

2020-2021 academic year FINAL DEGREE PROJECT (FDP) REGULATIONS



The procedures to follow for defining, developing & defending the FDP

1. Defining a theme

The first decision students take is to decide on the theme of their FDP and gain the seal of approval of the member of staff in charge of the relevant area of experimentation and application (AEAD). If a student hasn't already decided on any particular theme during the course of their studies, they can ask their study track's Departmental Unit for ideas and they may also consult the list of collaborating companies and institutions that will be published. This list will contain a series of themes defined by the businesses.

The student will fill in the **FDP proposal form** and submit it, signed by their tutor, to the corresponding task in the FDP classroom of the virtual campus by **December 17, 11pm (deadline)**.

ESDi's AEADs (Areas of Experimentation and Application of Design) will analyze the proposals received and –also through the virtual campus– will signal their approval before December 24. Should there be any objections, vital suggestions and/or proposals for improvement through a new proposal, the student will be summoned to the AEAD in order to make the appropriate modifications to their FDP proposal form.

2. Choosing a tutor

The tutor can be one of the teachers from the list which will be provided on the virtual campus or a professional in the field of the proposal.

Should a student wish to be tutored by a professional who isn't offered on the list provided by ESDi, they will have to request it on their FDP proposal form, including the proposed expert's resume. ESDi's decision to accept or decline the request will not be subject to appeal.

The aim of the FDP is to allow students to demonstrate their ability to act with full autonomy and to show off their skills and initiative in the development of professional design projects. As such, the student should keep in mind that while their tutor is available to assist, the choice of theme, much like the development process and **the results obtained, are the responsibility of the student.**

Once the proposal is accepted by ESDi, the student will have to resubmit the previously-submitted FDP proposal form to the corresponding task on the virtual campus, this time in PDF format and with their tutor's approval.

3. Planning the FDP

With the support of their tutor, the student will draw up their **FDP plan** which must be submitted to the virtual campus with the approval and signature of their tutor.

If the AEAD, the Department or the ESDi Direction consider the plan to be incorrect or wish to consult a particular part of the plan in greater depth, they will get in contact with the student.

An absence of feedback seven working days after the submission deadline should be interpreted as an implicit approval.

This planning sheet should also be downloaded and submitted to the virtual campus. The presentation **deadline** for the **FDP planning form** is **February 15**, including the assignment of a tutor and their feedback.

4. Tracking the progression of the FDP

The student must follow the following steps as regards monitoring the FDP:

➤ **April 6 at 1pm (deadline)**, they must submit the project as undertaken thus far to the corresponding task on the virtual campus. The documents should explicitly include all conceptual work from prior to the planning and all information related to methodology, technique and other topics that could be considered essential to drawing conclusions that will form the foundations that support their formal project plan. These documents will serve to show how the student has developed their project

➤ The **Monitoring Tribunals (TS)** will take place between **April 19-23**. The Tribunal and the tutor will make a judgement of the material submitted which will be graded as follows:

1. **Unsatisfactory** (the student can continue developing their project but the results at the present time don't meet the level demanded at this stage).
2. **Satisfactory** (the student is at the level demanded at the current stage).
3. **Outstanding**.

➤ **June 7 at 1pm (deadline)**, the student must submit the FDP progress report to the corresponding task on the virtual campus.

5. Submitting materials for the FDP defense

On the dates indicated above, the student must submit all of the work they have prepared to defend their FDP. All material, including the plans and any possible mock-ups or prototypes, should also be submitted in a digital format for future publication and sharing. All material to be submitted, as corresponds to the different academic tracks, is specified in the annexes of these regulations.

Document **submission dates** for the **First Convocation**:

➤ All specializations: **June 22, 2021, from 16:30-19:00 at the relevant AEAD** or at the University Department for those on the Multidisciplinary Integration track.

Document **submission dates** for the **Second Convocation**:

➤ All specializations: **September 3, 2021, from 16:30-19:00 at the relevant AEAD** or at the University Department for those on the Multidisciplinary Integration track.

In their FDP defense, a student may not use any documents supplementary to those presented on the submission date. The only material that the student may bring on the day of their FDP defense is that which is relevant to the presentation of their project. This material must in no way constitute a further contribution to the content already submitted, and will be authorized by the president of the tribunal just before the start of the defense.

6. Being assessed by the FDP Tribunal

The Tribunal will be appointed by the Academic Director of ESDi and will be composed of three members: one president and two members. The president will be charged with delivering the grading sheet to the Academic Secretary's office.

The FDP defense is an important academic activity that has an open-door policy to all who may be interested. However, if a FDP is bound by a confidentiality clause with a business partner or otherwise, an exceptional closed-door defense may be granted.

The FDP defense will preferably take place online.

FDP Tribunal dates, First call:

➤ All specializations: from **July 5-9, 2021**

FDP Tribunal dates, Second call:

➤ All specializations: from **September 13-17, 2021**

The times and location of the different Assessment Tribunals will be published on the virtual campus.

