

Guidelines for the presentation of the Final Degree Thesis and Final Master's Thesis

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1. Introduction

The regulations for final degree projects and master's final projects of the University Politècnica de València (BOUPV 118/2022, hereinafter the Standard) indicates in its article 2 that the Final Degree Project (TFG) or Final Master's Project (TFM) will consist of the completion of an original work or project in which the demonstrating the knowledge, skills and competencies acquired by the students throughout their studies. The Standard, without prejudice to these guidelines, is available on the UPV website, (<https://www.upv.es/entidades/SA/ciclos/1154514normalc.html>). In addition, students can consult additional documentation that complements these guidelines on their degree website.

The TFG/TFM is an autonomous activity of the student body, carried out with the support of one or more tutors, which is carried out during the last stage of the graduate's training and where the final result is an individual work of the student, presented and defended before a university court.

For Bachelor's and Master's students who qualify for a regulated profession, and in accordance with the requirements for the verification of official university degrees, the TFG/TFM must consist of a project in the field of specific technologies of a professional nature (defined in the corresponding CIN orders) in which the skills acquired in the teachings are synthesized and integrated.

- Degree in Agri-Food and Rural Engineering (GIAMR) - [Order CIN/ 323/2009](#)
- Degree in Forestry and Natural Environment Engineering (GIFMN) – [Order CIN/324/2009](#)
- Master's Degree in Agricultural Engineering (MUIA) – [Order CIN/325/2009](#)
- Master's Degree in Forestry Engineering (MUIM) - [Order CIN/326/2009](#)

The TF of the Degree in Agri-Food and Rural Engineering (GIAMR) must also meet the ABET requirements (see specific guidelines for GIAMR TFG).

The titles of the non-qualifying Degrees must comply with the competencies of the title and, therefore, the TFG must synthesize and integrate the competencies acquired in the corresponding titles:

- Degree in Biotechnology (GBTC) – [Biotechnology White Paper](#)
- Degree in Food Science and Technology (GCyTA) – [White Paper on Food Science and Technology](#)

A summary of the competencies and/or professional profiles of the degrees can be found in the document “Themes TFG/TFM qualifications of the [ETSEAMN](#)”

2. Procedure for carrying out the TFG/TFM

2.1. Modality of the TFG/TFM and assignment of the Tutor

The student will be assigned at least one academic tutor from the UPV (TA). Any active PDI of the UPV or any teaching collaborator can carry out the function of TA or co-tutor, regardless of their affiliation center (article 3 of the Standard). The TFG/TFM may be carried out in the following modalities:

- **Concerted.** It is the most common model: the student contacts directly the professor with whom he/she wishes to take the TFG/TFM.
- **Search in the TFG/TFM catalog,** which is the type of minority assignment. The student contacts the potential tutor .
- **Company.** Through the ETSEAMN Business Internship Unit, when the internship agreement includes the development of the TFG/TFM in relation to the company.
- **Mobility.** The TFG/TFM can be completed during the mobility period with support from the ETSEAMN International Office.

He TFG/TFM done in collaboration with companies either institutions must formalize through an educational cooperation agreement, in which there must be an external co-tutor with a contractual relationship with the company or institution in which said work is carried out and a TA.

The ETSEAMN must guarantee that every student enrolled in the **Final Degree/Master's Thesis subject** has a TFG/TFM and an assigned TA.

2.2. TFG/TFM proposal to the CAT

The student must be enrolled in the subject to be able to register the TFG/TFM proposal. The TFG/TFM proposal can be registered, either by the TA, or by the student with the endorsement of the TA, through the Ebron application . The proposals will be studied by the Academic Commission of the Degree (CAT). In accordance with art. 8 of the Standard, proposals may be approved, rejected or rejected with the possibility of correction. Once the work proposal is approved by the CAT, the status of the TFG/TFM will be "Assigned to a student" and the student will be able to see it through their virtual secretary.

