



UNIVERSITAT POLITÈCNICA DE CATALUNYA  
BARCELONATECH

Escola d'Enginyeria de Barcelona Est

# **Final Work Regulations of the School of Engineering of Barcelona Est – EEBE**

**Agreement J.EEBE/2023/03/04, of June 28, 2023, of the  
School Board, by which the EEBE End of Study Work  
Regulations are approved**

**Department of Studies**

# REGULATIONS FOR GRADUATE WORK OF

## The EEBE

<b>SCOPE .....</b>	<b>3</b>
<b>1. GENERAL CHARACTERISTICS OF THE THESIS .....</b>	<b>3</b>
<b>2. PROPOSED TOPICS FOR THE END OF STUDIES .....</b>	<b>3</b>
<b>3. DIRECTION OF THE THESIS .....</b>	<b>5</b>
<b>4. DEDICATION OF THE STUDENT TO THE END OF STUDIES .....</b>	<b>5</b>
<b>5. THESIS PROCEDURE .....</b>	<b>5</b>
5.1. ELESSON OFTFE .....	6
5.2. RREGISTER OFTFE.....	6
5.3. MARTICLE OFTFE .....	6
5.4. dTAX OFTFE.....	7
5.5. cCONFIDENTIALITY OFTWORK.....	7
5.6. ASSIGNATION OFTCOURT D'EVALUATION OFTFE .....	8
5.7. DEFENSEFROMTFE.....	9
5.8. AEVALUATION OFTFE.....	9
<b>6. DOUBLE DEGREE TFE SPECIFICATIONS .....</b>	<b>10</b>
6.1. ELESSON OFTFE .....	10
6.2. RREGISTER OFTFE.....	10
6.3. REGISTRATION OFTFEFROMDT .....	10
6.4. dTAX OFTFE OF DT .....	11
6.5. ASSIGNMENT OF TFE EVALUATION COURT DeDT.....	11
6.6. DEFENSEFROMTFE OF DT.....	12
<b>7. INTELLECTUAL PROPERTY OF THE THESIS.....</b>	<b>12</b>

<b>8. PUBLICATION AND PRESERVATION OF DOCUMENTS .....</b>	<b>12</b>
<b>9. FINAL PROVISIONS .....</b>	<b>12</b>
<b>APPENDIX 1. CONTENT OF THE FINAL WORK (TFE) .....</b>	<b>13</b>
APPENDIX1.1. ESTRUCTURE AND CONTENTS D'ONEPROJECT D'EENGINEERING.....	13
APPENDIX1.2. ESTRUCTURE AND CONTENTS D'ONEACADEMIC WORK.....	14
<b>APPENDIX 2. EVALUATION OF TFE .....</b>	<b>15</b>
APPENDIX2.1. ELEMENTS TO CONSIDER IN THEEVALUATION OFL TFE INDICATIVE TITLE.....	15
APPENDIX2.2. CCOMPOSITION OF THE FINAL QUALIFICATION OFTFE .....	16

## SCOPE OF APPLICATION

The study plan of the Bachelor's and Master's program at the university compulsorily includes a Bachelor's or Master's Final Thesis, referred to in these regulations as the Final Degree Project (**TFE**).

This regulation regulates the academic procedures related to the **TFE**, in accordance with the Undergraduate and Master's Academic Regulations of the Polytechnic University of Catalonia (UPC).

All the points in this regulation apply to all official Bachelor's and Master's degrees taught at the EEBE.

## 1. GENERAL CHARACTERISTICS OF THE THESIS

The object of the Final Degree Project (**TFE**) is to accredit in a global way the training acquired at the School, which justifies the obtaining of the Bachelor's or Master's degree. It is about the development of a personal, in-depth work in which the skills acquired in the studies carried out are synthesized.

The **TFE** will be carried out under the direction of a PDI linked to the EEBE and, where appropriate, another teaching staff and/or person from outside the university (with a university degree) may also participate, assuming co-direction of the work.

