

REGULATIONS GOVERNING MASTER'S THESES
AT THE FACULTY OF BUSINESS AND ECONOMICS
OF THE UNIVERSITAT ROVIRA I VIRGILI
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Preamble

The current regulations in relation to university education state that all university master's degree programmes require the student to prepare and defend a Master's Thesis (hereinafter, MT).

The present Regulations governing MTs at the Faculty of Business and Economics (hereinafter FEE) of the Universitat Rovira i Virgili (hereinafter URV) specify how MTs should be organized and conducted in accordance with the regulations governing MTs included in the different regulations of the URV.

Article 1. The objective and requirements of the Master's Thesis

- 1.1. The MT consists of an autonomous, original and unpublished work in which the student demonstrates comprehensive that they have acquired the training content and competences associated with the master's degree.
- 1.2. The MT is mandatory. The MT is worth between 6 and 30 ECTS credits, the exact value being specified in the curriculum for each master's degree course.

- 1.3. The MT is an individual assignment. If the subject matter and/or methodology justifies it, exceptionally, the MT coordinator may authorize groups of a maximum of two students to collectively prepare an MT.
- 1.4. The MT may be written in Catalan, Spanish or English and must be defended in the same language in which it was written. In cases where the master's degree is taught entirely in English, then students must also prepare and defend their MTs in English.
- 1.5. The MT can be carried out within the framework of the URV's Service Learning Programme, following the requirements established by the programme.
- 1.6. The MT may be carried out at the URV itself or at another institution or company (hereafter, collaborating entity). In cases where the student carries out the MT at a collaborating entity, the student will have two tutors: one assigned by the FEE and one assigned by the collaborating entity. It will also be necessary to sign an agreement between the URV and the collaborating entity, using the template agreement provided by the URV or the template agreement agreed upon by the parties.
- 1.7. A confidentiality agreement will be necessary in cases where an MT contains data, information or material that is restricted or subject to industrial and/or commercial confidentiality. The confidentiality agreement must be in a format agreed on and signed by all parties involved, namely the entity or person who is considered the owner of the confidential information, the student, the MT coordinator and the MT tutors. Likewise, the members of the panel that is to evaluate an MT subject to a confidentiality agreement must sign a confidentiality commitment when they are appointed.
- 1.8. FEE students who carry out an MT as part of a mobility programme will follow the regulations at their host university.

Article 2. The MT coordinator

- 2.1. Each master's degree programme at the FEE will have an MT coordinator.
- 2.2. The MT coordinator will be the master's degree coordinator.
- 2.3. The functions of the MT coordinator are to:
 - a) define, together with the dean's team, the period when the MT is to be defended in the different exam sessions.
 - b) draw up the Teaching Guide of the MT.
 - c) review and update, if necessary, the information on the web about the MT.
 - d) inform students about the planning, preparation, completion, defence and evaluation of the MT.
 - e) establish the period in which the student must present their application for their MT topic and tutor and in which all applications must be processed and resolved.
 - f) inform the students when their application for an MT topic and tutor has been accepted.

- g) inform the MT tutors as to which students they have been assigned to.
- h) inform the department supervisors involved as to the name of the MT tutors and the number of credits assigned to each tutor.
- i) respond to applications to bring forward the date of the MT exam session.
- j) establish the deadline by which students must submit their MTs during each exam session and inform the students of this deadline.
- k) organize and appoint the members of the evaluation panels for the MT.
- l) set the date, time and place for the defence of each MT and inform the members of the panel and the students.
- m) inform the panel members of the criteria for evaluating the MT.
- n) compile the final record of grades awarded for the MT.
- o) keep the digital version of the MT for the period established in the URV's regulations.
- p) collaborate with the Teaching Quality Support Officer to find out and compile the views of the tutors and students regarding the functioning of the MT.
- q) prepare an annual report on the MT.
- r) report to the Faculty Board on the functioning of the MT.
- s) notify the management team of all the issues relating to the MT and make proposals for improvement, if necessary.

Article 3. The MT tutor

- 3.1. The MT tutor will be a member of the teaching staff from one of the departments that participates in the master's programme and, preferably, a teacher on the master's programme.
- 3.2. All the teachers on the master's degree are obliged to act as MT tutors, if so required by the coordinator of the MT.
- 3.3. The functions of the MT tutor are to:
 - a) promote and facilitate the student's learning process
 - b) agree with the student when and how often the tutorials will take place. In the event that a tutor has been assigned students who are doing the MT while on a mobility stay, the tutorials will take place by email or by any other medium that makes them possible.
 - c) authorize the submission and defence of the MT of the students that he/she tutors.
 - d) form part of the MT evaluation panels, whenever they are required to do so by the MT coordinator.

Article 4. The teaching workload in relation to the MT

- 4.1. The MT coordinator is responsible for assigning a tutor to each student who requests one.

- 4.2. It is the responsibility of the departments teaching on the master's degree to guarantee tutors for students, in accordance with the assignation made by the MT coordinator.
- 4.3. Teaching workload for the MT will not be estimated prior to the start of the academic year. The departments will estimate their teaching workloads on the basis of the number of MT tutorships that they have been assigned for each master's degree.
- 4.4. The MT coordinator will inform the departments of the definitive MT tutoring workload during May of each academic year at the latest.
- 4.5. FEE teachers may supervise a maximum of 3 MTs per academic year. However, if necessary, this maximum may be exceeded with the approval of the MT coordinator and the department.