Work proposals should include an outline of the key aspects of the work, in particular approach, objectives and method. Furthermore, if the Degree or Master qualifies a regulated profession, it must be included in the summary in which area of the specific Engineering technologies included in its corresponding CIN order it is aligned, detailing the specific competence(s) to be acquired.

Dates for registering (recording) new proposals : The ETSEAMN will establish at the beginning of the academic year the start and deadline dates for recording proposals for

the course. It is advisable to do so as soon as there is an agreement between the student and a TA. The proposal must be registered before starting the work so that the Academic Committee can review and accept or reject it, and propose improvements where appropriate.

Confidential proposals : When the proposal is created, it may be requested that the TFG/TFM be confidential due to the possible existence of agreements with companies or the possibility of generating patents. It is up to the CAT to grant this request, following a justified report from the TA. If the TFG/TFM is confidential, the defense procedure (behind closed doors and signing of a confidentiality commitment by the members of the tribunal) and the publication of the work in the database will be restricted.

Unassignment of the approved TFG/TFM proposal : To withdraw from a TFG/TFM, the student or TA must send an email to the ETSEAMN secretariat, with a copy to the parties involved, motivating the resignation. The request will be resolved by the CAT after studying the case.

Minor changes to the title or summary of the approved TFG/TFM proposal : If during the completion of the work it is considered that a change should be made to the proposed title or summary, the student must request it through their intranet. The request will be resolved by the CAT after studying the case.

3. Presentation and defense process of the TFG/TFM

3.1. Presentation and defense deadlines

In accordance with the Standard, the ETSEAMN establishes at the beginning of the academic year the TFG/TFM defense calls previously approved by the School Board and published on the degree and center websites. Each call establishes the deadline for submitting the student's work to Ebron . It also establishes the defense period for each call.

During the dates enabled in each call, and provided that the conditions established in art. 11 of the Standard, the student will request the defense of his/her TFG/TFM through Ebron .

3.2. TFG/TFM documents

The documents that the student must present through the application are:

1. Complete TFG/TFM or main document - Report (Document 1) to which Ebron adds an automatically generated cover. The main document will include, after the index, the alignment document with the Sustainable Development Goals (SDGs) of the 2030 agenda (see Annex I).
2. Annexes accompanying the main document (Document 2).

Annex II describes in detail the minimum structure and content of the TFG/TFM documents. And in Annex IV there are the text editing recommendations.

The documents corresponding to the TFG/TFM after passing the defense phase become part of the institutional repository (currently Riunet), as established in the regulations corresponding to the archiving and dissemination of academic works of the UPV. In the case of confidential TFG/TFM, they will not be available in the public repository and will remain in the custody of the ETSEAMN within the application.

When the student signs the defense application, Ebron asks him/her to complete a skills and employability assessment survey and a series of questions related to the SDGs.

3.3. Confidentiality request

When the confidential nature of the project has been requested in the TFG/TFM proposal, the defense becomes behind closed doors (without the public) and the members of the tribunal sign a confidentiality commitment through the application.

3.4. Modality of defense (in-person or virtual).

The student, for exceptional and justified reasons, may request a defense by videoconference (virtual), by email to the center secretary. The approval of defense by videoconference must be approved by the CAT and will be communicated to the members of the court.

3.5. Defense procedure

Once verified by the CAT that the student meets the conditions for the presentation of TFG/TFM and that the documents presented are correct, the court assignment will proceed. Once the court is assigned, the annulment of the defense cannot be requested.

The student will be notified, by email to the institutional address of the UPV, of the assigned defense shift and session, as well as the location (in-person or virtual) where the defense of the work will take place.

The TA must prepare a report on the work carried out by the student for consultation by the court.

3.6. Defense before the court

HE recommends to the student that come with sufficient advance notice to the announcement. The announcement of defending has he same character official That any other act of assessment academic and corresponds to the student ensure his physical or virtual presence and have the necessary means to carry it out cape.

The defending it will last a maximum of Four. Five minutes. The student You will have 15

minutes to present the most relevant aspects of the work. After the presentation, the court may ask any questions it deems appropriate about the presentation made and of the document presented.

