



**REGULATIONS FOR THE BACHELOR'S DEGREE FINAL PROJECT OF THE
CENTRE FOR IMAGE AND MULTIMEDIA TECHNOLOGY, A UNIVERSITY CENTRE
AFFILIATED WITH THE UNIVERSITAT POLITÈCNICA DE CATALUNYA**

Prepared by: CITM Bachelor's Degree Final Project Coordination
Reviewed by: Director, Head of Studies
Approved by: Governing Board
Approval date: 13/01/2026



Regulations for the Bachelor's Degree Final Project of the Center for Image and Multimedia Technology, a university centre affiliated with the Universitat Politècnica de Catalunya.

Preamble:

The Centre for Image and Multimedia Technology (CITM) is a university teaching centre affiliated with the Universitat Politècnica de Catalunya and managed by the Fundació Politècnica de Catalunya, which delivers official degree programmes in the fields of animation and digital art, multimedia technologies and design, and video games.

Current legislation establishes that bachelor's degree studies must conclude with the completion and defence of a final degree project, setting a minimum and maximum percentage threshold of the total number of credits of the degree, which must be carried out in the final stage of the studies and aimed at assessing the competences associated with the degree.

Chapter I

Article 1. Definition and scope of application

The study plans of the bachelor's degrees taught at the CITM include, as a compulsory requirement, the completion and defence of a Bachelor's Degree Final Project (TFG).

The TFG is a theoretical and/or practical project whose purpose is to demonstrate the knowledge acquired during the degree studies and the student's ability to apply them, through a working methodology, as well as their creative, analytical and synthesis skills.

This regulation defines and governs the academic procedures related to the TFG and applies to all official degree programmes taught at the CITM.

Article 2. Characteristics and contents of the TFG

The TFG must be oriented towards innovative proposals linked to current issues and related to the knowledge acquired in the corresponding degree.

The TFG must consist of an individual piece of work, distinct from those carried out during the learning process of the different subjects, and of an in-depth nature, in which the competences acquired during the studies are synthesised.

The TFG is an individual project which, in some cases, may be linked to the work of other student(s), resulting in a collective project with individual assessment. In this case, each student must carry out a differentiated contribution from the others. Each author must produce their own report, clearly and distinctly identifying their individual contribution to the joint work. Common sections may be shared between reports, such as the theoretical framework or the general description of the project, provided that authorship is clearly identifiable in the specific sections.



Article 3. Proposal of topics for the development of the TFG

The TFG may address any topic that is related to the specific subjects studied in the corresponding degree programme.

The TFG may be developed under the following modalities:

- A. The teaching and research staff (PDI) of the CITM may submit a TFG proposal in which the topic, the TFG supervisor, and the development conditions must be specified.
- B. Proposals submitted to the Centre by public or private entities.
- C. Students may propose a topic for the TFG to a lecturer of the Centre.
- D. University mobility programme.

Article 4. TFG Committee

The TFG Committee is the body that proposes and, where appropriate, approves TFG proposals, regardless of the modality involved. In addition, it resolves and awards Honours distinctions after receiving and analysing the proposals for Honours grades submitted by the TFG Assessment Boards.

The TFG Committee is composed of the Director and the Head of Studies of the CITM, all the degree programme coordinators, and the TFG Coordinator.

Article 5. TFG Supervisor

The TFG supervisor shall supervise and advise the student regarding the scope of the objectives, general approach, scheduling and technical aspects of the TFG, facilitating the search for support and interdisciplinary consultation.

The TFG supervisor, taking into account the set of general tasks as well as the technically complex, research and analytical tasks involved in each TFG, shall have a maximum number of supervisions established, either in the regulations governing the Centre's teaching staff or subsidiarily by the CITM Directorate.

The TFG supervisor may only be a member of the Centre's teaching and research staff (PDI), with the following exceptions:

- TFG carried out under modality B of Article 3, where there may be co-supervision of the TFG, subject to prior approval by the TFG Committee, designated by the entity within the framework of the collaboration agreement between the Centre and the public or private entity;
- TFG carried out under modality C of Article 3, where, subject to prior approval by the TFG Committee, it may be supervised by an expert professional or lecturer of recognised prestige in the subject area of the TFG who is not considered PDI of the CITM; and
- TFG carried out under modality D of Article 3, where the host university institution may choose to appoint a TFG supervisor.



