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ESCUELA DE CIENCIAS SOCIALES Y HUMANIDADES
Carrera Enseñanza del Inglés para I y II Ciclos

Guía para los Trabajos Finales de Graduación (TFG) para el grado de Licenciatura en Enseñanza del Inglés para I y II Ciclos

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Introduction

The intention of this document is to guide students of the English Major to the process involved in the achievement of the Final work as requirement for the compliance of the Licenciatura Degree. It strives to present the degree work options, their definition, structure, evaluation components, and administrative procedures.

This general guideline is based on Reglamento General Estudiantil and the guideline from the School of Social Sciences and Humanities. It complies with the revision from the Cátedra de Investigación and the TFG Committee.

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CTFG: Comisión de Trabajos Finales de Graduación

PME: Persona Menor de Edad

RGE: Reglamento General Estudiantil

TFG: Trabajo Final de Graduación

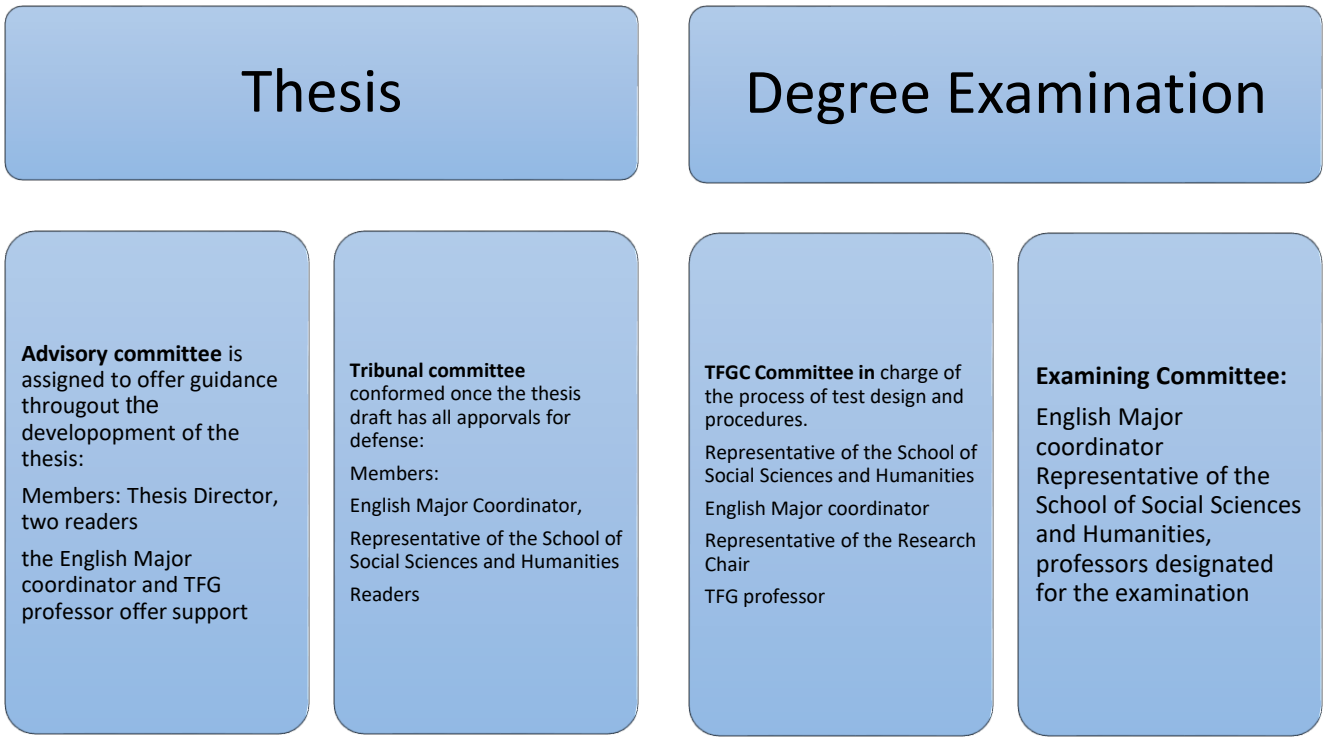
TIC: Tecnologías de la Información y la Comunicación

UNED: Universidad Estatal a Distancia

1. The Responsibilities for the Development of Final Work

Different actors are involved throughout the whole endeavor of final work. It is an aspect that changes depending on the selected final work option and will be included in the description of each modality. Your responsibilities and those pertaining to the members involved in the process are mentioned.

The following chart illustrates the integration of all members that assist in the TFG process.



1.1. The TFG Committee and its Responsibilities

As described above, some activities are strictly developed with the guidance and approval of the TFG Committee prior to take the final work option and in some circumstances they participate during the process. Article 92 of the Students' Regulation indicates:

ARTÍCULO 92:
La unidad académica contará con una comisión de TFG conformada por los siguientes miembros:
a. La dirección de la unidad académica, o su representante, quien coordina.
b. La persona coordinadora de investigación de la unidad académica.
c. Las personas encargadas de carrera de la unidad académica.
d. La persona encargada de TFG de la unidad académica.

This Committee, in general terms, revises and analyzes as a single entity in specific academic periods the research proposals, and examination prior to your enrollment. In fact, the functions of this committee appear below:

> ARTÍCULO 93:
> Son funciones de esta Comisión:
> a. Promover las áreas de interés por investigar, entre académicos y estudiantes de TFG.
> b. Coordinar con la unidad respectiva los procesos de capacitación y velar por el cumplimiento de las funciones de los comités de TFG.
> c. Coordinar con las comisiones de investigación de las unidades académicas procesos inherentes al desarrollo de la investigación en la unidad académica y su vinculación con los TFG.
> d. Avalar todos los manuales de procedimiento de las carreras relacionados con los procesos de TFG.
> e. Integrar un equipo de evaluación de los aprendizajes para analizar y aprobar cada anteproyecto. Este estará conformado por la persona coordinadora de la carrera a la que pertenece cada estudiante, la persona coordinadora de investigación y la persona coordinadora de los TFG.
> f. Analizar el anteproyecto o plan de trabajo de la modalidad de TFG seleccionada por cada estudiante, considerando la pertinencia del problema o tema en relación con las líneas de investigación definidas como prioritarias, la viabilidad de la investigación en cuanto a recursos y tiempo, así como otros criterios establecidos por la unidad académica y la carrera a que pertenece.
> g. Aprobar el anteproyecto o plan de trabajo de la modalidad de TFG seleccionada por cada estudiante, considerando la pertinencia del problema o tema en relación con las líneas de investigación.

1.2. Responsibilities of the English Major Coordinator

Furthermore, with the aim to acknowledge about the responsibilities of all members involved in the process, the Students' Regulation determines the functions of the English Major Coordinator, the thesis director, readers, and the students. These responsibilities take into account the different responsibilities for all final work options. It is important to mention that good communication among all members must be achieve as key to have an effective progress.