The evaluation of the TFG/TFM will include the quality of the document (content and form) and its oral presentation and defense. The ERT will ensure equity in the evaluation of all TFG/TFM. On the one hand, considering the composition of the different courts and their assignment to the TFG/TFM and, on the other hand, developing a rubric (Annex V) that considers its quality in terms of content and form, and presentation oral and defense.

Finished the defending, The court will deliberate and grade the TFG/TFM; After the signing of the minutes by the court secretary, the student will receive the note in their email.

The court may classify the TFG/TFM as:

- PASS (with a grade between 5 and 10)
- SUITABLE with minor modifications. In that case, the record will be signed when the student makes the modifications indicated by the court, uploads the new version of his/her TFG/TFM and its secretary verifies that the requested modifications have been included. The maximum period to make the modifications indicated by the court will be 20 business days. If what is indicated is not met, your grade will be NOT SUITABLE.
- UNFIT. The court will generate a report for the student motivating the grade. The student will be able return to defend his TFG/TFM improved in another call for the same academic year, before the same court. If the TFG/TFM is graded as NOT APPROPRIATE in the last call of the course, the student must re-enroll in the subject if they want to defend it in the following course.

3.7. Presentation of the TFG/TFM for awards

Various awards are announced for degrees or themes for TFG/TFM, both within the ETSEAMN and external (business chairs, official colleges, etc.). Students are advised to consult with the TA and find out about these awards.

Annex I. Relationship of the work with the Sustainable Development Goals of the 2030 agenda Annex to the Final Degree Project

A. Indicate the degree of relationship of the work with the Sustainable Development Goals (SDGs).

	High	Half	Low	Not applicable
SDG 1. End of poverty				
SDG 2. Zero hunger				
SDG 3. Health and well-being				
SDG 4. Quality education				
SDG 5. Gender equality				
SDG 6. Clean water and sanitation				
SDG 7. Affordable and clean energy				
SDG 8. Decent work and economic growth				
SDG 9. Industry, innovation and infrastructure				
SDG 10. Reduction of inequalities				
SDG 11. Sustainable cities and communities				
SDG 12. Responsible production and consumption				
SDG 13. Climate action				
SDG 14. Life underwater				
SDG 15. Life on terrestrial ecosystems				
SDG 16. Peace, justice and strong institutions				
SDG 17. Alliances to achieve objectives.				

B. Briefly describe the alignment of the TFG/TFM with the SDGs, marked in the previous table, with a high degree.

***Be concise, but use the number of pages necessary.

Annex II. Structure and formal content of the TFG/TFM

The TFG/TFM is fundamentally an academic exercise that allows confirming that the student has acquired some of the competencies established in the memory of check of the qualification. Thus, is fundamental that in it they are reflected with clarity so much the justification as the development of solutions adopted. In the work, the student must reason the solution adopted from among a set of possible alternatives in accordance with the applicable regulations and with the most important restrictions in the specific area of the problem, so that it can be evaluated by the ability to apply the knowledge acquired in their studies.

The structure and **minimum contents of the TFG/TFM** must be:

1. Cover of the TFG/TFM

Ebron platform automatically generates the cover page of the work. The cover includes precise information about the author and tutor(s), the entity, degree and academic year in which the TFG/TFM is presented. The cover of the document will coincide with the first page of the document.

2. Summary of the TFG/TFM

The summary of the TFG/TFM will constitute the second page of the document, it will be related to the starting data of the proposal for the title approved by the CAT.

3. Dedications or thanks

Optionally, a page will be included expressing dedications, thanks, quotes or information related to participations, worthy of mention, in the preparation of the work. Participating individuals, institutions or companies may be included in the acknowledgments for collaborations, etc.

4. Indexes of the TFG/TFM document.

The work will have an index of the entire document (including the Annexes) and thematic indexes of tables and figures, according to the forms and contents recommended in the successive headings of this annex.

5. Relationship of the work with the Sustainable Development Goals of the 2030 agenda to the Final Degree Project.

Described in Annex I.

