1. Ebrón Tutor Manual: Proposal and Offer Phase

Source Wiki Page: 1. Manual Tutor oferta (Confluence Wiki UPV)

This manual provides a guide for users on configuring and using the Offer 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.

5.1.1. General Information

5.1.1. Información general (Wiki URL)

5.1.1.1. Compatible Browsers

5.1.1.1. Navegadores compatibles (Wiki URL)

Ebrón is compatible with the following web browsers:

Browser	Comment
Firefox (Windows/Linux)	4+
Google Chrome	10+
Edge (Windows)	Supported

Note: Other browsers, such as Apple's Safari or Microsoft's Internet Explorer, may cause problems when signing and uploading defense documentation, so it is recommended to preferably use those listed in the box above.

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

5.1.1.2. Normativa marco (Wiki URL)

This application aims to facilitate management for applying the procedures mentioned in the articles of the Framework Regulations for Bachelor's Degree Theses and Master's Degree Theses (Approved by the Governing Council on July 21, 2022).

5.1.1.3. Ebrón Glossary of Terms

5.1.1.3. Glosario de términos Ebrón (Wiki URL)

Term	Definition
Ebrón	Name of the application managing Bachelor's Degree Theses (TFG) and Master's Degree Theses (TFM).
ERT	Entity Responsible for the Degree (Entidad Responsable del Título — School, Faculty, Department, or Institute).
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 (Plazo de Oferta)	Submission call defined by the ERT to submit proposal offers and assign TFGs/TFMs.

5.1.1.4. Error Messages

5.1.1.4. Mensajes de error (Wiki URL)

While using the application, you may occasionally receive an error message. Generally, this happens when attempting to view, modify, or delete information to which you do not have access permissions. The displayed message page will explain the specific reasons why the error occurred.

5.1.1.5. Data Entry

5.1.1.5. Introducción de datos (Wiki URL)

Data entry in Ebrón is similar to entering data on any standard web page. Data is entered by accessing proposal submission forms or using data import functionality where available.

5.1.1.6. Application Access

5.1.1.6 Acceso a la aplicación (Wiki URL)

Within the application, you must select the Role **Tutor** and the ERT (School/Department/Institute) in which you participate, wish to tutor, or are currently tutoring.

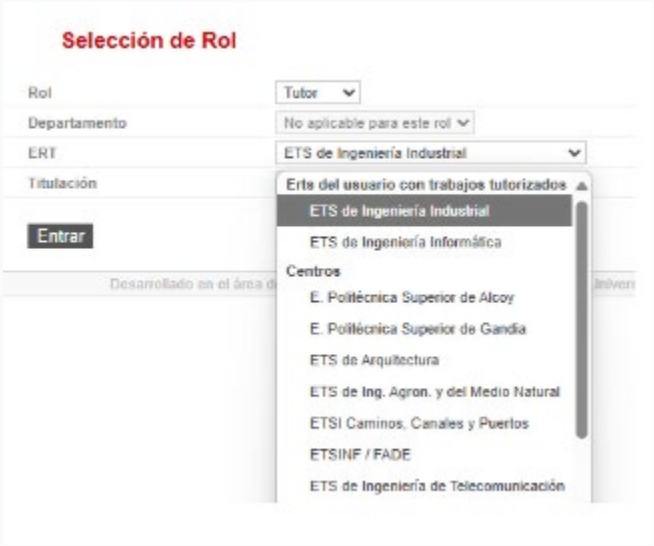


Figure 1: Role Selection Screen in Ebróne

ACADEMIC YEAR UPDATE: (1) Starting from the 2024/25 academic year, selecting the ERT (School/Department/Institute) is no longer mandatory and becomes optional, allowing tutors to keep the default first entry appearing in the list.

Access as Tutor: If the Tutor needs to manage any of the menu options offered by Ebrón (such as TFG/TFM Proposal Management, Reports, Defenses, Mobility Projects, etc.), please note that the ERT selected at login remains important, as the works managed through those options will be linked to the ERT selected on the login screen.

5.1.2. General Information on TFG/TFM Management

5.1.2. Generalidades sobre la gestión de TFG/TFM (Wiki URL)

Generally, either the Student or the Tutor is responsible for entering TFG/TFM proposal data into Ebrón.

If the proposal is entered by the Student, the Tutor must review the data and complete any missing information.

Furthermore, Department, CAT, and ERT roles have access to a TFG/TFM management module that allows them to validate or reject proposals submitted by participants in the process.

Whenever a proposal is rejected, the application sends an automated notification to the person responsible for the preceding step so that they can rectify the reasons for rejection.

Once the ERT accepts a TFG/TFM proposal for a Public Offer, it is incorporated into the ERT offer catalog and students will be able to request it.