The **TFE** will be carried out, as a general rule, in the last semester of the degree.

The rating of **TFE** will be proposed by a court, constituted in the manner indicated in section 5.6 or 6.5, after witnessing the defense of the work prepared by the students.

## 2. PROPOSAL OF TOPICS FOR THE END OF STUDIES

The **TFE** can deal with any topic that is related to the specific subjects studied in the degree.

Regardless of the type of TFE, if the student needs to make a one-off visit to a company, it will be necessary to sign a consent form from the company for one-off stays.

The following modalities will be considered **TFE**:

### [a] Center work

1. The teaching and research staff (PDI) of the School can make a proposal of **TFE** in which it must appear, the subject, who will lead the direction of the work and the conditions of development.
2. The student body can propose a PDI of the UPC with a link in the EEBE a topic for the **TFE**. In the event that he accepts, the student body will formalize the registration.

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1. Linking the PDI: Teaching and research staff are automatically linked to the academic units in which they carry out their teaching activity in accordance with the teaching organization of the department of assignment. Disengagement occurs automatically after three consecutive courses without teaching activity in the linking unit. Source: [Agreement CG 2019/04/43 by which it is approved](#)

3. In the case of Final Thesis for Master's degrees, the person in charge must have the status of Doctor.

**[b] Work carried out within the framework of university-collaborating entity relations**

Students can take the TFE in collaborating entities (companies, institutions and public or private entities that host UPC students) in the framework of external practices protected by an educational cooperation agreement or by the existence of a work relationship. As for the work that is carried out within the framework of specific agreements with institutions, these will be regulated by what is stipulated in their articles. The School Management will validate, if necessary, the proposed agreement and the TFE.

In this case, there will be a co-direction of the TFE with people from the Entity where the work is carried out, by means of a UPC PDI linked to the School that will exercise the Direction of the work.

Whoever exercises the direction is responsible for ensuring that the TFE fulfills the academic objectives of the degree and the monitoring of administrative procedures. Otherwise, the management and co-management will supervise and advise on everything related to the objectives, general approach and technical aspects of the work.

**[c] Work carried out in university mobility programs**

Students can take the TFE through a university mobility program. These works will be regulated by what is established in the agreements or mobility agreements with the institutions of destination. In cases where the agreements do not explicitly regulate this aspect, the TFE they will be regulated by the own regulations of the destination institution and will be defended at the destination university.

In the case of TFE linked to international double degrees, the evaluation process must be included in the Double Degree agreement.

**[d] Work carried out in companies as part of a mobility program or in a foreign university through an internship**

Students can take the TFE as part of internships carried out during a mobility stay in collaborating institutions abroad. The School Management will validate, where appropriate, the mobility proposal and the associated documentation (*learning agreement for traineeship*).

The management of the TFE will be carried out by a UPC PDI linked to the School. The regulation of management and co-management functions established for type B work will apply.

### 3. DIRECTION OF THE THESIS

The direction of **TFE** consists of supervising and advising the students regarding the scope of the objectives, general approach and technical aspects of the work, while considering that the **TFE** is a personal work of the students.

The person who makes the direction of the **TFE**, which must be linked to the center, must remember the obligation to comply with these regulations. There may also be co-direction by a person internal or external to the UPC.

In case of **master's degree**, a PDI from a department without a teaching assignment in the study program may direct the TFE, as long as they have the approval of the academic coordination of that master's degree.

It is recommended that the academic monitoring of this activity be recorded in the digital tool used to deposit the work.

### 4. DEDICATION OF THE STUDENT TO THE GRADUATE WORK

The personal work of those who develop the **TFE** is the corresponding to 25 hours per ECTS (Verification report of EEBE degrees)<sup>2</sup>.

