

GUIDE TO MASTER'S THESES AT THE FACULTY OF ARTS

INTRODUCTION

Royal Decree 1393/2007, of 29 October, which establishes the regulation of official university courses AND WAS modified by Royal Decree 861/2010, of 2 July, states that the aims of official master's courses are either to provide students with advanced or multidisciplinary training oriented towards academic or professional specialization or to promote the undertaking of research tasks.

The Regulations governing master's theses at the URV, approved by the Governing Council on 11 July 2013, establish the general directives applicable to the regulations governing Master's Thesis at faculties and schools of the URV.

The Master's Thesis (hereafter MT) is a compulsory subject that forms part of the master's degree courses of the Faculty of Arts and that, depending on the specific degree course, is worth between 6 and 30 ECTS credits. It is carried out during the final stages of the course.

Article 1. Aim

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

1.2. The MT is defined as an autonomous and individual piece of work although it may be written collaboratively in master's courses that specify this in their MT teaching guides. In such cases, each student must be individually assessed.

1.3. The student may write the MT as part of the URV's Service Learning Programme.

Article 2. Organisation

2.1. In order to coordinate the MT for each course, those departments that are responsible for the subject must designate an MT coordinator who will have the following responsibilities:

- Ensuring that students have the relevant information regarding the structure, characteristics, style, length, presentation and defence of the MT.
- Assigning tutors to students.
- Drafting and publishing the choice of MT subjects and organizing the system for assigning them.
- Appointing the examination panels to evaluate the defences of the MT.
- Recording students' grades in the university's official records.
- Taking any organizational decisions that have not been specified in the present guide.
- Resolving any incidents that may arise during the writing and defence of the MT.

To provide support for each MT coordinator, the departments responsible for the subject may create an MT committee for each master's degree. Any such committee must be headed by the MT coordinator.

2.2. The MT coordinator, in collaboration with the rest of the teaching staff involved in the MT, is responsible for writing the teaching guide in accordance with the Teaching Regulations.

Article 3. Registration, defence and evaluation

3.1. Master's courses of more than 60 ECTS credits that set specific requirements for registering for the MT must clearly state the nature of these requirements in the teaching guide of the corresponding MT.

3.2. The registration, defence and evaluation periods of the MT must be published in the respective work plans and/or the subject's online learning space (Moodle), and they must be adapted to the academic calendar of the Faculty of Arts.

Article 4. Responsibility and teaching load

4.1. The Faculty will assign the teaching for the MT of each course to the different departments in accordance with the specifications of each curriculum. The teaching load for the MT is calculated in accordance with the criteria specified in the Teaching Regulations. Each department distributes this teaching load among its teaching staff in accordance with the indications of the master's degree coordinator.

Article 5. Assignment or choice of topics

5.1. The MT coordinator is responsible for assigning topics to the students and supervising their MTs.

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

5.3. If the students have to choose a topic from a predetermined list, the MT 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 MT coordinator can assign the topics. The coordinator will tell the students which topic they have been assigned and who their tutor is. In addition to taking into account the students' preferences, the topics will be assigned in accordance with the criteria specified in the respective teaching guides.

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

Article 6. Supervision

6.1. The MT must be completed under the supervision of at least one tutor, who must be a teacher in the department and/or of the master's degree.

6.2. The MT coordinator must assign the student to the MT tutor on the basis of ambit of the project and with the prior agreement of the tutor.

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

- Evaluating, assisting and guiding the student during the MT.
- Supervising the progress of the MT.
- Ensuring that the established objectives are complied with.
- Participating in evaluating and grading the MT.

6.4. Tutoring takes the form of face-to-face interviews programmed in accordance with the MT course calendar. For students who do the MT during their mobility stay, tutorials are carried out online in accordance with the indications of the project tutor.

6.5. Students who carry out all or a significant part of the MT at institutions or entities other than the URV must also have a tutor at this institution or entity who will guide them during the execution of the project. In such cases an agreement must be signed between the URV faculty/school and the external institution or entity.

Article 7. Assessment

7.1. The MT will be evaluated by means of two examination sessions. Students may request to bring forward or delay the period in which they carry out the MT in accordance with the procedures established in the Academic and Master's Degree Registration Regulations. (Consult: Intranet>Academic Management>administrative procedure).

