



**Universidad de Jaén**  
Facultad de Ciencias Sociales  
y Jurídicas

**Regulations for Final Year Projects/Dissertations  
at the FACULTY OF SOCIAL & LEGAL SCIENCES  
OF THE UNIVERSITY OF JAÉN**

(Approved at Regular Session no. 2 of the Faculty Board on 5 July 2017)



**Universidad de Jaén**  
Facultad de Ciencias Sociales  
y Jurídicas

## Contents

Preamble	3
Article 1. Nature of the Final Year Project/Dissertation.	4
Article 2. Final Year Project/Dissertation Committee (TFGC).	5
Article 3. Requirements for completing and defending Final Year Projects/Dissertations.	6
Article 4: Supervision of Final Year Projects/Dissertations.	7
Article 5. Assignment of topics and supervisors.	8
Article 6. Submission of Final Year Projects/Dissertations.	9
Article 7. Assessment and grading of Final Year Projects/Dissertations.	10
Article 8. Revision of grades.	11
Article 9. Retention of Final Year Projects/Dissertations.	11
Article 10. Originality of Projects and Dissertations.	11
Article 11. Open access pledge.	12
Exemption provision	12
First additional provision	12
Second additional provision	12
Final provision	12



Universidad de Jaén  
Facultad de Ciencias Sociales  
y Jurídicas

## Preamble

Organic Law 4/2007 of 12 April on universities (LOMLOU), promulgated by Royal Decree 1393/2007 of 29 October (modified by Royal Decree 861/2010 of 2 July and by Royal Decree 43/2015 of 2 February) sets out the requirements for undergraduate and master's degree curricula in Spanish universities.

In the guidelines for designing undergraduate degree programmes set out in Article 12 of the Royal Decree, section 2 states: "Degree programmes will comprise 180-240 credits, which will cover all the theoretical and practical content to be acquired by students: fundamental aspects of the discipline, compulsory or optional subjects, seminars, internships, guided study, final year project/dissertation and other educational activities." Sections 3 and 7 of the same article state: "These degree programmes will culminate in the completion and defence of a final year project/dissertation (...) with a minimum of 6 credits and a maximum of 12.5% of the total credits for the degree programme. It must be carried out in the final phase of the degree programme and be aimed at evaluating skills associated with the qualification."

Within this legal framework, the University of Jaén drew up a series of Regulations for Final Year Projects/Dissertations (TFG) at a special session of the Governing Council on 4 July 2012 (modified at regular sessions of the Governing Council on 8 April 2014 and 30 January 2015). In accordance with

these general regulations, the Regulations for Final Year Projects/Dissertations for the Faculty of Social & Legal Sciences at the University of Jaén were approved at a Faculty Board meeting on 16 May 2013 and modified on 15 May 2014 to expand upon aspects not covered by the general regulations and make them applicable to the undergraduate degree programmes in the Faculty of Social & Legal Sciences.

At regular session no. 25 of the Governing Council on 5 June 2017, the University of Jaén approved the new Regulations for Undergraduate Dissertations, Master's Dissertations and other Final Year Projects at the University of Jaén. These regulations set out standard criteria and procedures for the completion and defence of Final Year Projects/Dissertations, bringing greater consistency to the organisation and grading of these projects to ensure equality of rights and duties for all students at the University of Jaén, without placing constraints upon the unique characteristics of each faculty and discipline.

The purpose of this document is to expand upon aspects not covered in detail by the general regulations of the University of Jaén and to provide guidance on the scope, procedure, completion, defence and grading of Final Year Projects/Dissertations for all undergraduate degree programmes at the Faculty of Social & Legal Sciences.

### **Article 1. Nature of the Final Year Project/Dissertation.**

1. The Final Year Project/Dissertation (TFG) requires students to complete a project, dissertation or study incorporating and supplementing the teaching material acquired, which must apply the skills associated with the undergraduate degree programme.

2. TFGs will be completed by students on an individual basis and will be overseen and graded by the teaching staff appointed as supervisors.

3. Exceptionally, TFGs may be authored by a maximum of two students when this is required due to the project's complementarity, complexity and/or length. A proposal must be submitted to the department and authorised by the Faculty TFG Committee before work commences. In this case, the role played by each student in the TFG must be explicitly stated and the specific requirements established by the TFG Committee for the completion and defence of the project must be fulfilled.

4. In the case of a multidisciplinary TFG, a maximum of two teaching staff may be appointed as supervisors if this is authorised by the Faculty TFG Committee.

5. TFGs may be carried out at an institution or organisation outside the University of Jaén, provided that a partnership agreement is in place.

6. TFGs must be carried out in accordance with the Teaching Guide for the course, which will be produced by the Faculty of Social & Legal Sciences.

