



UNIVERSITY OF ALCALÁ

POLYTECHNIC SCHOOL

SPECIFIC REGULATIONS FOR THE SUBMISSION OF THE DEGREE FINAL PROJECT

ONLY APPLICABLE TO UNDERGRADUATE DEGREES OFFERED AT THE
POLYTECHNIC SCHOOL OF THE UNIVERSITY OF ALCALÁ

These guidelines have been approved by the Board of the Polytechnic School on October 23, 2018, and by the Teaching Committee of the University of Alcalá on October 12, 2019, which follow the standards for the submission of Degree Final Project approved by the university council on May 5, 2016.

1. Scope of Application of the Rules for the Submission of Degree Final Projects

- 1.1 These directives contain the guidelines for the development, presentation, assessment and administrative handling of Degree Final Project (TFG¹) required to complete the different degree programs offered at the Polytechnic School.
- 1.2 These guidelines have been approved on May 5, 2016, by the University Council considering the different procedures for credit recognition, credit transfer, student assessment and student mobility already stipulated by the University of Alcalá.

2. The Degree Final Project: Components, Functions and Characteristics

- 2.1 **The Degree Final Project** (also called Final Project Degree, Final year Final Project, Undergraduate Final Project, Bachelor Final Project...) is a compulsory subject in all the degree programs offered at the Polytechnic School. It can be defined as original and individual work that each student must conduct under the guidance of an academic supervisor. This degree final project will enable students to apply the competences and skills acquired throughout the degree to real-life situations. In this vein, the term 'original' means that in no case may the work be plagiarized or have been previously submitted for any other subject, although it may have been previously published. Skills acquired during the degree program will be creatively applied to the task, which will act as a final test before entering the labour market.
- 2.2 **The workload** assigned to each Degree Final Project will vary depending on the ECTS credits allocated to each degree program from the Polytechnic School.
- 2.3 Final year **topics** may include:
 - The design and development (partial or total) of an application, computer system or original engineering project that contributes to your field of study.
 - The design of a computer science engineering project consisting of a set of sections that enable the manufacture or installation of a system or series of systems.
 - The theoretical study of a computer system or a computer-related subject of great interest due to its novelty. This study must have a practical application.
 - An experimental, theoretical or review work related to the field of study of the degree in which the student is enrolled.
- 2.4 Degree Final Projects may be developed in **official centres or external companies, either national or foreign, under an educational cooperation agreement**. To do this, it will be compulsory for the student to be evaluated by an additional supervisor (**a co-supervisor**).
- 2.5 The work carried out in the course **Internships** of the Undergraduate Degrees cannot be used as part of the Degree Final Project, although the object of study of both courses may be related.
- 2.6 Academic supervisors and the different departments will grant students access to laboratories as long as the student has the corresponding Preliminary Final Project approved. The resources needed for the completion of the Degree Final Project may be financed by:
 - The Department interested in the development of the system.
 - Any company, organization or institution interested in the topic.
 - The student himself/herself.

¹ TFG stands for "Trabajo Fin de Grado" (Final Project Degree in Spanish)

- 2.7 According to Article 8, section H, "Specific rights of undergraduate students" from the Royal Decree-Law 1791/2010 of December 30 approved by the Statute of the University Student, any student has the right to the recognition and protection of the intellectual property of the Degree Final Project and previous research work under the terms established in current legislation on the subject.
- 2.8 The **ownership of the industrial and intellectual property rights** over the results derived from students' Degree Final Projects must be under the applicable regulations in force.

3. Academic supervisor and Co-supervisor

- 3.1 Degree Final Projects will be conducted under the guidance of an **Academic supervisor** who will be chosen by the corresponding department and act as the director of the project. The functions of the academic supervisor will be to supervise the student in their making decisions regarding the structure, methodology, topics and correct presentation of the project as well as providing bibliographic orientation and evaluate the Degree Final Project.
- 3.2 Academic supervisors will preferably be full-time professors who belong to one of the departments of the degree program undertaken by the student. Nevertheless, adjunct professors may act as academic supervisors as well, provided that the duration of their contract allows the professor to fully perform the functions of the assigned academic supervisorship. If there were doubts about this last aspect and to ensure the students' rights, the department would select a **co-supervisor** from among the professors referred to in the first paragraph of this article.
- 3.3 Research fellows in training and postdoctoral research fellows with at least MECES level 3² may supervise the completion of a Degree Final Project acting as co-supervisors in cooperation with the designated Academic supervisor.
- 3.4 When the Degree Final Projects is carried out in other **universities, institutions or companies**, the University of Alcalá will require the figure of a **co-supervisor** belonging to the institution or company, who, in general, must be a graduate with at least MECES level 2. There may be exceptional cases for which the Degree Final Project committee from a given department accepts co-supervisors who do not have these requisites. In these cases, the **Academic supervisor** will share the different management tasks with the **co-supervisor** for the project. Nevertheless, it will be the Academic supervisor's duty to evaluate the Degree Final Project.
- 3.5 The department to which each professor belongs will be responsible for the replacement—either temporary or permanent—of the Academic supervisor in cases of prolonged leave or the termination of their contractual relationship with the University of Alcalá.

