFG coordinator will inform each student of the time, date and place of the public defence at least 7 days in advance.

8.5. The TFG defence must have a duration of no more than 30 minutes. After the student has completed the defence, the members of the panel may ask questions or request clarifications.

Article 9. Intellectual property

The intellectual or industrial property rights arising from the TFG will be subject to the terms and conditions established by the current legislation. In all cases, the name of the author(s), the nature of the work and the affiliation with the URV must be cited whenever any use is made of the TFG.

Article 10. TFGs containing confidential information

10.1. Students who wish to include confidential information in their TFGs must inform their tutors.

10.2. To comply with these regulations, the student must present his/her TFG tutor with the confidentiality agreement (annex 1) duly stamped by the collaborating entity that is considered to be the owner of the confidential information and signed by a competent individual from this entity. If the owner is a physical person, the owner or their legal representative must sign this document.

10.3. Confidential information is any information considered as such by a legally established entity prior to the initiation of the TFG. Confidential information may refer to methods, procedures, models, techniques, circuits, programmes (software), and any other information that may be subject to legal protection.

10.4. For reasons of academic transparency, under no circumstances can a TFG be considered to be confidential in its totality.

10.5. There will be two versions of any TFG that contains confidential information: the full version and the abridged version. Both versions must have a preamble stating that the TFG contains confidential information and giving the name and full address of the entity or physical person to whom the confidential information belongs.

10.6. The full version will make it clear, either by headings, footnotes or a visible stamp, exactly what information is considered to be confidential. The abridged version will include a simplified explanation of the missing material so that the project as a whole does not lose continuity. This version will clearly show the approval of the collaborating entity and is the version that must be deposited at the URV's institutional repository and, if necessary, in the departmental repository once the TFG has been defended.

10.7. The members of the examination panel must have access to the full version of the TFG before and during the defence. Likewise, they must be notified that some of the information they are to assess is confidential, and they will inform all those who may attend the public oral examination.

10.8. The oral defence of the TFG will remain open to the public and, therefore, representatives of the owners of the confidential information can attend. Likewise, the oral presentation, graphics, demonstrations, etc. will be from the full version. Nevertheless, any of the parties involved in the defence may request for public access to be restricted.

10.9. Once the students have been assessed by the panel, the panel will return all the full versions of the documentation, with the exception of one copy that will be deposited at the secretary's office of the TFG coordinator's department for a minimum period of ten days in order to resolve any claims. Should any claims be made, this copy will remain in possession of the Secretariat until they have been satisfactorily solved.

10.10. The Faculty accepts no responsibility for the misuse of this confidential information, apart from the individual responsibility that it may give rise to.

10.11. Any person or entity who is interested in the confidential information in a TFG should contact the entity or physical person to whom the information belongs and whose name is stated in the preamble referred to in section 10.5. The Faculty accepts no liability with regards to this information.

Article 11. Deposit of the TFG

9.9. TFGs are deposited in the URV's institutional repository. Those which have been awarded a grade equal to or higher than 8 must be available for consultation by anyone who wishes to use them for teaching, research or personal study purposes. The URV must establish formal requirements for TFGs to be archived in its institutional repository.

11.2. Each department may have a repository for storing digitalized TFGs and/or create a paper archive.

Final provision. Entry into force

These regulations come into force during the 2019-20 academic year.

ANNEX 1: BACHELOR'S THESIS CONFIDENTIALITY AGREEMENT

Mr/Ms with ID card number.....
and Dr holder of identity card number dean of the Faculty of Arts, based at Campus Catalunya, avinguda de Catalunya, 35, 43002 Tarragona, as delegated by the rector of the Universitat Rovira i Virgili, with tax identification number Q-9350003-A and based at Carrer 'Excorxador, s/n, 43003 Tarragona
Finally, Mr/Ms., holder of identity card number as legal representative of with tax number and based at

Agree to the following

CLAUSES

ONE: Students who wish to include confidential information in their bachelor's thesis (TFG) must inform their TFG tutor and submit this agreement duly stamped by the collaborating entity that owns the confidential information and signed by a competent individual from this entity. If the owner is a physical person, the agreement must be signed by that person or by their legal representative.

TWO: Confidential information is any information considered as such by a legally established entity prior to the initiation of the MT. Confidential information may refer to methods, procedures, models, techniques, circuits, programmes (software), and any other information that may be subject to legal protection.

THREE: There will be two versions of any TFG that contains confidential information: the full version and the abridged version. The full version will specify which information is considered to be confidential and will be submitted to the members of the examination panel. The abridged version will include a simplified explanation of the missing material so that the project as a whole does not lose continuity. This version will clearly show the approval of the collaborating entity and is the version that must be deposited at the URV's institutional repository and, if necessary, in the departmental repository once the TFG has been defended. Both versions must state that the MT contains confidential information and give the name and full address of the entity or physical person to whom the confidential information belongs. Any person or entity who is interested in the confidential information in a TFG should contact the entity or physical person to whom the information belongs.

FOUR: The members of the examination panel must have access to the full version of the TFG before and during the defence. Likewise, they will be aware that some of the information they are to assess is confidential, and they will inform all those who may attend the public oral examination. In principle, the defence of the TFG is open to the public. The oral presentation, graphics, demonstrations, etc. will be from the full version. Nevertheless, any of the parties involved in the defence may request that public access to be restricted.

FIVE: Once the students have been assessed by the panel, the panel will return all the full versions of the documentation, with the exception of one copy that will be deposited at the secretary's office of the TFG coordinator's department for a minimum period of ten days in order to resolve any claims. Should any claims be made, this copy will remain in possession of the Secretariat until they have been satisfactorily solved.

SIX: The Faculty accepts no responsibility for the misuse of this confidential information, apart from the individual responsibility that it may give rise to.

..... (place), (date) (month) 20.....

Dean Representative of the institution Student Approval of tutor
(signature and stamp) (signature and stamp) (signature) Mr/Ms