

IE UNIVERSITY

**BACHELOR PROGRAMMES: REGULATIONS
FOR PREPARATION AND DEFENCE
OF FINAL PROJECTS**

2016*

*Review approved by the Rector's Committee on May 23, 2022.

1. GENERAL PRINCIPLES

1.1. The Final Project (FP) is a compulsory subject in each Bachelor programme. It is carried out in the last academic stage under the conditions established by current law and the Validation Report of the Bachelor programme the student is enrolled in. Credits from final projects shall not be recognized unless they were completed specifically during an exchange programme and are reflected in the corresponding Learning Agreement.

1.2. FP's competencies, learning outcomes, academic activities, assessment system and content will be determined by the conditions established in the Validation Report of the Bachelor programme the student is enrolled in. The Validation Report will be applied and interpreted by the Bachelor Direction under the supervision of the Vice-rector for Academic Affairs.

1.3. Each student will be in charge of the preparation and defence of their FP in the conditions established by the University. Students will be given the necessary guidance, assistance and supervision to guarantee that their professional development objectives are met, that the FP preparation and defence are successfully carried out, and that the subject is passed in order to obtain the corresponding ECTS credits.

1.4. Both the preparation and defence of the FP will be carried out in the language of the Bachelor programme the student is enrolled in.

1.5. The FP can be completed during maximum two consecutive academic years. If the student fails to pass the subject in the ordinary and extraordinary examination calls of the first academic year, the FP may be carried out in the following academic year in two additional examination calls (ordinary and extraordinary) under the conditions established below.

1.6. In general, the FP will be presented at the end of the last academic year of the Bachelor programme. Nevertheless, the Bachelor Direction, prior authorisation of the Vice-rector for Academic Affairs, may authorise the presentation at the end of the first period of the last academic year if the number of students enrolled in the subject or the curricular development of the academic programme justifies it.

1.7. In the case of dual Bachelor programmes, the student will prepare one FP for each programme.

2. PREREQUISITES

2.1. For the preparation of the FP, the following conditions must be met:

- a) The year of the first enrolment in the FP must correspond to the last academic year of the Bachelor programme.
- b) Having enrolled in all the credits needed in order to obtain the official Bachelor degree in all the scheduled subjects, including those with enrolment suspension.
- c) Comply with the FP requirements established by the corresponding Bachelor Direction and, if applicable, the external entity where the FP will be completed.

- d) Exceptionally, the Bachelor Direction can adapt the conditions to the student's particular situation.

2.2. For the presentation of the FP, the following conditions must be met:

- a) Students must have received a certificate of B2 level of Spanish from the University's Language Centre or equivalent, as established in the corresponding regulations.
- b) Students must have passed all the subjects in their Bachelor programme, except for those with suspended enrolment, before the ordinary and extraordinary examination calls of the academic year of the second enrolment.

3. PREPARATION AND SUPERVISION

3.1. The FP will be carried out individually. The Bachelor Direction may authorise the FP to be carried out in a group depending on its content and characteristics. In this case, the preparation and supervision of the FP will be adjusted accordingly. Nevertheless, each group member will be evaluated individually following the criteria established for this purpose.

3.2. The Bachelor Direction may designate an FP Coordinator or Coordinators to manage any processes related to the preparation and defence of the FP. The FP Coordinator will be under the direct supervision of the Bachelor Direction at all times. The Bachelor Direction will inform the Vice-rector for Academic Affairs about this appointment.

3.3. Before the period in which the FP is taught and having received academic guidance, students will present the FP Coordinator with an outline of their project. The outline should at least reflect the FP topic and the characteristics of its preparation, according to the terms established in the Validation Report of the Bachelor programme.

3.4. In order to facilitate the development of the process, a list of FP topics and characteristics may be established along with a list of possible Academic Tutors. This list may be extended depending on the topics of interest presented by the students.

3.5. Before the preparation of the FP has begun, the Bachelor Direction, or a person designated by it, will authorize the outlines and, if necessary, indicate modifications. The Bachelor Direction will also assign an Academic Tutor having in mind the characteristics of the FP.

3.6. The Academic Tutors will be designated among the University's professors. In this appointment, internal professors and those with the degree of doctor will hold preference.

3.7. Academic Tutors may supervise more than one FP in each academic year. The Bachelor Direction may assign more Academic Tutors to a single FP if required due to the characteristics of the FP. In this case, the Bachelor Direction will establish participation conditions the Academic Tutors will follow when relating to the student.

3.8. Depending on the characteristics of the authorised FP, the Academic Tutor may be an external university professor.

3.9. If the FP takes place in an external organisation, a Technical Tutor may be assigned to the student. The Technical Tutor can be any professional appointed by the collaborating organisation outside the University and who will directly report to the Bachelor Direction or the FP Coordinator.

