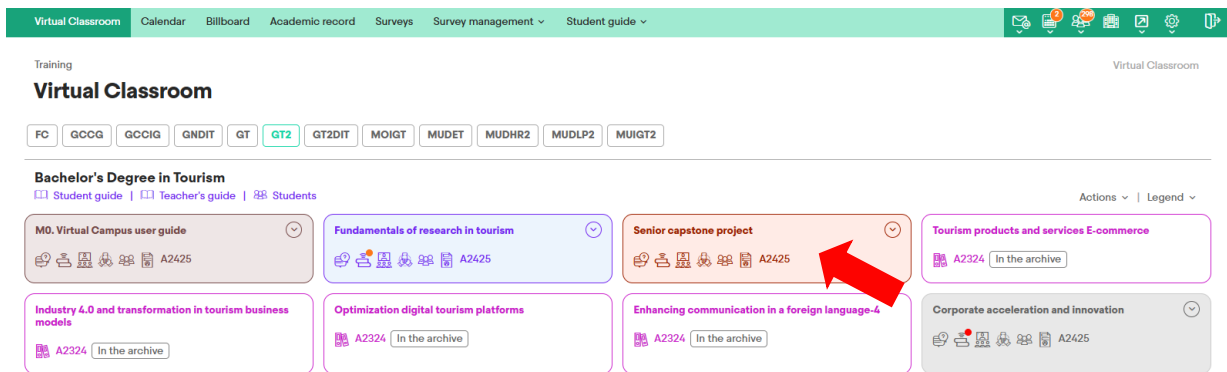
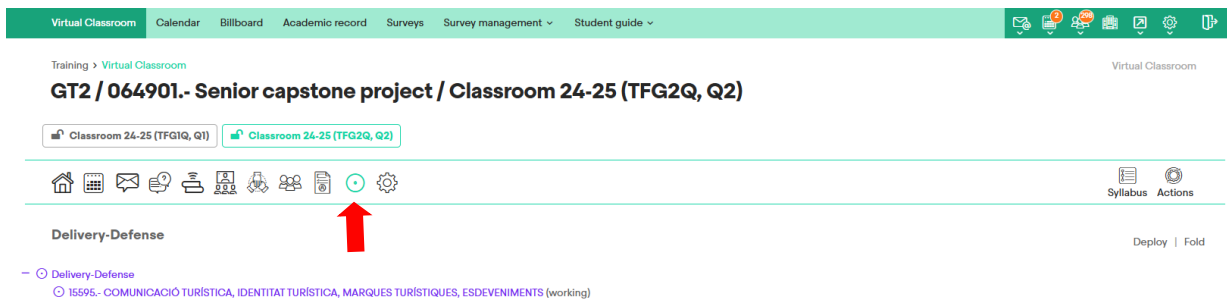


PRACTICAL GUIDE FOR THE SUBMISSION OF THE SCP ON VIRTUAL CAMPUS

1. Access to the CETT Virtual Campus and go to **VIRTUAL CLASSROOM**. Access the course **SENIOR CAPSTONE PROJECT**.



2. To submit the **PARTIAL DELIVERY**, go to the "Delivery-Defense" section.



- 2.1. The first time you access it, you'll see the SCP you're developing is showed in **orange**.
- 2.2. Once inside your SCP space, go to the **Partial Deliveries** section. Attach the document with the required SCP advances.



- 2.3. Afterwards, your tutor must authorize you to continue developing the SCP for the rest of the semester if the document of the partial delivery meets the requirements. Without this authorization, the SCP will be considered NP and, consequently, will not have the right to reassess.
- 2.4. Once authorization has been obtained from the tutor, the SCP will appear in **blue**.

3. To make the FINAL DELIVERY, go to the "Delivery-Defense" section.

3.1. Access your SCP space and fill in the required fields. The first thing to do is fill in the **Attributes**, **Abstract** and **Keywords** sections. Remember that the abstract cannot exceed 200 words and that you can include a maximum of 5 keywords separated by commas. In this case, you only have to include this information in one single language: Catalan, Spanish or English (depending on the language used in your SCP).

