



SPECIFIC GUIDELINES FOR DEGREE FINAL PROJECTS OF THE FACULTY OF SOCIAL AND LEGAL SCIENCES OF ELCHE

Preamble

In accordance with article 2 of the regulations of the Degree Final Projects of Miguel Hernández University of Elche approved by the Governing Council of this University in its session of March 28, 2013, within two months since its publication, *the Centers must develop specific guidelines that more precisely regulate the DFP of the degrees for which they are responsible (style, extension and structure rules, evaluation criteria, maximum duration of the defense, as well as those aspects that are not included in the present regulations)*, establishing them jointly by the Center.

Based on this, the specific regulatory guidelines of the Degree Final Projects (hereinafter DFP) of the Faculty of Social and Legal Sciences of Elche (hereinafter FSLSE), are approved by the Faculty Board in its session of June 7, 2013

In this sense, and taking into account the recent modification of the verification reports of the degree titles of the FSLSE, approved by ANECA on February 8, 2018, the aforementioned modifications are included in the Specific Guidelines for the Regulation of the Final Degree Projects of the FSLSE of the UMH, adapting these guidelines, which have been approved by the Board of the Faculty, meeting in session on December 19, 2018. As a result of all this, these guidelines are as indicated below.

First: object and scope

1. The purpose of this regulation is the establishment of the specific guidelines of the DFP in the degree programs attached to the FSLSE.
2. The present regulations will be applicable to the students of the FSLSE of the Interuniversity Degrees, unless in the corresponding agreement or in the memory of verification of said degrees, other provisions are explicitly established in this respect.
3. In the titles that qualify for the exercise of regulated professional activities, the DFP will be governed by the provisions of the Order that establishes the requirements in the verification of the corresponding title, without prejudice to the application, in a subsidiary manner, of the present regulations.

Second: characteristics

1. The DFP will allow the student to show in an integrated way the formative contents and competences acquired associated with the corresponding Degree.



2. The DFP must be carried out, under the guidance of one or more persons who will exercise the tutorship, in an autonomous and personal way, without detriment to being able to be an independent part of an integral work developed jointly by students of the same degree or different degrees. In any case, the defense of the DFP must be individual, being able to be carried out, taking into account the article 9.7 and the second transitory disposition of the Regulations of the Final Degree Projects of the Miguel Hernández University of Elche, according to what is indicated in the modified and verified reports of the degrees of the FSLSE, approved by ANECA on February 8, 2018, before the tutor or tutors.
3. The DFP will consist in the realization of a project, study or original memory with an amplitude and content that will be adapted to the number of ECTS credits that the subject has assigned in the study plan.
4. The content of each DFP may correspond to one of the following types:
 - 1) Experimental work related to the degree.
 - 2) Literature review and research work focused on different fields related to the degree.
 - 3) Works of a professional nature, related to the different areas of professional practice for which the degree qualifies.
 - 4) Other works not adjusted to the previous modalities that are related to the competences associated with the title.
5. In the event that the DFP is developed in companies and external institutions, the corresponding educational cooperation agreement must be established, and the person designated by the company should be able to work as co-tutor of the project.
6. Ownership of the intellectual property or industrial property rights of the DFP corresponds to the students who made them, the tutors, the co-owners and the public or private entities to whom they belong, in the terms and with the conditions provided in the current legislation.

Third: academic tutoring

1. The DFP has to be carried out under the supervision of one or more academic tutors, who will be professors of a knowledge area with teaching in the title. However, and as an exception, UMH teachers will be able to tutor DFP in degrees even though their areas of knowledge do not teach in these degrees.
2. The person or persons acting as academic tutors will be responsible for telling the student the characteristics of the DFP, assisting and guiding him/her during his/her development, to ensure the fulfillment of the objectives set and to issue an evaluative report of the work that has been supervised.
3. The DFP may be co-supervised by external professionals, experts in the field of work expressly authorized by the Dean.



4. The Department to which the person responsible for the academic tutoring is assigned will be responsible for the replacement of the tutor, temporary or permanent, in any case of separation between the tutor and the student.

5. The work of academic tutelage of the DFP must be recognized in accordance with what is approved by the Governing Council of the Miguel Hernández University of Elche. In the event that several professors assume the tutelage of the same DFP, the teaching recognition will be proportional to their participation in it.

Fourth: DFP proposals

1. All the departments have the obligation to offer proposals for the realization of DFP in those degrees in which they teach. The proposals will include the topic of the work, a brief description of the work, the person or persons responsible for tutoring and the number of students to be tutored.

2. The Faculty will collect, for each of its attached degrees, the corresponding proposals of topics and tutors of the departments and will give the due publicity of these lists in its web sites. The topics will be referenced by areas of knowledge.

3. The students can also propose to the Faculty subjects for the projects, stating the subject, a brief description and the justification of its relevance, as well as the necessary resources for its realization.

