



Regulations for the
Master's Thesis at the EAE
Barcelona University
Centre

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Specific regulations for the Master's Thesis

1.1. Purpose of the regulations and scope of application

The first part of this regulation aims to establish the criteria and procedures that guarantee a homogeneous action in the planning and evaluation of the Master's Thesis (hereinafter, TFM) of the University Master's degrees taught at the EAE University Centre (hereinafter, EAE), regulating the specific guidelines relating to the definition, execution, defense, qualification and administrative processing of these works in accordance with the general regulations of the affiliated university.

1.2. Definition and modalities of the Master's Thesis

- 1.2.1. The Master's Thesis is the work that the student carries out under the guidance of a doctoral tutor, which applies, integrates and develops the knowledge, skills and abilities required in the Master's degree.
- 1.2.2. The purpose of the Master's Thesis is to verify the level of mastery of the knowledge, skills and abilities that the students have achieved, and its successful completion is an essential requirement to obtain the corresponding Master's degree.
- 1.2.3. The formats that the Master's theses may take include, among others, the following:
 - a) Academic research work (empirical or essay) on a specific subject or issue related to the content of the Master's program.
 - b) Bibliographic review and research work focused on different fields related to the Master's degree (monograph).
 - c) Simulation work of professional situations related to the different areas of professional practice for which the qualification qualifies: report, opinion, preparation and defense of a case, business creation projects and their feasibility study, among others.
 - d) Project developed within an entity external to EAE (companies, public and private institutions, NGOs, foundations and solidarity movements) on a subject related to the Master's.
- 1.2.4. Regardless of the modality selected from those indicated in the previous section, the TFM must contain the following elements:
 - a) Front page.
 - b) Summary.
 - c) Introduction: justification of the work, state of the art, objectives and applied methodology.
 - d) Analytical development.
 - e) Conclusions.
 - f) List of sources, bibliography or material resources used, webography and details of prompts used in Artificial Intelligence.
- 1.2.5. As regards the rest of the formal requirements, the development of the TFM will conform to what is established in the corresponding teaching guide.

1.3. Functions and responsibilities of tutors and students of the Master's Thesis

- 1.3.1. Master's theses will generally be supervised in groups of three students. Exceptionally, groups may consist of one or two students, provided the thesis is applied and confidential for the company where the student is working, and the company requests it. A formal, signed request from the company for which the thesis is being carried out is required. This request must be submitted to the plenary session coordinator, who will then forward it to the Vice-Dean of Postgraduate Studies. Requests will be approved by the Academic Committee.
- 1.3.2. The Master's Thesis (TFM) must be carried out under the direction and supervision of a PhD supervisor who preferably teaches in the corresponding Master's program. If other faculty members are assigned, they must belong to fields of knowledge related to the Master's program. The appointment of supervisors must be approved by the professor coordinating the TFM plenary sessions and will also require the approval of the Director of the corresponding Master's program. This approval must always be in writing, with a copy to the Vice-Dean of Postgraduate Studies, and must be recorded in the minutes of the Academic Committee.
- 1.3.3. The role of tutoring and supervision is to offer guidance and advice to students on various aspects related to the completion of their Master's Thesis, both formal and substantive, as well as to assess student progress and ensure that the final objectives are met. Specifically, the tutor must perform, among others, the following tasks:
- a) Inform the student about the characteristics and objectives of the work according to the chosen modality within the framework of the teaching guide and the indications given in the plenary sessions with the professor/coordinator of the subject.
 - b) Verify that the chosen topic for the Master's Thesis is appropriate in relation to the number of hours of student workload corresponding to the ECTS credits assigned to the thesis in the study plan. You must approve the topic by validating it in the Virtual Classroom for Master's Thesis projects in the Feedback section of the document submission.
 - c) To guide the student in the development of the work and to provide regular follow-up. In this regard, a minimum of 3 tutorials must be held, which may be in person or virtual as established in the corresponding course guide.
 - d) Inform the student about their level of achievement of the required competencies, and
 - e) Authorize the deposit of the work in the Virtual Classroom. All Master's theses with a grade of 8 or higher will be published in the publicly accessible repository, except for those of a confidential nature, which must have a document signed by the company/entity that requested it from EAE Business School.
- 1.3.4. The following are the student's function and responsibility:
- a) Inform the tutor of the progress of the Master's Thesis;
 - b) Attend the tutoring sessions, which will be at least 3;
 - c) To properly monitor the training activities that may be associated with the subject of the Master's Thesis;
 - d) Complete the work according to your tutor's instructions; and
 - e) Submit an original work
 - f) Any other specifics mentioned in the teaching guide and the corresponding protocol.

