FINAL THESIS REGULATIONS

INTRODUCTION

Engineering degrees at the ETSEIB require students to carry out a final thesis at the end of their course of study, under the guidance of a thesis supervisor. Some of the formal aspects of the final thesis have changed since the introduction of the new curricula. Most importantly, the thesis is now a permanent part of the curricular structure with its own credit weighting, to be completed during the last semester of the degree alongside optional course units or even, in some cases, core course units. The credits awarded for the final thesis are not equivalent in terms of face-to-face learning hours to those awarded in standard regulated courses.

1. DEFINITION AND CHARACTERISTICS OF THE FINAL THESIS

1.1 The aim of the final thesis is for students to show that they can apply knowledge gained during the degree programme or, if applicable, a particular specialisation.

1.2 The final thesis must contain the standard features of an engineering thesis, which include:

- a definition of the motivation, aims and scope
- a list of conditions, advantages
- an analysis of the background and viability of the proposed research
- a specific description of the solution proposed
- calculations, experimental results, data processing, etc.
- plans, diagrams, blueprints, etc.
- a description of the correspondence between aims and results
- a global economic analysis and a comparative analysis relative to alternatives
- user manuals
- a study of possible environmental and social impacts
- conclusions
- a budget
- a bibliography of works consulted

1.3 How to prepare the final thesis

The final thesis can be prepared in one of the following ways:
1.3.1 Under the supervision of a member of the ETSEIB teaching staff, following current academic regulations and with the presentation and defence of the thesis conducted at the ETSEIB.

1.3.2 Under the supervision of an external expert (who must hold at least an undergraduate degree in a related discipline, issued by a Spanish or foreign university), following current academic regulations and with the presentation and defence of the thesis conducted at the ETSEIB. In this case, a member of the ETSEIB teaching staff must be assigned as a second thesis reader, who will advise the student on how to ensure that the thesis complies with the academic regulations and objectives of the ETSEIB.

1.3.3 Under the supervision of an external expert (who must hold at least an undergraduate degree in a related discipline, issued by a Spanish or foreign university), with the presentation and defence of the thesis conducted at a university or research centre with which the ETSEIB has an agreement covering the supervision of the final thesis. In this case, the student must seek authorisation from the ETSEIB and thereafter follow the regulations stipulated by the supervising institution. The ETSEIB will grant official recognition of the grade awarded subject to the provision of a favourable report by a second thesis reader assigned from its own teaching staff.

1.4 Supervisor and second thesis reader

1.4.1 Any member of the ETSEIB teaching staff may act as a thesis supervisor or second thesis reader, provided that they are not involved in teaching any area of the degree and/or specialisation under which the thesis is registered.

1.4.2 Two members of the ETSEIB teaching staff may act as co-supervisors if the thesis is of a cross-disciplinary nature. The ETSEIB will take a positive view of cross-disciplinary projects, even those registered under a particular specialisation.

1.5 Producing the final thesis

1.5.1 The final thesis will require students to dedicate approximately 2.25 x NC x 10 hours, where NC is the number of credits awarded for the final thesis according to the specific curriculum of the degree in which the student is enrolled.

1.5.2 All theses presented and defended at the ETSEIB must be prepared and submitted in accordance with the guidelines published by the school.
1.5.3 Thesis supervisors will hold regular meetings with students to discuss their progress and offer advice.

1.6 Final thesis coordinators

Following discussion with the Academic Committee, and subject to the approval of the Standing Committee, the director of the ETSEIB appoints one or more thesis coordinators from the ETSEIB teaching staff. The coordinators examine the thesis proposal to determine whether it is suitable for registration and for assignment to a particular specialisation, and report their decision to the head of second cycle courses.

2. DOCUMENTATION

Students must submit the following documents:
- Completed thesis registration, on the standard form provided by the ETSEIB
- Thesis (report and appendices)
- Official examination results

The thesis is prepared under the supervision of a member of the ETSEIB teaching staff, in accordance with the regulations and guidelines established by the school.

