

## **SPECIFIC GUIDELINES FOR THE SUBJECT MASTER'S DEGREE FINAL PROJECT OF THE MASTER'S DEGREE IN CHEMISTRY**

The Regulations for Official Postgraduate Studies at the Universitat de València (approved by the Governing Council on July 25, 2017, ACGUV 199/2017) regulate various aspects related to the preparation, tutoring, registration, defence and evaluation of final projects. Point 4 of article 12 of said Regulations allows the Academic Coordination Commission of each Master's Degree to establish specific guidelines and set evaluation criteria to standardise the preparation and evaluation of the Master's Final Projects.

The guidelines presented in this document have been approved by the Academic Coordination Committee of the Master's Degree in Chemistry on May 9, 2018. The guidelines presented in this document have been approved by the Academic Coordination Committee of the Master's Degree in Chemistry on May 9, 2018 and modified on May 13, 2019.

### **1. ENROLMENT**

The Master's Degree final project registration will be made in the ordinary period along with the rest of the subjects, according to what is established in the annual academic calendar. The Master's Degree final project enrolment will entitle two official examination calls in the academic year.

### **2. MASTER'S DEGREE FINAL PROJECT MODALITIES**

There can be three Master's Degree final project **modalities**:

1. Revision and bibliographical or experimental research academic works, carried out in departments or research centers of the University of Valencia.
2. Coordinated work with internships in companies or institutions.
3. Equivalent works performed as a result of a stay in another university, either Spanish or foreign.

To carry out the Master's Degree final project in any of the three previous modalities, the prior approval of the Master's Degree Academic Coordination Committee will be required.

### **3. TUTORING**

1. Each Master's Degree final project will have at least one academic tutor supervising students tasks.
2. In order to be a Master's Degree final project academic tutor one shall be a Doctor, except in the cases in which the Postgraduate Studies Committee authorises it.
3. Doing the Master's degree final project in an institution, body or company other than the University of Valencia shall require authorisation of the work project from the Master's Degree Academic Coordination Committee. Case in which the Academic Coordination Committee shall appoint an external cotutor, in addition of an academic tutor.

### **4. MASTER'S DEGREE FINAL PROJECT TOPICS OFFER**

1. At the beginning of each academic year the Master's Degree Academic Coordination Committee will request the Departments with teaching in the Master's Degree to offer topics to elaborate the final projects. Topics will be presented, according to the [Annex I](#) model, sending them to the email address [kimsecre@uv.es](mailto:kimsecre@uv.es).
2. The topics offer to elaborate the Master's Degree final projects in companies or institutions other than the University of Valencia will be subject to the deadlines established by ADEIT or the mobility programs managed by the International Relations service.
3. In any case, the topic of the work will be established by mutual agreement between the student and his/her academic tutor and must be approved by the Master's Degree Academic Coordination Committee that will organise and guarantee the assignment of a topic and an academic tutor to all the enrolled students.

4. Students who have not defended or passed the Master's Degree final project in the previous academic year, may request the Master's Degree Academic Coordination Committee a topic and tutor extension submitting and application according to the **Annex II** model within the deadline set in the schedule of the current academic year.

## 5. MASTER'S DEGREE REGISTRATION

In accordance with the deadlines established in the schedule, the academic tutor will send to the Faculty secretariat (kimsecre@uv.es) the registration form signed by the tutors and the student (**Annex III**).

## 6. MASTER'S DEGREE FINAL PROJECT TOPIC/TUTOR/TITLE PROCEDURE

1. A justified request will be sent in writing to kimsecre@uv.es, addressed to the Master's Degree Academic Coordination Committee that will include a report from the tutor.
2. The application will be adjusted to the **Annex IV** model (change of topic and/or tutor) or the **Annex V** one (change of title). The change of title proposal shall be submitted at least 14 days before the date of application for the defence of the Master's Degree final project, while the topic and/or tutor change shall be submitted two months in advance (although in case of force majeure the Master's Degree Academic Coordination Committee may accept proposals submitted with a shorter notice). With regard to the aforementioned deadlines, August will not be a working nor a computable month.

## 7. MASTER'S DEGREE FINAL PROJECT REPORT

1. The report will adjust to the extension, structure and format described in **Annex VIA**.
2. The **cover** format and the **bibliography** will follow **Annexes VIB** and **VIC** models respectively.
3. An electronic copy of the master's Degree final projects reports will be deposited in the repository that the University of Valencia has enabled in the Virtual Classroom. This copy may be consulted if requested to the centre's Secretariat.

