

GUIDELINES FOR SELECTING, DEVELOPING, AND DEFENDING THE MASTER'S THESIS (MT)

The Master's Thesis (MT) is the final academic requirement for students completing a master's degree. If the defense is not carried out, the student may graduate but will not be awarded the degree.

In a program such as the *Master's Degree in Advanced Production, Logistics and Supply Chain Engineering (MDAPLSCM)*, which has a duration of one academic year, the MT must be integrated within the course activities, and under no circumstances is it recommended that it be scheduled as an activity to be completed at the end of the academic year.



The student must understand that the Master's Thesis (TFM) involves a series of steps—specifically related to the preparation of the final report—which are very important and require time periods that can be crucial if the student intends to complete the defense within the initial academic year. These activities are:

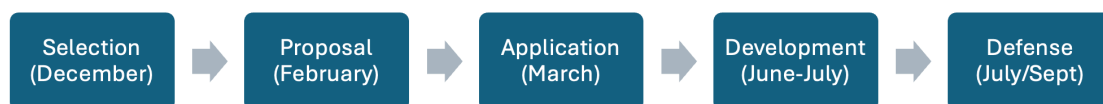
- **Selection:** This stage serves to identify a project idea and a supervisor. For academic reasons, in this master's program no predefined list of thesis topics is offered for students to choose from. We believe it is important that the student proposes a topic based on their own preferences or experience, and subsequently identifies a faculty member within the master's program whom they consider most suitable to begin developing the final proposal.

In cases where the student is uncertain about the topic and/or the potential supervisor, they may seek the advice of the Academic Director of the master's program, with whom communication can (and should) be established to expedite this process.

- **Prepare a proposal:** A proposal is understood as a summary and a title of the Master's Thesis (MT), jointly agreed upon by the student and their supervisor. It is very likely that, in order to develop a suitable proposal, the student and the supervisor will need to work together for several weeks on an idea until it takes shape. This is a process of mutual understanding that later facilitates the rest of the development.

- **MT Application:** Once the proposal is available, it is necessary to formally register the Master's Thesis (MT) so that it can be officially assigned to the student and receive the initial approval (Vº Bº). This application must be submitted to the Master's Academic Committee (CAT), which reviews the proposal and either approves it, rejects it, or suggests modifications. Without completing this step, the MT cannot be defended. Since the CAT meets periodically, it is recommended that applications be submitted no later than 4–5 weeks after beginning work with the supervisor, and always at least 3–4 weeks before the defense. Completing the MT entirely—or almost entirely—before requesting approval carries a significant risk, as a rejection could require substantial modifications to the written report.
- **Development of the report:** During this phase, the student will prepare the written report that will later be submitted for defense. Throughout this process, the supervisor must provide guidance regarding format, content, style, and related aspects. Likewise, the supervisor is responsible for planning the report's development and providing feedback to the student on their progress. In any case, it must always be clear that the supervisor's role is purely advisory and that they are not responsible for ensuring that the student meets their own deadlines or commitments. Ultimately, the student is solely responsible for the completion of their project.
- **Defense:** This is the final step before completing the process. It involves two activities. The first is submitting the request to defend the Master's Thesis (MT), as there are several defense sessions scheduled throughout the academic year, and each student must select the one that best suits their circumstances. The second is the actual defense of the TFM, which will be carried out individually on the date specified in the chosen session and before an Evaluation Committee.

In order to provide an approximate idea of the timeline for each activity, the previous diagram is expanded to include a reference month as a suggested deadline for each stage. It is evident that in some cases certain phases may be shortened, while in others they may be slightly extended. However, it should be remembered that producing a high-quality report requires an effort equivalent to 12 ECTS credits.



The following section provides further details on the different phases, which may serve as helpful guidance.

How to approach the selection of the Master's Thesis (TFM)

The purpose of the MT is for the student to carry out a primarily practical application in which a set of the knowledge, techniques, and skills acquired during the program are applied. For this reason, it is important to have at least some experience related to the practical case to be developed — for example, through an internship in a company or through past or current professional experience.

Nevertheless, it is also possible to propose more conceptual works, such as methodological approaches or state-of-the-art reviews, although it is always recommended to include a practical application in the final project.

The student must identify a problem within an environment in which they have some experience and present the general idea to a potential supervisor. The supervisor will help to define and delimit the case and to determine an appropriate title. It is important that the chosen case focuses on **Supply Chain Management (SCM)**, **Logistics**, and/or **Operations Management** within a company or an industrial network.

A supervisor can be identified based on the relationship between their subject area and the proposed case; however, most faculty members in the program have a broad understanding of SCM and can supervise projects from different perspectives. In any case, if the student is unable to find or identify a suitable supervisor, they should contact the **Academic Director of the program**.