Fifth: assignment of the tutor and the DFP

1. Students who, in their academic record, have a number of credits enrolled equal to or higher than 180 ECTS, may request the assignment of a topic and tutor for the execution of the DFP.

2. In the case of the DFP referred to in section 3 of the previous guideline, in which there is prior agreement between the teacher and the student, once the proposal has been accepted by the Faculty, this DFP will be assigned to the proponent student. In the rest of the cases, the students may choose, among the DFP offered in the corresponding title, prioritized by order of preference, up to a maximum of 10 subjects-tutors / as.

3. The Faculty, based on the requests and preferences presented by the students, will make a provisional award of subject and tutor to each one of the students. The basic criterion of assignment, in addition to the preferences expressed by the student, will be the academic record: the average grade and credits passed.

4. The Faculty will publish the list of provisional allocations and establish a claim period of seven calendar days after which it will issue and publish a definitive list.



5. All teachers are obliged to accept the task of guardianship of the DFP assigned to them and the students assigned.
6. The assignment of the tutor and subject will be valid until the final evaluation of the same, unless a motivated request is made by the student or tutor and authorized by the Dean. In these cases, the Faculty will proceed to assign a new topic and tutor / a based on the proposal made by the Department.
7. In any case, the Faculty will ensure an adequate allocation of tutors and subjects, and establish the necessary mechanisms to resolve any incident that may arise during the development of the work.
8. In order to carry out the above functions, the Faculty may propose the appointment, as a coordinator of students and tutors of the DFP, of a full-time professor.

Sixth: DFP enrollment

1. To be able to make the registration of the DFP it will be a necessary condition to be enrolled to all pending ECTS to complete the studies leading to the degree, as well as having exceeded 75% of the ECTS of the curriculum, among which must be included all the credits of the first two courses of the degree.
2. The registration will be made within the terms established in the Academic Calendar for these purposes, paying the corresponding public prices. The registration gives right to two calls for defense in the same academic year.
3. If the end of the academic year has not exceeded the DFP, the student must enroll in the subsequent academic courses to present the work.

Seventh: presentation

1. The students must complete their application for the evaluation of the DFP in accordance with the terms established by the Faculty and according to the Model determined by it.
2. Along with the application, the DFP will be attached in electronic format, which must follow the following style and format guidelines:
 - Miguel Hernández University
 - Faculty of Social and Legal Sciences of Elche
 - Qualification
 - Final Degree Project
 - Academic course
 - Complete title of the work
 - Full name of the student
 - Full name of the tutor / guardian or guardians



- Orientation structure of the Final Degree Project. Given the particularities of the areas of knowledge of the Departments of the Faculty, the content of the DFP cannot be a fixed and immovable structure. As a non-limiting orientation, and by way of example, the structure could be the following:

- a) Index.
- b) Summary or abstract.
- c) Introduction / Presentation / Purpose and reasons.
- d) State of the question and theoretical framework.
- e) Objectives / Hypothesis / Purpose.
- f) Methodology / Information gathering / Results.
- g) Analysis and discussion.
- h) Conclusions and proposals.
- i) Bibliography.
- j) Annexes.

- The document will have the following format:

- Extension not less than 10,000 words or more than 30,000 words, in general.

- The summary or abstract on the submitted work will have a maximum of 1,000 words.

- DIN A4 size, line spacing of 1.5, justified text, upper and lower margins of 2.5, left and right margins of 3.0.

- Type of letter, preferably, Arial or Times New Roman, of size 12 points

- . - Tables, graphs and figures: must be referenced in the text and numbered, bearing the heading "Table / chart / figure X", with title and indication of the source. If it is appropriate, it will indicate "Source: own elaboration".

- Links to web sites should always be in footnotes.

- In case the Final Degree Project is adjusted to point 4.4 of the second provision "Other works", it will not be necessary to follow the recommendations included in this point 7.2.

- In particular, for the works of the Audiovisual Communication and Journalism degrees that, especially, require the realization of their works with audiovisual media, and whose modality can also be the report, the extension will be adapted by the degree.

Eighth: evaluation procedure

1. The regulations of the Final Degree Projects of the Miguel Hernández University, in its article 1.2 specifically establishes that *it will be applicable to students of Degree titles of the Miguel Hernández*



University, unless other provisions are explicitly established in the corresponding agreement or in the verification report of said degrees.

2. In view of the modification of the verification reports of the FSLSE degree titles, as regards the evaluation system of the DFPs of their ascribed degrees, approved by ANECA on February 8, 2018, the final evaluation of the DFP will be carried out by the person(s) who tutored the work.
3. The delivery and evaluation characteristics of the DFP are specified in the ninth guideline.