4. Degree Final Project Application, Acceptance and Allocation

Final project proposals

- 4.1 The **Departments** that teach at the Polytechnic School must make proposals for Final Degree Projects topics for the degree courses taught at the School. These proposals of topics will be evaluated by the department to which each Academic supervisor belongs. To expedite the procedure, the Board of the Polytechnic School will delegate the approval of the Final Project proposals for topics received to the different departments of the School. The departments must guarantee that the workload resulting from the proposed projects is consistent with the number of ECTS credits assigned to the Final Degree Project subject.
- 4.2 **Students may propose a topic for their Final Project at any time during the academic year. In compliance with article 8.2**, students may select their research area either on their own or together with an external institution, but the Academic supervisor will be the one in charge of evaluating and accepting the proposal. To this end, each student must present a Preliminary Final Project which will serve as an

² Corresponding to level 7 in the European Qualification Framework (EQF)

application form to be sent to the department involved in the degree program in which the student is enrolled (see articles 4.12 and 4.13 of these guidelines).

- 4.3 If the Degree Final Project is to be carried out in an **external institution or company, either national or foreign**, there must be an **educational cooperation agreement** signed between the parties involved, and the Degree Final Project application must include the approval of the external **co-supervisor** monitoring the project.
- 4.4 All Degree Final Project proposals for topics must include a **title**, a **general description of the project**, the **objectives** of the research and the **student's academic profile** (the degree program in which they are enrolled). Project proposals will also include the **student's Academic supervisor**, student and co-supervisor's **details**. **Annex I** provides an application form. Nonetheless, each department may use a specific procedure for processing Final Project proposals of topics. The departments from the Polytechnic School will submit Degree Final Project proposals for topics to the Academic Management of the School at the beginning of an academic term.
- 4.5 The Academic Management of the Polytechnic School will request departments to submit Degree Final Project proposals for topics at the beginning of each academic term. Intending to balance the number of students enrolled in this subject and the number of Degree Final Projects proposed, the Academic Management of the School will estimate the minimum number of Degree Final Project proposals for topics for each department in coherence with the competences and timetables of the different degree programs offered at the School. This information will be provided to the different departments at the beginning of the request for proposals process. The departments must ensure that the minimum number of proposals the same as those for the second term.
- 4.6 Departments must submit **an updated list of Degree Final Project proposals for topics**, including the information described in article 4.4., to the executive secretariat of the Polytechnic School. The executive secretariat will stipulate a procedure for the collection of this information and publish it on the EPS website.

Final Project application

- 4.7 Students may opt for one of the following procedures:
 1. If the student has proposed a topic for the Degree Final Project under article 4.2 of these regulations, the Preliminary Final Project submitted to the pertinent department will be considered as the formal application for the Degree Final Project.
 2. Otherwise, the student may request one or more Final Project topics from among those proposed by the departments from the Polytechnic School. The Academic Management of the Polytechnic School will stipulate a procedure for such requests and communicate the details and the deadline for them to the students and the departments. The application process will be carried out preferably at the beginning of each term.

Allocation of academic supervisors and students to Degree Final Project

- 4.8 Allocation of Final Project topics to students will be done as follows:
 1. If the student has proposed their Final Project topic (under article 4.2 of these guidelines), the department will decide whether to accept the proposal. If the application is approved, an Academic supervisor will be appointed (if the proposal has already been done together with a professor, they will be appointed as the Academic supervisor of the student), and the department will communicate this allocation to the student and the student's academic supervisor and co-supervisor. If the department rejects the proposal, it will notify the student of this fact and suggest a set of modifications for its improvement and subsequent approval.
 2. For those Final Project topics which have been proposed by the departments, allocations will be carried out by a delegated commission. If several students applied for the same Final Project topic, the allocation process would consider principles of equality as well as students' merits and capacities.

Once that the selection process is finished, the Academic Management will notify its decision on the School's website.

After the publication of Final Project assignments and within a maximum of 10 working days, students must confirm their acceptance of Final Project proposal of topic assigned to their academic supervisors by email. Students must also send a copy to the Departmental secretariat and the pertinent department. If the deadline passes and the student has not sent a confirmation of acceptance, their Final Project will be excluded. Nevertheless, the same Degree Final Project application may be accepted in future selection processes.

