

unie*
Universidad

FINAL YEAR PROJECT
REGULATIONS of the
Universidad Internacional
de la Empresa

Contents

Preamble	4
Chapter I: General Provisions.....	4
Article 1: Purpose of the regulation.....	4
Article 2: Purpose and nature of the Final Year Projects.....	4
Article 3: Enrolment, calls and postponement	5
Article 4. Curricular adaptations	5
Article 5: FYP teaching guidelines	5
Article 6: Authorship	5
Chapter II: FYP tutoring	6
Article 7: Designation of coordinating tutors.....	6
Article 8: Carrying out the FYP: Individual or group.....	7
Article 9: Appointment and assignment of tutors	7
Article 10: Communication of the allocation process results	7
Article 11: Request for change of tutor or resignation of tutor.....	7
Article 12: Tutors scope of action	8
Chapter III: Registration of the FYP proposal	8
Article 13: Registration through the Virtual Campus.....	8
Article 14: Validation by the coordinating tutor	8
Article 15: Confidentiality and dissemination in open access of the FYP	8
CHAPTER IV: Tutorials and submission of the FYP	9
Article 16: Plenary tutorials.....	9
Article 17: Individual tutorials.....	9
Article 18: Progress evaluation	9
Article 19: Opinion and individual authorization of the tutor	9
Article 20: Electronic submission	10
CHAPTER V: Public defence of the FYP	10
Article 21: General considerations.....	10
Article 22: Defence methods.....	11
Article 23: Defence Exam Boards	11
Article 24: Call of the public hearing.....	11
Article 25: Defence protocol	11
Article 26: Use of computer and audiovisual media	12
CHAPTER VI: FYP evaluation system.....	12
Article 27: Evaluation of the tutor	12

Article 28: Evaluation of the Exam Board	13
Article 29: Grading scale	13
Article 30: Evaluation minutes	13
Article 31: Presentation to competitions.....	13
CHAPTER VII: Review and Complaint of grades.....	14
Article 32: Review of grades.....	14
Article 33: Grades complaint.....	14
Additional provision	14
Final provision.....	15

Preamble

According to Royal Decree 822/2021, of 28 September, which establishes the organization of university education and the assurance of its quality procedure, official undergraduate and master's degree courses must conclude with the mandatory preparation and public defence of a final year project, whose completion is essential to obtain the degree. This final year project has as essential objective the demonstration by the student of the mastery and application of the knowledge, competences and defining skills of the official university degree.

The Universidad Internacional de la Empresa, hereinafter UNIE, in the exercise of its autonomy, may offer other teachings leading to the award of its own degrees that, depending on their academic structure and number of credits, shall also conclude with a final year project of the same academic characteristics as the official final year projects.

In accordance with the aforementioned regulations, the following resolution was approved by the rector's office on 3 June 2024, in order to establish the mandatory basic guidelines for all the final year projects carried out for all different degrees (official and own) and methods taught in the same.

In the case of bachelor and master's degrees, it must always be in accordance with the verification reports of these degrees, since they may contain different rules, the application of this regulation is therefore of an operational and supplementary nature.

Chapter I: General Provisions

Article 1: Purpose of the regulation

The purpose of this regulation is to establish the applicable guidelines for the preparation, tutoring and defence of the final year projects (hereinafter, FYP) of the students of the University, within the scope of the bachelor's degree, university master's degrees and own master's degrees programmes. The FYP, is the common name that the University gives to the Final Year Projects for the bachelor and master's degrees.

Article 2: Purpose and nature of the Final Year Projects

The FYP shall consist of original work, either theoretical or applied, involving the integration by the student body of the training they have received over the course of the curriculum, which includes not only the knowledge, but the general, transversal and specific skills and competences derived from the undergraduate or master level teachings and those of the subjects that compose the curriculum.

The FYP may take the nature of research, project, case study or artistic creation work, according to what is specified in the verification report of the degree. The FYP may be prepared jointly with research centres, institutions or companies with which the University has defined a cooperation framework.

