



## SPECIFIC RULES FOR THE FINAL DEGREE THESIS AT THE FACULTY OF PHARMACY

### FINAL DEGREE THESIS: INTRODUCTION

The Final Degree Thesis (FDT) is a compulsory subject that must be taken by the student at the end of his/her academic career. It consists of the presentation and defence of a subject that involves the integration of the training contents received and the competences acquired throughout the Degree in Pharmacy.

### GENERAL CHARACTERISTICS OF THE FDT

The FDT can be carried out from different sources:

- 1 A work performed during the Tutored Internships period about Pharmaceutical Care.
- 2 A Review including documentation and bibliographic research.
- 3 The elaboration of a theoretical-experimental work in a university department.

As a general criterion, the FDT should have the following structure: Title, Author, Tutor, Summary, Introduction and Background, Objectives, Methodology, Results and Discussion, Conclusions and Bibliography. The produced work will have a maximum extension of 20 pages and will be written in Times New Roman or similar font, 12 points and 1.5 spaces of line spacing.

The student will produce a **copy paper of the FDT to the Tutor**. The exhibition act of the work will be public and will consist of the presentation and defence of a Poster that will be exposed on the dates previously determined by the Degree Committee. In addition, **a copy of the FDT and the poster in pdf must be submitted on-line** using the previously specified website. Please, indicate the ID card number, date call and the student's name in the electronic files. In any case, the FDT must be original and be supervised by a Professor of the Faculty. The FDT may be an individual work or it may be proposed to be performed in groups with a maximum of 3 students.

### REGISTRATION AND TOPIC CHOICE

The FDT must be dealt by the student as any other subject of the Degree of Pharmacy in terms of enrolment. As a general prerequisite, the student must have passed all credits of basic training and at least 80% of the obligatory credits of the Degree.

The student, once enrolled in the FDT, will also complete his / her registration by filling in the form delivered for that purpose, stating his / her preference in the topics offered. The order of priority for the adjudication of the subjects will be according to the following criteria:

- The average qualification of the academic file (with two significant decimal numbers)
- In case of a tie, in accordance with the lower number of outstanding credits to complete and, if there is still a tie, a draw would be held to establish the final order of election.

Those students who chose any of the subjects offered to be done in the destination centres of Tutored Stages (Community Pharmacy Offices or Hospital Pharmacy Services), must take into

consideration that the teacher responsible for the tutelage and the final topic will depend on the specific destination. Hence, responsible teaches in that case will be assigned at the time of joining the centre.

The Departments will propose the topics for the FDT during the month of MAY so that the student can know them before the enrolment period.

### **FDT COMMISSION**

The FDT Commission will be composed of the members of the Academic Committee delegated to the Faculty Board. This commission will have the following functions:

- To review the Topics and list of tutors proposed by the departments.
- To publish the list of accepted FDT projects and their tutors.
- To propose the Evaluation Commissions.
- To manage the process of presentation and defence of the works.
- To monitor compliance with regulations.

### **FUNCTIONS AND RESPONSIBILITIES OF THE STUDENT AND THE TUTOR**

- The FDT consists of an autonomous work carried out by students under the guidance of a tutor, who will act as a facilitator of the learning process.
- The academic tutor will be responsible for showing the student the characteristics of the FDT. He/she will also assist and guide the student along the work and to ensure the fulfilment of the objectives set.
- The academic tutor will be in charge of reading and evaluating the written report presented by the students.
- The role of the tutor should not be confused with that of a director of a research. All decisions made regarding the content of the work, material delivered, presentation, etc. are the sole responsibility of the student.

### **EVALUATION COMMISSIONS**

- Teachers who teach in the degree, will be grouped into three groups by affinity of the areas of knowledge (Biology, Chemistry and Health-Pharmacy) so that in each Evaluation Commission can be a representative of each of the three groups and to be sure that all teachers participate in the evaluation commissions of the FDT with a similar dedication.
- A raffle will be held between the teachers to determine the members of each commission.
- The FDT COMMISSION will make a proposal with sufficient number of Evaluation Commissions in each call according to the students' number to be evaluated, so that the process will be carried out with effectiveness.
- In addition, specific commissions will also be constituted to evaluate the FDTs developed by the students during their stay in Tutored Internship Stays. These commissions will be chaired by the Vice-Dean responsible for the Tutored Stays that could be replaced by the Vice-Dean of Academic Affairs in case of absence or incompatibility. The remaining two members and their substitutes, will be drawn between the Associate Professors of Office of Pharmacy and Hospital Pharmacy Services.

### **EVALUATION CRITERIA**

- The FDT submitted to each Evaluation Committee will be evaluated by the Tutor and by each of its members, taking into account its scientific and technical quality, as well as the quality of the material delivered, the clarity of the presentation, the capacity for debate and argument defence. The evaluation of the FDT includes the following parts:

- Quality of the FTD evaluated by the Tutor (40%)
- Quality of the Poster (30%)
- Capacity for debate and argument defence (30%)

- After presentation and defence of all FDTs and prior to the delivery of the official proceedings, the Heads of all evaluation committees participating in the call will meet to award the 'Honour Mention' among those students who have obtained the highest qualifications.

The obtained mark cannot be included in the official proceedings until the student has passed all the remaining credits of the degree. It will be included in the call in which the student pass the exam. The obtained mark will only be valid for the calls of the corresponding academic year and the 2 calls of the following year.

Those students who disagree with the obtained mark may apply for the revision of the evaluation to the FDT COMMISSION according to the UCM Students' Statute (articles 47 and 48). In case of disagreement with the result of the review, the student may challenge it, as established in article 49 of the Student's Statute. In the case of FDT in which more than one Department participates, the Board of the Faculty of Pharmacy will arbitrate a claim procedure, in which the different Departments involved must be represented.

The FDT shall not be subject to recognition of credits or compensation.

### **CALLS FOR FDT**

The student who enrolls in the FDT will have the right to two calls between the three options that are scheduled to present the work: February, June and July.

In addition, the student may make use, as long as he/she meets the requirements, of the extraordinary call for an end of the academic year of February, in which, in order to facilitate the completion of the studies, it will not be necessary for the FDT to have been previously registered.

### **REGISTRATION AND PRESENTATION**

- With the enrolment, the student has the right to two calls for the same academic year in which he/she can present and defend the FDT. In those cases in which the student cannot be included in the proceedings for any reason, his/her marks will be kept for the two calls of the next course. In that event, the student will have to enrol the FDT again but paying only 25% of the tuition value.

- Enrolment periods specific to the FDT will be enabled.

- As a prerequisite for the qualification of the FDT Proceedings, the student must have passed all the subjects of the Degree, including the tutored Internship stages.