### 5. THESIS PROCEDURE

The procedures linked to **TFE** they will have a specific calendar that will be published by the administrative services of the center at the beginning of each academic year and that will include:

- Registration periods of **TFE** and amendments to the register
- Enrollment of **TFE** and additional call registration
- Delivery of **TFE** (Deposit)
- Request for the confidentiality of the work
- Validation of **TFE**
- Defense periods of **TFE**

The processes to follow to perform the **TFE** are the following:

- Election of the TFE
- Registration of the TFE
- TFE enrollment
- Delivery of the TFE (Deposit)
- Assignment Court evaluation of the TFE
- Defense of the TFE
- Evaluation of the TFE

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<sup>2</sup><https://eebe.upc.edu/ca/lescola/qualitat/verificacio>

### 5.1. ELECTION OF THE TFE

Students will be able to choose and agree on the development of the **TFE** with whom he will conduct or act as speaker of one of the proposals of **TFE** published, or you can make your own proposal to a PDI of the EEBE so that he directs it.

The subject matter of the TFE must be aligned with the ethical values of the University. Students can consult additional information on the center's website. Otherwise, the work will be able to contemplate the values of social commitment and sustainability promoted by the university.

### 5.2. TFE REGISTRATION

Once, who will take the direction or act as speaker of the **TFE** and the student body have reached an agreement, the latter must complete the registration indicating the modality ([a/b/c/d] -see section 3 of the regulations-), the name of who will exercise the direction, and if co-direction, the title of the work and a brief description. This registration will have to be subsequently validated by the person who will lead this direction or act as speaker.

In the case of a Degree, only students who have passed a minimum of 162 ECTS of the degree can register; in the case of a master's degree, the minimum is 30 ECTS. The record of **TFE** it will be done before the enrollment period.

Once it has been validated, the POI that carries the address of the **TFE** may request the amendment of the registration data until the deposit period.

### 5.3. TFE REGISTRATION

Students will be able to register on **TFE** in the last semester of the degree, when he has a maximum of 36 ECTS credits left to pass. Record the **TFE** it is an essential requirement to register.

Enrollment in the end-of-studies project will give the right to assessment and grading in the current semester.

The student body must maintain regular contact with the academic director of the work (PDI UPC) in order to monitor the **TFE** and agree with her on the content of the thesis before its deposit.

If the defense of **TFE** it is not done in the semester in which they have enrolled, regardless of their modality, students may request an additional enrollment. The UPC's academic regulations for undergraduate and Master's studies establish a new defense period for **TFE** associated with this additional registration.

If the **TFE** is not passed within the additional call, a new ordinary registration will have to be formalized again with the corresponding surcharge for repetition.

## 5.4. TFE DEPOSIT

The students will have to prepare the **TFE** in accordance with the contents and criteria established in these regulations<sup>3</sup>. Labor will have to **follow the templates and formats found in the TFE section of the School's website**.

In order to achieve competence in the third language, the language of writing the work and its defense must be in this third language.

The report and the rest of the documents associated with the **TFE** they will be deposited electronically as indicated by the School's administrative services which, for this purpose, will publish the guides with the corresponding instructions.

In the case of **TFE** developed and defended in an institution other than the UPC, as part of a mobility stay (modality **c**), written in the original language will be accepted, including, in addition, the summary and conclusions written in Catalan, Spanish and English. In all cases, the cover page of **TFE** standardized EEBE, despite the fact that for the rest of the content the student can choose between the templates of the school or the other university center.

The partial reproduction of any other work or publication in academic or research works must be properly referenced, indicating the source and the name of the author.

In accordance with what is established in the first section of Plagiarism prevention procedure (Agreement CG/2019/05/10), the deposit of **TFE** determines the completion of the work by the student and requires an academic validation prior to its public defense.

According to the result of the plagiarism prevention procedure, if it is considered necessary, whoever directs the work should add an explanatory report of the degree of similarities identified in the work. Only in the event that signs of plagiarism are detected, it will be necessary to activate the procedure described in the aforementioned agreement before proceeding, if applicable, to the validation of the **TFE** deposited

Otherwise, in the event that the person in charge of the TFE informs Gestió Acadèmica of their decision to "not validate", they will be understood to be detached from the work and the sub-directorate of studies will, ex officio, validate the TFE, and the TFE deposit application will be recorded.

