PREAMBLE

Spanish Royal Decree 1393/2007, of 29 October, on the organisation of official university education, amended by Royal Decree 861/2010, of 2 July, develops the structure of studies leading to the award of an undergraduate degree and a master's degree, and makes it compulsory to complete a master's degree final project.

In this respect, it is considered appropriate to further develop some aspects regarding the preparation, tutoring, registration, defence and evaluation of that master's degree final project module, for the purposes of ensuring that students of the University of Valencia receive homogeneous treatment as regards this matter.

Furthermore, these regulations establish the procedure and conditions for granting annual master's degree special awards, which aim to highlight and acknowledge the effort and academic excellence of those of our students with the best academic records.

Consequently, in accordance with the enabling clause contained in Article 134 of the Constitution of the University of Valencia, and in exercising its powers to develop basic regulations concerning master’s degree studies, the University Governing Council decided to adopt the following regulations governing master’s degree final projects and granting master’s degree special awards in the University of Valencia.

CHAPTER I

General provisions

Article 1. Object

1. The purpose of these provisions is the regulation of basic aspects related to the
preparation, direction, registration, defence, evaluation and administrative management of master’s degree final projects.

2. Also, these regulations establish the procedure and requirements for granting master’s degree special awards to the best academic records.

Article 2. Scope


2. In the case of inter-university teaching leading to the award of a joint degree, these regulations shall apply to persons enrolled in the University of Valencia, subject to the provisions included in the agreement signed between the universities participating in the qualification.

CHAPTER II
Master’s degree final projects

Article 3. Concept

1. Master’s degree final projects involve the preparation of a report or written paper, under the supervision of a tutor, in which students reveal the knowledge and skills acquired in the course of their studies.

2. These projects must be completed autonomously and personally by students.

3. Projects must be in accordance with that stipulated in the qualification official explanatory report.

4. Each master’s degree Academic Coordinating Committee may establish specific guidelines and set evaluation criteria to attempt to homogenise the formulation and evaluation of master’s degree final projects. In such case, academic coordinating committees must submit a copy of these guidelines to the Postgraduate Studies Committee to ensure that the contents are consistent with these regulations.

Article 4. Types

[If differences in meaning are appreciated between the translations of these regulations, the Valencian version shall prevail.]
1. Final projects might take one of the following forms:
   a) Academic papers of literature review and research, or experimental work.
   b) Papers combined with work experience in companies or institutions.
   c) Equivalent work performed as a result of a stay at another Spanish or foreign university.
   d) Other types of work not included in the preceding options, as specified in the official qualification programme.

2. In all cases, projects must consist of a written paper or report accompanied by any other relevant documents, where appropriate.

Article 5. Registration

1. Registration for the master’s degree final project must be made during the ordinary registration period, according to the dates established in the academic course calendar.

2. Registration for the master’s degree final project gives students the right to two official examination sessions per academic year.

3. Public registration fees for lessons with “no teaching provided" do not apply here, even if the studies are in process of extinction.

Article 6. Tutoring

1. Master’s degree final projects will be supervised by at least one tutor who will monitor the work of students.

2. Only holders of a doctoral qualification can supervise final projects, unless otherwise authorised by the Postgraduate Studies Committee.

3. If the master’s degree final project is carried out in an institution, organisation or company other than the University of Valencia, an external co-tutor must be appointed. He or she shall have to work together with the academic tutor in defining the content of the final project and its development.

4. In the case of inter-university master’s degrees leading to the award of a joint qualification, tutors may be appointed from among any lecturer from one of the participating...
universities who holds a doctoral qualification.

5. Tutoring of projects will be included as part of the lecturer’s course plan (POD) and shall be recognised in the terms established in university normative provisions. If tutoring is shared between more than one lecturer, recognition shall be distributed between them.

6. Each Coordinating Committee shall determine whether students in mobility programmes can complete their final project in the host university. In any case, the work project requires approval by the Academic Coordinating Committee, and will be assigned a tutor from the University of Valencia.

Article 7. Allocation of work and tutor

1. The subject of the project is to be determined by agreement between the student and his or her tutor. At all events, the Academic Coordinating Committee shall organise and guarantee the allocation of a subject and a tutor to all students registered.

Article 8. Submission and format of projects

1. In the final stage of their study programme, students must submit their master’s degree final project to the office of the secretary to which the master’s degree is attached, for administrative purposes.