6. Descriptive report of the TFG/TFM (may not exceed 17,000 words)

The format of the TFG/TFM descriptive memory may have the structure of an engineering project or that of a professional work, or research in the case of a **Master's Degree (TFM)**.

a. Engineering Project, planning, ordering instruments or other documents of a technical and comprehensive engineering nature that will conform to the contents and regulatory legal formats of these typologies (see Annex II).

b. Professional/research work must address the contents in sections or headings in a way that responds to the process followed by the analysis of the TFG/TFM or the inductive-deductive process of the TFM research, from its approach to its resolution. It must follow a scheme that addresses, at least, the following concepts:

- Introduction (object, location and background)
- Goals
- Material and methods (either characterizations of the problem, territory either land)
- Results and discussion of the results.
- Conclusions
- Bibliography either References Bibliographical

7. Annexes (if applicable).

The TFG/TFM that deal with professional work may adjust to the indexes, formats and legal contents that are regulatory or that are traditionally used in their sectoral work activity.

A nejo III. Contents and structure of engineering projects

The TFG/TFM that have by object he development of Projects of engineering, will conform to the regulatory legal content and formats of these typologies. The classic documentary structure of a professional Project consists of the following four documents: Memory with its Annexes, Blueprints, Sheet of Conditions either Specifications and Budget. A TFG may adopt a similar structure.

The **Report** is the document in which the most relevant aspects of the TFG/TFM are collected, from the background and purpose of the same to the study of the needs to be satisfied, the proposed solutions and all the factors taken into account to carry it to cape. Is, usually, he document that HE elaborate in last place, position Which collects the most relevant aspects taken into account to solve the problem posed, highlighting the alternatives taken into account, solutions adopted and their results. The Report is made up of two clearly differentiated parts: the Descriptive Report and the Annexes to the Memory.

The **Plans** are the graphic representation of the work. They will be comprehensive and detailed, and as many as necessary so that the objective is perfectly defined.

He **Sheet of Conditions Techniques and Optional either Specifications** has to describe exclusively the material elements and instructions that make up the object of the work and regulate its execution, repetition or implementation.

The **Budget** indicates the cost of the work and will be made up of one or several partial parts, also expressing the unit prices and the broken down prices, the status of measurements and the precise details for their valuation.

A TFG/TFM must always consist of at least one Report, the number of documents to be included being optional. However, it will be essential that the TFG/TFM be defined in such a way that another doctor with sufficient qualifications can interpret and direct the development of the corresponding work in accordance with it.

III.1. Descriptive memory

The generic and summarized index of the 'memory' may have the following style and content:

1. Background and purpose of the project

- a) Solution justification adopted
 - i) Reasons and conditions of project
 - ii) Alternatives contemplated
 - iii) Justification or reasons for the choice alternative
- b) Solution development adopted
 - i) engineering project
 - (1) Process

- (2) buildings
 - (3) Facilities
 - (4) Urbanization
 - (5) Normative
 - ii) Planning and control of the execution
- 2. Investment and economic evaluation**
- c) Investment
 - i) General summary of the budget
 - d) Assessment
 - i) Static economic study (one year of full production)
 - ii) Dynamic economic study (during the life of the project)

In the front page of the document of the memory has to appear: memory; document no. 1; the project title and location; the name of the author and the date (month and year). This cover is in addition to the cover that Ebron automatically generates .

III.2. Attachments to the TFG/TFM report

This document must provide complementary and detailed information to what the report says. It is made up of the documents that develop, justify or clarify specific sections of the Report or other basic documents of the project.

The document will contain the necessary Annexes (as appropriate in each case) corresponding to the headings or sections of the report. The Annexes to the memory are the base fundamental of the justification of the project and must explain aspects of the project for themselves. In practice, these Annexes contain data, calculations and studies.