> ARTÍCULO 94:
> Son funciones de la persona encargada del plan de estudios en cada uno de los grados académicos:
> a. Garantizar el cumplimiento del debido proceso administrativo y académico, para que cada estudiante desarrolle su TFG.

b. Recibir y emitir criterio sobre las solicitudes de estudio del historial académico y matrícula del TFG de cada estudiante.
c. Participar en la aprobación de los anteproyectos de TFG que corresponden al grado académico.
d. Establecer las directrices de los TFG de acuerdo con el perfil de salida del plan de estudios y el desarrollo de la disciplina.
e. Asesorar a cada estudiante en la elección de la modalidad, el tema del TFG y sus respectivas implicaciones metodológicas y administrativas.
f. Asesorar y supervisar las funciones de las personas supervisoras, directoras y asesoras de TFG en todo lo relativo al desempeño de sus funciones.
g. Formar parte del tribunal examinador con todos sus derechos y deberes.
h. Presentar a la dirección de la unidad académica la propuesta de asignación de personas que fungirán como supervisores, directores y profesores para los TFG.
i. Articular los temas de investigación de los TFG, con las líneas de investigación de las unidades académicas.
j. Dar seguimiento a cada estudiante que ha cumplido con el plan de estudios para que finalice su TFG. (p. 48)

1.3. Responsibilities of the Thesis Director

The responsibilities of the thesis director in charge of guiding and evaluating your performance are cited in the following article of the Students' Regulation:

ARTÍCULO 96:
Son funciones de la persona que funge como profesor supervisor de práctica en el bachillerato, director de TFG para la licenciatura y el posgrado, las siguientes:
a. Dirigir, asesorar, supervisar y evaluar a cada estudiante en forma continua y sistemática en el desarrollo del TFG.
b. Valorar la correspondencia entre el tipo de problema o el tema que se pretende investigar y el tiempo que se dispone para su abordaje metodológico, de manera que se mantenga la calidad académica en el proceso y se asegure su viabilidad.
c. Velar por la coherencia, rigurosidad académica, congruencia del diseño y del proceso de la investigación, así como del informe final, según el área de especialidad.
d. Liderar las actividades que permitan la debida ejecución de las funciones del comité asesor del TFG.
e. Revisar y aprobar los informes parciales del proceso.
f. Coordinar las acciones del comité asesor, para lo cual debe programar, convocar y presidir reuniones periódicas con los asesores y estudiantes, para comprobar, analizar y evaluar los avances de cada estudiante y

brindar las sugerencias necesarias en las distintas etapas del proceso investigativo.
g. Orientar a cada estudiante para la preparación de la defensa del TFG.
h. Formar parte del tribunal examinador que participa en la presentación oral o defensa del TFG.
i. Velar por la calidad y cumplimiento del formato del informe final.
j. Realimentar, con observaciones por escrito, los avances presentados por cada estudiante, con un máximo de diez días hábiles posteriores a su recepción.
k. Registrar mediante una bitácora el progreso de cada estudiante, consignando, por escrito, las indicaciones u orientaciones brindadas.
l. Verificar que las observaciones realizadas por él y los asesores del trabajo sean incorporadas por cada estudiante en el proceso y en el documento final.
m. Velar porque el TFG asignado se concluya en el tiempo establecido.
n. Garantizar la inclusión de las observaciones realizadas por el tribunal examinador en el documento definitivo.
o. Aprobar el informe final según las exigencias académicas establecidas en el plan de estudios.
p. Informar a la persona encargada de la carrera en los casos de incumplimiento de las exigencias académicas por parte del estudiante o la no incorporación de las observaciones de los miembros del comité en el proceso de TFG.
q. Autorizar a cada estudiante que remita el informe final, a la persona encargada del plan de estudios.
r. Comunicar a la persona encargada de la carrera mediante nota escrita, el dictamen de aprobación del informe final del TFG. En caso de que no se concluya un TFG en el tiempo asignado, emitirá un informe escrito del avance logrado y la recomendación para una prórroga o finalización del proceso.
s. Asistir a las defensas públicas de TFG. (pp. 48-49)

1.4. Responsibilities of the Advisory Committee

In accordance to the Students' Regulation, Article 98 cites:

Son funciones de las personas asesoras:
a. Formar parte del comité asesor y el tribunal examinador, con todos sus derechos y deberes.
b. Asesorar a cada estudiante, de forma conjunta con la persona docente o directora, con respecto a las acciones por realizarse en todo el proceso del TFG.
c. Analizar críticamente y resolver, junto con la persona responsable de la dirección y cada estudiante, los aspectos conceptuales y metodológicos del trabajo.

d. Analizar y emitir por escrito su criterio sobre los informes parciales y final que prepara cada estudiante. Esto en un plazo no mayor de 15 días naturales.
e. Enviar copia por escrito a la persona que funge como director del TFG y a la persona encargada o coordinadora de la carrera de las observaciones y las sugerencias realizadas al trabajo elaborado.
f. Aprobar por escrito el informe final del TFG, en coordinación con la persona
responsable de la dirección.
g. Asistir a las defensas públicas de TFG.

1.5. Responsibilities of the Students

Your responsibilities as a student undertaking this process are mentioned in the next section:

ARTÍCULO 103:
Son responsabilidades de cada estudiante en el proceso de TFG:
a. Permanecer matriculado en las asignaturas correspondientes del proceso de TFG, para mantener la condición de estudiante activo de la UNED.
b. Asumir una actitud de compromiso durante todo el proceso de trabajo.
c. Analizar las observaciones que el comité asesor, el tribunal examinador y la persona encargada de la carrera o bien la comisión de TFG, realiza a las propuestas, anteproyectos, avances e informe final. Debe incluir y modificar aquellos aspectos que se le indiquen para mejorar la calidad académica del trabajo de graduación.
d. Asistir, puntualmente, a todas las jornadas definidas, en conjunto con la persona supervisora o directora y las personas asesores, para llevar a cabo el trabajo de graduación.
e. Asumir una actitud ética durante la ejecución y la evaluación del trabajo de
graduación.
f. Realizar un análisis crítico de las sugerencias hechas por la persona supervisora de práctica o bien por el comité asesor e incorporarlas a su trabajo de graduación.
g. En caso de no concluir el TFG en el plazo definido debe solicitar por escrito, la prórroga a la persona encargada de carrera. (p.103)

2. Reglamento General Estudiantil

Final Work (TFG, in Spanish), in accordance to the Students' Regulation (Reglamento General Estudiantil) corresponds to the academic formative process that concludes the curricular program to obtain the respective academic degree (ART. 81, p. 39). TFG is different from a regular course. It is a process, in which students reflect on the achievements, knowledge, competences, and

pertinence of the curricular program in relation to the professional profile. The Students' Regulation in its article 81 mentions:

> Este proceso permite a cada estudiante el desarrollo y aplicación de conocimientos, habilidades y destrezas a partir de los conocimientos construidos a lo largo de su formación académica. Propicia la solución de problemas específicos de la realidad desde la disciplina, mediante técnicas y herramientas de investigación. Además, permite comprobar en cada estudiante las capacidades científicas y creativas, en conjunto con sus habilidades para comunicar técnica y asertivamente los resultados de la investigación. (p.39)

Concerning the level of Licenciatura degree, the same Regulation establishes:

> "los requisitos de graduación constan de la aprobación de las actividades programadas en el plan de estudios y pueden considerar la presentación de una tesis, un proyecto de graduación, un seminario de graduación, una práctica profesional dirigida o un informe de ejecución artística. Se desarrolla en al menos dos períodos académicos consecutivos, prorrogables uno más, previa solicitud por escrito a la persona encargada de carrera. (Artículo 86 b, pp. 42-43)

Taking into consideration the previous information, each career coordination determines the final work options that the Article 86 mentions and defines the procedures involved in the process. Notice that the extension of one semester is granted under justified reasons. The student must inform ahead of time the circumstances that impeded the fulfillment of the final work in the time expected, afterward you will be notified about the resolution of the request.

