



GUIDE FOR THE PREPARATION AND EVALUATION OF THE THESIS (TFG)

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1. Modalities of the Thesis (TFG)

The Thesis (TFG) is a compulsory subject with 6 ECTS credits load, which the student must pass to complete their degree. The TFG is an integrating exercise of the training received throughout the degree.

The TFG is a **professional document** that demonstrates the implementation of the **competencies associated with the degree** and students' ability to undertake an autonomous, responsible and comprehensive academic activity, which can take the form of:

- a) Modality A: Educational and/or social research initiation work: scientific work of a quantitative, qualitative or mixed nature, which contributes to advance knowledge, understanding and improvement of educational and/or social quality.
- b) Modality B: Educational and/or social innovation project: design of a project to improve teaching and/or social work and the operation of centers/institutions that leads to the incorporation of innovative changes.
- c) Modality C: Critical essay: work of critical analysis and theoretical reflection on an educational and/or social issue that leads to the generation of new ideas.

2. Structure and Format of the Thesis (TFG)

2.1. Structure

The work must follow the following general structure, which however is adaptable and open to the interpretation of each study area and the characteristics of the work, without forgetting that it is a study for professional orientation.

MODALITY A

FRONT PAGE

INDEX

SUMMARY (in Spanish and English)

KEY WORDS: (max. 5 words in Spanish and English)

INTRODUCTION: Include the structure and modality of work selected.

JUSTIFICATION: Include the motivation for choosing the topic theme, and the skills acquired in the degree that are useful for carrying out the work.

TEORETICAL FOUNDATION

GENERAL OBJECTIVES, HYPOTHESIS AND/OR RESEARCH QUESTIONS

METHODOLOGY

RESULTS

DISCUSSION OF THE RESULTS

CONCLUSIONS

BIBLIOGRAPHIC REFERENCES: Bibliographical citations must be included at the end of the work, in alphabetical order. References that are not cited or mentioned in the text should not appear in the list. Bibliographic style must be applied throughout the document in a homogeneous way.

ANNEXES (if applicable)

MODALITY B

FRONT PAGE

INDEX

SUMMARY (in Spanish and English)

KEY WORDS: (max. 5 words in Spanish and English)

INTRODUCTION: Include the structure and modality of work selected.

JUSTIFICATION: Include the motivation for choosing the topic theme, and the skills acquired in the degree that are useful for carrying out the project.

TEORETICAL FOUNDATION

OBJECTIVES

INTERVENTION DESIGN

DEVELOPMENT OF THE INTERVENTION

CONCLUSIONS

BIBLIOGRAPHIC REFERENCES: Bibliographical citations must be included at the end of the work, in alphabetical order. References that are not cited or mentioned in the text should not appear in the list. Bibliographic style must be applied throughout the document in a homogeneous way.

ANNEXES (If applicable)

MODALITY C

FRONT PAGE

INDEX

SUMMARY (in Spanish and English)

KEY WORDS: (max. 5 words in Spanish and English)

INTRODUCTION: Include the structure and modality of work selected.

JUSTIFICATION: Include the motivation for choosing the topic theme, and the skills acquired in the degree that are useful for carrying out the project

THEORETICAL FOUNDATION

OBJECTIVES

DOCUMENT REVIEW PROCEDURE

DOCUMENTARY ANALYSIS (Discussion of different perspectives, conceptual analysis, comparison of authors, theoretical proposals, approaches...).

CONCLUSIONS

BIBLIOGRAPHIC REFERENCES: Bibliographical citations must be included at the end of the work, in alphabetical order. References that are not cited or mentioned in the text should not appear in the list. Bibliographic style must be applied throughout the document in a homogeneous way.

ANNEXES (If applicable)

2.2. Format

The work will have an extension between 10,000 and 15,000 words, including bibliography. In the case of the TFG in the bilingual primary education degree, the length will be between 8,000 and 15,000 words, and it must be written entirely in English. Attached documents are accounted for separately.

The document will conform to the following format:

- Font type and size: Times New Roman or Arial (12 pt).
- Line spacing: 1,5
- Top and bottom margins: 2,5; right and left: 3 cm
- Page size: DIN-A4

Header and footer: In the header, the "Name and surname" of the author will be stated, and in the footer, the pagination with free format.

