



Universidad del País Vasco Euskal Herriko Unibertsitatea

KIMIKA FAKULTATEA
FACULTY OF
CHEMISTRY

FACULTY OF CHEMISTRY/KIMIKA FAKULTATEA

**UNIVERSITY OF THE BASQUE COUNTRY/EUSKAL HERRIKO
UNIBERTSITATEA UPV/EHU**

GUIDE FOR UNDERGRADUATE FINAL PROJECTS STUDENTS

Revised Maiatza 2024

**GIPUZKOAKOAKO
CAMPUSA CAMPUS DE
GIPUZKOA
Pº. Manuel de Lardizabal, 3
20018 DONOSTIA-SAN SEBASTIAN
GIPUZKOA**



SUMMARY

1. PRE-REGISTRATION OF THE BACHELOR'S THESIS

During the month of July (see exact dates on the Bulletin Board), the pre-registration form will be handed in at the Secretary's Office. Exchange Program students, as well as those who already have a FP assigned and are not going to defend it in the current course, must also submit the pre-registration form. In order to pre-register for the FP, students must have passed at least 168 undergraduate credits.

2. SELECTION OF FINAL THESIS TOPICS

During the month of October (see dates on the Announcement Board), up to a maximum of 5 papers will be selected through GAUR in order of preference from among the FP offered by the departments.

3. AWARDING OF FINAL DEGREE PROJECTS

At the end of October, the Undergraduate Committee will award a FP to each student. Students and directors will be notified of the award by e-mail.

4. STUDENTS NOT ENROLLED IN ANY UNDERGRADUATE COURSES

Students with an assigned FP who are not enrolled in any course during the FP, MUST register for the FP at the beginning of the course.

5. UPLOAD REPORT AND AUTHORIZATION FOR DISSEMINATION TO ADDI

Before the registration deadline, the student must upload a copy of the FP Report to ADDI (Digital Archive for Teaching and Research), and the director must accept it. This must be done in advance in case of computer problems. The student must also upload the signed Authorization Form for the dissemination of the FP.

6. REGISTRATION OF THE FP

The registration of the FP is formalized through GAUR once all the remaining credits to finish the Degree have been passed, except for the FP itself.

7. DEFENSE REQUEST

Each year there are three defense periods (March, July, and September) plus a special one in October. In order to defend the FP it is necessary to have passed all the undergraduate credits. After formalizing the registration and before the end of the registration period, you must "Request Defense" through GAUR. The call and language of the defense must be indicated, and all the data must be filled in before clicking on "Request Defense". Once the defense has been requested, the director and, if applicable, co-director, will upload the report to GAUR. Until the reports are received, the Degree Committee cannot introduce the tribunals, nor assign place, date and time of defense.

8. DEFENSE OF THE FP

The defense of the FP will take place during the periods established for this purpose each academic year. The student, directors and members of the Tribunal will receive an email informing them of the place, date and time of the defense. The members of the Tribunal will receive the FP uploaded by the student to ADDI.



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PRE-REGISTRATION OF THE BACHELOR'S DEGREE THESIS

The first step to complete the FP is pre-enrollment. In order to formalize the pre-registration you need to have passed at least **168 credits and be enrolled in all the subjects required to complete the degree, except the FP itself.**

Those who wish to carry out the FP the following year must fill out and submit the pre-enrollment form, available for download on the Faculty's website (<http://www.ehu.eus/es/web/kimika-zientziak/gradu-amaierako-lana>), to the Secretary's Office of the Center. Exchange Program students who are going to carry out the FP at the host university must also submit the form.