The thesis will consist of a report and appendices (if required). Students must submit the following copies, in the stated formats:
- 2 printed copies of the report (a working copy for the examination panel, and an additional copy including the registration form, which will be stored by the ETSEIB once the thesis has been accepted and the final grade awarded).
- 1 printed copy of the appendices.
- 5 complete copies of the thesis on CD (to accompany each copy of the report and for each member of the examination panel). All documentation must be submitted in universal (non-proprietary) PDF format. Those who do not possess the software for producing documents in this format will have access to ETSEIB facilities. Students who wish to do so may also submit documents in their original formats, provided that they are placed in a separate folder.

3. ADMINISTRATION PROCESS

3.1 Administrative stages
The administration process once the final thesis has been chosen comprises the following stages:
- Registration
- Enrolment
- Submission
- Appointment of examination panel
- Presentation and defence
- Assessment and grading
- Acceptance and deposit

The thesis must be registered at least two months before submission.

3.2 Selecting a topic

3.2.1 The ETSEIB teaching staff announce possible topics for the final thesis (via departmental notice-boards, web pages, etc.) and the supervisors assigned to each topic. Students may also propose alternative subjects areas, in which case the teaching staff will decide whether they are willing to act as supervisors.

3.2.2 Students may carry out the final thesis individually or in pairs. In exceptional cases, according to the specific characteristics of the thesis, students may work in small groups. Students wishing to do so must present a proposal to one of the thesis coordinators, who will recommend whether it should be accepted or rejected in a meeting with the head of second cycle courses.

3.3 Registration

The thesis proposal must be lodged with the Academic Planning Office by submitting the official thesis registration form. The thesis coordinator analyses the proposal and consults the thesis supervisor and the head of second cycle courses to determine whether it should be accepted for registration.

3.4 Enrolment and submission

3.4.1 Students must have successfully completed all course units prior to enrolment.

3.4.2 The schedule for the enrolment, submission, presentation and defence of the final thesis is established each academic year. Enrolment entitles students to present and defend the thesis twice during the same academic year (note the exceptions described in subsections 3.6.1, 3.7.5 and 3.7.6).
3.4.3 The final thesis should be submitted to the Academic Planning Office using the standard template, subject to approval by the supervisor and, where applicable, the second thesis reader.

3.4.4 The Academic Planning Office examines the final thesis to ensure that it complies with ETSEIB guidelines: if the thesis is accepted, the student may begin to prepare the presentation and defence; if it is rejected, the thesis will be returned to the student together with comments on the aspects that must be corrected or improved and the deadline for resubmission during the same examination period.

3.5 Appointment of the examination panel

3.5.1 The head of second cycle courses appoints the members of the examination panel according to the provenance of the thesis supervisor (see subsection 1.3, above) and the topic covered by the thesis. Each panel is formed by three members of the ETSEIB teaching staff, one of whom is named president. One panel member will be affiliated to the same department as the thesis supervisor or second thesis reader.

Substitute members are also appointed, following the same criteria.

The thesis supervisor and second thesis reader may not sit on the examination panel, although they may act in an advisory role.

3.5.2 The Academic Planning Office announces the composition of the examination panels and the theses assigned to each one, and sends copies of all required documentation to the president of each panel.

The president gives each member of the panel an electronic copy of the thesis and provides access to the complete paper copy when necessary.

The president agrees the date and location of the thesis presentation and defence with the supervisor and/or second thesis reader and the student, and reports the decision to the Academic Planning Office. The ETSEIB will make every effort to provide the space requested by the president.

3.6 Presentation and defence

3.6.1 If, after analysis of the documentation submitted, the examination panel does not consider a thesis to be ready for public presentation and defence, the president informs the student and the thesis supervisor and returns all of the documentation to the Academic Planning Office. Students should collect their documentation and
make the necessary amendments in preparation for scheduling a new presentation, or prepare a new thesis for presentation in a later examination period. Students wishing to present and defend a new thesis, or present an amended thesis in a later examination period, must repeat the registration and/or enrolment process.

