Submission of Bachelor's Degree Final Project (TFG) – Tutor's Manual

Submission, assessment and poster sessions **calendar** (academic year 2020-21):

For students finishing their degree in February:
- Submission: from January 11, 2021 (at 00:00:00) until January 22, 2021 (at 23:59:59).
- Assessment (grades and evaluation reports): deadline is January 29, 2021 (at 23:59:59).
- Confirmation of participation at the Poster Sessions: from January 30, 2021 (at 00:00:00) until February 1, 2021 (at 23:59:59).
- Submission of Poster's pdf: from February 2, 2021 (at 00:00:00) until February 5, 2021 (at 23:59:59).
- Poster Sessions: February 11 and 12, 2021.
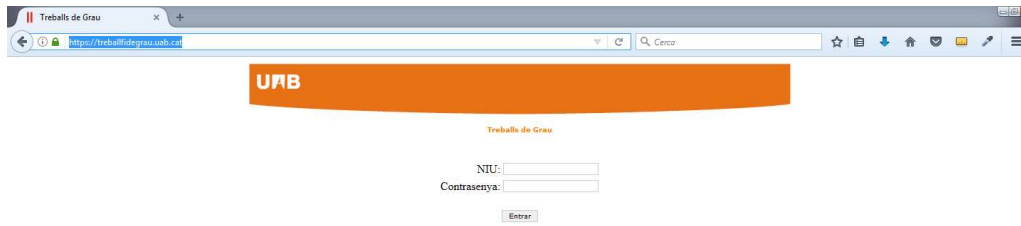
For remaining students:
- Submission: from March 26, 2021 (at 00:00:00) until May 25, 2021 (at 23:59:59).
- Assessment (grades and evaluation reports): deadline is June 10, 2021 (at 23:59:59).
- Confirmation of participation at the Poster Sessions: from June 11, 2021 (at 00:00:00) until June 14, 2021 (at 23:59:59).
- Submission of Poster's pdf: from June 15, 2021 (at 00:00:00) until June 21, 2021 (at 23:59:59).
Poster Sessions: From June 28 to June 30, 2021

After the deadline, access to the submitted Bachelor's Degree Final Projects or evaluation reports will still be open, however no changes (new submissions or modifications) will be possible.

Submission of Bachelor's Degree Final Projects, will be held at the following page: https://treballfidegrau.uab.cat (application in Catalan).
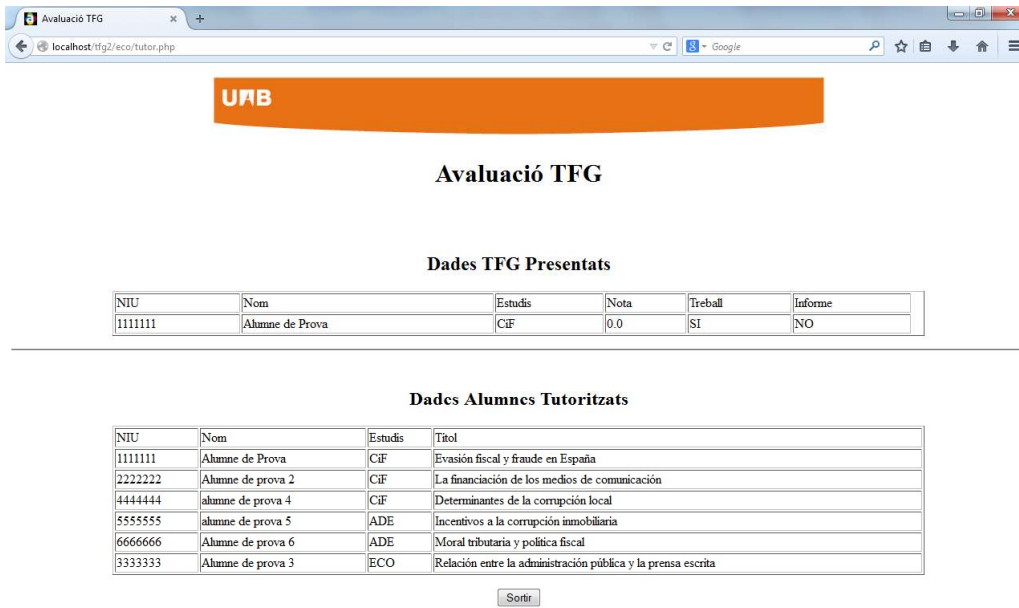
The following steps will guide you to access to the projects you are tutoring. First of all, you need to identify yourself:

