



UNIVERSIDAD DE GRANADA

Regulations on UGR Undergraduate Dissertations

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PREAMBLE

Undergraduate dissertations at the University of Granada are governed by the Regulations on the Creation, Modification, Temporary or Permanent Suspension, and Management of UGR Undergraduate Programmes, approved in an extraordinary session of the Governing Council on 25 May 2015 and amended in an ordinary session of the Governing Council on 23 October 2019. Chapter II of Title IV of the aforementioned regulations deals with general aspects related to the different types of undergraduate dissertations, including enrolment and academic management procedures; academic coordination; tutoring; the procedure for offering and assigning them; assessment procedures; and their authorship and originality.

Royal Decree 822/2021 states that curricula must specify all the theoretical and practical training that students shall acquire during their studies, structured by means of basic subjects or courses, compulsory or optional subjects or courses, and an undergraduate dissertation. Moreover, curricula may include work placements, as well as seminars, supervised work, and other training activities.

The fundamental objective of undergraduate dissertations, which are mandatory and which must be passed in order to obtain an official university degree, is to enable students to demonstrate their mastery and application of the knowledge, skills and competences that define the degree. Undergraduate dissertations shall comprise a minimum of 6 credits on all degrees, and a maximum of 24 credits on 240-ECTS degrees, 30 credits on 300-ECTS degrees and 36 credits on 360-ECTS degrees. Likewise, Royal Decree 822/2021 states that dissertations must be developed in the final phase of the curriculum, in line with the criteria established by each university or faculty/school. Furthermore, undergraduate dissertations must be defended in a public event, in accordance with the regulations or guidelines established for this purpose by the faculty/school or, where appropriate, by the University.

The University has gained significant experience over the years in delivering undergraduate courses. Based on this experience, and also on the Diagnostic Report on UGR Undergraduate Dissertations and Recommendations for their Development, which was approved and published in 2019, it has become clear that an updated set of regulations on undergraduate dissertations is now required. These regulations should respond to current needs and to what is established in the applicable norms.



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CHAPTER I. PURPOSE AND SCOPE OF APPLICATION.

Article 1. *Purpose.*

These Regulations govern aspects related to the definition, development, tutoring, defence, assessment, and academic/administrative management of undergraduate dissertations on official undergraduate degrees taught at the University of Granada.

Article 2. *Scope of application.*

1. The provisions contained in these Regulations are applicable to dissertations on undergraduate programmes taught at the University of Granada.
2. Undergraduate dissertations carried out as part of joint degree programmes involving the University of Granada shall adhere to the provisions of the agreement established for their development. If the aforementioned agreement does not establish specific guidelines regarding undergraduate dissertations, these Regulations shall apply only to students enrolled at the University of Granada.
3. Undergraduate dissertations carried out in other public and private institutions or bodies shall adhere to the provisions of these Regulations and to the provisions of the collaboration agreement established for their development.
4. Each faculty or school may adapt the provisions indicated in these Regulations to the specific characteristics of their undergraduate degrees by drawing up regulations or guidelines for their development, which must be approved in advance by the relevant Vice-Rectorate.



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CHAPTER II. CHARACTERISTICS OF UNDERGRADUATE DISSERTATIONS.

Article 3. *Characteristics.*

1. The undergraduate dissertation is a mandatory course that must be passed in order to obtain an official university degree.
2. The fundamental objective of the undergraduate dissertation is to enable students to demonstrate their mastery and application of the knowledge, skills and competences that define the degree.
3. The undergraduate dissertation is an original project that each student shall carry out independently and under the guidance of a tutor.

