



GUIDELINES FOR COMPLETING THE BACHELOR'S THESIS AT THE SCHOOL OF ENGINEERING

Approved by the School Board on 13 December 2012 and modified by the School Board on 5 October 2017, on 12 February 2018, on 24 July 2018, on 13 September 2019, on 15 November 2020, on 11 January 2021, and 29 June 2022.

INTRODUCTION

The subject entitled the Bachelor's Thesis (hereafter, BT) forms part of the curricula of all the bachelor's courses taught at the School of Engineering.

Article 1. Aim

1.1. During the BT, students must undertake, present and defend before an examination panel an original piece of work in the form of a project that must show that they have acquired the competencies specified in the corresponding curriculum.

1.2. The BT is defined as an autonomous and individual assignment although it may be written collaboratively. In such cases, each student must be individually assessed.

1.3. Students on courses with their own specific BT directives must comply with these directives.

1.4. Students may undertake the BT within the frame of the URV's Service Learning programme in accordance with the procedure established in this guide.

Article 2. Organisation

2.1 Each department will appoint a BT coordinator who will be responsible for recording and signing off the final grades.

2.2. The BT coordinator will be responsible for drawing up the Course Guide and the Work Plan in accordance with the applicable regulations and maintaining the online environment of the subject in the Virtual Campus. He or she will also be responsible for seeking solutions to any issues that arise in relation to the BT.

Article 3. Registration

3.1. Students may register for the BT during the official period, in the same way as they would for any other subject.

3.2. Before they can register for the BT, students must have passed a least 60% of their course credits if they are studying a degree worth 180 credits, or 70% of their course credits if they are studying a degree worth 240 credits. In the case of double degrees, the requirement is as follows:

- Double Degree in Electrical Engineering and Industrial Electronics and Automation: 66 %
- Double Degree in Computer Engineering and Biotechnology: 70 %
- Double Degree in Biomedics and Systems Engineering and Telecommunications Services: 70 %



Article 4. Teaching responsibilities

4.1. The School will assign the teaching of this subject to one department or more. The procedure will be the same as for other bachelor's subjects and will be undertaken in accordance with each curriculum.

Article 5. BT supervisors

5.1. The BT supervisor must be a member of the departmental teaching staff. In some cases, more than one member of the teaching staff may act as supervisors of a BT.

5.2. The department may appoint any members of its teaching staff as BT supervisor in accordance with its planning regarding teaching responsibilities. The teaching staff may also propose BTs in accordance with departmental procedure or supervise BTs at the request of students.

5.3. BT supervisors will:

- Define the title and objectives of the BT.
- Plan the scope and timetable of the BT in conjunction with the student.
- Systematically supervise the progress of the BT.
- Ensure the objectives stipulated in the BT are achieved.
- Decide when the student has made sufficient progress in order to be permitted to defend the BT.

5.4. Tuition will be imparted during the specific meetings scheduled on the BT timetable.

5.5. Students who have to do all or some of the BT at institutions or organisations other than the URV must also have a tutor from that institution or organisation who will help define the content and implementation of the BT.

5.6. Once the supervisor has given approval to the proposed work, and before the student starts the BT, the URV and the other organisation must sign an agreement. No such agreement is required if the student is employed by the institution or organisation.

Whether or not the student is employed by the other institution or organisation, they must sign an agreement indicating the confidential (Annex 1, see article 13 of these guidelines for more information) or non-confidential (Annex) nature of the work.

Article 6. Assignment of BT title and supervisor

6.1. The departments will be responsible for assigning a title and teaching staff to the BT of the registered students.

6.2. Only students registered for the subject may request that a particular topic and supervisor be assigned to them by the department.

6.3. All BTs will be affiliated to the department of the BT supervisor.



6.4. Each qualification must publish a list of the BTs available. This list must state: the title, the supervisor, the course that it forms part of, a brief description and some key words.

6.5. Students must choose a topic from those on website and contact the supervisor who has proposed the topic. The agreement to carry out the BT will be completed in accordance with the procedure established by the department to which the supervisor belongs.