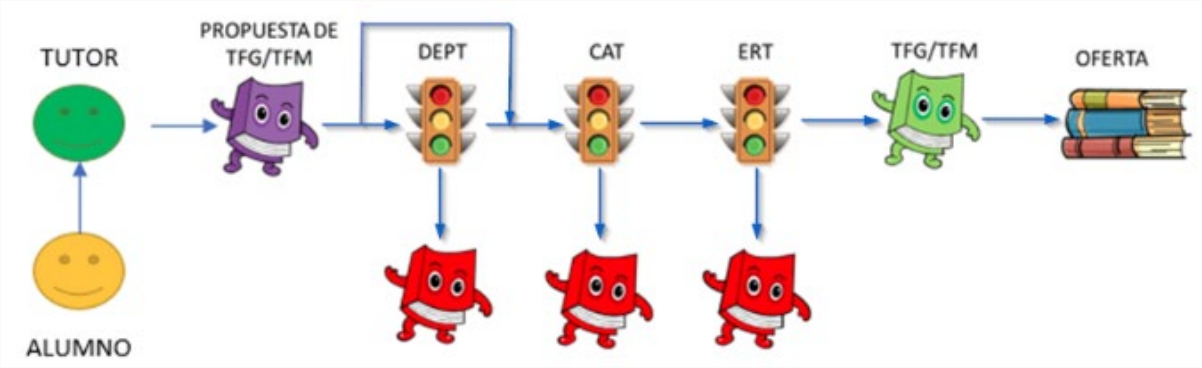


Figure 1: Validation / Rejection Process Flow of a TFG/TFM proposal (Tutor/Student -> Dept -> CAT -> ERT)

A necessary requirement for submitting TFG/TFM proposals in Ebrón is that the corresponding ERT must have published an Offer Period with its active dates. The complete management lifecycle is shown below:



Figure 2: TFG/TFM Management Process and Responsible Role at Each Stage

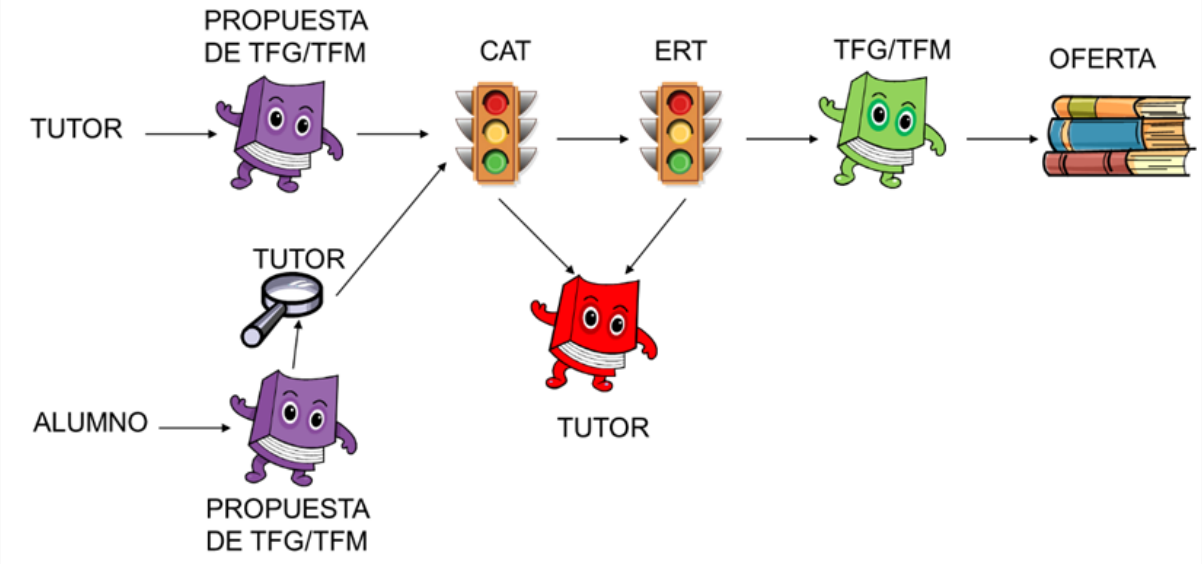


Figure 3: Validation / Rejection Process Flow for Mobility Projects

On all screens, the following two standard system icons appear:

- **Question Mark Icon [?]:** Navigates directly to the User Application Manual page for the corresponding role.
- **At-Sign Icon [@]:** Navigates directly to the Policonsulta page to submit an incident or inquiry.

5.1.3. TFG/TFM Management

5.1.3. Gestión de TFG/TFM (Wiki URL)

5.1.3.1. Application Access

5.1.3.1. Acceso a la aplicación (Wiki URL)

Tutors can access the proposal module via the UPV Intranet under: **:What I manage::TFG/TFM Management (Ebrón)**

[Figure 1: Intranet Navigation Path to Ebrón] — Image from source document to be inserted here

Within the application, select Role 'Tutor' and the ERT (School/Department/Institute) in which you want to offer or consult TFGs/TFMs.

2024/25 VALIDATION RULE: (1) Starting from the 2024/25 academic year, selecting the ERT is optional when performing validations (verifying student proposals, validating title or language changes, or validating defense requests). For all other management tasks, selecting the ERT remains mandatory.



