
GUIDELINES FOR MASTER'S AND BACHELOR'S THESIS ENROLMENT AND DEFENSE

1 ENROLMENT

To be enrolled in a **Master (MTh)** or **Bachelor** thesis (**BTh**), you have to:

1. Find a supervisor. In this [link](#), you can find a list of the research structures (departments and institutes) at the UPV where you can do your project and contact professors and researchers of your topic of interest.
2. Once you have a supervisor and you have agreed on the title of your thesis, the following documents ([link](#)) must be sent to internacional@etsii.upv.es :
 - “**Master’s and Bachelor’s Thesis Enrolment**” signed electronically by the supervisor. Sent by the supervisor.
 - “**Coordinator Acknowledgment**” signed by the coordinator at your home university. Sent by the student.

The ETSII International Office will email you informing about the deadlines to send the forms, (check your email).

3. The ETSII International Office will enroll you in the MTh/BTh of your degree (*Trabajo Fin de Máster* or *Trabajo Fin de Grado*) with the UPV default workload in ECTS. In case you need more credits, these will be added as a supplementary project in AIRE (additional ECTS to MTh or BTh).

When you finish the thesis, you will have to DEFEND it before an Examining Board, in the period agreed with your supervisor and according to the dates indicated in the ETSII calendar (check below).

2 BEFORE APPLICATION: TITLE AND THEME PROPOSAL

The UPV platform for MTh/BTh management is called EBRON. The access to EBRON is available through your Intranet.

1. **The supervisor has to register and upload the proposal of the MTh/BTh in EBRON**, which will include the title and a short description/summary of the proposed project. The proposal must be approved by the Academic Committee which usually meets on the last week of each working month. So, make sure your supervisor has made this step.

- You will see your proposed project approved if it appears as “assigned to the student” in EBRON.



We recommend that the proposal is made well in advance; although it is not likely, it may be rejected for requiring some modification (usually in the title) and will have to be submitted and approved by the Academic Committee again.

3 APPLICATION AND DEFENSE

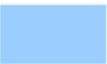

3.1 APPLICATION AND DEFENSE DATES

The application and defense dates corresponding to the ETSII Bachelor Degrees and Master’s Degree in Industrial, Chemical Engineering and Biomedical Engineering are available on the ETSII web page ([link](#)) (for other master / degrees, please check the dates with your supervisor). Notice that **these dates are fixed and you must stick to them.**

You can appreciate in the Master Thesis (*Trabajo Final de Máster*) calendar:

Application dates in Pink colour	Defence dates in Orange colour
 Solicitud Defensa TFM	 Sesiones de Defensa de TFM

You can appreciate in the Bachelor Thesis (*Trabajo Final de Grado*) calendar:

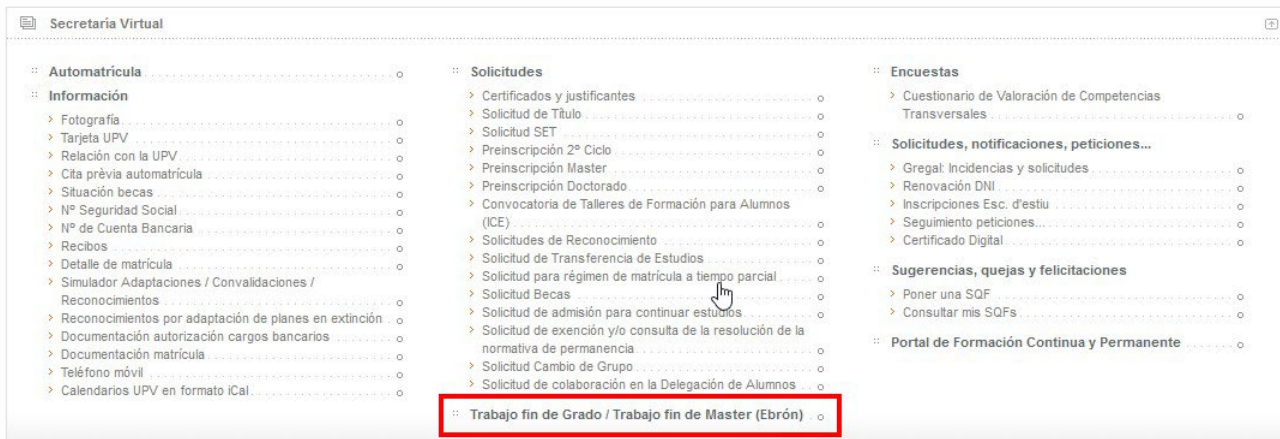
Application dates in Blue colour	Defence dates in Orange colour
 Solicitud Defensa TFG	 Sesiones de Defensa de TFG

3.2 APPLICATION FOR THE DEFENSE

Once the proposal has been approved and you have finished your project, you must apply for the defense of your MTh/BTh. The tool you will use is the UPV platform called EBRON. You must upload your MTh/BTh to EBRON, just following the steps below:

- Access to EBRON platform through your Intranet:

Secretaría virtual → Trabajo fin de Grado / Trabajo fin de Máster (Ebrón)



2. In EBRON, under the menu “TFG/TFM → Solicitudes de defensa/reconocimiento”



configure your application:

- Select your degree or master (*Elegir titulación*)
- Select the application type to “Individual” (*Elegir tipo de convocatoria*)
- Select your defense call (*Elegir convocatoria de defensa*)
- Click on Apply (*Solicitar defensa*)



3. The system will ask you to upload the following PDF files:

- The complete MTh/BTh (including cover).

- Only the cover and table of contents.
- The copy of your Passport of ID.
- One file containing (a) the signed documents about the acceptance by the student of the rules of style and declaration of academic honesty (*Normas de estilo para la presentación del TFG/TFM y declaración de honestidad académica*) (b) the student generic outcomes evaluation survey (*Encuesta de competencias transversales- Plantilla para volcar puntuaciones de las rúbricas*), filled in by the student and the supervisor (however, the supervisor may prefer to send it by his/her own means).

Remarks about the procedure:

- The documents have to be electronically signed.
- The title and supervisor on the MTh /BTh cover **must be the same** as those on the Mth/BTh proposal validated by the Academic Committee.

3.3 DEFENSE

When the period of receiving applications has ended, the student will be assigned a slot for the defense. The supervisor and the student will be informed by email about the day, time and location.

The student will have to show up on the assigned day, time and room 15 minutes before the time of defense and wait for the Examining Board to give him/her access to the room.

The defense of the Master/Bachelor Thesis will consist of a presentation by the student of the project for a **maximum of 15 minutes**. After the presentation, the student will answer the questions made by the members of the Examining Board. Once this process has been completed, the Board will deliberate and notify the grade obtained.