Students may propose a topic to a member of the departmental teaching staff, who will then decide whether to accept it or not. If the project is accepted, the agreement to carry out the BT will be completed in accordance with the procedure established by the department to which the supervisor belongs.

6.6 The assignation of a given BT and supervisor will only be valid for the current academic year. Students who do not defend their projects within this period must register for the subject again and apply again for the BT and the supervisor (who may be the same as the ones they had previously).

6.7. Each department will decide which lines offered by the URV's Service Learning Programme are eligible to be the object of a BT.

Article 7. Appointment of examination panels

7.1. The BT will be evaluated by an examination panel.

7.2. The School Board will approve and publish the deadlines for submitting the necessary documentation for the BT defence on the internet before the start of the academic year.

7.3. In order that students may request a BT defence, the BT supervisor must give his/her approval via the procedures established by each department.

7.4. The panel appointed to assess the BT will consist of a chairperson, a secretary and at least one other member. The chairperson of the examination panel will preferably belong to the same department as the BT supervisor.

If the BT is jointly supervised, only one of the supervisors may form part of the examination panel.

7.5 The chairperson, secretary and member will be appointed via the procedure established by the department and under the department's supervision.

7.6. Within fifteen days after the deadline for submitting the documentation required for the BT defence, the department will publish the composition of the examination panel and the date, time and place of the BT defence.

Article 8. Submission of the documentation required for the BT defence

8.1. By the deadline for submitting the documentation required for the BT defence, the student must have submitted a summary of the BT. The summary must be submitted in a electronic document and be no longer than three hundred words. The procedure for submitting the documentation must state the date and time for submission and it must be published on the BT area of the virtual campus at least 30 days before the deadline for submission .

8.2. The submission of the BT must also comply with the URV's formal procedure for depositing BT's in the institutional repository.



8.3. The student may write and defend the BT in English. The evaluation criteria will be the same as the standard ones specified in the present regulations with the only difference being that the student must state that he/she wishes to defend the thesis in English when submitting the BT documentation.

8.4 Students who wish to defend their BT in English in order to demonstrate that they have obtained core competency C1 (Intermediate command of a foreign language) or transversal competency CT1 (Using information in a foreign language effectively) must request this when they submit the documentation for the defence of their BT. In these cases, the examination panel will ask the University to appoint an individual with the official accreditation necessary to evaluate the competency.

8.5. For courses that are taught face-to-face, if the student wishes to defend the BT online instead of face-to-face, the student must request this when they submit their BT.

Article 9. Defence of the BT

9.1. The department will agree with the members of the examination panel on the time and date of the BT defence via the procedures established for this purpose.

9.2. The summary of the BT and the time and date of the defence will be published at least two days before the defence.

9.3. Once the defence has been convened, the department will generate the documentation needed for the defence (internal records, grade sheets, etc.) in accordance with its regulations.

9.4. Once the defence has concluded, the secretary of the panel will draw up the corresponding official record and give a copy of it to the student.

Article 10. Assessment

10.1. The BT will be evaluated by means of a public oral examination. The student will attend the defence in person. In exceptional circumstances, the student may request to be allowed to defend the BT via a video link. The student must give his/her reasons for this request and the department will decide whether to allow the defence under such circumstances.

10.2. The members of the examination panel will evaluate the BT report and defence by the student.

10.3. The BT will be evaluated in accordance with the criteria published in the Course Guide.

10.4. Should the members of the panel feel that the report needs to be modified or corrected, they should make this clear in the record of proceedings. In this case, the panel will specify a deadline by which the student must make the corrections or modifications requested by the panel. Once the secretary of the examination panel has received the corrected report, he/she will provide the secretary's office of the department with the internal grade record signed by the examination panel members, along with the BT documentation.

Article 11. Grading

11.1. The grading periods for BTs are specified in the Academic Regulations in accordance with the calendar adopted by the ETSE, and are chosen from those set by the Teaching Regulations. At the time when the present guidelines were approved, these periods are June and September.