## **Article 2. Final Year Project/Dissertation Committee (TFGC).**

1. The Faculty will select a TFGC with at least five members appointed by the Faculty Board from among the teaching staff, students and administrative and service staff linked to the Faculty.

2. The responsibilities of the TFGC will be as follows:

a) Ensure consistency in the requirements for TFGs, setting basic rules on style, length and structure and ensuring that the number of ECTS credits stipulated for the degree course is respected.

b) Establish the degree of participation in the TFG programme for each department, depending on their teaching load on the degree programme.

c) Request proposals for TFG topics and supervisors from departments.

d) Approve and publish the list of available TFG topics and supervisors, the number of students who can choose each topic and the allocation criteria.

e) Authorise TFGs that may be completed by more than one student or supervised by more than one faculty member.

f) Approve the procedure and deadlines for students to request a TFG topic.

g) Assign a TFG topic and supervisor to each student according to the allocation criteria and the principles of merit, equal opportunities and free competition.

h) Publish the list of TFG topics and supervisors allocated to students.

i) Handle requests to change supervisor or to change student.

j) Establish deadlines for submission of the TFG each year.

k) Collect TFGs completed by students.

l) Confirm that supervisors have sent the grades for the TFGs they have supervised by the deadline in the format stipulated by the TFGC.

m) Determine the Honours classifications awarded based on proposals from supervisors.

n) Ensure compliance with these regulations.

### **Article 3. Requirements for completing and defending Final Year Projects/Dissertations.**

Enrolment on the TFG will be subject to the same terms and deadlines as enrolment on all other modules on the degree programme. To enrol on the TFG, students must be enrolled on all other modules required to complete their study

programme and meet the requirements for the TFG stated in the study programme for their degree course. The TFG may only be submitted and defended once students have met the requirements stipulated in the relevant teaching guide.

#### **Article 4. Supervision of Final Year Projects/Dissertations.**

1. The TFG supervisor will be a faculty member from one of the departments providing teaching on the degree programme.

2. Teaching staff at the University of Jaén are required to tutor and supervise students during the TFG. They will usually be required to supervise students during the second term when most TFGs are completed, but they may exceptionally be asked to do so during the first term for students who wish to exercise the right reflected in Article 18.3 of the Regulations of the Academic Regime and Student Assessment, which allows students to complete the TFG in the first term, even if they are first-time students.

3. Supervisors will inform and advise students on how to approach and complete the TFG, and will address any queries that may arise during the process.

4. Supervisors will grade the written TFG and defence for the students they supervise in accordance with the criteria set out in the Course Summary and in the Teaching Guide for the module. The defence will consist of an oral presentation of the project by the student and will be scheduled according to the calendar approved by the TFGC for each academic year. Supervisors will send all grades and, where relevant, proposals for Honours classifications to the TFGC, respecting the deadline and format established by the Committee.

5. TFGs that are carried out in companies or at public or private institutions that are not universities will require a second supervisor who must be a graduate

with training equivalent to MECES and who will follow the main supervisor's guidance.

### **Article 5. Assignment of topics and supervisors.**

1. At the beginning of each academic year and, if necessary, at the start of the second term, departments teaching on the degree programme will submit proposals for TFG topics and supervisors to the TFGC using the form provided by the Committee.

2. The number of potential TFG topics and supervisors required from each department will be proportional to the department's teaching load on the degree programme. The TFGC will determine the number of proposals to be submitted by each department in such a way as to ensure that topics are available for all students. These topics may be chosen by students on the principles of merit, equal opportunities and free competition.

3. The TFGC will study, approve and publish a list of the TFG topics, supervisors and number of TFGs available, ensuring that all enrolled students have a topic and a supervisor.

4. Students enrolled on the TFG will request their topic using the form provided by the deadline established by the Faculty TFGC. Generally speaking, there will be two phases for requesting TFG topics: the first will be in October and the second will be immediately after the end of the extended enrolment period, in accordance with the academic calendar approved by the University of Jaén Governing Council for each academic year. Students may request topics by order of preference.

5. TFG topics and supervisors will be assigned on the basis of students' preferences, as well as on the principles of merit, equal opportunities and free competition between students. Students' average grades over the course of their



studies will be taken into consideration when assigning TFG topics. In the event of a draw, the number of credits remaining on the degree programme will be used to decide between students. If the draw continues, the number of **evaluation periods** taken to complete the course so far will be used.

6. The list of topics assigned to students will be published on the Faculty website within 15 days after the deadline for requests. This list will be provisional and students may appeal their allocated topic within 15 days, requesting a change of topic or supervisor and providing the reasons for their appeal. Equally, supervisors may submit an appeal providing their reasons for wishing to change the student assigned to them. The TFGC will have a maximum of 15 days to resolve all appeals and publish the final list.