3.6.2 Group theses must be presented and defended by all of the students involved, each of whom must make an equal contribution to the session.

3.6.3 The final thesis is presented and defended before the examination panel in a public session consisting of two stages. During the first stage, the student presents a summary of the thesis content (the duration is set in advance by the examination panel, and is usually around 30 minutes). During the second, the student responds to questions on the content of the thesis and the methods used.

3.6.4 Students may use any audiovisual equipment available at the ETSEIB. However, requests must be made in advance and students will be solely responsible for ensuring that the equipment works correctly and for operating the equipment during the session.

3.7 Assessment and grading

3.7.1 Once the thesis has been presented and defended, the examination panel holds a private meeting with the supervisor (and the second thesis reader, if applicable), who presents a report on the work carried out by the student during the preparation of the thesis. The panel then holds a closed session to determine the grade to be awarded. The decision may be reached by unanimous agreement or by simple majority.

3.7.2 If the thesis supervisor is unable to attend, he or she will submit a detailed report to the examination panel prior to the presentation session.

3.7.3 The examination panel announces the grade in a public session, at which point the student may request to repeat the presentation if he or she wishes to obtain a higher grade. In this case, the thesis is returned to the student and can be presented and defended before the same examination panel later in the academic year. If the same thesis has already been presented in two examination periods, or the next examination period is not until the following academic year, the student must repeat the registration and enrolment process before he or she can present and defend the thesis again. In some cases, the examination panel may allow students to repeat the defence of their thesis during the same examination period.
3.7.3 Each member of the examination panel prepares an individual report on the content of the thesis and the performance of the student during the presentation and defence.

3.7.4 If a thesis is accepted, the grade is recorded in the official examination results and the thesis registration form. The president returns the thesis to the Academic Planning Office, and each member of the examination panel keeps an electronic copy.

3.7.5 If a thesis is rejected, the president returns all copies to the Academic Planning Office together with a written copy of all examiners’ comments. A grade of “FAIL” will be awarded. Students should collect the documents from the Academic Planning Office and repeat the presentation and defence for the corrected thesis. Alternatively, a new thesis can be presented in a new examination period. Students must repeat the registration and/or enrolment process if they wish to present the thesis in a new examination period or present a new thesis.

3.7.6 A grade of “ABSENT” will be awarded if students do not attend the scheduled presentation. In this case, the registration and enrolment process must be repeated if the student wishes to re-submit the thesis.

3.8 Acceptance and deposit

The thesis report and electronic version are deposited in the ETSEIB archives. The rest of the thesis documentation is given to the supervisor for storage in the department or to be returned to the student.

4. DEADLINES

The schedule for the following administrative stages is established each academic year:
- Enrolment
- Submission
- Appointment of examination panel
- Presentation and defence

5. EXCEPTIONS AND MONITORING

The Director of the ETSEIB may, in exceptional cases, grant exemptions to the regulations outlined in this document.
The Management Committee presents an annual report to the Academic Committee containing a statistical analysis of the final theses presented by subject area, the grades awarded, and any exceptions granted.
GUIDELINES FOR THE PREPARATION OF THE FINAL THESIS

INTRODUCTION

The guidelines established in this document for the presentation of final thesis documentation are based on UNE standard 157001:2002 Criterios generales para la elaboración de proyectos. The basic regulations are sufficiently open to allow students a reasonable degree of creativity when drafting their thesis documentation.

The final thesis documentation should describe the process and results of the work carried out in the preparation of the thesis. The information should be of sufficient detail that a reader with knowledge of the subject can evaluate the overall study and, where necessary, make recommendations or suggest possible modifications.