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

7.3. The person responsible for evaluating the MT is, depending on the respective teaching guides, the project tutor and/or the examination panel which, in accordance with article 8 of these regulations, is responsible for evaluating the public defence of the MT.

7.4. The formal regulations regarding the presentation of projects must be in accordance with the criteria established by the URV regarding the deposit of teaching and research work in the URV's institutional repository.

7.5. Students have the right to write, present and defend the MT in a language other than Catalan or Spanish if this is stipulated in the relevant teaching guide. If they wish to do this, they must make the request when they present their choice of topics in order of preference or when they present their proposed MT topic

Students of the Master's Degree in Advanced Catalan Language, Literature and Culture must write, present and defend the MT in Catalan. Students of the Master's Degree in Teaching Foreign Languages must write, present and defend the MT in Spanish (for students following the Spanish track) or in English (for students following the English track).

7.6. The MT is graded on a scale of 0 to 10 to one decimal point. Students who obtain a final grade of excellent may be put forward by the MT coordinator for a distinction in accordance with the Academic and Registration Regulations.

7.7. Students have the right to review the final grade in accordance with the Academic and Registration Regulations.

Article 8. Defence of the MT

8.1. Students must defend the MT publicly 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 project via an online platform. They must give the reasons why they want to do this in the application. On the basis of this application, the coordinator may decide to authorize the defence via an online platform, subject to the technical, administrative and financial conditions being in place.

8.2. The MT defence will be evaluated by an examination panel made up of a minimum of three members of the teaching staff designated by the MT coordinators. The panel must

be constituted and publicized sufficiently in advance.

8.3. Each master's course will specify where, in which format and how many copies of the MT should be submitted.

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

8.5. The MT 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 MT 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 MT.

Article 10. MTs containing confidential information

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

10.2. To comply with the regulations, the student must present to his/her MT tutor 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 execution of the MT. Confidential information may refer to methods, procedures, models, techniques, circuit, 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 final project be considered to be confidential in its totality.

10.5. There will be two versions of any MT that contains confidential information: the full version and the abridged version. Both versions must have a preamble stating that the MT 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 or footnotes, 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 MT has been defended.

10.7. The members of the examination panel must have access to the full version of the MT 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.

10.8. The oral examination 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 correspond to 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 secretary 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 MT 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 an MT 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 project

11.1. The MT will be deposited at 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 MT will be deposited in the institutional repository in accordance with the criteria established by the URV.

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

First additional provision

In the case of interuniversity master's degrees, the application of this guide will be adapted to the specific stipulations of the corresponding agreements. These provisions must be specified in the respective teaching guides.

Second additional provision

The vice-rector's office responsible for postgraduate studies is delegated by the rector as the competent body for resolving any issues relating to the application and interpretation of these guide and for making any exceptions should this be necessary. In this last instance, students must provide their reasons for the exception that they have requested and provide the necessary supporting documentation.

Final provision. Entry into force

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

ANNEX 1: MASTER'S THESIS CONFIDENTIALITY AGREEMENT

Mr/Ms, holder of identity card number.....
Dr, holder of identity card number, 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 de l'Excorxador, s/n, 43003 Tarragona.

And Mr /Ms, holder of identity card number, legal representative of, Tax Identification Number and based at

Agree to the following

CLAUSES

ONE: Students who wish to include confidential information in their Master's Thesis (MTs) must inform their MT tutors 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 execution of the MT. Confidential information may refer to methods, procedures, models, techniques, circuit, programmes (software), and any other information that may be subject to legal protection.

THREE: There will be two versions of any MT 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 MT 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 an MT 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 MT 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 MT is open to the public. The oral presentation, graphics, demonstrations, etc. will correspond to the full version. Nevertheless, any of the parties involved in the defence may request for public access to be restricted.

FIVE: Once the students have been assessed by the panel, the panel secretary 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 MT coordinator's department for a minimum of ten minimum 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.

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The dean Representative of the entity The student Approval of tutor

(signature and stamp) *(signature and stamp)* *(signature)* Mr/Ms