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1.- DESCRIPTION and COMPETENCIES

In general, not being mandatory, the Final Project (TFG) will be developed and linked to the Internship. The TFG involves the student's individual preparation of an original piece of work about a topic related to the Internship or other topic related to the Degree, under the supervision of one or more Director(s). This work will integrate and develop the received training contents, capacities, competencies and skills acquired during the teaching period of the Degree.

Table 1 compiles the number of ECTS credits corresponding to the TFG subject in each of the Bachelor's Degrees taught in the Faculty of Pharmacy.

Table 1. *ECTS Credits of the TFG subject for each Bachelor's Degree.*

	ECTS
Bachelor's Degree in Environmental Sciences (CCAA*)	10
Bachelor's Degree in Human Nutrition and Dietetics (NHD*)	10
Bachelor's Degree in Food Science and Technology (CTA*)	6
Bachelor's Degree in Pharmacy	6

* initials in Spanish

The TFG is associated with the achievement of the following competencies, which are recorded in each of the Degree reports:

1. To integrate the received training contents and the competencies acquired in the preparation, presentation and defence of a TFG.
2. To search and analyse information derived from the available bibliography sources in the field of study.
3. To develop written communication skills.
4. To be capable of presenting a report about an academic work related to the profession, in a clear and synthetic way, and defending it in a public session.

The student will get the following Academic Results:

1. It uses appropriate digital or analogue tools and resources for better information management in the organization and development of projects.
2. Organise information through software for further recovery and use.
3. It filters information from different scientific databases and specialized web portals, according to the.

4. It properly assesses the information obtained in different settings, based on its reliability and scientific relevance
5. It expresses conclusions arguing opinions from the interpretation of data and evidence.
6. It uses structures and standards in specialized written communication to produce academic and scientific documents.
7. It meets the reference and bibliographic reference standards according to the academic context (APA, Vancouver, ISO...).
8. In an oral exhibition, it manages time and rhythm according to the needs of the context.
9. It communicates ideas and arguments in an understandable way, in accordance with established formal criteria.
10. It assertively defends its experiences and knowledge using scientific-technical language. search criteria and objectives set in the task.
11. It properly assesses the information obtained in different settings, based on its reliability and scientific relevance

2.- METHODOLOGY

The TFG will comprise the following activities:

- Information session for the students of the last course of each of the Bachelor's Degrees taught in the Faculty, where the subject will be presented and deal with the regulations and features of the TFG (Director appointment, report format, registration, presentation and defence, evaluation criteria, etc.).
- Training session about the bibliographical search carried out in collaboration with the Campus Library.
- Individualised tutorials with the Director.
- Autonomous work of the student guided by his/her Director in the preparation, explanation and defence phases of the TFG.

3.- TYPES OF TFG

The TFG can be one of the following types:

1. Academic paper of bibliographical review about a topic related to the Degree.
2. Practical/experimental work, which can be carried out in laboratories, departments and research centres of the UPV/EHU, as well as in the centres/institutions or companies in which the Internship is developed.

3. Other types of academic works not adjusted to the above modalities.

The specific topic will vary based on the topic proposed by the student and the Director. When the TFG is linked to the Internship, this will vary based on the type of company and the job performed by the student during the Internship. In all cases, the TFG report must show:

- Analysis and synthesis capacity to deal with the case to be developed.
- Suitable logic flow in the information search and jobs approach.
- Information supplied in the form of figures, graphs and tables, clear and sufficient.
- Coherent argument in the development of solutions and/or conclusions.
- Sufficient clarity and accuracy to be understood by an expert audience.

4.- BASIC RULES OF THE STRUCTURE, STYLE AND WRITE-UP OF THE TFG

The TFG must be presented according to the format established as mandatory, following the structure, style and writing rules which are detailed below:

- Structure:

Title Page (include the logo of the faculty, title, author, Bachelor's Degree, academic course).

Table of Contents.

Summary (maximum 250 words)

1.- Introduction.

2.- Objectives.

3.- Methodology: If AI has been used, the use and extent of use should be specified.

4.- Development: this section can insert as many subsections as considered suitable (4.1.- ; 4.2.-; 4.3.- etc.).

5.- Conclusions: it must contain the general ideas which the student wishes to highlight about the performed activity.