1 PRESENTATION

Documents must be submitted in bound A4 volumes of no more than 100 pages (50 sheets). If the thesis consists of more than one volume, all volumes should be submitted in a single project folder of no more than 50 mm in spine width, with labels on the spine and front cover containing the following information: thesis title, author, supervisor, degree and dates of the examination period. Folders, labels and bindings should match the criteria of the models defined by the ETSEIB.

Documentation must be presented entirely in Catalan or Spanish (the examples in this document are given in English for illustrative purposes only). In exceptional cases, the ETSEIB may, at the suggestion of the thesis supervisor, authorise the use of another language. The summary, presentation and defence must be carried out in either Catalan or Spanish.

Pages should be printed on both faces. Each face should contain:

a) the ETSEIB logo, measuring 15 mm, situated in the right margin of the footer;
b) a header identifying the thesis and/or document (short title if necessary, and author’s name), left justified, and the page number, right justified.

It is preferable to stick to a limited number of fonts and to use the same typeface throughout the thesis. Documents should be configured so that each page contains a reasonable density of information, for example, body text in Arial 11 point or Times 12 point, left margins of 30 mm, right margins of 20 mm, top and bottom margins of 25 mm, and constant 1.5 line spacing. Paragraphs should have 3-10 lines, and should be separated by an additional 12-point space.

Students should avoid using colours and other effects unless they are needed to highlight an important point.
There are a number of ways of highlighting text without having to underline.

2 STRUCTURE

The thesis is divided into two types of document: the main report and the appendices containing supplementary information.

If the total length of the report and the appendices does not exceed 100 pages (50 sheets), the entire thesis can be submitted in a single bound volume. If there are more than 100 pages (50 sheets), the report should be submitted in a bound volume and the appendices separately (in a single volume if desired).

2.1 Report

The report is divided into the following main sections:

<table>
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<tr>
<th>Section</th>
<th>Component</th>
<th>Nature</th>
<th>Format</th>
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<tr>
<td>Initial</td>
<td>Front cover</td>
<td>Compulsory</td>
<td>ETSEIB model</td>
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<td>Registration sheet</td>
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<td>Abstract</td>
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<td>max. 1 sheet</td>
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<td>Index or table of contents</td>
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<td></td>
<td>Glossary of signs, symbols, abbreviations, acronyms and terms</td>
<td>Optional</td>
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<td></td>
<td>Preface</td>
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<tr>
<td>Main</td>
<td>Introduction</td>
<td>Compulsory</td>
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<td></td>
<td>Body, including figures, tables and formulas (divided into chapters)</td>
<td>&quot;</td>
<td>max. 40 sheets (80 pages)</td>
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<td></td>
<td>Conclusions, recommendations</td>
<td>&quot;</td>
<td>max. 1 sheet</td>
</tr>
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<td></td>
<td>Acknowledgements</td>
<td>Optional</td>
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<td></td>
<td>Bibliography</td>
<td>Compulsory</td>
<td>ETSEIB model</td>
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<td>Back cover</td>
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<td>ETSEIB model</td>
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Cover. The cover should be designed to match the model published by the ETSEIB. In addition to protecting the documents, the cover serves as the first point of contact with the reader. Therefore, its design must be clear, distinctive and informative and identify the subject matter and general content of the thesis. The cover must show the thesis
title, the author’s name, the supervisor’s name, the degree for which it is being submitted, the dates of the examination period, and the document(s) contained.

**Registration form.** This is a standard form that contains all of the details pertaining to the registration of the final thesis, including accreditation of the completion of the different administrative stages: registration, approval of the supervisor and/or second thesis reader to submit the thesis, and the grade awarded by the examination panel.

**Abstract.** The abstract should be no longer than one page, and should provide as much information as possible so that potential readers can decide whether the document is of interest to them. Specifically, the abstract should describe the aims, methods, results and conclusions presented in the main body of the document, either in the order stated here or focusing first on the results and conclusions. Students should strive to make this a self-contained text that can be understood without having to consult the report. As with all of the final thesis documentation, students should maintain a correct and consistent style, use standard nomenclature, and define unfamiliar terms, abbreviations and symbols at their first occurrence in the abstract. This text appears on page 1 of the document.