Article 6. TFG Coordinator

The TFG Coordinator of the Centre shall carry out advisory tasks for the TFG Committee and the TFG supervisor in relation to the interpretation and compliance with these regulations, as well as any subsequent amendments; and shall inform students about administrative aspects in the development of the TFG.

Article 7. TFG Assessment Board

For the evaluation of the TFG, the CITM Directorate shall appoint, with the advice of the TFG Coordinator, an Assessment Board composed of three persons, selected from among the teaching and research staff eligible to be members of such a board, and from among them a Chair, a Secretary and a Member shall be designated. The Secretary of the Board shall be the TFG supervisor.

The functions of the TFG Assessment Board are:

1. Reading and/or viewing and studying the TFG reports and materials.
2. Attendance at the presentation and defence sessions.
3. Asking questions during the defence session.
4. Evaluating the content and presentation according to the criteria specified in these regulations.
5. Signing the Assessment Record prepared by the Secretary.

In addition, the Chair of the TFG Assessment Board shall:

- Moderate the development of the presentation and defence session;
- Seek consensus among the members of the board during deliberations and decision-making, and convey to the TFG Coordinator and subsequently to the Director of the CITM those decisions which, in their judgement, fall within their competence; and
- Communicate the grade obtained to the student.

Article 8. Confidentiality

TFGs may be considered confidential when a patent is to be requested based on the content of the work, when a subsequent publication related to the research field is intended, or when they concern work subject to confidentiality clauses established by the public or private institution in which the project has been developed. In all such cases, the student must inform the CITM Directorate so that prior authorisation may be granted.

If the TFG is considered confidential, its defence must be carried out by providing all the information required by the board and shall entail the obligation of the members of the Board not to disclose confidential information, as well as the deactivation of the dissemination of electronic files in the corresponding repository for the duration of the confidentiality commitment, which in no case shall exceed five years.

Article 9. Intellectual Property

The intellectual property of the TFGs shall be governed by the "Regulations on industrial and intellectual property rights at the Universitat Politècnica de Catalunya",



CG/2022/05/23, of 5 July 2022, approved by the Governing Council, which approves the modification of the regulations on the rights of Industrial and Intellectual Property of the UPC.

Chapter II

Article 10. Previous requirements

Students may enrol in the TFG during the enrolment period established in the calendar published by the Academic Secretariat of the CITM. In order to do so, they must previously fulfil the enrolment requirements set out in the academic regulations of the UPC NAGRAMA.

Article 11. Procedure

The processes to be followed in order to carry out the TFG are as follows:

- a. Registration of the TFG
- b. Enrolment of the TFG
- c. Modification of the proposal, if applicable
- d. Teaching period
- e. Initial milestone
- f. Monitoring milestone
- g. Deposit of the TFG (submission of the work)
- h. Presentation and Defence of the TFG
- i. Assessment of the TFG

a. Registration of the TFG

During the month of May of the third year, students must select or propose the topic and the supervision of their TFG, within one of the modalities established in Article 3 of these regulations. In the event that the student wishes to make a modification to the proposal once development has begun, they must submit a request to the TFG Coordinator.

b. Enrolment of the TFG

Enrolment of the TFG shall be carried out in the month of July, together with the rest of the subjects of the study plan. Exceptionally, students may request authorisation to enrol outside the period established in the academic calendar, by means of an application addressed to the TFG Coordination.

In order to enrol in the TFG, it is necessary to have formalised and obtained approval of the registration.

c. Modification of the proposal

In the event that the student wishes to make a modification to the proposal once development has begun, they must submit a request to the TFG Coordinator.



The modification of the proposal may not, under any circumstances, entail an increase in the number of hours of dedication foreseen for the TFG supervisor.

d. Teaching period

During the last academic year of each degree, the compulsory sessions of the framework for the development of the TFG shall be delivered, which shall serve to carry out the monitoring and verification of the achievement of the different milestones established.

e. Initial milestone

In parallel with the teaching period, the student shall prepare an initial document of their TFG report.

The TFG supervisor shall assess this milestone.

f. Monitoring milestone

The TFG supervisor shall meet with the student to assess the fulfilment of the monitoring milestone. Without this assessment, it shall not be possible to defend the TFG.

g. Deposit of the TFG

Within the deadline established in the academic calendar, the student shall carry out the deposit of the TFG.

In order for the submission to be valid, the TFG supervisor must submit rubric 3 (TFG deposit milestone) duly completed.

