

Academic Year/course: 2022/23

25119 - Undergraduate Dissertation

Syllabus Information

Academic Year: 2022/23

Subject: 25119 - Undergraduate Dissertation

Faculty / School: 301 - Facultad de Ciencias Sociales y Humanas

Degree: 278 - Degree in Fine Arts

ECTS: 8.0

Year: 4

Semester: Annual

Subject Type: End of Grade Dissertation

Module:

1. General information

1.1. Aims of the course

The theoretical and practical training that students acquire throughout the degree course concludes with the preparation and defence of a Final Degree Project (TFG).

To this end, students must prepare an artistic proposal or plastic intervention, graphic design or illustration solution, audiovisual or multimedia creation or other approaches compatible with the professional profiles set out in the degree report, in which they demonstrate the knowledge, skills, aptitudes and attitudes acquired throughout the degree. The work will be supervised by at least one lecturer and must be feasible, taking into account all the necessary details to be able to complete it.

The Final Degree Project also consists of an autonomous, original and individual work and will contain sufficient elements of personal creation, adequately citing all the original sources used.

Ability to carry out artistic research projects.

Acquire the skills inherent to artistic practice.

Develop strategies applied to the systematic exercise of artistic practice.

Carry out, organise and manage innovative artistic projects.

Communicate and disseminate artistic projects.

Carry out artistic projects with social and media repercussions. Use the resources for the dissemination of artistic projects in order to enhance their social repercussion.

Carry out and integrate artistic projects in wider contexts. Develop strategies for the projection of artistic creation beyond their field of action.

Present artistic projects appropriately. Know how to communicate artistic projects in diversified contexts.

Value interpersonal skills, awareness of one's own abilities and resources for the development of artistic work.

SDGS

These approaches and objectives are aligned with the following Sustainable Development Goals (SDGs) of the United Nations Agenda 2030 (<https://www.un.org/sustainabledevelopment/es/>), so that the acquisition of the learning outcomes of the subject provides training and competence to contribute to some extent to their achievement:

Goal 4: Quality Education;

Goal 5: Gender equality;

By the development of the work itself, the completion of the dissertation can encompass disciplines and subjects potentially related to all the Sustainable Development Goals.

1.2. Context and importance of this course in the degree

The preparation of the Final Degree Project is regulated by Royal Decree 822/2021, of 28 September, which establishes the organisation of university education and the procedure for quality assurance. Bachelor's degree courses will conclude with the preparation and defence of a Final Degree Project (TFG). Both the general regulations of the University of Zaragoza and the regulations of the Faculty of Social and Human Sciences, which develop the general guidelines, are also applicable.

- *Resolution of 17 May 2018, of the Rector of the University of Zaragoza, approving a revised text of the Regulations of the Final Degree and Master's Degree Projects at the University of Zaragoza.*
- *Resolution of 1 June 2022, of the Vice-Rector for Academic Policy, on the telematic defence of Bachelor's and Master's Degree Final Projects.*
- *Final Degree Project Regulations of the Faculty of Social and Human Sciences (approved by Agreement of 13 October 2021 by the Board of the Faculty of Social and Human Sciences of the University of Zaragoza).*

The TFG will consist of the completion of an original work by each student, guided by a director, by a director or by co-directors (up to 3), in which the knowledge, skills and competences acquired by the student during his or her studies and, expressly, the competences associated with the TFG subject, as indicated in the verification report of the Degree in Fine Arts, will be shown.

1.3. Recommendations to take this course

Students must register for the Final Degree Project in any of the official registration periods of the University of Zaragoza. In the event that the student does not meet the ordinary enrolment deadlines, he/she will not be able to participate in the system for assigning directorship established by the centre (Application for directorship document) and must apply directly to the Quality Assurance Committee of the Degree.