The FYP shall be carried out individually, tutored by an academic tutor and evaluated by an evaluating board appointed for said purpose. In those cases where the verification report of the official degree allows it, the FYP can be carried out in teams of a maximum of three students, always being individual the defence of the same. In the case of own degrees, the group may be formed by a maximum of five members, group defence being possible in this case.

Article 3: Enrolment, calls and postponement

The FYP enrolment periods are the ordinary University periods and/or those established by the University. The corresponding credits of the FYP shall be fully registered, according to the curriculum of the corresponding programme.

The registration of the FYP shall be valid during the current academic year, without any possibility of extension, and shall entitle the student to two calls (ordinary and extraordinary) under equal conditions.

In the event that the FYP is not passed in any of the two calls of the enrolled academic year, the student must apply again for the FYP in the next year with the corresponding associated cost and always taking into account the permanence regulations of the University.

Article 4. Curricular adaptations

The Programme Director shall adopt the appropriate measures that allow the tutoring, presentation and defence of the FYP in the appropriate conditions to those students who have functional diversity, in accordance with the provisions of the regulations of the University and the Action Protocol for Students with Functional Diversity.

Article 5: FYP teaching guidelines

The type and specific subject of the FYP; as well as other related aspects not included in this regulation must be specified in the FYP teaching guidelines of each of the degrees offered by the University. The deadlines for the preparation, review, validation and publication of the FYP teaching guidelines shall be those established by the regulations governing the teaching and programme guidelines.

Article 6: Authorship

The student is responsible for the necessary personal, original and unpublished character of the FYP carried out. The presentation of a FYP of another person as one's own shall be a very serious infringement, and the inclusion of third-party texts without mentioning their origin, shall be considered as a serious infringement.

Failure to comply with these requirements shall entail the non-authorization for presentation and defence and, in its case, a 'failure' (0) grading, call cancellation and the application of the Coexistence and Disciplinary Regulations for the student body regulations.

The University may use the tools or programmes it deems appropriate for the recognition of the authorship and originality of the FYP.

The ownership of the intellectual or industrial property rights of the FYPs made at the University shall belong to their authors, who may share it with the tutors, companies or organizations that have participated in their preparation or in the data provision, under the terms and conditions provided in the current legislation.

In the event that the FYPs are carried out in collaboration with other institutions or are carried out within the framework of a contract or agreement with another institution, the rights shall be those included in the contract or those agreed previously, respecting in any case the current legislation on

intellectual or industrial property rights.

In the absence of such an agreement, for cases in which the use of a third party intellectual or industrial property rights (for example, trademarks, images, patents, among others) is necessary to carry out the work, the student may not use it without the prior authorization of the entity that owns the rights. The procedure to make the application shall be as follows: The student must inform the University through its tutor of the need to make said request. Once the student's application has been analysed, and only in cases where the University gives the required authorization, the student may contact the corresponding entity to obtain authorization for the use of their intellectual or industrial property rights. In any case, the authorization must be obtained in advance and in the event of the refusal of the institution, the student may not use any element that may affect the exclusive rights of third parties related to the industrial and intellectual property rights.

Chapter II: FYP tutoring

Article 7: Designation of coordinating tutors

Each programme shall have a coordinating tutor, regardless of the number of tutors assigned to it and the groups or classrooms. These shall be appointed by the programme director.

The coordinating tutor of a FYP programme shall be responsible to assign individual tutors to students and/or student teams.

The programme director may not simultaneously act as a coordinating tutor or as a FYP tutor of his/her own programme. Nor may he/she be a member of the Exam Board.

The responsibilities of the coordinating tutor are, among others, the following:

- Provide the information of the subject to the students in a first tutoring of a plenary nature, in which the same shall explain the content of the FYP regulations, as well as the particularities of the teaching guidelines, with special attention to the plenary tutoring calendar, individual and/or group tutoring, partial deliveries, final submission and final defence, as well as the evaluation criteria of the same.
- Coordinate with the Programme Director the implementation of the teaching guidelines of the subject, the assignment of the subject, schedule with the different deliverables (activities/learning tasks) and deadlines indicated for this purpose.
- Inform the students the type and specific lines of the FYP, as indicated in the teaching guidelines and fill out the proposals presented by the students.
- Coordinate the work of the tutors in the assigned FYP development according to the proposal submitted by the student and his/her area of specialization.
- Inform the students the assignment of tutors.
- Manage the submission and defence of the FYPs, coordinate the planning and appointment of the Exam Boards, give the final grades to the students and manage the evaluation report.

