

CAMBIOS EN PROCESOS DE EVALUACIÓN EXTRAORDINARIA PROVOCADOS POR EL ESTADO DE ALERTA-COVID19

Este documento está aprobado por la Comisión de Titulación y por la Comisión Técnica de Posgrado de la Facultad de Ciencias de la UAM y será una adenda a las guías docentes del curso 2019-20

MÁSTER EN BIOTECNOLOGÍA

NOMBRE (CÓDIGO)	TRABAJO FIN DE MÁSTER (32863)
FECHA DE EVALUACIÓN (M/T) (ESTUDIANTES)	15-16-17 de Septiembre 2020 (M1/M2) (24 estudiantes)
SISTEMA DE EVALUACIÓN NO PRESENCIAL (%)	Ante la posibilidad de que muchos de los estudiantes tengan un volumen reducido de resultados que puedan presentar como TFM EXPERIMENTAL, la Comisión de Coordinación del máster ha acordado: 1) Celebrar la fecha de defensa del TFM en convocatoria extraordinaria del 15 al 17 de Septiembre de 2020. Si en dicha fecha no fuese posible realizar la evaluación en formato presencial, se solicitará a cada estudiante que realice la exposición y defensa por videoconferencia a través de alguna plataforma on-line como Microsoft Teams, siempre asegurando previamente el adecuado acceso al mismo de todos los implicados. 2) Se podrá presentar el Trabajo Fin de Máster en 3 tipos de formatos: (i) en formato EXPERIMENTAL, tal y como queda recogido en la guía docente, (ii) en formato MIXTO, con trabajo experimental no suficiente completando con trabajo bibliográfico o (iii) en formato REVISIÓN BIBLIOGRÁFICA (tipo Review), cuya estructura se detalla en la página Moodle de la asignatura y que se adjunta a este documento. El estudiante deberá analizar este punto junto con los tutores profesionales, y optar por la presentación de uno de los tres tipos de formatos. 3) Para presentar un TFM en formato EXPERIMENTAL es recomendable haber completado gran parte (al menos un 60%) de los experimentos inicialmente programados, de tal manera que el trabajo presentado sea coherente. 4) Para presentar un TFM en formato MIXTO es recomendable el haber obtenido ya algunos datos experimentales (al menos 15%), que podrían completarse con actividades no presenciales como: análisis de datos bioinformáticos o estadísticos, breves estudios de mercado, diseño de nuevas estrategias o planes de negocio. 5) Para presentar el TFM en formato REVISIÓN BIBLIOGRÁFICA, el estudiante podrá no contar con ningún resultado experimental propio o

	tener solo algunos datos preliminares que podría incluir como tales en la memoria. La puesta a punto de protocolos también podrá ser incluida en dicha sección. 6) Los tribunales evaluarán los TFM's siguiendo las rúbricas ya establecidas para cada formato (las rúbricas se pueden encontrar en la página Moodle de la asignatura), y teniendo siempre muy presente las circunstancias excepcionales en las que ha tenido que desarrollarse el trabajo. El tribunal contará con la información sobre el estado del progreso del TFM hasta la prohibición de actividades formativas presenciales, con el informe del tutor profesional que valorará el desempeño durante su estancia en el laboratorio. Para ello se seguirá la rúbrica que ya se dispone para la evaluación de esta asignatura y que ya indica la duración efectiva de la estancia, las fechas de inicio, cese, y de reincorporación si la hubiera. De esta forma, el tribunal contará con toda la información relevante para realizar una evaluación razonada. 7) La elección del formato de TFM y de la convocatoria de defensa será del propio estudiante, con el asesoramiento y visto bueno de cada tutor profesional. Los tutores profesionales además de guiarle en la elaboración del TFM, deberán dar el visto bueno a la memoria final, ya sea de uno u otro tipo, y emitir un informe que permita al tribunal valorar las condiciones particulares de cada TFM.
MECANISMO DE REVISIÓN DE EVALUACIÓN	Si no es posible la presencialidad en el proceso de revisión, ésta se realizará a través de correos electrónicos o plataformas de videoconferencias como Microsoft Teams.

Postgraduate Programme in Molecular Biosciences

Master in Biotechnology

- Academic Year 2019-2020 -

Evaluation Process for the Master's Final Dissertation ("Trabajo Fin de Master" –TFM–)

The evaluation will be based on the following three elements:

1. A written presentation in English describing the work performed by the student.
2. The Supervisor's report describing the work performed by the student.
3. An oral presentation of the work performed by the student.