The Guidelines and Procedure that apply to the Final Degree Project in Fine Arts at the University of Zaragoza are published in the Final Degree Project Regulations of the Faculty of Social and Human Sciences of Teruel:

https://fcsch.unizar.es/sites/fcsch/files/archivos/Normativa/reglamento_tfg_fcsch_aprobado.pdf

Upon enrolment in the subject, each student has at their disposal in Moodle a guide with standardised guidelines and recommendations from the Library:

GUIDE TO TOOLS AND GUIDELINES FOR A GOOD TFG: FINE ARTS (Call updated to the academic year)

Online course -through the Virtual Campus Moodle- that aims to be a guide that provides information and indications on the characteristics and development of the Final Degree Project (TFG) to the students of the University of Zaragoza. The ultimate goal is to get students to reflect on the TFG in order to help them plan and develop their corresponding TFG with minimum quality standards. It is open throughout the academic year and has a permanent consultancy service staffed by librarians from the University of Zaragoza.

2. Learning goals

2.1. Competences

The Undergraduate Dissertation constitutes the last act of the academic itinerary of the graduate in Fine Arts and must give a complete and personal response to the training processes of the Degree, collected in the corresponding general and specific competences, and practically specified as personal results of learning in the Degree in Fine Arts.

General competences

CB1 - That students have demonstrated to possess and understand knowledge in an area of study that starts from the base of general secondary education, and is usually found at a level that, although supported by advanced textbooks, also includes some aspects involving knowledge from the forefront of your field of expertise.
study.

CB2 - That students know how to apply their knowledge to their work or vocation in a professional way and possess the competencies that are usually demonstrated through the elaboration and defense of arguments and the resolution of problems within their area of ??study.

CB3 - That students have the ability to gather and interpret relevant data (usually within their study area) to make judgments that include a reflection on relevant social, scientific or ethical issues.

CB4 - That students can transmit information, ideas, problems and solutions to both specialized and non-specialized audiences.

CB5 - That students have developed those learning skills necessary to undertake further studies with a high degree of autonomy.

CG01 - Ability to produce and relate ideas within the creative process.

CG02 - Communication skills. Learn to translate artistic ideas in order to transmit them.

CG03 - Ability to clearly present complex artistic problems and projects orally and in writing.

CG04 - Capacity for (self) analytical and (self) critical reflection in artistic work.

CG05 - Capacity for curiosity and surprise beyond practical perception. Develop mental perception beyond the retinal.

CG06 - Ability to work autonomously. Develop the ability to propose, develop and conclude personal artistic work.

CG07 - Ability to work in a team. Ability to organize, develop and solve work through the application of interaction strategies.

CG08 - Capacity for own initiative and self-motivation.

CG09 - Capacity for perseverance. Develop the perseverance necessary to solve the difficulties inherent to creation.

CG10 - Capacity for self-employment and job creation.

CG11 - Ability to communicate and disseminate artistic projects.

CG12 - Ability to carry out artistic projects with social and media repercussion. Use the dissemination resources of artistic projects in order to enhance their social impact.

CG13 - Ability to carry out and integrate artistic projects in broader contexts. Develop projection strategies for artistic creation beyond its field of action.

CG14 - Interpersonal skills, awareness of abilities and own resources for the development of artistic work.

CG15 - Capacity for an ethical commitment and the promotion of equality between the sexes, the protection of the environment, the principles of universal accessibility and democratic values.

