

Master in Information and Health Engineering

Specific regulations for the organization of the Final Project

The following clauses modify/complement the regulations for the organization of the Final Master Project (Trabajo Fin de Máster, TFM) approved by the Governing Council of Carlos III University in its session of 14 November 2019.

1. The TFM will have the format of an article (minimum 8 pages and maximum of 12 pages), written in English, following the usual double-column IEEE conference template¹.
2. The cover page described in the general regulations must be attached as the first page (this page is not counted in the maximum number of pages). This cover page is included in Appendix I.
3. If it is considered necessary, supplementary material may be included, but the article must be self-contained.
4. When the work includes additional authors to the TFM author and his/her tutor, a page describing the contribution of each one of the authors in each part of the research must be attached (this page is not counted in the maximum number of pages). This page must be signed by all the participants of the paper.

The final delivery in electronic format must include:

- A pdf document with the memory of the TFM following the format described in point 1, the cover page of point 2 and, if it is considered, the supplementary material.
- A contribution description (by author), signed by all authors (if applicable, as indicated in point 2)
- If the article has been published or accepted for publication, a letter of acceptance will be provided

The documentation will be uploaded to the corresponding website (Aula Global) following the periods indicated in the corresponding academic calendar. Once the TFM is uploaded to the platform, a plagiarism analysis report (Turnitin) will be generated for a better evaluation of the work developed by the student.

Despite the registration for the TFM will be open throughout the course, the student must complete the registration process, at the latest, at the beginning of the second

¹ You can download the template from (conference type):
<https://template-selector.ieee.org/secure/templateSelector/publicationType>

semester to be able to attend and complete the “Research Skills” seminars needed to carry out the TFM course.

Advisors

The final projects will be directed by the teacher or research staff (with *venia docendi*) who hold the title of Doctor and are linked to either the Signal Theory and Communications Dept. or the Bioengineering Dept.

In case the final project is carried out in an external company or entity, the direction of the project will be carried out on a joint supervision basis by a person from the external entity and by another person from Universidad Carlos III who meets the requirements previously established.

Examining committees

The examining committee for the TFM will be made up of a minimum of two members and a maximum of three, selected by the Director of the Master's Degree, and may not include the tutor of the work being defended and qualified. A single panel may grade one or more TFMs in accordance with the provisions of the Director of the Master's program.

The committee will fill an individual qualification report for the TFM which will indicate the title of the project and the level of acquisition of the skills assessed. This evaluation will be carried out using the matrix included in Appendix II.

The date of evaluation of the TFM will be adjusted to the periods indicated in the corresponding academic calendar. The committee will be constituted on the same day as the TFM evaluation, which consists of the student's presentation (20 minutes) and oral defence (10 minutes). The secretary of the Tribunal will be responsible for sending the corresponding qualification report to Postgraduate Studies, duly completed.

APPENDIX I: Cover page

Master Degree in...
Academic Year (e.g. 2018-2019)

Master Thesis
“Thesis title”

Author's complete name

1st Tutor complete name

2nd Tutor complete name

Place and date

AVOID PLAGIARISM

The University uses the Turnitin Feedback Studio program within the Aula Global for the delivery of student work. This program compares the originality of the work delivered by each student with millions of electronic resources and detects those parts of the text that are copied and pasted. Plagiarizing in a TFM is considered a **Serious Misconduct**, and may result in permanent expulsion from the University.



[Include this code in case you want your Master Thesis published in Open Access University Repository]

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APPENDIX II: Evaluation Matrix

FINAL MASTER PROJECT EVALUATION MATRIX

The Examining Committee must determine the level achieved by the student by marking the corresponding level column with an X. For each criterion, a numerical value must be assigned in the score column, within the possible range for the selected level. Each criterion will therefore have a grade between 0 and 10, and will be weighted by its associated weight to obtain the final sum score from 0 to 100. The official grade will be the total score divided by 10.

Surname, name
(of the student)

Defense date

		Level				SCORING
		1	2	3	4	
		Scoring range				
		0-4	4-7	7-9	9-10	
Research skills	Continuous assessment** (10%)					
	Research skills in the project** (10%)					
Project	Quality of the project: content, structure, problem definition, ... (10%)					
	Proposed solution: suitability, quality, difficulty, ... (10%)					
	Experimental content: procedure, analysis of results and drawn conclusions (10%)					
	Relevance and/or impact of the work (10%)					
	Originality of the work (10%)					
Presentation	Presentation of the project (10%)					
	Project defense (20%)					

TOTAL (weighted sum of the scores) 0,0

Numerical grade of the final master project 0,0

The Examining Committee proposes the qualification to be **DISTINCTION**.
The student requests a copy of the evaluation matrix.

YES	NO

EXAMINING COMMITTEE (name and sign)		
President:	Secretary:	Member:

Explanatory notes:

- (*) This criterion will be filled in with the continuous evaluation grade of the "Research Methodologies Seminars".
- (**) For the qualification of this criterion the Examining Committee will take into account:
 - Correct handling of citations and bibliographic information
 - Appropriateness of the experimental or epidemiological design of the study, if necessary
 - Appropriate statistical data processing approach, if applicable
 - Appropriate treatment of the possible bioethical implications of the work
 - Intellectual/industrial property aspects are adequately addressed, if applicable