

Regulation of the Bachelor's Degree Final Project (TFG) for the University Degrees Offered at the Sant Pol School of Hospitality and Culinary Management (EUHT StPOL).

1. Objective

This regulation aims to lay down the essential aspects to be applied so as to govern the bachelor's degree final projects which are undertaken by the students as part of the study programmes as set out in the Spanish Royal Decree 822/2021, of September 28, which defines the organisation of the Spanish university courses and the procedure for quality assurance, derogating Royal Decree 1393/2007.

The general characteristics of the bachelor's degree final project (hereinafter TFG¹) are derived from the provisions of article 14.6 of RD 822/2021, which establishes its compulsory nature, a credit load of between 6 and 24 ECTS credits for 240-credit degrees, as well as its development and public defence in the final phase of the studies and in accordance with the regulations of the centre or university.

This regulation develops and completes the regulatory framework of the UdG: *Normativa marc reguladora del treball de final de grau (TFG) i del treball final de màster (TFM)* for students on official university courses at the University of Girona, approved by the Governing Council in session 6/2012, of July 26 (eBOU-368), and modified by the Governing Council in session 4/2020, of May 18 (eBOU-2018).

2. Nature and content

The TFG involves the completion of a project, study, report or other type of work by the student, in which they apply, integrate and develop the knowledge, capacities, competences and skills required in the corresponding degree programme.

The TFG is oriented towards the assessment of competences and skills associated with the degree and concludes with the public defence and the assessment and grading of the work. The competences and learning outcomes that are assessed are defined in the study implementation report and can be consulted in the teaching guide for the subject.

The TFG is to be carried out individually.

The TFG may be done and defended in Spanish, Catalan or English.

¹ TFG is the acronym in Spanish for Bachelor's Degree Final Project.

The student's dedication is determined by the ECTS credits assigned to this subject and by the equivalence of 25 hours of student dedication for each credit.

In the event that the student has to carry out all or a significant part of the work in companies or institutions other than EUHT StPOL, an educational cooperation agreement must be signed with the company or institution in order to guarantee the development of the TFG and the recognition of the time spent as an extracurricular internship. The agreement must include the appointment of a tutor from the company or institution, who will collaborate with the academic tutor in the definition and development of the TFG. Likewise, the collaborating entity must specify prior to the work any restrictions on the presentation and public defence of the TFG that may exist for reasons of confidentiality.

If there is an employment relationship between the company or institution and the student, a formal educational cooperation agreement is not necessary.

Under no circumstances, due to its nature as a compendium subject, may the bachelor's degree final project be subject to credit recognition or compensation.

3. Organisation

The academic director of the centre is the main responsible or coordinator of the bachelor's degree final projects at EUHT StPOL.

The organisation and smooth running of the TFG are directed and supervised by the academic director and the lecturer responsible for the TFG subject. They decide on the acceptability of the TFG topic proposed by the student, the assignment of a tutor for each project, the composition of the examination boards, the timetable for carrying out and defending the TFG, and other organisational aspects.

4. Enrolment

By virtue of its affiliation to the University of Girona, the enrolment for the TFG subject of the official study programmes is governed by the applicable UdG regulations and calendar. The Academic Secretary's Office at EUHT StPOL advises and channels enrolments.

In order to enrol for the TFG the student must also have enrolled for all the other subjects required to obtain the degree, the only exception being the credits corresponding to academic recognition.

Enrolment for the TFG grants the right to a single sitting in each academic year, with the limitation of sittings established by the specific regulations of the bachelor's degree.

5. TFG topic and tutor selection

The teaching guide of the TFG subject includes the deadlines approved by the centre for students to request the acceptance of the topic and for the assignment of a tutor by the academic director.

In accordance with this calendar and taking into account the centre's research priorities, each student has to submit a form with his/her proposed topic and development of the TFG. Depending on the topic and the availability of appropriate teaching staff in terms of research field and/or area of professional specialisation, the academic director assigns a person from the centre's teaching and research staff to be the TFG tutor. In general, this assignment of topic and tutor is valid for the period the student needs to successfully defend his/her TFG or until the number of sittings has been exhausted. In justified cases and after hearing the student, the academic director may assign a new topic and/or a different tutor.

The proposed topic and development of the TFG may be rejected by the academic director if it does not fit in with the main lines of the degree programme.

If the proposed topic requires it, a co-tutor may be assigned to deal with the more specific aspects of the TFG.

The academic director or the person to whom she/he delegates will communicate the acceptance of the topic and the tutor assignment to the student and the teaching staff involved.

6. Functions and responsibilities of the TFG tutor

Each student enrolled in the TFG subject will have a tutor from whom he/she will receive the appropriate advice to successfully pass this subject.

The tutor has the obligation to:

- a) Inform the student about the characteristics and objectives of the work.
- b) Ensure the viability of the work with the number of student dedication hours that correspond to the subject according to the syllabus.
- c) Guide the student in the drafting of the informed consent for the fieldwork.
- d) Guide the student in the development of the work and monitor it.
- e) Meet face-to-face and/or virtually with the student in scheduled tutoring sessions, specified in the teaching guide for the subject, and as many as deemed appropriate. At least the first and last tutorials must be face-to-face.

- f) Draw up a brief report on the student's progress in achieving the competences assigned to the TFG and on the quality of the work.
- g) Evaluate and authorise the work deliveries included in the teaching guide for the TFG subject, according to the rubric provided by the academic director or the person responsible for the subject.
- h) Authorise the deposit of the TFG and the visual support of the defence presentation.
- i) Deliver the tutorial report and a copy of the completed evaluation rubric to the person responsible for the subject and to the academic director at least three working days before the date of the presentation of the TFG.

