



**Universitat de les
Illes Balears**

Facultat d'Infermeria i
Fisioteràpia

Specific Regulations for Final Degree Projects in Nursing and Physiotherapy

Article 1. Purpose, Scope and Development

1. These regulations implement those in regulatory agreement 9954 for writing and assessing Final Degree Projects (TFG) at the University of the Balearic Islands (UIB). They set out the general guidelines for the definition, production, tutoring, presentation, defence, assessment and administrative management of TFGs in the Faculty of Nursing and Physiotherapy (FIF) for the degrees in Nursing and Physiotherapy.

Article 2. TFG Characteristics

1. The TFG is an obligatory subject worth six ECTS credits. It should be seen as a global module or subject aimed at comprehensive assessment of the specific and cross-cutting skills acquired on the degree programme.
2. The aim of the TFG is to undertake an independent and individual activity to ensure students apply and include skills (knowledge, abilities and attitudes) acquired on the degrees in nursing or physiotherapy whilst, in turn, enabling assessment of students' general training.

Article 3. Requirements and Conditions for TFG Registration

1. TFG registration is done on the same terms and in the same way as for other degree subjects and shall be valid until students have had their work assessed.
2. In order to register for the TFG, students must comply with the requirements for current general attendance as set out in the Academic Regulations and have passed 168 ECTS credits for the corresponding degree programme (as per article 6.2 in Regulatory Agreement 9954, Regulations for writing and assessing final degree projects or master's theses at the University of the Balearic Islands, these 168 credits must include all core training credits. Elective credits are excluded from this calculation).
3. Where the TFG viva voce defence cannot be done during the year students have registered, they shall need to carry out an annual registration with admin services for academic tutelage during the ordinary deadline set out on the calendar to be able to submit and defend their project.
4. The maximum number of registrations to pass the TFG subject shall be the general number set out in UIB Academic Regulations for other subjects on degree programmes.

Article 4. TFG Line of Work and Tutor Selection

1. Tutors shall be lecturers linked to the corresponding degree and the Department of Nursing and Physiotherapy, although there may be an external supervisor, where applicable.
2. The FIF shall request a list, by course, from the Department of Nursing and Physiotherapy every year, which includes lecturers tutoring the TFGs, the maximum number of students per tutor and the topics available for each tutor. This list and the number of tutors shall be sufficient to cover an extra 10% above the forecast student demand that year for each programme.
3. The topics for the project may also be proposed by students themselves.

Article 5. TFG Topic and Tutor Selection and Assignment Procedure

1. Students registered on the TFG subject may request the topic that interests them from the annual list available. This request shall be made through the subject area on Campus Extens, as per the following procedure:

Early assessment students:

Early assessment students are those who, complying with the requirements set out in the Academic Regulations and the Faculty Regulations for Early Assessment in the Faculty of Nursing and Physiotherapy, apply to undertake the TFG in the first semester. The deadline for this application is the month of October.

Since these students need to start working as soon as possible, the topic and tutor assignment process must be done before the deadline for ordinary registration students. With this in mind, the process shall be as follows:

- a) **Students who submit the early assessment application up to 9/10/2015** may request their topic/tutor from the list of available topics and tutors for the first semester. This list shall be available on the subject Moodle. Students may submit their topic/tutor application between 10/10/2015 and 14/10/2015 (there will be a specific document) via a 'task' set up on Moodle. The topic/tutor assignment shall be finalised on 15/10/2015. If demand outstrips supply for available topics/tutors, assignment will be done based on students' academic record.
- b) The head of the subject notifies the assignment to the tutors and students.
- c) **Students who submit the early assessment application between 10/10/2015 and 23/10/2015** may request their topic/tutor from the list of available topics and tutors for the first semester. This list shall be available on the subject Moodle. Students may submit their topic/tutor application between 24/10/2015 and 27/10/2015 (there will be a specific document) via a 'task' set up on Moodle. The topic/tutor assignment shall be finalised on 28/10/2015. If demand outstrips supply for available topics/tutors, assignment will be done based on students' academic record.
- d) The head of the subject notifies the assignment to the tutors and students.
- e) **Students who submit their early assessment application between 23/10/2015 and 31/10/2015** will be contacted by the head of the subject to select the remaining available topics and tutors for the first semester.