1.4. Tuition

- 1.4.1. Students can only enroll in the Master's Thesis when they enroll in all the remaining credits to complete the Master's degree.
- 1.4.2. Registration entitles you to a single exam session per academic year, with no right to retake.

1.5. Proposal and assignment of the thematic areas of the Master's Thesis

- 1.5.1. The Academic Directorate reserves the right to propose a list of thematic areas (including challenges from real companies or institutions) for the completion of the Master's theses, according to which students may choose one if they wish.
- 1.5.2. The suggestion of thematic areas, when deemed appropriate by the professor/coordinator of the plenary sessions, will be formulated taking into account the preferences expressed by the students and considering the available contacts of companies and institutions with proposals of real challenges and also based on the teaching capacity of the Master's faculty and the Center.
- 1.5.3. The assignment of thematic areas will only be valid for the academic year in which the student is enrolled. If the Master's Thesis is enrolled in a second or subsequent enrollment, the previously assigned topic will be maintained, provided that the teaching capacity of the Master's faculty and the Center allows it, and except in exceptional cases where a change of topic assignment is justified at the discretion of the professor/coordinator in charge of the plenary sessions.
- 1.5.4. The course guide for each Master's program will establish the remaining issues related to the procedure and deadlines for assigning the thematic areas of the Master's Thesis.

1.6. Appointment of the TFM supervisor

- 1.6.1. The appointment of the TFM tutor is established by the DTFM together with the professor/coordinator of the TFM plenary sessions and the Program Directorate, and is approved by the Academic Committee.

1.7. Development of the Master's Thesis

- 1.7.1. The teaching guide will include the objectives, skills, content, methodological axes, development plan and evaluation corresponding to each Master's degree.
- 1.7.2. The specific content and format of the Master's Thesis must be approved by the supervisor. It should be noted that, in order for the student's acquired competencies to be assessed, the chosen topic must be directly related to the subjects that make up the Master's program.

1.8. Evaluation of the Master's Thesis

- 1.8.1. The evaluation of the Master's Thesis is continuous and includes the assessment of, at a minimum:
 - a) The planning and development of the work, with a weighted value of 18% of the final grade.
 - b) The final report, with a weighted value of 27% of the final grade.
 - c) The oral and public defense of the same, with a weighted value of 55% of the final grade.

- 1.8.2. The supervisor assesses the planning and development, as well as the final report of the Master's Thesis. They will also be able to assign an individualized assessment to each member of the group, both for the planning and development of the work.
- 1.8.3. For the evaluation of the Master's Thesis (TFM), the proposal made by the TFM Directorate must be accepted and approved in the minutes of the Academic Committee. The examination panel will consist of three members, the same panel referred to in section 1.10, drawn from among the faculty members eligible to serve on the panel. From among these three, the panel will appoint the chair, the secretary, and one member. The panel will review the individualized assessments of the final report prepared by the supervisor (with the authority to modify the grade), as well as evaluate the oral defense of the TFM. The secretary of the panel may be the TFM supervisor, who in this case will have voice but no vote.

1.9. TFM deposit for defense

- 1.9.1. Once the TFM report is completed, the tutor will authorize the formal deposit of the TFM for defense in the Virtual Classroom, at least 5 business days before the date of defense of the work.

1.10. Defense of the Master's Thesis

- 1.10.1. The defense of the Master's Thesis (TFM) must be conducted in a public session through the oral presentation and defense of its content before a panel composed of three expert professors with doctoral degrees from the faculty. From among these three, a chair, a secretary, and a member will be appointed. The secretary of the panel will be the TFM supervisor, who in this case will only have voice but no vote. The composition of the defense panels will be proposed by the DTFM and approved by the Academic Committee.
- 1.10.2. In order to pass the TFM, the student will need to obtain a minimum of 5 out of 10 in the grade derived from the presentation and oral defense of the work.
- 1.10.3. Teachers and students may be physically in the same place or in different locations, connected by technologies that allow interaction

1.11. Detection of plagiarism or fraud in the completion of the Master's Thesis

- 1.11.1. The Master's Thesis must be an original work, free from plagiarism or fraud, and must not have been previously submitted to any other evaluation process in the same or different undergraduate or master's programs. It must also comply with the common ethical criteria specific to research in the academic field.
- 1.11.2. The Master's Thesis submitted by the student will contain a signed declaration in the same document as the Master's Thesis report, in which the authorship and originality of the work will be assumed, as well as the correct and ethical use of all cited sources.
- 1.11.3. The tutor or any member of the evaluation committee who detects plagiarism or fraud at the time of evaluating a Master's Thesis, in the exercise of their evaluation power, may give the Master's Thesis a suspended score of zero (0).
- 1.11.4. The professor will have to inform the students affected by the detection of plagiarism or fraud, and must issue a report with the evidence that justifies the plagiarism or fraud, which will be sent to the professor/coordinator of the plenary sessions of TFM and to the Director

of the master's program without prejudice to the exercise of the corresponding disciplinary power.