Figure 2: Role and ERT Selection Screen

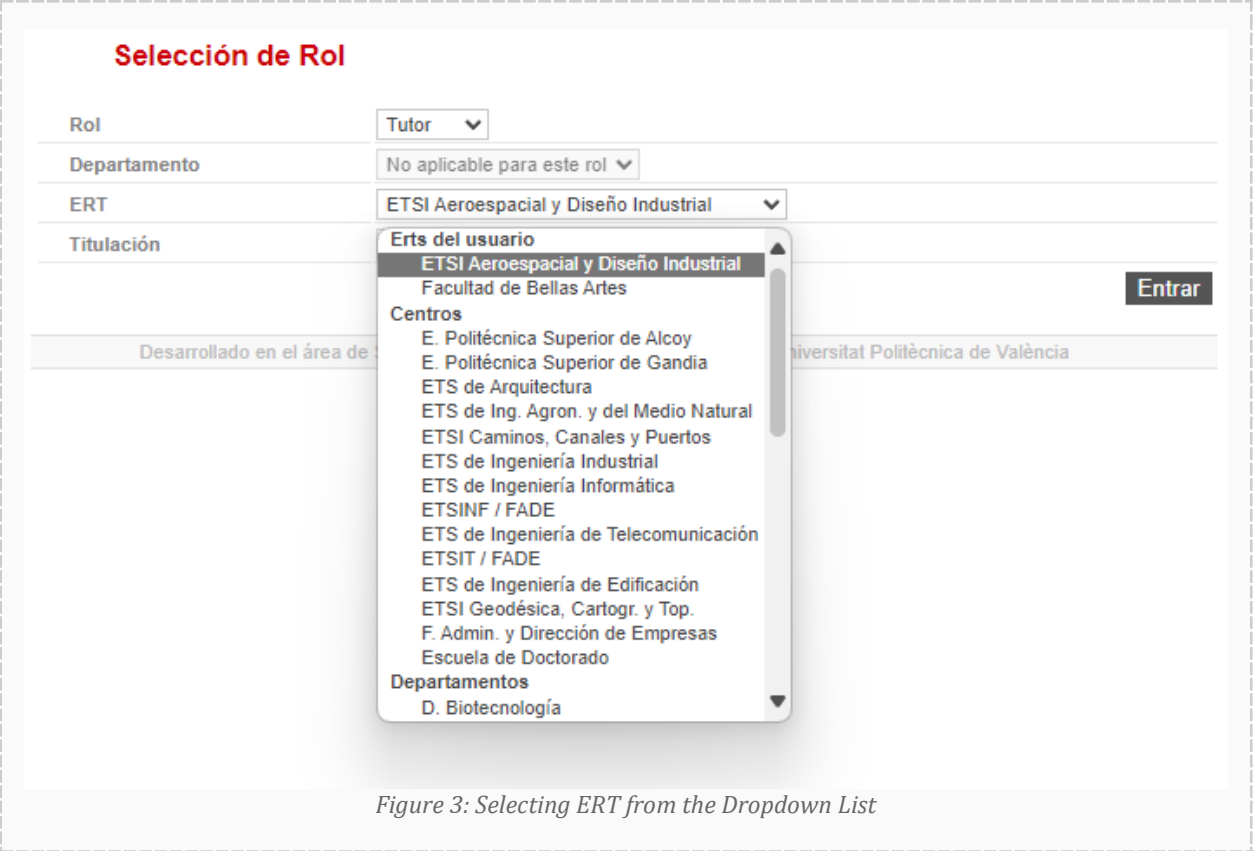


Figure 3: Selecting ERT from the Dropdown List

In the ERT dropdown list, entities where the Tutor has managed projects for degree programs offered in the last two academic years will appear first, followed by Centers, Departments, and Research Institutes.

Next, the main screen will open, displaying the action menu and a pending task list from which all projects requiring tutor action can be managed.