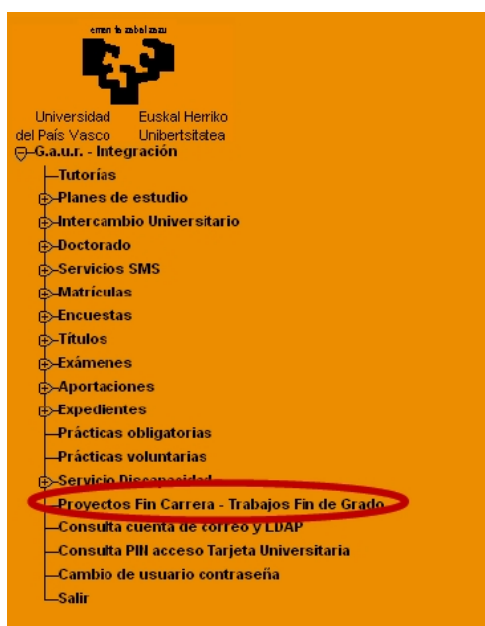
Important: Students who have already been assigned a FP but have not yet defended it and wish to continue next year with the same or a different FP must also fill out and submit the form.

Pre-registration takes place during the month of July. The exact dates will be published on the bulletin boards for each course.

2. SELECTION OF TOPICS IN FINAL DEGREE PROJECTS

During the month of October, if the student has not previously agreed with any professor of the Faculty to carry out his/her FP, he/she may select one of the works offered by the faculty. The exact dates for each academic year are published on the Faculty Bulletin Boards. If you have already agreed on a FP, you do not need to do anything now; the director will take care of all the formalities.

The selection of the FP is made through GAUR, by entering the section "Final Projects/Final Degree Projects".



Once inside, a screen similar to the one shown below appears.



Debe seleccionar el centro al que quiere acceder

Selección de centro: 215 Facultad de Ciencias Químicas

Estado: Abierto

Titulación	Estado acceso
Grado en Física	Validado

Acceder

UPV/EHU - v.0.0.3

When you click on the "Access" button, the following screen appears:

Facultad de Ciencias Químicas

Datos personales

DNI:

Primer apellido:

Segundo apellido:

Nombre:

Fecha nacimiento:

Sexo:

Teléfono 1:

Teléfono 2:

Fax:

Email:

Selección proyectos/trabajos

Once "Project/job selection" is selected, the following screen is displayed:



Unidad de Gestión de Proyectos Fin de Carrera - Trabajos Fin de Grado

Universidad del País Vasco Euskal Herriko Unibertsitatea Facultad de Ciencias Químicas

Proyectos Fin Carrera - Trabajos Fin de Grado

Selección de proyectos/trabajos

Título:

Tipo:

Individual / Grupo:

Titulación ofertada:

Buscar

Guardar Separar

Selec.	Titulación	Título	Tipo	Individual / Grupo	Duración	Idioma	Nº alum. apuntados
No hay datos							

In this screen, click on "Search" to display the list of offered projects.

Unidad de Gestión de Proyectos Fin de Carrera - Trabajos Fin de Grado

Universidad del País Vasco Euskal Herriko Unibertsitatea Facultad de Ciencias Químicas

Proyectos Fin Carrera - Trabajos Fin de Grado

Selección de proyectos/trabajos

Formulario oculto, pinchar para mostrar

Ver

Guardar Separar

Selec.	Titulación	Título	Tipo	Individual / Grupo	Duración	Idioma	Nº alum. apuntados
>>	Grado en Química	La utilidad del salto de línea en	Del propio c	Individual	1/09/2012 - 12/07/2013	Indiferente	0

By clicking on the ">>" symbol that appears before each project, you can view information about each project.



emantazabazazu

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Gestión de Proyectos Fin de Carrera - Trabajos Fin de Grado

Facultad de Ciencias Químicas

Desconexión

Proyectos Fin Carrera - Trabajos Fin de Grado

Detalle del proyecto/trabajo

Datos generales del proyecto/trabajo

Título: L...

Estado: Validado

Tipo: Del propio centro (profesor/a)

Propuesta proyecto/trabajo: No

Individual / Grupo: Individual

Idiomas: Indiferente

Departamento:

Empresa:

Unidad:

Descripción: dfvdf fgd fgd

Grupo de trabajo:

Tareas a desarrollar: dfgdgdg fghh fg hf

Objetivos:

Material de trabajo:

Itinerario:

Horas totales: 150

Duración: 1/09/2012-12/07/2013

Provincia:

Localidad:

Teléfono:

Bolsa de ayuda total:

Bolsa de ayuda (euros/mes):

Requisitos:

Confidencial: No

Fecha solicitud defensa: 7/02/2013

Datos relacionados con la dirección del proyecto/trabajo

Director/a:

Email director/a:

Codirector/a:

Email codirector/a:

Volver

Finally, a maximum of **five** prioritized **jobs** are selected by clicking on the "Select" checkbox.