Once the student has accepted the assignment of a Final Project proposal of topic, they must submit a Preliminary Final Project (see Annex IV) to be approved by the department within 30 days. If the project is not approved, the department must notify the student of the necessary modifications for its acceptance. Given the case that a Project proposal is not submitted, it will be understood that the student discontinues the Final Project.

- 4.9 The allocation of Final Project topics and Academic supervisors will be valid for a maximum of two years, after which the student must follow the same application process. Were the Final Project topic to be proposed by the student, it must be different to the one presented before. The period of time to which the validity of the TFG refers is from the moment of acceptance of the preliminary project to the moment of its deposit. Were the project not to be completed by the due date, the student could ask their academic supervisor to extend the deadline. The Academic supervisor may accept or decline this request. In no case may Final Project extensions exceed six months.
- 4.10 Students who wish to **change their Academic supervisor or Final Project topic** must submit a written request to the department for which their academic supervisor is enrolled. Within 30 days, the department's Degree Final Project committees will decide whether it is possible to effect a change.
- 4.11 The Board of the Polytechnic School will appoint a Complaints Committee for each academic year to hear appeals against decisions to reject student proposals, assign students to TFG, change academic supervisors or subjects, reject pre-projects and grades. Students must elaborate on the grounds on which their appeals are based and submit them to the dean of the School within five working days. The Complaint Management Committee must adopt a reasoned decision within 30 days.

Were the student to disagree with the decision adopted by the Complaint Management Committee, parties may lodge an appeal with the Chancellor of the university within a month of the committee's first decision which must be under the provisions of Article 249.2 of the current statutes of the University of Alcalá.

Preliminary Degree Final Project

- 4.12 A **Preliminary Degree Final Project** or pre-project is a compulsory report on the aims, the structure (including block diagrams, if applicable), the possible fields of application, the level of innovation and the possible development stages of the Degree Final Project. Annex IV includes a template for the development of a preliminary draft of the Preliminary Degree Final Project.
- 4.13 Once that the Final Project allocation process is finished, students must complete a "Preliminary Degree Final Project Control Sheet" (Annex III) **and submit the document to the corresponding department's secretariat**. Registration sheets must be signed by the student and the student's Academic supervisor and co-supervisor (if applicable). The language in which the Degree Final Project will be written must be indicated (English or Spanish) in the registration sheet, and a printed copy of the Preliminary Final Project must be enclosed in the final document together with a copy of the student's enrolment for the degree final project course.
- 4.14 Preliminary Degree Final Project will be approved by the corresponding department's **Degree Final Project committee**. This committee will assign a court for the evaluation of Degree Final Projects, which will communicate with both the student and the Academic supervisor about its decision. If a Final Project

draft is rejected, the committee will inform the student, the student's Academic supervisor and the Academic Management of the School of this decision, suggesting the modifications that the department considers necessary for the approval of the project.

- 4.15 If, during the period of validity of the pre-project, the student considers it convenient to **give up the pre-project**, they may do so in writing to the Academic Management of the School and to the secretariat of the department involved, who will inform the academic supervisor within a maximum period of ten working days. This information will be communicated to the corresponding Degree Final Project committee.
- 4.16 It must be noted that students can present only one Preliminary Final Project. New Preliminary Final Projects can only be sent after the student has given up their previous pre-project.

5. Assessment of Degree Final Projects

- 5.1 The assessment of a Degree Final Project will be done by an assigned board once that the student's Academic supervisor has presented a detailed report on their Final Project (Annex V). Should the academic supervisor's report be favourable, the final grade of the Final Project (first-class honours, upper second-class honours or lower second-class honours) will be decided by the examination board.
- 5.2 The examination board will be assigned by the Degree Final Project committee of the department to which the Preliminary Final Project has been submitted. Examination boards will be composed of three members of the academic staff, of whom at least two must be professors at the Polytechnic School. All examination boards will be comprised of a chairman or a chairwoman and of two other members of the academic staff (one of whom will act as an assistant). If one of the members of the examining board has to be replaced, a substitute professor will also be appointed. One of the two assistants from the examination board must be the director of the Degree Final Project. Academic co-supervisors cannot be part of the examination board but can be present during the defence of the Degree Final Project, having the right to give their opinion but not to participate in the grading of the work. Were the co-supervisor not to be present during the defence, they may submit a report on the Degree Final Project that will be taken into the account for the grading of the work. Department's Degree Final Project committees may also authorise **members of other institutions** to participate in the examination board.