- Direct, in-text citations will be placed between quotes “ ” embedded in the body of the text if it is a fragment of less than 40 words. If it is a direct quote with more than 40 words, it will be placed in a separate paragraph and indented. Special care must be taken not to commit plagiarism (see annex I).
- Notes will be used at the bottom of the page, and not at the end of the document. The notes will be presented in font size 10.
- The bibliographical references will be placed at the end of the work, in alphabetical order.

2.3. Delivery

All details related to the delivery of the TFG are available in the documents related to the procedure for the registration, defense and review of the TFG, which will be published annually on the faculty website.

3. Thesis (TFG) assessment

3.1. Defense modality and grade composition

The defense of the Bachelor's degree thesis (hereinafter TFG) will be an act of public nature where the student can use as many technological devices as he/she considers convenient. Students will have between 10 and 15 minutes at their disposal to do the oral defense, and in no case more than 15 minutes. The whole process including the comments and questions of committee per one student will not exceed more than 30 minutes. In any case, if the president of committee wants to limit and fix the time of students' defense, he/she is required to contact the students immediately after the publication of TFG committee call. Students enrolled in the bilingual track of the Primary Education Degree obligatorily must do the defense in English. There are two defense modalities:

- a) Simplified modality: The public defense will take place in the presence of the TFG supervisor.
- b) Committee modality: The public defense will take place in the presence of a committee composed of three members, whose composition relies on Article 10 from the Teacher Training College TFG regulation, but neither of them can be the supervisor of the TFG under evaluation.

Grading:

1. The TFG qualification system abides by the Royal Decree 1125/2003, September 5, thereby establishing the European credit system and the grading system of university degrees that are official and valid in the entire country, by assigning a 0 to 10 value, to one decimal place, in addition to a traditional qualitative grading scale, according to the following ranges: 0 to 4.9 (fail, SS); 5.0 to 6.9 (pass, AP);

7.0 to 8.9 (well-done, NT); and 9.0 to 10 (excellent, SB).

Students that have been authorised and called for the defense act but do not appear before the committee or supervisor will be considered “absent”, except for reasons of *force majeure*.

2. The maximum grade for the simplified modality is 6 (passed, AP).

The grade for the committee modality is composed of 40% of the TFG supervisor’s evaluation and the remaining 60% of the evaluation is left to the committee, where both of these figures have the responsibility to base their grading on a preestablished evaluation rubric. The student must be qualified by both, the supervisor and the committee, with a minimum grade of 5 each in order to calculate the weighted average.

Grading procedure

Simplified defense:

The grade given by the TFG supervisor constitutes 100% of the final grade, 6 being the maximum punctuation. That grade will be the result of the written final project plus the public oral presentation. The TFG competences stated in the *Memoria de Verificación del Título*, which are included in the subject syllabus, must be contemplated in the TFG.

Committee defense:

a) The grade corresponding to the TFG supervisor constitutes 40% of the final grade. There is an official format established in the development procedure of the TFG.

b) The grade corresponding to the committee constitutes 60% of the final grade. There is a particular, official format established in the development procedure of the TFG of every faculty. Once the defense process of all TFGs of the same call have finished, every committee will be allowed to propose the qualification of High

Honours (MH) to the Academic Secretary of the college and to the Vice Dean of Academic Planning for those TFGs receiving grades of 9 or above. If more than 5% of the proportional TFGs enrolled are proposed for High Honours, the Academic Secretary of the Faculty will assign that qualification, giving priority to those students with the best records as determined by their grade average upon finishing their coursework in the Bachelor's degree. The final results will be published at the latest within five working days from the last TFG defense.

Given the nature of the subject, the TFG is not subjected to a retake during the final exam period. To take this subject again, the student should follow the established procedure of the Faculty. Quality commissions have elaborated the evaluation rubrics, which are the instruments that should serve TFG supervisors and the committee members as a guide to assess TFGs.

