



INTEGRATED TFG PROCEDURE – UPV Double Degrees

This emergency procedure will be valid from the moment the duplicate of the record is available in Ebron and until the final version is implemented in Ebron .

PROPOSAL

1º.- The INTEGRATED TFG proposal must be formalized in each degree separately. Each ERT will define a specific call for **concerted integrated works** . This implies that the Integrated TFG proposal must be introduced in EBRÓN in both degrees.

2nd.- The tutor (of each degree) when registering the proposal must be IDENTICAL (degree, tutors...) in both cases.

As indicated by the regulations, an integrated TFG must have at least two tutors, one for each of the study degrees. Therefore, all tutors must appear in each of the proposals.

3º.- The proposal will be uploaded to a call that will be enabled exclusively for CONCERTED INTEGRATED works .

4º.- Each ERT will check whether the proposal meets all the formal requirements and if it does not, it will reject it so that it can be corrected.

5º.- The proposal will need the approval of the CAT of each of the degrees.

DEFENDING

1st.- In each call for the defense of TFG integrated with a double degree, one of the ERT's will be responsible for the management of the call (publication of the call in Ebron , introduction of courts, reservation of spaces, creation and call of defense sessions...). Which ERT will be in charge of each call will be decided by mutual agreement between the two ERTs involved.

2º.- Therefore, the student must **ONLY** request the defense in one of the two degrees.

3º.- The ERT, which is responsible for the management, will create a **specific call for the integrated TFG of the double degree** . The name of the call will include the text **INTEGRATED** and will specify the corresponding double degree. Likewise, the **“Call for integrated double work” box must be checked**.

4º.-In this emergency procedure, the student will make the cover of the work **manually** . To help you in the design of all the data that must appear on the cover, in the manuals section, a specific one has been created for the TFG's INTEGRATED in the double degrees and, in the information for the student, a model is available. cover and the shields of the ERT's so that you can select the ones that correspond to you.

5º.- The ERT will personally notify the student to upload the documentation in the specific call and will have a maximum period of 48 hours to upload it. It will be a short period to avoid it being used by requests for non-integrated TFG.

6.- It is recommended that in defense sessions the presentation time lasts at least 20 minutes in each session.

7º.- The ERT creates the court for this defense call. **The court will be made up of 4 members** : a president, two members (one from each degree) and a secretary of the ERT who is responsible for managing this work.

8º.- The ERT will validate the documentation, create the defense shifts and sessions for that call.



SERVEI D'ALUMNAT

9º.- The student defends his work and **the Court** :

- a. Grade the work and save the grade in Ebron in the ERT degree that is responsible, **but it should not generate the report.**
- b. In this emergency procedure, the valid record will be manual. The Court Secretary will fill out and electronically sign the minutes and then manually upload them to Ebron . The model of the defense report, prepared by the Student Service) has been deposited in Ebron .
- c. In Ebron, the grade corresponding to the ERT qualification that manages the defense will be entered without generating the minutes.
- d. In the manual report, each degree must have its qualification, which may be the same or different.
- e. If in one of the degrees **the grade is less than 5** and in the other it is equal to or greater than 5, since it is an **INTEGRATED work, it CANNOT be suitable for EITHER of the two degrees** . In this case, in the degree in which a grade equal to or greater than 5 has been obtained, **a grade of 4.5 will be recorded.**
- f. Once the manual record is completed and signed by the secretary, the secretary must attach it to the defense management screen in Ebron (attach record button) and then the update file button.

10.- **The Secretary** will send a letter to ASIC to request that they duplicate the procedure and insert the qualification into the other qualification.

The title of the **gregal will be "EBRON: integrated TFG record"** , indicating the following information:

- i. Name, surname and ID of the student.*
- ii. Code and name of the responsible degree.*
- iii. Degree code and name where the qualification needs to be entered.*
- iv. Attach the manual record.*

11º.- **The ASIC**, for each group, in the non-responsible ERT will carry out the following:

- a. Duplicate the call. This means doubling the turns and defense sessions.
- b. Duplicate the defense request, validations and the court.
- c. All the necessary information will be duplicated to be able to emulate the defense in the other degree and thus be able to duplicate the record and upload it to the documentary repository (Alfresco).

12º.- The ERT, which is not responsible for the work, will be able to view the data of the duplicate call, although it will be closed and will not be able to modify anything.