6. Registration for the Degree Final Project Course

- 6.1 For students to register for the Degree Final Project course, they must have enrolled in and have passed all the courses from the degree they have undertaken. Furthermore, Degree Final Projects will be **defended and assessed** only when the student has earned the necessary ECTS to obtain their degree (except those of the Degree Final Project).
- 6.2 Enrolment for the Degree Final Project course will take place during the **official enrolment periods** for undergraduate studies.
- 6.3 Enrolment entitles the student to **two examination attempts** in the same academic year, provided that the conditions of point 7.2 are met.
- 6.4 When enrolling for the Degree Final Project course, the student will pay 100% of the first enrolment fee. Those students who do not defend the Degree Final Project in the academic year in which they have enrolled it, may enrol again in the following academic year paying 25% of the cost in the first enrolment fee.

7. Final Project report

- 7.1 Each student must write a report or dissertation including the development of the work carried out, which must include, at least, the sections of index, summary in Spanish and English, key words, introduction, the necessary sections describing the work carried out, conclusions and bibliography.

- 7.2 The report shall follow the format described in Annex II. The report shall be drafted in Spanish or English, according to the provisions of the “Preliminary Degree Final Project Control Sheet”.
- 7.3 Once the work has been completed and the report has been prepared, the student shall **deposit** the report in electronic PDF format with the corresponding Department.
- 7.4 In order to deposit the Degree Final Project report, the student must be **enrolled** and have the corresponding prior report from the academic supervisor (Annex V). The deposit of the Degree Final Project report will be carried out by the means provided by the Departments, and will include, in addition to the report in electronic format, the previous report signed by the Academic supervisor (Annex V). Once deposited, the student will receive an email confirming the deposit. It is not a requirement for the deposit to have passed all the credits, but it will be a requirement for defending and grading it.
- 7.5 The report must be submitted before or at the same time as the defence application and, in any case, it must be submitted at least five school days before the defence of the dissertation (Saturdays are not considered school days for these purposes), although this period may be reduced in duly justified exceptional situations, and always with the approval of the academic supervisor and co-supervisor (if applicable).
- 7.6 Prior to the defence, the **Secretariat of the Department** will send the report to all the members of the Selection Board.
- 7.7 If a **confidentiality agreement** has been signed, two different versions of the Degree Final Project report will be delivered, a **full version**, which will be exclusively available to the Academic supervisor and the members of the examination board and another reduced version (in which only the details considered appropriate will be included), which may be published.

8. Final examination and assessment

- 8.1 The defence request may only be made once the rest of the subjects in the syllabus have been passed and must be submitted to the Department and made by the student at any time during the academic year, once the Degree Final Project has been deposited, provided that the student has not already used up the two examination attempts to which the registration entitles him/her. For an academic year, the defence must in any case take place before 30 September. Otherwise, the student must re-enrol in the Degree Final Project course.
- 8.2 A minimum period of five working days must elapse from the time the Degree Final Project defence is requested until the defence takes place (Saturdays are not considered working days). However, this period may be reduced in exceptional cases, which must be duly justified and approved by the student’s Academic supervisor, co-supervisor (if applicable) and examination board. The minimum period which may elapse between the register of a Preliminary Degree Final Project and the defence of a Final Project is 4 months, although this period may be reduced if this exceptional circumstance is duly justified by the student provided that it is under the approval of the Academic supervisor and the co-supervisor (if applicable).
- 8.3 Defence applications must be submitted to the corresponding department’s secretariat following the procedure established by that department. Applications must include a document with the grades obtained in the different courses of the degree, thus justifying that the student has paid and owns the necessary credits. The department will communicate with the members of the examination board on the receipt of the application.
- 8.4 The date and place for the defence of the Degree Final Project will be determined by the examination board together with the student, and the students’ Academic supervisor will act as a mediator. The defence of the Degree Final Project will be open to the public and must be announced by the department at least 48 in advance, which will oversee indicating the date, time and place of the presentation. In the event of a Final Project having confidential or commercially sensitive information, the defence of the Degree Final Project can be done in private.

