1  REGULATION OF THE TFM AT THE FACULTY OF BIOLOGY

According to the dictate of the *Normes Generals Reguladores dels Treballs de Fi de Màster Universitari de la Universitat de Barcelona* approved by the *Comissió Acadèmica del Consell de Govern* on June 8, 2011, each centre must prepare and approve its own TFM (*treball final de master*, master dissertation) guidelines, following the generic guidelines of the University of Barcelona.

2  REGULATION OF TFM, MASTER IN BIODIVERSITY

2.1.  **Aim**

The TFM is a research project, integrating the training received throughout the degree. This project requires that students apply the knowledge, attitudes and skills acquired throughout the master's degree. The TFM is an autonomous and individual work of the student.

2.2.  **Organization**

The coordinating committee of each master's degree at the Faculty of Biology is autonomous to regulate upon everything regarding the TFM, beyond the dictates of the Faculty. In this sense, the coordinating committee determines the responsibility to elaborate the course plan. It must follow the regulations governing the course plans at the University of Barcelona.

The TFM must be carried out under the guidance of a TFM supervisor, who will guide the learning process and will act as a scientific director. It is possible to develop the TFM under the guidance of two scientific directors, one of whom will act as academic supervisor. When the student has to develop all the TFM or a significant part of it in institutions other than the UB, or the scientific director belongs to the external institution, it is mandatory to have an academic supervisor who teaches in the master. In this case, it is necessary to sign an agreement between the centre (UB) and the institution or the organism.
2.3. Enrolment and assessment periods

The enrolment period for the TFM is the same as for any other subject in the master. However, we recommend that students do not enrol TFM during the enrolment period if they do not have a clear idea of the work that they will develop, and who will be the director and academic supervisor. In these cases, it is advisable to wait for the extension of enrolment period, once the student has been able to establish the necessary contact with potential directors and academic supervisors. Caution: adding the TFM during the extension of the enrolment period entails having to pay all remaining payments at once.

Before starting the TFM, it is mandatory to register a training project (and, in the case of other institutions, establish an agreement between the University of Barcelona and the collaborating institution, if this agreement does not exist). The training project must be approved by the coordinator of the master, or by a professor on whom the coordinator delegates this role (“the delegate”, usually the coordinator of TFM).

The coordinating committee of each master decides whether to evaluate in one period or two, as well as the calendar of the evaluation. The committee will have to determine the dates of submission of the dissertations, prior to the defence.

Before the public defence, the academic supervisor must send to the coordinator of the TFM a rating of the student, in which the dissertation is approved for public defence. In the event that the director or academic supervisor does not give approval to the defence, or during the defence, the dissertation committee considers that the dissertation does not fit the required standards, the students will be able to take the re-evaluation. Only those students who, having completed the TFM dedication and having prepared and deposited the TFM dissertation, do not obtain the approval of the tutor or have failed the defence, will have access to the re-evaluation.

To avoid delays in submitting the grades to the official record, the faculty may establish an alternative procedure that allows the individual qualification of the students. The “honours mention” must not be included in the record until the end of the assessment period to comply with the provisions of article 5.6 of the Real Decreto 1125/2003.
2.4. Responsibility of the teaching assignment

The coordinator of the master, or the delegate, must assign an academic supervisor to each student enrolled in the TFM, and will inform the departments involved in this teaching/supervising assignment.

2.5. Assignment of topics and academic supervisors

The coordinator of the master, or the delegate, will set the procedure to assign an academic supervisor and a research topic for students. The coordinator of the master can compile a list of subjects, projects or external entities to offer. The coordinator can also evaluate the feasibility of proposals that the students present.

In the case of external institutions, the student and the supervisor must prepare a short project description (1 page) including the work plan, which the academic supervisor must approve. Once approved, it must be handed over to the coordinator of the master or the delegate, prior to enrolment or registry of the training project (see point 2.3).

2.6. Responsibility of the supervisor

The supervisor is responsible for keeping track of the student’s progress, and are responsible of producing an evaluation of his or her progress before the defence (see 2.3); in the case of the academic supervisor, she or he must also approve the research project.

2.7. Submission

The original copies with manuscript signatures by all involved actors (student, supervisor, academic supervisor) of the dissertation must be delivered to the coordinator or the delegate, between 14 days and one week before the defence. The document must follow strictly the official guidelines (annex 1). Also, a pdf copy of the dissertation plus a pdf copy of the presentation used for defence must be provided for electronic filing.

2.8. Evaluation

The coordinating committee decides on the formal guidelines for the presentation of the master’s dissertation, in accordance with the criteria of the UB. Likewise, the commission will have to establish the procedure of appointment of the evaluation committee and the evaluation criteria. The coordinating commission delegates the nomination of the evaluation committee to the TFM coordinator. The TFM coordinator will set up the
evaluation committees according to their specialty, but the heads of the involved departments must approve the proposals.

The final grade is the result of the weighted sum of the grading of the work done by the student and of the presentation and defence that she/he does, in accordance with the criteria established by the coordinating committee of the master, and according to the following percentages:

**Student work and written dissertation (70 %)**
- Evaluation of supervisor, according to established criteria (20 %) (annex 2)
- Evaluation committee, according to established criteria (50 %) (annex 2)

**Defence (30 %)**
- Evaluation committee, according to established criteria (30 %) (annex 2)

### 2.9. Allegations

If a student wishes to examine the detailed grading of the TFM, she or he will have to present a signed instance to the TFM coordinator. The procedure is as follows:

- Presentation of the instance to examine the details of the evaluation. Those students who have not submitted the instance will not be able to consult the documentation.

- Later, and if the student wants to claim some aspect of the grading, she or he must provide the specific allegations in a letter addressed to the evaluation committee.

- These allegations will be sent to the members of the evaluation committee to review their grading. Once the response is received, it will be sent to the student.

### 2.10. Archive

The rights of intellectual property or industrial property of the TFM are regulated in the terms and conditions provided for in the current legislation. The University of Barcelona encourages the students to use free licenses in the publication of their works to facilitate the dissemination and reuse. The University of Barcelona is committed to ensure that the documents deposited in the (digital) repository follow international standards.