

## BRIEF GUIDE FOR ASSIGNMENT AND DEVELOPMENT OF MASTER'S THESIS

The Master's Thesis is a formal course in the second semester of the Master and as such it is subject to the regular enrollment process. Once you have enrolled in the Master's Thesis, the process follows a specific path, which runs through the following steps:

### 1) **Master's Thesis assignment.**

#### **When?**

There are two assignment process each academic year. They take place at the beginning of each semester.

The offer corresponding to the 1st semester is intended for students enrolled in the "Master Thesis" course who are not new to the master's degree and who do not have a Master's Thesis project (MT) assigned.

The offer corresponding to the 2nd semester is intended for students enrolled in the "Master Thesis" course who are either new in the Master Program or still do not have a project assigned.

#### **How?**

The student has two options:

- a) The student has already taken prior contact with faculty members and she/he has already agreed to carry out a specific Master's Thesis. In this case, the document "Tutor-Student Agreement" must be submitted to the Master coordination. After the approval of the Academy Committee, the Master Thesis will be assigned to the student.

Likewise, the elaboration of Master's Thesis within the framework of collaboration agreements with other entities (institutions or companies) is contemplated. This requires the signing of a standard agreement by both entities and the appointment of an academic advisor from among the Master faculty.

- b) The student selects three MTs among those publicly offered using TERMINUS application. This offer will be sufficiently broad. It will contain the name of the tutor/s, the Master's Thesis title and a brief description.

In view of the applications received, the Master's Thesis topics will be definitely assigned. In case of conflict, the Academy Committee will make the final decision about the assignment.

- 2) **Master's Thesis development.** After the assignment, the student must work under supervision of her/his tutor/s. The study load (12ECTS) is equivalent to 300 hours of student work. The Master's Thesis may be written in English or Spanish with free format and length. As a cover, the one available for downloading on the Master's website will be used.

- 3) **Master's Thesis calls.** During the academic year, the student who enrolls in the Master's Thesis for the first time has two possible calls. The first one takes place in July whereas the second call presents two alternatives: the September call or the "September call extended to December". A new enrollment is not required for defending the Master's Thesis in the "September call extended to December".

Students who had already been enrolled in the Master's Thesis in previous academic years can also defend it in the third call taking place in December. However, they have to enroll again.

Two relevant dates are associated with every call on the website of the Master: the Master's Thesis delivery date and the date of public defense.

4) **Master's Thesis delivery.** The Master's Thesis is delivered also using TERMINUS. The student must:

- Upload a pdf file with the Master Thesis document
- Upload a declaration of originality
- To authorize or not the free consultation of the TFM through the repositories of the us

5) **Master's Thesis defense.** On the date agreed for each call, the student will proceed to publicly defend her/his Master's Thesis before a committee appointed for this purpose. The student will have a maximum of 30 minutes to present her/his work. She/he will have to subsequently answer a number of questions for a maximum of 30 minutes as well. The defense may take place in person or through videoconference.