3.10. The Academic Tutors and, if applicable, the external Technical Tutors, will guarantee the ongoing guidance and supervision of each FP. The Tutors will offer effective academic and professional supervision of the FP guaranteeing its quality as established in the corresponding Verification Reports. For that purpose, and under the supervision of the Bachelor Direction or the FP Coordinator, the Academic Tutors will offer a system of regular and periodic tutorials based on the allocation of ECTS credits and the characteristics of the authorised project. The IE University's Regulations on attendance to academic activities will apply. The Academic Tutors shall pay particular attention to specific needs of those students who have learning difficulties due to a disability.

3.11. The preparation of the FP shall conclude in an original written work done by each student in the language of the Bachelor programme they are enrolled in. Its form and scope shall be determined by the Academic Tutor according to the content and characteristics of the FP. This work may include additional documentation in the format most appropriate to the characteristics of the FP.

3.12. The Bachelor Direction will determine the scope of the Academic Tutor's intervention in the presentation and evaluation of the FP. This decision will be made taking into account the criteria established in the corresponding Verification Report.

4. DELIVERY OF DOCUMENTS

4.1. The written work and any additional documentation, if applicable, shall be delivered in the form and timeframe indicated by the Bachelor Direction. The student shall also present one digital copy of the written work and the additional documentation. The Bachelor Direction shall provide the members of the Evaluation Committee with all the documentation in the most appropriate format.

4.2. The Bachelor Direction, or a person designated by it, shall publish a list of students whose FP meet all the requirements and therefore have been authorized to be submitted for evaluation. The list shall be published prior to the period of defence of the FP.

4.3. Failure to submit the FP and/or the required documentation within the established deadline and under the specified conditions will result in the grade zero (0) "Fail" in the corresponding examination call.

5. PRESENTATION, DEFENCE AND EVALUATION

5.1. The FP will be evaluated and graded by the Evaluation Committee. Evaluation Committees will be appointed for each Bachelor programme according to the number of students. The Evaluation Committees will evaluate FP in both the ordinary and the extraordinary examination calls.

5.2. Each Evaluation Committee will consist of at least two members, one of whom should be part of the Bachelor programme Faculty or has previously been the Academic Tutor in the corresponding Bachelor programme. The Bachelor Direction will chair the Evaluation Committee or may delegate this role to another Direction or to a professor from the Bachelor programme.

5.3. If the Academic Tutor is a member of the Evaluation Committee, they will not be able to evaluate the FP prior to its defence before the Evaluation Committee.

5.4. Depending on the characteristics of the FP, an assessment or participation of an external expert may be requested.

5.5. The members of the Evaluation Committee will be appointed by the Bachelor Direction in coordination with the Vice-rector for Full-Time Faculty. This appointment will be given appropriate publicity and will be announced well before the presentation session. In the appointment of the members, the tasks assigned to each one shall be specified, as well as eventual substitutes. The composition of the Evaluation Committee for each Bachelor programme will be published before the presentation sessions.

5.6. The presentation and defence of the FP before the corresponding Evaluation Committee will be held in the ordinary and the extraordinary examination calls and on the date established by the Bachelor Direction. There should be at least twenty (20) calendar days between the publication of the grade in the ordinary examination call and the defence of the FP in the extraordinary examination call.

5.7. Each student shall orally present and defend their FP before the Evaluation Committee in a public session and in the language of the Bachelor programme they are enrolled in. The presentation will be based on the FP and the documentation previously provided and examined by the members of the Evaluation Committee. Students may use any supporting material deemed appropriate. Any specific conditions for the presentation and defence of the FP will be determined by the Bachelor Direction before the presentation sessions and according to the terms established in the Validation Report of each Bachelor programme.

5.8. All presentations and defences will be public and carried out in the order established in a list published before the beginning of the sessions. The Bachelor Direction may decide to alter the order of the presentations under duly justified circumstances. Failure to appear before the Evaluation Committee when summoned will result in the grade zero (0) "Fail" in the corresponding examination call, unless otherwise established by the Bachelor Direction for duly justified reasons. The Evaluation Committee may adapt the conditions of the FP presentation to the special needs of students with disabilities.

5.9. If the FP has been completed collectively, each group member will carry out an individual presentation and defence and their performance will be evaluated and graded individually.

5.10. The evaluation criteria as well as the weighting in the application of the assessment instruments considered will be established in the corresponding Validation Report of the Bachelor programme. The Evaluation Committee will also take into account the assessment sent by the student's Academic Tutor, which will refer to any of the evaluation criteria established in the Validation Report of the Bachelor programme if not expressly stated.

5.11. The Evaluation Committee's deliberations on evaluation and grading shall not be public. Its decisions will be reached following the established evaluation criteria. In case of significant discrepancies in the evaluation between the members of the Evaluation Committee, the FP Coordinator shall decide. Grades will be published as soon as possible following the completion of the presentations.

