EEBE BACHELOR'S AND MASTER'S THESIS REGULATIONS

Approved by the School Board on 13 June 2018 and valid as of the start of the 2018-2019 academic year
1. SCOPE

The bachelor’s thesis/master’s thesis is a compulsory part of all bachelor’s and master’s degree curricula. These regulations govern the specific academic procedures pertaining to the bachelor’s thesis/master’s thesis, under the general provisions established in the Academic Regulations for Bachelor’s and Master’s Degrees at the UPC, and apply in their entirety to all official bachelor’s degree and master’s degrees taught at the EEBE.
2. AIM OF THE BACHELOR’S THESIS/MASTER’S THESIS

The aim of the bachelor’s thesis/master’s thesis is to provide a general validation of the training acquired at the EEBE and serves to justify the award of the corresponding qualification. The thesis is a piece of in-depth individual work in which students should demonstrate the competencies acquired over the course of their degree.

As a general rule, the bachelor’s thesis/master’s thesis must be completed in the final semester of the degree.

The bachelor’s thesis/master’s thesis is carried out under the supervision of at least one professor and may be co-supervised by another professor. The bachelor’s thesis/master’s thesis is assessed and marked by an examination committee (appointed as indicated in Section 6) on the basis of the thesis defence by the student.

The bachelor’s thesis/master’s thesis may be carried out individually or in a group. In the case of a group thesis, each student must be responsible for a clearly defined section and this must be clearly indicated in the report, although all students must fully understand the entirety of the work carried out.

Master’s degree students may choose to complete an extended master’s thesis of 12+18 ECTS credits. In this case, at the time of enrolment, students must submit a reasoned request to the EEBE’s administrative services that has been approved and signed by the thesis supervisor and the academic committee of the master’s degree.

3. BACHELOR’S THESIS/MASTER’S THESIS PROPOSALS

The bachelor’s thesis/master’s thesis may address any topic related to the specific subject areas covered during the degree.

Students may choose to carry out the bachelor’s thesis/master’s thesis under any of the following options:

[a] At the EEBE

1. The EEBE teaching staff may make proposals for the bachelor’s thesis/master’s thesis, which must indicate the specific topic, the name of the supervisor and the conditions under which the work should be carried out. The EEBE’s directors are responsible for publishing the thesis proposals made by its teaching staff.

2. Students may also make their own proposal of a topic for the bachelor’s thesis/master’s thesis to an EEBE professor. If the proposal is accepted the thesis can be registered.
[b/d] At a company or institution

Students may complete the bachelor's thesis/master's thesis at a company through a university-company agreement. In this case, the bachelor's thesis/master's thesis is co-supervised by an EEBE professor and one or more co-supervisors at the host company. Theses carried out under specific agreements with institutions are governed by the relevant articles in the host institution's regulations. Where necessary, the EEBE's directors validate the proposed agreement and the thesis proposal.

In this case, the student is assigned a supervisor at the UPC and an external supervisor at the host institution.

[c] At another university

Students may complete the bachelor's thesis/master's thesis as part of a university mobility programme. Theses of this type are regulated by the corresponding mobility agreements established with the host institutions. If the agreements make no specific provisions with regard to the bachelor's thesis/master's thesis, it will be governed by the standard regulations established by the host university.

As a general rule, theses of this type are defended at the host university.

4. SUPERVISION OF THE BACHELOR’S THESIS/MASTER’S THESIS

Supervision of the bachelor's thesis/master's thesis consists in overseeing and advising the student on the objectives, general approach and technical aspects of the thesis, while ensuring that it remains a piece of individual work.

The bachelor's thesis/master's thesis supervisor, who must be an EEBE professor, must ensure that the student is aware of and abides by these regulations. An internal or external co-supervisor may also be appointed.

5. STUDY LOAD OF THE BACHELOR’S THESIS/MASTER’S THESIS

If a bachelor's thesis/master's thesis is carried out by two students, the contributions of each student must be clearly and explicitly stated. It is the responsibility of each student to justify a sufficient individual contribution to the thesis.

Individual work towards a bachelor's thesis/master's thesis should represent a study load of 25 hours per ECTS credit.

