**Calendar of activities related to the Bachelor's Degree Final Project 2019-2020**

| YEAR 2019 | |
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| September | First week in September: The number of students registered for the Bachelor's Degree Final Project (TFG) for each degree is available *(with a forecasts of Erasmus students who have yet to register)*. <br><br> First fortnight of September: Number of TFG assigned to each department. <br><br> Until Friday 13: Repeating students hand in to the Academic Management office their application to keep the same tutor as the previous year along with a letter of agreement from the tutor. <br><br> Until September 19: Receipt of offers of tutors and topics for each department <br><br> End of September: Publication of list of tutors and topics for each degree. |
| October | Before October 4: *Session* to explain the assignment procedure and general instructions for the TFG (related documents: syllabus, calendar, student and tutor documents, etc.), how to do a TFG and the use of bibliographical sources. <br><br> Tuesday 8, Wednesday 9 and Thursday 10: Assignment of TFG. <br><br> Wednesday 16: Publication of final assignment. <br><br> Until October 31: *First meeting with tutor.* <br><br>     *Aim of the meeting*: Identify the objective of the TFG, structure, content and time planning |
| November | October 28 to December 4: Submission to the Office of Students Affairs of application to hand in the TFG on the first deadline, only students who are registered for all the necessary credits to finish their degree on February announcement in accordance with Article 117.3 of the academic regulations of the UAB. <br><br> Students who choose to present their TFG on this first deadline must agree tutorial sessions with their tutor to **move the second and third meeting of tutoring** to be able to submit the TFG on January 24 at the latest on the TFG submission and evaluation application. <br><br> **TFG Calendar for Students Finishing their Degrees\*** <br><br> *(see table below)* <br><br> \* Students who present their TFG in February for finishing their Degree cannot present it in June and will have to enroll for the next academic year. |
| December | Until December 21: *Second meeting with tutor* <br><br>     *Aim of the meeting*: Monitoring of time planning. |

Table within November row:

| January 2020 | Until January 24: Student submits TFG to tutor using the TFG submission and evaluation application. <br><br> January 27 to February 7: samples will be taken from the TFGs to test for plagiarism. <br><br> Week of January 27 to January 31: *Session* **on how to prepare a poster** (sessions and days to be confirmed for each campus). <br><br> Until January 30: *Fourth meeting with tutor* <br><br>     *Aim of the meeting*: Oral presentation of TFG to tutor. <br><br> Until Friday, January 31: Deadline for tutors to post grades and the evaluation report on the TFG submission and evaluation application. |
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| February 2020 | Until Tuesday, February 4 (at 23:59): Students confirm participation in the Poster Session using the TFG submission and evaluation application. <br><br> Friday, February 7: Dean's Office will communicate the composition of assessment panels for the poster presentations, time and place of sessions. <br><br> Until Friday, February 7 (at 23:59): Student uploads its .pdf poster on the TFG submission and evaluation application. <br><br> February 12 to February 13: **Poster Session.** <br><br> Until Wednesday, February 19: Modification of grades document according to the decision of the panels. |

| YEAR 2020 | |
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| February | End of February: First Draft Submission: Student submits a draft of the TFG to tutor using UAB Campus Virtual. |
| March | Until March 27: *Third meeting with tutor*<br><br>    ***Aim of the meeting***: Monitoring of time planning. |
| May | Until May 25: Student submits TFG to tutor using the TFG submission and evaluation application.<br><br>Period to hold the *fourth meeting with tutor*: from May 25 to June 9<br><br>    ***Aim of the meeting***: Oral presentation of TFG to tutor. |
| June | June 8 to June 19: samples will be taken from the TFGs to test for plagiarism.<br><br>Week from 8 to 12 June: ***Session* on how to prepare a poster** (sessions and days to be confirmed for each campus).<br><br>Until Tuesday, June 9: *Fourth meeting with tutor*<br><br>Until Thursday, June 11: Deadline for tutors to post grades and the evaluation report on the TFG submission and evaluation application.<br><br>Until Monday, June 15 (at 23:59): Students confirm participation in the Poster Session using the TFG submission and evaluation application.<br><br>Fourth week of June: Dean's Office will communicate the composition of assessment panels for the poster presentations, time and place of sessions.<br><br>Until Friday, June 19: Students upload the .pdf poster on the TFG submission and evaluation application.<br><br>Thursday, June 25 to Monday, June 29: **Poster Session.** |
| July | Until July 3: Modification of grades document according to the decision of the panels.. |