



Master's thesis defence, academic year 2023-2024

Dates

JANUARY:

Thursday, 25th January 2024 (in person)

JULY:

Thursday, 18th July 2024 (in person)

SEPTEMBER

Friday, 20nd September 2024 (in person)

All these dates correspond to the present academic year (2023-24). You have to be registered in TFM to present in any of these days.

Procedure

1. Students willing to defend should email the secretary, Javier San Felipe (secretaria.ing-materiales.camino@upm.es), about two or three weeks prior to the exam date, informing about your intention to defend and specifying the title of the work, that it is a Master's Thesis (she will be dealing with Bachelor's theses as well) and whether your work is related to structural, functional or biological materials. In case your supervisor asks for confidentiality, it is the pertinent opportunity to request so. Same for requesting an online defence.
2. Deadline for sending the documents:
FEBRUARY: **15th January**
JULY: **8th July**
SEPTEMBER: **10th September**

Documents are to be sent by email to the administrative secretary of the Materials degrees Javier San Felipe (secretaria.ing-materiales.camino@upm.es). All the forms, as well as the templates for the TFM and the poster, are available in the web:

<http://www.materiales.upm.es/master/pages/MasterThesis.asp>

The documents to be delivered before the date indicated above are the following:

- Defence request, signed by the student, supervisor and, if necessary, the UPM tutor (form TFM-02). [*To be sent by email: secretaria.ing-materiales.camino@upm.es*]
- Final version of the manuscript, in PDF. [*To be sent by email: secretaria.ing-materiales.camino@upm.es*]
- Students have to remind their supervisors to send the confidential evaluation form as well (form TFM-03). [*To be sent by email: secretaria.ing-materiales.camino@upm.es*]



The following documents have different delivery deadlines:

- PDF poster outlining the work (see instructions below). Send by email to secretaria.ing-materiales.caminos@upm.es. Deadline: one day after the defence.
- Softcover copy for the library: please send by email the scanned receipt of your binding order. The final (printed and bounded) copy is to be handed in person at Secretaría Ing. Materiales, 1ª planta, or posted so as to arrive by the defence day. Postal address: Javier San Felipe. Secretaría Ing. Materiales, 1ª planta, ETSI Caminos, Canales y Puertos. C/ Profesor Aranguren, 3. 28040, Madrid. Deadline: the day of the defence. The format indicated below must be respected.

Library copy format

- Softcover ('encuadernación de tapa blanda').
- Cover colour: Pantone 194 C [RGB (155, 39, 67), CMYK (8 100 55 37) or html #9b2743].
- Since this is a relatively dark colour, the text in the cover (title, author, etc.) should be white.
- Text in the spine ('texto en el lomo') is not compulsory.

Poster format

- Size DIN A1 (594mm x 841mm), portrait-oriented. PowerPoint or similar, but final file sent as PDF. Font: *Helvetica* or *Arial* or *Liberation Sans*. Font size: main title 48 pt, section title 44 pt, body text, 28 pt. A template will be available at our website (<http://www.materiales.upm.es/master/pages/MasterThesis.asp>)
- The poster must convey the main points of your master's thesis with a minimum of text. It will include:
 - Heading:** Main title, author and supervisor(s).
 - Introduction and goals:** short description of the case or problem addressed and main objectives.
 - Methods:** experimental methodology (or mathematical formulation or simulation techniques).
 - Results:** most relevant plots and images, with captions (central or central-lower part).
 - Conclusions:** between two and six bulleted items containing each conclusion in a single sentence.



Indications for the act of defense:

- * The total duration of the defense of a TFM is 35 minutes. The length of your presentation should be 20-23 minutes. There are 12-15 minutes left for questions from the panel.
- * You can make the presentation in Spanish or English.
- * Take the presentation on a flash drive. You can bring a laptop to make the presentation, but in case there are problems with the video connections, it is essential that you also bring a copy of the presentation on a flash drive.
- * It is very convenient that you upload and/or test the presentation before the start of the session. That is why it is recommended that you arrive 15 minutes before the start of the session to check.