6. BACHELOR’S THESIS/MASTER’S THESIS PROCEDURES

Procedures linked to the bachelor's thesis/master’s thesis are governed by a specific calendar that is approved by the corresponding EEBE body at the beginning of each academic year.

The overall bachelor's thesis/master’s thesis process is broken down as follows:
6.1. CHOICE OF BACHELOR’S THESIS/MASTER’S THESIS

Students may choose a bachelor’s thesis/master’s thesis from the list of proposals made by the teaching staff or make their own proposal to the EEBE professor they would like to act as supervisor.

6.2. REGISTRATION OF THE BACHELOR’S THESIS/MASTER’S THESIS

Once the supervisor and the student have reached an agreement, the student must register the thesis, indicating the thesis type (a/b/c/d - see Section 3 of these regulations), the supervisor, the co-supervisor (if applicable), the thesis title and a brief description of the planned work. Registration must be validated by the thesis supervisor.

In order to register the thesis, bachelor’s degree students must have obtained at least 162 ECTS credits of the total study load for their degree; master’s degree students must have obtained at least 30 ECTS credits. The bachelor’s thesis/master’s thesis must be registered before the enrolment period opens. Students who wish to change the title of the bachelor’s thesis/master’s thesis once it has been registered must seek the approval of their supervisor and submit a request within the period stated in the thesis calendar.

6.3. ENROLMENT FOR THE BACHELOR’S THESIS/MASTER’S THESIS

Students may enrol for the bachelor’s thesis/master’s thesis in the final semester of their degree, provided that the total credits outstanding for the completion of the course do not exceed 36. Students must register the bachelor’s thesis/master’s thesis before they can enrol.

Once they have enrolled, students are entitled to assessment and grading of the bachelor’s thesis/master’s thesis during the semester of enrolment.

If students do not defend the bachelor’s thesis/master’s thesis in the semester of enrolment, they may choose to request extended enrolment for the following semester. The thesis defence period for students who have requested extended enrolment is established in the Academic Regulations for Bachelor’s and Master’s Degrees at the UPC.

If the subject of the thesis changes, extended enrolment may not be requested.

If students do not pass the bachelor’s thesis/master’s thesis after choosing extended enrolment they must enrol again and pay the surcharge for repeated subjects.
6.4. SUBMISSION OF THE BACHELOR'S THESIS/MASTER'S THESIS

Students must comply with the content requirements and other criteria for the bachelor's thesis/master's thesis established in these regulations. The thesis must be written using the templates and formatting guidelines provided on the EEBE website; the thesis supervisor is responsible for ensuring that students are aware of this requirement.

Physical or electronic copies of the report and all other documents required for the bachelor's thesis/master's thesis must be submitted as indicated by the EEBE's administrative services.

The EEBE's academic management service publishes specific guides for physical and electronic submission of the bachelor's thesis/master's thesis.

6.5. CONFIDENTIALITY OF THESIS CONTENT

A thesis may be deemed confidential either because it is linked to a potential patent application or because it is subject to specific confidentiality clauses established by the company at which the work is carried out. In these cases the following documentation must be submitted:

1. Statement of confidentiality of academic works: When the thesis is linked to a potential patent application. The document must be signed by the author and the supervisor.
2. Confidentiality agreement: Only when the agreement applies to the student and an external company/institution. Three copies of the agreement must be signed by the author, the company/institution representative and the thesis supervisor.

If a bachelor's thesis/master's thesis contains confidential information, the student must submit the corresponding documents and provide all of the information requested by the examination committee at the time of the thesis defence. The members of the committee must not disclose the confidential information.

The confidentiality period must be no longer than five years from the date of submission of the bachelor's thesis/master's thesis.

6.6. APPOINTMENT OF EXAMINATION COMMITTEE FOR THE BACHELOR'S THESIS/MASTER'S THESIS

The EEBE directors appoint an examination committee to assess the bachelor's thesis/master's thesis. The committee is formed by three members of the teaching and research staff:

- The chair, who must be a member of the EEBE teaching and research staff assigned to the same department as the thesis supervisor.
- The secretary, who must be a member of the EEBE teaching and research staff assigned to the same department as the thesis supervisor.
- A member of the EEBE teaching and research staff attached to a different department to the thesis supervisor.
Three substitutes are also appointed: one for the chair, one for the secretary and one for the ordinary member.

