

Master's Final Project regulations

The Project is a 30 ECTS compulsory subject of the Master's Degree in Information Technology (MTI). In the Supercomputing speciality, the workload of the Project may amount to 15 ECTS.

1. Definition and characteristics

The Master's Final Project (PFM) has to state the fact that the student knows how to apply the knowledge acquired during his Master studies. The PFM should be defended in front of a board composed by three PhD lecturers. This board will evaluate items like the student's creativity towards the resolution of complex problems, the validity of the employed methodology, the relevance of the results, and the student's oral and written communication skills.

The PFM will focus on a subject related to the speciality chosen by the student in the MTI studies.

The PFM has to include the characteristic elements of a project or engineering study which, in the broad sense, are:

- Statement of the objectives.
- State of the art, alternatives and feasibility.
- Technical development (specifications, design, time planning, etc.), experimental results.
- Agreement between results and objectives.

The PFM may also include a global economical analysis.

2. Modalities

The PFM will be carried out in the first instance in companies that have signed collaboration agreements with the Barcelona School of Informatics (FIB). Nevertheless, if the student enrolls to one of the FIB mobility programs, he/she will be able to carry out his/her PFM in a foreign university. The student has also the possibility to perform his PFM in collaboration with research groups linked to the FIB.

All the PFM proposals must be approved by the MTT's Coordinator after consulting with the person in charge of the corresponding speciality.

3. The supervisor and the tutor

PFMs performed in companies will be carried out under the supervision of a person linked to that company who must hold a master's degree or equivalent. Usually, the supervisor will be a company employee, but a lecturer at FIB who is also linked to the company by a collaboration agreement can act as supervisor too. If the supervisor is not a PhD lecturer at the FIB with at least three years of teaching experience, a lecturer assigned to the FIB that meets the previous requirements will be appointed tutor by the MTT's Responsible Body (MTIRB). The tutor must guarantee that the work assigned to the student meets the PFM's general requirements.

PFMs carried out in foreign universities will be performed within the framework of the students exchange agreements. They will be supervised and evaluated in the student's destination institution. The person in charge of the students exchange agreement will be appointed tutor.

PFMs performed in collaboration with research groups linked to the FIB will be supervised by a PhD lecturer in the FIB, with a minimum of three years of teaching experience. If these requirements are not fulfilled, a lecturer assigned to the FIB that meets them will be appointed tutor by the research group.

A project can have two or more supervisors. At least one of them has to meet the previous requirements and has to assume all the responsibilities assigned in these regulations to the supervisor of the project.

4. Registration

In order that the project can be registered, the student must hand in the corresponding application form which must have been signed by the project's supervisor (or the tutor, if the supervisor is not a FIB member).

Besides other relevant information, the registration form will contain a brief description of the work to do. That description will allow the MTIRB to periodically supervise the projects that are being carried out.

Registration of the project can be done any time as long as the remaining credits of the student do not exceed 30 ECTS plus the PFM. Exceptionally, the MTI's Coordinator can authorize the registration of a project even if this requirement is not fulfilled.

PFM Registration will take place during the regular courses registration periods.

5. Examination Board

The projects defended at the FIB will be evaluated by a board composed by three PhD lecturers that will act as President, Secretary and Member. The Dean will appoint only one board per MTI speciality each semester, taking into account that at least the President and Secretary should be linked to the speciality. Substitute members for the board will be also appointed. Previously mentioned requirements apply to the substitutes too.

6. Preliminary report

The student will have to deliver to the board's members a five double-spaced pages maximum report. It has to be delivered three months before the public defence, and it has to be approved by the PFM supervisor (or by the tutor). It will be structured in three parts:

- Description of the project's objectives.
- Explanation of the fulfilled objectives.
- Planning of the remaining tasks.

The board's members may summon the student to discuss the report and make suggestions.

The tribunal's members can refuse to evaluate the project if the report is not delivered on time.

7. Final report

Once the project is finished, the student will have to submit a report containing a description of the work.

The project's report has to be original and unique. If a project has been carried out by several students, each student's report will have to be different, and must contain his/her own contributions. However, some generic chapters may be coincident.

The student must send the project's report in PDF format to the Secretary's Office, as well as a summary of the project written in English in electronic format. The student must handle these documents at least ten days before the oral presentation of the project. The supervisor, or the tutor, must validate the final report. By doing so, he authorizes the presentation of the project. The members of the tribunal will receive the project's report directly from the Secretary's Office.

If the project has not been carried out under any confidentiality clause, the Secretary's Office will provide the Gabriel Ferraté Library with a copy of the report so that they incorporate it into the open digital deposit of academic works. The spreading of the works will be done by default under the `NonCommercialAcknowledgementWithoutDerivedWork*` license from Creative Commons, or a similar one**. If the project's report is subjected to a confidentiality clause, it will be kept at the Gabriel Ferraté Library, which will spread the whole text only under the copyright owner authorization.

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8. Presentation and defence

The FIB will advertise the projects' presentation periods. The board's President has to determine and inform the FIB, one month in advance, about the projects' presentation dates. These dates have to be agreed by all the board's members. The FIB will make them public.

The presentation and defence of a project cannot take place in the absence of the President, the Secretary or the Member. In case of an unexpected absence of a member of the tribunal, his/her substitute will be summoned directly by the President, without previous communication to the FIB. The President will include this change in the project's record.

The presentation of the project consists of an oral dissertation of the student. Afterwards, the members of the board are allowed to interview the student about the project. The presentation and defence will take place in a public session.

9. Evaluation

Before the presentation of the project, the FIB's Secretary will hand in the evaluation documents to the tribunal's Secretary, who will be in charge of filling and returning them as soon as possible to the FIB's Secretary.

The project's mark will be fixed by the tribunal in a non-public deliberation. The supervisor of the project will be invited to this deliberation.

The marks are:

- *Excellent* 9 - 10
- *Very good* 7 – 8,9
- *Pass* 5 – 6,9
- *Fail*

The project's mark can be fixed by consensus of the board members. If consensus is not possible, each board member will assign a numerical mark that will appear in the evaluation document. The final mark will be evaluated after averaging all the board's member's marks.

After the presentation of all the PFMs of a given speciality, the corresponding board may decide to award with Distinctions the projects that the board marks as specially excellent.

If the student has not been able to finish the project during the semester he registered it, he/she will be qualified as *Not Presented* and will have to register the project again. A student can not register the same project more than twice. The MTP's Coordinator can authorize exceptions to this limitation.

The projects carried out in foreign universities will be evaluated in the student's destination institution. The MTP Coordinator is responsible to adapt the qualification given by the destination's institution to the requirements of the project qualification at the FIB. The awarding of Distinctions to these PFMs will also be decided by the corresponding speciality's board.

10. Intellectual property

The intellectual property of the projects carried out in companies is determined by the agreement established with the company.

If the project has been done in a foreign university, the intellectual property is determined by the academic rules of the university where the project was carried out.

The intellectual property of the projects carried out at the UPC is regulated by the rules in force.

11. Modifications of the information

Any modification of the project's information (title, modality, change of supervisor, ...) will have to be done with an application form addressed to the Dean and signed by the supervisor (or the tutor) and the student.

12. Resignation

The supervisor of the project (or the tutor) and the student may request their own unilateral resignation from the project with an application form addressed to the Dean.