6.- Sustainable Development Goals: Reflection (minimum 200 words) to explain the relationship of the TFG with the objectives of democratic principles and values and sustainable development.

Consideration may pay particular attention to:

- a. Respect for human rights and fundamental rights, as well as democratic values.
- b. Respect for gender equality and equal treatment and non-discrimination on grounds of birth, national or ethnic origin, religion, belief or opinion, age, disability, sexual orientation, gender identity or gender expression, sexual characteristics, disease, socio-economic situation or any other personal or social condition or circumstance.
- c. Respect for the principles of universal accessibility and design for all people.

- d. How to address sustainability and climate change.
- 7.- References: inserted in the text and displayed according to the standardised model (Vancouver, APA, ISO, etc.).
- 6.- Annexes (if they exist).

- Style and Write-up:

- Extension: 20-25 pages, including the references and annexes. The title page, the table of contents, the summary and abbreviations (if they exist) shall not be counted. The text which exceeds the maximum permitted extension shall not be considered in the qualification of the paper.
- Text editing: corporate image of the UPV/EHU and EHU typography 11, justified text, with 1.5 line spacing and leaving a margin of 2.5 cm on all sides.
- Language: inclusive speech and incorporation of the gender perspective in works related to human beings.
- The references, textual quotes and inclusion of tables, graphs or charts must be adapted to the evaluation criteria established in the evaluation rubric of the Director.
- The tables and figures will be inserted into the text and must be accompanied with their corresponding title or legend (in the upper section in the tables and in the lower section in the figures) and correlatively numbered, the same as the annexes. These annexes will be located at the end of the document.
- If necessary, the inclusion of the document annexes will be admitted in formats which are not DIN A4 and shall be counted as a single page.
- The electronic document will be submitted in a *pdf* format.
- The TFG report will be printed on both sides and will be delivered in a binding, only when required.

The aspects of style and editing not specified shall be left to the student's criteria.

The correct editing of the submitted documents, both the original document and the document in *pdf* format, shall be the student's responsibility.

5.- INVOLVED AGENTS

5.1.- COORDINATOR

The Coordinator of the Final Project (TFG) shall be the Vice-Dean of Students and Final Project (TFG), who shall be in charge of the organisation and management of the processes and procedures regulated in the legislation.

5.2.- DEGREE COMMITTEES

The Committees of each of the Bachelor's Degree taught in the Faculty of Pharmacy shall have the function to evaluate the suitability of the proposed topics and, where appropriate, authorise their preparation.

5.3.- DIRECTOR

The Director (or Co-director) of the Final Project (TFG), who will be the Tutor of the Internship, will be a professor member of a department with teaching staff in the Degree or a professor assigned to the Faculty of Pharmacy.

The TFG can be supervised by more than one person. In this case, at least one of the Directors will be the professor who has tutored the student during the Internship. PhD Professors/Doctors linked to the University and with a predoctoral contract (provided the contract permits) may also supervise the TFGs always when there is a co-director member of a department with teaching staff in the Degree or assigned to the Faculty.

The TFG can be supervised by personnel external to the University who have participated as an Instructor during the execution of the Internship, in the framework of an apprenticeship agreement, in other institutions or organisations different from the UPV/EHU, as well as the person responsible for the institution under the TFG agreement in the company. In this case, there must be a co-director, member of a department with teaching staff in the Bachelor's Degree or assigned to the Faculty.

Always, when required, based on the number of students, each department with teaching staff in the Bachelor's Degrees which are taught in the Faculty shall be requested to accept a minimum number of students to tutor/supervise, in any of the official languages which shall be established taking into account the teaching load as specified in the link: ["Legislation of Management, Preparation and Defence of the Final Project \(TFG\) in the Faculty of Pharmacy"](#) available in the Faculty Web Page.

5.3.1.- Functions of the Director

The Director shall be responsible to explain to each student the characteristics of the piece of work, orient said student in its development and monitor the fulfilment of the stipulated objectives, as well as carry out the follow-up and prepare a written report prior to the defence which shall be notified to the student. In the case that there are a Director and a Co-director, only a single consensus report shall be prepared.

The Director or Director shall analyse the ethical impact of the work to determine its possible consequences and shall collaborate with the student in:

Define the structure of the work.

Select the appropriate sources and make the references correctly.

