



PROCEDURE FOR THE APPLICATION OF THE REGULATION GOVERNING THE UNDERGRADUATE DISSERTATIONS OF THE

UCAM Catholic University of Murcia

1.- Constitution Commission of Undergraduate Dissertations (*Trabajos de Fin de Grado*, hereinafter TFG)

The person responsible for each degree, using the form established for this purpose (ANNEX I), must prepare a proposal for the constitution of the *TFG Commission* at the beginning of each academic year. The TFG Commission shall have at least three members, who shall be appointed in accordance with the indications set out in the Regulation governing the TFG 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 bachelor's degree programme these must be approved by the competent academic bodies. To this end, the proposals for specific regulations drawn up by the TFG Commission will be sent to the Faculty Section, which will then submit them for assessment where appropriate.

3.- Director and working guideline of the TFG

1 The TFG Commission will publish a list of possible topics and directors for the realisation of the TFG. It will also publish the deadline for the application of TFG by the students.

2 The students must submit a TFG application to the TFG Commission, using the form designed for this purpose (ANNEX II), within the deadlines established by the TFG Commission. The topic selected may be among those published by the TFG Commission or a topic freely proposed by the student, in which case the TFG Commission will evaluate the feasibility of the project. The assignment of TFG 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 TFG will be carried out under the supervision of an academic tutor, who will be a teacher belonging to the UCAM faculty. This academic tutor shall be responsible for indicating to the student the characteristics of the TFG, guiding the student in its development, ensuring compliance with the objectives set out, and, once the work is completed, issuing an evaluation report of the TFG he/she has supervised (ANNEX III) to be presented with the TFG as an attached document.

The TFG Commission, on a reasoned basis, may authorise a TFG 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.

4.- Call and processing of the defence of the TFG

The TFG Commission shall be in charge of establishing the call for the defence of the TFG in the document established for this purpose (ANNEX IV).

5. Assessment of the TFG and dissemination in institutional repository

Once the defence is finished and after deliberation by the board, the work shall be assessed in accordance with the regulations in force. The mark obtained shall be recorded in the corresponding institutional models (ANNEXES VI and VII), that the President of the board shall deliver to the TFG Commission to be safeguarded.

In these documents (ANNEXES VI and VII) the assessment board shall indicate the selection of the highest quality TFG, proposed for publication in the institutional repository of the UCAM. This selection may not exceed 25% of the TFG assessed per call, and in no case shall exceed 30 works per call. The TFG Commission, once the assessment and defence reports of all the TFG works of each call have been compiled, shall prepare the global proposal of TFG for publication in the institutional repository of the UCAM and shall review the signature of the contract of electronic publishing of TFG (ANNEX IX) for the dissemination of the selected works, keeping a PDF copy of the mentioned TFG in the degree.

7. Style of the TFG

The style of the TFG 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 Grado (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.