The screenshot shows the 'Attributes' section of a web application. It features a grid of checkboxes organized into several categories:

- GR - Grup de Recerca:** Includes options like 'Turismo, Cultura i Territori', 'Hoteleria', 'Cocina i Gastronomia', and 'Transversal'.
- Blocos temàtics:** Includes 'Antropologia social', 'Aprendizaje práctico aplicado', 'Asignaturas interuniversitarias', 'Biología Celular, Fisiología i Immunología', 'Cocina', 'Dirección estratégica', 'Derecho y políticas turísticas', 'Economía y empresa', and 'Economía i finances'.
- Temàtics:** Includes 'Empresa', 'Empresas y servicios turísticos', 'Ingeniería Agroalimentaria i Biotecnología', 'Farmacología, toxicología i Química Terapéutica', 'Gastronomía', 'Gestión de las personas en el sector hotelero y turístico', 'Gestión de proyectos i emprendedoría', 'Hoteleria', 'Idiomas', 'Innovació', 'Investigación en turismo, hoteleria y gastronomía', 'Marketing y comercialización', 'Nutrició i Bromatología', 'Nutrició, Ciències de l'Alimentació i la Gastronomia', 'Organización empresas y gestión de las personas', and 'Restauración'.
- Temàtics (continued):** Includes 'Sumilleria', 'Tecnología de los alimentos y salud', 'Tecnologies emergents i eines digitals', 'Tecnologies emergents i eines digitals', 'Turismo y cultura', 'Turismo y territorio', 'Patrimoni', 'Enologia', 'Gastronomia', 'Cinema i/o literatura', 'Geografia', 'Mobilitat', 'Planificació', 'Gestió pública i/o privada', and 'Turisme urba'.
- Temàtics (continued):** Includes 'Turisme rural', 'Sostenibilitat', 'Cartografia', 'Noves tecnologies', 'Empreses i/o activitats turístiques', 'Congresos i/o esdeveniments', 'Bevendes', 'Marketing', 'Gestió de les persones', 'Gestió d'experiències', 'Comercialització', 'Economia turística', 'Dret turístic', 'Idiomes', 'Formació i recerca', and 'Altres'.

 Below the grid, there is a 'Summary / Abstract' section with a text area labeled '(300 words max.)' and a 'Keywords' section labeled '(5 words max, separated by commas)'. A 'Select' button is visible at the bottom right of the keywords field.

3.2. Go to the **Files** section. To upload the **Memory**, **Presentation** and **Annexes** documents (the last one is optional), you must select "Choose file" and upload the relevant document. No document should be uploaded to the **Scientific Article** section. The documents must be submitted in pdf format.

The screenshot shows the 'Files' section of a web application. It features a table with the following columns:

- Document Type:** Memory, Scientific article, Presentation, Annex, Forum.
- File Upload Field:** Contains a text input field and a 'Choose file' button. The 'Memory' row is highlighted with a red border.
- Delivery Status:** Shows the status for each document type, such as 'Delivered: <unspecific>'.

 The 'Maximum delivery date' is set to 22/01/2025. The 'Forum' row includes a 'Forum' icon and text.

3.3. As you submit the documents, you will see that the file has been uploaded under the title of each document. Remember to click on **"Save"** to upload the documents correctly.

The screenshot shows a web interface for uploading files. At the top, it says 'Files' and 'Maximum delivery date: 22/01/2025'. Below this, there are four rows of input fields, each with a 'Delivered:' status on the right. The rows are:

- Memory:** A file upload field showing 'TFG.pdf' and a 'Choose file' button. The 'Delivered:' status is '<unspecified>'. Below the field, it says '(PDF file (*.pdf))'.
- Scientific article:** A file upload field with a 'Choose file' button. The 'Delivered:' status is '<unspecified>'. Below the field, it says '(files of type POWERPOINT or PDF (*.pptx, *.pdf))'.
- Presentation:** A file upload field showing 'TFG.pdf' and a 'Choose file' button. The 'Delivered:' status is '<unspecified>'. Below the field, it says '(files of type POWERPOINT or PDF (*.pptx, *.pdf))'.
- Annex:** A file upload field showing 'TFG.pdf (24 kb)' and a 'Choose files' button. The 'Delivered:' status is '<unspecified>'. Below the field, it says '(files of any type)'.

 At the bottom of the form, there are three buttons: 'Save and close', 'Apply changes', and '<< Back'. A red arrow points upwards to the 'Save and close' button.

3.4. Once all the documents have been uploaded and delivered, the submission of the documents linked to the SCP will be finished.

3.5. Once the SCP delivery deadline has passed, it will no longer be possible to modify the documents of the "Delivery-Defense" section. If the documents have been uploaded correctly, the title of the SCP will be shown in **green** and the defense period will begin. Otherwise, this would be seen in **red** and it would not be possible to proceed to the defense of the SCP, resulting in a NP the final mark of the subject.

IMPORTANT:

- Partial and final deliveries can be delivered until 11.59pm of the **deadline date**.
- Once all the documents have been uploaded, check that they **can be opened correctly**. The student is responsible for verifying the correct submission of the documents.
- For any question or incident, contact the corresponding Senior Capstone Project **coordinator**:
Bachelor's Degree in Tourism: Oscar Casanovas & Laia Encinar-Prat
Bachelor's Degree in Culinary & Gastronomic Sciences: Paola Quifer