In general, the Annexes usually occupy a greater number of pages than the Report, hence the convenience of proceeding to separate them or present them as an independent part. Each Annex constitutes in itself an independent exhibition unit. The morphology of each Annex must be:

- **Front page** . Indicating Annex number and qualification
- **Index of the Annex** . With the page correspondent to each pulled apart. Each Old starts with page *one* and ends on page *n*
- **Development of the content of the annex** . In general, it is structured So:
 - Starting data. Hypothesis
 - Development of calculation or study
 - Tables of results

The number of Annexes will depend on the complexity of the project and will be necessary to fulfill its purpose. The Annexes must be properly numbered, consecutively following the same order of presentation of the chapters of the report.

III.3. Blueprints

This document must graphically express and geometrically define everything that is projected, and its information is essential for the execution of the project, being one of

the contractual documents.

It will contain the graphic, alphanumeric, code and scale information necessary for its understanding and be sufficiently descriptive so that the measurements that serve as a basis for the relevant assessments and for the exact execution of the work can be deduced from them.

The plans are classified into the following groups, always in this order and by construction or functional units:

- 1.** Situation. Site. Planimetry and altimetry
- 2.** Construction site civil
 - 2.1. General plants
 - 2.2. elevations and sections
 - 2.3. Constructive details
- 3.** Machinery
 - 3.1. Synoptic diagram of the plant distribution
 - 3.2. Plant of distribution
 - 3.3. Elevations
 - 3.4. Details
- 4.** Facilities
 - 4.1. Scheme synoptic
 - 4.2. Distribution in plant
 - 4.3. Elevations
 - 4.4. Details
- 5.** Plans annexes
- 6.** Urbanization

It must also be organized in the project as a document independent of the other project documents, with its presentation rules being:

- No. 2 'plans' must appear on the cover ; Title of the project; location; author's name and city, month and year
- The index, indicating plan number and title of flat
- The plans must be presented numbered and ordered and if presented in paper format, they will be folded to the size of the chosen document UNE A-4 or A-3 and bound so that they can be consulted independently of the other documents of the plan. project.

The plans and technical documentation, in terms of general principles of representation, scales, formats, boxes, writing, labeling, dimensions, symbols, folding, projection methods, presentation of graphic elements, etc., will take into account the standards indicated in the UNE 157001:2002 standard.

For the numbering and arrangement of the plans, the following considerations will be taken into account:

- It must follow the logical process of the executive phase of the project.
- Write a index tidy, in he that figures he number and he qualification of each one

- of them, in a way that serves to clearly identify its content. For this, the classification of the project into the different constructive or functional units can be used as a basis.
- Each unit constructive either functional has to represent in the minor number of possible plans and always contributing all the information necessary for that HE can execute.
 - In the set of plans in general, and in particular within each one of them, the most appropriate normalized scales will be used and in an increasing manner, so that what is wanted to be represented is from the general to the detail. The normalized scales are from series 1, 2 and 5.
 - Likewise, and according to the chosen scale, the most appropriate standardized paper formats will be used, avoiding large blank spaces or lack of space to provide more information (captions). The basic standardized paper formats to use in plans are UNE A-4, UNE A-3, UNE A-2, UNE A-1 and UNE A-0.
 - The number and title of the plan that appears in the index must match the number and title that appears in the title box, box or box.

Aspects related to the presentation of the plans in the document.

The blueprints will keep margins suitable . In all the formats, HE must foresee margins between the edges of the normalized format and the box that delimits the drawing execution area. This margin has to be made with streak continuous of 0.5 mm of width minimal. The margin width will be,

- Format A0, A1 → 20 mm, width min.
- Format A2, A3, A4 → 10 mm, width min.

The labeling box or box of the plan will contain the following information:

- TFG/TFM – ETSIAMN – UPV
- PROJECT TITLE AND LOCATION (municipal area and province)
- PLAN TITLE (variable)
- PLAN NO . (variable)
- SCALE (E – MISCELLANEOUS – S/E) (variable)
- AUTHOR'S NAME (labeled)
- AUTHOR'S SIGNATURE (in original)
- DATE (month and year)

The situation and dimension of the chart of lettering will have the following characteristics: The Zone of ID has to be in the angle lower right of the zone of execution of the drawing, in the direction of its reading and must have a maximum width length of 170 mm.