2. Projects must be submitted in, at least, an electronic format.

3. Prior to its public defence, the tutor must forward a report on the final project to the chairperson of the evaluating committee.

4. Positively evaluated papers will become part of the University of Valencia bibliographical corpus and, to this end, will be included in the UV digital repository (‘repositori de continguts digitals Roderic’) as a result of university academic output, whilst safeguarding copyrights and subject to the students’ prior consent. To this effect, a procedure shall be made available for submitting projects to the repositori by electronic means.

Article 9. Defence and evaluation

1. Students must defend their master’s degree final project before the relevant evaluating
committee under those conditions established by the master's degree Academic Coordinating Committee.

2. Defence must be held in the course of the academic year for which the student registered.

3. Master's degree final projects have two examination sessions per academic year and can be defended in several periods.
   a. For the first examination session, defence can be scheduled for the following periods:
      i. From 1 October to 30 November;
      ii. From 1 December to 31 January;
      iii. From 1 February to 31 March;
      iv. From 1 April to 31 May;
      v. From 1 June to 25 July.
   b. For the second examination session, defence can be scheduled for one period:
      i. From 1 to 25 September;

4. The grades awarded to all projects defended in each period will be collected by the school secretary in a joint record, which must be completed within 5 days after the end of each period.

Article 10. Evaluating committee

1. Each evaluating committee shall be made up of three members to be appointed by agreement of the corresponding Academic Coordinating Committee from among department lecturers teaching in the master's studies.

2. These members must be holders of a doctoral qualification, unless expressly authorised and justified by the Postgraduate Studies Committee.

3. In no case can the tutor of a master's degree final project be part of the committee that evaluates the tutored student's work.

4. For each master's degree final project that has been defended, the evaluating committee will issue a certificate which will show the day and time when the event has taken place, the grade achieved and whether it has been proposed for a distinction. This document will be

[If differences in meaning are appreciated between the translations of these regulations, the Valencian version shall prevail.]
Article 11. Grading

1. Grades given to final projects may be contested in accordance with the regulations in force in the University of Valencia regarding the contesting of grades.

2. Distinctions shall be allocated among those students who have been proposed for this grade by each evaluating committee. Thus, after all final projects have been defended, distinctions will be allocated at a meeting held by the Academic Coordinating Committee.

3. The allocation of distinctions can only be made after the latest presentation scheduled takes place in each examination period.

CHAPTER III

Master's degree special award

Article 12. Master's degree special award

1. The Governing Council, at the suggestion of each master’s degree Academic Coordinating Committee, may annually grant one special award per master’s degree for every thirty graduates or fraction thereof.

2. The dossier concerning the awarding of master’s degree special awards shall automatically be opened by the Office of the Vice-Principal for postgraduate studies. Annually, this Office shall inform each Academic Coordinating Committee of the number of awards that may be granted, as well as the list of students who are eligible as candidates.

3. Students are eligible as candidates for the special award if they meet all of the following conditions:

   a. They have completed the studies aimed at obtaining the corresponding master's degree during the academic year to which the award relates.
   b. They have achieved a weighted average mark of 8.0 out of 10 points or higher on their master’s degree academic record.
   c. They have achieved a mark of 9.0 out of 10 or higher and have been proposed for a distinction for their master’s degree final project by the evaluating committee.
4. The Academic Coordinating Committee shall propose granting the awards to those academic records deemed worthy of this recognition and, to this end, the Committee shall arrange the candidates in order based on the average mark on their academic record. Those who obtain the highest scores will be proposed as candidates to be awarded. In case of a tie, the Committee shall justify the awarding taking account of additional academic criteria.

5. Proposals for the award must be made during the second term of the following academic year and then sent to the Office of the Vice-Principal for postgraduate studies, which will submit them to the Governing Council.

6. The granting of the special award shall be notified to those concerned and added to their academic record.

**Transitional provision**

The regulations on the development of master’s degree final projects, approved by Agreement No. 98/2009 of the Governing Council, shall continue to be in force for registering for the master’s degree final project during the 2011-2012 and 2012-2013 academic years.

**Final provision**

These regulations will come into effect on the day after they are approved by the University Governing Council.

**Repeal provision**

These regulations repeal Agreement No. 98/2009 of the Governing Council, of 6 May, passing the regulations for developing the master’s degree final project and granting master’s degree special awards, as well as any other previous regulations which they may conflict.