- 8.5 Defences of Degree Final Projects will consist of the student's presentation of the objectives, methodology, results, and conclusions of their Degree Final Project. Presentations will last a maximum of 30 minutes and the student will have to answer the questions asked by the examination board. In no case may the time of both parts of the presentation exceed one hour. After the presentation and the possible debate, the examination board will deliberate on the grade of the Degree Final Project in a private meeting. Grades will be decided to consider the marking criteria described in the Degree Final Project teaching guide and rubric. The examination board will fill the rubric included in the Degree Final Project teaching guide as well as a report on the student's defence of their presentation (Annex IX). This grade will be sent to the department's Degree Final Project committee to file.
- 8.6 In the case of a Degree Final Project with confidential or commercially sensitive content, a confidentiality agreement will be signed between the student and the members of the examination board. This agreement stipulates that the student must answer the members of the board's questions on the methodology, techniques, or phases of development of the Final Project, although they will remain confidential. Once the confidentiality agreement has been signed, the student is obliged to answer any question asked by the examination board, even if they relate to the confidential content of the work.
- 8.7 The mark will be awarded according to the following numerical scale from 0 to 10, to one decimal place, to which will be added the corresponding grade (fail, pass, pass mark, remarkable, outstanding), as indicated below. In the event that the academic supervisor's report is favourable, the selection board will determine the final grade from among the options of pass, pass with distinction or outstanding
- 0 – 4.9 fail (D, in Spanish SS)
- 5.0 – 6.9 sufficient (C, in Spanish AP)
- 7.0 – 8.9 remarkable (B, in Spanish NT)
- 9.0 – 10 excellent (A, in Spanish SB)
- 8.8 If a Degree Final Project obtained a failing grade, the examination board will notify the motives for this mark in the "Observations" section from the rubric (Annex IX). In addition to this, the examination board will provide the student with a detailed report on this decision together with a series of recommendations to improve the quality of the Final Project. A new examination attempt will imply that the student must resubmit an application for the deposit of their Final Project.
- 8.9 In those cases, in which the grade of Excellent has been awarded, the examination board may propose to the Teaching Committee of the Polytechnic School (delegated by the Board of the Polytechnic School) that the student receives an honourable mention for his/her Degree Final Project. This proposal must be accompanied by a report justifying the reasons for such honourable mention. For this proposal to be considered, the student must voluntarily waive the request for the award of their Graduate Degree until the end of the academic year, at which time the awarding of Honours Degrees is resolved.
- 8.10 Following the provisions of the Royal Decree 1125/2003, of September 5, 2003, the maximum number of Honourable mentions that may be awarded in an academic year may not exceed five per cent of all students enrolled in the Degree Final Project subject. Were there to be less than twenty Degree Final Project proposed for the honourable mention, only one mention could be bestowed. To this end, the Teaching Committee will review all the reports on students' Degree Final Project received from the examination boards. Degree Final Projects proposed for the honourable mention will be published.
- 8.11 The Complaint Management Committee of the Polytechnic School will handle the appeals lodged against the decision adopted by examination boards. Such appeals must be duly motivated and are to be submitted to the dean of the Polytechnic School within a maximum period of 5 working days from the defence of the Degree Final Project. The Complaint Management Committee must adopt a reasoned decision within a maximum period of 15 days. Following the provisions of article 249.2 of the current Statutes of the University of Alcalá, the interested parties may appeal to the Chancellor within one month of notification of the decision adopted by the Complaint Management Committee.

- 8.12 An electronic copy of the Final Project will be sent together with the student's authorisation (see article 8. 13) to **the library of the School**. In case of confidentiality restrictions, the electronic copy will only include **the short version of the report** as described in article 7.7.
- 8.13 It is recommended to facilitate the open publication of the dissertation report in accordance with the licence approved by the Governing Council (Annex VI). During the defence, academic supervisor and co-author (if applicable) will sign separately the form included in Appendix VII (Appendix VIII if the co-author is a foreigner), giving their agreement or not to the open publication. If the author agrees with the open publication, he/she will sign the document included in Annex VI.
- 8.14 The Departments will keep a copy of the Degree Final Project defence minutes, as well as of the rubric generated in the assessment of the Degree Final Project, and both scanned documents will be sent to the Executive Secretariat of the Polytechnic School, with the aim of having this information available in future degree accreditation processes.

9. Degree Final Projects Conducted at Abroad Institutions

- 9.1 Following articles 3.4 and 4.3 of these regulations, students may apply for a Degree Final Project course at a foreign university or institution provided that a learning agreement has been signed with the University of Alcalá.
- 9.2 The Degree Final Project carried out in a foreign university or institution will be considered, for all purposes, as having been carried out in an institution external to the UAH, in the terms set out in article 4.3 of these Regulations.
- 9.3 Administrative processes for enrolment, acceptance of the Degree Final Project, presentation of the preliminary project, preparation of the report, submission, defence and grading, and composition of the examining board, are those described in the previous sections of these Regulations.
- 9.4 The assessment of the Degree Final Project is to be done at the University of Alcalá. Nevertheless, students may request their academic supervisor that their Degree Final Projects be assessed online by videoconference.
- 9.5 Were the Degree Final Project to be conducted abroad, the format for the first page of the Final Project must be as the one attached in Annex II.