You must introduce your NIU and your password (*contrasenya*). If your identification is incorrect or you are not assigned as a TFG tutor, you will see the following message:

"The user or password is wrong"

Once you are successfully logged in, the following screen will appear:
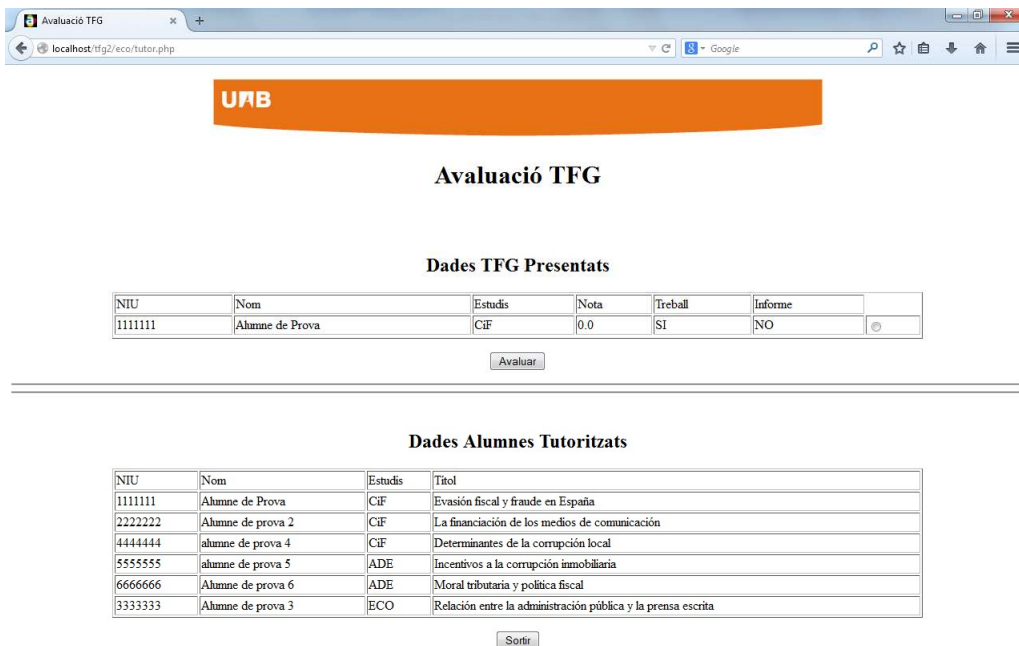
Avaluació TFG

Dades TFG Presentats

NIU	Nom	Estudis	Nota	Treball	Informe
1111111	Alumne de Prova	CiF	0.0	SI	NO

Dades Alumnes Tutoritzats

NIU	Nom	Estudis	Titol
1111111	Alumne de Prova	CiF	Evasión fiscal y fraude en España
2222222	Alumne de prova 2	CiF	La financiación de los medios de comunicación
4444444	alumne de prova 4	CiF	Determinantes de la corrupción local
5555555	alumne de prova 5	ADE	Incentivos a la corrupción inmobiliaria
6666666	Alumne de prova 6	ADE	Moral tributaria y política fiscal
3333333	Alumne de prova 3	ECO	Relación entre la administración pública y la prensa escrita

Sortir

Notice that the following information appears on the screen: at the bottom, you will find the list of students assigned to you as their tutor. At the top, you will find information about the students that have accessed the application in order to submit their TFG.

