



*Board of the Faculty*  
*27<sup>th</sup> January 2017*

## **SPECIFIC FINAL DEGREE PROJECT REGULATIONS**

1. The Final Degree Project comprises a study that should be submitted as a .pdf and be able to be submitted on paper (regardless of whether a viva voce is required).

The submitted material:

- a. must comprise a report, study or similar comparable to those that may be written by professionals in each discipline
- b. must enable independent assessment as a final product regardless of any mishaps experienced during the writing process
- c. must be formally valid and follow the [faculty methodology guidelines](#) or the alternative system set by the Final Degree Project committee for each programme, which may delegate this selection to the tutor
- d. must demonstrate mastery of the skills attributed to the Final Degree Project and the skills specifically linked to the thematic area to which it is linked.

2. The Final Degree Project should be written during the second semester of the fourth year. The time to dedicate to this subject is 150 hours. Some curricula set out the possibility of the Final Degree Project being jointly supervised by an external tutor during the mobility period. It is understood that students shall take advantage of their stay at another university to collect data and access bibliography, and that the Final Degree project shall be supervised remotely by the UIB tutor. In this instance, students shall comply with the same assessment terms and conditions as students not on mobility.

3. Each studies council shall appoint a Final Degree Project committee that shall comprise the number of lecturers deemed necessary by the studies council. This committee shall be chaired by the programme head of studies. The duties of this committee are to:

- a. make an annual proposal of the list of thematic areas available for writing the Final

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- b. resolve the allocation requests from students for the selected thematic areas
- c. determine the need to organise group methodology sessions and, where applicable, organise them
- d. approve the general assessment criteria, i.e. those referring to attainment of the general programme skills
- e. approve the specific assessment criteria, i.e. those referring to attainment of skills and content associated with each thematic area, which must be presented by the responsible lecturers
- f. name the assessor lecturers or assessment panels; where there is no prior designation of the assessment lecturer or panel, act as an assessment body
- g. where applicable, validate the final proposed mark by the assessment body, or modify it. The tutor lecturer shall be heard by the committee.

4. All full-time lecturers, except for non-PhD assistant lecturers, must submit the thematic areas to the Final Degree Project committee for their programmes if required to do so by the head of the department. When making the proposal, lecturers shall indicate how many students may be tutored within each area. For each proposed area, lecturers shall provide the assessment criteria regarding mastery of the specific skills and knowledge linked to the corresponding thematic area. The skills must be selected from those set out in the curriculum.

5. The Final Degree Project committee shall, on a yearly basis, compile the offer of places for the Final Degree Project so that the number is at least the same as the number of students who will presumably comply with the academic conditions to register on the Final Degree Project subject, multiplied by 1.5. By students who comply with the academic conditions to register on the Final Degree Project subject it is understood to be those who have complied with the requirements set out in the programme curriculum. The final allocation of the thematic area shall take place after the registration process. The departments involved in teaching on programmes in the Faculty of Philosophy and Arts shall receive this information and ensure that the allocation of tutor lecturers suffices.

6. The list of thematic areas produced by the Final Degree Project committee shall be accompanied by the name of the lecturers responsible for each area and the corresponding learning pathway, where applicable. Before the start of the second semester of the fourth year, at the request of the head of studies, students registered by

the ordinary deadline shall select three thematic areas from those available and set them out in order of preference. This mechanism may be substituted by an obligatory attended meeting where the thematic area shall be allocated to students. The Final Degree Project committee shall take into account this order of preference where possible. Where this is not possible due to the number of the same options being selected, a selection system shall be managed in accordance with two criteria, in hierarchical order: 1) the average mark of the student's academic record, and 2) where applicable, on judgment of the head of studies, a motivational letter submitted by the student. Students who register during the add/drop registration period may only choose the thematic areas and tutors that remain open after the first allocation procedure. In this instance, allocation is done by chronological order of application. If the different studies councils so agree, the allocation of thematic areas may be undertaken in a single activity that comprises both students registered within the ordinary deadline and students registered during the add/drop period.

7. Before beginning the supervision process, group methodology sessions shall be given if the Final Degree Project committee has programmed them. At the start of the second semester of the fourth year, students shall attend the first tutorial session with their assigned lecturer. At this session, the lecturer and student shall agree on the provisional title of the project, the lecturer shall explain the assessment criteria and calendar to students and they shall jointly agree on a visit schedule. Finally, both shall sign, in duplicate, an academic commitment where the allocated thematic area, the provisional title of the project, all assessment criteria and the assessment system and dates shall be stated.