5.12. Exceptionally, the Evaluation Committee may postpone the publication of the final grade in order for the student to make corrections that will conclude in the final and definitive presentation of the FP. This exception shall be authorized by the Bachelor Direction.

The Evaluation Committee will indicate the timeframe for the preparation of the FP and the date for its presentation. Failure to present the FP within the conditions established by the Evaluation Committee will result in the grade "Fail" and the numerical grade obtained in the initial evaluation made by the members of the Evaluation Committee in the corresponding examination call.

5.13. Provisions on revision and appeals regarding grades established in the University's Academic Regulations for Bachelor Degrees will apply.

5.14. Based on the grade obtained, the Bachelor Direction may propose the Rector's Committee that a Final Project Prize be awarded to the student whose FP has stood out in that Bachelor programme in that academic year.

6. SPECIAL CONDITIONS FOR EXAMINATION CALLS IN THE YEAR OF SECOND ENROLMENT

6.1. Exceptionally and in duly justified circumstances related to the characteristics of the FP initially authorised in the previous academic year, students may request the Bachelor Direction to change the FP topic in the event that the subject has not been passed in the two previous examination calls. The Bachelor Direction, after consulting with the Academic Tutor of the initially authorised FP, will issue a decision on the matter and will designate a new Academic Tutor. Any modifications in the content and/or the characteristics of the FP will not change the results obtained in the previous examination calls.

6.2. The Bachelor Direction may appoint a new Academic Tutor at the student's request in exceptional and duly justified circumstances.

6.3. The Bachelor Direction shall establish a system to supervise the completion of the FP by students in their second enrolment. Special attention shall be paid to those cases where there have been changes in the FP and/or of the Academic Tutor.

6.4. Failure to successfully complete the FP in the two examination calls in the year of second enrolment will result in the application of the University's Regulations on Continuation of Studies.

7. CUSTODY AND INTELLECTUAL PROPERTY

7.1. The University shall keep one digital copy of the presented FP until the end of the following academic year. Upon expiration of this period of time, the documentation with unique support material shall be returned to the student concerned upon their written request, unless a ruling on an appeal is pending.

7.2. The University shall provide the most appropriate means to enable access and consultation of the works kept on its premises.

7.3. Publication or reproduction of all or a part of the FP or its use for any purpose other than strictly academic shall require the express authorization of the author(s), in line with intellectual property legislation.

7.4. The students shall have intellectual property recognition and protection of their FP and any prior research work under the terms established by current legislation on this matter.

ANNEXES

ANNEX I: FP EXAMINATION CALLS

EXAMINATION CALL	CONDITIONS	EVALUATION	RESULT
Ordinary call (1st) (1st enrolment)	<ul style="list-style-type: none"> • Enrolment in all the subjects in the study plan • Specific requirements if established • Certificate of B2 level of Spanish from the Language Centre • Attendance to scheduled academic activities 	Positive	FP Pass
		Corrections	New presentation of FP
		Negative	FP Fail Loss of one examination call
Extraordinary call (2nd) (1st enrolment)		Positive	FP Pass
		Corrections	New presentation of FP
		Negative	FP Fail Loss of enrolment
Ordinary call (3rd) (2nd enrolment)	<ul style="list-style-type: none"> • New enrolment • Having passed all the subjects in the study plan (except those with enrolment suspension) • Attendance to scheduled academic activities 	Positive	FP Pass
		Corrections	New presentation of FP
		Negative	FP Fail Loss of one examination call
Extraordinary call (4th) (2nd enrolment)		Positive	FP Pass
		Corrections	New presentation of FP
		Negative	FP Fail Loss of enrolment Application of Regulations on Continuation of Studies

ANNEX II: FP PREPARATION AND DEFENCE PROCESS

STEPS	AGENT	DEADLINE
Selection of FP topic and delivery to the person designated by Bachelor Direction	Student	Prior to FP teaching and until first 15 days of teaching period
FP authorization	Bachelor Direction or a person designated by it	First month of FP teaching period
Appointment of Academic Tutor	Bachelor Direction	At the moment of FP authorization
FP preparation	Student Academic Tutor	During FP teaching period
If applicable, validation of FP presentation	Academic Tutor	Prior to delivery of written work
Delivery of FP documentation	Student	In the timeframe indicated by Bachelor Direction
Publication of lists of students authorized to present their FP before Evaluation Committees	Bachelor Direction or a person designated by it	Prior to FP defences
Appointment of Evaluation Committees	Bachelor Direction with the supervision of the Vice-rector for Academic Affairs	Prior to FP defences
FP presentations before Evaluation Committees	Students according to the list established by the Bachelor Direction or a person designated by it	In the timeframe indicated by Bachelor Direction Extraordinary call, 20 days after publication of grades in ordinary call
FP grading	Evaluation Committee	In the timeframe indicated by Bachelor Direction