## 5.5. CONFIDENTIALITY OF WORK

The works for which a patent is sought may be confidential based on the content of the work, a subsequent publication linked to the research field or when they affect works that are the subject of confidentiality clauses established in the institution where 'has developed the project. In all these cases it will be necessary to request it explicitly, as indicated by the center's administrative services. In case the request is made by the student, it will require the validation of who directs the **TFE**, who can also directly propose the confidentiality of the work.

The formalization of the request must be done at the time of the documentary deposit so that the necessary mechanisms can be established to guarantee the non-publicity of the confidential aspects.

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<sup>3</sup>I will see *Appendix 1*



If the **TFE** is considered confidential, your defense will have to be developed by providing all the information required by the court and will involve:

- The obligation of members of the court (regulars and substitutes) not to disclose confidential information. For this purpose, all of them must sign the confidentiality agreement.
- The deactivation of the dissemination of electronic files in the institutional repository (UPCommons) during the time that the confidentiality commitment is in force.
- The defense with access control, at the decision of who directs the **TFE** informing who presides over the court.

In all cases, the maximum duration of the confidentiality period will not exceed five years from the time of deposit of **TFE**. In some cases, depending on the nature of the work, the person who directs the work will be able to request, in a motivated way, the management of the center for a longer duration and will require explicit authorization.

## 5.6. ASSIGNMENT OF TFE EVALUATION COURT

For the evaluation of the **TFE** the School Management will appoint a Tribunal, by means of a lottery, from among the PDI capable of being a member of this tribunal. In the case of tribunals for master's degrees, the members of the tribunal should have the status of doctor. This Court will be designated from the registration process, and will be independent of the call in which the student formalizes the deposit of the work (ordinary/additional) following the following criteria:

- The Court will be made up of 3 PDI
- The court will be presided over by a PDI, linked to the EEBE, from the same department that directs the **TFE** to evaluate
- The secretariat of the court will be occupied by whoever directs or acts as speaker of the **TFE**. In case of TFE with co-direction, only one of them can be part of the court
- It will include a vocal member chosen from among the PDI linked to the School and preferably assigned to a different department than the one that directs the **TFE** to evaluate
- An alternate member will be appointed for the vocal role

In the case of *University Master in Interdisciplinary and Innovative Engineering*, according to its nature, the people who will be in the presidency and the secretariat of the court can be from different departments.

The result of the draw will be oriented so that the same court does not have more than four **TFE** to be evaluated, in the same call. These courts will be validated by the sub-directorate of studies and by the person designated as section head of the department in charge of **TFE**.

In the case of **TFE** of a specific nature, whoever directs the work may reasonably request the School's Management to review the Court, which will be included in the process of validating the draw.

### 5.7. DEFENSE OF THE TFE

For the valid constitution of the court, at least three members must be present<sup>4</sup>. In the absence of one of the members of the court, this will be called off and the defense of the TFE will have to be scheduled again at a later session.

The work will have to be defended in a public act, in a maximum time of 60 minutes, including the presentation (approximately 30 minutes), the demonstration if applicable, and the questions of the Court.

Exceptionally, in duly justified cases and with the prior authorization of the centre's management, the defense may be held in person.

### 5.8. EVALUATION OF THE TFE

The evaluation of **TFE** it will be based on the report submitted and the act of presentation and defense of the work. In cases where the nature of the work results in physical equipment, model, prototype or a computer application, the act of presentation shall include a presentation and, where appropriate, a demonstration of its operation, which they will also be taken into account in the evaluation.