5.1.3.2. Pending Tasks List

5.1.3.2. Lista de tareas pendientes (Wiki URL)



Figure 1: Role and ERT Login Prompt

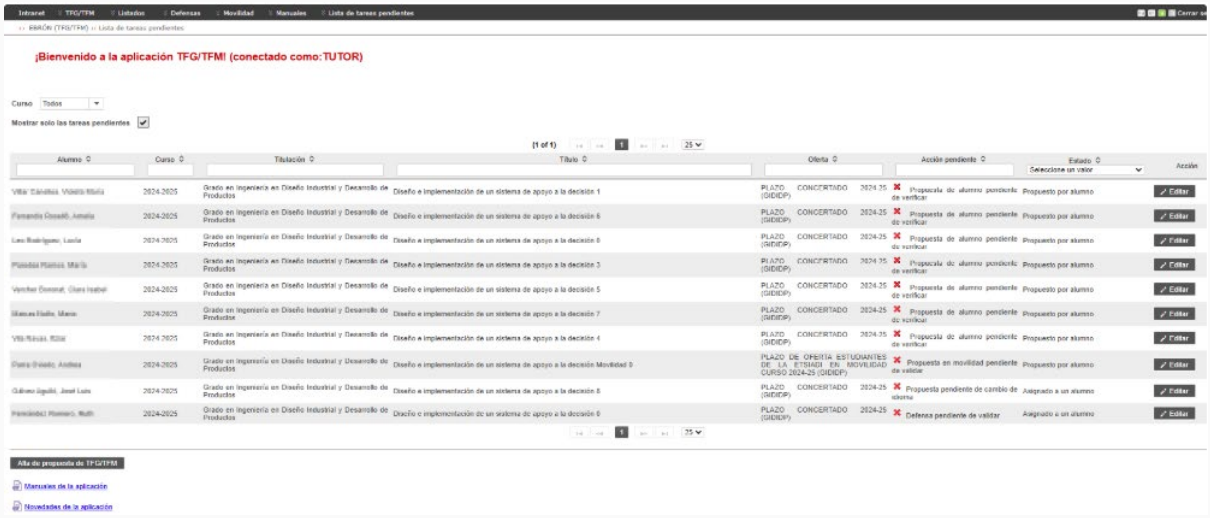


Figure 2: Pending Task Management Screen for Tutors

TUTOR vs CO-TUTOR ACCESS: From this screen, only projects where the user is listed as Primary Tutor are displayed. For projects where you serve as Co-tutor, access is exclusively via menu option TFG/TFM :: TFG/TFM.

Screen Blocks & Filters:

- **Academic Year Filter:** Allows filtering by academic year (default: 'All').
- **Show Only Pending Tasks Checkbox:** When checked, shows only projects requiring pending action; when unchecked, displays all tutored projects regardless of pending status.

Main Action Buttons:

- **Submit TFG/TFM Proposal:** Navigates to the proposal creation screen for Tutors.

- **Application Manuals & Application News:** Links to the wiki user manuals and application changelog respectively.

5.1.3.2. Offer Request Management

5.1.3.2. Gestión de Peticiones de Oferta (Wiki URL)

Once the ERT publishes the 'Offer Period' and establishes proposal reception dates, departments and faculty are notified to submit TFG/TFM proposals.

It is advisable to check access to proposal creation early; if access fails, report it to the ERT before the deadline closes.

5.1.3.2.1. Registering a New TFG/TFM Project

5.1.3.2.1. Dar de alta un nuevo trabajo (Wiki URL)

Access option

TFG/TFM within the Ebrón top menu.



Figure 1: Accessing TFG/TFM Menu

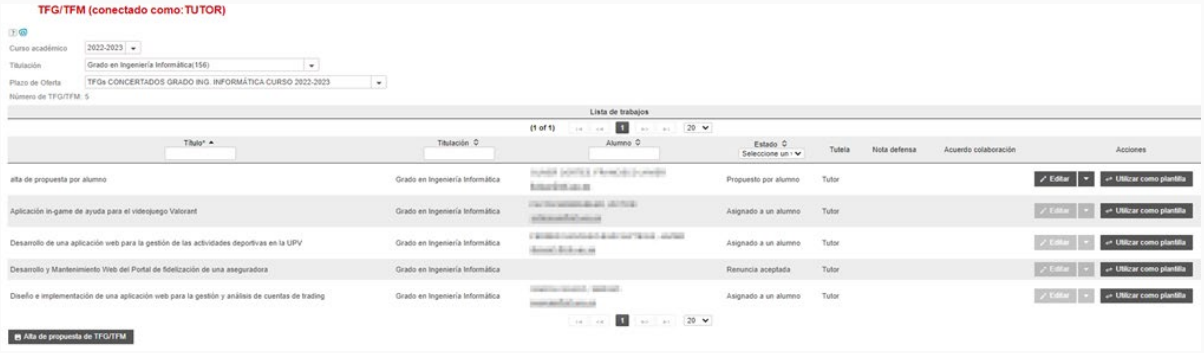


Figure 2: List of Projects Assigned to Tutor

To create a new proposal, click the button **Submit TFG/TFM Proposal**.

> **DOCTORATE REQUIREMENT FOR RESEARCH TFMs:** To be an academic tutor or co-tutor for a Master's Thesis (TFM) with a Research orientation, the tutor must hold a Doctorate degree (Doctor) pursuant to Article 3.4 of the UPV TFG/TFM Regulations. Only non-enabling master's degrees can have research orientation. Research orientation does not affect subsequent admission to PhD studies. If a Doctorate degree is held but not displayed in the selection lists, submit a Polisolicita to VPOA.

Proposal Form Fields:

- **Academic Year:** Year to which the thesis is assigned.
- **Degree (Titulación):** ERT degree program to which the proposal is submitted.
- **Department:** Academic department overseeing the thesis.
- **Tutors & Co-tutors:** List of academic tutors/co-tutors (must be PDI or teaching collaborators).
- **External Co-tutor:** Persons without UPV affiliation. Required for Company Internships (SIE) or Mobility.
- **Experimental Director:** Persons with UPV affiliation directing lab work.
- **Project Type:** Select between 'Public Offer Proposal' (suggested by department; CAT assigns student) or 'Concerted Project' (requested by student and endorsed by tutor; direct assignment to student).
- **Development Modality:** Choose Company/Specific Activities, Mobility, or Others.
- **Company / Specific Activities Documentation:** Collaboration agreement documents must be attached as a single .ZIP file containing Agreement and Justifying Report from the Models and Procedures section.
- **Titles (Spanish, Valencian, English):** Mandatory in all three languages (maximum 1,000 characters each).
- **Drafting Language:** Language in which the thesis will be written (default: Spanish).
- **Estimated Dedication Hours:** Ranging from 300 to 360 hours.
- **Confidential Offer:** When marked confidential, defense documentation is accessible only by the ERT.