During the period of evaluation, the button **"Avaluar"** (*Evaluate*) will be enabled:
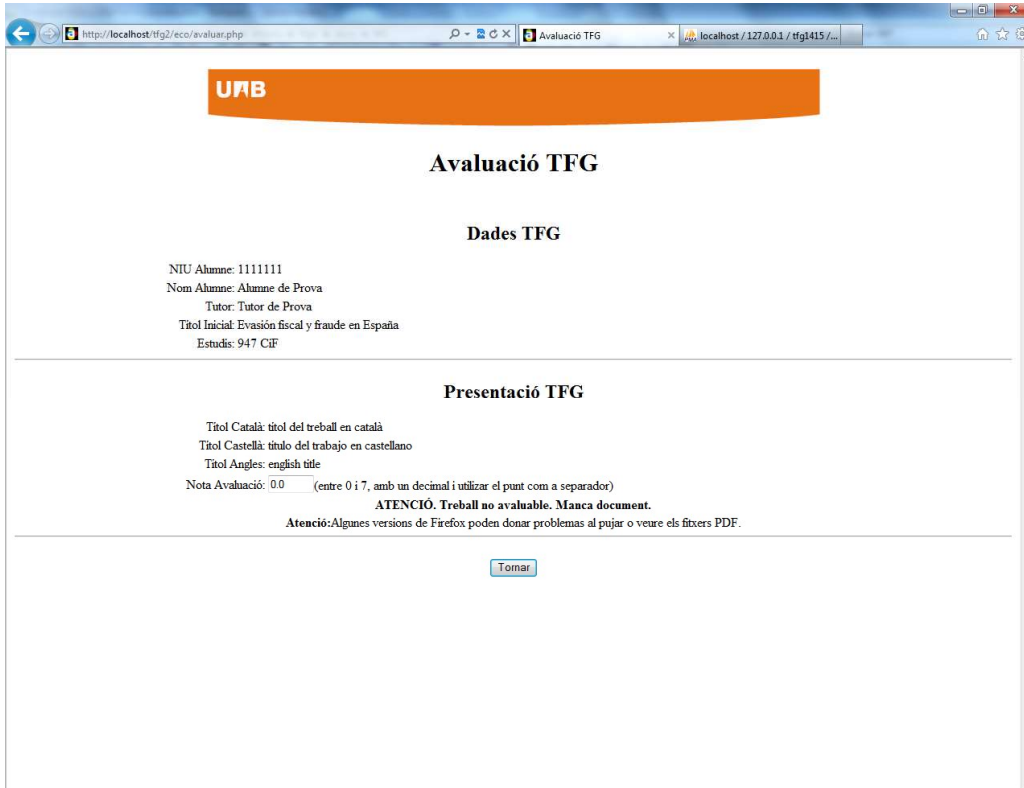

Avaluació TFG

Dades TFG Presentats

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Avaluar

Dades Alumnes Tutoritzats

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Sortir

If you select a student who has NOT submitted its TFG, the following screen will appear with this message: "*Treball no avaluable. Manca document*" *(TFG cannot be evaluated. There is no document)*. Then the application will DISABLE the option *"Guardar Nota" (Save Grade).*
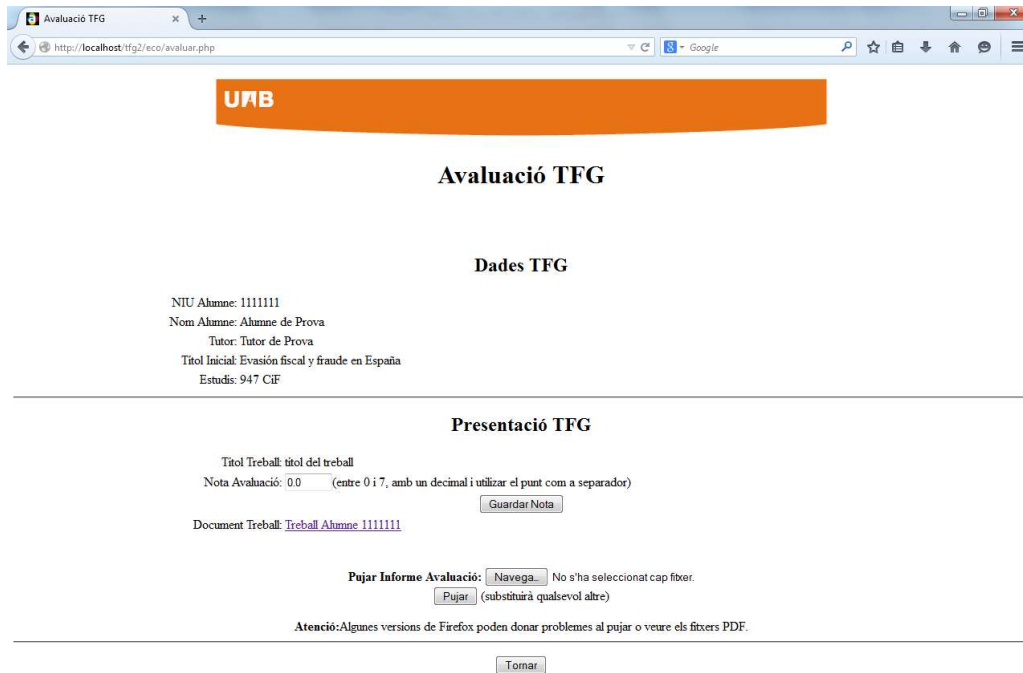