1.12. Evaluation of the Master's Thesis

- 1.12.1. Once the Master's Thesis defense has taken place, the secretary of the evaluation committee will complete the grade report with the overall score obtained by weighting the scores given by the different evaluators for the various pieces of evidence. This report will be sent to the corresponding Master's Thesis Coordination area no later than 5 business days from the date of the defense.
- 1.12.2. Students enrolled in the Master's Thesis who do not defend it or who fail it must re-enroll in it the following year.
- 1.12.3. The Master's Thesis is graded both numerically and qualitatively. If the grade resulting from the assessments of the supervisor and the evaluation committee is equal to or higher than 9, the supervisor may propose the distinction of honors (MH).
- 1.12.4. In the event that the number of MH proposals exceeds those permitted by the UdL evaluation regulations, the EAE Academic Commission will decide who is awarded the MH, taking into account the student's academic record as a whole.

1.13. Publication of Master's Theses

- 1.13.1. Unless the corresponding confidentiality request has been authorized as regulated in point 1.15, the TFMs will be deposited in the TFM repository of the Documentation and Resources Centre (CDR) of EAE Business School, as well as in the Open Repository of the UdL (<http://repositori.udl.cat>) and in the Research Depository of Catalonia (RECERCAT) (<http://www.recercat.cat>) and will be visible and freely available for teaching, research or personal study purposes.

1.14. Intellectual property rights or industrial property rights

- 1.14.1. The intellectual property or industrial property rights of the TFM are regulated in the terms and conditions provided for in current legislation.

1.15. Confidentiality of the Master's Thesis

- 1.15.1. All Master's theses that have been requested as confidential, in accordance with section 1.3.3.b, will be treated confidentially. Theses declared as confidential will not be publicly accessible.
- 1.15.2. In the event that confidentiality of the work is authorized after the procedure established in point 1.5, the organizations, companies or institutions that have contributed to the completion of a Master's Thesis by making available to the students sources of information that they consider to be confidential, may demand a copy of the confidentiality document with the due signatures from EAE Business School.

Specific regulations for the Master's Thesis in Continuing Education

2.1. Purpose of the regulations and scope of application

The first part of this regulation aims to establish the criteria and procedures that guarantee a homogeneous action in the planning and evaluation of the Master's Thesis (hereinafter, TFM) of the Master's degrees of continuing education taught at EAE Business School Barcelona, a center attached to UdL (hereinafter, EAE), regulating the specific guidelines relating to the definition, execution, defense, qualification and administrative processing of these works in accordance with the general regulations of the UdL.

2.2. Definition and modalities of the Master's Thesis

- 2.2.1. The Master's Thesis (TFM) is the project that students complete under the guidance of a tutor, and in which they apply, integrate and develop the knowledge, skills and abilities required for the Master's degree.
- 2.2.2. The purpose of the Master's Thesis is to verify the level of mastery of the knowledge, skills and abilities that the students have achieved, and its successful completion is an essential requirement to obtain the corresponding Master's degree in continuing education.
- 2.2.3. The formats that the Master's theses may take include, among others, the following:
 - a) Academic research work (empirical or essay) on a specific subject or issue related to the content of the Master's program.
 - b) Bibliographic review and research work focused on different fields related to the Master's degree (monograph)
 - c) Simulation work of professional situations related to the different areas of professional practice for which the qualification qualifies: report, opinion, preparation and defense of a case, business creation projects and their feasibility study, among others.
 - d) Project developed within an entity external to EAE (companies, public and private institutions, NGOs, foundations and solidarity movements) on a subject related to the Master's.
- 2.2.4. Regardless of the modality selected from those indicated in the previous section, the Master's Thesis will materialize in the preparation of a written report comprised, at a minimum, of the following elements:
 - a) Summary.
 - b) Introduction: justification of the work, state of the art, objectives and applied methodology.
 - c) Analytical development.
 - d) Conclusions.
 - e) List of sources, bibliography or material resources used, webography and details of prompts used in Artificial Intelligence.

- 2.2.5. As regards the rest of the formal requirements, the Master's Thesis will conform to what is established in the corresponding teaching guide.

