

Regulations of TFGalGraudeMedicina.

**FIDEGRAU WORK REGULATIONS  
FACULTY OF MEDICINE  
UDL**

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### **A. Objective and scope of application**

The objective of these regulations is to establish the system of development of the Degree Work (TFG) in the Degree of Medicine, including the necessary conditions for the assignment, preparation, presentation, defense of the TFG and joint evaluation with ACOE. In case of conflict, the general regulations of Ud Lalcas will always prevail.

### **B. Definition and characteristics of the TFG**

The TFG has a character fully focused on the acquisition of integration skills and the application of skills and attitudes in a way that is homologous to activities included in Level 3 according to the Spanish Framework for Qualifications for Higher Education (MECES), regulated by RD 1027/2011, of July 15. These skills aim to give the student the possibility to access the doctorate, presenting characteristics of initiative, integrated at the time of the research. At the same time, the TF will have to consider the set of skills that the student has achieved throughout his training process, bearing in mind his interests, the optionality, the studies carried out and the learning experiences he has overcome. Consequently, the student had be able to demonstrate the achievement of general and specific skills, necessary to overcome the General TF in its various components

The TFG forms part, as a subject, of the study plan of the Medicine Degree, ambuna duration of 6ECTS

### **C. Structure, content modalities**

The TFG will be able to structure one of the following possibilities, always in an original form

- a) Original works of basic, clinical or translational research offered by the departments attached to the Faculty
- b) Original review works (meta-analysis/ and/or bibliographic research conventional review)
- c) Analysis of clinical cases, publication format, following accepted guides (type CARE1, Clinical Medicine2) originally prepared by the student
- d) Research project drawn up according to approved standards
- e) In the case of the student's participation in published works, he will be able to recognize his participation<sup>3</sup>

The TFG will be able to develop in other Universities, Research Centers or Companies, under agreement or training agreement<sup>4</sup>

### **D. About the office and offer of specific works**

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1 <http://www.care-statement.org> 2

<http://zl.elsevier.es/es/revista/medicina-clinica-2/normas-publicacion>

3 In this case, the student will designate his tutor from among the professors listed in the Faculty of Medicine of the Ud.

4 See note 3

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Given the special nature of research in the medical field, all TFGs that appear in the lecture may need to be approved by the Ethics Committees of the Care Centers they will develop, and/or the corresponding Animal Experimentation Committee. bonapraximedica

The TFG will be supervised by at least one academic tutor, preferably a professor in one of the areas of knowledge involved in the teaching of the Degree, in charge of guiding the student towards the set objectives.

However, if there are other professors or professionals who can tutor the TFG, they will be able to propose it, with the approval of the Study Committee.

All teachers and teaching staff, according to the qualifications and availability of teachers, according to the DPA, may be designated as TFG tutors. Based on this teaching availability, the departments may assign and distribute the TFG tutoring

The recognition of the teaching load of the TFGs is established in accordance with the general regulations of the Ud on the dedication of the teaching staff

The TFG tutors will have the responsibility to ensure that the

- i) TFGs meet the formal, theoretical and technical requirements for each type of work.
- i) Authorize the defense of the work, certifying that it is in conditions to be defended
- iii) Monitor compliance with the bioethical requirements involved in the implementation of the TFG
- iv) Draft a qualitative report of the TFG, which will be considered in the qualification of the same

In order to guarantee that the offer of TFG covers the demand of the students with sufficient thematic diversity, the Faculty may establish the minimum number of TFG that each department will offer, in proportion to the percentage of teaching that it imparts in the degree of Medicine.

The Faculty will request from the department a list of the TFGs that will be offered in the next course. For this purpose, the Faculty will specify the minimum number of TFGs that will be taught by each department.

The Departments will designate the tutors of each TFG, before July 1st, the list of TFGs, the typology according to chapter C, the tutorial for the maximum number of TFG students. Once the registration has been made, the Faculty will publish a provisional list of the enrolled students, in an orderly manner according to its files, it will call on those interested in the election of the TFG, according to established order

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The Faculty will ensure that each student has a TFG tutor, being responsible for resolving any incident that may arise in the development of the work, through the Department involved

Once assigned, the TFGeltutores will meet with the assigned student(s). Each student will carry out the assigned work individually under the supervision of the tutor, establishing at least two face-to-face meetings between the student tutor.

### **E. Procedure of exposure of the defense of the specific party**

For the presentation of the defense of the specific part, the student will have passed all the subjects of the study plan, except those of the practicum. In period appropriate, the faculty will establish the dates on which the student will have to present the TFGamba defense request with the tutor's authorization for the presentation of the same defense, with printed copies of the same in editable digital format, with a maximum length of 1500 words (excluding bibliography and figures and tables), unless it is published.

The defense request deadline will be published by the Faculty of Medicine on its website, establishing the defense dates for each work.

The TFG's public defense exhibition will take place through a face-to-face event and a public session in the offices designated by the Center for that purpose. It will consist of the oral presentation in a court of the developed TFG, giving the defense 15 minutes for the presentation and 10 minutes as a maximum for the defense in debate, to answer the doubts raised by the court

### **F. About the court**

Participation will be mandatory and recognized by all the professors who belong to the areas of knowledge of the departments attached to the Faculty, not being able to represent the tutor of the work. The tribunals will be constituted by at least two registered members or alternates, appointed by the Faculty. The presidency will fall to the professor with the highest teaching category and seniority, the secretary will be the professor with the lowest teaching category and seniority

The tribunals will be formally constituted in advance and publicized before the evaluation, evaluating a maximum of 12 different TFGs.

### **E. Evaluation criteria**

The entire development of the evaluation of the **specific** part will be governed by the general evaluation regulations of the UdL, it will have the following aspects

- Originality
- Content, organization and formal drafting of the report
- Quality extension of the bibliographic review carried out
- Quality of the work done
- Presentation, oral presentation, ability to synthesize and clarify the answers to the questions raised

The court will be provided with a template for the standardized evaluation of the TFG, which will take into account whether it has been published in the form of a communication to the conference or a contribution to the journal

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evaluated by peers, considering this publication as a high quality criterion. Likewise, the court will take into account the evaluations of the type of competence that will have been generated during the degree, according to the Study Council and the tutor's report. These effects will be considered as requirements if the ACOE of the 6th degree course is not completed.

At the end of the presentation, the court will decide to close the door and check that the student has the skills mentioned before proceeding with the qualification of the TFG

#### **F. MobilitatiTFG**

The student will be able to do the specific part of the TFG in one of the demobilization programs of the degree. If so, the TFG will have to have a tutor from the Faculty of Medicine of the Ud who supervises the work, regardless of who directs the work.

The student will be in charge of contacting the faculty of the degree in Medicine from the other center and obtaining consent to protect the TFG through a written document. This will be sent to the Faculty through the mobility coordinator

Once at the TFG, as long as both tutors allow it, the student will be able to proceed with the defense and recognition of the credits obtained in accordance with the rest of the regulations of the UdL