- Solve the academic incidents of the students related to the subject.
- Coordinate the plenary sessions of the subject.
- Prepare the final report of the subject.

Article 8: Carrying out the FYP: Individual or group

In the event that the programme allows carrying out the FYP in a group, students who wish to carry out the work individually, must expressly state so to their coordinating tutor 48 hours before the formation of the working groups.

The formation of the teams shall take place after the first plenary session according to the established schedule. The composition of the teams must remain unchanged until the public defence of the FYP.

In the event that, due to serious personal disagreements, the tutor of a group considers that the group shall not be able to finish the FYP in time and/or form, the same shall report this to the coordinating tutor, who together with the programme director shall exceptionally agree to the remove one or more students from the group, to whom they shall propose the individual realization of a new FYP, or to join a group that, due to the initial assignment of students, has not reached the maximum number of members. The maximum time to make this change is three months before the delivery date of the FYP.

Article 9: Appointment and assignment of tutors

The tutors shall be appointed by the coordinating tutors.

The professors assigned to tutoring the FYP must hold, at least, a bachelor's degree.

The supervision of the FYP shall correspond to the academic staff of the master's degree with a doctorate or, in its case, a master's degree or equivalent. In particular, the supervision of masters' theses, when it is a research project, must correspond to staff with a doctorate. For the supervision of professional FYP degrees, it is recommended to have a doctorate.

The maximum number of FYPs that a single tutor can supervise is twenty per academic year.

Article 10: Communication of the allocation process results

Once the tutor assignment process has been completed, the coordinating tutor of each programme shall notify the results of said process through the Virtual Campus.

Article 11: Request for change of tutor or resignation of tutor

Once the tutor is assigned, no changes shall be accepted without consideration of the Degree Department upon a substantiated request. The covered circumstances are the following:

- a) The student may request a FYP change of tutor through a duly substantiated form addressed to the Degree Department, who shall decide, within a maximum period of five calendar days, counted from the day following the receipt of the application, on whether or not the request is admissible.
- b) Changes of tutor shall only be accepted up to three months before the delivery date of the FYP.
- c) The tutor may request his/her resignation from the supervision of the assigned work, through a

duly substantiated letter addressed to the Degree Department within five days from the dissemination date of the final list.

- d) The Director of the Degree Department shall answer the application, within a maximum period of five calendar days, counted from the day following receipt of the application.
- e) The assignment of the FYP and of the tutor of the same shall have a maximum validity of one academic year, after which a new assignment must be made, unless for duly proven reasons its timely completion has been impeded.

Article 12: Tutors scope of action

The guiding activity of the tutors refers to:

- a) Setting realistic and reasonable goals.
- b) The preparation of a work plan consistent with the available time for the preparation of the FYP.
- c) Determining the ease or difficulty to access the necessary information sources.
- d) Verifying the follow-up of the agreed work plan through the tutoring calendar.
- e) The resolution of doubts or problems that may arise outside the tutorials.
- f) Assistance to tutorials to guide and give feedback on the progressive deliveries of the FYP.
- g) Preparation of the FYP defence before the Exam Board.
- h) The preparation of the report prior to the defence and substantiation of the same under Article 19.

Chapter III: Registration of the FYP proposal

Article 13: Registration through the Virtual Campus

The registration shall be made according to the calendar published in each call through the form "Registration of the FYP proposal" available in the Virtual Campus.

Article 14: Validation by the coordinating tutor

Once the FYP proposal is registered through the Virtual Campus, the supervising tutors shall evaluate its consistency with what is established in the teaching guidelines and its feasibility, validating the registration of the ones which meet these requirements, or rectifying the registration of those who do not meet them.