Specific skills

- CE01 - Critical understanding of the history, theory and current discourse of art. Critically understand the history, theory and current discourse of art. Analytical assimilation of the concepts on which art is based.
- CE02 - Critical understanding of the evolution of aesthetic, historical, material, economic and conceptual values. Analyze the evolution of art values ??from a socio-economic and cultural perspective.
- CE03 - Critical understanding of the responsibility of developing one's own artistic field. Social commitment of the artist.
- CE04 - Critical understanding of the performative dimension and social impact of art. Analyze the reciprocal repercussion between art and society.
- CE05 - Knowledge of the theory and current discourse of art, as well as the current thinking of artists through their works and texts. Constantly update the direct knowledge of art through its own creators.
- CE06 - Knowledge of vocabulary, codes, and concepts inherent to the artistic field. Know the language of art.
- CE07 - Knowledge of the vocabulary and concepts inherent to each particular artistic technique. Know the specific creative language.
- CE08 - Knowledge of the different functions that art has acquired through historical development. Study the evolution of the role of art over time.
- CE09 - Knowledge of production methods and artistic techniques. Analyze the processes of artistic creation.
- CE10 - Knowledge of Spanish and international cultural institutions and organizations and their operation (museum network, exhibitions, biennials, etc).
- CE11 - Knowledge of the rules of action derived from copyright and property rights.
- CE12 - Knowledge of materials and their processes derived from creation and / or production. Know the materials, procedures and techniques that are associated with each artistic language.
- CE13 - Basic knowledge of the research methodology of the sources, the analysis, the interpretation and synthesis. Analyze, interpret and synthesize the sources.
- CE14 - Knowledge of the instruments and methods of experimentation in art. Learning the creative methodologies associated with each artistic language.
- CE15 - Knowledge of artistic methods that can be applied to socio-cultural projects. Study the methodologies that facilitate artistic performance in the social environment.
- CE16 - Knowledge of the characteristics of the spaces and means of exhibition, storage and transport of works of art.
- CE17 - Knowledge of the different artistic agents and their operation. Identify the different artistic intermediaries and their functions in the dynamics of art and their work methodology.
- CE18 - Basic knowledge of economics and marketing. Analyze and place artistic activity in a strategic and competitive context. Establish and maintain business relationships with clients and / or partners.
- CE19 - Ability to identify and understand art problems. Establish the aspects of art that generate creation processes.
- CE20 - Ability to creatively and imaginatively interpret artistic problems. Develop the creative processes associated with solving artistic problems.
- CE21 - Ability to understand and value artistic discourses in relation to one's own work. Establish means to compare and relate personal artwork to creative context.
- CE22 - Ability to generate and manage artistic production. Know how to establish the necessary planning in artistic creation processes.
- CE23 - Ability to professionally apply specific technologies. Use the appropriate tools for your own artistic languages.
- CE24 - Ability to collaborate with other disciplines. Development of ways of relationship and exchange with other fields of knowledge.
- CE25 - Ability to collaborate with other professions and especially with professionals from other fields. Identify the appropriate professionals to adequately develop artistic work.
- CE26 - Ability to activate a cultural context and / or modify a public or private context. Knowing how to understand the cultural context to generate initiative and energize the environment.
- CE27 - Ability to document artistic production Use the necessary tools and resources to contextualize and explain one's own artistic work.
- CE28 - Ability to identify artistic and / or sociocultural problems as well as the conditions that make certain artistic discourses possible. Describe the conditions that affect artistic creation. Analysis of artistic production strategies.
- CE29 - Heuristic and speculative capacity to carry out new projects and strategies for artistic action. Develop the understanding and speculation of artistic problems in their entirety.
- CE30 - Ability to determine the appropriate presentation system for the specific artistic qualities of a work of art.
- CE31 - Ability to carry out artistic research projects.
- CE32 - Skills for artistic creation and ability to build works of art. Acquire the skills of artistic practice.
- CE33 - Ability to establish production systems. Develop strategies applied to the systematic exercise of artistic practice.
- CE34 - Ability to carry out, organize and manage innovative artistic projects.
- CE35 - Ability for an adequate presentation of artistic projects. Know how to communicate artistic projects in diversified contexts.

2.2. Learning goals

Knowledge of the modes of presentation of artistic work.

Knowledge of the ways of inserting the Final Degree Project in the professional artistic field.

Knowledge of the ways of writing related to the realization, exhibition and presentation of artistic projects and their elaboration.

Ability to prepare dossiers and reports of the work carried out.

Ability to insert the Final Degree Project in the professional artistic field.

Ability to adapt resources and creative processes to the needs of projects.

Ability to procure, analyze and incorporate the necessary information for the elaboration of an artistic project.

Ability to establish self-critical analysis of artistic projects.

Ability to contextualize the work done in relation to the problems of art.

Ability to participate in the analysis and evaluation of other works.

Ability to bring personal solutions to artistic creation.

Ability to manage the necessary information in the preparation of the Undergraduate Dissertation.

Ability to contextualize one's own work.

2.3. Importance of learning goals

The achievements in student learning established by the European Higher Education Area (EHEA) are of paramount importance. The evidence that facilitates the evaluation and verification of learning results is essential and the Spanish Qualifications Framework for Higher Education (MECES), collected in RD 1027/2011, of July 15, 2011, in this sense can be cited in regarding the description of a set of descriptors or "collection of learning outcomes, which characterizes a certain level in a qualifications framework" (Art. 2).

