

Procedure to publish Final Degree Projects (TFG) in the DDD

According to the point III of the Universitat Autònoma de Barcelona document *Open Access Institutional Policy* <http://ddd.uab.cat/record/89641>, the TFG must be loaded into the DDD repository following the procedure below:

1. - Students should submit to the TFG coordinator (or to his delegate):

- **a copy of the paper in electronic format**(in PDF with the smaller number of files)
- **a file with the metadata** (data which identify the paper and will allow the search):
 - Author
 - Title
 - Year of production
 - Tutor
 - Type of paper
 - Degree
 - Center / Institute
 - Keywords
 - from 3 keywords, in the language in which the paper is written
 - the translation into Catalan of the keywords, if the original is in another language
 - Abstract
 - explanatory summary in the same language in which the paper is written. Maximum 100 words
 - the translation into Catalan of this summary, if the original is in another language. Maximum 100 words
- the [authorization document](#) signed both by the author and the tutor of the paper (or by the coordinator of the subject in the absence of the tutor)

2.- Once evaluated, the TFG coordinator (or his delegate) must provide the TFG to the corresponding library, together with the documents of authorization, while there is no established automatic loading system in the Virtual Campus.

- The library will publish the TFG in the DDD in accordance with the policies of the University and the Faculty such as cut-off marks