**Index or table of contents.** This should contain the titles of the main sections and subsections of the report and the corresponding page numbers, as well as the titles and main subsection of any appendices submitted with the report. Specific summaries of key figures and tables may also be included if they are considered sufficiently important.

**Glossary.** If a document contains signs, symbols, abbreviations, acronyms or terms that may not be immediately understood by readers, these should be listed and clearly defined. However, terms defined in such lists must still be explained fully at their first occurrence in the text.

**Preface.** The preface is essentially a brief presentation in which to define the research carried out in the preparation of the thesis, highlight key aspects of the research, explain links with similar work, and chart the historical circumstances that motivated the choice of thesis.

**Introduction.** The introduction should briefly outline the scope and aims of the work described in the document, its relation to other research in the same area, and the methodology used. It should not quote from or paraphrase the abstract, give details of
theory, experimentation, methods or results, or refer to the conclusions or recommendations. The information from the preface can be incorporated into the introduction if the student does not wish to present it as a separate section.

**Body.** The main body of the document should be divided into numbered chapters covering theory, methodology, results and discussion.

Information provided in the body of the document must be concise but comprehensive. Descriptions of theory, methods and results should be sufficiently detailed to enable a specialist in the subject to reproduce the different stages of the study with relative ease. Mathematical tests and full details of experimental procedures, if required, should be presented in the appendices.

All art work, tables and formulas essential to the understanding of the text must be included in the main body of the document.

**Conclusions and recommendations.** Conclusions should be presented as clear and methodical deductions made from the study described in the main body of the document. Quantitative data may be included, but details or specific arguments or results should not be mentioned.

Recommendations are concise descriptions of future action considered necessary by the author of the thesis, drawn directly from the conclusions or from observations made during the research phase of the thesis. Recommendations are not a compulsory part of the report, and should only be made if completely justified by the findings of the work described.

This chapter does not form part of the main body of the document and does not require a chapter number.

**Acknowledgements.** Acknowledgements may be included to recognise assistance received during the research stage and the preparation of the report. It is standard practice not to acknowledge contributions such as routine controls, minor assistance or general recommendations.

Other studies consulted should be listed in the bibliography. Acknowledgements regarding cited text and the use of tables and art work may require recognition of author’s rights.

**Bibliography.** At the end of the main body of the document, students should include a list of all the sources on which the document is based and which are cited in the text. If desired, additional references that are not cited in the text but which may be of interest
to the reader can be included in an independent list in an additional section of the same chapter (supplementary bibliography).

2.2 Appendices

Appendices may be attached to the report to provide important supplementary information, such as conditions, calculations, experimental results, data processing, viability analysis, user manuals, environmental impact study, budget, etc.

The appendices should be used to present material that:

a) is required to complete the text, but which could alter the logical and ordered presentation of the thesis;

b) cannot be inserted in the body of the report due to volume or type;

c) is not relevant to ordinary readers but may be valuable to specialists.

Appendices can also be used to present supplementary art work or tables that are not crucial to understanding the text but which provide useful complementary examples or information. However, students should refrain from presenting exhaustive results for all experimental and simulation data sets unless they are specifically required. The appendices can also include detailed descriptions of key equipment, user manuals, lists of software used, budgets, lists of conditions, plans and blueprints.

Plans must be designed in accordance with UNE standards for technical drawings (Aenor. Dibujo técnico. Normas básicas. 1999).

If the plans, or any other appendix, consist of a large number of pages, they can be grouped together in independent volumes of no more than 100 pages (50 sheets). Each independent volume must have its own specific front cover, abstract and table of contents. Appendices should be stored or bound as best suits their content and format, for example, in blueprint folders, CD cases, etc.

