

# **GUIDE TO THE BACHELOR'S DEGREE THESIS OF THE FACULTY OF ARTS**

Approved by the Board of the Faculty on 17 December 2013

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## **INTRODUCTION**

Royal Decree 822/2021, of 28 September, which establishes how the organisation and quality assurance of university courses is to take place, indicates that official bachelor's degree courses have as a fundamental objective the basic and general training of students in the different disciplines of knowledge, through the orderly transmission of knowledge, competences and skills that are specific to each discipline, and which prepare them for professional activities and provide them with comprehensive training as citizens.

The URV's teaching regulations, which are approved for each academic year by the Governing Council, include the general guidelines applicable to the bachelor's thesis guides published by the URV's faculties and schools.

The subject Bachelor's Thesis (hereinafter BT) is on the curricula of the bachelor's degree programmes taught at the Faculty of Arts. In all cases, it is scheduled as a compulsory subject in the fourth year and, depending on the degree, is assigned 6, 9 or 12 ECTS credits.

### **Article 1. Aim**

1.1. To successfully complete the BT, the student must write, submit and defend an original piece of work before an examination panel. The piece must apply, integrate and develop the contents and competences acquired during the corresponding course.

1.2. The BT can be written individually or by a group. In both cases, students are assessed individually.

1.3. Types of BT:

- 1.3.1. **Research BT:** focused on the formulation and resolution of research questions through a rigorous methodology, contributing to the knowledge and deep understanding of a specific topic within the field of study.
- 1.3.2. **Innovation or Transfer BT:** combines a professional focus with the promotion of innovative ideas, allowing students to apply their theoretical knowledge to solve real problems or develop new proposals in their field of study. This modality can include the creation and development of projects, the design of action plans, the elaboration of feasibility studies and the development of prototypes.

#### 1.4. Approaches to the BT:

- 1.4.1. **Service and Learning Programme (SLP):** BTs that adopt a Service and Learning (SL) approach allow students to combine their academic goals with social service through collaborative projects with external entities and organisations that seek to address specific social needs. This approach promotes practical training and social responsibility.
- 1.4.2. **Interdisciplinary BT:** Interdisciplinary BTs facilitate collaboration and integration of knowledge between different academic disciplines, offering students a unique opportunity to explore their subject of interest from different perspectives. This approach promotes creativity, innovation and complex analysis.

1.5. BTs, whether they are Research, Professional, Innovation or Transfer, may incorporate Service and Learning (SL) or an interdisciplinary approach, thus enriching the students' experience and promoting comprehensive and practical training.

### **Article 2. Organisation**

2.1. In order to coordinate the BTs taught on each degree programme, the department assigned to teach the subject must appoint a coordinator, who is responsible for:

- Writing the teaching guide for the subject.
- Ensuring the smooth implementation and running of the subject.
- Assigning tutors to students.
- Coordinating and supervising the collection of evidence, the updating of online spaces and the communication of organisational decisions.
- For courses where it is required, preparing and publishing the BT subjects that are on offer and organising the system for assigning them. For other courses, facilitating and managing the proposal of subjects by students.
- Ensuring that students have the relevant information regarding the structure, characteristics, style, length, presentation and defence of the BT.
- Appointing the examination panels to evaluate the students' public defences of their BTs.
- Ensuring that grades are introduced to the official records of the subject and resolving any incidents that may arise during the writing and defence of the BT.
- Taking any organizational decisions that are not specified in the present guide.

Should the BT coordinator require support, the departments responsible for the subject may set up a BT committee for each bachelor's degree. Any such committee must be presided by the coordinator him- or herself.

2.2. The BT coordinator, with the collaboration of the rest of the teaching team linked to the BT subject, is responsible for the preparation of the teaching guide and the preparation and publication of the work plan, in accordance with the provisions of the Teaching Regulations. The teaching guide and the work plan are reviewed and

updated in accordance with the criteria established in the regulations so as to ensure that students are fully informed about the requirements and deadlines governing their BTs.

