

UNIVERSITY FOR INTERNATIONAL COOPERATION



**REGULATIONS FOR FINAL GRADUATION PROJECT (FGP)
AND FINAL COMPREHENSIVE EXAM (FCE)**

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CHAPTER I: OBJECTIVES OF THE FGP AND GRADE TESTS

Article 1: The Regulations for Final Graduation Project (FGP) and Final Comprehensive Exam (FCE), of the University for International Cooperation (UCI), aim to establish general rules governing the procedures for compliance of the final academic requirement for graduation under the various forms that can be given, according to the particular standard of approval and operation of each study program, completed by those candidates who opt for their degree in the various programs studied.

Article 2: The students that have finalized and met with all the academic requirements of their study program and administrative responsibilities with the University, and that to obtain their degree require enrolling in a FGP or FCE, must register it and pass it. The student, through the FGP or FCE must meet the following objectives:

- a. Apply the knowledge acquired during the program for solving specific problems.
- b. Use the approach methodology that would achieve the correct analysis of the problem which has been defined.
- c. Demonstrate disciplinary skills that have been acquired in order to develop creative works, innovate or generate new knowledge.

Article 3: Every FGP concludes with a written paper which must be submitted in original and one copy, both in digital and graphic format to the University. The student must consider that the FGP is a public document, so that, when selecting a topic, he must be completely sure that the data, proposals or investigations to be made have all the necessary authorizations for it to be published and to be of free access to any person who requests it. The responsibility for this public document condition belongs to the student. For this reason, if the student considers that the document cannot be public, she must find a different topic or sponsoring organization that will allow such condition of public document, whatever the moment of the process that the student is in (authorization of topic, development, or final presentation).

CHAPTER II: OPTIONS FOR THE FGP AND FCE

Article 4: The options to carry out an FGP or FCE are the following, according to the approval of the regulatory body for each of the majors and the university's academic practice.

Academic masters and doctorate degrees:

- a. Thesis

Specialized and professional master's degrees:

- b. Final Graduation Project, Final Test, Paper, Thesis, Dissertation and Guided Practice.

Degrees: Licentiate or Bachelor.

- c. Thesis for the Licentiates.
- d. Graduation Project, Dissertation, Guided Practice or Final Exam for the bachelor majors.

Article 5: The order and particular management process for the FGP or FCE for each one of the majors is the responsibility of the Academic Director, when one is named in such a

condition, or the Faculty Dean, respectively. Henceforth, in this regulation, this figure will be named as the Academic Director (AD). The AD with the approval of the Academic Vice-Rector of the University will establish and publish specific guidelines for each one of the study programs that must be met in relation to the FGP and with the FCE, when necessary.

Article 6: It is candidate to the degree's responsibility, the completion and approval of an FGP with the accompaniment of a tutor or the accomplishment of a FCE in the manner determined by the AD. The naming of this tutor and the resolution of any topic related to the FGP or a FCE is the power of the AD.

THESIS

Article 7: The thesis is one of the models for the Final Graduation Project, resulting in a research process carried out with theoretical and methodological rigor, which stems from statement of arguments in relation to a problematic, from which a hypothesis or objectives are formulated subject to verification and checking.

The doctoral thesis will be treated in a special regulation titled: Regulation for Doctoral Thesis.

Article 8: The thesis will be undertaken by one candidate; in exceptional cases there can be two candidates with prior authorization of the AD. The thesis must be defended before the Examining Committee, face to face or virtually, through the use of the information and communication technologies, but synchronously.

Article 9 The methodological structure for the development of a Thesis is presented in Annex 1.

FINAL GRADUATION PROJECT

Article 10: The Final Graduation Project (FGP) is a theoretical and practical activity characterized by the formulation of the diagnosis of a problem and the approach of a proposed solution to specific issues

Article 11: The FGP will be undertaken by the candidate; in exceptional cases the can be two candidates, with prior authorization by the AD and in accordance to the standard of approval and operation of the study program. This concludes with the presentation of a written document which must be defended before the Examining Committee synchronously or asynchronously. The methodological framework for the development of a FGP is presented in Annex 2.