3 NUMERATION

3.1 Chapters and appendices

The main body of the document is divided into numbered chapters, each of which should be separated into numbered sections and subsections. Further subdivisions are not advised, except to identify elements in lists.
Chapters, sections and subsections should be numbered as shown in the example below, and the titles/headings must reflect the numerical hierarchy used.

Example:  

Chapter 2  
Section 1  
Subsection 3  

2 RESULTS  
2.1 Pressure measurements  
2.1.3 Free release  

Appendices are identified by sequential upper-case letters. If divisions are required, the criteria are the same as those used for chapters.

Example:  

Appendix B  
Section 2  
Subsection 1  

B MODELLING  
B.2 Kinematic pairs  
B.2.1 Joints  

3.2 Page numbers  

As established in Section 1 of this document, page numbers should be displayed in the header and right justified.

Page numbers should be indicated using sequential Arabic numerals throughout each bound volume. Page 1 is the abstract, which should be printed on the front face of the page. The reverse is usually left blank, so that the table of contents appears on the front face of the following page (page 3). Similarly, chapters and appendices are generally begun on the front face of a new page, leaving a blank page if necessary.

4 REFERENCES  

4.1 Bibliography  

The bibliography should only contain those references that are cited in the final thesis. Any others should be listed separately, under the heading Other References.

Entries in the bibliography should follow the general pattern: Author/Title/Details of publication.

Examples:  

Book:  

Article:

Catalogues and other institutional publications:


Digital and audiovisual material:


Internet material:


References to “personal communications” must include the date and the full name and professional address of the individual concerned.

If there are more than three authors, the first should be cited, followed by [et al.].

Bibliographical references should be ordered according to one of the following systems, depending on the chosen style of citations:

a) References should be listed in alphabetical order by the first author's surname. If the bibliography contains two or more works by the same author or group of authors, these must be listed in chronological order.

b) References should be listed in the same order in which they are cited in the text and numbered sequentially. The number is placed in square brackets at the beginning of the reference and should also be used to mark citations in the text.

For practical reasons, the form a) is usually preferred.

4.2 Citations in the text

Citations should be incorporated into the text in one of the following ways, which should match the option chosen for presenting the list of referenced works:

a) Citations by name(s)/date, corresponding to the name(s) of the author(s) and the date of publication shown in the alphabetic list of references.

b) A citation number that corresponds to the numbered entry in the list of references.
When citations are shown by name(s)/date, the name(s) of the author(s) and the date of publication must be given at a suitable point in the text, either in square brackets, or by placing the date in brackets following the use of the name(s) in running text. The exact page of the reference should be given whenever possible.

Examples:

(... should focus on the curve radius [Cardona i Clos, 2000, p. 103] (...)

(...) Cardona and Clos (2000, p. 103) focus on the curve radius (...)

Corresponding entry in the list of references:


When more than one publication by the same author or group of authors and from the same year is cited, the distinction should be made by placing sequential lower case letters after the date. The letter should also appear in the list of references.

Example:

(... new sources of energy [Alegret, 1988a] and their application [Alegret, 1988b] (...)

Corresponding entries in the list of references:


ALEGRET, A. Aplicació dels carburants de nova generació (...), 1998b, p. 15-18.

Numbered citations should be numbered sequentially throughout the text, except when the same pages of a specific work are cited more than once. In this case, the same number should be used at each occurrence. The numbers should be placed in square brackets at an appropriate point in the text, or placed after the abbreviation 'Ref.'.

Example:

(...) information on new fuels [Ref. 2] or [2] (...)

Corresponding entry in the list of references:


4.3 OTHER REFERENCES

This section, if required, should be presented in the same way as the main bibliography. It may be used to list documents consulted during the preparation of the thesis or relevant to the subject matter but which are not cited in the text. In these cases, an explanation must be given of the criteria used to select the documents.
5 FIGURES, TABLES AND FORMULAS

5.1 Figures

Figures and art work include graphical representations (curve plots, block diagrams, schematic representations, etc.), line drawings, imported images and photographs.