The evaluation of **TFE** will be carried out considering the following elements and percentages:

- Work developed (complexity, achievement of objectives, methodology, etc.) – 60%
- Memory (organization, writing, absence of errors, etc.) – 20%
- Presentation and defense (clarity of presentation, answer to questions, etc.) – 20%

At the end of the evaluation act, whoever presides over the Court will inform the students of the grade obtained.

The processing of the evaluation report of **TFE** which may incorporate, if necessary, the honor registration proposal, falls to the secretariat of the court.

In the case of evaluation of **TFE** with honor roll, the court must propose the mention of honor roll (MH) in a reasoned way. In case of **TFE** developed in a mobility stay (modality **C**), the mark certificate from the University of destination incorporating this qualification will be considered as a proposal for mention of MH.

Subsequently, the final honors matriculations will be awarded among all the proposals received, without exceeding 5% of the enrolled student body and taking into account:

1. Unargued proposals will be rejected
2. The works with the highest numerical rating will be awarded
3. In case you have the **TFE** the same numerical qualification, will be granted to the students with the highest average qualification of the file

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<sup>4</sup>[UPC Academic Regulations for Undergraduate and Master's Studies](#)

<sup>5</sup> will see *Appendix 2*

4. If the file has the same average rating, it will be awarded to the student with a better academic performance

If with the honors matriculations granted to the students who have taken an ordinary matriculation, the perceptive 5% is reached, no more honors matriculations can be granted to the students who are accepted in the additional call of the **TFE**.

In the case of evaluation of **TFE** with not submitted (NP) or suspended, the work record will be removed, and will require the student body to register a new one (e-Secretariat) and a subsequent validation by the person who will direct it, prior to the new registration of **TFE**.

## 6. DOUBLE DEGREE TFE SPECIFICATIONS

In the case of **double degrees (DT) of Degree**, students will have to register for **TFE**, the registration and the deposit of the work independently for each qualification.

The elaboration and defense of the **TFE** can be:

- **Independent TFE:** two individual reports, one for each degree to be presented in two separate defense acts.
- **Single TFE:** a single report, joint for both degrees, and to be presented in a single act of defence. In this case:
  - OR the dedication to the work must correspond to the total credits of the two degrees
  - OR it must enable the competences of both degrees to be achieved
  - OR the report must clearly reflect the parts of the work corresponding to each qualification

### 6.1. ELECTION OF THE TFE

In case of **Single TFE**, there will be a specific offer of TFE subjects for double degrees. In the case of **independent TFEs**, the offer will be specific to each qualification.

### 6.2. TFE REGISTRATION

Only students who have passed a minimum of 234 ECTS can register.

In case of **Single TFE**, it is necessary for the register to incorporate two people who will lead and co-direct, respectively, the TFE to facilitate coverage of the knowledge of both degrees. In exceptional cases, a unique address may be requested. In these types of TFE (single TFE) modality C is not accepted. In the case of modes B and D, a single TFE can be done as long as and when the student has obtained prior validation of the work plan by the academic sub-directorate.

### 6.3. REGISTRATION OF THE TFE OF DT

Students will be able to enroll in the TFE, in accordance with the maximum number of credits allowed to enroll per semester, when they have a maximum of 12 ECTS remaining to pass, of which a maximum of 6 correspond to mandatory credits of the degree .

#### 6.4. DEPOSIT OF THE TFE OF DT

Students must make the deposit for each of the enrolled TFEs independently.

In case of **Single TFE**, there must be one previous section / [preamble or prologue] where it is specified which chapters of the report cover the competences of each of the degrees.