Action Buttons on Form:

- **Save:** Submits proposal and sends a notification to the Department.
- **Cancel:** Returns to previous screen discarding changes.
- **Delete:** Removes proposal (only possible if not yet validated).
- **Edit:** Modifies proposal details while open and unvalidated.
- **Use as Template:** Copies existing project data to create a new proposal.

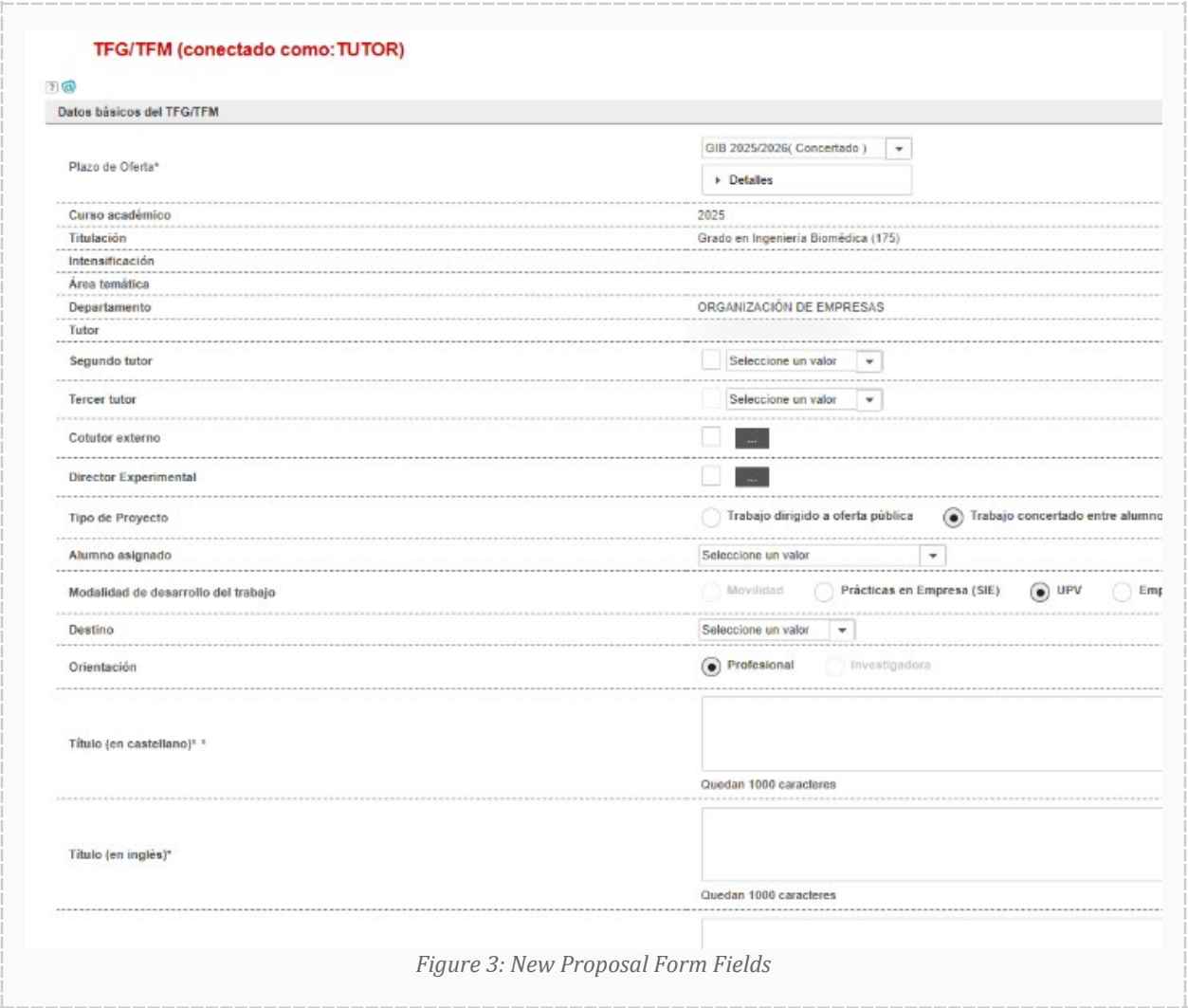


Figure 3: New Proposal Form Fields



Figure 5: Creating Proposal Using Another Project as Template

5.1.3.2.2. Mobility Projects

5.1.3.2.2. Trabajos en movilidad (Wiki URL)

Access via menu

Mobility -> Mobility Projects. Mobility projects differ from ordinary projects in that 'Project Type' is always Concerted and 'Development Modality' is always Mobility.