Article 4. *Types of undergraduate dissertations.*

1. The undergraduate dissertation must be a personal project that reflects the skills acquired by the student and must fall within one of the following categories:
 - a. Theoretical or practical case studies related to the subject area of the undergraduate programme.
 - b. Experimental work involving data collection from fieldwork or labs.
 - c. Works of artistic creation.
 - d. Development of practical manuals for clinical or lab settings.
 - e. Development of a professional report or project.
 - f. Projects deriving from experience acquired during work placements, provided they are not the same materials that were submitted for the assessment of these placements, in the event that they are courses on the curriculum.
 - g. Development of a business plan.
 - h. Simulation of a professional assignment.
 - i. Development of a portfolio that demonstrates the acquired competences.
 - j. Competence-based exam related to the degree programme.
 - k. Literature reviews on the current state of a subject area related to the undergraduate programme.
 - l. Problem solving in the field of engineering and architecture.



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- m. Any other modality included in the validation report of the degree.
 - n. Interdisciplinary entrepreneurial projects (Directorate for Entrepreneurship [UGRemprendedora]).
 - o. Projects in the field of cooperation and development (international development cooperation projects; Centre for Development Cooperation Initiatives [CICODE]).
2. In cases authorised by the Academic Committee, the undergraduate dissertation may be carried out jointly in small groups of students. However, each student must submit a report and defend the dissertation individually.

Article 5. *Enrolment procedure and academic management.*

1. Unless the validation report of the undergraduate programme in question indicates a different procedure or includes additional requirements, the student may enrol in the undergraduate dissertation in the final phase of the curriculum.
2. In order to enrol in the undergraduate dissertation, the student must have passed at least 70% of the credits on the degree programme, including at least 80% of the credits pertaining to basic courses. However, the faculties and schools may increase the percentage of credits in the degree programme that must be passed or include additional requirements. In the case of adaptations of a previous curriculum to the current curriculum, the faculties and schools may take into account, if duly justified, exceptional situations with regard to what is expressed in this article.
3. When enrolling in the undergraduate dissertation, students must enrol in the total number of credits remaining to complete the degree.
4. The grade awarded for the undergraduate dissertation may not be included in the student's official academic transcript until they have passed the remaining credits of the degree programme.
5. As in the case of the other courses, enrolment shall entitle students to two assessment attempts, which must coincide with the officially allotted assessment periods. Exceptionally, and subject to authorisation by the Vice-Rectorate responsible for undergraduate affairs, the assessment period for the undergraduate dissertation may be extended on degree programmes in which this is necessary due to the availability of lecture rooms or due to there being a high number of students enrolled on the course.



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CHAPTER III. ACADEMIC ORGANISATION.

Article 6. *Academic coordination.*

The undergraduate programme coordinator shall be responsible for coordinating the academic and procedural aspects related to the course.

Article 7. *Dissertation tutorials.*

1. Each student shall be assigned a tutor, whose mission, among others, shall be to advise them on the focus of their project, the methodology and resources to be used, and to supervise the project report. The tutor must issue their own reasoned report in relation to their assessment of the dissertation, which may include a grade if this is stipulated by the guidelines of the degree programme in question.
2. The tutor must be a member of the teaching and research staff (PDI) with full status as a lecturer, in line with the UGR Academic Organization Plan (POD) established for each academic year, and must be from a field of knowledge taught on the undergraduate degree in question.

Article 8. *Co-tutoring of dissertations and academic collaboration.*

1. Any member of the teaching and research staff (PDI) with full status as a lecturer, in line with the UGR Academic Organization Plan (POD) established for each academic year, and affiliated with any field of knowledge at the University of Granada, may be a co-tutor of an undergraduate dissertation, even if they do not teach on the undergraduate degree in question.
2. Postdoctoral research staff and contract research staff, all of whom must have teaching duties included in their contracts, may also participate as co-tutors of undergraduate dissertations. They may co-tutor a maximum of three undergraduate dissertations.
3. Research staff in training (PIF) may carry out academic collaboration tasks related to the supervision of undergraduate dissertations. However, under no circumstances shall they have the same degree of supervisory responsibility as the tutor of the dissertation. This type of academic collaboration shall be limited to a maximum of three undergraduate dissertations.