Ninth: delivery and evaluation before tutor(s)

1. The DFP will be evaluated continuously by a tutor or guardians: from its inception and its development, to its full completion.
2. In accordance with article 3.2 of these guidelines, the person (s) that will supervise must issue an evaluation report of the supervised work, in accordance with the model proposed in the Annex, and which will be based on the corresponding evaluation rubrics, developed by the degrees of the Faculty. Said annex will be delivered to the Faculty according to the procedure established.
3. The student may send a video to his / her tutor or tutors, between five and ten minutes long, in avi, mp4 or mpeg-4 format, showing the work, in addition to the DFP document.
4. Likewise, the tutor(s) will require the student defense and discussion of the work in its finalized version in a final evaluation tutorial session.
5. The final grade will be awarded based on the following numerical scale from 0 to 10 with expression of a decimal, to which will have to be added its corresponding qualitative qualification:
 - 0 – 4,9: Fail.
 - 5,0 – 6,9: Pass.
 - 7,0 – 8,9: Merit.
 - 9,0 – 10,0: Distinction.
6. A motivated granting of the mention of "Honor Roll" may be proposed to one or several jobs, provided that these, in the final evaluation, have obtained a grade of Distinction.
7. In accordance with the provisions of Royal Decree 1125/2003, of September 5, which establishes the European system of credits and the system of qualifications in university degrees of an official nature and valid throughout the national territory, the number of these mentions may not exceed five percent of the students enrolled in the subject, unless the number of students enrolled is less than 20, in which case you can grant a single enrollment of Honor.
8. In the event that the proposals of "Enrollment of Honor" exceed the previous limitation, the



possible mentions will be granted to those students whose average grade in their academic record is higher.

Tenth: exceptions for advertising restrictions

1. When there are exceptional circumstances such as, among others, the existence of confidentiality agreements with companies and institutions or the possibility of generating patents that fall on the content of the work, the student will include in his request for evaluation the restriction of the publicity of the aspects that are considered object of protection.
2. The Faculty will resolve about the aforementioned request, notifying the agreement to the student and the tutor. The request will only be accepted when it is proven that the secret is absolutely essential for the success of the protection or transfer process.
3. Acceptance of the request for restriction of advertising will entail that:
 - The tutors must sign the relevant confidentiality agreements.
 - The dissemination of work memory in institutional repositories will be deactivated during the time that governs the confidentiality commitment.
4. The professor responsible for the degree will complete and sign the certificate of the DFP subject, which will be accompanied by the individual minutes issued by the tutor(s). Said minutes will be the sole official administrative record of the DFP subject for the corresponding call.
5. Every report of the submitted work, once its evaluation has been completed, will be included in the institutional repositories of the university.

Eleventh: making of the DFP in mobility stays

1. The realization of a DFP during a stay in mobility in another university will require the prior work proposal approval by the Faculty, as well as the authorization of the Vice-Chancellor with competences in mobility matters.
2. The evaluation of the work can be done at the destination university or at the UMH. In case of evaluation at the destination university, the grade will be included in the file after receipt of the corresponding record, in accordance with the equivalence table of grades provided in the exchange agreement.
3. If the DFP has been developed and evaluated in a foreign institution, the report written in the original language will be admitted, including a summary and conclusions drawn up in Spanish.

Twelfth: grade revision

The students can appeal their final grade of the DFP by the channel established for any subject of the official degrees of the Miguel Hernández University.



Transitional provision

In order to avoid the coexistence of two different evaluation systems, these guidelines will be applicable, once they have been approved by the Faculty Board, for all the DFPs to be evaluated, regardless of whether the student-tutors assignment has occurred before or after the modification of the verification reports of the FSLSE approved by ANECA on February 8, 2018, with the exception of the DFP to be evaluated in the extraordinary calls of December and of completion of studies of the academic year 2018/2019.

In this way, all the students assigned to their tutors prior to the aforementioned modification of the reports will be considered, by default, reassigned to the same.



ANNEX

FINAL DEGREE PROJECT TUTOR REPORT

Degree:

Title:

Name and last name of the student(s):

Name and last name of the tutor(s):

Grade:

**From 0 (minimum value) to 10
(maximum value)**

Report:

Date and Signature

The tutor(s)

DEAN OF THE FACULTY OF SOCIAL AND LEGAL SCIENCES OF ELCHE



INDIVIDUAL RECORD DRAFT OF THE TUTORIAL EVALUATION SESSION OF THE FINAL DEGREE PROJECT

Title:

Name and last name of the student:

Name and last name of the tutor(s):

Date of session:

Evaluation Criteria	0	1	2	3	4	5	6	7	8	9	10
<ul style="list-style-type: none"> Adequacy of the general competences to the characteristics of the Degree: 											
Oral and written communication											
-Information management											
-Analysis and synthesis											
Organization and planning											
- Critical thinking											
- Problem solving											
- Originality and quality of the work											
<ul style="list-style-type: none"> Adequacy to the specific competences associated with the DFP: 											
Grade tutor(s)											

Final Grade	

Date and Signature of tutor(s)

Name:

Name: