



**REGULATIONS GOVERNING THE BACHELOR'S THESIS AT THE IMAGE  
PROCESSING AND MULTIMEDIA TECHNOLOGY CENTER - UNIVERSITY  
CENTRE AFFILIATED TO THE UNIVERSITAT POLITÈCNICA DE CATALUNYA.**

Terrassa, 8<sup>th</sup> October, 2021



## **Regulations governing the bachelor's thesis at the Image Processing and Multimedia Technology Center - University Centre affiliated to the Universitat Politècnica de Catalunya.**

Preamble:

The Image Processing and Multimedia Technology Center (CITM) is a university teaching centre affiliated to the Universitat Politècnica de Catalunya and administered by the Fundació Politècnica de Catalunya, which teaches official courses in the fields of animation and digital art, technologies and multimedia and video game design.

The current legislation stipulates that bachelor's degree studies must conclude with the preparation and defence of a bachelor's thesis, establishing a minimum and maximum percentage threshold of the total credits for the degree, and that it must be carried out in the final phase of the studies and be focused on assessing the competencies associated with the degree.

### Chapter I

#### Article 1. Definition and scope of application

The curricula of the bachelor's degree programmes taught at the CITM must include the completion and defence of a bachelor's thesis (TFG).

The TFG is a theoretical and/or practical work that accredits the knowledge acquired during the bachelor's degree studies and the student's ability to put them into practice, by means of a working methodology, their creative capacities, analysis and synthesis.

This regulation defines and regulates the academic procedures related to the TFG, and is applicable to all official courses taught at the CITM.

#### Article 2. Characteristics and content of the TFG

The TFG must be focused on innovative proposals linked to current issues, and related to the knowledge acquired in the course taken.

The TFG must consist of personal work different from the work done during the learning of the different subjects and further in-depth study, synthesising the competencies acquired in the studies.

The TFG is a piece of individual work that may in some cases be associated with the work of one or more other student(s), resulting in a collective thesis subject to individual assessment. In this case, each student's work must be different from that of the others. Each author must produce a complete report highlighting the original part of their work, and must complete the deposit procedures individually.



### Article 3. Proposal of subjects for the TFG

The TFG can deal with any subject related to the specific subject areas studied for the qualification concerned.

The TFG can be produced in the following ways:

- A. Teaching and research staff of the CITM may make a proposal for a TFG which must include the subject, the TFG supervisor and the conditions under which it will be produced.
- B. Proposals made to the Center by public or private bodies.
- C. Students may propose a topic for the TFG to a teacher at the Center.
- D. A university mobility programme.

### Article 4. The TFG Committee

The TFG Committee is the body that proposes and where appropriate approves the TFG proposals, regardless of the format involved. It also decides upon and awards Distinction grades after receiving and examining the Distinction grade proposals submitted by the TFG examination panels.

The TFG Committee consists of the director and the head of studies of the CITM, all the degree course coordinators and the TFG and Internship coordinator.

### Article 5. The TFG Supervisor

The TFG Supervisor supervises and advises the student on the scope of the objectives, general approach, timing and technical aspects of the TFG, facilitating the search for help and interdisciplinary consultation.

Considering the range of both general and complex tasks at a technical, research and analysis level involved in each TFG, the TFG supervisor will have an established maximum number of theses that can be supervised in each academic year, in either the regulations of the Center's teaching staff or on a subsidiary basis by the management of the CITM.

TFG supervisors must be members of the Center's teaching and research staff (PDI), with the following exceptions:

- TFG produced under format B of article 3, where there may be a co-supervisor of the TFG, subject to the prior approval of the TFG Commission, designated by the institution within the framework of the collaboration agreement between the Centre and the public or private institution;
- TFG produced under format C of article 3 where subject to approval of the TFG Committee, it may be supervised by a renowned professional or expert in the subject matter of the TFG who is not a member of the CITM teaching and research staff; and
- TFG produced under format D of article 3, where the host university wishes to appoint a TFG supervisor.



## Article 6. The TFG coordinator

The Center's TFG and Internships coordinator will advise the TFG Committee and the TFG supervisor as regards the interpretation and compliance with these regulations and any subsequent amendments to them; and will inform students concerning administrative aspects in the preparation of the TFG.

## Article 7. The TFG examination panel

For the assessment of the TFG, the Management of the CITM will, with the advice of the TFG and Internships Coordinator, appoint an examination panel consisting of three people from among the teaching and research staff eligible to be a member of this panel, and shall appoint the president, the secretary and the member from among those members. The secretary of the examination panel will be the TFG Supervisor.

The tasks of the TFG examination panel are as follows:

1. Reading and/or viewing and study of the reports and materials included in the TFG.
2. Attendance at the presentation and defence sessions.
3. Asking questions in the questions sessions during the defence.
4. Assessment of the content and presentation according to the criteria specified in these regulations.
5. Signing the Assessment Report prepared by the secretary.

The president of the TFG examination panel will also:

- Chair the presentation and defence proceedings;
- Seek consensus among the members of the panel during the deliberations and decision-making, and convey to the TFG and Internships coordinator and subsequently to the director of the CITM the decisions for which they are responsible according to their judgement; and
- Notify the student of the grade oTFGained.

## Article 8. Confidentiality

Confidentiality may apply to TFG for which a patent is to be applied for on the basis of the content of the work, which are to be the subject of a subsequent publication linked to the field of research, or which affect works that are the subject of confidentiality clauses established in the public or private institution where the thesis has been produced. The student must inform the management of the CITM in order for it to be authorised beforehand in all these cases.

If the TFG is deemed subject to confidentiality, it must be defended by providing all the information required by the panel. This will entail an obligation by the members of the panel not to disclose the confidential information, and the deactivation of the dissemination of electronic files in the appropriate repository while the confidentiality commitment remains in force, which will under no circumstances exceed five years.



## Article 9. Intellectual Property

The intellectual property as regards the TFG will be governed by the "Regulations on industrial and intellectual property rights at the Universitat Politècnica de Catalunya" approved by the Governing Council of the UPC on 20/11/2018 (CG / 2018/08 / 05), or the rule that replaces it.

## Chapter II

### Article 10. Prerequisites

Students may register for the TFG during the registration period stipulated in the calendar published by the Academic Secretary's Office of the CITM, provided they have passed all the compulsory subjects in the last year of the curriculum or are likely to be eligible at the end of the final year of the degree course, in accordance with the curriculum assessment mechanisms. Under exceptional circumstances, a student may request permission to register despite not meeting the above requirements, by applying to the TFG and Internship Coordinator.

### Article 11. Procedure

The procedures that must be followed when producing the TFG are as follows:

- a. Registration of the TFG
- b. Registration of the TFG
- c. Modification of the proposal
- d. Class Period
- e. Initial milestone
- f. Monitoring milestone
- g. Deposit of the TFG (submission of work)
- h. Presentation and Defence of the TFG
- i. Assessment of the TFG

#### a. Registration of the TFG.

Students must choose one of the types of TFG in May of the third year if studying a four-year course at the Center, and of the second year if studying a three-year course at the Center.

#### b. Registration of the TFG

The TFG can be registered in two periods - the first stipulated in the ordinary registration calendar, and the second in the extended registration calendar.

The registration must have been formalised and approved in order to register the TFG.

#### c. Modification of the proposal

In the event that the student wishes to modify the proposal after beginning a thesis, they must submit an application to the TFG Coordinator.



Modification of the proposal may not under any circumstances entail an increase in the anticipated hours of dedication by the TFG supervisor.

d. Teaching period

The TFG framework classes will be held during the last academic year of each degree course, and will be used to check compliance with the various milestones.

e. Initial milestone

In parallel with the teaching period, the student will produce an initial document for their TFG report.

The TFG supervisor will assess this milestone.

f. Monitoring milestone

The TFG supervisor will meet the student to assess compliance with the monitoring milestone. The TFG may not be defended without this assessment.

g. Deposit of the TFG

The student will deposit the TFG within the period stipulated in the academic calendar.

For the submission to be valid, the TFG supervisor must submit rubric 3 (the TFG deposit milestone), duly completed.

