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

Submission, assessment and poster sessions **calendar** (academic year 2021-22):

For students finishing their degree in February:
- Submission: from January 07, 2022 (at 00:00:00) until January 31, 2022 (at 23:59:59).
- Assessment (grades and evaluation reports): deadline is February 09, 2022 (at 23:59:59).
- Confirmation of participation at the Poster Sessions: from February 09, 2022 (at 00:00:00) until February 14, 2022 (at 23:59:59).
- Submission of Poster's pdf: from February 09, 2022 (at 00:00:00) until February 18, 2022 (at 23:59:59).
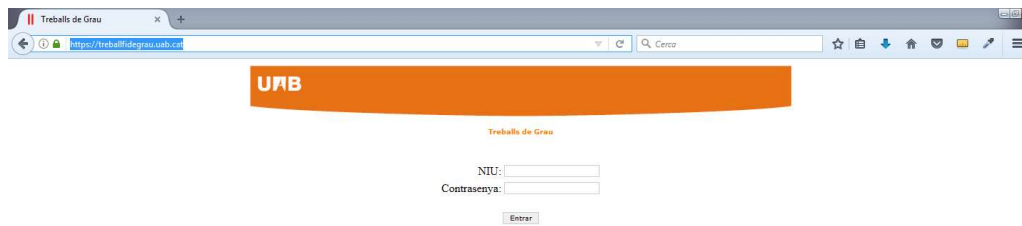- Poster Sessions: February 24 and 25, 2022.

For remaining students:
- Submission: from May 10, 2022 (at 00:00:00) until May 30, 2022 (at 23:59:59).
- Assessment (grades and evaluation reports): deadline is June 09, 2022 (at 23:59:59).
- Confirmation of participation at the Poster Sessions: from June 10, 2022 (at 00:00:00) until June 13, 2022 (at 23:59:59).
- Submission of Poster's pdf: from June 14, 2022 (at 00:00:00) until June 20, 2022 (at 23:59:59).
- Poster Sessions: From June 28 to June 30, 2022.

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.

To submit your Bachelor's Degree Final Projects, please visit the following page: https://apps2.uab.cat/treballfidegrau/ (application in Catalan). The following steps will guide you for a successful submission of your project:
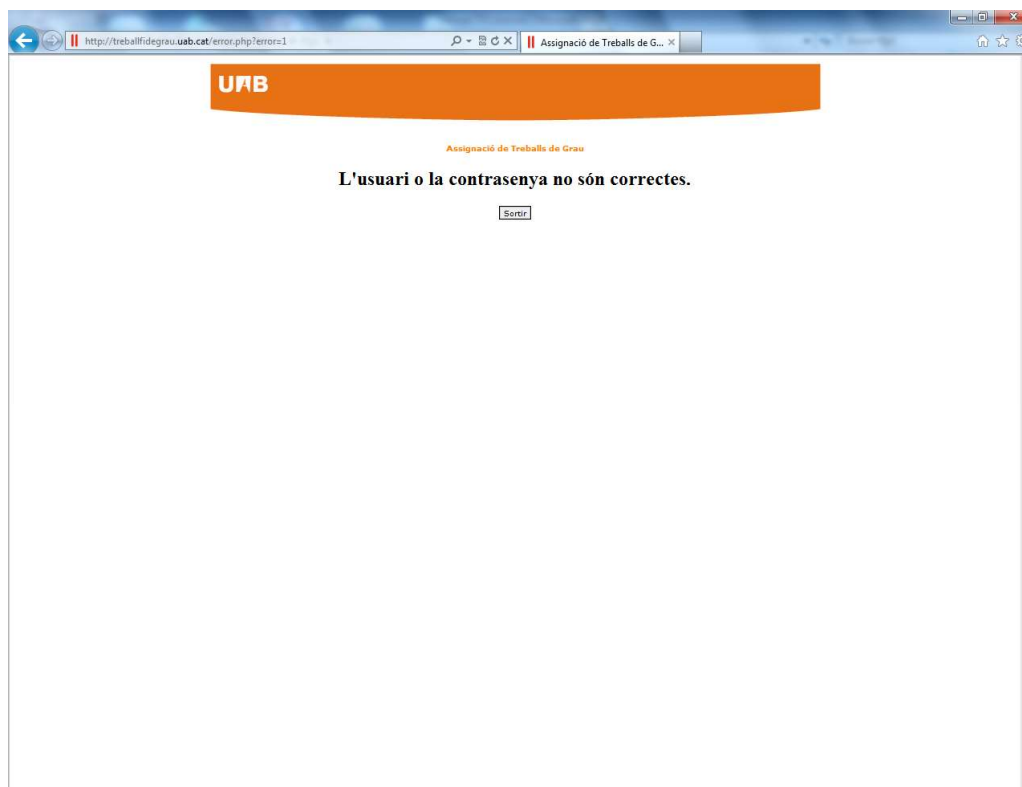
First of all, you need to identify yourself:

You need to introduce your NIU and your password (*Contrasenya*). If your identification is incorrect or you have not been assigned 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:

Notice that the following information appears on the screen: your name, your NIU, your TFG tutor's name, the TFG title (as initially proposed by the tutor), the degree you are enrolled in and the information you need to provide.
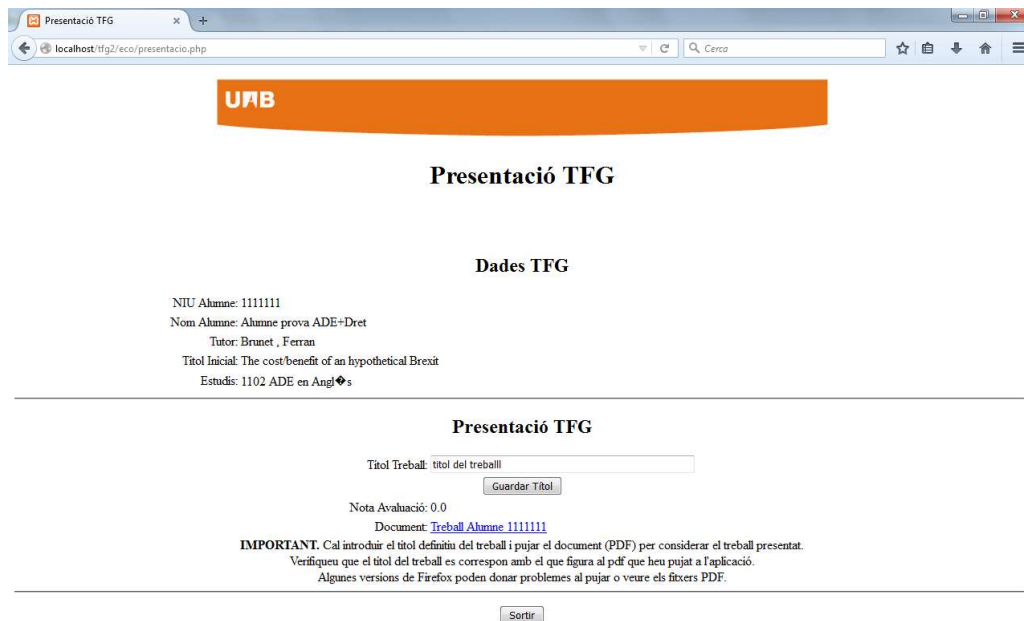
Steps to follow:

First: Enter the TFG title (same language it is written).

When done, click to "*Guardar Títol" (Save Title).*

Second: Click "Navega" (Browse) to select the **PDF document** from your computer (Size should not exceed 20 Mb). (*PLEASE NOTICE THAT SOME VERSIONS OF FIREFOX CAN GIVE AN ERROR MESSAGE*).

When done, click to "*Pujar" (Upload)*

When finished, a page like the following will appear:

Please verify if the submitted document and the TFG title are correct. The TFG title must be the same that of the uploaded pdf.

<u>Attention</u>: once the document attached is submitted and saved <u>no</u> changes can be done.

If you have a grade of 7, you can select ***"Desitjo presentar Pòster" (I would like to present a Poster)*** option and then click to ***"Validar" (Save).***

If you save **"Desitjo presentar Pòster" (I would like to present a Poster)** option, you can choose whether you would like to present it in a morning session ("Matí") or an afternoon session ("Tarda"). You can also click to **"Canviar Torn" (Change Turn)** if you decide to change the session you wish to present your poster. If you do not select a session, the default option is "Indiferent" (*Indifferent*).

If you are going to participate in a poster session, you will need to upload your poster in pdf format. In order to do so, please go to **Pujar un nou arxiu** (*Upload a new file*) option, click to "*Examinar" (Search)* and select your PDF file (remember: size should not exceed 20 Mb). Once selected, click to "Pujar Pòster"(*Upload Poster*).

Note that poster (please note that you have not to print it) should be A1 size (594 mm x 841 mm) and vertical orientation. A font size about 34 pt would be recommended.

<u>Attention</u>: once the poster attached is submitted and saved <u>no</u> changes can be done.

When done, the following page will appear:

Presentació TFG

Dades TFG

NIU Alumne: 1111111
Nom Alumne: Alumne prova ADE+Dret
Tutor: Brunet , Ferran
Titol Inicial: The cost/benefit of an hypothetical Brexit
Estudis: 1102 ADE en Angl�s

Presentació TFG

Titol Treball: titol del treballl

Nota Avaluació: 7.0

Document: Treball Alumne 1111111

Desitjo presentar Pòster: ☑
Validar

Pòster: Pòster Alumne 1111111

IMPORTANT. Cal introduir el títol definitiu del treball i pujar el document (PDF) per considerar el treball presentat.
Verifiqueu que el títol del treball es correspon amb el que figura al pdf que heu pujat a l'aplicació.
Algunes versions de Firefox poden donar problemes al pujar o veure els fitxers PDF.

Sortir