Article 15: Confidentiality and dissemination in open access of the FYP

Organizations, companies or institutions that have contributed to the realization of a FYP by making available sources of information to students that they consider to be confidential, may require signing a "Confidentiality Agreement" that shall be processed through the academic coordination area.

If the student or students of a group, and once validated by the supervising tutor, consider that, by their nature, by the information sources used for its realization, by deriving from the results of their

work, or by the possibility of requesting the registration of a patent, utility model, industrial design, trademark or trade name, the FYP must be made, defended or submitted confidentially, they shall state it in the aforementioned form.

The student or members of the group shall fill out the form "Authorization for the open access dissemination of the Final Year Project" available on the Virtual Campus of the FYP subject.

CHAPTER IV: Tutorials and submission of the FYP

Article 16: Plenary tutorials

The calendar proposal and plenary tutoring sessions, face-to-face or online, shall be established by the coordinating tutors before the start of each call and shall be published in the Virtual Campus. These sessions shall be mandatory according to the presence established by ECTS in the corresponding degree report.

Article 17: Individual tutorials

The tutor shall plan individual tutorials for FYP follow-up in a coordinated manner with the student or group of students.

Said tutorials shall be carried out, preferably, on the days established for this in the University's institutional calendar, and may be carried out in face-to-face or online format.

Article 18: Progress evaluation

The teaching guidelines shall establish a series of partial submissions that shall be submitted by the student or group of students through the Virtual Campus. The schedule of these partial deliveries shall be established in the Virtual Campus. The evaluation of the same shall be qualitative and shall be made by the tutor through a specific established norm for each delivery that shall be published in the Virtual Campus.

Article 19: Opinion and individual authorization of the tutor

The tutor shall examine the formal FYP requirements and the accreditation of the minimum standards specified in the teaching guidelines, which shall be in accordance with an established norm with the following elements:

- a) Main formal requirements
- b) Other formal requirements
- c) Bibliographies citation and composition standards according to APA norms. In the event that said requirements and standards are met, the tutor shall authorize the student or group of students to defend the FYP. Otherwise, the defence authorization shall be denied, granting a "Not presented" grade to the student in the corresponding call, to any, or to the total of the members of the student group.

This decision shall be stated by the tutor on the "FYP Tutor Assessment Report" form available on the Virtual Campus.

The defence of the Final Year Project (FYP) can be made by students who have passed all the credits of which the curriculum is composed, except for a maximum of twelve ECTS, unless another consideration is indicated in the verification report of the degree or in a rule of higher rank that affects said degree.

The defence of the Final Year Project (FYP) can be made by students who have passed all the credits of which the curriculum is composed, with the only exception of not having completed their internship.

In order for the defence to be effective, the student must pass the pending credits before the end of the same academic year.

For the approval of both exceptions, a substantiated and favourable report from the supervising tutor of the FYP shall be required.

The student who has not passed the necessary credits of the curriculum and/or does not pass the defence of the FYP in ordinary call may defend it in a second call, provided that it meets the established requirements. In case of not passing the pending credits in the second call or not passing the defence of the FYP, the student must enrol for the pending subjects and the FYP in the next academic year, in which case he/she must prepare and defend a new FYP.

Likewise, the student who has defended and approved the FYP in the exceptional cases mentioned above, and not passed the pending credits of the curriculum in either of the two calls, must enrol for these along with the FYP in the next academic year, in which case he must prepare and defend a new FYP.

Article 20: Electronic submission

The deadlines and times to submit the FYP shall be established before the start of each call and shall be published on the Virtual Campus.

The FYPs shall be submitted through the Virtual Campus in the space provided for said purpose.

Submission of FYPs after said date and/or in hard copy format shall not be accepted.

CHAPTER V: Public defence of the FYP

Article 21: General considerations

All FYPs shall end with their public defence before an Exam Board constituted for said purpose by three professors or teaching associates at the dates and times indicated in the calendar degree. The coordinating tutor is responsible for the composition of the Exam Boards to evaluate the FYPs. Said composition shall take into account the quality, requirement and merit criteria.