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4. Teaching staff from other foreign universities participating in international double or multiple degree programmes may also take part as co-tutors of undergraduate dissertations developed within the framework of these programmes.
5. In the event that the undergraduate dissertation is linked to a work placement, the co-tutor may be based at the company or organisation in which this work placement has been carried out. Co-tutoring may also be carried out by members of institutions with which the University of Granada has signed an agreement for this purpose.
6. Each undergraduate dissertation may have a maximum of one co-tutor. In exceptional and duly justified cases, more than one co-tutor may be allowed.

Article 9. *Academic organisation.*

1. The tutoring workload of academic staff members (or examiners in the case of competence-based exams) shall be included as part of their teaching load, in line with the criteria established in the UGR Academic Organization Plan (POD), and both one-to-one and group tutoring must be recognised. As it is not possible to determine the number of students who will undertake undergraduate dissertations in each academic year, this tutoring workload shall be included as part of their teaching duties in the academic year following the public defence of each dissertation.
2. The department to which the tutor is assigned shall be responsible for their temporary or permanent substitution in the event of prolonged leave, termination of their contractual relationship with the University of Granada, or due to other situations that hinder the supervision or tutoring of the undergraduate dissertation.

Article 10. *Procedure for offering and assigning undergraduate dissertations.*

1. Prior to the beginning of the academic year, the faculty or school shall publish a resolution on undergraduate dissertations for each of its undergraduate degrees. This will include at least:



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- a. The offer of undergraduate dissertations. This offer must include at least 10% more dissertations than the number of students expected to enrol.
- b. The individuals responsible for tutoring the undergraduate dissertations on offer.
- c. The procedure established for the selection and assignment of undergraduate dissertations and tutors for students enrolled on the course.
- d. The face-to-face, individual and/or group, as well online activities to be carried out by the student, in accordance with the provisions of the degree validation report.
- e. The assessment criteria for undergraduate dissertations, as well as the assessment rubrics to be used, where appropriate.
- f. The procedures to be followed to award a "*matrícula de honor*" (a special mention in the Spanish university system) to undergraduate dissertations that meet the necessary requirements.
- g. Any recommendations deemed appropriate regarding the formal aspects of the dissertation report to be submitted, including: minimum content, length, format, number of copies, deadline for submission, or the competence-based exam to be carried out.
- h. The specific enrolment requirements for the undergraduate dissertation, if applicable, as indicated in article 5 of these Regulations.

If necessary due to student demand, these Regulations may be supplemented with an additional resolution (*resolución extraordinaria*) in the semester prior to the start of the undergraduate dissertation.

2. The resolution must be approved by the academic committee of the faculty or school, which will ensure that the content of the dissertations on offer is appropriate for the degree and that their length and level of difficulty is in line with the number of credits assigned to the dissertation in the curriculum. It must then be ratified by the faculty or school board, or by the governing committee.

The resolution shall be published, at the very least, on the degree website and on the website of the faculty or school.

3. The assignment of dissertations and tutors shall be made sufficiently in advance of the start of the course.
4. Before the resolution referred to in point 1 of this article is published, students may propose a dissertation topic to be developed, especially if the topic is related to a work placement. The proposal must be submitted to the undergraduate



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programme coordinator prior to the publication of this resolution, and must include a brief description of the content and objectives, as well as the person(s) responsible for tutoring and external co-tutoring, if applicable. The academic committee shall assess the inclusion of the proposal in the annual offer of dissertations.

CHAPTER IV. DEVELOPMENT AND ASSESSMENT.

Article 11. *Languages used in the development and public defence of undergraduate dissertations.*

The completion and defence of undergraduate dissertations may be carried out in a language other than Spanish, in accordance with the provisions of the degree validation report or the regulations/guidelines of the faculty or school.