In scientific and technical literature, figures play a key role in expressing ideas, configuring approaches to problems and presenting results. A carefully designed figure can considerably improve the clarity of the text. Therefore, standard conventions must be followed to ensure that each figure is as clear and straightforward as possible.

Students must take into account possible rights issues if they use figures taken from other sources, as they will be responsible for answering any claims made in this regard.

Each figure should be accompanied by a caption, which may include a brief descriptive legend and should be situated below the figure. Where possible, the legend, and any other element attached to the figure, should provide sufficient detail for a reader to understand its content without having to refer to the body text.

Figures should be numbered sequentially for each chapter (or appendix, where applicable), using the chapter number (or letter, in the case of appendices) followed by a full stop and the number of the figure corresponding to its position in the chapter (or appendix).

Example:
(... as shown in Figure 4.3 (...)

Figures should be displayed immediately after the first reference to their content in the text, on the same page if possible. Tables that are not referred to directly in the text do not need to be incorporated into the main body of the report and should be included as supplementary material in an appendix. If the report contains a large number of figures, they can be grouped together at the end of each chapter or at the end of the main body of the report. In this case, the page on which the figure can be found should be indicated every time it is referred to in the text.

5.1.1 Graphs

The magnitudes and units represented on the x- and y-axis, and any other parameters and variables considered, should be expressed in the form ‘magnitude [unit]’, for example $F \text{ [kN]}$ (force expressed in kN).

When lines, shading or colours are used to distinguish different types of information, they should be clearly identified in an attached key.
5.1.2 Line drawings

Line drawings are used to represent equipment, components, floor plans, etc. They should only contain the information required to highlight the points mentioned in the text. Redundant and superfluous information should not be included. Line drawings are not intended to serve the same purpose as detailed blueprints. They may be preferred to unedited photographs for highlighting key points.

5.1.3 Photographs

Documents of this type are not usually reproduced in photo quality, so it is important to take into account the resolution of any original used. The key features should be indicated using either labels or letters and arrows, which must stand out from the background without interfering with important information in the image. In some cases it may be appropriate to edit the photograph to highlight the key features.

5.2 Tables

Tables, like figures, play an important role in the reports and must be configured correctly to ensure that they are displayed clearly in the text. Tables should be displayed immediately after the first reference to their content in the text, on the same page if possible. Tables containing useful information, but which are not referred to directly in the text, do not need to be incorporated into the main body of the report and should be included as supplementary material in an appendix.

Table numbers and legends should follow the guidelines established for figures.

Example:
(... as shown in Table B.2 (...)

Column headings in tables containing numerical data should clearly state the corresponding magnitude and units, for example: velocity [m/s].

Tables in the main body of the thesis should only contain data directly related to points discussed in the text. All material occupying more than four or five lines and which can be tabulated should be presented in table form.

5.3 Formulas and units

Numeric values, units, symbols, magnitudes and functions should be presented as stipulated in ISO 31:1992 (UNE 82100:1996) and ISO 1000 (a summary in Catalan can be found in CARDONA, S., JORDI, L. Magnituds i unitats. 2000).
Formulas and units should be numbered using the same guidelines as for figures. The number should be placed in parenthesis and right justified. To prevent possible confusion, the number should be in a different typeface to that used in the body text, or preceded by the abbreviation Eq., for example: (Eq. 3.2). Equations cited in the text should always be indicated by this prefix, for example: (...) as shown in the following equation (Eq. 3.2) (...

\[ L_a = 20 \log(p_a/p_0) \]  (3.2) or (Eq. 3.2)

6 STYLE

The thesis should be written clearly and concisely in full, grammatically correct sentences of reasonable length, which should use active voice and the third person form. Correct punctuation must be used.

For more information on specific points, consult the relevant style guides.

7 TEMPLATES

The ETSEIB can provide templates for preparing the different documents. These templates are optional and not intended to limit the students' creativity, as in some cases it may be more appropriate to personalise specific aspects of the presentation.