7. The allocation of a TFG topic and supervisor will be valid throughout the academic year in which it is assigned and the subsequent year. Once these two years have passed, a new topic and supervisor will have to be assigned. Students who wish to change the topic or supervisor assigned to them may use the form provided for this purpose to submit their request to the TFGC at any time.

### **Article 6. Submission of Final Year Projects/Dissertations.**

1. The Faculty TFGC will establish the deadlines for submission of the TFG for each session, which will be after the closing date of the exam period stated on the official academic calendar.

2. The sessions for the TFG will be as listed in the Regulations of the Academic Regime and Student Assessment.

3. The TFG will be submitted to the TFGC in electronic format and will be stored in accordance with the TFG regulations for the University of Jaén. The TFGC will decide on the format and method of digital submission, unless the nature of the project requires an alternative submission method.

4. Submission of the TFG must be accompanied by a document in electronic format authorising or declining publication of the TFG in the UJA academic repository, which must be signed by the student and the supervisor. This document will be based on a template provided by the TFGC.

5. The TFG may be written in a language other than Spanish upon request from the student and the supervisor to the Faculty TFGC, as long as the language chosen by the student is among those used in the degree programme. In this case, an abstract containing an introduction and summary of the findings of the TFG must be provided in Spanish at a minimum.

6. TFGs must be written in non-sexist language in accordance with the University of Jaén guide to egalitarian use of language and images in force at the time of submission.

7. TFGs must be submitted with a cover page following the template provided by the TFGC and must comply with the rules on style and structure set by the TFGC each academic year and published in a timely manner on the Faculty website.

## **Article 7. Assessment and grading of Final Year Projects/Dissertations.**

1. Supervisors will evaluate and grade the TFG in accordance with the criteria set out in the Course Summary and the Teaching Guide for the module.

2. In accordance with RD 1125/2003 of 5 September, grades will be assigned on a numerical scale from 0 to 10 to one decimal place, with the corresponding qualitative grade description: 0 to 4.9: Fail; 5.0 to 6.9: Pass; 7.0 to 8.9: Merit; 9.0 to 10.0: Distinction.

3. It is the supervisor's responsibility to send the TFGC a report containing the grades and proposed Honours classifications (where appropriate) for the TFGs that they have supervised in the specified format and by the deadline.

4. Based on the reports submitted by supervisors and additional verbal reports where relevant, the Faculty TFGC will allocate Honours classifications to selected TFGs in accordance with the current regulations. RD 1125/2003 of 5 September stipulates that the number of Honours classifications may not exceed 5% of the students enrolled in the relevant academic year, unless the number of students enrolled is less than 20, when a single Honours classification may be awarded.

#### **Article 8. Revision of grades.**

Revision of TFG grades will be subject to current regulations on exam and grade revisions and appeals from the University of Jaén.

#### **Article 9. Retention of Final Year Projects/Dissertations.**

The Faculty of Social & Legal Sciences will add all defended, approved TFGs within its responsibility to the UJA academic repository. When published in the repository, the digital file containing the TFG will be accompanied by a file listing key information about the TFG. In the event that either the student or supervisor do not give their consent for open access publication, the TFG file in the repository will not be made public. The TFG information will always be public.

TFGs that are not public may be consulted by members of the university community upon request from the **office** responsible for managing the repository.

In all cases, intellectual property rights must be respected in accordance with the current legislation.

### **Article 10. Originality of Projects and Dissertations.**

1. The Faculty of Social & Legal Sciences will promote respect for intellectual property and will inform students that plagiarism contravenes the principles underpinning university education. To this end, it will recognise authorship and protect academic work in accordance with current intellectual property legislation.

2. Plagiarism, which is understood as submission of work carried out by another person as one's own or copying texts and presenting them as one's own without citing the source, will result in an automatic grade of 0. This 0 grade will not exempt students found to have plagiarised from possible disciplinary action.

### **Article 11. Open access pledge.**

As part of its institutional open access pledge, the Faculty of Social & Legal Sciences may adopt any promotional measures and incentives deemed appropriate to ensure that as much of the content in academic repositories as possible is accessible without any kind of limitation.

### **Exemption provision.**

The Regulations for Final Year Projects/Dissertations approved by the Faculty Board on 16 May 2013 and modified by the Faculty Board on 15 May 2014 are henceforth repealed.



**Universidad de Jaén**  
Facultad de Ciencias Sociales  
y Jurídicas

### **First additional provision.**

The TFGC will produce the forms needed to fulfil these regulations and publish them on the Faculty website.

### **Second additional provision.**

Any cases or circumstances not covered by these regulations will be resolved by the TFGC.

### **Final provision.**

These Regulations for Final Year Projects/Dissertations will come into force in the 2017/2018 academic year.