Regulatory aspects

7. Presenting the FDP before the tribunal

The presentations and deliberations will be carried out in accordance with the following guidelines:

- Commencement of the Tribunals: a quarter of an hour before the first presentation.
- Presenting the project before the Tribunal: each student will receive a maximum of half an hour, which will be divided in such a way that the oral presentation doesn't exceed **15 minutes** and that the remaining time is dedicated to responding to any questions the members of the Tribunal may wish to ask.
- Defending the project: in any case, the student only has **a quarter of an hour to defend their project.**
- The detailed presentation schedule for each student will be published on the institution's virtual learning environment. Even so, the student must arrive half an hour early, in case earlier presentations mean their turn can start before the appointed time.
- If a student arrives to their FDP presentation **up to 15 minutes late**, they will be allowed to **do their presentation in the time that remains.**
- If a student arrives **more than 15 minutes late, they will not be allowed to do their presentation** and the student will be recorded as absent from this academic activity.
- If the delay or absence is caused by an impediment or another serious development, this circumstance will have no bearing on the FDP's assessment. The following events are considered serious developments: if the student is ill and needs to be admitted to hospital; death of a first-degree relative; a court summons; or if an elite sports person needs to attend sporting events that justify their absence

In any case, the student must bring documents to the academic secretary's office that justify these circumstances. In this instance, the Tribunal and the Academic Direction will decide how this eventuality will affect the grading of the FDP.

The grade assigned by the Tribunal will not be subject to appeal. The FDP will be assessed by the Tribunal according to the following scale:

- **60%:** All the documents presented
- **20%:** The project's defense before the tribunal (in the case of Fashion, special attention will be paid to aspects related to the presentation of the collection that has been developed).
- **20%:** Tutor's assessment.

The evaluation criteria of the FDP are the following:

- The **coherence** of the project's plan with the results obtained, as expressed in the student's own project.
- The **intellectual** work undertaken, which will be assessed through analyzing the quality of the project that is presented.
- The **expressive** work, which will be assessed by the quality of the project's presentation, through analyzing **formality** as well as the **oral defense** of the project.

➤ In all cases, the evaluation criteria must take into account the approach taken to the project and in the final assessment, the grade most directly related to the specialization chosen by the student must prevail.

8. FDP convocations

As in any other subject, there will be **two convocations during the academic year: first and second convocation**. The student may choose to present their FDP at either of the two convocations.

In the case that the first convocation is chosen and the student doesn't pass, they may present their project again at the second convocation. If the student doesn't make use of or fails the first convocation, their tutor is under no obligation to offer them tutorials during the summer break.

In order to present their FDP, students **must have passed all of the modules in their degree**.

The FDP can be defended at a total of four convocations. If the student fails the FDP at the two convocations in the first year, they will be able to present the same FDP to the next two convocations if authorized by the Tribunal. If the Tribunal recommends that a student should switch their project for the third convocation, they must develop a new FDP from the beginning.

9. Grade report

After the grades have been published, students are entitled to request their grade report. The preliminary dates and times will be published to the institution's virtual learning environment.

10. Reviewing the grade

In the event of a discrepancy in the Tribunal's grading, and once having received their grade report, the student has the right to request a grade review from the ESDi Direction. A review may only be requested if the student has already made use of the two convocations of the current academic year.

The process for requesting a grade review is the following: if, after having received their grade report, they disagree with their grade, they will deliver a form entitled "FDP Review Request" to the Academic Secretary's office, where they will set forth all the reasons why they are making this grade complaint. The request will only be accepted if it contains all justifying arguments. This form should be accompanied by enclosed documents where the student sets out all arguments necessary to justify their complaint. These requests will be accepted up to a period of seven days from the grade report.

ESDi's Academic Direction will assess whether the claim is substantiated or not, and whether the established grade review process has been respected. If this is not the case, ESDi's Academic Direction will inform the student that their complaint has been rejected. If the claim is upheld, an Extraordinary Tribunal will subsequently be convened, consisting of: three teachers trained in the field to be reviewed who, under no circumstances, may be the same as those who graded the project in the first place.

This tribunal will take place within 15 working days of the approval of the make-up of the Extraordinary Tribunal. The Tribunal will regrade the work objectively, taking into account the student's presentation

and all the documents they have presented and the tutor's report. The Tribunal will write up their opinion in a reasoned report, which must be delivered to ESDi's Academic Direction. Afterwards, the Academic Direction will report on the tribunal's final decision.

If it is thought useful, the Extraordinary Tribunal may call on the affected student and their tutor during the review process for potential meetings.

11. Returning the FDP

All of the the FDP's digital material will remain at ESDi permanently for student queries and institutional communications purposes.

The projects that the center consider to warrant special interest will remain in storage at ESDi for an academic year as basic documentation for staff reference and to be able to show visitors (industrialists and professionals, future students, teachers from other centers) the outstanding work undertaken at the center. At the same time, they may be shared at exhibitions, at events, on social media, online, on the radio, in the press, on the television, in newsletters or in the institution's promotional materials.

During this period, on request, the student may make use of their work for as many days as they believe necessary for professional purposes.

Collecting a project will require a request and approval on the part of the Area of Experimentation and Application of Design (AEAD) that has custody of it. Every student may collect their work a year after their defense, until the end of November in the academic year succeeding their presentation. ESDi will no longer be responsible for the FDPs that remain uncollected after this period.

The plans will remain at the disposal of ESDi during the following academic year to be exhibited. Once the exhibition is finished, the student will be informed and they will be provided with a collection period. If the plans remain uncollected during this period, the center will not be held responsible.

Other aspects to take into consideration

↗ If the FDP has not been submitted on time to any of the tasks established, it may not be presented under any circumstances, in accordance with the terms established by the center's regulations in the course guide. These facts will lead to exclusion from the FDP defense and consequently, a grade of Not Presented.

↗ It is the student's responsibility to ensure that all documents submitted are in the correct format and legible.

↗ Students undertaking their FDP take priority when using ESDi resources in the afternoons, provided that they have made a reservation and restricted themselves to blocks of two hours when using shared spaces.