# 2. Ebrón Tutor Manual: Defense Phase

Source Wiki Page: 2. Manual Tutor defensa (Confluence Wiki UPV)

This manual provides a guide for users on configuring and using the Defense module of the Ebrón application, designed for managing Bachelor's Degree Theses (TFG) and Master's Degree Theses (TFM), following the guidelines of the Framework Regulations for Bachelor's Degree and Master's Degree Theses of the Universitat Politècnica de València (UPV). Ebrón was created to help achieve the guidelines established by the Regulations through an intuitive user interface.

## 5.2.1. General Information

5.2.1. Información general (Wiki URL)

### 5.2.1.1. Compatible Browsers

5.2.1.1. Navegadores compatibles (Wiki URL)

Ebrón is compatible with Firefox (4+), Google Chrome (10+), and Microsoft Edge. Other browsers such as Apple Safari or Microsoft Internet Explorer may cause problems when signing and uploading defense documentation.

### 5.2.1.2. Framework Regulations for Bachelor's and Master's Degree Theses (Universitat Politècnica de València)

5.2.1.2. Normativa marco (Wiki URL)

> **ARTICLE 10.5 UPV REGULATIONS:** Article 10, paragraph 5) states:
> 'The ERT, once the thesis is accepted for defense, shall request a brief report from the academic tutor expressing the evaluation of the work performed, the assessment of the acquisition of transversal competences in the development of the thesis, and their favorable or unfavorable opinion regarding proceeding to the defense call. Under no circumstances shall an unfavorable report prevent the student from being called to defense.'

### 5.2.1.3. Ebrón Glossary of Terms

5.2.1.3. Glosario de términos Ebrón (Wiki URL)

| Term | Definition |
|---|---|
| **Ebrón** | Application managing TFG or TFM. |
| **ERT** | Entity Responsible for the Degree (Entidad Responsable del Título). |

| | |
|---|---|
| **CAT** | Academic Degree Committee (Comisión Académica del Título). |
| **TFG** | Bachelor's Degree Thesis (Trabajo Fin de Grado). |
| **TFM** | Master's Degree Thesis (Trabajo Fin de Máster). |
| **Offer Period** | Call defined by ERT to present offers and assign TFGs/TFMs. |
| **Defense Call (Convocatoria de Defensa)** | Period defined by ERT for students to defend their TFG/TFM. |

### 5.2.1.4. Error Messages & 5.2.1.6. Application Access

5.2.1.6 Acceso a la aplicación (Wiki URL)

Access procedure for defense management is identical to the offer phase: log in via Intranet, select Role 'Tutor' and the corresponding ERT.