The Final Degree Projects (TFG) stand as the culmination of university studies in Fine Arts and it is precisely these projects that show the greatest potential for the validation of transversal skills and resources as a link between the design of the degree and the profile of egress.

Perhaps one of the most interesting components lies in the selection of evidence that the university must show, with the intention that the evaluation and accreditation agencies of the degrees determine the quality of the learning of their students and can validate the official degrees. Academic writing is an evidence recognized by universities and evaluation agencies, but not only that, the connection between reading and writing at university is directly related to academic literacy and communicative competence.

The subjects and subjects that make up the Bachelor's degree in Fine Arts guide students to the development of the TFG through the different transversal competencies and skills in a constant process of conceptualizing artistic practice.

3. Assessment (1st and 2nd call)

3.1. Assessment tasks (description of tasks, marking system and assessment criteria)

Each student must complete their Final Degree Project during the academic year in which they are enrolled. The assessment of the project will be carried out through a public defence before the director of the dissertation, which will allow each student to obtain a grade between 0 and 10 points.

The director of the Final Degree Project is responsible for the validation and supervision of the process of carrying out the project, as well as its overall assessment. The grading of the project will be governed by the general assessment rules. Once the Final Degree Project has been assessed, the director(s) will inform the students of the grade, offering them the possibility of reviewing it (Simplified assessment procedure, agreement of 16 March 2018, of the Governing Council of the University of Zaragoza).

Evaluation		
Type	Techniques	Instruments / tests
Overall	Evaluation rubric	2.2.1 Quality Indicators / TFG Manager Evaluation Report
		TOTAL

The director will draw up an Assessment Report based on the template approved by the CGC, in which he/she will indicate whether or not the objectives of the work have been met, indicating in the latter case the relevant modifications for passing the subject in a future defence. Likewise, the degree of maturity of their approach will be stated in accordance with the following criteria:

- Interest of the proposal.
- Clarity in the approach of the intentions.

- Contribution of new approaches from a methodological and/or conceptual framework.
- The process of elaboration of the work.
- The final product presented.
- The conclusions drawn in the report.

Competence-based evaluation protocol included in the Evaluation Report.

The template is published and available to TFG directors, and is also included in the Fine Arts TFG Style Manual. COMPETENCES. The lecturer in charge of the academic direction of the TFG must evaluate from 0 to 10 each of the following competence concepts according to the degree of achievement of the work submitted for assessment.

B1. Genesis and planning of the artistic project

- Ability to carry out artistic research projects (scores double; 0 to 20).
- Artistic creation skills and ability to construct works of art. Acquiring the skills of artistic practice.
- Ability to establish production systems. Develop strategies applied to the systematic exercise of artistic practice.

B2. Development, management and implementation of the artistic project

- Ability to carry out, organise and manage innovative artistic projects.
- Ability to communicate and disseminate artistic projects.
- Ability to carry out artistic projects with social and media repercussions. Use the resources for the dissemination of artistic projects in order to enhance their social repercussion.

B3. Finalisation, presentation and communication of the artistic project.

- Ability to carry out and integrate artistic projects in wider contexts. Develop strategies for the projection of artistic creation beyond its field of action.
- Ability to present artistic projects appropriately. Knowing how to communicate artistic projects in diversified contexts.
- Interpersonal skills, awareness of one's own abilities and resources for the development of artistic work.

To be eligible for the evaluation of the TFG Tribunal for the award of Honours, the interested student must have obtained a mark of between 9 and 10 points in the evaluation of his/her director and the endorsement of the director of his/her TFG. With this, the interested student must apply for the TFG tribunal in order to be eligible for the Honours Degree at the latest, the day after the grade has been communicated by the director of the TFG.

The student will have to publicly defend the work again before a panel of three professors appointed by the centre, which will decide in each case whether to award the qualitative mention of Honours.

ORIGINALITY AND PLAGIARISM.

The student is solely responsible for the content of the Final Degree Project and must take responsibility for any possible cases of conceptual and/or artistic plagiarism. The director of the TFG must guide and orientate during the process in order to avoid plagiarism in the work, although the responsibility and obligation to generate an original work will always be the student's own.

The work will be presented in text files and static images according to the official formats and guidelines of the University of Zaragoza, unless the content of the subject requires an audiovisual or virtual format, in which case the student and the director must take responsibility before the Tribunal (if this is the case) to guarantee access, at least on the day of the defence, to the materials and/or specific content necessary for the correct assessment (video, installation, performance, etc.).