3. Lines of Research

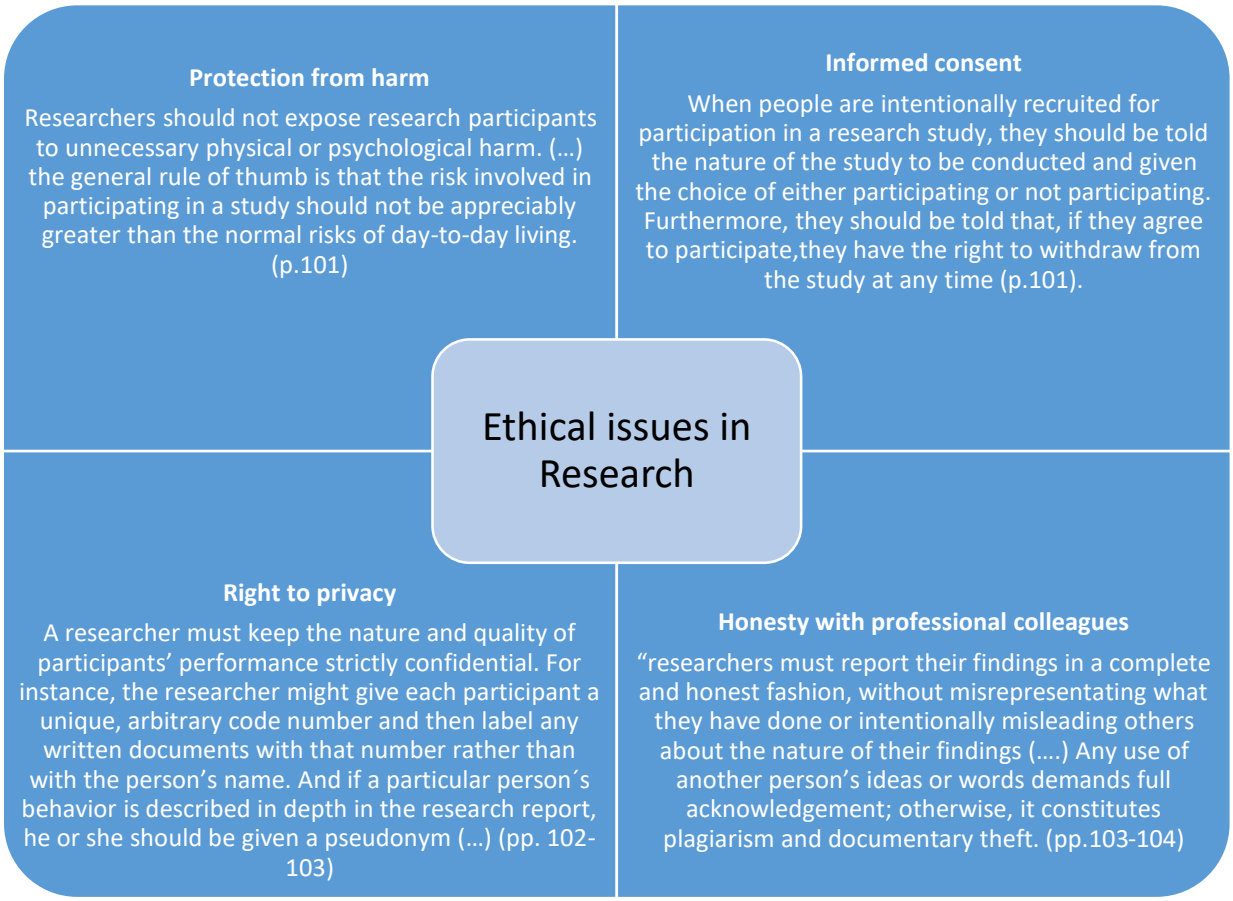
With the aim to meet with the areas and topics that pertain to the career, the research design must be in accordance to the lines of research proposed by the English Major. They are intended to help you narrow down your research topic to make sure you address your field of expertise. They are considered as themes or topics intricately related to the career objectives and curricular program and have the purpose to address teaching-learning issues, generate scientific knowledge, and provide answers to current problems in the educational field. The English Major has identified as lines of research:

- Methodology and English teaching as a foreign language

- Adaptation, design, contextualization and evaluation of didactic resources
- Evaluation of the pedagogic mediation in the learning of the foreign language
- Teaching English as a foreign language through literature
- Language, culture and identity in the learning of a foreign language
- Technological applications for the teaching-learning process of a foreign language
- The inclusion of diversity in the teaching-learning context of English as a foreign language.

4. Ethical Considerations in Research

The following considerations pertain to the code of ethical conduct that researchers must follow as part of the responsibilities involved throughout the development of the study. Some of these standards described below attend to four main categories as presented by Leedy and Ormrod (2010):



Source: Leedy & Ormrod, 2010.

5. General Administrative Aspects

Table 1 Administrative Procedures Required for Thesis

Procedures for the Presentation of the TFG Design	
With the aim to guide you in the admissibility procedures of your research design or proposal, the previous process to the enrollment in Degree final work options, we proceed to describe the steps to follow:	
Requirements to take the course Taller de investigación	• You need to fill out the form found in the following link. https://www.uned.ac.cr/ecsh/carreras/ingles/trabajos-finales-de-graduacion • Send the digital form with your academic record to the English major coordinator, in the first week in November and a month before each enrolment period. • The English major coordinator will verify if the students have complied passing all the courses in the program of Licenciatura.
Revision to the research Design or proposal.	• The English Major coordinator with the collaboration of the TFG Professor will review your research topic, title and interest in conducting the study. • The English major coordination will notify by digital means the resolution of the previous process that is if the topic suits the lines of research of the English major, and if the option of thesis to which your proposal idea responds is pertinent, and viable. • If adjustments should be done to the topic and work option, you must make the improvements and send the form again for a new revision. Upon approval, the English major coordinator will authorize your enrollment in Taller de investigación.
Research Design or proposal to develop in the course Taller de Investigación- from the Research Chair	• The research workshop (taller de investigación) belongs to the Research Chair and is a quarterly course, in the last block of courses of the Licenciatura degree program. Therefore, for the enrolment in the research workshop you are required to have approved all the courses in the program. • This course provides knowledge to elaborate a proposal matrix. It is a previous step before submitting the design or proposal to the Degree Work Committee (CTFGC); moreover, it aims to guide you in the

	development the research, objectives and justification in accordance to the English major lines of investigation.
Procedures to Present the Research Design or Proposal	
Revision of the Research Design or proposal by the Degree Work Committee (before enrollment in TFG)	• The approval of the research proposal is carried out by the Degree Work Committee integrated by the Representative of the School of Social Sciences and Humanities, the Research chair, the English Major Coordinator, and the TFG professor. • This committee is summoned for the review of proposals during the corresponding scheduled time to analyze the research topics. • Once you have all improvements in your proposal, you will be authorized to enroll. The English Major will send the resolution of the proposal revision.
Trabajo Final de Graduación (TFG)	• Degree work is not a course and it is registered biannually. It takes two semesters to finish the process unless justified reasons informed to the English Major and the School of Social Sciences and Humanities forced you to present a written request for a time extension. You must be authorized an extended deadline of one semester or two months to finish the research process with the oral defense. • The English major coordinator assigns the advisory committee integrated by the thesis director and two internal or external readers, with the academic degree in Licenciatura as minimum. • The English major coordinator arranges a meeting to discuss about the different stages of the thesis, schedule of activities, functions and responsibilities of all TFG members, evaluation components and administrative procedures. • The advisory committee carries out the scheduled revisions and gives feedback for you to make the respective improvements. • Once the advisory team and the English Major coordinator give their approval to the written report, the thesis draft is sent to the academic unit to assign the representative of the TFG or degree work Committee, and thus determine the examining tribunal.

	• The representative reads the thesis draft within ten working days and submits his/her observations. Until you have his/her letter of endorsement, you will not be scheduled for oral dissertation.
Previous to the Thesis Public Defense	
The previous Process of Thesis Written Work and Public Defense	• With the approval from the Representative of the CTFG, you will be informed about the date, place and time scheduled for thesis´ public defense. • The English major coordination gives you guidelines for the thesis (go to the section concerning to thesis written work and public defense included in this document).
Public Thesis Dissertation	• You must show up 30 minutes before the scheduled time to make the necessary arrangements for your defense. • The public defense begins with the reading of the protocol for thesis´ public defense. • Once you finished your public defense, you leave the room for the examining committee to deliberate. • The English major coordinator who chairs the meeting, informs the candidate about the approval or non-approval of the TFG. • Non-approval of the thesis degree work, you must start a new degree work option.