## 5.2.2. General Information on TFG/TFM Management (Defense)

5.2.2. Generalidades (Defense Wiki URL)

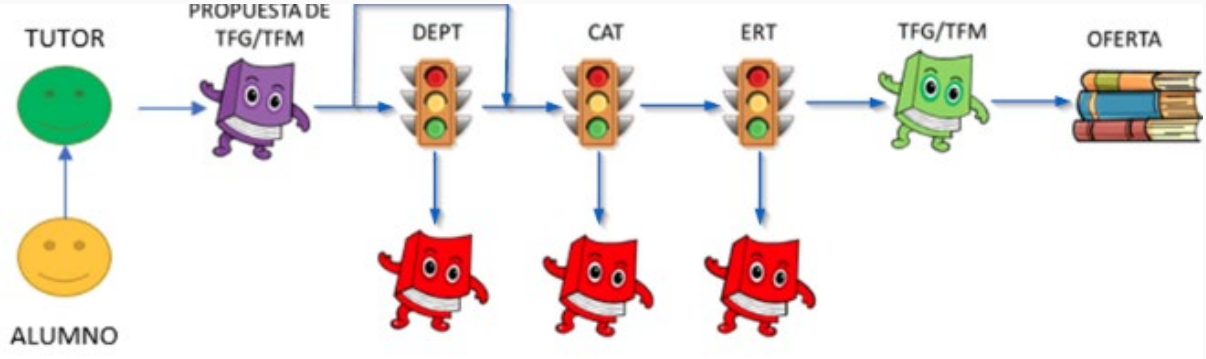



*Figure 3: TFG/TFM Defense Management Process Flow and Responsible Roles*

**RECOMMENDATION ON TUTOR DEFENSE REPORT:** Although the favorable/unfavorable report by the Tutor on the student's defense is currently highly recommended rather than strictly blocking, it is essential that this assessment report is issued prior to the defense session so the tribunal can consider it during grading.

## 5.2.4. Introduction to Defense Module

5.2.4. Introducción (Wiki URL)

When the ERT opens a defense call, students can submit their online defense request, attaching the thesis document and documentation requested by the ERT.

When a student requests defense, the request must be validated by CAT (in case of Videoconference/Confidentiality) or by ERT. Between request registration and tribunal defense, the Tutor must issue a validation report on the submitted work.

The tutor receives a notification indicating a pending report, and must log into Ebrón to complete the validation and tracking process.