III.4. Terms and Conditions

This document regulates the rules of behavior for the execution, from the spot of technical, facultative, economic and legal view among the project agents involved in the execution of the same.

The Sheet of Conditions is the Document no. 3 of the project and has to get organized either bind as a document apart.

In the front page will appear: Sheet of Conditions; Document no. 3; qualification of the project and location; name and surnames of the author; date (month and year). In the document will appear in first place a detailed index, by chapters and sections, indicating the corresponding page. Below, by chapters and sections, the development of all the articles that specifically correspond. On the last written page, the name of the author with the city, date and signature.

The Terms and Conditions are structured in the following sections: 1.- General Terms and Conditions

- General disposition
- General Conditions of Nature Technique
- General Conditions of Nature Optional
- General Conditions of Nature Economic
- General Conditions of Nature Legal

2nd.- Specific Conditions Sheet

- Specific Conditions Technique
- Specific Conditions Optional
- Specific Conditions Economic
- Specific Conditions Legal

III.5. Budget

The budget is the economic quantification of what is projected and its structure, in a privately promoted engineering project, is:

- Measurements and *Partial Budgets* (*) (F)
- Price Table No. 1.- Handheld prices construction site
- Price Table No. 2.- Prices of materials and machinery
- Price Chart No. 3.- Prices in writing for the units of work (all sheets signed at the bottom of the page). page)
- Price Table No. 4.- Decomposed prices of the units of construction site
- *Partial Budgets* (*)
- General Budgets (F)
- Budget of material execution (F)
- Contracted Execution Budget (F)
- Execution Budget by Administration (F)
- Execution Budget by Acquisition (F)
- General Budget Summary (F)

Notes: (*) Partial budgets can be located in the measurements chapter, or after price table No. 4; (F) Indicates that the last written page of the chapter must be signed.

No. 4 'Budget', the title of the project and the location must appear on the cover ; he

name and surnames of the author and the date, indicating month and year. In the first page of the document there must be a detailed index of the different chapters, subchapters and sections in that HE has divided the budget, without indicating the pages because each chapter has its page numbering independent.

TO continuation of the index, the development of the budget. It is convenient to lead the pages of each chapter to facilitate search.

The structure of a Budget of a project of promotion public according to the Law of Public Sector Contracts, is:

- 7. Measurements**
 - 7.1. Auxiliary measurements
 - 7.2. Measurement general
- 8. Paintings of prices**
 - 8.1. Price table No. 1 (units in letter)
 - 8.2. Price table No. 2 (units decomposed)
- 9. Budget**
 - 9.1. Budgets partial
 - 9.2. General budget

In public promotion projects, the “price justification annex” is necessary, which aims to determine and reasoned demonstration of the material execution cost of each of the basic execution units or work units involved in the project. The structure of this annex is:

- 1. Purpose of the Annex**
- 2. Base of prices or rates used, indicating the prices that are not part of that base (coding)**
- 3. Direct Costs involved in the units of construction site:**
 - 3.1. Justification of the cost of labor construction site**
 - 3.2. Justification of the cost of the materials**
 - 3.3. Justification of the cost of the machinery**
- 4. Justification and calculation of the K_i coefficient of costs indirect**
- 5. Labor performance and machinery**
- 6. Decomposed prices auxiliaries**
- 7. Decomposed prices of application**
- 8. Justification of the games elevations**

IV.1. TFG/TFM style rules

These standards aim to achieve uniformity in the texts presented.