Source: English Teaching Major Coordination, 2019

Table 3 Procedures for the Enrollment of Degree Examination

Procedures for the Enrollment of Degree Examination	
With the aim to guide you in the admissibility procedures of Degree Examination, you need to follow the following steps:	
Requirements prior to registration	• One of the requirements prior to register this final work option, you must fill the form out with the requested information. The form is provided in annex 5.8. • Send the digital form with your academic record to the English major coordinator, in November to start in the • I semester and in May for the second semester. • The English major coordinator will verify if you comply with requirements.
Procedures to Approve the Research Design or Proposal	
Final work (TFG)	• Degree work is not a course and it is registered biannually, and takes two semesters. An extended

	deadline of one semester to apply the examination is not allowed. • The English major coordinator arranges a meeting to discuss about the different stages, functions and responsibilities of all TFG members involved, evaluation components, and administrative procedures.
The Procedure to Approve TFG	
The previous Process of Thesis Public Dissertation and Defense	. • All guidelines for the application of the examination are explained in the curricular outline.
Oral /written Exam	• You must show up 30 minutes before the scheduled time to make the necessary arrangements for your presentation or exam. • The examination begins with the reading of the protocol and specific instructions for each part of the exam. • Once you make your presentation or the last part of the exam, you leave the room for the examining committee to deliberate. • The English major coordinator who chairs the meeting, informs the candidate about the approval or non-approval of the TFG. • Non-approval of the degree examination, you must start a new degree work option.

Source: English Teaching Major Coordination, 2019

6. The TFG:

The student can access different modules with audiovisual aids, Power Point Presentations, face-to-face and virtual worskhops during the licenciatura program, with the aim to guide and offer conceptual and practical support for the elaboration of the final graduation work (TFG). Attendance to the sessions is not mandatory but become essential to achieve the previous requirements to register Taller de investigación.

7. Final Work Options

The English Major has established the following final work options to obtain the Licenciatura degree: Thesis and Degree Examination. Both options do not share the same procedures, competencies and skills emphasized in its development;

therefore, these two options are described separately in the subsequent sections.

7.1. Thesis

For the development of a thesis, you must be able to demonstrate the For the development of a thesis, you must be able to demonstrate the application of strong reading and academic writing skills. Your thesis must display critical thinking and analytical skills; in addition, you must be punctual, responsible, and be engaged in personal and professional inquiry to learn of the theme under study.

Thesis (05044) in accordance to the Students' Regulation, is described as:

> b.1. Tesis: trabajo de investigación que se realiza en forma individual; en casos especiales la Comisión de TFG podrá autorizar una tesis conjunta por un máximo de dos personas. El trabajo deberá ser realizado de tal modo que se pueda determinar el aporte y el dominio del tema de cada uno de los participantes. Ofrece una contribución original en cuanto a la comprensión de determinados hechos, fenómenos, problemas o estudios de casos, mediante la aplicación de una metodología apropiada en un período de al menos dos semestres consecutivos. Este ejercicio académico debe ser realizado tomando en cuenta todos los elementos y procesos propios de la investigación en un contexto de rigurosidad académica. La tesis constituye un tópico para el análisis y deliberación de la especialidad de la carrera. Este debe ser presentado y comprobado mediante pruebas y razonamientos lógicos, de modo tal que la información acumulada produzca nuevas formas de conocimiento. Concluye con un informe escrito y debe defenderse en forma oral y pública ante un tribunal examinador.

As mentioned before, in case you have interest in developing a thesis with another student, it must be justified to the TFG committee. However, to make this decision involves that both of you will share and assume that common goal with great responsibility and punctuality because If one of you decides to leave the process once it has started, the other one would be affected.

It is essential to mention that for the thesis option, an advisory team, integrated by the thesis director and two readers will guide you in the process. In addition, the English Major coordinator and the TFG professor will also give support. They will provide feedback and observations for the improvement of your thesis draft. The research endeavor demands the fulfillment of responsibilities to assure an effective research progress

ARTÍCULO 97:
En el caso de las carreras de licenciatura y posgrados cada estudiante cuenta con un comité asesor integrado por una persona directora de TFG y dos asesores de TFG para orientar al postulante en el proceso de investigación.

7.1.1. Structure of the Thesis

The chart below overviews the main aspects to consider for the development of the different sections of the written report of the thesis.

Table 2 Structure of the Thesis Written Report

Preliminary pages	**Front cover** General information about the university, school, title, student, date. It is provided in the curricular program.
	Title page Write the title of the study as approved by the TFG Committee.
	Table of content
	List of Tables and Figures
	Tribunal committee This information is provided once the School assigns the Representative of the TFG Committee of the English Major, integrated by the English Major Coordinator, the thesis Director, the Representative of the CTFGC, assessors or readers. It is one of the last pages to include in the written report. Their signatures appear on this page upon being granted the approval condition after the thesis dissertation defense.
	Abstract It must be written following APA in terms of the number of words as minimum, in block, with no indentation. It includes key words that respond to bibliographical search purposes or refer to semantic concepts that guide and /or characterize the main topics developed in the prose of the thesis. The abstract becomes a synthesis or summary of the relevant sections of the thesis. In general terms, the abstract makes reference to the objective of the study (taken form the introduction), the population, site, instruments applied (found in the methodological framework), as well as main findings (Discussion chapter)
	Resumen Ejecutivo This section comprises the translation of the abstract from English to Spanish.
	Acknowledgements

	This subsection points out the student's acknowledgement, gratitude and value that different people may have had in carrying out the research, whether in the writing of the thesis process or when validating or providing academic support, guidance or collaboration. It must be concise and it is the only part where you can write using personal prose. Avoid being sensitive and attach to a formal writing style.
	General Background It presents the theme and not the title of the research study. It has to be developed in a range of 15 to 20 lines where you expose in a precise manner what the study is about, the object of the study, and what you expect the study to reach. Then, It recurs to a bibliographic revision but not a compilation of citations with the aim to identify the general background of the study, which is the object of study. This also emphasizes what is currently known or being investigated and exposes **antecedents** that overview the methodology, theory under which the study was developed, findings and conclusions and the relation to your study. The following questions will define what to extract from the antecedents. a) What is the theoretical perspective of the study? b) Which are the main findings and conclusions of the study? c) What is the methodological approach? d) How is this related to your research?
	Justification and significance of the study This explains why the study deserves to be developed. Some questions to trigger understanding and clarity of the purpose include: Why did you choose that topic? Who is going to be affected positively? What contributions does the study offer? Who is going to benefit from the achievement of the study?
	Research Problem In the form of a question, this will let from a general to a specific understanding of the theme to be studied. It reflects and reveals a concrete situation. The statement of the problems intends to delimit the study in terms of temporary scope, time, relevance, feasibility, clarity, context, and population. When you delimit your study, it must be understood as: "those characteristics that limit the scope and define the boundaries of your study. The delimitations are in your control. Delimiting factors include the choice of objectives, the research questions, variables of interest, theoretical perspectives that you adopted (as opposed to what could have been adopted), and the population you choose to investigate" (Simon, 2011, para.4), thus, the

	purpose is to define the time, space, population, and even methodological aspects that will pertain to the study. This must be in consonance or aligned to the title and theme of the research.
	Objectives Define the purpose of the study and express the limitations of what intend to reach. Write the general and specific objectives that were approved by the TFGC. Refer to Bloom's Taxonomy for your research https://www.utica.edu/academic/Assessment/new/Blooms%20Taxonomy%20-%20Best.pdf
Chapter 2. Theoretical Framework	The theoretical framework shows the constructs or body of concepts, definitions, and principles establishing the relations among variables with the aim to explain the phenomena under study. The main themes of the object of study are presented from the general to the specific.
Chapter 3. Methodological Approach	**Research Paradigm** **Research Approach and methods** The Approach is the way in which a researcher approaches the object of study. It is a methodological perspective to perceive and visualize it. We speak in general terms of qualitative approach and quantitative approach. It reveals philosophical assumptions about the nature of reality (ontology), how the researcher knows what he or she knows (epistemology), the role of values in the research (axiology), the language of research (rhetoric), and the methods used in the process (methodology) (Cresswell, 2007, p.19).)
	Description of the Site A description of the place where the study is going to take place will provide deeper understanding of the context, the reality to be investigated, and the conditions that might affect the study.
	Description of the Sample Person, or group of people (community) that will be investigated in order to obtain the information (it is necessary for the student to estimate the real feasibility of carrying out their work with this population, having identified the real possibilities in terms of the scope of the study)
	Description of the techniques and instruments The description of the techniques and instruments will provide information about the collection techniques that should be visualized together with the instruments in line with the paradigm, approach and type of research. Leedy and Ormrod (2010) expose that "the researcher must make decisions about how to acquire and obtain data necessary for resolving the overall research problem". (p. 105) and indicate four fundamental questions to address that issue:

	What data are needed? Where are the data located? How will the data be obtained? How will the data be interpreted?
	Description of the categories of analysis (qualitative study) variables (quantitative) This offers conceptual and operational definitions of the categories or variables. **Tables of categories and subcategories (qualitative study) variables (quantitative study)** To this regard, Leedy and Ormrod (2010) makes reference to a table of specifications to construct a measurement instrument that provides a representative sample of a particular content domain- in other words, to establish content validity- the researcher often constructs a two-dimensional grid (table of specifications) listing the specific topics and behaviors that reflect achievement in the domain. In each cell of the grid, the researcher indicates the relative importance of each topic-behavior combination. He or she then develops a series of tasks or test items that reflects the various topics and behaviors in appropriate proportions (p. 93)
	Validation of instruments Describe how validity and reliability in your measurement instruments can be attained "since they influence the extent to which you can learn something about the phenomenon you are studying, the probability that you will obtain statistical significance in your data analysis, and the extent to which you can draw meaningful conclusions from your data" (Leedy &Ormrod, 2010, p. 28)
Chapter IV. Data Analysis Interpretation	**Instruments' coding** "After data are collected, the first step toward analysis involves converting behavioral responses into some numeric system (i.e., scoring quantitative data) or categorical organization (i.e., coding qualitative data)" (Gay, Mills & Airasian, 2012, p. 320). With the latter in mind, the construction of a table will display the participants, the instrument employed and the number of participants involved.
	Description of data analysis and results The analysis and interpretation of the results display the collected data for the categories of analysis and subcategories or variables employed. It describes the organization and method(s) used for data analysis. This section might involve, depending on the research approach (quantitative, qualitative or mixed) and design, the use of graphs, numerical data or statistics, charts or any other kind of visual tool to represent data and to help readers obtain a deeper understanding of the object of study. Data interpretation and analysis is supported by theoretical arguments and with the purpose to give response to the research "multiple data sources converge onto consistent question triangulation.

Chapter V. Discussion	**Results:** Present the analysis of information collected and main insights in relation to the objectives and research problem. The results are supported or confronted with theory. **Conclusions:** Relates to the main insights based on the research problem. Expose limitations evident in the study. **Recommendations:** Offer suggestions to improve the study in regards to the results and discussion of data analysis that might help other researchers replicate your study. These recommendations also might focus on further themes or topics that deserve to be studied based on your metacognitive process.
References	Recur to APA style when listing all the sources employed in the thesis, so readers can recur to what you cited in your work.
Annexes	The annex section is placed at the end of the thesis written report. It includes instruments, informed consent letters, and any complementary material or artifacts.

Source: English Teaching Major Coordination, (2019).

7.2. Degree Examination

This final work option do not follow the same route as the thesis option in terms of the prior steps to enroll and the evaluation components and structure. For you to take Degree examination, Taller de Investigación (the course research workshop) is not required.

The Students' Regulation describes this degree work option as follows:

> Examen de grado: Actividad de evaluación de carácter integral y comprensiva, mediante la cual cada estudiante son examinados oralmente, por escrito o mediante una combinación de ambas modalidades, en temas relacionados con áreas del plan de estudios de la carrera cursada y que han sido debidamente identificados conjuntamente por la Comisión de TFG y el tribunal examinador. (p.43)

7.2.1 Responsibilities

The responsibilities or functions of the English Major coordinator and student are the same as stated at the beginning of this document.

7.2.2. Structure of Degree Examination

The RGE recommends that any student interested in taking this option, has an academic average no less than 7. The development of the Degree Examination is developed in three stages, described as follows:

Table 3. Structure of the Final Work Option: Degree Examination

Stage	Description
Introduction	The aim of this stage is to inform about the structure of the exam, the areas and themes to be evaluated, knowledge and competences expected to show mastery, and the description of the evaluation components: rubrics, date, time, and place for the examinati9on.
Self-study preparation	A matrix is provided for you to determine and organize the different actions and activities for the fulfillment of the objectives. It must be sent to the English major coordination to receive feedback.
Execution	During the second semester, the application of the examination takes place in different moments as scheduled in the curricular outline describing the test tasks, competences and required skills

Source: English Teaching Major Coordination, (2019).

As mentioned before, the student makes a distribution of the time and contents for self-study using the matrix below.

Table 4. Matrix for Degree Examination

Licenciatura degree for I and II Cycles
TFG: Degree Examination (9006)
Student: _____ ID _____

Matrix for the Organization and Self –preparation

Objectives and Stage	Tasks	Time Frame	Resources	Comments

Source: English Teaching Major Coordination, 2020

7.2.3 Evaluation

Different from the procedures for the evaluation of the thesis work option, Degree examination does not evaluate the process of elaboration of a final

written work, but it comprises different test tasks distributed in two modules. Each module has its own evaluation components and rubrics.
Degree examination comprises both oral and written tests and practical tasks. Before the application of the exam and rubrics, the English Teaching Major Coordination designs the test and the professors of the cátedras support with the validation process. The TFG Committee revises and approves the test for its application. An examining tribunal will be in charge of the evaluation of your performance using the rubrics that will be noticed ahead of time. The curricular program will provide in detail the structure of the test and components of evaluation.

The examining committee is integrated by the English Major coordinator, professors from each English Coordination and a Representative from the CTFGC. Your overall performance in degree examination will be rated as approved with a general score of 8 or not approved.

8. Format Guidelines for the Written Report

- The final written report will have a maximum of about 100 pages.
- Annexes do not count for the total amount of pages.
- Use Times New Roman #12.
- Indent every paragraph with the only exception of the Abstract.
- Do not justify the right margin.
- The numeration of pages will be placed on top, right margin with Arabic numbers from the introduction until the last page.

- **Front cover page for the Final Written Report**

UNIVERSIDAD ESTATAL A DISTANCIA
VICERRECTORÍA ACADÉMICA
ESCUELA DE CIENCIAS SOCIALES Y HUMANIDADES
CARRERA ENSEÑANZA DEL INGLÉS PARA I Y II CICLOS

Title of the study
Tesis para optar por el grado académico de Licenciatura en Enseñanza del inglés para I y II ciclos

Student:
ID

Date and place

8.1.1. General Aspects to Consider for the Public Defense

The Head of the English major will inform you about the date, time, and location of the public defense, eight workings days before the presentation.
The total percentage of the Public defense is 4% out of ten. All tribunal members score your performance and an overall grade is determined right after the dissertation. Passing grade is 8.
Distribute the time wisely to make the dissertation in 30 minutes.

Guidelines for the Public Defense
These general guidelines aim to provide information for the preparation for your Public Defense in terms of the format and content required for the organization of the different aspects involved in the presentation.
The thesis reading procedure or public defense becomes the oral presentation of the degree final work. It demands that the student be able to demonstrate:

- Mastery of the object of study, research theory and methodology
- Language knowledge and speaking skills to effectively deliver the message
- The ability to draw upon conclusions that stress on the contribution to the teaching field and future research areas that derive from the achievement of the research endeavor
- Critical analysis to express coherent and accurate answers to the tribunal committee members

Before the Public defense

Time yourself to have control of the delivery and content of the exposition.
Wear formal clothes in accordance to the academic activity.
TFG can provide a letter of justification for the workplace to inform about the public defense; therefore, you must request it some days before the dissertation.
The day of the public defense, you must be 30 minutes ahead of time to organize the place, digital presentation, or any other resources.
If you do not have a computer available, tell the coordination ahead of time to have it ready for the oral public defense.

During the Public Defense

- Keep eye contact.
- Speak clearly with appropriate vocabulary, tone of voice and volume.
- You can use a pointer or any application that facilitates going over the slides.
- Once you finish the oral defense, the chair of the tribunal committee guides the examining members to ask questions or seek for clarification of specific aspects.
- When the questioning phase has finished, you will have to leave the room, so the tribunal committee deliberates to score your overall performance. The rubrics for the evaluation of the written work and the

public defense are included in the syllabus. You and all the committee members will be notified about the time and date for the public defense.

