

REGULATION OF TFM, MASTER IN GENETICS & GENOMICS UB

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 thesis) guidelines, following the generic guidelines of the University of Barcelona.

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 courses of the master. The TFM is an autonomous and individual work of the student.

2. Organization

The coordinating committee of each master at the School of Biology is autonomous to regulate upon everything regarding the TFM, beyond the dictates of the School. 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.

When the student has to develop the entire TFM or a significant part of it in institutions other than the UB, or when the scientific supervisor belongs to the external institution, it is necessary to sign an agreement between the University of Barcelona and the external institution or the organization, if such agreement does not exist.

3. Enrolment and assessment periods

The enrolment period for the TFM is the same as for any other subject in the master. Before starting the TFM, it is mandatory to register a Placement Program or 'Projecte Formatiu' (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 forms for the Placement Program or 'Projecte Formatiu' or for agreements for external institutions are in the Virtual Campus.

Prior the TFM defense, the supervisor must send to the coordinator of the TFM a rating of the student, the so-called rubric which can be found in the Virtual Campus (Evaluation Rubric).

For all students, the oral defense and assessment of the TFM will be evaluated in one single date, usually early September. The exact dates will be decided each year and properly announced.

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.

4. Assignment of topics

The coordinator of the master can compile a list of subjects and projects from the UB or external institutions to offer.

The coordinator can also evaluate the feasibility of proposals that the students present.

5. Responsibility of the supervisor

The supervisor is responsible for keeping track of the student's progress, and is responsible of producing an evaluation of his or her progress before the defense.

6. Submission

An original printed TFM thesis and two copies must be submitted to the Master coordinator at the end of July. Students that have done their research abroad are allowed to submit the TFM thesis by end of August. The exact dates will be announced in advance.

In addition to the three printed docs, the students have to provide a pdf of the master thesis for the UB archive.

The coordinating committee decides on the formal guidelines for the presentation of the master's thesis, in accordance with the UB guidelines.

<https://www.ub.edu/cub/criteri.php?id=2176>

<https://www.ub.edu/cub/portada.php>

Templates for the cover page and first page are provided in the Virtual Campus.

7. Evaluation

Likewise, the commission will have to establish the procedure of appointment of the evaluation committee and the evaluation criteria.

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 defense that she/he does, in accordance with the criteria established by the coordinating committee of the master.

Each member of the evaluation committee will grade the TFM from 0 to 10, considering contents of the written thesis and the oral presentation and defense

8. 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.

9. GUIDELINES FOR THE PREPARATION OF THE THESIS or 'Treball de Fi de Master TFM'

Use the Virtual Campus>Master de Genètica I Genòmica > TFM (Master Thesis)

Check list

- The thesis should be written as a scientific report.
- It can be written in Catalan, Spanish or English.
- All pages must be numbered; printed on two sides, with the following margins: upper and lower: 2.5 cm; and left and right: 2.5 cm. Font: Arial (11 points). Spacing: 1.5 lines.
- The extension is flexible, but avoid exceeding more than 30 pages, including bibliography.
- If the thesis contains many tables or images, these can be bond in an appendix at the end of the report.
- Use spiral-bundled with a transparent plastic cover.
- Organization:
 1. Cover page should include
 - a. Title
 - b. Author

- c. Company, Institution or Department where the work has been done
 - d. Date of submission
 - e. Master degree to which the student belongs
 - f. Logo of the University of Barcelona at the top left. If the work has been done in another institution, the logo of that institution can be added at the top right.
 - g. There is a cover page template in the Virtual Campus *Templatecover*.
 - h. A background picture, composition, drawing is allowed as cover, provided that contains the information described above.
2. First page: Similar to the cover page (logos, Title, Institute, Master in Genetics and Genomics, name of the student, name of the supervisor, signatures, date of submission. Remember that should contain the original (handwritten) signatures of the student and supervisor. Use template *Templatefirstpage* which you will find in this section of the Virtual Campus
 3. Summary in English of a maximum length of 300 words must be provided. Arial, size 10 points.
 4. Table of contents
 5. Contents:

The pagination will start from this section. The content must present a structure with numbered sections, which will adapt to the characteristics of the work, but consider including:

 - (a) Introduction and objectives, which reflect the justification of the work, the objectives and the hypothesis
 - (b) Material and methods
 - (c) Most significant results reinforced by tables or figures and statistics.
 - (d) Discussion of the results and the relation with the objectives or hypotheses rose
 - (e) Conclusions
 - (f) References: include the list of all the articles, books, etc ... cited in the text, in a systematic and homogeneous format. We recommend using a bibliography management program. The CRAI-Biologia (i.e. the library at the School of Biology) offers a Mendeley resource for reference management, which you can access freely. The citations in the text and the elaboration of the reference list must follow one of the two standard systems:
 1. Citation with the author-date, Harvard style or Chicago Manual of Style. It is, for example (Garcia-Bellido et al., 1973)
 2. Citation with the numerical system (Vancouver rules). It is the system in: *Nature*, *Science*, *PLoS* journals... Example (1).