In the **PoliformaT** platform for the program, within the *Resources* section, students have access to a folder titled **“Información y Documentos sobre el TFM (Information and Documents about the MT).”** It is highly recommended to consult this folder before beginning the Master's Thesis. In particular, the following subfolders are especially useful during this phase:

- **“Convocatorias Defensa Previstas (Scheduled Defense Calls)” folder:** Contains all the dates of the annual MT defense sessions.
- **“Propuestas de TFM (MT Proposals)” folder:** Contains a list of “classic MT proposals” that can serve as references and starting points during the selection phase. These are not final or ready-made proposals, as they must be updated and adapted to each student's specific situation.

How should I prepare the MT report?

The supervisor will determine in detail how the Master's Thesis (TFM) should be developed, as all faculty members generally have extensive experience in this

process. The MT is an academic work that must be presented following a formal structure.

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- **“Plantilla TFM” folder:** Provides a description of the required formats, which may be further specified or complemented by the supervisor.

When can I request the approval of the MT?

To request the approval of the Master’s Thesis (MT) proposal, it is only necessary to be officially enrolled in the MT. Once the MT is approved, it is assigned to the student, and this assignment remains valid for **two academic years** (the current one and the following)

When can I request to defend the MT?

To submit the request for the defense of the Master’s Thesis (MT), there must be an open defense session. In addition, each student must already have an assigned MT (the approved title will appear in their intranet and the option to request the defense will be enabled once a session is open) and must have successfully completed all course credits.

If you meet both conditions, you should follow these steps:

- The student must submit the defense request through the application available in the **UPV Intranet → Virtual Secretary → Master’s Final Project** section.
- You must have the final report available in **PDF format**. No printed copy or other type of deposit is required.
- You must also have the **student rubric** available. The supervisor’s rubric is not required to be included.
- In general, defenses may be conducted either **in person or online**. You may select the videoconference option, in which case preference will be given to this alternative.
- Do **not** check the option to **restrict public access** unless it is strictly necessary, as it requires approval from the **Academic Committee of the Master’s Program (CAT)**.

- Students who have requested a defense will receive an **email notification** indicating the **date, time, and location** of the defense. The supervisor will also be informed, in case they wish to attend and/or submit a report on the work. In principle, if the defense is public, guests may attend; in the case of restricted defenses, no guests are allowed.

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- **“Convocatorias Defensa Previstas (Scheduled Defense Calls)” folder:** Contains all the dates of the annual TFM defense sessions.
- **“Rúbricas (Rubrics)” folder:** Contains the rubric sheet that the student must complete when submitting the TFM defense request.

User’s manual (EBRON):
<https://wiki.upv.es/confluence/spaces/MANUALES/pages/912065102/2.+Manual+del+Alumno+defensa>

What should be prepared for the MT defense?

To carry out the defense of the Master’s Thesis (MT), the student must prepare a **presentation of approximately 15 minutes**. It is not necessary to submit the presentation in advance; it is sufficient to have it available on the day of the defense.

In the case of conducting the TFM defense **online**, the student must also prepare the following:

- A **quiet room** where the defense can be carried out without interruptions — in other words, a suitable working environment.
- Ensure that the **MS Teams** platform is working properly and that you can access it using your **UPV corporate account**. Test that both the camera and microphone are functioning correctly.
<https://answers.microsoft.com/es-es/msteams/forum/all/cómo-hacer-una-llamada-de-prueba-para/cc670f7b-637b-4fd4-9aaf-8657fc4d56ae>

What should be done on the day of the MT defense?

Arrive at the defense location **about 30 minutes before** the scheduled time and wait to be called by the secretary of the Evaluation Committee.

Once in the room, the **chair and secretary** will make a formal introduction of your work. From that moment, you will have **15 minutes to present and defend your**

thesis. After your presentation, the members of the committee will have a **question period.**

At the end, the chair will invite you to leave the room so that the committee can deliberate.

Once the deliberation has finished, the committee will call you back and inform you of your **final grade.** If you require a **certificate or proof of attendance** for work purposes, request it from the chair at this time.

The committee completes and signs the official records, preferably immediately or at the latest on the same day, after which your grade will be available through the official system.

If the defense is conducted **online**, test your **connection, Teams application, microphone, and camera** beforehand. Be ready about **15 minutes before** the scheduled time, with **MS Teams open**, waiting for the committee to call you. Do **not join the meeting on your own**, even if you have the link. Be patient—there may be slight delays, and the committee will call you once the previous defense has concluded. When you receive the call, follow the **chair's instructions**; they will usually ask you to **share your presentation** (you should know how to do this), and then indicate when you may begin.