10. Visiting students conducting their Degree Final Project at the Polytechnic School.

- 10.1 The procedure for proposing, applying for, and being allocated a Degree Final Project topic will be as stipulated in section 4 of the present regulations.
- 10.2 The institutional mobility coordinator will be the one in charge of authorising the visiting student's enrolment for the "Supervised work during mobility" course from the degree program which suits more the area of the student's original degree at their home institution. The registration for this course will be free of charge for Erasmus students, who will not need to own any academic prerequisites. The possibility of low tuition fees for non-European international students may be reviewed.
- 10.3 The processing of pre-project will follow the directives provided in article 5 of the present regulations. A copy of the approved "Preliminary Degree Final Project Control Sheet" must be sent to the institutional mobility coordinator.
- 10.4 The format of the first page of the dissertation report will be as defined in the corresponding section of Annex II.
- 10.5 Degree Final Projects will be assessed and graded by the examination board appointed by the Degree Final Project committee of the corresponding department, and the agreed mark will be notified to the

Degree Final Project Committee and the Executive Secretariat of the Polytechnic School. A copy of the assessment rubric will be sent to the institutional mobility coordinator, who will issue a Transcript of Records (ToR) in English. Both documents, the Spanish and the English transcript will be sent by the institutional mobility coordinator to the student's home institution.

11. Transitional Provision

Official studies before the launch of the European Higher Educational Area (EHEA) and Bologna Process requiring a Degree Final Project for their completion will continue to be guided by the previous regulations.

Annex I. Final Project Proposal

Information on the Academic supervisor (if applicable)

NAME:

INSTITUTIONAL AFFILIATION:

Information on the academic co-supervisor (if applicable)

NAME:

INSTITUTIONAL AFFILIATION:

Final Project proposal overview

TITLE:

BRIEF DESCRIPTION OF WORK AND OBJECTIVES:

DEGREES TO WHICH IT IS OFFERED:

CURRICULAR REQUIREMENTS:

OBSERVATIONS:

Done at Alcalá de Henares,, day, month, year

Signature.:

Annex II. Final Project report formatting

- General format:
 - UNE-A4 (for double-sided printing).
 - In case of submitting a bound copy in addition to the portable electronic document, it must be in paperback binding (softcover), with the top band in PANTONE colour No. 160C (brown) on the cover, spine, and back cover.
 - The cover and back cover shall conform to the model indicated in Annex X of this document.
 - The document must have an initial page with the following formatting, depending on the type:

- For Degree Final Projects conducted at the Polytechnic School by in-house students:

UNIVERSITY OF ALCALÁ
POLYTECHNIC SCHOOL

<<DEGREE PROGRAM>>

Degree Final Project

<< Title >>

Author: << Student's name and surname >>

Supervisor: <<Academic supervisor's name and surname >>

Examination board:

Chairperson: << Name and surname >>

Assistant No.1: << Name and surname>>

Assistant No.2: << Name and surname>>

Date: << Date of the deposit >>

- For Degree Final Projects conducted abroad by in-house students:

UNIVERSITY OF ALCALÁ
POLYTECHNIC SCHOOL

<<DEGREE PROGRAM>>

Degree Final Project

<< Title >>

Author: << Student's name and surname >>

Final Project conducted at: <<Name of the institution>>

Country:

Supervisor:

Co-supervisor:

Examination Board:

Chairperson: << Name and surname>>

Assistant No.1: << Name and surname>>

Assistant No.2: << Name and surname>>

Date: << Date of the deposit >>

- For Degree Final Projects conducted at the Polytechnic School by visiting students:

UNIVERSITY OF ALCALÁ
Polytechnic School

<<DEGREE PROGRAM>>

Degree Final Project

<< Title >>

Author: << Student's name and surname >>

Home institution:

Country:

Supervisor:

Co-supervisor:

EXAMINATION BOARD:

Chairperson:

Assistant No.1: Mr/Ms assistant's name and surname

Assistant No.2: Mr/Ms assistant's name and surname

DATE:

This document must include the following sections:

- Index.
- An abstract (in Spanish) of no more than 100 words.
- An abstract (in English) of no more than 100 words.
- A maximum of five keywords.
- An introduction elaborating on the grounds of the project, its structure and contents and, if applicable, the confidentiality agreement.
- Conclusions.
- A bibliography including all the works cited. Citations must follow the IEEE style.

All Degree Final Projects should include:

- An index
- An abstract (in Spanish) of no more than 100 words.
- An abstract (in English) of no more than 100 words.
- A summary of the work of a maximum of four pages.
- A glossary of acronyms and abbreviations.
- An introduction elaborating on the grounds and the principal aims of the research project.
- An explanation of the theoretical concepts used to develop the project as well as of the necessary calculations.
- Conclusions and possible future lines of investigation-
- A bibliography including all the works cited. Citations must follow the IEEE style.
- An appendix including:
 - The diagrams, plans and charts (always in compliance with the current standards on the analysis and design of hardware and software systems) are considered necessary by the author of the Final Project. In case of a confidentiality agreement, this section may be excluded.
 - Specifications (if applicable) including general conditions and regulations of the materials and the equipment used during the research as well as their conditions of execution. In case of a confidentiality agreement, this section may be excluded.
 - A budget justification including expenses in materials and labour, overhead costs, industrial profits, editorial and management fees (School fees, if applicable), contract execution costs and total budget. In case of a confidentiality agreement, this section may be excluded.
 - User, installation and maintenance manuals (if applicable) for all the equipment and programs generated during the research or which are to be subsequently used.