The student is solely responsible for the content of the Final Degree Project and must take responsibility for any possible cases of conceptual and/or artistic plagiarism.

The director of the TFG must guide and orientate during the process, although the responsibility and obligation to generate an original work that does not plagiarise will always be that of the student.

The student must be aware of the plagiarism regulations of the University of Zaragoza and their consequences published at: <https://biblioteca.unizar.es/propiedad-intelectual/propiedad-intelectual-plagio>

Students must also be familiar with the Regulations on Learning Assessment Standards approved in the agreement of 22 December 2010, by the University Governing Council: <http://cud.unizar.es/docs/ReglamentodeNormasdeEvaluaciondelAprendizaje.pdf>

4. Methodology, learning tasks, syllabus and resources

4.1. Methodological overview

The methodology used in this subject is oriented towards the achievement of the learning objectives, both general (CB01, CB02, CB03, CB04, CB05, CG01, CG02, CG03, CG04, CG05, CG06, CG07, CG08, CG09, CG10, CG11, CG12, CG13,

CG14, CG15) and specific (CE01, CE02, CE03, CE04, CE05, CE06, CE07, CE08, CE09, CE10, CE11, CE12, CE13, CE14, CE15, CE16, CE17, CE18, CE19, CE20, CE21, CE22, CE23, CE24, CE25, CE26, CE27, CE28, CE29, CE30, CE31, CE32, CE33, CE34, CE35).

DEVELOPMENT.

Each student must follow the indications, orientations and guidelines of the teacher(s) appointed to direct the Final Degree Project, established with artistic and academic criteria to guarantee the optimum development of the related competences. The pace and development of the work will be agreed between student and teacher.

Each student must provide the following as constituent elements for the assessment of the work:

1. Testimony, record or material, graphic or audiovisual evidence of the work, project or artistic creation and/or, where appropriate, additional professional documentation referring to the specific profile of their artistic project.
2. Written (and/or graphic) report which shall include at least three main parts:
 - (a) a contextualisation of the proposal in the light of art history, aesthetic theories or relevant past or present artistic discourses.
 - (b) a description of the proposal in terms of the results obtained and the process followed.
 - (c) detailed technical information on all aspects and procedures that have contributed to its realisation.
3. Additional material or information for the appropriate public presentation of the project and evaluation by the jury (slides, catalogue, portfolio, etc.).

CONTENTS

The report in this specific format for the academic environment will be preceded by a summary of the project and will have a minimum length of 30 pages and a maximum length of 50 pages, excluding the annexes necessary for the analysis of the work by the examining board.

The structure of the Final Degree Project report common to all projects is made up of two levels; the external structure is defined as follows: Title page, Summary and key words, Acknowledgements, Table of Contents, Introduction, Objectives, Methodology, Development and results of the project, Conclusions, References, Index of Figures and Index of Tables (if applicable). The description of each of the sections is defined in the Fine Arts TFG Style Manual published on the website. The internal structure, the artistic development of each student's work, with the guidance and orientation of the director, is completed in the general structure of "Development and results of the work".

The format of the written report will use the standard DINA4 size, with a maximum length of 50 pages. It is recommended to use Calibri or Arial fonts with size hierarchy in Chapters (20 points, bold), Epigraphs (13 points, bold), Sub epigraphs (11 points, bold and italic), Second level Sub epigraphs (11 points, normal). The style rules are reflected and developed in the Fine Arts TFG Style Manual and in the templates available on the centre's website.

The size and definition of the images must correspond to the information they provide. As a general rule, quotations and references will show the following information: name of the author, title of the work, characteristics and year of production.

Bibliographical citations should be included within the text. The bibliography (books, book chapters, journal articles, conference proceedings, websites, etc.) will be included at the end of the dissertation and will be cited following the standard APA systems in force at the time.

Students may submit - optionally - for the assessment an annex in a free format and length that may represent an added artistic value and may contain the aspects and expressions that the student and director consider appropriate (catalogue, portfolio, field notebook, artist's book, etc.).