The identification and appropriate academic justification of those exceptional cases in which the TFG involves some type of research activity with humans, their data and their samples; with animals; or with biological agents or genetically modified organisms. In such cases, advice shall include guidance in compliance with the specific ethical guidelines in force for academic work, as detailed in Article 9.

The identification and appropriate academic justification of those works that use, secondarily, information derived from other developed academic activities (e.g. internships, dual training, etc.), aimed at the student to be carried out in an anonymized way, ensuring that the persons involved are not identified.

The process of writing the Work.

Preparation of the submission to the Tribunal.

During the development of the TFG and until its defence:

Once the proposal of the TFG topic has been entered by the student in GAUR, the Director must review this proposal in GAUR and, where appropriate, approve it, following the indications of the link: "Support Guide for the use of GAUR for the Teaching Staff" available in the Faculty Web Page.

Once the defence has been requested by the student in GAUR, the Director must review and accept the defence application in GAUR attaching the "Director Evaluation Report", following the instructions of the "Support Guide for the use of GAUR by the Teaching Staff". When the TFG is supervised by two directors, each of them shall upload the "Director Evaluation Report" agreed with the signature of both to GAUR. Likewise, if the report attached in GAUR does not include the electronic signature, the Director must submit a copy of a signed report in the Dean's Office.

When the student raises his TFG to ADDI academic storage, the Director must validate the process of leaving the TFG in storage by following the instructions specified in the "Guide to supplement a TFG to ADDI".

5.3.2.- Recognition of the Teaching Activity of the Director

Each supervised TFG will be counted in the Director's teaching assignment two academic courses after it has been done, and it will only be recorded if the TFG has been qualified.

Table 2 compiles the number of credits corresponding to the Teaching Assignment assigned for each TFG supervised in each of the Bachelor's Degrees taught in the Faculty of Pharmacy.

Table 2. Credits assigned to the Teaching Assignment for each supervised TFG.

	Credits
Degree in Environmental Sciences	0.37
Degree in Human Nutrition and Dietetics	0.37
Degree in Food Science and Technology	0.25
Degree in Pharmacy	0.25

A professor may supervise a maximum of 4 students, in total, in the same summons.

5.4. - TFG EVALUATION COMMITTEE

The TFG Evaluation Committee shall be appointed by the Vice-Dean of Students and Final Project (TFG) and they must evaluate the presentation and the defence carried out by the student.

Each Committee shall be comprised by three members and at least one substitute, and they shall all belong to the teaching staff of the Faculty of Pharmacy.

In each Committee, there will be a President and a Secretary appointed according to the criteria of the teaching category and seniority, who shall exercise as such in all their actions. The different committees which are formed shall guarantee that the TFG can be defended in in Spanish, Euskera (Basque) or English.

The TFG Director shall not comprise part of the Evaluation Committee of this TFG, unless this was necessary in order to constitute sufficient committees to evaluate all the students presented in each summons.

6.- TFG PHASES

In order to defend the TFG, the student must carry out all the phases described below in the periods established in the link: TFG Calendar for each academic course is available in the Faculty Web Page.

6.1.- ENROLMENT

The TFG enrolment shall be carried out within the enrolment period which the Faculty establishes through GAUR or in the Students' Secretary's Office. In any case, to formalise the TFG enrolment, it will be necessary to have enrolled in all the subjects required to conclude the study plan.

The preparation, presentation and defence of the TFG can be carried out in Spanish, Euskera (Basque) or English, all in the same language, and it must be done in the language in which the student has been enrolled. For the changes of language, this must be requested to the link: [change of group](#) in the Students' Secretary's Office in the stipulated period. If once the Director has been assigned it were

necessary to perform the change of the language, the request can be delivered at the time of the delivery of the topic proposal in the Students' Secretary's Office.

The enrolment will provide the right to one ordinary and one extraordinary summons and involves the payment of the corresponding public prices. The student(s) who have not defended or have failed their TFG in the summons established for the course must once again enrol in the next academic course.

6.2.- APPOINTMENT OF THE DIRECTOR

On the dates indicated in the Final Project (TFG) calendar of each academic course, the appointment of the TFG Directors for the enrolled students shall be notified by the eGela virtual platform.