Ordinary Assessment Students

- a) First fortnight in November. A space on Campus Extens shall be set up where students can select their topics by preference (option 1, 2, 3, etc. or new line of work).
- b) Second fortnight in November. The head of the subject shall assign places based on students' marks in their academic record. Three lists shall be released:
 1. List of topics and tutor assignment for each student.
 2. List of students who were not able to have any of the three selected topics assigned.
 3. List of topics with available places.
- c) The week after these lists are released, students who still have no topic must repeat the process set out in section a), selecting a topic from the list of those with available places. At the end of the week, the head of the subject shall assign places based on students' marks in their academic record.

Students who add registration in February

The procedure set out for early assessment students shall be followed, with deadlines adjusted for February, offering students a list of topics and tutors with available places.

2. Students who have a collaboration scholarship may request the TFG topic that matches their grant, with approval from the corresponding tutor.
3. Assignment of a tutor and topic for the final degree project will be valid for two academic years. Where the TFG viva voce defence cannot be done during the year students have registered, they shall need to carry out an annual registration with admin services for academic tutelage during the ordinary deadline set out on the calendar to be able to submit and defend their project.

Article 6. TFG Assessment and Mark

1. The assessment procedure for final degree projects shall comprise submission of the project by students and a viva voce defence. The viva defence shall be done in front of the tutor by default.

The TFG will essentially serve as student training in the skills set out in the corresponding curricula.

6.1. Assessment by the Tutor

- Students shall have the right to at least three tutorials with tutors before final submission of their TFG. From the second tutorial on, students will be deemed as submitting candidates in the current academic year of registration.
- The tutor may give the final degree project a maximum mark of 9 out of 10.

6.2. Public Defence and Panel

1. Students who submit their final degree project within the ordinary deadline and are awarded a mark of 9 may request their final degree project viva voce before a panel.
2. The deadline for candidates to request their viva shall be published.
3. The head of studies, upon delegation by the Board of the Faculty, shall be responsible for assigning the panel to judge the project. The assessing panel shall comprise three members (a chair, a member and a secretary) and the respective substitutes who may be selected from the entire lecturing body in the areas of knowledge taught on the corresponding degree programme.
4. The panel shall be appointed and made public 10 days before the planned viva date.
5. The viva shall be public and students will make a maximum 15-minute oral presentation. After this presentation, the panel shall undertake a round of questions on aspects related to the project.
6. Finally, the panel shall debate on the project's mark and may add up to 1 point to the mark awarded by the tutor. They may also put the project forward for a distinction mark if they deem it appropriate.

6.3. Final TFG Mark

1. The final project mark may be:
 - a. Distinction (9.5 to 10): The panel may award a distinction mark where they deem the project shows exceptional skill and goes beyond the objectives set as initial expectations. This request shall be decided on later by the head of the subject, who shall ensure the number of annual distinction marks is below or equal to the maximum established in UIB regulations. (Only those students who have done their viva before a panel are eligible.)
 - b. Excellent (9-10): above-average ability and satisfactory achievement of objectives above those initially expected (Only students who have done their viva before a panel are eligible).
 - c. Very Good (7 to 8.9): project correctly undertaken achieving the proposed objectives. (A mark above 8.5 may only be awarded by completing the viva defence before a panel.)
 - d. Pass (5-6.9): limited attainment of the objectives.
 - e. Fail (below 5): few objectives attained with serious errors in the project. The final mark shall depend on both the project assessment and the viva defence, and shall be made public by the tutor.
2. In any event, the TFG shall always be deemed as 'non-recoverable'.

Article 7. Mobility Programmes

1. It is possible to undertake the final degree project or master's thesis on mobility or exchange programmes as long as this is set out in the exchange programme protocol.

ADDITIONAL PROVISIONS

One. Designations

All designations of members of the university community, as well as any that appear in these regulations in masculine or feminine, shall be understood as referring without distinction to the individual in question, regardless of gender.