Annex III. Preliminary Degree Final Project Control Sheet

Department

Personal information

NAME:

DNI:

ADDRESS:

POSTAL CODE:

LOCALITY:

PROVINCE:

MOBILE:

EMAIL:

STUDIES:

FIELD OF SPECIALISATION (if
applicable):

LANGUAGE CHOSEN FOR THE FINAL PROJECT:

SPANISH

ENGLISH

Preliminary Final Project overview

TITLE:

ACADEMIC
SUPERVISOR:

CO-SUPERVISOR (if
applicable):

Alcalá de Henares,

day

month 20 .

Signature of the supervisor and co-supervisor:

Signature of the student:

Departmental Agreement (to be completed by the department involved in the assessment of the Degree Final Project)

ADMITTED: YES / NO
REASONS FOR THE
REJECTION OF THE FINAL
PROJECT APPLICATION:

DATE:

VALIDITY PERIOD:

EXAMINATION BOARD:

Chairperson: Mr/Ms
Assistant
examiner
No.1: Mr/Ms
Assistant
examiner
No.2: Mr/Ms
Substitute
assessor: Mr/Ms

Alcalá de Henares,20.....

Seal of the department

Signature of the department's secretary

Annex IV. Guidelines for the Preliminary Final Project

Applicants must follow these guidelines for the completion of the pr-projects:

Author: student's name

Supervisor: If already assigned, or endorses the proposal submitted by the student.

Degree program: the name of the undergraduate program for which the student is enrolled.

Final Project title: it is preferable a title including specific information on the project. For example:

- **Incorrect:** An automated processing system.
- **Correct:** Simulation of an automated meat processing system in a quartering room by using a bus local network.

1. Introduction

In this section, the student must provide preliminary background information to put their research in context.

2. Objectives and possible practical applications of the Final Project

In this section, the student must explain their Final Project's topic, purpose and relevance as well as include possible practical applications of the outcomes of the research.

3. Final Project structure and layout

In the description of their research paper, students must explain to the reader what to expect during the rest of the Final Project, what is to be done, how and why. This section should include an explanatory block or diagram.

4. Methodology

A clear description (or enumeration) of the different stages to be followed during the research must be provided. Should it be possible, a Gantt diagram must also be included in this section.

5. Final Project materials

In this section, the student must describe the materials which they have needed to carry out their research.

6. Bibliography

A list enumerating all the works consulted in the preparation of the Degree Preliminary Final Project as well as all the works which the student plans to use in the writing of their final Final Project. The preferred citation style is IEEE.

The approval of the student's co-supervisor (if applicable)

Annex V. Academic Supervisor's Report on the Degree Final project

Mr/Ms.the academic supervisor
of the Final Project:

“ ”
conducted by Mr/Ms., hereby issues
the following report on the aforementioned work:

- Favorable
 Unfavourable

OBSERVATIONS:

Alcalá de Henares, day month 20.....

Signature.:

Annex VI. Authorisation from the Author of the Final Project for the Electronic Publication of his/her work

LICENSE

(Approved on 18 December 2008 by the Governing Council)

E-Science is a project in force developed by the Community of Madrid and the Madroño Consortium within the interlibrary cooperation program. E-Science aims to provide a digital platform enabling free access to the scientific research conducted by public universities and research centres at the Community of Madrid.

Mr/Ms (with DNI/NIE number) who holds the academic position of at University (of) CERTIFIES that he/she, the owner of the intellectual property rights of the academic work “.....” assigns the copyright of his/her work to E-Science, certifying that his/her research is original and that he/she is the only author or co-author of the present work, which complies with the Intellectual Property Act.

In case of a prior copyright assignment to third parties, the author declares that he/she is duly authorised by such right holders for this assignment, or that he/she retains the right to transfer the ownership of the copyright of his/her work to E-Science.

To achieve the diffusion of the ideas exposed in the present work through this institutional repository, I transfer the copyright of the content of this Final Project free of charge and non-exclusively to the University of Alcalá during the longest validity period so that it can be universally used by all members of the E-Science repository. This agreement includes the rights for the distribution, public communication, reproduction and transformation of the content of this project as well as its electronic availability.

The transfer of ownership rights is governed by the following conditions:

The E-Science repository does not assume the ownership rights to the present work, they will remain with the author. Nevertheless, this copyright assignment will enable the E-Science repository to:

- a) Transform the project to the necessary extent to adapt it to any computing online platform, make the necessary adaptations to convert the Final Project into an electronic format, encode watermarks or any other security system to secure the document.
- b) Reproduce the content of the Final Project in a digital environment for its incorporation into an electronic database. This includes the right to reproduce and store the present work in server centres for preservation purposes.
- c) Provide the users with electronic copies of the present work on a digital platform.
- d) Make it available to the public through the institutional open repository. This service is open, free and accessible via the Internet.