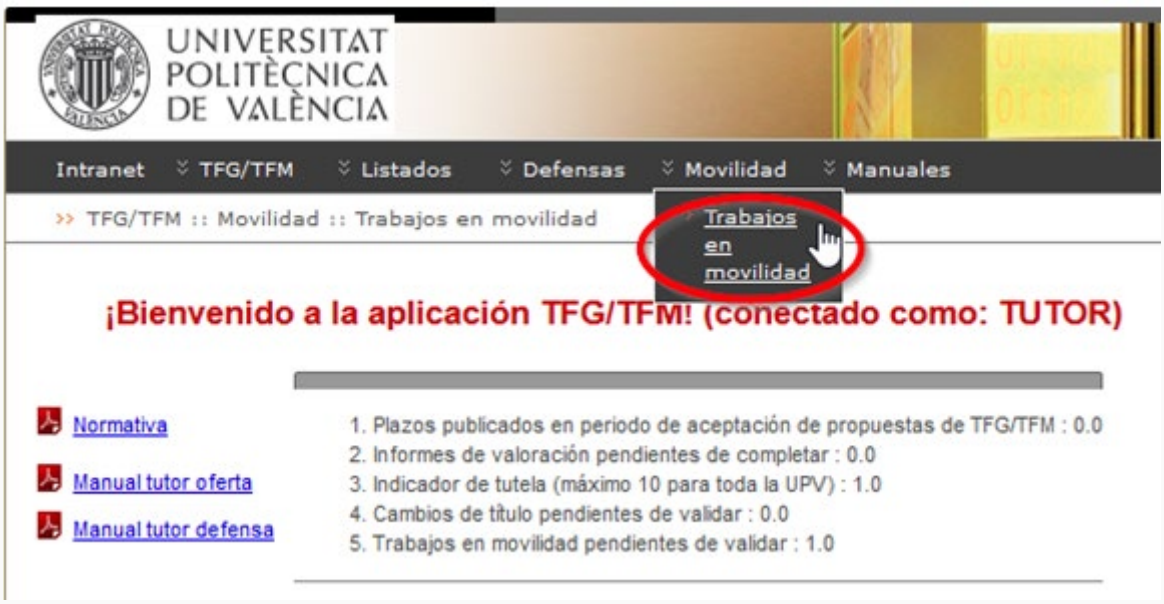


Figure 1: Tutor Mobility Projects List

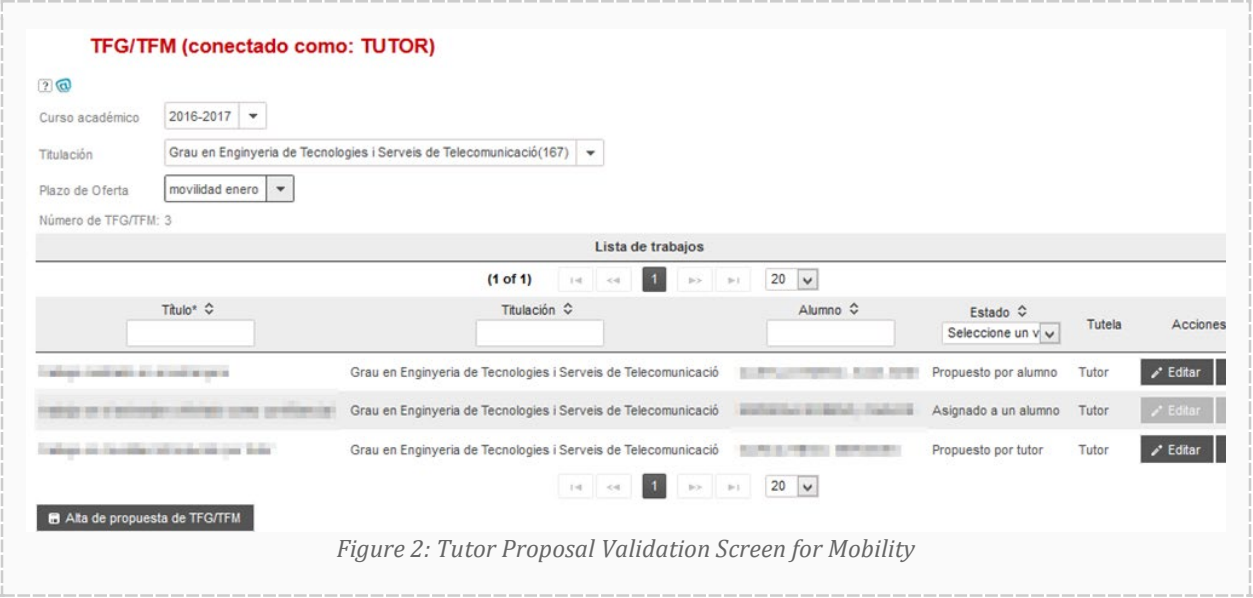


Figure 2: Tutor Proposal Validation Screen for Mobility

Validation Buttons:

- **Accept Proposal:** Validates proposal and advances workflow.
- **Reject Proposal:** Rejects proposal and returns it to student for revision.