The TFG supervisor may issue a negative report and, consequently, fail the rubric, if the student has not kept them informed of the development of the work (with between 3 and 6 meetings) or if they have not made the report available for review with sufficient time.

h. Presentation and Defence of the TFG

The presentation and defence session consists of a summary presentation of the content and development process of the TFG before the assessment board.

The presentation and defence session is public and anyone may attend, without the right to intervene; once the defence has finished, the board shall withdraw to deliberate in private.

i. Assessment

Article 12 establishes how the TFG shall be assessed, detailing the elements to be taken into account, such as the written report, the monitoring of the project and the presentation and defence session. It also regulates the particularities of the assessment in cases where the work includes prototypes, applications or is carried out in collaboration among several students.



Article 12. Assessment

The assessment of the TFG shall be carried out on the basis of the submitted report and the verification of compliance with the rubric system: initial milestone, monitoring milestone and presentation, and of the presentation and defence session of the work.

In cases where the nature of the work results in a physical device, model, prototype or software application, the presentation session shall include a presentation and, where appropriate, a demonstration of its functioning, which shall also be taken into account in the assessment.

The assessment of the TFG shall be carried out considering the following elements:

- The correlation between the proposal and the result;
- The consolidation of knowledge;
- The multidisciplinary integration;
- The contribution of new knowledge;
- The quality of the report; and
- The quality of the oral and audiovisual presentation.

The work must be defended in a public session, within a maximum time of 60 minutes, including the presentation (approximately 20 minutes), the demonstration, where appropriate, and the questions from the Board.

In the event that the TFG contains aspects affecting confidentiality and/or intellectual or industrial property, the Board may establish the necessary mechanisms to preserve it, which may affect the public defence of the work, and, in all cases, they shall sign a confidentiality commitment.

When a TFG is carried out in collaboration by more than one student, each author must carry out an individual defence of the work. The defences shall be carried out in separate sessions, and may be before the same Board or before different Boards. Each student must present their contribution to the work and must answer the questions posed by the Board, both in relation to their presentation and to the overall work developed.

The numerical grade with rounding to one decimal place shall be recorded in the assessment record of the presentation and defence of the TFG, individualised for each student.

The assessment record includes a section for the justification of grades which the Board may use.

Once the assessment record has been signed, the Chair of the Board shall invite the student to enter the room where the deliberation has taken place and shall communicate the grade obtained.

In cases where the Board proposes the award of Honours, the justification of the grades in the different criteria shall be mandatory, as well as the indication of their order of priority. The proposal must also take into account the grades obtained in the initial assessment and in the monitoring milestone.

The student may request a review of the awarded grade by requesting a meeting with the TFG Coordinator and the Chair of the Board.

In the event that the student continues to disagree with the grade obtained, they may request a further review of the grade by means of a request addressed to the TFG Coordinator, which shall be assessed by the TFG Committee, which shall issue a reasoned response.

If the request is accepted, a special assessment board shall be appointed and a date shall be set for the student to carry out the presentation and defence of the TFG.

Students participating in international mobility programmes who defend the TFG at foreign universities shall be subject to the deadlines and submission and defence dates specified by the host institution; the CITM International Coordinator, together with the Head of Studies, shall ensure that the procedures and assessment criteria of the host institution comply with these regulations.

Once the assessment has been carried out and received at the host institution, the International Coordinator shall forward the generated documentation to the Head of Studies and the TFG Coordinator so that the result of the grade is recorded in the student's academic record.

FINAL PROVISION ONE

Below are the applications and academic-administrative deadlines so that students of the Centre may exercise the rights and obligations established in these regulations.

Request	Means	Deadline	Effects
Information on TFG proposals of modalities A and B	Virtual Campus	Month of May	Información
Registration of the TFG	Virtual Campus	Month of June	Asignación
Modification of TFG proposal	e-Secretaria	15 calendar days	Negative silence
Initial milestone	Virtual Campus	Month of November and December	Assessment
Monitoring milestone	Virtual Campus	Month of January	Assessment
Deposit of the TFG	Campus Virtual	Month of June	Assessment

FINAL PROVISION TWO

With the registration of the proposal, the student accepts each and every one of the terms contained in these regulations and their fulfilment.

The TFG Coordinator of the Centre has the authority to interpret these regulations and resolve any doubts that may arise in their application.



Any disputes arising regarding the interpretation, modification, resolution and effects of these regulations shall be resolved by the Director of the CITM.

FINAL PROVISION THREE

These regulations, once approved by the Governing Board of the Centre, the entity owning the CITM, shall enter into force. Any subsequent amendments shall follow the same approval procedure.