Important: Given the possibility that many of the students have a reduced volume of results to present their EXPERIMENTAL TFM, the Master's Coordination Commission has agreed:

- 1) Postpone the Regular assessment period to July 8-10, 2020. If it is not possible to carry out the evaluation in person in those dates, each student will be asked to send the presentation by on-line Moodle platform, and the work defense will be done by videoconference through some online platform such as Microsoft Teams, always previously ensuring adequate access to it by all those involved.
- 2) The Master's Final Project may be presented in three types of formats: in EXPERIMENTAL format, as set out in the teaching guide, MIXED format or in REVIEW format (Review type), whose structure are detailed below.

The evaluation will take into account the knowledge acquired by the students in their area of research (background, hypotheses and objectives), including technical approaches (knowledge of the techniques used, their limitations and alternatives) and the student's capacity to critically discuss the results (conclusions drawn from the results; unresolved remaining questions; in cases of negative results, identification of the problem(s) and future approaches advised to address these issues). **The awarded grade will not depend on the volume of results or their scientific relevance** but rather, on the intellectual and analytical skills acquired by the student.

Evaluation dates:

July (Regular assessment period):

Deadline for submission of written work: 29 June, 2020.

Deadline for submission of the Supervisor's report by the Supervisor: 29 June, 2020

Date of oral presentation: 8-9-10 July 2020.

The final date and time for each student's presentation, as well as the members of the evaluation committee, will be published at the frist of June.

September (Extraordinary assessment period and until new advice):

Deadline for submission of written work: 31 August, 2020.

Deadline for submission of the Supervisor's report: 31 August 2020.

Date of oral presentation: 15-16-17 September, 2020.

The final date and time for each student's presentation, as well as the members of the evaluation committee, will be published at the end of June.

FUTHER INFORMATION REGARDING THE TFM EVALUATION PROCESS

1. WRITTEN WORK

1. EXPERIMENTAL/MIXED-TFM FORMAT

A report, written in English, following the format of a scientific article (**Molecular Cell** (<https://www.cell.com/molecular-cell/home>) IF 14.248, **with modifications**), should be submitted as specified below:

a) Cover Page: should include the title of the work and the names of the student and the TFM Supervisor (or the two Co-Supervisors).

b) Abstract: the abstract should be 200-250 words in length.

c) Introduction, Materials and Methods, Discussion: The main text should not exceed **45,000 characters** (including spaces and main figure legends and references). The article may contain up to **7 display items** (figures or tables). It should be presented in A4 format, using a spacing of 1,5 and a Times New Roman or similar typeface, font size 11. It possible to submit *Supplementary Material*.

d) References: as *Molecular Cell* Endnote style.

Manuscript:

- Include keywords
- All figures (include relevant captions)
- All tables (including titles, description, footnotes)
- Ensure all figure and table citations in the text match the files provided

Abstract

A concise and factual abstract is required. The abstract should state briefly the purpose of the research, the principal results and major conclusions. An abstract is often presented separately from the article, so it must be able to stand alone. For this reason, references should be avoided, but if essential, then cite the author(s) and year(s). Also, non-standard or uncommon abbreviations should be avoided, but if essential they must be defined at their first mention in the abstract itself.

Introduction

State the objectives of the work and provide an adequate background, avoiding a detailed literature survey or a summary of the results. In mixed formats this section can be expanded

Material and methods

Provide sufficient details to allow the work to be reproduced by an independent researcher. Methods that are already published should be summarized, and indicated by a reference. If quoting directly from a previously published method, use quotation marks and also cite the source. Any modifications to existing methods should also be described.

Results

Results should be clear and concise.

Discussion

This should explore the significance of the results of the work, not repeat them. A combined Results and Discussion section is often appropriate. Avoid extensive citations and discussion of published literature. In mixed formats this section can be expanded

Conclusions

The main conclusions of the study may be presented in a short Conclusions section, which may stand alone or form a subsection of a Discussion or Results and Discussion section.

Further considerations

- Manuscript has been 'spell checked' and 'grammar checked'
- All references mentioned in the Reference List are cited in the text, and vice versa
- Permission has been obtained for use of copyrighted material from other sources (including the Internet)

2. REVIEW-TFM FORMAT

To present the TFM in REVIEW format, the student has two options: (1) a report without its own experimental results, or (2) a report including its own “preliminary results”. The main text should not exceed **45,000 characters** (including spaces and main figure legends and references).

