

**MASTER'S DEGREE IN LANGUAGE AND LITERATURE RESEARCH
BASIC GUIDELINES FOR THE PREPARATION OF THE MASTER'S
DEGREE FINAL PROJECT (TFM)**

Introduction

The Master's Degree Final Project (TFM) will consist of a report or project under the supervision of a tutor in which the knowledge and competences acquired by the student throughout the degree course will be demonstrated. This work will constitute an autonomous and personal task for the student.

The work must be carried out in accordance with the provisions of the degree's verification report. The Academic Coordination Committees of each master's degree may establish specific guidelines and set assessment criteria in order to standardise the preparation and assessment of master's dissertations.

For this reason, the following guidelines are presented.

1. Requirements

No enrolment restrictions have been specified with other subjects in the syllabus. For the defence and evaluation of the TFM, it is a prerequisite to have passed all 45 ECTS corresponding to the rest of the modules of this master's degree.

2. Modality

Given the research nature of this degree, the final dissertation must reflect the skills and knowledge acquired during the studies. It will also be a first research project of its own, which may become the basis for a future doctoral thesis.

Master's theses may be presented in the following ways:

a) Academic works of bibliographical review and research, or experimental works.

b) Equivalent work carried out as a result of a stay at another Spanish or foreign university.

In any case, they will be materialised in a written report or project that will be accompanied, where appropriate, by the material considered relevant.

The aim is that, with this work, worth 15 ECTS credits, the student demonstrates the application of the competences acquired in the execution of a scholarly or academic

research within the lines of research of the teaching staff of the Faculty of Philology, Translation and Communication included in the Verifica:

- Research in languages. Synchronic perspectives
- Research in languages. Diachronic perspectives
- Research in literatures. Synchronic perspectives
- Research in literatures. Diachronic perspectives
- Philological editing of texts
- Contrastive studies in languages and literatures
- Studies in applied languages and literatures

3. Objectives (competences and learning outcomes)

- To be able to integrate knowledge and deal with the complexity of making judgements on the basis of incomplete or limited information, including reflections on the social and ethical responsibilities linked to the application of their knowledge and judgements in the field of languages and literatures.

- Know how to communicate their conclusions (and the knowledge and ultimate reasons underpinning them) in the field of languages and literatures to specialist and non-specialist audiences in a clear and unambiguous way.

- Possess the learning skills that will enable them to continue studying in a largely self-directed or autonomous way in the field of languages and literatures.

- Acquire an interest in promoting, in academic and professional concepts, the scientific, social and cultural advancement of a knowledge-based society in the field of languages and literatures.

- Ability to conceive, design and put into practice a research process in the field of languages and literatures with seriousness and scientific rigour.

- To be able to contribute through monographs, analytical work and, mainly, the Master's thesis, to widening the frontiers of knowledge by developing a corpus worthy of publication.

- To know how to take advantage of mobility, collaboration and knowledge exchange between our students, lecturers and researchers and those of other national and international universities.

- To acquire the appropriate methodologies for scientific research in languages and literatures.

- Master the different techniques and methods of analysis and interpretation of complex texts from a formal and/or conceptual point of view.

- Demonstrate the knowledge and skills necessary to carry out critical editions, bilingual editions and translations of literary, philosophical, historical or scientific texts, in some of the languages studied in the master's degree, in order to provide a material basis for cross-disciplinary studies.

- Ability to locate, handle and synthesise specialised bibliographic information, both in the languages covered by the master's degree and in other modern languages, whether in physical or virtual libraries or archives.

- Demonstrate knowledge and experience in the use of specific tools, programmes and computer applications for research in the field of philology.

- Acquire sufficient knowledge for a scientific approach to texts from different contextual perspectives.

- Know how to apply the knowledge acquired and be able to solve problems in new or unfamiliar environments within broader (or multidisciplinary) contexts in the field of languages and literatures.

On passing the TFM, the student will have acquired:

- Theoretical-methodological tools to design and plan a scientific research project.
- Criteria to critically assess the theories, methods and results of research in the field of languages and literatures.

- Skills to communicate and defend in a clear and well-founded way, both in writing and orally, the results of one's own work to specialists and non-specialists in this field.

- Knowledge and research methods from different fields of knowledge applicable to these clearly interdisciplinary areas of knowledge.

- Reflections and critical appraisals on the social and ethical implications and responsibilities of their decisions as researchers.

4. Presentation rules and style of the TFM

4.1. Structure and style

The TFM must contain the following parts and respect the following structure:

- Title page (similar to the one in Annex I)
- Table of contents, indicating the number of the first page of each section.
- Justification and delimitation of the object of study.
- Definition of the basic objectives of the research.
- Description of the methodology proposed for the research.
- Brief state of the art on the selected object of study.
- Study of the proposed subject or theme.
- Conclusions of the research.
- Bibliographical references of the works consulted and cited in the text.
- Other possible materials (annexes, appendices, corpus, databases, audiovisual materials, on DVD or CD, etc.).

The dissertation must be an original contribution, in which the state of the question or critical review of the bibliographical background must not take up more than a third of the total length.

4.2. Length

Approximately between 60 and 80 pages, excluding annexes.

4.3. Language of the essay

Any language studied at the Faculty of Philology, Translation and Communication.