The TFG supervisor may issue a negative report and consequently suspend the rubric if the student has not kept up to date with the work (with between 3 and 6 meetings) or if they have not prepared the report for review by the supervisor with sufficient time.

h. Presentation and Defence of the TFG

The presentation and defence consists of a brief presentation of the content and production process of the TFG before the panel.

The presentation and defence is public, and anyone who wishes may attend, without the right to speak; the panel will retire to deliberate behind closed doors after the defence has concluded.

i. Assessment

Article 12. Assessment

The TFG will be assessed on the basis of the report submitted and the confirmation of compliance with the rubric system: the initial milestone, the monitoring and presentation milestone, and the presentation and defence of the thesis.

In cases where the nature of the work results in a physical device, model, prototype or computer application, the presentation will include a presentation thereof and where appropriate a demonstration of its operation, which will also be taken into account in the assessment.



The TFG will be assessed taking the following factors into account:

- The relationship between the proposal and the result;
- The consolidation of knowledge;
- Multidisciplinary integration;
- The contribution of new knowledge;
- The quality of the report; and
- The quality of the oral and audiovisual presentation.

The thesis must be defended in public proceedings, lasting a maximum of 60 minutes, including the presentation (approximately 20 minutes), the demonstration, if appropriate, and the questions of the examination panel.

In the event that the TFG contains aspects that are subject to issues of confidentiality and/or intellectual or industrial property, the panel may use the necessary mechanisms to preserve it, which may affect the public defence of the work and the members will under all circumstances sign a commitment to confidentiality.

When a TFG has been carried out on a collaborative basis by more than one student, those students will be assessed by the same panel and in the same session. However, each student must present their work and answer the questions that the court may ask them regarding the presentation or the work itself.

The numerical grade to the first decimal point will be listed in the individualised assessment certificate of the presentation and defence of the TFG for each student.

The assessment certificate contains a section explaining the grades that the panel is able to award.

After signing the assessment certificate, the president of the panel will invite the student into the area where the deliberation has taken place, and will notify them of the grade oTFGained.

In cases in which the panel proposes a grade of Distinction, the grades awarded for the various items must be justified, and their order of priority indicated. The proposal must also take into account the grades TFG obtained in the initial assessment and in the monitoring milestone.

Students may request a review of the grade awarded by applying for an interview with the TFG and Internships coordinator and the president of the panel.

If the student continues to disagree with the grade oTFGained, they may again request a review of the grade by an application addressed to the TFG and Internships coordinator, which will be evaluated by the TFG Committee which will give a reasoned reply.

If the application is accepted, a special assessment panel will be appointed and a date will be set for the student to present and defend the TFG.

For students participating in international mobility programmes and defend the TFG at foreign universities, the host centre will specify the terms and dates regrading submission and defence. The International Coordinator of the CITM and the head of studies will ensure that the assessment procedures and criteria of the host centre comply with these regulations.



After the assessment has been carried out and received at the host centre, the International Coordinator will send the documentation generated to the Head of Studies and the TFG and Internship Coordinator so that the result of the grade is listed in the student's record.

### FIRST FINAL PROVISION

The applications and academic-administrative deadlines for the students of the Center to exercise the rights and obligations set out in these regulations are set out below.

Application	Medium	Deadline	Effects
Information on TFG proposals for types A and B	Virtual Campus	May	Information
Registration of the TFG	Virtual Campus	June	Assignment
Modification of the TFG proposal	E-secretary	15 calendar days	Tacit refusal
Initial milestone	Virtual Campus	March and May	Assessment
Monitoring milestone	Virtual Campus	May	Assessment
Deposit of the TFG	Virtual Campus	June	Assessment

### SECOND FINAL PROVISION

By registering the proposal, the student accepts each and every one of the terms contained in these regulations and their compliance.

The TFG coordinator of the Centre is empowered to interpret these regulations and resolve any doubts they may have as regards compliance.

Disputed issues arising from the interpretation, modification, resolution and effects of these regulations will be resolved by the director of the CITM.

### THIRD FINAL PROVISION

These regulations will enter into force after their approval by the Centre's Board of Directors and the Governing Council of the Terrassa Image Processing and Multimedia Technology Center, the institution that owns the CITM. Their subsequent amendments will follow the same approval process.