11.2. Students may request to bring forward or delay the June exam session to January/February and the September exam session to June, in accordance with the procedures established in the Academic and Bachelor's Degree Registration Regulations.

11.3. The grade on the record of proceedings issued by the panel will be reflected in the official record of proceedings produced by the secretary's office of the Sescelades Campus and will be signed by the member of the teaching staff appointed by the Department.

11.4. The BT will be given a numerical grade. If the grade is equal to or greater than 9, the panel may request that the student be awarded a distinction.

Distinctions will be awarded to the top students in each subject on the basis of their academic transcripts on 30 November. In the early or additional exam sessions, distinctions will be awarded to the students in the n top places on these lists, n being the total number of Distinctions available for each subject. The remaining available distinctions will be assigned in accordance with the list during the other two exam sessions.

11.5. Students have the right to review the final grade in accordance with the Academic and Registration Regulations.

Article 12. Deposit of project

12.1. The coordinator will ensure that students deposit their BTs in the Institutional Repository of the URV. Those which have been awarded a grade equal to or higher than 8 must be available for consultation by anyone who wishes to use them for teaching, research or personal study purposes.

12.2. Each department may have a repository in which it can keep digitalised BTs.

Article 13. BTs containing confidential information

13.1. Students who wish to undertake a BT that will contain confidential information must inform the BT academic supervisor of this.

13.2. In order to comply with the present guide, students must attach the confidentiality agreement (Annex 1) to their application for the BT. The confidentiality agreement must bear the stamp of the collaborating entity that owns the confidential information and be signed by a competent individual from the collaborating entity. If the owner is a physical person, the owner or their legal representative must sign this document.

13.3. Information will be regarded as confidential if so designated by a legally established entity or by the student (with the approval of the BT academic supervisor) because they intend to use in their own business in the future. In each case, the information must be designated as confidential prior to the start of the BT that is subject to the present guidelines. Confidential information may refer to methods, procedures, models, techniques, circuit, programmes (software), and any other information that may be subject to legal protection.

13.4. For reasons of academic transparency, under no circumstances can a final project be considered to be confidential in its totality.

13.5. There will be two versions of any BT that contains confidential information: the full version and the abridged version. Both versions will contain a preamble stating that the BT contains confidential information and providing the name and address of the entity or physical person that owns the confidential information.



13.6. The full version will make it clear, either by headings or footnotes, exactly what information is considered to be confidential. The abridged version will include a simplified explanation of the missing material so that the work as a whole does not lose continuity. This version will clearly show the approval of the collaborating entity and is the version that must be deposited at the URV's institutional repository and, if necessary, in the departmental repository once the BT has been defended.

13.7. The members of the examination panel will have the full version of the BT, before and during the defence. Likewise, they will be aware that some of the information they are to assess is confidential, and they will inform all those who may attend the public oral examination.

13.8. The oral examination will remain open to the public and, therefore, representatives of the owners of the confidential information can attend. Likewise, the defence, graphics, demonstrations, etc. will correspond to the full version. Nevertheless, any of the parties involved in the defence may request for public access to be restricted.

13.9. Once the students have been assessed by the panel, the panel secretary will return all the full versions of the documentation, with the exception of one copy that will be deposited at the secretary's office of the department so that any claims against it may be resolved. Should any claims be made, this copy will remain in possession of the secretary's office until they have been satisfactorily resolved.

13.10. The School accepts no responsibility for the misuse of this confidential information, apart from the individual responsibility that the information may give rise to.

13.11. Any person or entity who is interested in the confidential information in a BT should contact the entity or physical person to whom the information belongs and whose name is stated in the preamble referred to in section 13.5. The School accepts no liability with regards to this information.

Article 14. Intellectual and industrial property

14.1. The intellectual or industrial property rights arising from the BT will be subject to the terms and conditions established by the current legislation. In all cases, the name of the author(s), the nature of the work and the affiliation with the URV must be cited whenever any use is made of the BT.