## 5.2.5. Assessment Reports Prior to Defense

5.2.5. Informes de valoración previos a la defensa (Wiki URL)

**Access path via UPV Intranet: :What I manage::TFG/TFM Management (Ebrón) -> Menu Defenses -> Submenu Defenses**

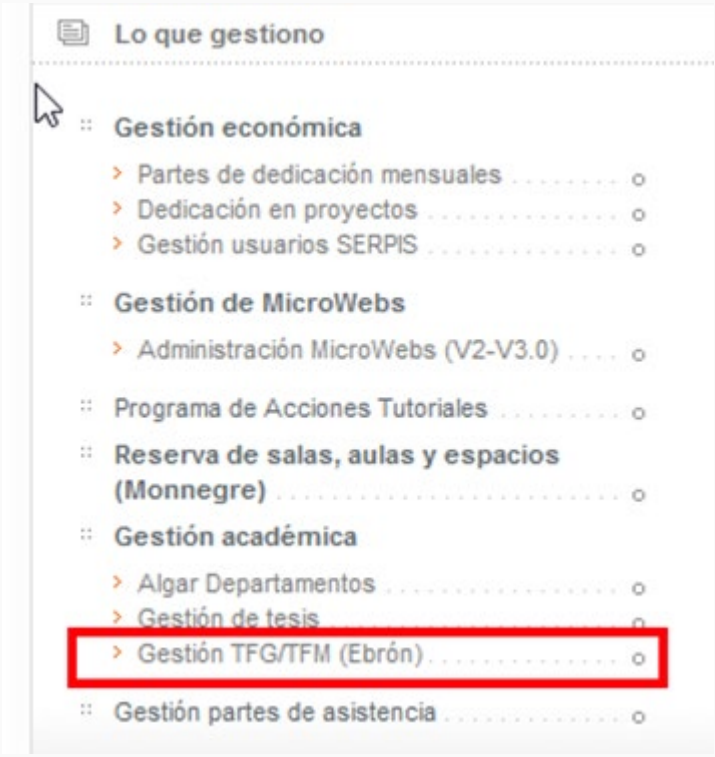



*Figure 1: Intranet Application Access*

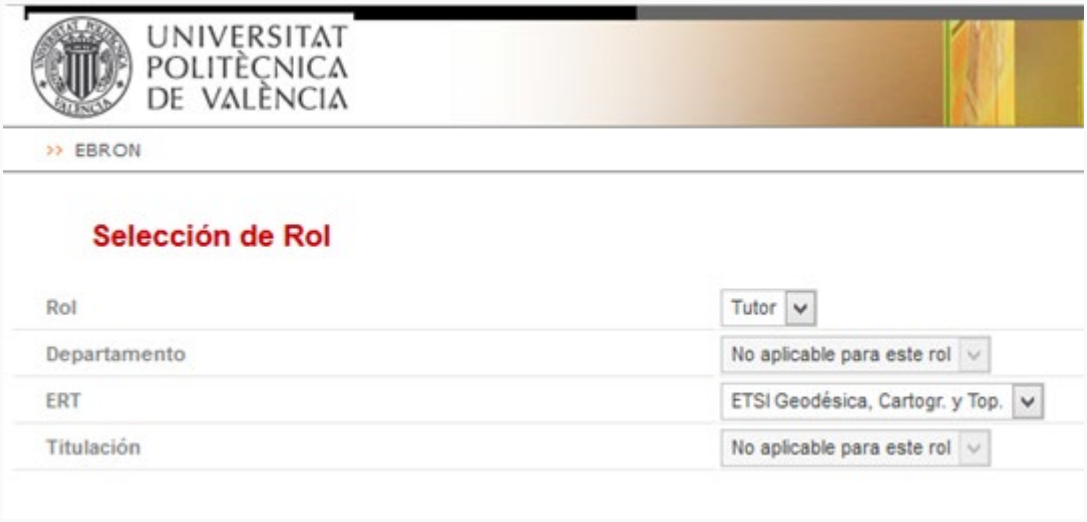


*Figure 2: Role and ERT Selection*




*Figure 3: Accessing Defenses Option in Top Menu*

Filtering & Defense List:

Apply filters: Academic Year and Defense Call. The screen displays a table of assigned defenses.

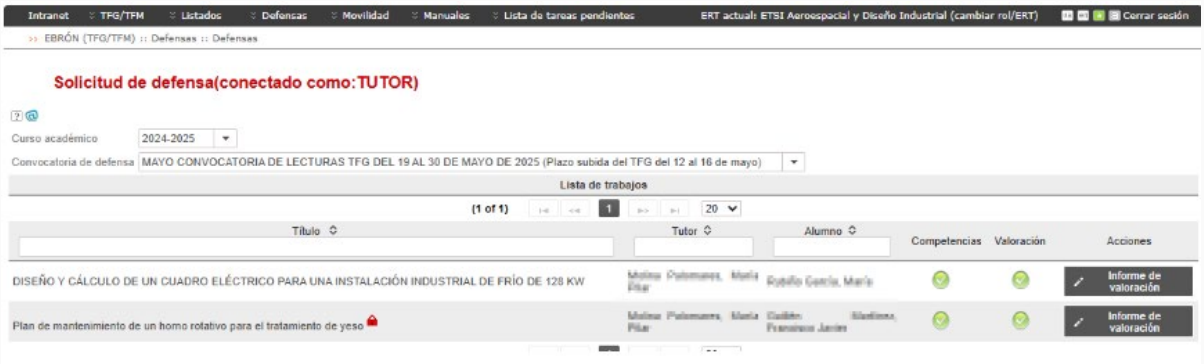



*Figure 4: List of Defenses to Manage and Issue Assessment & Competence Report*

Table Columns for Defense Tracking:

- **Competences Column:** Indicates whether the Transversal Competences report has been completed. A red cross [❌] indicates it is pending. **This report is mandatory and MUST be completed.**
- **Valuation Column:** Indicates whether the favorable/unfavorable assessment report has been recorded.
- **Assessment Report Button (Informe de valoración):** Clicking this button opens the defense assessment window.




*Figure 5: Button to Fill Transversal Competences for Tutor*

**Transversal Competences Evaluation Scale (CTs):**

| Scale Code | Meaning |
|---|---|
| **P** | In Process (En Proceso) |
| **S** | Satisfactory (Satisfactorio) |
| **Z** | Not Evaluated (Sin Evaluar) |

**Evaluated Transversal Competences (CT1 to CT5):**

- **CT1. Social and Environmental Commitment:** Acting with ethics and professional responsibility towards social, environmental, and economic challenges, referencing democratic values and Sustainable Development Goals (SDGs).
- **CT2. Innovation and Creativity:** Proposing creative and innovative solutions to complex situations or problems within the domain.
- **CT3. Teamwork and Leadership:** Collaborating effectively in work teams, assuming leadership responsibilities.
- **CT4. Effective Communication:** Communicating effectively orally and in writing, adapting to situational requirements.
- **CT5. Responsibility and Decision Making:** Acting autonomously in learning, making reasoned decisions in diverse contexts.