The coordinating tutor shall publish through the Virtual Campus, the defence calendars and the members of the Exam Board.

When by justified causes, a student could not make the defence on the assigned date, he/she may request the coordinating tutor to change it, always within the period of the dates established for the defences.

The coordinating tutor shall evaluate the applications and authorize or deny them according to the justified causes given by the student that must be covered in the General University Regulations for Evaluation and Qualification. In no case shall employment-related reasons be sufficient justification to make any changes to the assigned date for the defence.

Article 22: Defence methods

The defence method of the FYP and master's thesis can be face-to-face or virtual through videoconference and shall be determined by the direction of the degree.

In the event that the defence is by videoconference, the following aspects shall be taken into account:

- a) Ensure the identity of the student at the beginning of the session
- b) Publicly share the link of the same through the available means
- c) Enable synchronous interaction between the student and the Exam Board in carrying out questions and defence
- d) Make a recording of the same as evidence of the evaluation process

Since the defence of the FYP is of an individual nature, if the FYP has been carried out in a group, students who meet the requirements established in the ordinary call shall be able to defend the FYP. In case of group work, the choice of the method of defence (face-to-face or by videoconference) must be the same for all members of the group, subject to the consensus of the group members.

Article 23: Defence Exam Boards

The appointment of the members of the Exam Board shall be carried out by the FYP coordinating tutors. Each Exam Board shall consist of at least three members, who shall act as president, secretary and member. The tutor may attend the defence as a listener, but shall in no case be present at the deliberation.

The president of the Exam Board must hold at least the bachelor's degree for FYP and a doctorate degree for a master's thesis. In exceptional cases, coordinating tutors may appoint professionals of recognized standing as members of the FYP or master's thesis for the Exam Board, even if they do not hold the above degrees.

Article 24: Call of the public hearing

Once the Exam Board has been established and the evaluation minutes have been established, the secretary shall announce the public hearing and invite the summoned student to access the physical or virtual classroom where the defence will take place.

Article 25: Defence protocol

The president of the Exam Board shall welcome the student, ask him to identify himself, and explain how the defence works.

After the student receives the appropriate explanations about how the defence works by the president of the Exam Board, the following process will be followed:

1. In the FYP, the student shall present the contents of the work, and the presentation may not exceed 15 minutes in length. Once completed, the student shall submit to the Exam Board questions. the Exam Board questions and student answers may not exceed 15 minutes as a whole.
2. In the official FYPs, the defence shall be of an individual nature and shall cover all the contents of the work. The student shall have a period of 10 minutes. Once completed, the student shall submit to the Exam Board questions. the Exam Board questions and student answers may not exceed 10 minutes as a whole.
3. In the FYPs of own degrees, the defence may be the group, covering all the contents of the work, and the presentation of one or several of its chapters or sections may be divided among the members of the group. The group shall have a period of 20 minutes to support its defence, during which the Exam Board shall not be able to ask questions. Once the defence is completed, the Exam Board shall direct its questions to a particular student or to all, and may ask them to compare their answers with each other. The questions of the Exam Board and the answers of the students may not exceed 15 minutes as a whole.

At the end of the question period, in the case of face-to-face defences, the secretary shall order the student and the public, if any, to leave the physical room so that the Exam Board may deliberate freely. If the defence is conducted by videoconference, the Exam Board shall move to another virtual room for deliberation. Before the deliberation begins, the Exam Board shall review the tutor's report.

The members of the Exam Board shall deliberate on the individual grading of the members of the group. Once the deliberation has ended, the secretary of the Exam Board shall summon the student or group of students, and shall inform them of the outcome of the deliberation, reading the individual minutes and informing them of the "pass" or "fail" evaluation of their defence.

Article 26: Use of computer and audiovisual media

Students shall be able to use any computer and audio-visual media available and pre-installed in the classroom to support their defence. It is forbidden to connect to an electronic mail system or electronic storage system in order to download the files that support the presentation.