7. Content, presentation and submission of the TFG

The compulsory contents, structure and format of the work are set out in the subject's teaching guide. In general, the TFG is to be submitted in electronic format via the teaching platform of the subject, following the instructions specified in the teaching guide. If necessary, the academic director may request a complementary submission on paper.

The TFG must be submitted in accordance with the instructions and timetable established by the centre and included in the teaching guide.

The intellectual property rights of the TFG are regulated in accordance with the terms and conditions set out in current legislation.

The works that obtain a minimum grade of "*Notable*", and are considered by the examination board, will be made available to the public in electronic format in the UdG Library, provided that the student and the tutor explicitly authorise the public dissemination of the work and that the work does not include confidential or private data. Any use that may be made of these works must always state the authorship, the nature of the work and the link to the University of Girona and EUHT StPOL.

8. Defence of the work

The academic director, or the person to whom she/he delegates, will notify the persons involved in the public defence of the TFG - the student, the tutor and the examination board - of the date and time established for this event. Notification must be made at least one week in advance, by e-mail and on the teaching platform of the subject.

The format and duration of the defence event established by the centre are set out in the subject's teaching guide.

If appropriate, the academic director may authorise the assessment of the work by the examination board to be carried out entirely or partially by videoconference.

The periods for organising the defence of bachelor's degree final projects have to be in accordance with the UdG and EUHT StPOL academic calendar.

9. Evaluation and grading

The assessment and grading of the TFG is the responsibility of the examination boards set up for this purpose. These boards are composed of a minimum of two members, a chairperson and a secretary. The academic director appoints these persons from amongst the teaching staff assigned to the degree, preferably lecturers with a doctorate and, where appropriate, professionals from the sector with proven prestige. The rest of the members, if applicable, may be from another department or from outside EUHT StPOL.

The academic director appoints the examination boards determined according to article 3 of this regulation and notifies their members of their appointment. If necessary, ad hoc appointments may be made to ensure that the planned acts of defence can be carried out.

Under no circumstances will the TFG tutor form part of the examination board for this work.

The assessment of final projects must take into account the accreditation of the competences and learning outcomes that correspond to the final project, in accordance with the UdG regulations on student assessment and grading.

The work is graded in accordance with article 5 of Royal Decree 1125/2003, of September 5, which establishes the European credit system and the grading system for official university degrees, valid throughout Spain.

Each member of the examination board will be provided with an evaluation sheet for each student, identified by the name of the student and the name of the assessor; this sheet includes a description of the elements to be assessed and their relative weight, as well as a space to record the mark and any comments for each element. To support the board's deliberation, a weighted median mark is calculated from the individual marks on the sheets. The agreed mark will be recorded in the evaluation report.

The examination board will issue a report on the evaluation of the defence, signed jointly by its members. This report must include the names of the assessors, the

name of the student and the title of the work, the mark and the competences or learning outcomes (according to the degree's verification report). In the case of papers assessed with a fail grade, the report must also include a statement indicating the deficiencies noted in the work.

The reasons for failing a TFG include the absence of essential elements, lack of formal rigour, late submission, lack of approval in the tutor's report, detection of plagiarism, etc.

On the other hand, the mention of honours in the grade will not be included in the evaluation report until the end of the assessment period in order to comply with the provisions of article 5.6 of Royal Decree 1125/2003, of September 5. It will be signed at least by the chairperson of the corresponding examination board, and if this is not possible, by the academic director of the centre.

10. Academic malpractice

Copying or plagiarism, as well as the use of fraudulent procedures or cooperation in these to carry out a TFG are considered academic malpractice and are penalised in accordance with the UdG framework regulations. They will lead to a grade of 0 (fail) in the final grade of the TFG as they distort the authorship of the exercise, without prejudice to the consequences that may arise from the application of the corresponding disciplinary regime. Plagiarism or fraud that is detected during the development of the work will have the same consideration: the subject will be failed with a 0 grade, and the student will have to re-enrol again.

11. Confidentiality

Students who wish to carry out a TFG that includes confidential information must inform the person responsible for the subject, who will provide them with the tools and instructions for processing the data.

In turn, the student, the person from the company providing access to the confidential data, the academic tutor of the TFG and, if applicable, the person or persons to whom the data refer, must sign a document of confidentiality and acceptance of the use and treatment that is allowed, as well as the consequences that derive from the misuse of this information by the student or tutor. This document or documents will be attached to the written work.

It is not acceptable at any time, due to academic criteria, for the TFG to be confidential in its entirety. The examination board must have knowledge of the work, and the defence of the work is always public. It will not be communicated publicly that the presentation of a TFG is based on confidential data. However, the examination board may be informed before the defence of the confidential nature

of the original data so that they can respect the principle of confidentiality in their questions to the student.

EUHT StPOL cannot be held responsible for the misuse of confidential data or for the breach of confidentiality by the student, the teaching staff or external members of the examination board.

12. Research ethics principles

The student must submit to the ethical principles of research in points 10 and 11 of this regulation and ensure that all phases of the research involving third parties or other groups are carried out in an ethical manner by providing clear and detailed information on all stages of the research, the methodology and techniques used and the treatment of the data. He/she is obliged to prepare and have signed the informed consent form used throughout the fieldwork.

13. Entry into force

Translation of the Catalan version of this regulation, which came into force with its approval by the Board of the Affiliated Centre on July 23, 2024.