2.3. At Faculty level, the General Coordinator of the BT/MT is responsible for the overall coordination and supervision of the whole BT process, and for acting as a point of contact between the Faculty Council, the academic departments and the students.

### **Article 3. Registration, defence and evaluation**

3.1. For students to be able to register on the BT, they must have completed at least 168 ECTS credits. Students on the Bachelor's Degree in English must also have passed the subject Information Management. This requirement must be explicitly stated in the course guide for the BT of the Bachelor's Degree in English.

3.2. The deadlines for submitting, defending and evaluating the BT must be published in the respective work plans and must be in line with the academic calendar of the Faculty of Arts.

### **Article 4. Responsibility and teaching load**

4.1. The Faculty must assign the teaching for the BT of each degree programme to the various departments in compliance with the specifications of each curriculum. The teaching load for the BT is calculated in accordance with the criteria specified in the Each department distributes this teaching load among its teaching staff.

4.2. The Faculty also appoints a General BT/MT Coordinator, who coordinates and supervises the execution of the entire BT process at faculty level, ensuring the uniform application of the established quality standards and criteria.

4.3. The departments may set up BT committees for each degree, chaired by the BT coordinator, to provide support in the management and periodic review of policies and procedures related to BTs.

### **Article 5. Assignment or choice of topic**

5.1. The BT coordinator is responsible for managing the assigning of BT topics and tutors to registered students.

5.2. Each BT coordinator must state whether students have to choose a topic from a predetermined list and/or whether they can propose their own.

5.3. The coordinator of the BT must publish the list of available topics for courses that require a predefined list of topics. Students must then present a list of their preferences in order of priority. The BT coordinator will then assign the BT topics to the students and then tell each student which topic and tutor they have been assigned. In addition to the student's preferences, the assignments are based on the

number of credits passed by the student and their academic transcript. The subject assigned and the corresponding tutor will be communicated within the established deadline.

5.4. Students who wish to propose their own topics must submit their proposals to the BT coordinator, who will decide in conjunction with the tutor whether or not to accept them. The tutor, in coordination with the assigned tutor, will assess the viability of each proposal and decide whether or not to accept it, formally informing the student of the decision.

## **Article 6. Supervision**

6.1. The BT must be completed under the supervision of at least one tutor, who must be a lecturer in the department.

6.2. The decision of the coordinator of the BT to assign one tutor or another will depend on the topic of the thesis.

6.3. The BT tutor will aim to facilitate the learning process and has the following responsibilities:

- Evaluating, assisting and guiding the student during the BT.
- Systematically supervising the progress of the BT.
- Ensuring that the objectives are complied with.
- Participating in evaluating and grading the BT.
- Issuing a report on the interviews, the amount of work done by the student and the achievement of BT competences.

6.4. Tutorials consist of face-to-face or online interviews scheduled as part of the BT calendar. If students do their BT while they are on a mobility programme, tutorials will be carried out online in compliance with the instructions of the tutor.

6.5. Students who have to do all or some of the BT at institutions or organisations other than the URV must have a tutor from that institution or organisation who will help define the content and implementation of the BT. In this case, the Faculty and the institution must draw up an agreement.

## **Article 7. Evaluation**

7.1. The BT will be evaluated in two examination sessions. Students may request to bring forward or delay the period in which they carry out the BT in accordance with the procedures established in the Regulations Governing Registration of the URV. (Consultar: Intranet>Gestió acadèmica>tràmits administratius).

7.2. The assessment of the BT is designed to test and demonstrate the acquisition and command of the competences associated with the bachelor's degree. Assessment is carried out in accordance with the criteria published in the respective teaching guides, which establish the criteria regarding continuous assessment, the academic

study presented, the public defence of the study and the self-assessment by the student. The Academic and Master's Degree Registration Regulations will be applied if all or part of the study is found to be plagiarised.

7.3. The tutor is responsible for assessing the work process, the academic study submitted and the self-assessment by the student. In accordance with article 8 of this Faculty Guide, the examination panel is responsible for assessing the public defence of the BT. For the bachelor's degrees in English, History and the History of Art, the academic study submitted is evaluated by the same examination panel that evaluates the public defence.