Article 12. *Assessment procedure.*

1. Undergraduate dissertations shall be defended in a public session.
2. The public defence of the undergraduate dissertation shall be conducted before the tutor or an evaluation committee, for a maximum of 20 minutes, which may be followed by a discussion period with the tutor or the committee. The establishment of alternative mechanisms for the evaluation of undergraduate dissertations shall be proposed by the academic committee and must have the authorisation of the Advisory Committee for UGR Undergraduate Programmes.
3. When the assessment of the dissertation is carried out by means of an evaluation committee, said committee shall comprise UGR lecturers from fields of knowledge taught on the undergraduate degree in question. In these cases, the tutor may not form part of the evaluation committee(s) set up to assess the students they are personally tutoring.
4. The departments shall guarantee the participation of their teaching staff in the evaluation committees in which they must take part.



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5. After the defence, the tutor or, where appropriate, the evaluation committee, shall mark the work, taking into account the dissertation report, the presentation and debate conducted during the defence, and the report issued by the person responsible for the tutoring. With regard to assessment criteria, at the very least, the acquisition of the competences mentioned in the validation report of each degree must be taken into account.
6. The grade issued will be numerical and, in the case of an evaluation committee, shall be obtained by calculating the average of the individual grades issued by each of its members.
7. In line with the UGR Assessment Policy and Regulations, students may request a review of the grade before the tutor or the evaluation committee, in accordance with the procedure and deadlines set for this purpose.
8. Assessment rubrics may be developed for the marking of the dissertation. These must be made known, sufficiently in advance, to the tutor, the students and the evaluation committee members.
9. The guidelines or regulations of the faculties and schools covering undergraduate dissertations shall establish the mechanisms and criteria for awarding the distinction of "*matrícula de honor*" (a special mention in the Spanish university system).
10. In the event of disagreement regarding the result of the review before the tutor or the evaluation committee, the student may lodge a complaint concerning the grade review before a complaints board, via the established electronic procedure, in accordance with the provisions of the UGR Assessment Policy and Regulations.



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CHAPTER V. AUTHORSHIP, ORIGINALITY AND COPYRIGHTS.

Article 13. *Authorship and originality of undergraduate dissertations.*

1. Undergraduate dissertations must include a signed declaration in which the authorship and originality of the work is explicitly acknowledged, this being understood in the sense that no sources have been used without proper citation.
2. Plagiarism, understood as the presentation of a work or piece of work done by another person as one's own, or the copying of texts without citing the source and presenting them as one's own work, shall automatically lead to a numerical mark of zero. This measure is without prejudice to the disciplinary consequences that students who plagiarise may incur.

Article 14. *Industrial and intellectual property related to undergraduate dissertations.*

1. Students shall have the right to the recognition of authorship in undergraduate dissertations and to the protection of the intellectual property.
2. The current legislation on intellectual property and industrial property that may affect both the students and the persons responsible for tutoring and co-tutoring, as well as the companies or organisations that may be involved in its development, shall be applicable to undergraduate dissertations.
3. The ownership of the results of research activities leading to an undergraduate dissertation project, and in particular the ownership of the associated industrial and intellectual property rights, may be held exclusively by the student or may be shared between the student and the University of Granada, in accordance with the provisions of the UGR Regulations on Industrial and Intellectual Property Rights resulting from Research Activities.
4. In the case of undergraduate dissertations in which public defences could affect the exploitation of results, and in particular their patentability or consideration as a business secret, the UGR shall provide the mechanisms to carry out the submission and defence of the dissertation confidentially.



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REPEALING PROVISION

Chapter II, Title IV, of the Regulations on the Creation, Modification, Temporary or Permanent Suspension, and Management of UGR Undergraduate Programmes, is hereby repealed.

FINAL PROVISION

These Regulations, once published in the UGR Official Gazette (BOUGR), shall enter into force in the academic year 2023/2024, with the exception of the provisions of Article 8, which shall enter into force on the day following their publication.