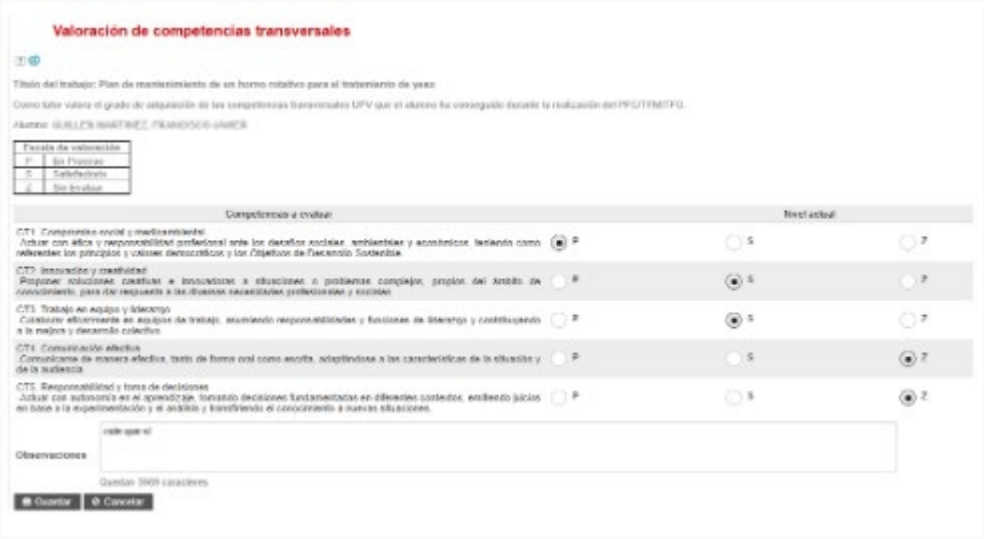



*Figure 6: Transversal Competences Assessment Form*




*Figure 7: Mandatory Competences Warning Popup*

**SAVING TRANSVERSAL COMPETENCES:** Transversal Competence (CT) values entered by the tutor can be edited and saved until the student is assigned an active defense session. If a tutor attempts to save the valuation report without evaluating CTs, a warning popup will block completion until CTs are evaluated.

Document Download & Confidentiality Signing:

- **Download TFG/TFM Button:** Downloads thesis documentation attached by student.
- **Restricted Advertising / Confidentiality Signing:** If the thesis has advertising restrictions, downloading requires previewing the confidentiality agreement and electronically signing it using **UPVNet Password** or **UPV Signing Key (Clave de Firma UPV)**. This signature is required once per defense request.




*Figure 8: Confidentiality Agreement Digital Signature Modal*

Economic Sponsor / Funding Projects Linking:

If the thesis is linked to an economically sponsored project or grant (Ministerio, ERC, Generalitat Valenciana, etc.), click

**Add** to select from associated projects or **Other Sponsored Project** to search broader SGI / Sénia databases.




*Figure 12: Editing Economic Sponsor / Funding Data (I)*

Additional Form Action Buttons:

- **Get Unfit Report (Obtener informe de No apto):** Allows downloading the 'Unfit Report' generated by tribunal secretary if applicable.
- **Save / Cancel:** Saves assessment report or cancels modifications.

## 5.2.6. Project Status

5.2.6. Estado de los trabajos (Wiki URL)

Access menu

**TFG/TFM -> Project Status** to consult tutored students who are enrolled in the subject and do not yet have a defense grade recorded on their academic record.




