

Thesis Fund Procedure

1.0 Objective:

Establish the methodology to apply for the Undergraduate and Graduate Thesis Fund.

2.0 Scope:

This procedure applies to all students who are carrying out or will carry out their undergraduate or graduate thesis or dissertations (hereinafter thesis) in programs or units of the Universidad de Concepcion, on issues directly related to the interest and work of CCTE -UDT.

3.0 Responsibilities:

3.1 Scientific Committee

Evaluate and approve or reject the applications from students to apply for the Undergraduate and Graduate Thesis Fund.

3.2 Main Investigator

Sponsor and present theses from their area of work to the Scientific Committee

3.3 Students who are carrying out or will carry out their thesis in programs or units of the Universidad de Concepción

Complete the application form to the Thesis Fund.

Submit, through the tutor of the thesis, the application form, including a certificate from the University Course Director, to a Main Investigator and request the sponsorship.

Carry out the thesis.

Provide a copy of the thesis to CCTE-UDT, when it is completed.

A presentation of the thesis must be carried out to CCTE-UDT stakeholders, in a seminar organized for this purpose.

3.4 Thesis Tutors

Submit the application form to the Main Investigator and request their sponsorship.

Authorize the expenditure of the Thesis Fund.

Ensure the responsible use and according to this Procedure of the funds allocated by the Thesis Fund.

3.5 Area Coordinator

Enter the Thesis Fund Forms applied, corresponding to the Area, into the Quality Management System database (QMS).



3.6 Management Control Manager

Written notice to the tutor and student regarding the decision of the Scientific Committee in a maximum period of 5 days.

Keep a record of the applications for the thesis funding, the results committed and initial and executed budgets.

Monitor the compliance with the results and the budget.

3.7 Head of Administration

Execute the expenses in accordance with the provisions of the Thesis Fund Form. The thesis tutor must authorize the expenditures.

4.0 Equipment and Materials

Thesis Fund Form

5.0 Description of the Activity

5.1 General Background

CCTE-UDT has a fund to finance costs associated to the implementation of undergraduate and graduate theses, to encourage the training of young investigators and promote research and development in the lines of interest of the center. These relate to the development of processes and products based on forest biomass in the fields of: Biomaterials, Bioenergy, Chemical Products and Environment.

5.2 Submission of Applications

Applications may be submitted by those students who are carrying out or want to carry out their undergraduate or graduate thesis in programs or units of the Universidad de Concepción, whose subjects are of interest and related to the work of CCTE-UDT. Thus, they must have the support of their thesis tutor, who will be in charge of asking for the sponsorship of a Main Investigator.

Applications may be submitted after the thesis has been recorded and the student is able to start the thesis (this condition must be certified by the respective University Course Director). Applications must follow the format and content established in the Thesis Fund Form, which is attached.

5.3 Evaluation of Applications

The Scientific Committee will evaluate applications, after a presentation made by the Main Investigator, who is sponsoring the initiative. Voting quorum shall be composed of 4 members and simple majority will approve an application. It is possible that an application is approved with observations (in terms of methodology, activities, results, indicators or budget). The Management Control Manager shall notify the Scientific Committee's decision in writing to the applicant in a maximum period of 5 days.



5.4 Amount and Eligible Items

Undergraduate, master and doctoral thesis funding may have funding of 1.2 and 5 million Chilean pesos, respectively, to cover expenses associated exclusively to the implementation of the thesis execution described in the form, according to the following items:

- Personnel¹
- Goods, supplies and services
- Technology transfer and/or results
- Training
- Tickets and traveling expenses
- Dissemination and/or extension
- Operation and management

5.5 Duration and Continuity

Funding will last a maximum of six months in the case of undergraduate thesis, and twelve months, in the case of graduate theses.

5.6 Thesis Implementation

The thesis tutor will be responsible for the proper use of the funds allocated. UDT Management Area will be in charge of the administration of the funds, according to the Procedure of Acquisition and Internal Expenses. The tutor must approve any expenditure.

The budget implementation shall be in accordance to the provisions of the respective Thesis Fund Form; the control of results will be in charge of the Management Control Manager. Both in the thesis and publications or presentations arising from it must state that they have received the support of CCTE-UDT, according to a pre-established format.

¹ Maximum incentives to students: Undergraduate thesis \$100.000/month, for a maximum period of 6 months; graduate thesis \$150.000/month, for a maximum period of 12 months.