1. DIN A-4 format (297 X 210 mm).
2. Times, Calibri or Arial 11 or 12 point font, but another font that allows clear reading can be used.
3. The plans, if applicable, correctly outlined.
4. Margins: A top and bottom margin of 25 mm, a left margin of 30 mm, and a right margin of 25 mm will be left. Simple line spacing of 1 or 1.3 maximum. Text justified on both sides.
5. Even spacing should be used throughout text, except when more space is needed to improve readability (such as above and below equations) or as suggested when introducing titles, subtitles, table headings, and figure captions.
6. All pages of the document will be numbered consecutively in the footer, with the exception of the cover and summaries that do not contain page numbering. The pages containing the indexes will be numbered in Roman numerals. Likewise, the Annexes must have numbered pages.
7. The writing of titles and sentences should be direct and complete, with short paragraphs and an impersonal and objective style.
8. The plans, if they exist, will be prepared in a standardized format. The box dimensions, units of measurement, layout thicknesses, etc., will be those established by ISO, UNE and ASTM standards or particular instructions and standards.

IV.2. Text editing rules

1. Prevent the last two lines of the paragraph from going to the top of the next page.
2. A decimal system must be used for numbering chapters and subchapters. It is not recommended to use more than 4 levels.
3. First level section title: It is recommended to write everything in capital letters. It will be positioned aligned with the left margin. It is recommended to leave white space above (compared to the previous paragraph) and a blank line before the following text.
4. First Subtitle: It is recommended to write it in uppercase and lowercase letters (capital letters for the initial letter of each significant word) and aligned with the left margin. It is recommended to leave spaces between the subtitle and the subsequent text.
5. Second Subtitle: It is recommended to use italics and upper and lower case letters, or underlining. It should be aligned with the left margin. Write the text on the same line, leaving five spaces between the last letter of the subtitle and the text.
6. A subtitle should not be placed on the last line of a page as it is preferable for it to end the page a little earlier. Place the title at the head of the next page.
7. Footnotes, when necessary, will be indicated by superscript numbering.
8. Equations: All equations must be centered. It is recommended that you leave a blank line between the text and the first line, center each line, and leave a blank line between each equation line and the following text. They must be numbered in parentheses on

the right margin.

9. Tables: Tables must be self-explanatory and the title must describe their content. Each table must be placed close to its explanation in the text and be referenced. It is recommended to number the tables consecutively throughout the work. You should try to center the table in the space intended for text, leaving at least one line above and below the table. When presenting numerical data, it is recommended to align the decimal character. If this is not possible, the figures should be centered. It is not recommended to use more decimals than necessary.
10. Figures and illustrations: Like tables, figures should be self-explanatory. It is recommended to reserve enough space in the text for the illustration and place them close to your comments or explanations. The figure and its foot must be on the same page. The footer must be placed immediately below the illustration, leaving a blank line between them, and another line regarding the previous or subsequent text. All illustrations must be numbered consecutively (Fig. 1, Fig. 2, failing that, number them consecutively by chapters (Fig. 3.1, Fig. 3.2, etc.). A homogeneous character (. or ,) must be chosen for everything. the text.
11. References: A list of bibliography, reviews and references must appear at the end of the academic work (usually as the last chapter of the Report) with the title.
12. Bibliography and/or references as section title. Citations will be included in the text in the Author (Year) format. Examples:
 - <http://blog.apastyle.org/apastyle/2011/01/writing-in-text-citations-in-apa-style.html>
 - Direct quote: *the systems. (Pérez and Martínez, 2007; Alba, 2010)*
 - Indirect: *as Pérez and Martínez (2007) state, the systems....*
with more than two authors: *(Gutiérrez et al., 2003)*

References not cited in the text should not be included in the bibliography.

It is suggested to use the APA format (<http://www.apastyle.org/>) for the bibliography, examples can be seen at:

- http://www.upv.es/pls/obib/ser_bibpublicado.bib_download?p_id_lista={1330D426-5911-40DF-9286-645CACAE7444}&p_row_id=192-{1330D426-5911-40DF-9286-645CACAE7444}&p_doc_id=192-{1330D426-5911-40DF-9286-645CACAE7444}0&p_language=c&p_view=MS
- http://bib.us.es/aprendizaje_investigacion/publicar_citar/como_elaborar/bibliographic_references-ides-idweb.html
- <http://www.ub.edu/biblio/citae-e.htm>