GUIDED PRACTICE

Article 12: The Guided Practice is a model of the Final Graduation Project which can include interneers and internships; it can be performed in organizations, both public and private. Consists in:

a. The application by a candidate, of the theoretical and methodological knowledge of their specialty.

- b. The implementation of innovative methods and techniques related to the particular study program for problem solving.
- c. To undertake the practice, the participation of a qualified professional of the organization that is receiving such practice is required and who will act as the director, with prior authorization from the AD.

Article 13: The guided practice will be undertaken by the candidate and will conclude with the presentation of a written document that must be defended before the Examining Committee synchronously or asynchronously. The methodological framework to develop the guided practice is presented in Annex 3.

FINAL COMPREHENSIVE EXAMS

Article 14: The Final Comprehensive Exams (FCE) have as their main purpose that the candidate solve, based on the knowledge acquired in their area of training, one or various written and/or oral exam(s), will have a number and the length as defined by the AD. The exam can be performed in one or various sessions and will measure the appropriation that the student has achieved of the knowledge and skills required in the output profile of their study program.

Article 15: The formation of the Examining Committee will be undertaken by the respective AD. Once the exam has been taken, the students will receive their grade in a period not exceeding 10 working days.

PAPER

Article 16: A Graduation Paper is understood to be a monograph written paper, of personal development and of an integration character. It is the analysis of a case taken from the professional approach areas as appropriate. The extent and characteristics of the paper should be set by the AD.

The paper will be done under the academic guidance of a tutor named by the AD and should be approved by the Examining Committee.

CHAPTER III: ELABORATION OF THE FGP

Article 17: The initial proposal of the FGP should be drafted on a course to guide its implementation and must precede the official development of the TFG.

Article 18: The proposal will be drafted by the candidate, with the accompaniment and approval of the course professor indicated by the previous article. It will include the projection of the time needed for its elaboration.

The document will be submitted in the time period established in the approval of the proposal and with the corresponding format (formal and methodological framework), according to the FGP option needed: Thesis: Annex1; Graduation Project: Annex 2; Guided Practice: Annex 3. Once the proposal has been approved by the course professor and administrative officers, the AD will proceed to name the tutor.

Article 19: It is an essential requirement that the topics that are submitted in the indicated proposal in the previous articles, answer to the thematic lines of the defined discipline for the respective study program.

Article 20: The candidate or candidates have the right to request to the AD, an increase in the fulfillment term of their FGP in regards to the one initially established. This request must be reasoned by the candidate and must be accompanied by the approval of the tutor. The request for extension must be made one month before the originally established finalization date. Once the term approved for the submission of the FGP has expired, the student must initiate a new process, canceling the respective fees. The AD will determine if the student can continue with the same topic or must start the FGP with a new one.

Article 21: After the tutoring process, the advisor must submit a letter to the AD, indicating that the project meets with the requirements of form and substance demanded by the University to be presented to the Examining Committee. Once the letter has been received, the AD will program the manner and date of the next process.

Article 22: The candidate or candidates that do not perform the defense of their FGP in the time period established by the AD will lose their right to a defense and must re-program it, previously canceling the respective fee.

CHAPTER IV: ADVISOR AND READERS

Article 23: The tutor will have the function of directing the process of the FGP, undertaken by the candidate, and will be in constant communication with him/her so that the process will be carried out in accordance with the guidelines of this regulation. The tutor will have a time period of eight working days to submit, with his/her observations and recommendations, the documentation that the candidate submits for each advance in the process.

Article 24: The readers are professionals in charge of reading the written document approved by the tutor to pass this stage. Readers are responsible for issuing professional judgment of the FGP considering aspects of form and substance, following a general guide that is included in Annex 4 of this regulation. They have a period of ten working days to return, with their comments, the documentation that the candidates submit to them. One of the readers can be proposed by the candidate to the AD, who may approve such reader, once the fulfillments of the requirements that have been identified in the program to serve in this position have been confirmed.