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Gestión de Proyectos Fin de Carrera - Trabajos Fin de Grado

Facultad de Ciencias Químicas

Desconexión

Proyectos Fin Carrera - Trabajos

Selección de proyectos/trabajos

Título del proyecto/trabajo

Título:

Tipo:

Individual / Grupo:

Titulación ofertada: Grado en

Buscar

Guardar

Separar

Ver

Selec.	Titulación	Título	Tipo	Individual / Grupo	Duración	Idioma	Nº alum. apuntados
<input checked="" type="checkbox"/>	Grado en <input type="text"/>	La utilidad del salto de líneas en	Del propio c	Individual	1/09/2012 - 12/07/2013	Indiferente	1



3. AWARDING OF FINAL DEGREE PROJECTS

At the end of October, once the deadline for the selection of TFGs through GAUR has closed, the Undergraduate Committee will award each student a FP from among those selected. In the event that two or more students have chosen the same FP, the awarding will be made by ordering the students according to their academic record and their order of preference. Both the students and the directors of the TFGs that have been awarded will be notified by e-mail.

From the GAUR option "Awards", you will be able to see the assigned work.

Adjudicaciones

Listado de proyectos adjudicados

	Titulación	Especialidad	Título proyecto	Director/a
>>	Arquitectura Técnica		Proyecto 2	ARTUTXA BENGOETXEA, EIDER

And by clicking on ">>" you will see its details.



Detalle del proyecto

Título:	Proyecto 2
Estado:	Validado
Tipo:	En Empresa
Propuesta proyecto:	No
Individual / Grupo:	Grupal
Idioma:	Bilingüe
Titulación:	
Especialidad:	
Departamento:	
Empresa:	GOIERRIALDEA UTE
Unidad:	
Descripción:	dddddd
Grupo de trabajo:	ttttt
Tareas a desarrollar:	egin
Objetivos:	helburuak
Material de trabajo:	materiala
Horario:	horario
Horas totales:	250
Duración:	4/01/2011-9/05/2011
Provincia:	Alava
Localidad:	Araia
Teléfono:	
Bolsa de ayuda (euros/mes):	100
Requisitos:	
Confidencial:	No
Fecha solicitud defensa:	

Datos relacionados con la dirección del proyecto

Director/a:	ARTUTXA BENGOETXEA, EIDER
Email director/a:	eider.artutxa@ehu.es
Codirector/a:	ALBISUA GARMENDIA, JOAQUIN
Email codirector/a:	joaquin.albisua@ehu.es

[Solicitar Defensa](#)

[Volver](#)



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4. STUDENTS NOT ENROLLED IN ANY UNDERGRADUATE COURSES

Students with an assigned FP who are not enrolled in any subject during the FP are not registered as UPV/EHU students. Consequently, they **MUST** register for the FP at the beginning of the course in order to be able to benefit from the School Insurance, access the Library, have access to GAUR, etc.



5. UPLOAD REPORT AND AUTHORIZATION FOR THE DISSEMINATION OF THE FP AT ADDI

Once the FPs have been awarded, their information is uploaded to ADDI (Archivo Digital para la Docencia y la Investigación), which is a digital repository for the management of the FPs and where the completed FPs will be archived. When the FP information is transferred from GAUR to ADDI, both the student and the director will receive an email from the address addi@ehu.eus:

Student:	Director:
<p>Dear@User User Jaun/Andrea</p> <p>Zure Gradu Amaierkao Lana sortu da eta bera eskuratu eta burutu ahal duzu. Your final project has been created and is now available for you to complete.</p> <p>Hauak dira datuak: The data are:</p> <p>Izenburua/Title: <i>FP TITLE</i> Bilduma/Collection: <i>CENTER NAME</i> Zuzendaria/Director: <i>Name Director</i> Ikasle/Student: <i>Student Name</i></p> <p>Zure lana bidaltzeko, mesedez, sartu esteka honetan: In order to upload your work, please connect to:</p> <p>http://academico.ehu.eus/submissions</p> <p>Eskerrik asko! Thank you very much!</p> <p>ADDI Akademikoko taldea/ADDI-Academikoko taldea/Team of ADDI-Academics</p>	<p>Gradu Amaierako Lan hau zure zain dago:</p> <p>The following work has been assigned: Izenburua/Title: <i>TITLE OF THE FP</i> Helburuko bilduma/Collection: <i>CENTER NAME</i> Bidaltzailea/Sent by: <i>Student Name</i></p> <p>Ikaslea lana osoa bidali bezain laster, e-mail berri bat jasoko duzu. As soon as the student submits the content of the project, we will notify you in a new e-mail.</p> <p>Thank you very much!</p> <p>ADDI Akademikoko taldea/ADDI-Academikoko taldea/Team of ADDI-Academics</p>

Before the deadline for enrollment, when the student has completed his or her FP, he or she will have to upload the dissertation to his or her space in ADDI. See the "Guide to complete a FP in ADDI" which explains how to do it.

Note: The maximum size of the Memory cannot be larger than 500 MB. If it is larger than this, it will have to be divided into several files.

The report, written in Basque, Spanish or English, will include a summary of the work and conclusions in English. If the report is written entirely in English, the summary and conclusions will also be translated into at least one of the two official languages of the Autonomous Community of the Basque Country.



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In addition, the student must also upload the signed FP Dissemination Authorization Form in this process.

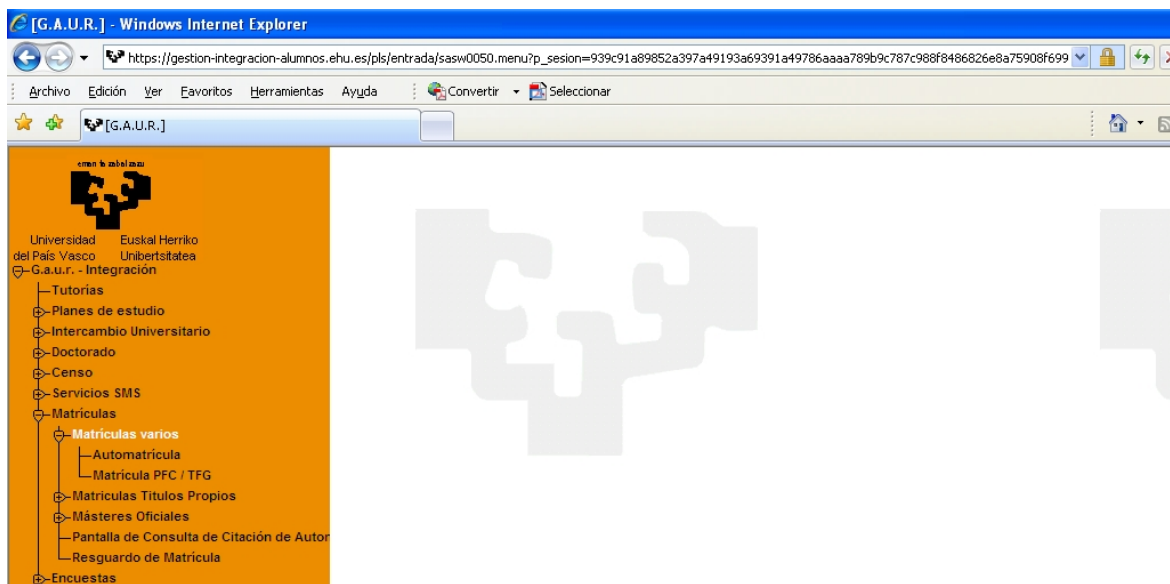
Important: The review process by the director must be completed before the registration deadline. It is therefore advisable to do the whole process in advance in case of unexpected computer problems.

6. REGISTRATION OF THE FP

The registration of the FP will be done once all the credits leading to the Degree have been passed, except those of the FP itself, and the Final Degree Project has been completed. Normally, the registration period opens about three weeks before each defense period. The dates of registration and defense of the FP are usually published each academic year on the Faculty Bulletin Boards.