7.4. The formal regulations governing the presentation of theses must comply with the criteria established by the URV regarding the deposit of work in the URV's institutional repository.

7.5. BTs are given a numerical mark on a scale of 0 to 10 to one decimal point and a corresponding qualitative grade. If students are awarded a final grade of Excellent, the BT coordinator can propose the student be awarded with the grade of Distinction. For students on the bachelor's degrees in History and the History of Art, the proposal for the award of the grade of Distinction must be made by the examination panel. When the number of candidates for the award of Distinction is greater than the number of Distinctions that can be awarded, the decision will be based on the highest grade and students' academic record.

7.6. Students have the right to review the final grade in accordance with the Academic Regulations.

## **Article 8. Defence of the BT**

8.1. Students must defend their BT in public and in person. However, in exceptional cases, a student, in conjunction with the tutor, may submit a formal written application to be allowed to defend the thesis online as long as the technical, administrative and financial conditions so allow. Students studying for their qualifications online will conduct their defences online.

8.2. The defence of the BT is assessed by an examination panel consisting of three lecturers designated by the department responsible for the BT subject. The panel must be formally constituted beforehand and announced publicly. 8.3. Each bachelor's degree will specify where, in which format and how many copies of the BT should be submitted.

8.4. The BT coordinator will inform each student of the time, date and place of the public defence at least 7 days in advance.

8.5. The BT defence must have a duration of no more than 30 minutes. After the student's defence, the members of the panel may ask questions or request clarification. The president of the panel will be responsible for moderating the session to ensure that the time is distributed in an equitable and respectful manner.

## **Article 9. Intellectual property**

The intellectual or industrial property rights arising from the BT will be subject to the terms and conditions established by the current legislation. In all cases, the name of the author(s), the nature of the work and the affiliation with the URV must be cited whenever any use is made of the BT.

## **Article 10. BTs containing confidential information**

10.1. Students who wish to include confidential information in their BTs must inform their tutors.

10.2. To comply with these regulations, the student must present his/her BT tutor with the confidentiality agreement (annex 1) duly stamped by the collaborating entity that is considered to be the owner of the confidential information and signed by a competent individual from this entity. If the owner is a physical person, the owner or their legal representative must sign this document.

10.3. Confidential information is any information considered as such by a legally established entity prior to the initiation of the BT. Confidential information may refer to methods, procedures, models, techniques, circuits, programmes (software), and any other information that may be subject to legal protection.

10.4. For reasons of academic transparency, under no circumstances can a BT be considered to be confidential in its totality.

10.5. There will be two versions of any BT that contains confidential information: the full version and the abridged version. Both versions must have a preamble stating that the BT contains confidential information and giving the name and full address of the entity or physical person to whom the confidential information belongs.

10.6. The full version will make it clear, either by headings, footnotes or a visible stamp, exactly what information is considered to be confidential. The abridged version will include a simplified explanation of the missing material so that the project as a whole does not lose continuity. This version will clearly show the approval of the collaborating entity and is the version that must be deposited at the URV's institutional repository and, if necessary, in the departmental repository once the BT has been defended.

10.7. The members of the panels that assess the content of the work must have the full version of the BT before the defence and for as long as it lasts. Likewise, they must be notified that some of the information they are to assess is confidential, and they will inform all those who may attend the public oral examination.

10.8. The oral defence of the BT will remain open to the public and, therefore, representatives of the owners of the confidential information can attend. Likewise, the oral presentation, graphics, demonstrations, etc. will be from the full version.

Nevertheless, any of the parties involved in the defence may request for public access to be restricted.

10.9. Once the students have been assessed by the panel, the panel will return all the full versions of the documentation, with the exception of one copy that will be deposited at the secretary's office of the BT coordinator's department for a minimum period of ten days in order to resolve any claims. In the case of work in non-textual formats, such as audiovisual productions or prototypes, a digital copy or an appropriate record of the work will be kept in the secretary's office or in the BT area of the virtual campus. In the event of a complaint, the digital copy or record must remain at the secretary's office or in the BT area of the virtual campus until it is completely resolved.

