



# REGULATIONS ON THE SUBMISSION AND PRESENTATION OF A FINAL RESEARCH PROJECT (TFC)

(Approved by the E.T.S.I.A. Permanent Council on the 17<sup>th</sup> of November 2004)

## FINAL RESEARCH PROJECTS CARRIED OUT THROUGH EXCHANGE PROGRAMMES

1. According to article II.1.b, a student may choose to carry out his/her Final Research Project (*Trabajo Final de Carrera*, TFC) at a University other than the *Universidad Politécnica de Valencia* (U.P.V.). To do so, the student must submit the appropriate Authorization form, duly signed by the student's Supervisor or Tutor, together with a brief project description (*Annex 1*). The Authorization form should be given to the Secretary of the E.T.S.I.A. preferably prior to beginning the project or at least 3 months before applying for recognition from the E.T.S.I.A. The project description should be written in one of the official languages of the U.P.V. or in English, French, or Portuguese and should specify the working language of the project. Should the student wish to write his/her Final Research Project in any other language, expressed approval must be obtained from the *Comisión Permanente de la Junta del Centro* (CPJC, the Standing Commission of the E.T.S.I.A.). This Commission will approve or reject the proposal and will inform the student.
2. The evaluation form (*Annex 2*) must be completed by the Supervisor of the Final Research Project at the Host University and returned to the E.T.S.I.A. before copies of the research project are submitted to the E.T.S.I.A.
3. Students may request validation for subjects or credits taken in the Host University. To do so, the student must submit, together with the Final Research Project, a statement from the Director of the Exchange Program in the Host University declaring that the Final Research Project is not part of the assessment system for any of the subjects to be validated.
4. The date of the oral defence of the Final Research Project should be arranged only when the student is notified of the favourable evaluation of all subjects in the degree program.
5. Students applying for recognition of a Final Research Project submitted in the Host University must present a certificate with:
  - a) Title of the research project
  - b) Type of examination
  - c) Evaluation Committee members (\*)
  - d) Date of examination or oral defence
  - e) Final mark

(\*) Please indicate if the project supervisor is a member of the Evaluation Committee.



6. The student will submit two copies of the Final Research Project, stamped by the Host University. One of the copies will be used for the evaluation while the other shall be retained in the E.T.S.I.A. The dates for submitting Final Research Projects are established for each academic year (*Annex 11*).
7. The CPJE will name a referee to evaluate the Final Research Project and to complete the corresponding report (*Annex 12*). If the report is favourable, the E.T.S.I.A. will recognize the mark obtained by the student. The report is favourable when the project meets the standards required at the E.T.S.I.A. in terms of scope, contents, methodology and assessment. If the report is negative, it should serve as motivation to the student.
8. The student may, in the case of a negative evaluation, appeal the decision to the Permanent Council of the E.T.S.I.A. in accordance with the administrative legislation in effect.
9. In the case of a definitive negative evaluation, in accordance with the corresponding stipulations, the student should proceed with the presentation of a new project as outlined in Article 4 of these Regulations and in the following sections.
10. Students who find themselves in the aforementioned situations should adhere to the regulations cited in Articles I, II, III, VI and the transitory disposition, except in the case described in section 9.

**NOTE:** In *Annex 3* formal aspects of the project are specified. The project description found in *Annex 5* should also be completed and submitted with the Final Research Project.

The complete regulations for the Final Research Project are available at [www.etsia.upv.es](http://www.etsia.upv.es)  
(Administración)