The appointment of the TFG Director will be linked to the assignment of the Tutors of the Internship. However, the appointment of the Director proposed by the teaching staff and the student themselves will be possible. For this purpose, the student must request this to the Vice-Dean of Students and Final Project (TFG) loading the document: "Final Project (TFG) Supervision Proposal" in eGela platform with at least one week in advance of the assignment of the Tutors/Directors indicated in the calendar of Internship of each academic course.

6.3.- TOPIC PROPOSAL

Each student must meet with his/her TFG Director with the aim to agree on a Final Project (TFG) Topic, which said party shall load in eGela platform on the dates indicated in the TFG calendar of each academic course the document: "Final Project (TFG) Topic Proposal" available in the Faculty Web Page. The student and the director must sign the proposal. Handwritten Topic Proposals shall not be accepted and they must be prepared in the language in which the student has enrolled. When, due to commitments arising from the Conventions signed between the Faculty and other entities, or in the interest of the Faculty itself, it intends to address specific topics, the Vice-Dean/o of Students and End Degree Work will make public the list of themes at the beginning of the course.

Regardless of the topic, the TFG will be encouraged to develop in a manner consistent with the educational model i3 of the UPV/EHU, and the completion of graduate studies on real needs or challenges will be promoted, with special attention to social challenges and all dimensions of sustainability. It will also promote the achievement of end of grade work aligned with the 2030 EHUagenda.

Once the delivery period has concluded, the Committees of each Degree taught in the Faculty of Pharmacy shall evaluate the suitability of the proposed topics and, where appropriate, approve or reject the different proposals. The Vice-Dean of Students and Final Project shall notify the decision of the Degree Committee to the Directors and Students by e-mail. In the case of the topic proposals which the Committee do not approve or request additional information, the modified proposal must be load in eGela platform in a maximum period of seven calendar days starting from the notification date.

6.3.1.- Criteria for the approval of the topic proposal

The topic proposal must be written up by computer, with correct syntax, grammar and spelling, will not exceed 2500 characters (including spaces), and it is mandatory to contain the following:

- TITLE: brief phrase, in accordance with the planned objectives, which demonstrate the Final Project (TFG) contents.
- DESCRIPTION AND INTEREST: justify the importance and/or contribution of the TFG.
- OBJECTIVE(S): clear and specific points which it is aimed to achieve in the TFG.
- TASK(S): activity or activities which shall be carried out to achieve the objective(s) of the TFG. In any case, this shall not suppose a description of the piece or work headings.

Likewise, the Bachelor's Degree Committee will evaluate the suitability of the proposed topics and where appropriate, approve or reject the different proposals taking into account the following aspects:

- It must be viable, taking into account the credits of the subject.
- It must have a suitable level for TFG.
- It must provide the student with an overall training, based on the relation of the concepts of the different subjects of the Degree and in the work of the competencies of the TFG subject.
- It must be a sufficiently specific proposal to prevent the coincidence of topics in the same academic course.
- It must present consistency between the *Description and Interest*, *Objective(s)* and *Task(s)*.
- Duplication of information between the sections must be avoided.
- It might be used the correct verbal form corresponding to *Objective* and *Task*.

6.3.2. TFG with ethical implications and compliance with the guidelines of the UPV/EHU Ethics Committee

In cases where the GFR involves some type of research activity with humans, their data and their samples; with animals; or with biological agents or genetically modified organisms, the person

director will be responsible for identifying this situation and ensuring that the student, with his or her advice, assesses the relevance of the ethical implications and follow the specific guidelines in force for academic work, available on the website of the Ethics Committee in Research and the teaching of the UPV/EHU.

In such cases, each student must present, together with the other documentation necessary to defend the TFG, the additional documentation established in the guidelines of the Ethics Committee in Research and Teaching for academic papers. This aspect should be monitored with special attention by the director. For its part, the Ethics Service will ensure the continuous improvement of the guidelines and procedures, with the aim of facilitating compliance with ethical standards and making the justification for such compliance as speedily as possible.

In the case of studies that for academic reasons use, secondarily, information derived from other developed academic activities (e.g. internships, dual training, etc.), and always complying with Article 8 regarding the processing of information in an anonymized manner, ensuring the non-identification of the persons involved, it will not be necessary to provide additional documentation, but it will be necessary to explicitly indicate in the work the source of the information used and the way in which anonymization has been ensured, aspects that the directors should monitor with particular attention.