A report, written in English, following the format of CURRENT OPINION IN CELL BIOLOGY (<https://www.journals.elsevier.com/current-opinion-in-cell-biology>) should be submitted as specified below:

a) Cover Page: should include the title of the work and the names of the student and the TFM Supervisor (or the two Co-Supervisors).

b) Abstract: the abstract should be 200-250 words in length. It should contain sufficient information for the reader to be able to appreciate the relevance of the full article when read alone. It should include background information and specific examples of recent advances, rather than promises that a particular subject 'will be discussed' - the scope of the review should instead appear at the end of the introduction. References should not be included. Abbreviations should be avoided as far as possible.

c) Introduction: The introduction should be accessible to a wide variety of scientists by avoiding the use of jargon and concepts not familiar to non-specialists. It should outline the time period covered and the scope of the review, including the importance of and rationale behind your article. The introduction should include only a few background references.

d) Main text of review: Divide your article into clearly defined sections. Each subsection is given a brief heading. Use concise, logical subheadings to provide clear links between the different sections and guide the reader through your review. Please write all abbreviations in full on first use, and use the abbreviation thereafter.

e) Conclusions: The conclusions section should summarise the topics discussed and describe future directions, including the author's opinions, as appropriate.

f) Highlights: They consist of a short collection of bullet points that capture the novel results of your research as well as new methods that were used during the study (if any). Please have a look at the examples here: (<https://www.elsevier.com/authors/journal-authors/highlights>).

g) Graphical abstract: Although a graphical abstract is optional, its use is encouraged as it draws more attention to the online article. The graphical abstract should summarize the contents of the article in a concise, pictorial form designed to capture the attention of a wide readership.

h) References: as *Molecular Cell Endnote* style.

SUBMISSION OF THE WRITTEN WORK:

The report should be submitted to the appropriate evaluation committee using the online form available at the Moodle Page.

Submissions will only be accepted in PDF format (Portable Document Format). It is necessary compressed in a ZIP file of a maximum of 50MB.

It is not necessary to include any PowerPoint slideshow.

If the student's work involves the research with unpatented compounds that need a nondisclosure agreement, the student must inform by e-mail the Master Coordinators and the Manager of the Programme prior the submission of the written work.

DATE OF SUBMISSION:

Written works must be submitted between 00:00 June 29th and 23:59 **June 29th**, 2020 (regular period), or between the 00:00 August 31st and 23:59 **August 31st**, 2020 (extraordinary period). **LATE SUBMISSIONS WILL NOT BE ACCEPTED.**

2. SUPERVISOR'S REPORT

This report will be submitted using a standard template that will be sent in advance by e-mail to each Supervisor by the Manager of the Programme. It should outline information on the students' involvement and their understanding of the project background, its objectives, methodology and results.

SUBMISSION:

Supervisors must send their reports to Celia Muñoz (ceciliab.munnoz@uam.es).

DATE OF SUBMISSION: The Supervisor's report must be uploaded before 30 June, 2020 (regular period) or before 31 August, 2020 (extraordinary period).

If the supervisor's report is not submitted, this part of the course will not be graded.

3. ORAL PRESENTATION

The oral presentation describing the work will be presented in front of an evaluation committee of three teachers. The presentation can be made in Spanish or English (to the student's choice), and should last approximately 15 minutes. PowerPoint (in Spanish or English) may be used for the presentation. Afterwards, the committee will question the student on the content of the presentation for up to 30 minutes.

DATES OF ORAL PRESENTATION:

1. 8-9-10 July, 2020 (regular period). Students will be inform in Moodle Page.
2. 15-16-17 September 2020 (extraordinary period). Students will be inform in Moodle Page.

If it is not possible to carry out the evaluation in person in those dates, each student will be asked to send the presentation by Moodle platform, and the presentation will be done by videoconference through some online platform such as Microsoft Teams, always previously ensuring adequate access to it by all those involved.

FINAL GRADE

The breakdown of the final grade will be as follows:

1. Supervisor's report: 10%
2. Written work: 30%
3. Oral presentation: 30%
4. Responses to the questions posed by the evaluation panel: 30%

THE EVALUATION CANNOT BE COMPLETED IF THE WRITTEN WORK IS NOT SUBMITTED

Where necessary, the Evaluation Committee may request students with an option to gain a first class grade to take a written test in which they will demonstrate their understanding of a published experimental study.

IMPORTANT: In order to organize the different evaluation committees, the coordinators of the programme will request at first of June that all the participants indicate in which period they wish to be evaluated (July or September; until new news).