TFG SUPERVISOR'S EVALUATION RUBRIC (40% OF THE FINAL GRADE)

STUDENT PROGRESS		Max. 3 points
1	Attendance at proposed tutorials.	
2	Carrying out the requested tasks.	
3	Constancy and effectiveness carrying out the work.	
4	Overcome difficulties and maintain objectives.	
5	Interest and involvement in the work.	
STRUCTURE AND FORMAT		Max. 2 points
6	All sections of the TFG structure are present.	
7	Uses the recommended format for the TFG.	
8	The introduction highlights the skills acquired in the degree for the elaborated work.	
9	The writing of the TFG is adequate (clear and correct).	

10	The extension corresponds to the regulations marked.	
11	The written expression is correct in terms of spelling and grammar.	
CONTENTS		Max. 3 points
14	The theme chosen is relevant to the scope of the degree.	
15	Uses terminology with semantic precision.	
16	The level of contents' development presents the depth required for a university degree.	
17	The objectives are clear and formulated appropriately.	
18	Adequate and justified selection of the modality and method of work.	
REFERENCES		Max. 1 point
19	Current (Up-to-date) and pertinent references.	
20	Correspondence between the references cited in the text and the final list of references.	
21	The literal texts are quoted correctly.	
22	The references are ordered and presented in a correct manner according to the selected criteria (APA standards are recommended).	
CRITICAL REFLEXION		Max. 1 point
23	Establishes critical conclusions and reflections consistent with the work done.	
24	Includes scope, limitations and/or ways of improvement that derive from the work done.	
TOTAL		

COMMITTEE EVALUATION RUBRIC (60% OF THE FINAL GRADE)

STRUCTURE AND FORMAT		Max. 1 point
1	All the sections of the selected TFG mode are present.	
2	Uses the recommended format for the TFG (extension...).	
3	The writing is clear, coherent and correct.	

4	The written expression is correct.	
CONTENTS		Max. 3 points
5	The theme chosen is relevant to the scope of the degree.	
6	Originality and interest of the proposed topic.	
7	The level of contents' development presents the depth required for a university degree.	
8	The objectives are clear and formulated appropriately.	
9	Adequate and justified selection of the modality and method of work.	
10	Adequacy of the discussion and relevance to the conclusions.	
11	Includes scope, limitations and/or ways of improvement that derive from the work done.	
REFERENCES		Max. 1 point
12	Current (Up-to-date) and pertinent references.	
13	Correspondence between the references cited in the text and the final list of references.	
14	The literal texts are quoted correctly.	
15	The references are ordered and presented in a correct manner according to the selected criteria (APA standards are recommended).	
DEFENSE		Max. 5 points
16	Presentation clarity, conceptual precision and correct speech organization.	
17	Proficiency in the scientific language.	
18	Respects the previously established time duration.	
19	Adequately uses digital media.	
20	Synthesizes the work properly.	
21	Shows the ability to generate debate.	
22	Masters the subject and contents of the work.	
23	Contextualizes the work.	

24	The presentation is coherent with the work done.	
25	Establishes critical conclusions and reflections consistent with the work done.	
TOTAL		

When the grade awarded by the TFG supervisor is between 5 and 6, the supervisor (not the student) will decide whether the student should take the committee defense modality or the simplified defense modality, taking into consideration that the simplified modality will never receive a final grade of over 6. Therefore, when the simplified modality is selected (meaning that the public defense will take place in the presence of the TFG supervisor), 40% of the final grade will correspond to the supervisor's grade on the TFG elaboration, whilst the remaining 60% will correspond to the public oral presentation. Again, the weighted average grade from both parts (written TFG and public presentation) cannot exceed the maximum punctuation of 6.

TFG SUPERVISOR'S EVALUATION RUBRIC FOR THE ORAL PRESENTATION
(60% OF THE FINAL GRADE)

DEFENSE		Max. 6 points
16	Presentation clarity, conceptual precision and correct speech organization.	
17	Proficiency in the scientific language.	
18	Respects the previously established time duration.	
19	Adequately uses digital media.	
20	Synthesizes the work properly.	
21	Shows the ability to generate debate.	
22	Masters the subject and contents of the work.	
23	Contextualizes the work.	
24	The presentation is coherent with the work done.	

25	Establishes critical conclusions and reflections consistent with the work done.	
26	Gives proper answers to questions, comments and suggestions made by the supervisor.	
TOTAL		