Registration for the Final Degree Project is done through GAUR, choosing the following option "**Enrollment PFC/TFG**", which is in the "**Enrollment**" section.

IMPORTANT: Students who are not enrolled in any course during the FP must register for the FP at the beginning of the course and not wait for the regular registration periods.



Pay attention to select the language in which the FP has been carried out and the Report has been written, which must coincide with one of the languages in which the FP has been offered.

The registration entitles the student to two defense calls in each academic year. **In order to defend the FP it is necessary to have passed all the undergraduate subjects**, except the FP itself. If the FP is not defended, or if the defense is not approved in any of the two calls, the student must re-enroll in a subsequent academic year.



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As indicated in the previous section, a digital copy of the Report must be uploaded to ADDI before the deadline for registration.



7. REQUEST FOR DEFENSE

Each year there will be 3 defense periods during the months of March, July, and September. To defend the FP in one of these periods, after **formalizing the registration**, you must **"Request Defense"** before the deadline published each year on the Bulletin Boards.

In GAUR/Final Degree Projects/Final Degree Project, go to "Adjudications". On the screen that appears, select the date (defense period) and language of defense (taking into account the language(s) in which the work was offered, which will be the same as the language in which the thesis was written), and click on "Request Defense". On the screen that appears, select the call in which you wish to defend the FP.

In addition to the ordinary defense periods mentioned in the previous paragraph, there is a special defense period in October, exclusively for those who, having passed their last subject in July, **have failed the FP in September**, or, if necessary, for students in mobility programs.

Very important: It is important to pay attention to the dates of the calls since the whole defense will depend on those dates and **it is not possible to modify it**. For administrative reasons, those who want to defend during the month of September will select the August call, and those who want to defend in October will select the September call.



Proyectos Fin Carrera - Trabajo

Selección de convocatoria

La lista de posibles convocatorias es la siguiente. Seleccione la convocatoria que desee.

Convocatoria	Fecha inicio	Fecha Fin	Observaciones
<input type="checkbox"/> Noviembre		20/11/2013	
<input type="checkbox"/> Febrero		26/02/2014	
<input type="checkbox"/> Abril		30/04/2014	
<input type="checkbox"/> Junio		2/07/2014	Ultima convoca...
<input type="checkbox"/> Septiembre		24/09/2014	

Idioma

- Alemán
- Castellano
- Inglés
- Francés
- Euskera

[Solicitar Defensa](#) [Volver](#)

After requesting defense, the following information will appear.



Gestión de Trabajos Fin de Grado - Trabajos Fin de Máster
Facultad de Economía y Empresa

APELLIDO1000740APELLIDO2,NOMBRE Desconexión

Adjudicaciones

Listado de trabajos adjudicados

Titulación	Asignatura	Especialidad	Título trabajo	Director/a
>> Grado en Administración ...	Trabajo Fin de Grado	Todas	2 Trabajo para prueba	12328-APELLIDO1 APELL...

Consulta solicitudes de defensa

UPV/EHU - v.2.0.0

After opening the job details, the following screen will appear. In this screen you will be able to modify the title and you will also have to fill in the required information regarding the ODS used in the Modify Additional Information section.



Trabajos Fin de Grado - Trabajos APELLIDO1000740APELLIDO2,NOMBRE Desconexión

Detalle del trabajo

Datos generales del trabajo

* Título:	2 Trabajo para prueba Modificar título
Estado:	Asignado
Tipo:	Del propio centro (profesor/a)
Propuesta trabajo:	No
Individual / Grupo:	Individual
Idioma:	Indiferente
Titulación:	Grado en Administración y Dirección de Empresas (ADE)
Asignatura:	Trabajo Fin de Grado
Especialidad:	Todas
Departamento:	
Empresa:	
Unidad:	
Descripción:	
Detalle trabajo:	No existe documento con el detalle del trabajo
Grupo de trabajo:	
Tareas a desarrollar:	ueyueu