Article 25: Both the tutors and the readers should have, as a minimum, the academic degree to which the student aspires to obtain, must have graduated at least two years prior with said degree and have four years work experience in the specific field.

Article 26: The tutor and readers, in all cases, must comply with the requirements established by the University and should be approved by the AD. Before proceeding to carry out their function, they must accept the terms of their work in a letter addressed to the AD.

Article 27: If any problems are encountered during the process of preparing the FGP, it is the duty of the tutor and of the readers to submit to the AD a letter indicating the concern.

CHAPTER V: FGP AND FCE EXAMINING COMMITTEE

Article 28: The Examining Committee will be named by the AD. It will be constituted by at least two people. In the case of the GP there will be at least two faculty members. All this notwithstanding that, in specific situations, there can be allowed the participation of more participants, or there can be a naming, in qualified cases, of substitutes for any one of the originally named members.

Article 29: There cannot be any member of the Examining Committee, with a level of consanguinity with a candidate or candidates, up to a third level.

CHAPTER VI: FGP REPORT AND SUBMISSION

Article 30: The FGP will conclude with the submission of a written report that will be in accordance to the framework and corresponding form of the chosen option.

Preferably the APA (American Psychological Association) regulations which are valid three months prior to the beginning of the FGP will be used, but this can be adjusted by each AD. The regulation for the submission of the written report will be used both for the document's framework, as well as for the bibliographic references. If the advisor considers it appropriate, before approval for passing it to the readers, there could be a request that the student sends the final document to be reviewed by a professional in the field of philology, (with charge to the student), and the revision dictum of this professional must be annexed to the final written document.

Article 31: The FGP must be defended before the Examining Committee on the date and form established by the AD. The Members of the Committee have voice and vote in their deliberations and their decision will be final. The FGP's passing grade will be an 80 on a scale from 1 to 100.

Article 32: If the Examining Committee considers that there must be adjustments to the FGP, the candidate or candidates, will have 10 working days to submit the corresponding adjustments in the written document.

Article 33: In the event that a student fails the FGP, he must start a new process similar to the one concluded.

Article 34: At the audience, the Examining Committee will register on record the passing decision of the FGP presented by the candidate or candidates.

CHAPTER VII: REMISSIONS

Article 35: The standards in this regulation will be complemented by the general institutional standards. In the event that there is inappropriate behavior from the actors, the institution's body of disciplinary rules will be applied (See the Student Regulation Regime).

Note :

In preparation for the present Regulation, the following documents have been consulted: 1. University of Costa Rica (1980). Final Graduation Projects. Available at:

http://www.cu.ucr.ac.cr/normativ/trabajos_finales_graduacion.pdf

2. Universidad Estatal a Distancia (2003). Final Graduation Projects. Available

at:<http://estatico.uned.ac.cr/cidi/reglamento/TRABAJOSFINALESDEGRADUACIONJUN07.swf>

3. Interamerican University of Costa Rica (2010). Final Graduation Projects. Available at:

[2010_\(07\)_julio_27_2010-OFICIAL-REGLAMENTO_DE_TFG.pdf](2010_(07)_julio_27_2010-OFICIAL-REGLAMENTO_DE_TFG.pdf)

4. Process for the Final Graduation Project FGP (2011): University for International Cooperation. Written document.

ANNEXES

ANNEX 1: STANDARD FORMAT FOR FINAL GRADUATION PROJECT: THESES MODEL

1. INITIAL PAGES

- a. Cover.
- b. Fly leaf.
- c. Title page.

2. FGP STRUCTURE

CHAPTER I: PROBLEM AND PURPOSE

- a. State of the art (background of the problem).
- b. Problem statement.
- c. Justification for the work.
- d. Hypothesis or objectives of the work
General objectives
Specific objectives
- e. Scope and limitations.