5.1.3.2.3. Project Resignation

5.1.3.2.3. Renuncia al trabajo (Wiki URL)

If a student requests to resign from an assigned project, the request is submitted outside the application and must be accepted by the CAT through Ebrón.

5.1.3.2.4. Reviewing a Student's Project Proposal

5.1.3.2.4. Revisar una propuesta del alumno (Wiki URL)

Proposals submitted by students must be reviewed by the Tutor by clicking

Edit.



Figure 1: Accessing Student Proposals

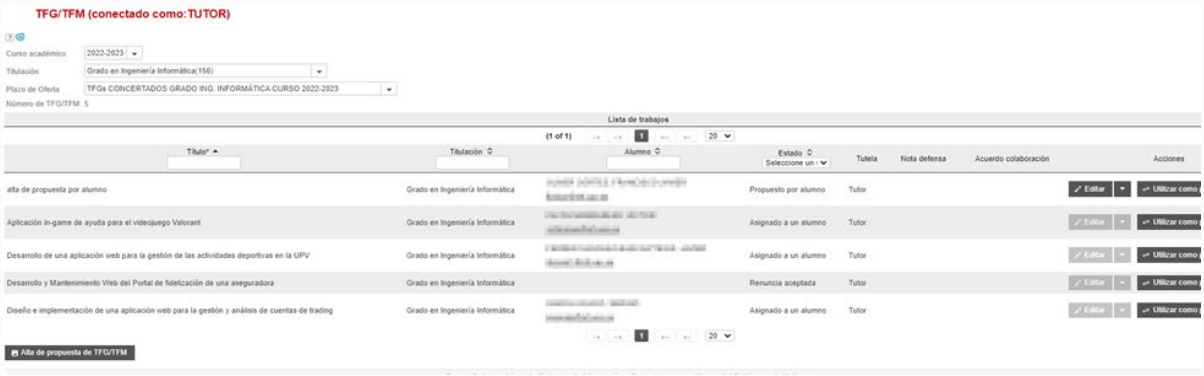


Figure 2: Student Proposals List



Figure 3: Editing Student Proposal



Figure 5: Confirmation Warning Before Deleting Student Proposal

Review Action Buttons:

- **Verify:** Verifies student proposal as correct; project passes to Tutor management. Button then changes to 'Save'.
- **Save:** Saves updated proposal information.
- **Cancel:** Discards changes and returns to list.
- **Delete:** Deletes student proposal and unlinks student with an automated notification.

5.1.4. Reassigning TFG/TFM

5.1.4. Reasignar TFG/TFM (Wiki URL)

When unassigned past projects exist, they can be recovered by the tutor for upcoming offer periods. Origin status categories:

- **Offered (Ofertado):** Projects from a previous public offer that were not assigned.
- **Approved by ERT (Aprobado por ERT):** Projects validated by ERT after offer publication that were not offered.
- **Unlinked (Desvinculado):** Projects where, after 2 years without defense, the ERT or Tutor decided not to renew.
- **Resignation Accepted (Renuncia aceptada):** Projects where CAT accepted student resignation.

Access via option

Unassigned TFG/TFM. Select published offer period and click button **Reoffer**.



Figure 1: Accessing Unassigned Projects



Figure 2: Reoffering Unassigned Projects

5.1.5. Title Change

5.1.5. Cambio de título (Wiki URL)

Student title change requests must be validated by CAT and optionally by the Tutor. Validation involves Accepting or Rejecting the request.

Click button

View to see request details.

Validation options:

- **Option 1:** Select record and click **Validate/Reject** in Actions column.
- **Option 2:** Check record checkbox and click button **Validate Selected**.



Figure 1: Accessing Title Changes Option



Figure 2: Viewing Title Change Details



Figure 3: Title Change Validation/Rejection Screen

5.1.6. Drafting Language Change

5.1.6. Cambio de idioma de elaboración (Wiki URL)

Student requests to change the thesis drafting language must be validated by Tutor and CAT following the same validation interface as title changes.

5.1.7. Tutor Report Lists

5.1.7 Listados de informes del tutor (Wiki URL)

Access menu

Reports to generate summary reports:

- **TFGs/TFMs directed by tutor and assigned to students (Selected ERT):** Displays projects under degrees of the selected ERT.
- **TFGs/TFMs across all degrees of all ERTs:** Displays all tutored projects across all ERTs without filtering.

Click button

Generate Report to download list.