CHAPTER VI: FYP evaluation system

Article 27: Evaluation of the tutor

In the tutoring or follow-up period, the tutor evaluates his students through the corresponding norm for partial deliveries and in the final submission.

The student who does not make partial deliveries or submission of the FYP within the period established by the coordinating tutors or, as the case may be, if the work does not meet the formal established requirements, the tutor may not give access to the FYP defence. In these cases, the student shall obtain a "Not presented" grading in the corresponding call.

If the student does not pass the presentation and defence, the tutor shall indicate the recommendations that he/she considers appropriate based on the evaluation criteria, in order that

the FYP can be presented in the next submission and defence period.

Article 28: Evaluation of the Exam Board

The evaluation criteria applied by the Exam Boards are those determined by the coordinating tutors and shall be included in the FYP teaching guidelines of each programme. The Exam Board may not establish additional evaluation criteria, or waive the score of one or more of them, or apply different criteria.

The student who does not attend the defence without justification and/or prior authorization shall obtain a "Not presented" grade in the corresponding call.

Article 29: Grading scale

The result of the deliberation shall be expressed, for each student with the following numerical grades, with one decimal place:

0.0 - 4.9 Suspended

5.0 - 6.9 Approved

7.0 - 8.9 Notable

9.0 - 10 Excellent

9.0 - 10 With Honors

Within 15 calendar days after the end date of the established period for FYP defence, students shall be able to check their grade on the Virtual Campus.

The coordinating tutor, on the proposal of the defence Exam Board, may award the mention of "With Honors" to students who have obtained an individual grade of 9.0 or higher, in recognition of their extraordinary effort and dedication. The With Honors mention shall be awarded in the ratio of 1 Honors mention for every 20 students in the group or fraction.

Article 30: Evaluation minutes

Once the Exam Board has been constituted, its secretary shall collect the necessary documentation for the defences in the academic coordination area of the programme: 1) the evaluation reports of the tutors and 2) the evaluation minutes that shall follow the institutional model "FYP Final Evaluation Minutes".

Once the defence is finished, the secretary verifies that the evaluation minutes is signed by all the members of the Exam Board and has custody the same until it is sent to the academic coordination area.

Article 31: Presentation to competitions

The University shall promote among its authors the presentation of excellent FYPs to national and international competitions in the field.

CHAPTER VII: Review and Complaint of grades

Article 32: Review of grades

The student has the right to request the review of the FYP grade, in which the criteria that have determined it shall be substantiated.

The review shall be requested between 24 and 48 hours from the publication of the grades on the Virtual Campus and shall be addressed to the FYP coordinating tutor of the subject through the corresponding form. In this application, the student shall indicate the aspects evaluated in which he disagrees with the obtained grade, as well as any allegations or observations he/she deems relevant.

The coordinating tutor shall assess the relevance of transferring the request for review to the Exam Board based on the reasoned request.

The Exam Board shall consider the application within 7 business days and complete a report reflecting the result of the requested review. This report is given to the coordinating tutor to be communicated to the student.

Article 33: Grades complaint

The final FYP grade may be the subject of a complaint by the student provided that the student has performed the ordinary review.

The student shall have three working days from the date of publication of the final grade in the academic record or, in its case, from the date of the resolution of the ordinary review to file a claim of the final grade in accordance with the following procedure:

- The procedure shall be initiated at the request of the student through the application form submitted by email to the Programme Department.
- Once the application has been examined, the Programme Department shall decide whether or not the complaint is admitted within five working days from the notification date of the application.
- In the event that the claim is admitted for processing, the Programme Department shall transfer the application to the corresponding vice-dean, in order to collect all the necessary documentation for its assessment by the Grading Claim Committee.
- Once the Committee report is received, the Vice-Dean shall notify the student of the resolution of the Committee within a period not exceeding fifteen working days from the filing of the claim.

Additional provision

All the denominations contained in this regulation that are carried out in common gender, shall be understood to be made and used indiscriminately in male or female gender, according to the sex of the holder who performs them.

Final provision

This regulation shall enter into force the day after its approval, being published through the internal and external information systems commonly used by the Universidad Internacional de la Empresa.