In the defense of those works with ethical implications, the Evaluation panel will also evaluate the follow-up of the specific ethical guidelines in force for academic studies, since knowledge about the ethical implications and the follow-up of these guidelines is part of the transversal competences that must be demonstrated in those works that are initiating the research.

6.3.3.- Entry of the topic proposal in GAUR

Once it has been accepted by the Degree Committee, the student must enter the proposal in GAUR in a period of seven calendar days, completing all the requested fields, following the instructions of the link: "Support Guide for the use of GAUR by the Students". Subsequently, the Director must review the proposal in GAUR and, where appropriate, approve it following the instructions of the "Support Guide for the use of GAUR by the Teaching Staff".

6.3.4.- Modification of the topic proposal

Once the topic proposal has been accepted, it cannot be modified except due to a force majeure.

The student who has presented his/her proposal in the academic course but has not defended the work will not have to prepare it again, except in the case that due to a justified cause, he/she wishes to change the topic; for that purpose, the student must make a request to the Dean, which must be approved.

6.4.- TFG DEFENCE APPLICATION

The TFG Defence Application shall be carried out in the period stipulated in the TFG calendar of each academic course. For this purpose, the procedure below shall be followed:

1. Upload the document "TFG Defence Application", available in the Faculty Web Page, in the eGela virtual platform. The document must be signed by the student and the Director and shall be named with the student's name and both surnames. **Prior to the TFG Defence Applications**, the student must submit a digital copy or paper copy of the final version of the TFG to the Director in order to prepare the corresponding evaluation.
2. Apply for the Defence through GAUR, following the instructions of the "Support Guide for the use of GAUR by the Students", indicating the summons and the language for the TFG defence. The TFG Defence must be prepared in the language in which the student has enrolled.
3. Once the Director accepts the request for the defense at GAUR, the student will receive two messages at the UPV/EHU address (it is important that the electronic address be activated).
 - a. The first message is sent by GAUR and is informative.
 - b. The second message is sent from the ADDI stack and in that message, the TFG must be upgraded to ADDI by following the 1-14 steps specified in the following guide: "ADDI akademikoan GrAL bat osatzeko gida".

The TFG Defence Application shall not be accepted outside of the period, hence in the case that the printed TFG report or the pdf format is not delivered on time, the qualification granted for this summons shall be "Not Submitted". The student qualified as "Failed" or "Not Submitted" in the ordinary summons shall have the right to an extraordinary summons. For this purpose, the TFG Defence Application must be prepared for the extraordinary summons in the period stipulated in the TFG calendar of each academic course.

Likewise, the student can use, always when said party fulfils the established requirements, the End-of-Studies Summons in February, applying for it by means of request in the Students' Secretary's Office in the stipulated period. The students who requests this End-of-Studies Summons, and in February, is qualified as "Failed" or "Not Submitted", must apply for the extraordinary summons in July and performe the presentation and defence in September.

Having concluded the period for the TFG Defence Application, the TFG Coordinator shall establish the Committees which will evaluate the TFGs of each summons and the location, date and time for the performance of the defence of each TFG. Likewise, the TFG Coordinator shall notify, with sufficient advance notice, the student(s) and teaching staff involved, by means of the eGela virtual platform and/or through GAUR.

6.5.- TFG DEFENCE

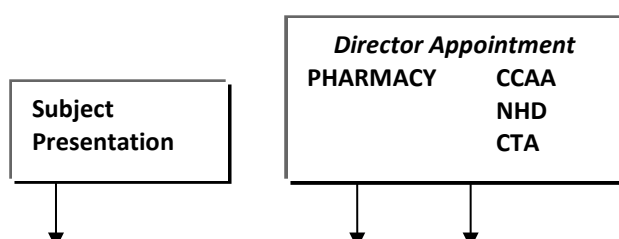
The TFG must be presented to the Evaluation Committee comprised by three professors who are members of a department with teaching staff in the Degree or professors assigned to the Faculty of Pharmacy. Each student shall have 15 minutes for the defence, in which said student must explain the objectives, methodology, contents and conclusions of his/her TFG. If the student deems suitable, he/she may use audio-visual and IT/computer equipment available in the Centre. Subsequently in a maximum period of 15 minutes, the student shall answer the questions, clarifications, comments and suggestions which can be raised to him/her by the members of the Committee. The defence shall be public.