Final provision

This guide comes into force during the 2020-21 academic year



ANNEX 1: BACHELOR'S THESIS CONFIDENTIALITY AGREEMENT

The student, holder of identity card number....., and, holder of identity card number -----, director of the School of Engineering, based at the Sescelades Campus, Avinguda Països Catalans, 26, 43007 Tarragona, as delegated by the rector of the Universitat Rovira i Virgili with tax number Q-935003-A and based at C/Escorxador s/n, 935003 Tarragona, and holder of identity card number as legal representative of the entity with tax number and based at agree to the following

CLAUSES

ONE: A student who wishes to undertake a Bachelor's Thesis (BT) that contains confidential information must inform the BT academic supervisor and attach the present confidentiality agreement to his/her application to undertake the BT. The confidentiality agreement must be stamped by the collaborating entity that owns the confidential information and be signed by a competent individual from the collaborating entity. If the owner of the company is a physical person, he/she or their legal representative should sign.

TWO: Confidential information is any information considered as such by a legally established entity prior to the execution of the BT. The confidential information may concern methods, procedures, models, techniques, circuits, software (*programs*), etc. or anything else that is susceptible to legal protection (see paragraph above).

THREE: There will be two versions of any BT that contains confidential information: the full version and the abridged version. The full version will make clear exactly which information is considered to be confidential and will be made available to the members of the examination panel. The abridged version will include a simplified explanation of the missing material so that the project as a whole does not lose continuity. This version will clearly show the approval of the collaborating entity and is the version that must be deposited at the URV's institutional repository and, if necessary, in the departmental repository once the BP has been defended. Both versions must state that the BT contains confidential information and give the name and full address of the entity or physical person to whom the confidential information belongs. Any person or entity who wishes to know the nature of the confidential information in a given BT must contact the owner of the information.

FOUR: The members of the examination panel will have the full version of the BT before and during the oral examination. Likewise, they will be aware that some of the information they are to assess is confidential, and they will inform all those who may attend the public oral examination. In principle, the defence of the BT will remain public and any graphics, demonstrations, etc. will correspond to the full version. Nevertheless, any of the parties involved in the defence may request for public access to be restricted.

FIVE: Once the students have been assessed by the panel, the panel secretary will return all the full versions of the documentation, with the exception of one copy that will be deposited at the secretariat of the Department so that any claims against it may be resolved. Should any claims be made, this copy will remain in possession of the secretary's office until they have been satisfactorily resolved.

SIX: The School accepts no responsibility for the misuse of this confidential information, apart from the individual responsibility that the information may give rise to.

..... 20..

Director of the ETSE
(signature and stamp)

Representative of the collaborating institution
(signature and stamp)

Student

BT academic supervisor
(Approved)



ANNEX 2: BACHELOR'S THESIS CONFIDENTIALITY AGREEMENT

The student, holder of identity card number....., and, holder of identity card number -----, director of the School of Engineering, based at the Sescelades Campus, Avinguda Països Catalans, 26, 43007 Tarragona, as delegated by the rector of the Universitat Rovira i Virgili with tax number Q-935003-A and based at C/Escorxador s/n, 935003 Tarragona, and holder of identity card number as legal representative of the entity with tax number and based at agree to the following

CLAUSES

ONE: A collaboration exists between the STUDENT, the URV and the ENTITY. The purpose of this collaboration is to enable the student to complete their Bachelor's Thesis (BT).

TWO: This collaboration will enable the student to submit their Bachelor's Thesis under the title of:

".....".

THREE: The entity confirms that the information used and the results obtained are not confidential.

FOUR: All signatories of the present agreement agree that this BT is NOT confidential.

FIVE: The entity authorises the complete text of the BT to be deposited in the Institutional Repository of the URV and to its public dissemination.

..... 20..

Director of the ETSE
(signature and stamp)

Representative of the collaborating institution
(signature and stamp)

Student

BT academic supervisor
(Approved)