- Then, you will be invited to return to the room. The English major coordinator notifies you about the final resolution: approval or not approval. Before closing the session, all tribunal members and the candidate signs the degree work act of resolution. The English Major coordination makes the corresponding procedures before the Register office during the following days.

Notice: If the overall mark awarded is outstanding, the tribunal committee may award honor graduation and encourage the candidate to make the publication of the results in an article.

After the Public Defense

If the Tribunal Committee suggests final adjustments or improvement in the written report, you have ten working days to make the corrections and send it to the thesis director to make sure all corrections were met.
The thesis director informs the English Major coordinator who also assures about the consecution of the final improvements and requirement of revision by a philologist.

Administrative procedures

The English Major coordination is in charge of keeping in its records and sending to the University library a PDF copy of the last version of the thesis with the document Cesión de Derechos (annex 11.6) signed by you. The coordination will follow the procedures and send the form to the CIDREB (annex 11.7).

Requirements for the Digital Presentation

Format
Keep the same letter type and size all over the slides: Arial –Times New Roman.
Focus on presenting your ideas using key words or phrases. Minimize the use of text, quotes or relevant data.
When including visual representation of data like graphics or charts, present one per slide.

Main sections of the Digital Presentation for the Defense

Slide Cover page
University, Name of the major, thesis title, Student, ID number

Introduction
Offer a general background of the study with national and international antecedents. State the purpose and significance of the study. Relate to the

reasons why the study deserves to be developed, the value for the educational background.
Include the research question and objectives. Delimit the temporary scope and location of the research.

Theoretical framework
Think of the main issues from the general themes to the specific using quotes that address the object of study and will support the interpretation and analysis of data). Develop an outline to view all the themes involved and organizing your writing. Use APA style.

Methodological framework
Briefly refer to the research approach or type of study, participants and sample population, instruments, and categories and subcategories. You may use a chart or a visual representation to outline all these components.

Data analysis and Interpretation
Present relevant data that guided the process to answer the research questions and the fulfillment of the objectives. Employ figures and charts to achieve the latter aspect.

Conclusions
These must be based on the findings of the study.

8.1.1.1. Evaluation

As described below in the Article 105 of the Students' General Regulation, for the final evaluation of the written report and dissertation. Your disposition and commitment are key to a successful process. The instruments to assess your progress in the drafts and evaluate the thesis report and dissertation appear in annex 11.2 .

> ARTÍCULO 105:
> Sobre la evaluación del TFG:
> Para la calificación del trabajo final de graduación se tomarán en cuenta el proceso de elaboración y su defensa final, cuyo puntaje será distribuido de acuerdo con los criterios y especificaciones que la unidad académica determina. La etapa de proceso será evaluada por el comité asesor, siguiendo los criterios emitidos por la unidad académica. Asimismo, cada unidad académica se encargará de diseñar y entregar a cada uno de los miembros del tribunal examinador un instrumento de calificación, que incluya los criterios de desempeño que serán evaluados y la escala de calificación que se va a utilizar durante la defensa del TFG. El tribunal examinador calificará el trabajo como: aprobado con distinción, aprobado o reprobado, según sea el caso, tomado en cuenta la suma porcentual del rendimiento de cada estudiante

> durante el proceso de elaboración y la defensa del trabajo, asignando las calificaciones de la siguiente manera:
> a. Aprobado con distinción: Haber obtenido una calificación promedio entre el rango de 10.00 y 9.50, así como contar con el voto unánime de todos los miembros del tribunal examinador.
> b. Aprobado: Haber obtenido el voto unánime de todos los miembros del tribunal examinador y una calificación promedio entre el rango de 10.00 y 8.00.
> c. Reprobado: Haber obtenido una calificación promedio de 7.99 o menos.
> En el bachillerato universitario el informe final del TFG se calificará siguiendo la escala de 0 a 10, siendo 7, la nota mínima para aprobar.
> En la licenciatura y posgrado se calificará siguiendo la escala de 0 a 10, siendo 8 la nota mínima para aprobar. El acta debe indicar con A, si aprueba y con P si reprueba. (p.52)

As mentioned in the previous article, the passing grade is 8. The components of evaluation are distributed as follows.

Written Report	6%
Public Defense	4%
total	10%

9. APA Style, 6th edition

APA Style, 6th edition is necessary for the written work. You will find in PDF the APA Manual; in addition, APA Website offers a blog that summarizes and shows case examples: http://blog.apastyle.org/)
https://blog.apastyle.org/apastyle/2010/03/lists-part-6-overview.html

10.References

American Psychological Association, (2010). APA manual. 6th ed.

Cresswell, J. (2007). Qualitative inquiry & Research design choosing among

five approaches. Nebraska. Sage Publications

Washington, D.C.

Leedy, P. & Ormrod, J. (2010). Practical research: Planning and design. New

Jersey. Pearson Education

Lorraine, R.G., Geoffrey, E.M., & Peter, A. (2009). Educational research competences for analysis and applications. 9th Edition. USA. Pearson Education.

Annexes

Annex Nº1 Instruments to Evaluate the Thesis Written Report

Grading Criteria for the Final Graduation Project: Thesis

Candidate:
_____

Date: _____

Total points: 138 **Points Obtained: _____**

Grade: _____

Total percentage: 60%

Grading Criteria: Writing Process **Total points: 93** **Points obtained: _____**			
Exceeds Requirements 3	**Meets Requirements 2**	**Partially Meets Requirements 1**	**Fails to Meet Requirements 0**

Aspects to be graded	**3**	**2**	**1**	**0**
I. Introduction:				
1. Describes the background and rationale of the research.				
2. Clearly states the problem statement and research question.				
3. Discusses in detail the purpose and significance of the study.				
4. Lists and properly explains the main objectives of the study.				
5. Carefully estimates the delimitation of the study.				
II. Theoretical Framework:				
6. Relates to insightful theories or viewpoints that support the research question.				
7. Demonstrates thoughtful selection and organization of the main themes of the study.				
8. Describes with coherence and cohesiveness the theoretical perspectives guiding the study.				
9. Thoroughly defines key terms.				
10. Describes the researcher's critical view in light of the perspectives from authorities or proponents in the field.				

III. Methodological Framework				
11. Explains the research scope in terms of the approach and design of the study.				
12. Describes in detail the data collection strategies.				
13. Describes the subjects of the study.				
14. Describes the instruments and procedures applied in the research process.				
15. Defines the main categories, subcategories, and indicators used throughout the research.				
16. Explains the validity of the research approach.				
IV. Data Analysis Interpretation				
17. Describes the collection of data and organization of the information.				
18. Presents the codes employed for the data collection instruments.				
19. Triangulates data in light of the research categories, the objectives, and the literature.				
V. Discussion Section:				
20. Displays the findings pertaining to the research question objectively and accurately.				
21. Draws relevant conclusions supported by the collected data.				
22. Makes recommendations for further research supported by the data collection and analysis processes.				
23. Highlights limitations in the study.				
VI. List of Reference and Citations				
24. Are organized according to the APA 6th edition guidelines.				
25. Are properly cited to avoid plagiarism.				
VII. General Organization:				
26. Includes all the required sections and previous pages.				
27. Follows the format guidelines.				
VIII. Other Criteria				
28. Drafts were presented periodically and timely.				
29. Language was accurately used throughout the drafts and the final document.				
30. Writing mechanics were correctly used in the final document.				
31. Feedback was incorporated when required.				
Observations				