In addition to the two official languages of the University of Valencia, the Master's thesis may be written and defended in a language other than Spanish or in Spanish, if agreed between the student and the tutor, provided that it is the learner's language of study.

In accordance with the regulations applied to doctoral theses, students who write their Master's thesis in a language other than the two official languages must submit a summary equivalent to 10% of the total number of words of the thesis translated into one of the two official languages.

4.4. Format

The thesis must be submitted as a double-clear, word-processed version, with the following specifications:

- Margins: 3 cm must be left on the four margins of the page.
- Font: Times New Roman 12 for the body and 10 for footnotes and quotations.
- Line spacing: 1.5, with no space between paragraphs.
- Text: left and right justified
- Indentation of 1 cm on the first line of each paragraph
- Paper size: DIN A 4
- Numbered pages (except for the title page).

The TFM must maintain coherent formal criteria at all times: font and typeface, spacing and margins, headings, citation system in the text and in the final bibliography, etc.

4.5. Ethical standards

The standards commonly accepted by the academic community in relation to the use of ideas and words of other researchers or scholars will be respected. The work will be individual, original and personal.

5. Supervision

Master's theses will have at least one tutor to supervise the students' work.

To tutor the master's thesis, students must hold a PhD with at least one six-year research period, except in cases authorised by the Master's Academic Committee.

Students on mobility programmes may carry out the final master's degree project at the host institution. In any case, the project must have the approval of the Academic Coordination Committee, and must have a tutor from the University of Valencia.

6. Assignment of the project and tutor

The topic of the project will be established by mutual agreement between the student and his/her tutor. In any case, the Academic Coordination Committee will organise and guarantee the assignment of topic and tutor for all students enrolled.

Preferably before 23 October, students will fill in the TFM registration form (appendix II).

7. Deposit of the work and format

The director of the TFM must give his/her approval for the work to be assessed. To do so, he/she will sign a document approving the work, which is a sine qua non condition for the text to be assessed. Once the approval has been obtained, the student must submit the final dissertation to the secretary's office of the centre or by means of ENTREU. They must also submit a summary in the three languages, according to the model available on the master's degree website.

At the time of submission, a copy of the abstract in electronic format and the application form (with the approval of the director of the project), which can be found on the website of the Faculty of Philology, Translation and Communication (appendix III), must be submitted. In addition, four paper copies will be made, which will be given to the director for distribution among the members of the examining board.

The tutor will submit a brief report on the dissertation to the chair of the examining board.

8. Defence and evaluation

Students must defend their final projects in public before their corresponding Examining Boards.

Final projects must be defended orally in a public reading. Students must formally defend their selection of topic, the research method followed, the results obtained and any further aspects that may be of relevance.

The Board will be chaired by the doctor with the highest academic rank / the most senior, who will allot turns of interventions and time of both the candidate and the Board members. The candidate will be given some time to reply after the turns of the Board. It is recommended that the defence should not last more than 15 minutes and that the subsequent debate be limited to 30 minutes.

The defence should help the Board assess the student's knowledge and intellectual maturity. Hence, the contents of the defence should in no way be a summary of the written work.

The oral defence will be part of the assessment of the final project. Therefore, the candidate must adhere to the conventions of academic oral discourse regarding formal register, forms of address, speaking times or aspects of non-verbal communication.

The defence must take place within the academic year in which the student has enrolled.

As a guide to the Board for assessment, the following aspects will be taken into consideration:

FINAL PROJECT REPORT (up to 80%)	Presentation (up to 10%)
	Structure and contents (up to 40%)
	Bibliography (up to 10%)
	Relationship among objectives, methodologies and results (up to 20%)
PUBLIC DEFENCE (up to 20%)	
TOTAL	100%

In the event that the three members of the Board deem that a final project is not eligible for assessment, they may communicate so to the Master's Academic Board. The latter may decide to revoke the approval and order the student to elaborate the project again.

The final project may be presented in two calls per academic year and several defence periods. The timetable will be published on the Master's website and in the virtual classroom.

The final marks of the candidates in each of the defence periods will be gathered in an official transcript issued by the School Registrar's Office. This transcript must be filled in within the five days following the end of each period.

9. Assessment Board

Supervisors will propose three members for the Assessment Board after submission of the MA thesis (**annex IV**), which must be approved by the Master's Academic Board.

All faculty (PhD) of the School of Philology, Translation and Communication are eligible for Board members, as long as they have some expertise in the research line of the project. Supervisors are not allowed to be members of the Examining Board.

The Board will issue a report for each project defence, specifying day and time of the defence and the mark obtained. They may also nominate a candidate for the Honours distinction, on the basis of their merits. This document must be submitted to the Master's Director (**annex V**).

10. Marks

The mark of the final project may be appealed in accordance with the appealing regulations in force at the UV.

The Honours distinctions will be awarded to those students nominated by the Examining Boards. To that effect, the Honours will be awarded in a meeting of the Academic Board, once all MA theses have been defended.

Thus, the final award of Honours distinctions will only take place once all defence periods have ended.

11. Applicable regulation

- <http://www.uv.es/uvweb/universidad/ca/estudios-postgrado/masteres-oficiales/trabajo-fin-master-1285846160620.html>

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http://www.uv.es/fatwireed/userfiles/file/Reglament_Treball_Fi_M%C3%A0ster_cst.pdf