If you select a student that HAS submitted its TFG and then you click to "Avaluar" (Evaluate) the following screen will appear:

On that screen you will find *"Dades TFG"* (*TFG Data*), when students' registration is done, and *"Presentació TFG" (TFG Submission),* where it will appear the Final Title of the TFG, the TFG uploaded (.pdf format) and the box where you must post the TFG grade (*Nota Avaluació*).
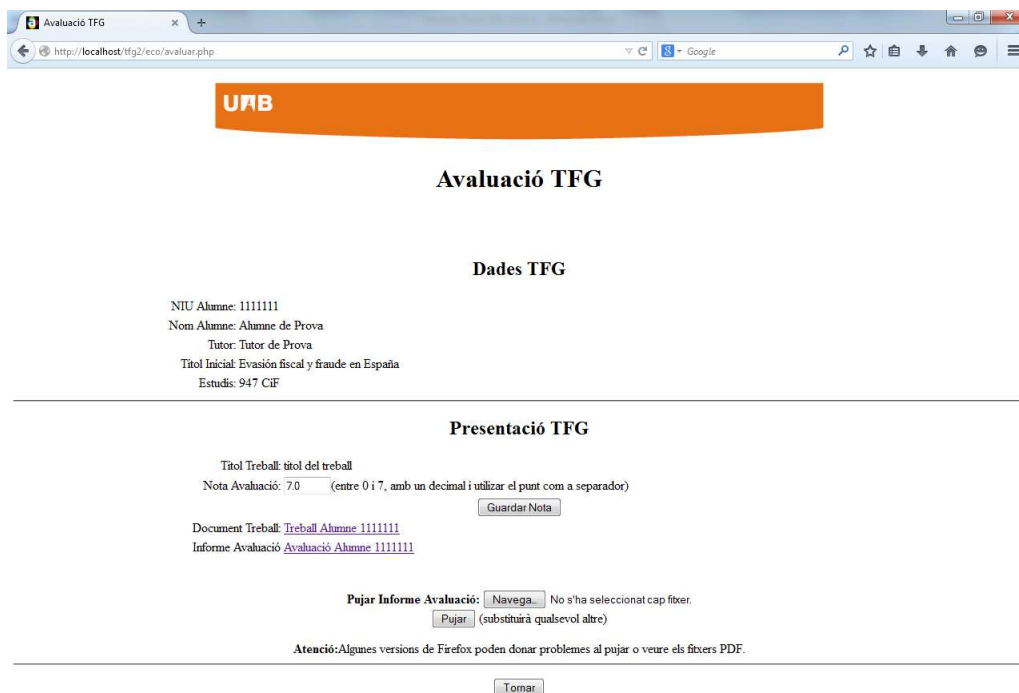
- When the TFG is assessed, you must post the grade, **between 0 and 7 (with only one decimal)**, and click to *"Guardar Nota"* (*Save Grade*). Then you need to attach the ***evaluation report*** (.pdf format and size should not exceed 20 Mb) (see Annex 3 of the *Bachelor's Degree Final Project (TFG) Regulations*): select the file from your computer with "*Navega*" (*Browse*) and click to "Pujar" (Upload) (*PLEASE NOTICE THAT SOME VERSIONS OF FIREFOX CAN GIVE AN ERROR MESSAGE*).

If you have NOT attached and saved the evaluation report properly, the following screen message will appear:

"The document has no pdf format or the size is larger than 20 Mb"

If well done, the following page will appear:

As **tutor**, **you need to post the grade at the application** (*ONLY AT THE APPLICATION, NOT AT SIGM@)* and **attach the evaluation report**. Before deadline, you can access to application to check if the grade and/or the evaluation report are correct, and/or make the changes you may consider.

Attention: After deadline, <u>no</u> changes can be done.

Note: If you are tutor and you have also been assigned as **a member of an Evaluation Committee**, see also the *Evaluation Committee's Manual*.