

**Instructions for depositing Bachelor's Dissertation Master's Dissertation
(BD/MD) in the URV's Institutional Repository**

1. The student must generate compressed file (ZIP) with the following characteristics:

- Name of the .ZIP file:

TFG_XXXXX_#####.ZIP o TFM_XXXXX_#####.ZIP

The student must replace the symbols XXXXX with the official acronym of the qualification, faculty, school or master's degree. The acronym can be found in Annex 1 of these instructions (Annex 1: ACRONYMS).

The student must replace the symbols ##### with his/her given name and first surname.

The student must follow the same steps for a confidential BD or MD, but must also add the word *confidencial*:

TFG_XXXXX_#####.CONFIDENCIAL.ZIP o TFM_XXXXX_#####.CONFIDENCIAL.ZIP

- Content of the ZIP file:

Document	Format	Name of file	Description
Authorisation (*)	PDF	AUTORIZACIÓN_TFG_#####.PDF AUTORIZACIÓN_TFM_#####.PDF	Authorisation document signed by the author/s
BD/MD report	PDF	MEMORIA_TFG_#####.PDF MEMORIA_TFM_#####.PDF	BD/MD report
Metadata(*)	XLS	METADATOS_TFG_#####.xls METADATOS_TFM_#####.xls	Metadata provided by the student
Abstract (maximum 300 words)	PDF	RESUMEN_CA_TFG_#####.PDF RESUMEN_CA_TFM_#####.PDF	Abstract in the same language as the BD/MD

Abstract (maximum 300 words)	PDF	RESUMEN_ES_TFG_#####.PDF RESUMEN_EN_TFG_#####.PDF RESUMEN_ES_TFM_#####.PDF RESUMEN_EN_TFM_#####.PDF	Abstract of BD/MD in another language
Presentation	PDF	PRESENTACION_TFG_#####.PDF PRESENTACION_TFM_#####.PDF	Submission by the student

(*) The templates for the document are available on the website of the URV's Institutional Repository:

For Bachelor's Dissertations:

<http://repositori.urv.cat/introduccio-documents-al-repositori/treballs-de-fi-de-grau/>

For Master's Dissertations:

<http://repositori.urv.cat/introduccio-documents-al-repositori/treballs-de-fi-de-master/>

1. The student will send the documentation generated to the member of the teaching staff in charge of the BD/MD subject.
2. The member of the teaching staff will send the documentation and the grades for each student to the repository. The documentation may be sent:

repositori.catalunya@urv.cat
repositori.bellissens@urv.cat
repositori.sescelades@urv.cat
repositori.medicina@urv.cat
repositori.vilaseca@urv.cat
repositori.cte@urv.cat