Grading Criteria: Public Defense **Total Points: 45** **Points obtained: _____** **Total percentage: 40%** **Grade: _____** Exceeds requirements 3 Meets requirements 2 Partially meets requirements 1 Fails to meet requirements 0				
Aspects to be graded on delivery:	3	2	1	0
1. The researcher describes accurately the purpose, significance of the study, and research question.				
2. The context and population of the study are clearly described.				
3. The researcher relates the theories or viewpoints from experts that support the research question.				
4. The research methodology explains the research method, population, and instrumentation.				
5. The researcher explains data in light of the research categories, the objectives, and the literature.				
6. The researcher displays the findings pertaining to the research question objectively and accurately.				
7. The oral report is based on argumentative conclusions that are strongly supported by solid evidences.				
8. The researcher contributes to the field of study with innovative ways of improving the current situation.				
9. The researcher evidences mastery of the subject of the study carried out.				
10. The digital presentation is neat and clear with accurate use of the language.				
11. The researcher expresses a balance of informed opinions, critical thinking, and theoretical support coherent to the study, employing appropriate terminology.				
12. The answers or comments to the questions posed by the Tribunal Committee are accurate and coherent.				
13. The researcher uses an appropriate pacing and tone of voice.				
14. The researcher uses appropriate body language during performance.				
15. The oral report is delivered in the allotted time.				
Total points:				
Observations:				

Escuela de Ciencias Sociales y Humanidades

Licenciatura en Enseñanza del Inglés para I y II Ciclos

Checklist for Revision of the Final Work: Thesis

Candidate: _____ **ID number:** _____
Thesis Title: _____
Reader: _____
Revision Date: _____

This checklist conforms a valuable tool for the thesis student to improve his/ her written work based on your criteria and observations included in this instrument.
Write a check mark on the corresponding box to assess each aspect.
You can revise the candidate's work either digitally or in printed and send it to the student and the thesis Director, copied to the English Major Coordinator racuna@uned.ac.cr and to akquesadam@uned.ac.cr to keep track of the students' progress.
The format guidelines are provided at the end of this document.

	Meets Requirements			
Aspects to be assessed	**Yes**	**Needs improvement**	**No**	**Comments**
I. Introduction:				
1. Describes the background and rationale of the research.				
2. Clearly states the problem statement and research question.				

3. Discusses in detail the purpose and significance of the study.				
4. Lists and properly explains the main objectives of the study.				
5. Carefully estimates the delimitation of the study.				
II. Theoretical Framework:				
6. Relates to insightful theories or viewpoints that support the research question.				
7. Demonstrates thoughtful selection and organization of the main themes of the study.				
8. Describes with coherence and cohesiveness the theoretical perspectives guiding the study.				
9. Thoroughly defines key terms.				
10. Exposes the researcher's critical view to the perspectives from authorities or proponents in the field.				
List of Reference and Citations				
11. Are organized according to the APA 6th edition guidelines.				
12. Are properly cited to avoid plagiarism.				
General Organization				
13. Includes all the required sections and previous pages, front page, table of contents, list of references, annex section.				
14. Follows the format guidelines.				
Other Criteria				
15. Drafts were presented periodically and timely.				
16. Language was accurately used throughout the drafts and the final document.				

17. Writing mechanics were correctly used in the final document.				
18. Feedback was incorporated when required.				

	Meets Requirements			
Aspects to be assessed	**Yes**	**Needs Improvement**	**No**	**Observations**
III. Methodological Framework				
11. Explains the research scope in terms of the approach and design of the study.				
12. Describes in detail the data collection strategies.				
13. Describes the subjects of the study.				
14. Describes the instruments and procedures applied in the research process.				
15. Defines the main categories, subcategories, and indicators used throughout the research.				
16. Explains the validity of the research approach.				
IV. Data Analysis Interpretation				
17. Describes the collection of data and organization of the information.				
18. Presents the codes employed for the data collection instruments.				
19. Triangulates data in light of the research categories, the objectives, and the literature.				
V. Discussion section:				

20. Displays the findings pertaining to the research question objectively and accurately				
21. Draws relevant conclusions supported by the collected data				
22. Makes recommendations for further research supported by the data collection and analysis processes				
23. Highlights limitations in the study				
VI. List of Reference and Citations				
24. are organized according to the APA 6th edition guidelines.				
25. are properly cited to avoid plagiarism.				
VII. General Organization				
26. includes all the required sections and previous pages. blank page, front page, title page, tribunal committee, acknowledgements (optional),Table of contents, list of tables and figures, abstract, Resumen ejecutivo				
27. follows the format guidelines				
VIII. Other Criteria				
28. Drafts were presented periodically and timely.				
29. Language was accurately used throughout the drafts and the final document.				
30. Writing mechanics were correctly used in the final document.				
31. Feedback was incorporated when required.				

Annex Nº2 Work log for TFG

Universidad Estatal a Distancia
Carrera Enseñanza del Inglés
Trabajos Finales de Graduación

Bitácora de Trabajo de TFG: Thesis

Course: 5044

Date: _____
Time/ start: _____

Thesis Student: _____

Modality: Thesis	Revision ( ) Meeting ( ) Message ( )	Communication with: Encargada de Cátedra ( ) TFG Prof. ( ) TFG Committee ( ) Readers/ Assessors ( ) Student ( )
Tasks are fulfilled following the schedule: Yes ( ) No ( ) NA ( )		
Main Aspect (s) Covered in the message:		
Tasks Assigned for further Development		
Deadline for Task Completion		
Observations or Recommendations		

Source: English Teaching Major Coordination, 2017.

Annex Nº3 Approval Letter for Thesis Director

Universidad Estatal a Distancia
Carrera Enseñanza del inglés
Trabajos Finales de Graduación
Thesis

AVAL DE DIRECTOR DE TESIS DIRIGIDO A ENCARGADA DE CARRERA ENSEÑANZA DEL INGLÉS

Yo _____, cédula _____ en condición de director(a) del Trabajo Final de Graduación presentado por la/el estudiante _____, cédula _____, titulado "_____ " para optar por el título Licenciatura en Enseñanza del Inglés para I y II Ciclos, habiendo realizado las correcciones correspondientes considero que dicho trabajo reúne los requisitos suficientes. Por lo tanto, doy la aprobación para que se continúe con el proceso correspondiente para la finalización de este proceso con la defensa pública ante el Tribunal Examinador asignado para tal efecto. Suscribo que el texto cumple con los criterios académicos para tal efecto y que el mismo carece de indicios de plagio.

En la ciudad de San José, a los _____ días del mes de _____ del año _____.

_____
Firma

Annex Nº4 Approval Letter for Readers

Universidad Estatal a Distancia
Escuela de Ciencias Sociales y Humanidades
Carrera Enseñanza del Inglés
Trabajos Finales de Graduación: Tesis

AVAL DE LECTOR DE TESIS CARRERA ENSEÑANZA DEL INGLÉS PARA I Y II CICLOS

Yo _____, cédula _____ en calidad de lector(a) para Trabajo Final de Graduación presentado por el (la) estudiante _____ cédula _____ titulado "_____" para optar por el título Licenciatura en _____, he leído y revisado dicho trabajo y considero que reúne los requisitos suficientes y estructura académica requerida. Por lo tanto, doy la aprobación para que se continúe con el proceso correspondiente para la finalización de este proceso con la defensa pública ante el Tribunal Examinador asignado para tal efecto.

En la ciudad de _____, a los _____ del mes de _____ del año 20_____.

_____
Firma

Annex Nº5 Transfer of Rights

CESIÓN DE DERECHOS

El Suscrito _____ cédula de identidad _____ por este medio autorizo a la Universidad Estatal a Distancia (UNED) para que reproduzca y difunda por los medios de comunicación que estime conveniente, en versión digital o analógica, la investigación titularidad del suscrito, denominada