*Figure 1: Accessing Project Status Menu*




Figura 2 Consultar del estado de los trabajos

*Figure 2: Searching Project Status*




*Figure 3: Detailed View of Project Status and Defense Data*

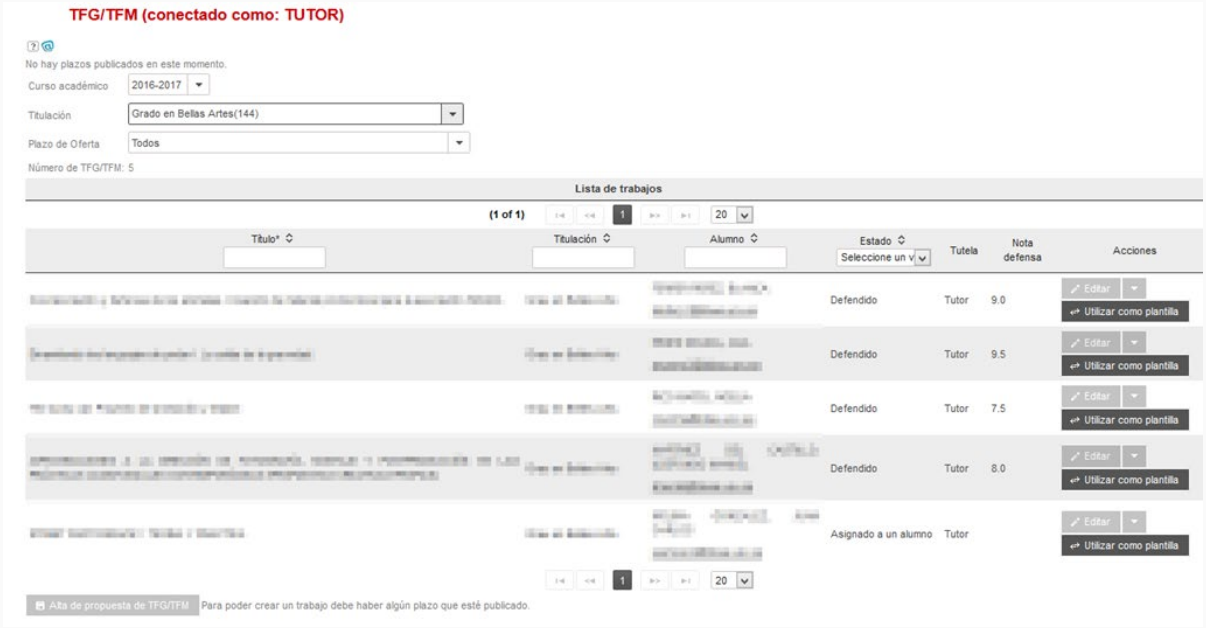



*Figure 4: List of Tutored TFG/TFM Projects with Grades*

## 5.2.7. Frequently Asked Questions

5.2.7. Preguntas frecuentes (Wiki URL)

**Q: Why does the option to issue a report not appear for a student I tutor?**

A: Projects have 1 primary Tutor and optionally up to 2 Co-tutors. The defense report CAN ONLY be submitted by the primary Tutor. Co-tutors do not see students listed in the Defenses menu.

**Q: I completed the report, but I don't know if it saved because it allows me to modify it. Is this an error?**

A: The report can be entered at any time after the student's defense request and should be submitted prior to the defense date so tribunal members can access it. Once submitted, it remains editable and is NOT locked, so you can update it whenever necessary.

**Q: How can I change information in a thesis pending defense?**

A: If the title is incorrect, the student must request a title change. For other errors or missing tutors, submit a correction request to the ERT.

**Q: How can I change information in a defended thesis?**

A: Once a thesis is defended, data flows to the student transcript and documentation to Riunet. To change grades, dates, tutors, or tribunal members, corrections must be made via Vinalopó (departments/institutes must request this from the Master's Unit). Contact the ERT. To change thesis documentation, submit a request to Riunet (Library).