If a bachelor’s thesis/master’s thesis is highly specific or overtly cross-disciplinary or multi-disciplinary, the thesis supervisor may request that the EEBE directors appoint an examination committee formed by EEBE teaching staff with expertise in the corresponding field or fields.

If a bachelor's thesis/master's thesis has been carried out by a group of students, each student will be assessed by the same examination committee during the same session.

6.7. DEFENCE OF THE BACHELOR’S THESIS/MASTER’S THESIS

The thesis is defended in a public session lasting up to one hour, which includes the presentation (approximately 30 minutes), any demonstrations deemed appropriate, and questions from the examination committee.

6.8. ASSESSMENT OF THE BACHELOR’S THESIS/MASTER’S THESIS

Once the thesis has been defended, it is assessed on the basis of the presentation, defence, structure and content. Particular importance is given to academic rigour and to the scientific, technical, business or social value of the work carried out. A numerical mark with one decimal place is recorded in the assessment results together with the corresponding descriptive mark, as shown in the table below.

<table>
<thead>
<tr>
<th>Distinction</th>
<th>Description</th>
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<tbody>
<tr>
<td>Distinction:</td>
<td>from 9.0 to 10 [proposed by the examination committee]</td>
</tr>
<tr>
<td>Excellent:</td>
<td>from 9.0 to 10</td>
</tr>
<tr>
<td>Good:</td>
<td>from 7.0 to 8.9</td>
</tr>
<tr>
<td>Pass:</td>
<td>from 5.0 to 6.9</td>
</tr>
<tr>
<td>Fail:</td>
<td>from 0.0 to 4.9</td>
</tr>
<tr>
<td>Absent:</td>
<td>NP</td>
</tr>
</tbody>
</table>

Assessment of the thesis necessarily encompasses assessment of the associated competencies.

The bachelor’s thesis/master's thesis supervisor must send the examination committee a report on the work carried out by the student during the preparation of the thesis. A physical or electronic copy of the report must be stored, either attached to the assessment results or in the corresponding application if the thesis documentation is submitted electronically.

In the case of a group thesis, the examination committee may award the same mark to each student or choose to award individual marks if it considers that there are significant disparities between individual contributions and each student’s overall grasp of the thesis content.
At the end of the session, the chair of the examination committee informs each student of the mark they have been awarded.

The secretary is responsible for sending the thesis assessment results to the academic management service.

If necessary, the EEBE directors may provide the examination committee with rubrics for assessing and marking the thesis, in order to ensure the greatest possible objectivity and transparency of the assessment process.

If a bachelor’s thesis/master’s thesis is awarded a mark of 9.0 or higher, the examination committee may propose that a Distinction be awarded, explaining the reasons for its decision. Students who carry out their bachelor’s thesis/master’s thesis as part of a university mobility programme (option c) will be considered for a Distinction if they receive the equivalent mark from the host institution.

Once proposals have been received, a decision is taken on the definitive award of Distinctions, without exceeding 5% of the total number of students enrolled and taking into account the following criteria:

1. Proposals not accompanied by an explanation are rejected.
2. Distinctions are awarded to the theses with the highest numerical marks.
3. If two or more theses have the same numerical mark, the Distinction is awarded to the student with the highest average mark in his or her academic record.
4. If two or more students have the same average mark, the Distinction is awarded to the student with the highest academic performance ratio.

If the Distinctions awarded to students with ordinary enrolment reach 5% of the total number of enrolled students, no Distinction may be awarded to students who chose extended enrolment for the bachelor’s thesis/master’s thesis.

7. INTELLECTUAL PROPERTY RIGHTS TO THE BACHELOR'S THESIS/MASTER'S THESIS

Intellectual property rights to the bachelor's thesis/master's thesis are regulated by the Regulations on Industrial and Intellectual Property Rights at the UPC, approved by the Governing Council on 2 October 2008, and by Royal Legislative Decree 1/1996, of 12 April, on intellectual property.

8. STORAGE OF THESES

Bachelor's/master’s theses must be kept indefinitely.

9. FINAL PROVISIONS

The EEBE directors will resolve any situation that is not explicitly referred to in these regulations.