The transfer of the copyright of this work is non-exclusive. Therefore, the author of the present Final Project is free to publicize his/her work by any means he/she considers appropriate.

The author certifies that the commitment acquired herein does not infringe any third-party rights, whether industrial, intellectual or any other property rights. Furthermore, the author that the content of his/her work does not violate the rights to honour, privacy and self-esteem of others.

The author will be held responsible if the University of Alcalá is condemned for right infringement after the transfer of copyright to the institution.

As a guarantor of the authorship of this work, the author will be liable for the claims, including those of compensation for damages, brought against the University of Alcalá by third parties whose rights and interests concerning this work are affected.

In compliance with the applicable law, the present work will be made available to users for fair use of the author's rights, which include study, research and any other lawful purposes. Subsequent use beyond private copying requires the citation and the acknowledgement of the authorship of the original work; no commercial benefits can be obtained, and no derivative works can be made.

The University of Alcalá is legally obliged to inform all the users of the repository about the permitted uses of the present work, although it will not be held responsible for how the work is used nor if users do not comply with the legislation in force.

The University of Alcalá will not review the content of the work, this task will be done only by the author of the Final Project.

The University of Alcalá is not legally obliged to take legal action on behalf of the author if his/her intellectual property rights are infringed once that he/she has deposited his/her work with the E-Science repository.

The author of the present work may request the withdrawal of his/her Final Project from the repository due to a justified cause. For this purpose, he/she can contact the head of the e_Buah (ebuah@uah.es). In another vein, the E-Science repository could also remove the present work from the platform were it to be considered necessary or were it to have received a claim from third parties.

The author of the present work will be notified of any claim brought against the university or the E-Science repository concerning his/her Final Project, especially if they are concerned with its intellectual property rights.

Done at Alcalá de Henares on 20

Signature of the University

Mr Francisco J. de la Mata

Vice President for Research and Transfer

Signature of the author

Mr/Ms

Annex VII. Authorisation from the Academic Supervisor for the Open-Access Publication of the Degree Final Project

AUTHORISATION FROM THE STUDENT'S ACADEMIC SUPERVISOR/CO-SUPERVISOR FOR THE OPEN-ACCESS PUBLICATION OF HIS/HER FINAL PROJECT ON THE INSTITUTIONAL REPOSITORY E-BUAH

Mr/Ms, the academic supervisor/co-supervisor of the Degree Final Project

"....." by Mr/Ms, hereby gives his/her consent for the aforementioned work to be included in the institutional repository for digital documents of the University of Alcalá, e-Buah.

YES

NO

Done at Alcalá de Henares on

Signature:

Annex VIII. Authorisation from the Academic supervisor of the Degree Final Project at the Host Institution for its Open-Access Publication

FINAL PROJECT OPEN ACCESS PUBLICATION IN E-BUAH
(INTERNATIONAL AUTHORIZATION)

Mr /Ms / Mrs, belonging toUniversity and Supervisor of the Final Project / Thesis entitled:

“.....”, authored by the exchange student Mr/Ms/Mrs:authorizes to upload this Final Project in the Open Digital Documents Repository of Alcala University (e-Buah).

I agree

I disagree

Dated, signed and stamped in on

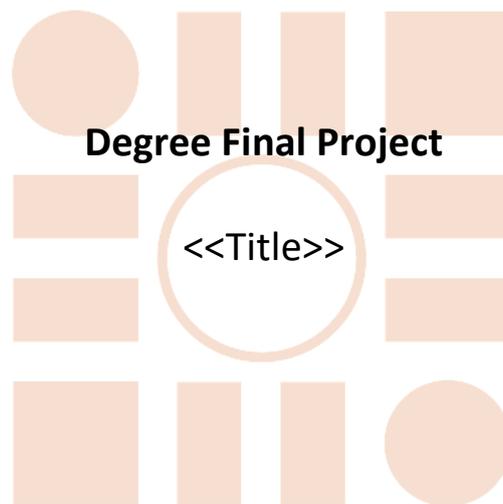
(place)

(date)

Observations by the Examination Board:

Annex X. Cover and back cover of the Degree Final Project:

<<DEGREE PROGRAM>>



Degree Final Project

<<Title>>

ESCUELA POLITECNICA
SUPERIOR

Author: <<Name and surname of the student>>

Supervisor and co-supervisor (if applicable): <<Student's academic supervisor and co-supervisor's name and surname)>>

<<Academic year>>

University of Alcalá
Polytechnic School