Información adicional

Objetivo de Desarrollo Sostenible (ODS) con el que más alineado está tu trabajo:
Opcional: segundo ODS:
Opcional: tercer ODS:
Trabajo desarrollado en el marco de algún proyecto de innovación educativa:
Trabajo desarrollado en el marco de formación dual:
Trabajo desarrollado en colaboración con agentes externos:
Si hay agente externo: ¿tiene ese agente fines sociales?:

[Modificar Información adicional](#)

Datos relacionados con la dirección del trabajo

Director/a:	12328-APELLIDO1 APELLIDO2, NOMBRE
Email director/a:	12328-nombre@ehu.es
Codirector/a:	
Email codirector/a:	

[Solicitar Defensa](#) [Volver](#)

UPV/EHU - v.2.0.0

Click on the "Modify additional information" button, and the following screen will be displayed to complete the information



Información adicional

* Objetivo de Desarrollo Sostenible (ODS) con el que más alineado está tu trabajo:

Opcional: segundo ODS:

Opcional: tercer ODS:

* Trabajo desarrollado en el marco de algún proyecto de innovación educativa:

* Trabajo desarrollado en el marco de formación dual:

* Trabajo desarrollado en colaboración con agentes externos:

Si hay agente externo: ¿tiene ese agente fines sociales?:

[Guardar](#) [Volver](#)

Información adicional

* Objetivo de Desarrollo Sostenible (ODS) con el que más alineado está tu trabajo:

Opcional: segundo ODS:

Opcional: tercer ODS:

* Trabajo desarrollado en el marco de algún proyecto de innovación educativa:

* Trabajo desarrollado en el marco de formación dual:

* Trabajo desarrollado en colaboración con agentes externos:

Si hay agente externo: ¿tiene ese agente fines sociales?:

FIN DE LA POBREZA
HAMBRE CERO
SALUD Y BIENESTAR
EDUCACIÓN DE CALIDAD
IGUALDAD DE GÉNERO
AGUA LIMPIA Y SANEAMIENTO
ENERGÍA ASEQUIBLE Y NO CONTAMINANTE
TRABAJO DECENTE Y CRECIMIENTO ECONÓMICO
INDUSTRIA, INNOVACIÓN E INFRAESTRUCTURA
REDUCCIÓN DE LAS DESIGUALDADES
CIUDADES Y COMUNIDADES SOSTENIBLES
PRODUCCIÓN Y CONSUMO RESPONSABLES
ACCIÓN POR EL CLIMA
VIDA SUBMARINA
VIDA DE ECOSISTEMAS TERRESTRES
PAZ, JUSTICIA E INSTITUCIONES SÓLIDAS
ALIANZAS PARA LOGRAR LOS OBJETIVOS
DIVERSIDAD LINGÜÍSTICA Y CULTURAL
SIN RELACIÓN

[Guardar](#) [Volver](#)

Información adicional

* Objetivo de Desarrollo Sostenible (ODS) con el que más alineado está tu trabajo:

Opcional: segundo ODS:

Opcional: tercer ODS:

* Trabajo desarrollado en el marco de algún proyecto de innovación educativa:

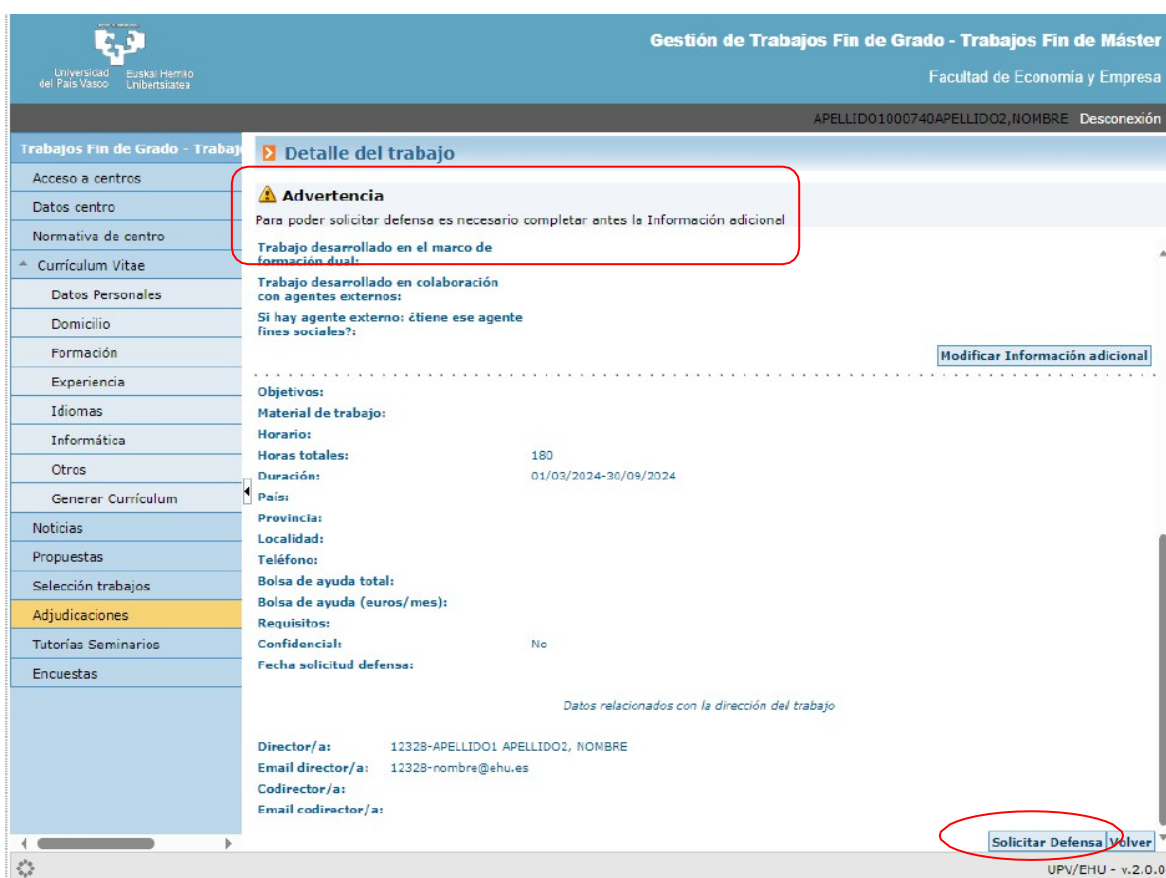
* Trabajo desarrollado en el marco de formación dual:

* Trabajo desarrollado en colaboración con agentes externos:

Si hay agente externo: ¿tiene ese agente fines sociales?:

[Guardar](#) [Volver](#)

In case of requesting defense without informing the "Additional information" fields, the system displays a **Warning** message: **In order to request defense it is necessary to complete the additional information.**



After filling in all the data you will have to click on **"defense request"**.

When a defense is requested, the director will see in his/her GAUR a defense request pending review. The director will write a report indicating his/her opinion about the work, and once it has been sent, the student will receive an email indicating the result of the defense.

The student and the director may request, before the deadline for the defense application, that the FP be kept confidential. **The request for confidentiality**, whose form is available on the web page of the Faculty, will be delivered to the Secretary's Office together with the documentation mentioned in the previous paragraph, and will include the justification and signature of the student and the director of the FP.



8. DEFENSE OF THE FP

The defense of the FP will take place during the periods established for this purpose each academic year. When the defense tribunals are appointed by the Degree Committee and the date and place of defense are assigned, the student, director and members of the tribunal will receive an e-mail summoning them to the defense, which will be public, unless the Final Project has been classified as "Confidential", in which case the defense may be required to be held behind closed doors. The members of the examining board will receive the FP uploaded to ADDI by the student.

The defense will be made in the same language in which the dissertation report was written, as foreseen when registering the project.

Each student will have a **maximum time of half an hour for the defense**, in which he/she will have to explain the objectives, methodology, content and conclusions of his/her project, **answering questions**, clarifications, comments and suggestions that may be made by the members of the Tribunal.

Once the defense has been passed, the FP that have been graded with a grade equal to or higher than 9.0 and that are not confidential, will be sent for public dissemination through the Institutional Repository of the UPV/EHU, through the address:

<https://addi.ehu.es/>

Those with a lower grade will be archived in the ADDI-Internal repository, and can only be consulted upon request at the Secretary's Office of the Faculty.