#### 6.5. ASSIGNMENT OF EVALUATION COURT OF THE TFE OF DT

For the evaluation of the TFE of DT, the School Management will appoint a Court, by means of a draw, in accordance with the following criteria:

- The Court will be made up of 5 PDI
- The court will be presided over by a PDI, linked to the EEBE, from the same department that directs the **TFE** to evaluate
- The secretariat of the court will be occupied by whoever directs the **TFE**
- The first voice will be in charge of whoever is co-directing the **TFE**
- The second position will be occupied by a PDI, linked to the EEBE, from the same department that co-directs the **TFE**
- The third member is appointed from among the teaching staff linked to the School and attached to a different department than the people who carry the direction and co-direction of the **TFE**
- An alternate member will be appointed for the role of the third member

In the case of a **TFE** with a single direction, the tribunal will be made up of 2 PDI linked to each qualification and another PDI linked to the School, from a different department than the previous ones, for the third vote. The secretariat of the court will be occupied by whoever directs the **TFE**, and the presidency a PDI linked to the EEBE of the same department as the director.

## 6.6. DEFENSE OF THE TFE OF DT

In case of **Single TFE**, the work will have to be defended in a public act, in a maximum time of 120 minutes, including the presentation (approximately 50 minutes), the demonstration if applicable, and the questions of the Court.

## 7. INTELLECTUAL PROPERTY OF THE THESIS

The intellectual property on the **TFE** will be regulated by the "Regulations on industrial and intellectual property rights at the Universitat Politècnica de Catalunya", approved by the Governing Council of the UPC on 20/11/2018 (CG/2018/08/05).

## 8. PUBLICATION AND PRESERVATION OF DOCUMENTS

The **TFE** evaluated must be kept permanently. To that end, the **TFE** they will be deposited in UPC open access in the UPC institutional repository, in order to facilitate their access, reproduction, consultation and loan for research and conservation purposes. In case the TFE has the condition of confidentiality, this publication will be made after the embargo period has expired.

The author of the work can exercise the right of opposition to access, consultation and loan of the TFE when their rights to privacy, honor and/or image are violated, or when obligations of confidentiality

## 9. FINAL PROVISIONS

FIRST - The EEBE Management will resolve any situation that is not explicitly contemplated in these Regulations.

SECOND - The End of Degree or Master's Thesis regulations approved by the School Board of July 6, 2023 are repealed

## APPENDIX 1. CONTENT OF THE FINAL WORK (TFE)

The **End of Study Project (TFE)** it is an academic exercise that allows you to confirm that the students have acquired the skills established in the degree verification report and to demonstrate the ability to apply various knowledge of the degree in an integrated manner.

The rules on structure and contents of the **TFE** they must be considered indicative, and their purpose is to provide the students with the necessary indications for the correct development of the work. It is whoever directs the work who can best indicate to the students its structure and content, based on the particular characteristics of the work itself, and its time limitation, based on the number of credits.

Two orientations are proposed **TFE**, depending on its content:

1. Engineering project
2. Academic work

In both cases, the cover page of **TFE** standardized by the EEBE.

### APPENDIX 1.1. STRUCTURE AND CONTENTS OF AN ENGINEERING PROJECT

The documentation of a **TFE** in the Engineering Project modality it will be based on the following structure:

- **memory** from **TFE** includes:
  - OR Summary of 200 words in Catalan, Spanish and English
  - OR Presentation of the object and scope of the work: approach to the problem or initial data of the project, alternatives considered, and justification of the solutions chosen in each case
  - OR Basic specifications, description and presentation of the work developed and its results
  - OR Justificatory calculations, planning, safety study, if applicable
  - OR Sustainability analysis , if applicable
  - OR Summary of applicable regulations at work, if applicable
  - OR Conclusions
  - OR Bibliographic and supporting references
- **blueprints**: they must contain all the information necessary to execute the construction or manufacturing stage of the project, if applicable
- **Terms and Conditions and/or User Manual**, if applicable
- **Budget and/or Economic Analysis**, depending on the results obtained with the project
- **Annex**, if applicable

## APPENDIX 1.2. STRUCTURE AND CONTENTS OF AN ACADEMIC WORK

The documentation of a TFE in the Academic Work modality it will be based on the following sections:

- **Summary** of 200 words in Catalan, Spanish and English (mandatory)
- **Introduction and objectives:** approach to the problem, alternatives considered and objectives to be achieved
- **State of the art:** study of the current state of the problem raised, depending on technique, processes, methodologies, alternatives, etc.
- **Methodology:** description of equipment and materials used to carry out the work, methodology used and full description of the experiments carried out
- **results:** description and analysis of the results obtained with the proposed methodology
- **Conclusions:** According to the results obtained, conclusions, limitations and future extensions
- **Sustainability analyses**, if applicable
- **Budget and/or Economic Analysis**, depending on the results obtained with the project
- **Annex**, if applicable
- **Bibliography:** bibliographic references used

## APPENDIX 2. EVALUATION OF TFE

### APPENDIX 2.1. ELEMENTS TO BE CONSIDERED IN THE EVALUATION OF THE TFE AS A GUIDE

#### Elements and indicators for the evaluation of a TFE

Item evaluated	indicator	Description
WORK DONE (60%)	Complexity and scope	The complexity and scope of the work corresponds to (or exceeds) what is expected in a TFE of the degree (taking into account in particular the degree or master's level of the degree and the number of ECTS credits assigned to its TFE) .
	Originality and innovation	The work corresponds to a proposal with a significant degree of originality and/or innovation.
	Methodology and tools	The methodology and tools used are suitable for the resolution of the problem or project proposed.
	development	The design and/or implementation decisions have been appropriate and, as a result, the development of the work has been correct.
	results	Some results have been obtained that correspond (or go beyond) with the initially set objectives.
MEMORY (20%)	Organization and content of the document	The document presents a clear organization, contains all the mandatory sections and elements (abstract, index, objectives, conclusions and bibliography), and these are correct.
	Writing and proofreading linguistic	The writing is clear, concise and precise. The sentences are syntactically correct and have no spelling mistakes.
	language <small>scientific and technical</small>	The tone of the language used corresponds to that of a technical or academic document. The vocabulary and nomenclature specific to the scientific and technical field in which the work is framed is used.
	Graphic elements	There are figures and tables that help to understand ideas and to present and/or summarize results. Graphs, tables and especially diagrams and plans are correct.



	format	Memory format conforms to official specifications and template.
PRESENTATION I DEFENSE (20%)	Support elements	Supporting elements of the presentation (PowerPoint presentations, videos, etc.) help to understand the work. Its appearance is pleasant and there are no obvious errors (font too small, small or unclear figures, lack of numbering, etc.).
	Organization and content	The content of the presentation summarizes the work done. The organization and content of the presentation favors the understanding of the work.
	Skills of communication	Students express themselves clearly orally. It manages to keep the attention of the audience.
	Use of the theme	Students correctly use the time available for their presentation (neither finishing before nor exceeding the stipulated time).
	Answer to questions	The student body is receptive to the comments and questions posed by the panel members. Answer the questions correctly. In your answers, show knowledge of the subject and confidence.

**APPENDIX 2.2. COMPOSITION OF THE FINAL QUALIFICATION OF THE TFE**

	Presidency	secretary	vocals	Evaluation
Work developed (60%)				
Memory (20%)				
Presentation and defense (20%)				

Final evaluation

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<i>In case there is no unanimity</i>
<i>If there is unanimity</i>

- For each of the evaluated elements:
  - OR In case of unanimity, only the last column must be filled in. The final grade will be calculated from the values in the fourth column and taking into account the percentages specified for the assessed items.
  - OR In the event that there is no unanimity, it will be necessary to reflect the evaluation proposed by each member of the panel and the result of the weighted average of the individually evaluated elements. These final values will be transferred to the evaluation report.
- The minutes will include the numerical note with resolution of **0.1**; the qualitative grade of the work will correspond to that established in the following equivalence table:

Honors:	from 9.0 to 10 [at the proposal of the Court of TFE]
Excellent:	from 9.0 to 10
Notable:	from 7.0 to 8.9
Approved:	from 5.0 to 6.9
Suspension:	from 0.0 to 4.9
Not submitted:	NP