## 8. MASTER'S DEGREE FINAL PROJECT SUBMISSION

The Master's Degree final project will be presented and evaluated once at least 49 ECTS credits of the Master's Degree are passed. However, mobility students may submit their Master's Degree final project although the validation of some other subject made at the destination centre is still pending.

1. **Defence dates:** the Master's Degree Academic Coordination Committee will determine the dates of defence of the Master's Degree final project, respecting the deadlines established in the calendar of management processes approved by the Governing Council.
2. **Process:** At least 10 days before the defence date, the following processes shall take place:
  - i. Students will submit the following documents:
    1. The master's degree final project defence and evaluation application (**Annex VII**) through Entreu (<http://entreu.uv.es>).
    2. The report of the final project in pdf format through Entreu.
    3. A report of the activities developed during the Research Placement (**Annex XIa**) or the External Internship (**Annex XIb**) through Entreu.
    4. Three bound copies of the master's Degree final project report to the Faculty Secretariat.
  - ii. The academic tutors will submit, to the Faculty Secretariat, a report concerning the work of the student, following the **Annex VIII** model.

## 11. MASTER'S DEGREE FINAL PROJECT DEFENCE, ASSESSMENT AND GRADING

### Boards

1. Whenever possible, the Master's Degree Academic Coordination Committee will appoint different evaluation boards for each of the Master's pathways (academic and professional).
2. The Master's degree evaluation boards will consist of three members.
3. The board members will be appointed by the Master's Degree Academic Coordination Committee among the professors with a doctoral degree of the departments with teaching in the Master's Degree. However, in the courts that evaluate Master's Degree final projects of the professional path, one of the members may be a private company professional with no doctoral degree (for which, the Master's Degree Academic Coordination Committee will request the approval of the Postgraduate Studies Commission).

4. The tutor of a Master's Degree final project cannot, under any circumstances, be part of the board responsible for the evaluation of the project of the tutored student.

#### **Defence**

1. The Master's Degree final project oral defence will take place in a public session and in person.
2. The presentation will have a maximum duration of 15 minutes. Then, the board may ask the questions it deems appropriate, with a maximum duration of 20 minutes.

#### **Assessment**

1. The board will assess the final project according to the **teaching guide** and the **rubric** approved by the Academic Coordination Committee (**Annex IX**).
2. The board will complete a **record** for each defence which will reflect the agreement adopted by the board members on the final numerical grade of each student (**Annex X**). This numerical grade will be the student's Master's Degree final project degree.
3. Each board may **propose honors** to be awarded to one Master's Degree final project. Each board may propose **only one candidate**, who will have to have a grade **equal to or higher than 9,0** in the oral defence. The board may do this proposal by filling in the defence document.

#### **Awarding grades with honors**

1. Once all the final projects are defended, honors will be awarded at a Master's Degree Academic Coordination Committee meeting among students who have been proposed for it by each examining board.
2. In case there are several proposals for honors and, due to the number of enrolled students not all of them can be awarded, a priority order shall be established based on the numerical grade obtained in the oral defence.

## **12. TFM AND MOBILITY PROGRAMS**

Mobility programs students may do their Master's degree final projects using the research results obtained in the destination centres with which there is a bilateral agreement provided that the Master's Degree Academic Coordination Committee approves the work topic.

#### **Outgoing students**

1. Outgoing students will stay at the destination university during the second term of the academic year in which they are enrolled.
2. A study contract will be established in which the subjects of the Master's Degree will be included, they may be validated after the end of their stay at the destination centre. The subject "Research Placement" shall be among these subjects.
3. The Master's Degree final project topic will be proposed by a host University doctor who will act as the student's external tutor. The student will email the Faculty Secretariat (kimsecre@uv.es) the description and registration form of the final project (**Annex XI**). This form will be signed by the student, the external tutor and the academic tutor.
4. The student must defend his/her Master's Degree final project at the University of Valencia following the same process stated in the present guidelines for the rest of students.

#### **Incoming students**

1. Incoming students may enrol in the Master's Degree final project and choose a topic and tutor from the offer available at the time they join the University of Valencia or to agree with some professor on the registration of a new topic.
2. When these students need a Master's Degree final project defence grade, they will take the dates established by the dates Master's Degree Academic Coordination Committee for the oral defence of the project.
3. Exceptionally, if these student's exchange contract ends before the date established for the final project oral defence, the Master's Degree Academic Coordination Committee, after studying the case, may authorise the advance of said date. To do this, the student shall submit to the Faculty Secretariat (kimsecre@uv.es) a date advance request at least one month before the date his exchange contract ends. The Master's Degree Academic Coordination Committee will inform the student of the resolution and, if applicable, will set a new defence date. After this, the student shall follow the procedure described in the previous points of the present regulation.