Article 5. Registration, exam sessions and submission of the MT

- 5.1. Students already registered at the FEE do not need to comply with any additional prerequisites in order to be able to register for the MT. In contrast, students from other universities who are undertaking a mobility stay at the FEE within the framework of an agreement must first have been assigned a tutor from the FEE before they can register for the FMT.
- 5.2. The MT of the FEE MT has two exam sessions. The first exam session is in June and the exam session is in September. The student can apply for the first exam session to be brought forward in the circumstances and following the procedure established in the URV's Academic Regulations for Bachelor's and Master's Degrees. The second exam session will always be held in September and cannot be brought forward.
- 5.3. Students cannot request an additional exam session for the MT.
- 5.4. The MT will be scheduled for submission no more than 20 calendar days before the date of the defence.
- 5.5. The student must have the written approval of their tutor to submit the MT.
- 5.6. When submitting the MT, the student must attach the documentation required in order for the MT to be added to the institutional repository of the URV. The MT will be added to the repository in line with the criteria established by the URV.
- 5.7. The student cannot include the name of their MT tutor in the MT document.
- 5.8. The periods for the defence of the MT during each exam session are fixed in the academic calendar of the degree course. The date, time and place of the defence of each MT are set by the MT coordinator.

- 5.9. The grade awarded to the student for their MT will be notified to them in their academic transcript no later than the final date for recording MT grades established in the academic calendar.

Article 6. Assignment of the topic and tutor for the MT

- 6.1. The student must submit to the MT coordinator their proposal regarding the topic of their MT and their preferences regarding their tutor that they wish to be assigned. If the student does not submit their proposal by the established deadline, it will be understood that they no longer intend to prepare an MT.
- 6.2. Regarding the choice of topic, the MT coordinator will inform the students, as proposals from organizations and institutions arrive, about the possibility of preparing the MT within the URV Service Learning Programme. The proposals put forward by the students will be discussed by the individuals and entities involved in the URV's Service Learning Programme and, if necessary, will be presented for inclusion.
- 6.3. Students will preferably propose tutors from among the teachers on the master's degree. However, the student may propose a teacher from outside the master's degree and also apply for joint tuition.
- 6.4. The coordinator will review all proposals prior to acceptance. In cases where the student's proposed subject or tutor is not accepted, the coordinator will contact the student to submit a new proposal.
- 6.5. If the student does not propose a tutor, the coordinator will assign one.
- 6.6. Students who prepare MTs within the URV's Service Learning Programme will have a tutor from the FEE and a tutor from the institution where the project is carried out.

Article 7. The defence and evaluation of the MT

- 7.1. The student will defend the MT in public and in person (except in the case of MTs for which a confidentiality agreement has been signed). Before they submit their MTs, students must know how much time has been allotted for each presentation and for the subsequent discussion with the members of the examination panel.
- 7.2. The MT must be defended in the same language in which it was written.
- 7.3. The MT will be evaluated by an examination board who will apply the weightings and criteria established by the Academic Committee of the Master's Degree.
- 7.4. The evaluation criteria must be clearly defined in the Course Guide of the MT. These criteria will be the same regardless of the language used in the write the MT.
- 7.5. The MT examination panel will consist of a president, a member and a secretary, who are all preferably teachers on the master's degree, who are linked to the

Department of Business Management and/or the Department of Economics of the URV and who have not been tutors of the student whose MT is to be evaluated. However, in exceptional cases, professors from other departments of the URV and from other Spanish and foreign universities may be invited to sit on the examination panel.

- 7.6. The members of the examination panel will have a document stating the evaluation criteria that are to be applied to the MT. The panel will award a single qualification that is agreed by all the three panel members.
- 7.7. Each student will be graded individually even if those exceptional circumstances where the MT has been prepared by two students.
- 7.8. Full or partial plagiarism in the preparation of the MT will lead to, among other possible consequences, a grade of fail (zero). In addition, due to the seriousness of the facts, the Faculty may seek a resolution from the rector to initiate a disciplinary proceeding.
- 7.9. Students who do not agree with the grade awarded by the examination panel may file a complaint in accordance with the procedure established in the URV's Academic Regulations for Bachelor's and Master's Degrees.

Article 8. Intellectual and industrial property

- 8.1. The intellectual or industrial property rights of the MT must be regulated in accordance with the terms and conditions set forth in current legislation. In all cases, any uses of or references to the MT must state the MT's authorship, nature and connection with the URV.
- 8.2. MTs posted in the institutional repository that meet the requirements established in the URV's academic regulations for bachelor's and master's degrees will be visible and freely available for the purposes of teaching, research or personal study. In no case will MTs governed by a confidentiality agreement be published.
- 8.3. Information recognized as confidential by a legally established entity prior to the execution of the MT may be considered confidential. Confidential information may refer to methods, procedures, models, techniques, circuits, programming or any other aspect subject to legal protection.

First additional provision

Any aspects of the MT of the FEE that are not covered by the present regulations will be governed by any other applicable URV regulations within the ambit of the current legislation.

Second additional provision

The Academic Committee of the Master's Degree will be the competent body for interpreting these regulations and resolving any unregulated aspects. In case of discrepancy, any issue will be resolved by the competent vice-rector's office in charge of postgraduate studies.

Third additional provision

The Internal Quality Assurance System of the FEE must include a process that describes how the MT is administered.

Fourth additional provision

The FEE will provide the student with the Guide to Preparing and Writing an MT at the FEE with the objective of helping the student in the planning, preparation and evaluation processes of the MT.

Final provision

This regulation will be in force the day after it is approved by the Board of the Faculty of Business and Economics.