CHAPTER II: THEORETICAL FRAMEWORK (SITUATIONAL AND CONCEPTUAL FRAMEWORK).

- a. Situational Framework (contextualization)
- b. Theoretical framework of the study objective (main focus).

CHAPTER III: METHODOLOGICAL FRAMEWORK (METHODOLOGICAL DESIGN)

- a. Definition of the approach and methods used.
- b. Subjects and sources of information.
- c. Definition of variables: conceptual, operational and instrumental.
- d. Tools and techniques used in the collection of data.
- e. Reliability and validity of the tools required for the project.

CHAPTER IV: DATA ANALYSIS

CHAPTER V: RESULTS: CONCLUSIONS AND RECOMENDATIONS

FINAL PAGES

- a. Bibliography: cited and consulted.
- b. Glossary
- c. Abbreviations
- d. Annexes

ANNEX 2: STANDARD FORMAT FOR FINAL GRADUATION PROJECT: FINAL GRADUATION PROJECT

1. INITIAL PAGES

- a. Cover.
- b. Fly leaf.
- c. Title page.
- d. Glossary.
- e. Abbreviations.

2. STRUCTURE

CHAPTER I: INTRODUCTION

- a. Background
- b. Approach to field problematic
- c. General and specific objectives
- d. Justification.

CHAPTER II THEORETICAL FRAMEWORK

Overview of the theoretical perspective underlying this proposal.

CHAPTER III METHODOLOGICAL FRAMEWORK

- a. Description of the site context where the work will be carried out.
- b. Organization, institution or company where it will be carried out.
- c. Methodological procedure to conduct the diagnosis.
- e. Methodological procedure for the preparation of the proposed project.

CHAPTER IV DEVELOPMENT OF THE PROJECT

CHAPTER VI CONCLUSIONS

CHAPTER VII RECOMMENDATIONS

FINAL PAGES

- a. Bibliography: cited and consulted.
- b. Annexes:
 - Annex 1: Charter
 - Annex 2: Detailed structure of the project
 - Annex 3: Project timeline

ANNEX 3: STANDARD FORMAT FOR FINAL GRADUATION PROJECT: GUIDED PRACTICE MODEL

1. INITIAL PAGES

- a. Cover.
- b. Fly leaf.
- c. Title page.

2. STRUCTURE

CHAPTER I: INTRODUCTION

- a. Background
- b. Problem statement.
- c. General and specific objectives of the practice.
- d. Justification of the practice.

CHAPTER II: THEORETICAL FOUNDATIONS

Construction of the theoretical perspective that supports the guided practice.

CHAPTER III: METHODOLOGY

- a. Description of site context where it will be carried out.
- b. Organization, institution or company where it will be carried out.
- c. Methodological Proposal
(Objectives, content, activities, assessment)

CHAPTER IV: RESULTS ANALYSIS

CHAPTER V: CONCLUSIONS AND RECOMMENDATIONS

CHAPTER VI: PROPOSAL

FINAL PAGES

- a. Bibliography: cited and consulted.
- b. Glossary:
- c. Annexes:

ANNEX 4: TEMPLATE FOR FINAL ASSESSEMENT OF THE FGP

FINAL GRADUATION PROJECT ASSESSMENT

Student Name:	
Title:	

Concept assessed	Maximum Score	Assigned Score
1. Written work (70%)		
New contributions to knowledge (topics, new applications, sector and/or activity innovations, etc.)	35	
Organization and development of the knowledge generated and documented	20	
Final submission of the document	15	
2. Defense (30%)		
Subject knowledge, demonstrated by how the questions were answered	20	
Using knowledge of the Major in resolving questions.	10	
Final Score	100	

Comments:

Status: ___ Pass ___ Fail

Note: According to the established guidelines, the minimum grade to pass the Final Graduation Project for all the Master’s Degrees must be 80%.

 NAME AND SIGNATURE OF COMMITTEE MEMBER

 NAME AND SIGNATURE OF COMMITTEE MEMBER

 DATE

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