Prior to the date of the TFG Defence, the members of the TFG Evaluation Committee will have access to the works to be evaluated through the academic ADDI.

6.6.- TIME SCHEDULE

Figure 1 describes the time schedule diagram of the different phases of the Final Project (TFG) for students joining the General Call. The dates indicated in this diagram are an orientation, the exact dates shall be those indicated in the TFG calendar off each academic year available in the Faculty Web Page.

Enrolment: it shall be carried out in the enrolment periods stipulated by the Faculty and once the student has enrolled in all the subjects required to conclude the Study Plan.



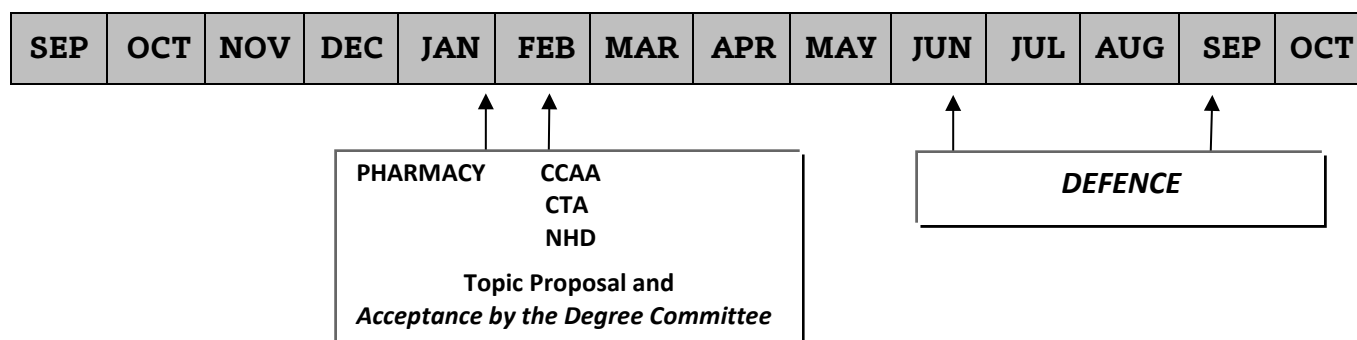


Figure 1. Time schedule of the different TFG phases. for General call

In order to present the Defence in the End-of-Studies Summons (ESS) in February, it is necessary to previously apply for it in the Students' Secretary Office in the established period. Likewise, those who in July did not meet the requirements to be able to register the TFG, will be able to do so in the period of Enrollment extension (EE). Figure 2 schematically describes the temporal organization of the different phases of the TFG for these two calls.