10.10. The Faculty accepts no responsibility for the misuse of this confidential information, apart from the individual responsibility that it may give rise to.

10.11. Any person or entity who is interested in the confidential information in a BT should contact the entity or physical person to whom the information belongs and whose name is stated in the preamble referred to in section 10.5. The Faculty accepts no liability with regards to this information.

#### **Article 11. Deposit of the BT**

11.1. BTs are deposited in the URV's institutional repository. Those which have been awarded a grade equal to or higher than 8 must be available for consultation by anyone who wishes to use them for teaching, research or personal study purposes. The URV must establish formal requirements for BTs to be archived in its institutional repository.

11.2. Each department may have a repository for storing digitalized BTs and/or create a paper archive. In the case of work in non-textual formats, such as audiovisual productions or prototypes, a digital copy or an appropriate record of the work will be kept in the secretary's office or in the BT area of the virtual campus.

#### **Final provision. Entry into force**

These regulations come into force during the 2024-25 academic year.

## **ANNEX 1: BACHELOR'S THESIS CONFIDENTIALITY AGREEMENT**

Mr/Ms ..... with ID card number.....  
and Dr ..... holder of identity card  
number.....dean of the Faculty of Arts, based at Campus  
Catalunya, avinguda de Catalunya, 35, 43002 Tarragona, as delegated by the rector  
of the Universitat Rovira i Virgili, with Tax Identification Number Q-9350003-A and  
based at Carrer 'Excorxador, s/n, 43003 Tarragona  
Finally, Mr/Ms. ...., holder of  
identity card number ....., ..... as legal representative  
of ....., with tax number ..... and  
based at .....

Agree to the following

### **CLAUSES**

ONE: Students who wish to include confidential information in their bachelor's thesis (BT) must inform their BT tutor and submit this agreement duly stamped by the collaborating entity that owns the confidential information and signed by a competent individual from this entity. If the owner is a physical person, the agreement must be signed by that person or by their legal representative.

TWO: Confidential information is any information considered as such by a legally established entity prior to the initiation of the MT. Confidential information may refer to methods, procedures, models, techniques, circuits, programmes (software), and any other information that may be subject to legal protection.

THREE: There will be two versions of any BT that contains confidential information: the full version and the abridged version. The full version will specify which information is considered to be confidential and will be submitted to the members of the examination panel. The abridged version will include a simplified explanation of the missing material so that the project as a whole does not lose continuity. This version will clearly show the approval of the collaborating entity and is the version that must be deposited at the URV's institutional repository and, if necessary, in the departmental repository once the BT has been defended. Both versions must state that the BT contains confidential information and give the name and full address of the entity or physical person to whom the confidential information belongs. Any person or entity who is interested in the confidential information in a BT should contact the entity or physical person to whom the information belongs.

FOUR: The members of the examination panel must have access to the full version of the BT before and during the defence. Likewise, they will be aware that some of the information they are to assess is confidential, and they will inform all those who may attend the public oral examination. In principle, the defence of the BT is open to the public. The oral presentation, graphics, demonstrations, etc. will be from the full version. Nevertheless, any of the parties involved in the defence may request that public access to be restricted.

FIVE: Once the students have been assessed by the panel, the panel will return all the full versions of the documentation, with the exception of one copy that will be deposited at the secretary's office of the BT coordinator's department for a minimum period of ten days in order to resolve any claims. Should any claims be made, this copy will remain in possession of the Secretariat until they have been satisfactorily solved.

SIX: The Faculty accepts no responsibility for the misuse of this confidential information, apart from the individual responsibility that it may give rise to.

..... (place), ..... (date) ..... (month) 20.....

Dean                      Representative of the institution                      Student      Approval of tutor

*(signature and stamp)* *(signature and stamp)*                      (signature)      Mr/Ms .....