2.3. Functions and responsibilities of tutors and students of the Master's Thesis

- 2.3.1. Master's theses will generally be supervised in groups of up to four students. Exceptionally, groups may be smaller if the thesis is applied and confidential for the company where the student is working, and the company requests it. A formal, signed request from the company for which the thesis is being carried out is required. This request must be submitted to the plenary session coordinator, who will then forward it to the Vice-Dean of Postgraduate Studies. Requests will be approved by the Academic Committee.
- 2.3.2. The Master's Thesis (TFM) must be carried out under the direction and supervision of a tutor who preferably teaches in the corresponding Master's program. If other faculty members are assigned, they must belong to fields of knowledge related to the Master's program. The appointment of tutors must be approved by the professor coordinating the TFM plenary sessions and will also require the approval of the Director of the corresponding Master's program. This approval must always be in writing, with a copy to the Vice-Dean of Postgraduate Studies, and must be recorded in the minutes of the Academic Committee.
- 2.3.3. The role of tutoring and supervision is to offer guidance and advice to students on various aspects related to the completion of their Master's Thesis, both formal and substantive, as well as to assess student progress and ensure that the final objectives are met. Specifically, the tutor must perform, among others, the following tasks:
- Inform the student about the characteristics and objectives of the work according to the chosen modality within the framework of the teaching guide and the indications given in the plenary sessions with the professor/coordinator of the subject.
 - Verify that the chosen topic for the Master's Thesis is appropriate in relation to the number of hours of student dedication corresponding to the ECTS credits assigned to the thesis in the study plan. You must approve the topic by validating it in the Virtual Classroom for Master's Thesis Projects in the Feedback section of the Final Master's Project Proposal activity.
 - To guide the student in the development of the work and to provide regular follow-up. In this regard, a minimum of 3 tutorials must be held, which may be in person or virtual as established in the corresponding course guide.
 - Inform the student about their level of achievement of the required competencies, and
 - Authorize the uploading of the work to the Virtual Classroom. All Master's theses will be published in the publicly accessible repository, except for those of a confidential nature, which must have a document signed by the company/entity that requested this from EAE Business School.
- 2.3.4. The following are the student's function and responsibility:
- Inform the tutor of the progress of the Master's Thesis;
 - Attend the tutoring sessions, which will be at least 3;
 - To properly monitor the training activities that may be associated with the subject of the Master's Thesis;

- d) Complete the work according to your tutor's instructions; and
- e) Submit an original work
- f) Any other specifics mentioned in the corresponding teaching guide.

2.4. Tuition

- 2.4.1. Students can only enroll in the Master's Thesis when they enroll in all the remaining credits to complete the Master's degree.
- 2.4.2. Registration entitles you to a single exam session per academic year, with no right to retake.

2.5. Proposal and assignment of the thematic areas of the Master's Thesis

- 2.5.1. The Academic Area reserves the right to propose a list of thematic areas (including challenges from real companies or institutions) for the completion of the Master's theses, according to which students may choose one if they wish.
- 2.5.2. The suggestion of thematic areas, when deemed appropriate by the professor/coordinator of the plenary sessions, will be formulated taking into account the preferences expressed by the students and considering the available contacts of companies and institutions with proposals of real challenges, and also based on the teaching capacity of the Master's faculty and the Center.
- 2.5.3. The assignment of thematic areas will only be valid for the academic year in which the student is enrolled. If the Master's Thesis is enrolled in a second or subsequent enrollment, the previously assigned topic will be maintained, provided that the teaching capacity of the Master's faculty and the Center allows it, and except in exceptional cases where a change of topic assignment is justified at the discretion of the professor/coordinator in charge of the plenary sessions.
- 2.5.4. The course guide for each Master's program will establish the remaining issues related to the procedure and deadlines for assigning the thematic areas of the Master's Thesis.

2.6. Appointment of the TFM supervisor

- 2.6.1. The appointment of the TFM tutor is established by the DTFM together with the professor/coordinator of the TFM plenary sessions and the program director and will be approved by the Academic Committee.

2.7. Development of the Master's Thesis

- 2.7.1. The teaching guide will include the objectives, skills, content, methodological axes, development plan and evaluation corresponding to each Master's degree and, where possible, a timetable for the development of the Master's Thesis.
- 2.7.2. The specific content and format of the Master's Thesis must be approved by the supervisor. It should be noted that, in order for the students' acquired competencies to be assessed, the chosen topic must be directly related to the subjects that make up the Master's program.

2.8. Evaluation of the Master's Thesis

- 2.8.1. The evaluation of the Master's Thesis is continuous and includes the assessment of, at a minimum:
 - a) The planning and development of the work, with a weighted value of 18% of the final grade.