8. The assessment criteria is split into three parts:

- a. formal aspects (20% of the mark): the level of compliance with the [Methodology Guidelines for Submitting Academic Work](#) or any other alternative or supplementary style guide effectively made available to students. If the committee chooses to supplement or replace the Faculty Guidelines, this shall be stated in the assessment criteria
- b. general skills and knowledge (40% of the mark): the level of attainment of the skills and content that the curriculum sets for the Final Degree Project subject or the module it is part of, and the level of attainment of core degree skills. These skills and contents must be specified by the Final Degree Project committee and

must be identical for all projects on the same programme

- c. specific skills and knowledge (40% of the mark): the level of attainment of skills and knowledge as per what is set out in the assessment criteria that are associated with the allocated thematic area. These skills and contents, and assessment criteria must be specified by the tutor lecturer and notified to the Final Degree Project committee alongside his/her proposals for the thematic areas. In any event, these assessment items must be selected from those set out on the curriculum.

There are curricula that place particular emphasis on the work method and, specifically, on aspects linked to written and, where applicable, oral expression. On these programmes, these skills shall also be part of the general skills. It is thus not a question of increasing the proportion of the mark for formal aspects but rather taking into account this factor as part of the assessment for attainment of general skills and content (40%).

The assessment grids shall comprise the list of items to assess (in accordance with the list of skills, knowledge and assessment criteria). If the items in a sector (general or specific) are not to have the same relative weight, this shall be specified with percentages in the assessment criteria.

9. Assessor. The assessment of the Final Degree Project shall always be done by a minimum of two agents: the tutor lecturer and a second assessor. This second assessment agent shall be set by each Final Degree Project committee and may be an assessing lecturer different to the tutor lecturer or a panel. In any event, the assessors other than the tutor (individuals or allocated by a panel) must be lecturers who comply with the conditions to supervise projects. Each Final Degree Project committee may name as many panels as it deems appropriate. The Final Degree Project committee shall ensure the profile of the panel members is suitable for the thematic areas of the projects they shall assess. Where the Final Degree Project committee does not allocate specific assessing lecturers or panels, it shall be understood that the committee itself shall perform the final assessment.

## 10. Assessment Procedure

- a. By the tutor lecturer: if the Final Degree Project committee does not decide otherwise, the tutor lecturer shall fill in an assessment grid that includes all the skills attributable to the Final Degree Project and the items corresponding to the formal requirements. For each point of the set items, the lecturer shall state the result of applying the assessment criteria.

The tutor lecturer shall refrain from filling in the section of the grid that specifically refers to aspects linked to the oral presentation of the project before a panel.

The Final Degree Project committee may decide that the assessment task of the tutor lecturer solely comprises a response as to whether the project is suitable to continue the assessment process. In this instance, the second assessment phase shall specify the project mark in accordance with the set items.

Where the tutor does not approve continuation for assessment, s/he shall propose a mark (from 0 to 4.9), the project shall be deemed a fail and students may request the mark is reviewed as per the terms set out in the current academic regulations. In this instance, the Final Degree Project committee shall act as the review panel. The tutor lecturer may appear before the panel if s/he so requests.

b. By the assessing lecturer or panel: the second assessor agent shall receive a copy of the submitted project and the assessment grid filled in by the tutor lecturer. At this second assessment stage, the fairness of assessment for the submitted projects must be ensured. In order to comply with this function, the second assessor (individual or group) may validate the assessment grid submitted by the tutor lecturer or modify it. In this second instance, the tutor lecturer shall be informed and may respond if so requested. The assessors shall pass all documentation to the Final Degree Project committee.

c. By the panel in the event of a viva voce: the panel must comply with the functions set out for the second assessor agent and, in addition, must fill in the section of the assessment grid specifically dedicated to aspects linked to oral presentation.

d. By the Final Degree Project committee: the committee shall act as second assessor agent if no other is set. This committee shall receive all documentation linked to project assessment and publish the marks.

e. In the event that the second assessor is a single lecturer, there is a possibility of review before the same lecturer. In the event that the second assessor agent is a tribunal, no review is possible.

Tutor lectures may not participate in deliberations or resolutions relating to the projects they have supervised, nor act as member of panels or as members of the Final Degree Project committee. Where this type of coincidence occurs, the affected lecturer shall leave the meeting and re-join it later to deal with other issues or projects.

11. Viva Voces. Each Final Degree Project committee may determine the need for the project, in addition to a written submission, be defended orally as per what is set out in the corresponding curriculum. The viva shall always be before a panel and be public. The panel shall also determine the level of attainment of the skills assigned to the Final Degree Project. Vivas shall be done within the assessment period of the second semester.

12. The Final Degree Project subject does not have academic tutoring on Faculty of Philosophy and Arts programmes meaning that students who do not pass it at the end of the year in which they are registered must go through the application, thematic area and tutor allocation process again in the corresponding period for a different year.