The Academic Report and the free-format Appendix must be submitted and assessed on the same version of each document. The academic management of the TFG will ensure that this principle of equality is complied with both for the quantitative assessment (by the director) and for the qualitative assessment of the MH (by the panel). It must be ensured that no material or variants to the previously assessed work are presented.

TFG DEFENCE

Each student will carry out the defence of the TFG before the director in a public session, agreeing the date, place and time, with the validation and publicity of the act of the degree coordination.

Students may defend their TFG if they have a maximum of 12 ECTS credits pending.

The defence will take place at the latest by the month of November of the year of the end of the academic year for which the student has enrolled. Once this period has elapsed without having passed the defence, the student must re-enrol in the Final Degree Project.

The defence will consist of a 15-minute oral presentation of the development of the work before the directors in a public session, or before the TFG assessment panel for the Honours Thesis (if requested).

After the oral presentation, which may be accompanied by material and audiovisual resources, including the result of the artistic project presented (the artistic work itself), the directors and/or members of the panel may discuss with the student any questions they deem appropriate for the correct and complete assessment. In the course of the defence and assessment process, the principles of equality, transparency and fairness must prevail in all cases.

The director of the TFG will arrange the reservation of the agreed space for the defence, as well as complementary spaces for the presentation of the TFG project (if considered necessary), according to the availability of spaces and dates. Once the evaluation process has been completed, the student may withdraw the work exhibited, leaving the work and appendix with documentation of the duly registered works on deposit.

4.2. Learning tasks

The lecturers in charge of the Final Degree Project are responsible for validating and supervising the process of carrying it out, as well as assessing, orienting and guiding each student in the process of preparing the Final Degree Project. The duties of the lecturers responsible for supervising the dissertation are as follows:

- Collaborate with the student in the final choice of topic.
- Approve the initial work proposals.
- To guide, supervise and validate the student's work plan and its development.
- Coordinate with co-directors, if any.
- Approve the final TFG proposal prior to submission, which must accompany the TFG report when it is officially submitted.
- Drawing up an evaluation report, the template for which can be found on the TFG in BBAA website.

- Evaluate and grade the work following the TFG in BBAA evaluation report on the competences acquired.
- Inform the student of the grade obtained and offer him/her the possibility of revision, as established in the Learning Assessment Regulations of the University of Zaragoza.

The teaching methodology used in the development of the Final Degree Project is presented below through an average estimate of student dedication. In each case it will be adapted to the needs of each student and to the teaching criteria of the TFG directors.

Teaching methodology		
Activity	Teaching techniques	Student Work
AF06. Seminars	Technique of working in small groups with the aim of intensively studying a subject in planned sessions. The subject, the TFG Style Manual, as well as the templates and the selection process of TFG direction will be presented. Information on the lines of work offered for TFG will be included.	Classroom: <u>Attendance</u> . Assessment: <u>Non-attendance</u> :
AF15. Analysis of documents	Articles, texts, bibliographies, drawings, etc. This may include the analysis of texts in English or other languages related to the contents developed in the dissertation.	Classroom: <u>No</u> Non-attendance: <u>synthesis of external knowledge</u> .
AF14. Works and reports.	Preparation and completion of the TFG report.	Classroom: <u>No</u> No presencial: <u>Preparation of dissertation report templates</u> .
AF16. Resolution of proposed exercises.	Execution of the artistic practice conceived in the TFG report.	Classroom: <u>No</u> Non-attendance: <u></u>
AF04. Presentation of work	Individual presentation of the TFG in a public defence session.	Classroom: <u>Public presentation of the resolution of questions by assistants</u> . Non-attendance: <u>defence and of the communication of the work</u> .
		TOTAL

4.3. Syllabus

Each student will choose a topic for his/her dissertation from one of the following research lines: drawing, illustration, graphic novel, engraving, screen printing, stamping, painting, sculpture, installation, audiovisual, among other options. Students may consult with their dissertation director to broaden and enhance the subject and artistic discipline of the project.

The development of the artistic project designed and described by each student in their TFG will be agreed and guided by the director. In this way, the program of necessary activities is made more flexible according to the specific case, attending in addition to the dedication of the student himself. The recommended training activities can also be made compatible in point 1.3 of the Teaching Guide.