- b) The final report, with a weighted value of 27% of the final grade.
 - c) The oral and public defense of the same, with a weighted value of 55% of the final grade.
- 2.8.2. The supervisor assesses the planning and development, as well as the final report of the Master's Thesis. They will also be able to assign an individualized assessment to each member of the group, both for the planning and development of the work.
- 2.8.3. An evaluation committee, made up of a minimum of two professors, which will be the same one referred to in section 2.10, will review the individualized assessments of the final report made by the tutor (with the ability to modify the grade) as well as carry out the assessment of the oral defense of the Master's Thesis.
- 2.8.4. During the oral defense, all members of the group must participate in the defense before the evaluation committee.

2.9. TFM deposit for defense

- 2.9.1. Once the TFM report is completed, the tutor will authorize the formal deposit of the TFM for defense in the Virtual Classroom, at least 5 business days before the date of defense of the work.

2.10. Oral presentation of the Master's Thesis

- 2.10.1. The oral examination of the Master's Thesis must be carried out in a public session by presenting its content before an evaluation committee that, at a minimum, must be made up of two professors who preferably teach in the Master's program or at the Center, and who have a university degree related to the field of the Master's Thesis.
- 2.10.2. In order to pass the TFM, the student will need to obtain a minimum of 5 out of 10 in the grade derived from the presentation and oral defense of the work.
- 2.10.3. Teachers and students may be physically in the same place or in different locations, connected by technologies that allow interaction.

2.11. Detection of plagiarism or fraud in the completion of the Master's Thesis

- 2.11.1. The Master's Thesis must be an original work, free from plagiarism or fraud, and must not have been previously submitted to any other evaluation process in the same or different undergraduate or master's programs. It must also comply with the common ethical criteria specific to research in the academic field.
- 2.11.2. The Master's Thesis submitted by the student will contain a signed declaration in the same document as the Master's Thesis report, in which the authorship and originality of the work will be assumed, with the understanding that all sources used have been duly cited.
- 2.11.3. The tutor or any member of the evaluation committee who detects plagiarism or fraud at the time of evaluating a Master's Thesis, in the exercise of their evaluation power, may give the Master's Thesis a suspended score of zero (0).
- 2.11.4. The professor will have to inform the students affected by the detection of plagiarism or fraud, and must issue a report with the evidence that justifies the plagiarism or fraud, which will be sent to the professor – coordinator of the plenary sessions of TFM and to the Director of the master's program without prejudice to the exercise of the corresponding disciplinary power.

2.12. Evaluation of the Master's Thesis

- 2.12.1. Once the Master's Thesis defense has taken place, the secretary of the evaluation committee will complete the grade report with the overall score obtained by weighting the scores given by the different evaluators for the various pieces of evidence. This report will be sent to the corresponding Master's Thesis Coordination area no later than 5 business days from the date of the defense.
- 2.12.2. Students enrolled in the Master's Thesis who do not defend it or who fail it must re-enroll in it the following year.
- 2.12.3. The Master's Thesis is graded both numerically and qualitatively. If the grade resulting from the assessments of the supervisor and the evaluation committee is equal to or higher than 9, the supervisor may propose the distinction of honors (MH).
- 2.12.4. In the event that the number of MH proposals exceeds those permitted by the UdL evaluation regulations, the EAE Academic Commission will decide who is awarded the MH, taking into account the student's academic record as a whole.

2.13. Publication of Master's Theses

- 2.13.1. Unless the corresponding confidentiality request has been authorized as regulated in point 1.15, the TFM's will be deposited in the TFM repository of the Documentation and Resources Centre (CDR) of EAE Business School, as well as in the Open Repository of the UdL (<http://repositori.udl.cat>) and in the Research Depository of Catalonia (RECERCAT) (<http://www.recercat.cat>) and will be visible and freely available for teaching, research or personal study purposes.

2.14. Intellectual property rights or industrial property rights

- 2.14.1. The intellectual property or industrial property rights of the TFM are regulated in the terms and conditions provided for in current legislation.

2.15. Confidentiality of the Master's Thesis

- 2.15.1. All Master's Final Projects that have been requested as confidential and in accordance with the provisions of point 1.3.3.b. will be treated confidentially. Master's theses declared as confidential will not be publicly accessible.
- 2.15.2. In the event that confidentiality of the work is authorized after the procedure established in point 15, the organizations, companies or institutions that have contributed to the completion of a Master's Thesis by making available to the students sources of information that they consider to be confidential, may demand a copy of the confidentiality document with the due signatures from EAE Business School.