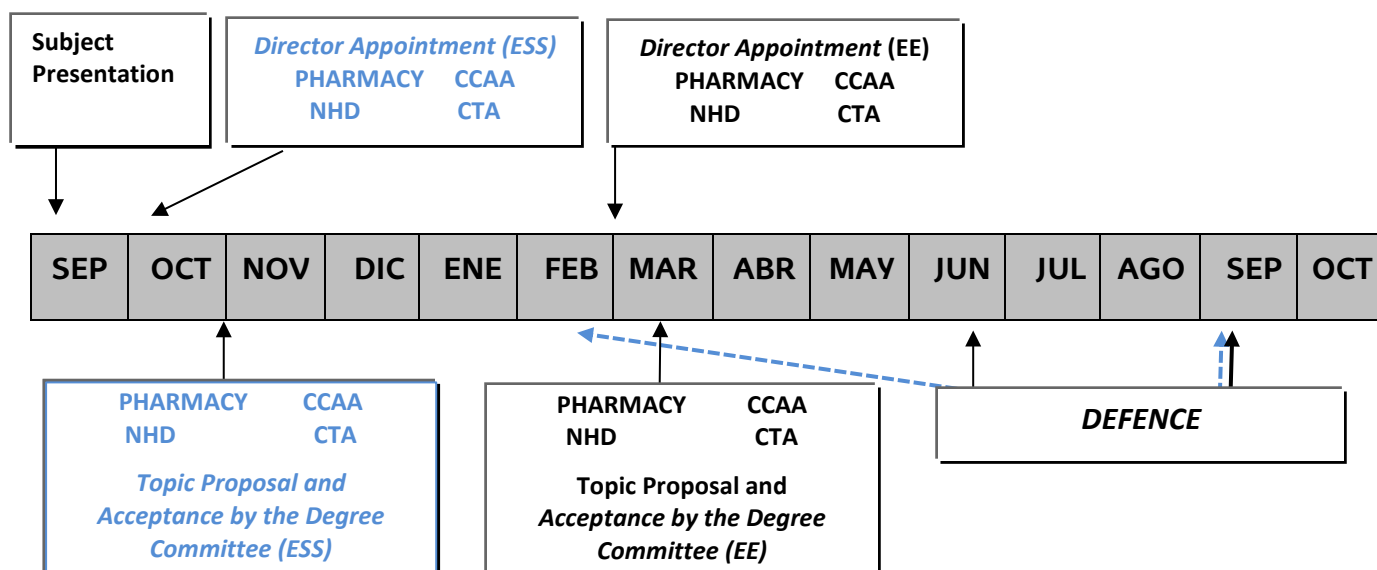


Figure 2. Time schedule of the different TFG phases : End-of-Studies Summons and Enrollment Extension

7.- TFG EVALUATION

The Director shall prepare the TFG Evaluation Report using the document: "Director Report" (Excel document which shall be sent to the Director by e-mail). The Director shall include his/her

report when approving the TFG Defence Application performed in GAUR by the student. When the TFG is supervised by two directors, each of them shall upload the "Director Evaluation Report" agreed with the signature of both to GAUR. If the report attached in GAUR does not include the signature of the Director, this report must be signed and submitted in the Dean's Office.

On the other hand, the Committee shall evaluate the presentation and defence performed by the student according to the evaluation criteria stipulated in the document: "[Committee Evaluation](#)", using the available form. Each member of the Committee shall prepare an individualised evaluation and the final score shall subsequently be calculated as the mathematical average of the three recorded qualifications. The qualification obtained by each student will be indicated in the corresponding "TFG Defence Certificate", using the available form and shall be delivered to the Dean's Office.

The proposed evaluation rubrics will make easier the preparation of their written work and oral presentation of the students and the evaluation of the tests to the Directors and/or members of the Committee.

Qualification:

Final Evaluation System:

- Written piece of work: 50%
 - 30% Director
 - 20% Committee
- Oral presentation, including answers to questions: 50%

In order to pass the subject, a minimum score of 40% must be obtained in each section (written piece of work and oral presentation). The evaluation criteria are described in detail in the link: "[Evaluation Rubric of the Director](#)" and the link: "[Evaluation Rubric of the Committee](#)".

In the case of obtaining the qualification of "Failed", the Committee shall submit a report to the student with the suitable recommendations for the improvement of the project and its subsequent evaluation. A copy of the report will also be sent to the Director. In the case of renouncing the right of defence in a summons, it must be recorded as "Not Submitted".

According to section 4.3. of the [Protocol on Academic Ethics and Prevention of Dishonest and Fraudulent Practices in the Evaluation Tests and in the Academic Works in the UPV/EHU](#):

- In case of signs of plagiarism or lack of rigour when referencing other authors in the bibliography used in the preparation of the Final Project (TFG), the person who directs it must notify this to the student with the aim to correct the errors or actions carried out in the paper prior to its presentation.

- In the case of detecting plagiarism in the presentation of the TFG, the Committee shall qualify the paper with a fail qualification (0.0).

The revision or claim of the final qualifications of the TFG shall be carried out in conformity with that foreseen in the Legislation on evaluation of the University, although in this case, since it involves a Committee, the revision of the evaluation in the first instance shall be done by the Committee itself and in the next instance, it shall be resolved by the corresponding Bachelor's Degree Committee, whose ruling can be appealed to the Rector of the UPV/EHU in an appeal filing.

Only if the health situation does not allow it and the defence of the TFG could not be carried out in-person, it would be carried out in a non-face-to-face mode by videoconference or other online resource that enable the interaction between each student and the members of the Evaluation Committee.

8.- TFG OWNERSHIP

The TFG is an academic work protected by the Intellectual Property Law. Consequently, the ownership of the intellectual property rights will correspond to the person who has prepared it, unless this has been established in another way in the TFG assignment document which each student has accepted, in the terms and conditions foreseen in the legislation in force.