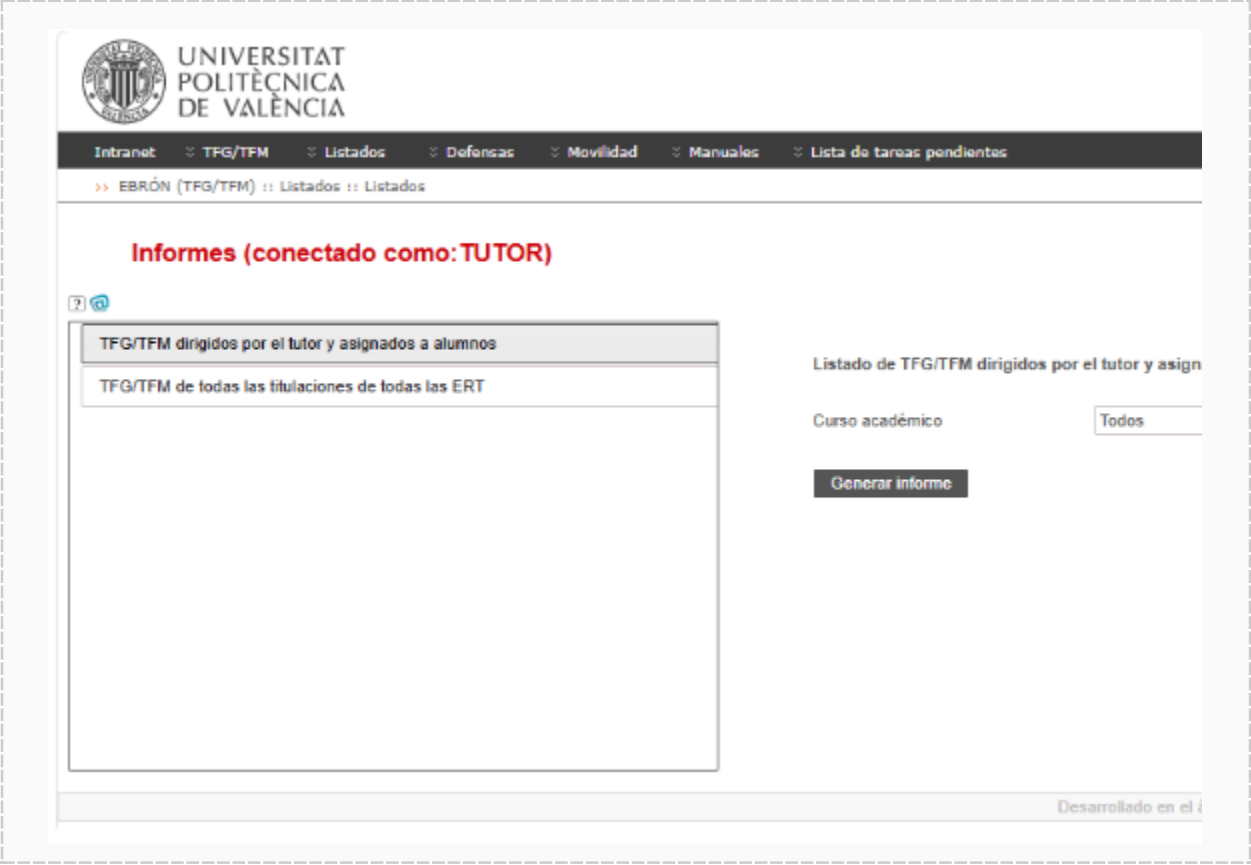


Figure 1: Available Tutor Reports Screen

5.1.8. Frequently Asked Questions

5.1.8. Preguntas frecuentes (Wiki URL)

Q: Why is my degree program not showing up?

A: Verify that you selected the correct ERT on the login screen. Degree programs are filtered based on the selected ERT.

Q: Why is there no offer period published to offer work?

A: The ERT must first create and publish an Offer Period with active dates. Contact your ERT if no period is visible.

Q: Why does a student not appear in the list to assign a work?

A: To appear in the list, the student must meet two conditions: 1) Active enrollment in the current academic year in the TFG/TFM subject. 2) The student must not already have another ordinary or mobility project assigned.

Q: Why does a student I tutor not show up in my list?

A: Projects have 1 primary Tutor and optionally up to 2 Co-tutors. Projects appear in the main proposal menu ONLY for the primary Tutor. Co-tutors cannot edit proposal data.

Q: Why is a title change request not appearing?

A: If the CAT validates the title change request before the Tutor, the request is completed and will no longer appear pending for the Tutor.

Q: How can a student resign from a work?

A: The student submits a resignation request outside Ebrón; the CAT then accepts the resignation within the application.

Q: How can I assign a project that remained unassigned in public offer?

A: Once a public offer period closes, tutors cannot directly assign unassigned projects. You must request the assignment through the ERT.

Q: Identifying an External Co-tutor with an ID number when unknown:

A: If DNI, NIE, or Passport is unknown at registration, create a temporary passport ID starting with 'P' (e.g., PEPGRILLO with email pepitogrillo@cuento.com). All passports in UPV systems must start with letter 'P'.

Q: I cannot edit the proposal submitted by the student:

A: If the Proposal Recording Deadline has expired, the Tutor cannot edit or save proposal data. Contact the ERT to extend the recording period.

Q: The primary tutor cannot edit the tutored work:

A: If the proposal is already validated by ERT or assigned to a student (status 'Assigned to student'), the project is locked from direct editing because a defense request may be under review. You can still view data and validate defense requests.

Q: I received a Rejection notification from Dept/CAT/ERT and don't know what to do:

A: Navigate to project management, open 'Validation History' to inspect rejection comments, make requested changes, and click 'Save' to resubmit.

Q: A student states they requested a title change, but the tutor cannot see it:

A: Title changes require CAT validation and optionally Tutor validation. If CAT validates first, it disappears from tutor pending tasks.