_____

_____

de la cual adjunto copia en formato electrónico para esos fines y para el debido registro en la base de datos de la Biblioteca analógica y virtual de la UNED. A tal efecto, declaro ser autor de la obra y tener las potestades suficientes para suscribir la presente autorización y cesión de derechos de la obra indicada, la cual es absolutamente original y sobre dicha declaración libero de toda responsabilidad personal o ante terceros a la UNED. En virtud de la presente autorización, la UNED podrá comunicar a los usuarios de su servicio de Biblioteca (virtual y analógica) y de la página web, la investigación indicada; bajo el apercibimiento de que la obra solo podrá ser utilizada en el marco de la regla de las tres fases consagrada en el artículo 9.2 del Convenio de Berna, dentro de la doctrina de los usos honrados y coincidentemente en apego a las excepciones al derecho de autor contenidas en el art. 74 de la Ley 6683 y párrafo final del art. 58 de la Ley 8039. En virtud de lo anterior, no podrá ejercerse con la obra ninguna actividad lucrativa ni que llegare a perjudicar el normal comercio de la misma, por lo que la difusión de la obra deberá realizarse con las medidas y advertencias necesarias al usuario que aseguren que la disposición del material lo será para fines exclusivamente del copista, para efectos académicos, de investigación o de ilustración de la enseñanza. La presente cesión se entiende como no exclusiva de derechos a favor de la UNED con la autorización consecuente que se

indica y que debe interpretarse de forma restrictiva. Queda autorizada la UNED a divulgar la obra en forma conjunta con universidades, fundaciones y otras entidades sin fines de lucro o con las que realice convenios a favor de la comunidad universitaria o ejecute proyectos académicos, bajo las restricciones indicadas en esta cesión y siempre que respete de forma irrestricta los derechos morales de la obra. En fe de lo anterior, suscribo a los ____ días del mes _____ del año _____. Firma: _____ Nombre completo: _____ Cédula: _____

Annex Nº6 Guidelines Requested by CIDREB for the Delivery of the TFG: Thesis

Presentación y entrega de los trabajos finales de graduación al CIDREB

Fundamento legal: ARTÍCULO 110 Reglamento General Estudiantil:

El estudiante deberá entregar una copia de la versión aprobada de su TFG a la Biblioteca y con su respectiva cesión de derechos.

Compromisos de la Escuela:

- La Escuela, COMI o Programa de Posgrado es la instancia a cargo de entregar en la biblioteca Luis Ferrero Acosta – Proceso Técnicos los trabajos finales de graduación (TFG).
- La Escuela, COMI o Programa de Posgrado cada vez que entregue al CIDREB un conjunto de TFG aportará un listado en Excel en donde incluirá los siguientes datos de los TFG: Autor(es); Título, año, cesión de derechos (si) / (no)
- La Escuela, COMI o Programa de Posgrado entregará al CIDREB únicamente los TFG aprobados por el Tribunal Examinador en sus versiones definitivas.
- La Escuela, COMI o Programa de Posgrado debe verificar que el formato de cada TFG cumpla con lo establecido por la Escuela.
- La Escuela, COMI o Programa de Posgrado debe entregar al CIDREB las cesiones de derecho correspondientes a los TFG que envía en el listado.

Compromisos del estudiante:

- Entregar a la Escuela, COMI o Programa de Posgrado su TFG.
- Entregar a la Escuela, COMI o al Programa de Postgrado el TFG completo y en su versión final.
- Entregar el contenido del TFG en un solo archivo en formato PDF, sin protección.
- El nombre del archivo del TFG debe ser el nombre de la versión final del trabajo.

Entregar a la Escuela, COMI o Programa de Postgrado la cesión de derechos, debidamente firmada y en original. Una cesión por cada autor.

Recepción de trabajos finales de graduación en la nube

Los trabajos finales de graduación ya no se estarán recibiendo en formato impreso ni en disco compacto.

El CIDREB por medio de "OneDrive" Institucional compartirá una carpeta de recepción con cada encargado de carrera y la persona a cargo de hacer entrega de los TFG en el CIDREB, ahí deberán colocar el trabajo final de graduación de cada estudiante con su respectiva cesión de derecho. Acatando las normas estipuladas por el CIDREB en el formato como se ha venido solicitando.

Una vez que les compartimos la carpeta de la Carrera que les corresponde, dentro de esa carpeta deben:

1. Colocar el listado en Excel (este listado debe llevar el siguiente nombre: <fecha-día/mes/año>) del conjunto de trabajos finales de graduación que están entregando, con los siguientes datos: Autor(es); Título, año, cesión de derechos (si) / (no)
2. Crear una carpeta por estudiante, esta debe estar asignada por < apellidos, nombre > del estudiante (sea uno o más autores, siempre será nombrado por un solo nombre).
3. Dentro de la carpeta del estudiante se debe colocar:
    - El TFG en formato PDF
    - Las cesiones de derecho correspondientes (firmadas por cada estudiante).

Nota: si el formato no cumple con lo solicitado, se les rechazará y se les volverá a solicitar la entrega.

Cualquier duda o consulta, estamos para servirle
2527-2264 / 2527-2263
carojas@uned.ac.cr / angonzalez@uned.ac.cr

Annex Nº7 Informed Consent Letters

SOLICITUD DE AUTORIZACIÓN PARA DESARROLLAR EL TRABAJO DE INVESTIGACIÓN EN LA INSTITUCIÓN EDUCATIVA

Institución_____
Director (a) _____
Estimado (a) señor (a):
Quien suscribe, _____, en calidad de Encargada de la Carrera de Enseñanza del Inglés para I y II Ciclos, le solicita su colaboración y autorización para que el/la estudiante _____ realice en su institución el trabajo de investigación titulado "_____, con el objetivo de _____.
El/la estudiante de investigación se compromete a:

- Seguir las disposiciones internas de la institución.
- Demostrar una actitud ética, respeto y compromiso durante la realización de todo el proceso de trabajo de investigación.
- Solicitarles a los estudiantes/ docentes su participación voluntaria en el proyecto tanto en la aplicación de instrumentos (como en la implementación de estrategias, métodos, técnicas si lo hubiere).
- Solicitar por escrito el consentimiento de los padres de familia para que sus hijos o hijas colaboren en el proyecto sin que esto implique costo o riesgo alguno para ellos.
- Explicarle a los participantes involucrados en el trabajo de investigación, los objetivos y alcances del estudio.
- Acatar todas las disposiciones de confidencialidad de los participantes incluyendo uso de imagen.

En caso de requerir mayor información, con gusto le atenderemos al teléfono de la Carrera de Inglés 2527-2658, 2527-2515 o al correo electrónico racuna@uned.ac.cr
Se le agradece su atención a la solicitud y su apoyo para la realización del trabajo de graduación.
Dado en _____ a los _____ días del mes de _____ del año 20____.
Atentamente,

Mag. Rommy Acuña Ramírez
Encargada de Carrera de Inglés

_____
Estudiante

CONSENTIMIENTO ESCRITO DE LOS PARTICIPANTES PARA DESARROLLAR EL TRABAJO DE TESIS

Institución: _____

Estimado docente/ padres de familia:

Reciba un cordial saludo. Por este medio la estudiante del Programa de la Carrera en la Enseñanza de Inglés para I y II Ciclos, _____, cédula _____ le solicita su **consentimiento** para la **participación voluntaria (**de su hijo o hija en el trabajo de investigación titulado: "_____", el cual tiene **el objetivo** de _____.

Procedimiento: Se coordinará con la institución, explicando la finalidad y siguiendo los protocolos necesarios de la misma en el desarrollo de una entrevista como instrumento. (En caso de no poder participar, no le afectará en su rendimiento académico en la materia).

Beneficios: Este trabajo de investigación persigue un mayor conocimiento de las habilidades adquiridas por los estudiantes en cuanto al aprendizaje del idioma inglés.

Posibles riesgos o costo: la aplicación de (instrumentos, estrategias, técnicas de aprendizaje) no implica **ningún riesgo ni costo** para los estudiantes.

Confidencialidad: Se guardará la confidencialidad y anonimato de los participantes. Solo se hará **uso discreto** de _____ que evidencien el progreso y la realización del trabajo de investigación en el contexto de aprendizaje.

Fecha: _____.

_____ _____

Nombre del docente/ estudiante *Firma del Docente o Padre de Familia*

FORMULARIO # 02

SOLICITUD TRABAJO FINAL DE GRADUACIÓN
DEGREE EXAMINATION

día ___ mes ___ año 201_

Datos del estudiante:

Nombre y número de cédula de estudiante _____

Centro Universitario: _____

Número de teléfono: Celular: _____ Habitación: _____

Correo(s) electrónico(s):

_____

Usuario Skype _____

Labora como docente en I y II Ciclos: Si ( ) en sector: Público ( ) Privado ( )

No ( )

Solicito autorización para matricular la modalidad TFG del grado de Licenciatura: **Examen de Grado.**

Atentamente,

_____

Firma del estudiante