Annex VI. Evaluation rubric for the Final Degree/Master's Thesis

	INDICATOR	LEVEL 1- Insufficient	LEVEL 2 - Regular	LEVEL 3 - Good	LEVEL 4- Excellent	Observations
1. Content of the TFG document (60% of the grade)	Introduction and Objectives	The objectives do not appear explicitly or are confused with a work plan or methodology. The problem that gives meaning to the TFG/TFM is not raised.	The objectives are listed but the problem to which the TFG/TFM responds is not stated or the problem is alluded to, but no objectives are specified.	The objectives are defined and listed, although incompletely. Although the problem is raised, its relationship with the objectives of the TFG /TFM is not clearly defined.	The objectives are clearly defined and listed. They respond to problems clearly defined in the context of the degree and are all addressed in the TFG/TFM.	
	Score up to 10 points	0-1	2-5	6-8	9-10	Punctuation :
	Background and recognition of works of others.	Does not cite or does so exclusively with sources merely informative or excessively general.	It cites other works, but ignores important aspects of the topic covered and does not relate its contributions to the content of the TFG/TFM.	It cites other works, covering the different aspects of the topic discussed, but He does not usually mention his specific contribution to the TFG/TFM.	Cite other people's work systematically and differentiate their contributions, relating them to the contents of the TFG/TFM.	
	Score up to 10 points	0-1	2-5	6-8	9-10	Punctuation :
	Results	The expression of the results is clearly inadequate or exist mistakes methodological that affect its validity. They do not respond to the goals raised .	They show errors and omissions in the expression of the results (graphs, units, etc.) or not they adjust to the methodology .	The expression of the results is formally correct. HE you appreciate errors omissions that do not affect substantially at conclusions .	The results are correctly expressed, are well related to the objectives of TFG/TFM and are consistent with their methodology .	
Score up to 20 points	0-4	5-10	11-17	18-20	Punctuation :	

	Evaluation of the solution provided to achieve the objectives of the job	Does not value the result	Analyze the result without evaluating it	Analyze the results and evaluate them	Analyze the results, values them, validates them and contrasts with the planted objectives.	
	Score up to 10 points	0-1	2-5	6-8	9-10	Punctuation :
2. Presentation: structure, formal aspects and oral expression (40% of the grade)	Organization of information presented during the defense	The presentation this messy and without logical structure	The presentation this structured of confusing way	The presentation this structured of clear way, with some failures minors	The presentation this structured of clear, logical and well cohesive .	
	Score up to 10 points	0-1	2-5	6-8	9-10	Punctuation :
	Oral expression, body language and defense-adjusted voice record before an academic tribunal	The level and registration fits the addressee : vocabulary not adjusted to the standards academics . Presence and language clearly body inadequate .	The record is not adjust in occasions to standard academic . Rhythm of the presentation is inappropriate and abusive of the reading direct of the text .	Record appropriate with some deficiencies in regarding language body and oral presentation	Record appropriate . language and oral expression contribute effectively at Monitoring and understanding of TFG/TFM	
	Score up to 10 points	0-1	2-5	6-8	9-10	Punctuation :
	Graphic and media resources for communicate effectively .	Does not use resources graphics neither aids visual or are irrelevant or inappropriate	Use illustrations that do not contribute information relevant and resources graphics that do not contribute to organize it and structure it .	Use illustrations which provide true information and resources graphics that improve the organization and structuring of the information .	The resources graphics contribute in a way excellent to organize and structure the information .	
	Score up to 10 points	0-1	2-5	6-8	9-10	Punctuation :

time management presentation.	It exceeds he time .	It cuts without the closure appropriate.	Too fast or too slow.	It adjusts to time provided.	
Score up to 10 points	0-1	2-5	6-8	9-10	Punctuation :
Interaction with members of the court	Does not answer or answer something that doesn't corresponds to what asked .	Cant of answer all questions	Respond to all questions, but some cases it does with arguments foreign to the purpose and content of the ask .	Respond in a manner clear and concise to questions.	
Score up to 10 points	0-1	2-5	6-8	9-10	Punctuation :