



# Master's Degree Final Project Guide

## Year 2018-2019



## Introduction and objectives

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The Master's Degree Final Project (TFM, from the Spanish acronym) is one of the most important learning activities that culminates the master program. It is an academic work, autonomous and individual, which allows the student to delve into a topic of interest and develop and integrate the set of skills and abilities acquired throughout the course.

The TFM is a 12 credits mandatory module, is scheduled for the second semester of the course, and consists of planning, preparation, presentation and public defence of a research work. It must therefore have the structure of a scientific work and be related to one of the subjects studied in the master's degree.

The TFM is carried out under the supervision of an academic tutor appointed by the VHIR whose mission is to advise and guide the student in the different phases of the preparation of the work. The TFM must be submitted in written report format and defended publicly before an evaluation committee.

The objectives of the TFM are:

- Deepen the knowledge of the student in a specific area of research.
- Integrate the set of skills and competences developed in the master.
- Use existing bibliography and resources to develop a rigorous scientific research work autonomously.

## Mentoring and follow-up meetings schedule

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During the course of the TFM, the student will have the advice of an academic tutor designated by the VHIR who will be a member of the teaching team responsible for ensuring that the TFM meets the required standards and the academic objectives of the Master's Degree.

For this reason, **the TFM report must be signed and considered PASS by the academic tutor in order to be evaluated.**

For a good planning and monitoring of the TFM, we propose a scheme of work and meetings with the tutor as shown below:

| Project stages                   | Tasks   | Follow-up meetings  |
|----------------------------------|---|---------------------|
| <b>Definition and planning</b>   | <ul style="list-style-type: none"> <li>- Proposal of the objectives of the work and the depth in which each one of them will be developed.</li> <li>- Propose the working methodology to be followed to achieve the proposed objectives.</li> <li>- Identification of the processes to follow to prepare the work and planning of its execution schedule (timeline).</li> <li>- Discussion of bibliography and sources of information in the field of study.</li> </ul>   | 18-28 February 2019 |
| <b>Development and follow-up</b> | <ul style="list-style-type: none"> <li>- Drafting of the written report.</li> <li>- Evaluation of the monitoring level of the timetable foreseen for the development of the TFM and detection of possible deviations.</li> <li>- If necessary, indicate possible changes in the objectives or work methodology, justifying them appropriately.</li> <li>- Analysis of information sources consulted and resources used.</li> </ul>  | 1-15 May 2019       |
| <b>Completion</b>                | <ul style="list-style-type: none"> <li>- Discussion of the drafts and revision of the final version of the work by the academic tutor.</li> <li>- Evaluation of the monitoring level of the timetable foreseen for the development of the TFM and detection of possible deviations.</li> <li>- Explanation of the methodology finally followed and the changes made to the initial proposal.</li> <li>- Format for the presentation of results</li> <li>- Discussion of results</li> <li>- Drawing conclusions</li> </ul> | 8-12 July 2019      |

In this scheme, the different stages of the preparation of the TFM have been made to coincide with the tutorial meetings foreseen in the internship guide (*see Student Internship Guide for year 2018-2019*).

## The Master's Degree Final Project Report

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The final report of the TFM must include the following chapters:

- **Cover Page.**

It must clearly indicate:

- Work Title
- Name and surname(s) of the author
- Delivery date
- Qualification: Master's Degree in Translational Biomedical Research
- Centre: Vall d'Hebron Institut de Recerca
- University: Universitat Autònoma de Barcelona
- Full name and **signature of the internship director\***
- Full name and **signature of the academic tutor\***

*\*Signatures can be included in a second page, if it is preferred.*

- **Table of Contents**

- **Executive summary.** Brief summary of the work done.

Note that, the Executive Summary of all the students' Master's Degree Final Project can be used and disseminated by VHIR, with the aim of preserving and disseminating the research and academic output of the VHIR and making it accessible through public communication.

- **Background** (*State of the art*). Critical analysis and discussion of the existing literature.
- **Hypothesis.** Identification of the problem or starting hypothesis. It is raised the final question that the TFM must answer and justifies its relevance at scientific and social level.
- **Objectives**
- **Methodology.** Techniques, resources and tools used to carry out the research work.
- **Results.** Presentation of the results using tables, graphs and other visual tools that facilitate their comprehension.
- **Discussion.** Descriptive, interpretative and explanatory analysis of the results obtained.
- **Conclusions.** General considerations and contributions for the future, such as possible continuity of the work carried out.
- **Bibliography** and resources consulted.
- Annexes

### Formal aspects of the written report:

- **The report shall be written in English.**
- It is recommended that the maximum length of the TFM should not exceed 15,000 words (excluding annexes and bibliography).
- The adequacy of the formal aspects of the work (presentation, spelling, footnotes, bibliographic citations, etc.) are an essential requirement for the work to be evaluated.
- The student must comply with good practices and ethical codes linked to research and professional practice. Every time you take an idea or information that has not emerged from one's own, its origin should be cited, allowing readers the opportunity to go to the original sources to verify this information. If the tribunal detects plagiarism, the TFM will be automatically failed. It is considered plagiarism (<http://www.plagiarism.org>).

### Oral defence of the Master's Degree Final Project

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The student must make a public defence of their work for 15 minutes. After the presentation, there will be a turn of interventions in which the student will have to answer questions and clarifications from the members of the Evaluation Committee.

To defend the TFM before the Evaluation Committee, the student must prepare a PowerPoint or similar presentation, not to exceed the 20-slide limit. This support material must be in English and must be delivered by the student through the Virtual Classroom as a proof of evaluation (the specific dates will be indicated by the Academic Office).

The oral presentation can be done in Catalan, Spanish or English.

### Evaluation

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The TFM will be evaluated by an Evaluation Committee composed of three doctor members.

**Expected dates for evaluations are 22-25 July 2019.** However, the composition of the Evaluation Committee, as well as the day and time allotted, will be published by the Academic Office approximately 15 days before the date of defence.

The final assessment of the TFM module will be obtained from the agreed qualification by the Evaluation Committee of:

- The TFM written report (50%)
- The oral defence of the work (50%).

To be evaluated, students must deliver the following documents **by 15<sup>th</sup> July 2019**:

- **A digital copy of the TFM report** (it must be sent through the Virtual Classroom)
- **Three printed copies of the TFM report signed by the Internship Director and the Academic tutor** (it must be handed in at the Academic Office before 15:00h).

Note that in order to ensure all the parties has signed the work by the time of delivery, it is very important that students have previously agreed with their Internship Director and Academic Tutor the internal dates for revision and signature of the work.

Only under exceptional conditions (serious illness, accident, hospital stay, etc.) upon request before the 30<sup>th</sup> of May, 2019 (master@vhir.org) an additional call will be available in September. An internal committee will evaluate each case in order to approve the extraordinary call.