The structure from the planned work is recommended for the development of the dissertation taking into account the characteristics of the discipline and subject chosen as well as the work process agreed between the student and the director or director of the TFG, taking into account the calendar of key dates established in point 4.4 of the Teaching Guide.

4.4. Course planning and calendar

OFFICIAL PROCESS OF THE CENTRE

The key dates and dates of interest for the academic year 2022/23 are managed in a unified process coordinated by the faculty. Likewise, the procedure for choosing TFG directors will be announced sufficiently in advance for students to order their preferences in terms of lines of work and directors based on the teaching offer.

The documents and detailed information on the processes are published on the web: <https://fcsh.unizar.es/tfg>

REINFORCEMENT ACTIONS PRIOR TO THE ASSIGNMENT OF DIRECTORSHIPS

During the first semester and organised by the degree coordination, an informative meeting will be organised about the process and the subject, explaining the template and the Style Manual to enrolled students.

WORK SCHEDULE.

Once the TFG directors have been assigned, each student will be able to start the work process and establish a work calendar to coordinate the process with their TFG director.

The length of the development time will be determined by the criteria of the director of the TFG according to the degree of achievement of objectives and learning outcomes demonstrated by the student.

The TFG BBAA templates are available to students to facilitate the work of preparing the dissertation. Likewise, and in addition to the teaching guide, the Fine Arts TFG Style Manual is published on the centre's website.

The Final Degree Project ends with the submission and defence in a public session to be agreed between the student and the lecturer(s) in charge of supervising the Final Degree Project.

DEPOSIT PROCEDURE

The Final Degree Project Regulations of the Faculty of Social and Human Sciences of Teruel stipulate a period of five days in advance or four school days following the application for the defence and deposit of the Final Degree Project from the day after the application is made. To this end, the nature of a public act is guaranteed by announcing it on the centre's website and on the TFG BBAA Instagram channel for each of the validated defences.

The validation procedure is as follows;

1st) Student finalises their Final Degree Project with the validation of the director of the TFG.

2º) Student makes the deposit by filling in the data and uploading the copy of the TFG in PDF format (a PDF annex can be attached as a separate file) at deposita.unizar.es.

3º) Students receive an email as proof of having made the corresponding deposit of the TFG. They must print it in PDF to attach it in the following procedures.

4º) Student and director agree on the date and classroom where the defence will take place. The agreement is set out in the application form for the deposit and publication of the defence, available at www.fcsh.unizar.es/tfg.

NOTE ON TELEMATIC DEFENCE. The resolution of 1 June 2022, of the Vice-Rector for Academic Policy, on the telematic defence of the TFG and TFM, establishes this possibility at the proposal of the student in accordance with the circumstances set out in the resolution.

The reasoned proposal must be requested by the student to the Quality Assurance Committee with sufficient time for its assessment. In the next step, in the positive case, its acceptance must be attached to the application.

5º) The application for the deposit and publication of the defence will be submitted via the Electronic Register (regtel.unizar.es) with a forecast of four school days from the day on which the procedure is done in the registry, through a basic instance addressed to the "Facultad de Ciencias Sociales y Humanas de Teruel" with the subject "Solicitud de defensa del TFG BBAA", attaching: copy of the TFG, attached the PDF of the receipt mail received from Deposita. (Also the validation of the CGC to the telematic defence in its case).

6º) The validation of the defence will be carried out by checking the delivery of the documentation reflected in step 5º and the dates of deposit, application and the effective date of defence.

It is recommended that, after step 5, students send an email to coordination (bellasartesteruel@unizar.es) attaching the receipt of the electronic registration to speed up the verification process, attaching a publicity image of the TFG with the title of the work and the student's full name, at a resolution of 1080 x 1080 pixels to publicise the defence.

APPLICATION FOR THE EVALUATION OF THE THFG EXAMINING BOARD FOR THE MENTION OF HONOURABLE MENTION

As established in the TFG Key Dates document, there are two calls for panels to evaluate TFGs that opt for the mention of Honourable Mention. The deadline for requesting the assessment of the panel is established between 6 and 8 days before the panel's assessment.

It is recommended to consult the key dates published for the academic year 2022/23 at www.fcsh.unizar.es/tfg.

4.5. Bibliography and recommended resources

<http://psfunizar10.unizar.es/br13/egAsignaturas.php?codigo=25119>