



## **PROCEDURE FOR THE APPLICATION OF THE REGULATION GOVERNING THE MASTER'S THESES OF THE UCAM Catholic University of Murcia**

### **1.- Constitution Commission of Master's Theses (*Trabajos de Fin de Máster*, hereinafter TFM)**

The person responsible for each master's degree, using the form established for this purpose (ANNEX I), must prepare a proposal for the constitution of the *TFM Commission* at the beginning of each academic year. The TFM Commission shall have at least three members, who will be appointed in accordance with the indications set out in the Regulation governing the TFM works at the UCAM, and which serves as a framework for the application of this procedure.

The proposal must be submitted to the Faculty Section signed by the person responsible for the degree.

### **2.- Development of specific regulations by degree**

As indicated in article 3.3 of the Regulation governing the TFG/TFM works, in the case of the development of specific regulations for each master's degree programme, these must be approved by the competent academic bodies. To this end, the proposals for specific regulations drawn up by the TFM Commission will be sent to the Faculty Section, which will then submit them for assessment where appropriate.

### **3.- Director and working guideline of the TFM**

3.1. The TFM Commission will publish, in the first month of development of the master's degree programme, a list of possible topics and tutors for the realisation of the TFM. It will also publish the deadline for the application of TFM by the students.



3.2. The students must submit a TFM application to the TFM Commission, using the form designed for this purpose (ANNEX II), within the deadlines established by the TFM Commission. The topic selected may be among those published by the TFM Commission or a topic freely proposed by the student, in which case the TFM Commission will evaluate the feasibility of the project. The assignment of TFM topics and tutors will be carried out in accordance with the provisions of the Regulation governing TFG/TFM works and of the guidelines issued by the competent academic bodies in their development.

The TFM tutor shall be responsible for indicating to the student the characteristics of the TFM, guiding the student in its development, ensuring compliance with the objectives set out, and, once the work is completed, issuing a report of the TFM he/she has supervised (ANNEX III) to be presented with the TFM as an attached document.

The TFM Commission, on a reasoned basis, may authorise a TFM to be supervised by more than one academic tutor. In such case, at least one of the co-tutors must be a member of the UCAM faculty. In exceptional cases, the individual direction of Works by doctors outside the UCAM will be allowed, subject to prior authorisation.

#### **4.- Call and processing of the defence of the TFM**

The TFM Commission will be in charge of establishing two calls for the defence of the TFM on an annual basis: one ordinary and one extraordinary, in the document established for this purpose (ANNEX IV). Each call must be published 2 months prior to the proposed date for the defence of the works.

Once the number of students to be assessed is known, the TFM Commission will propose as many boards as necessary for their assessment (ANNEX V). The TFM Commission will send this document to the Faculty Section for its approval at least 15 days before the date proposed in the call.

#### **5. Composition of the board**

The assessment board of the TFM will be composed of two teachers as Presidents and Secretary, and a supply teacher will be also appointed. The President shall have accredited research experience and in no case the director of the work may be part of the board. In the case of having teachers or professionals from outside the UCAM, the corresponding curricula must be provided, together with the proposal of the board.



Once the composition of the board has been approved by the Faculty Section, the TFM Commission will inform each of the members of their appointment, providing them with all the information related to the call and the TFM works to be assessed at least 10 days prior to the date of the call.

## **6. Assessment of the TFM and dissemination in institutional repository**

Once the defence is finished, and after deliberation by the board, the work will be assessed in accordance with the regulations in force. The assessment obtained shall be recorded in the corresponding official minutes (ANNEX VI), that the President of the board shall deliver to the TFM Commission to be safeguarded.

In this document (ANNEX VI) the assessment board shall indicate the selection of the highest quality TFM proposed for publication in the institutional repository of the UCAM. This selection may not exceed 50% of the TFM assessed and in no case shall exceed 30 works per call. The TFM Commission, once the official minutes of all the boards of each call have been compiled, shall prepare the global proposal of TFM for publication in the institutional repository of the UCAM and shall review the signature of the contract of electronic publishing of TFM (ANNEX VII) for the dissemination of the selected works, keeping a PDF copy of the aforementioned TFM.

## **7. Style of the TFM**

The style of the TFM shall conform to the rules detailed below:

**Margins:** Top and bottom 2.5 cm. Right and left 3 cm.

**Spacing:** 1.5 lines.

**Text:** *Arial 12*, justified. Indentation first line.

**Page number:** centred at the bottom of each page.

**Printing:** on both sides from the introduction. The pages prior to the introduction must be one-sided (when printing, a blank page must be inserted so that the printed pages always coincide with the odd pages).

**Binding:** In glue, with 300 gr white cardboard covers.



**Cover:**

- Trabajo Fin de Máster (in capital letters) *Arial*, 16
- University Shield (see model: ink without background),
- Faculty (in capital letters): *Arial*, 16
- Department (in lower case, title): *Arial*, 15
- Degree (in lower case, title): *Arial*, 15
- Title (in lower case, title): *Arial*, 17
- Author (in lower case, title): *Arial*, 14
- Director/s (in lower case, title): *Arial*, 14
- City, Month, Year (in lower case, title): *Arial*, 17
- After the Cover:
  - o Blank Page
  - o Page identical to the cover (shield model: colour logotype)
  - o Acknowledgements (optional)

Up to this point, the number of the page will not appear expressly, although it will count for the purpose of total numbering of the work. The first page to be numbered is the Introduction.

Insert blank page before the back cover.

**IMPORTANT: Before de final printing the work must be reviewed by the Director.**

The student will submit two paper copies of the work, including in the virtual campus a digital copy of the same according to the indications published by each degree. In addition, the student must submit a signed contract for electronic publishing and Internet publication, in order to authorise his/her TFG/TFM to be published in the institutional repository, in the event that it is selected for such purpose by the TFG/TFM Commission.