**Instructions for the correct completion of the Act**

1. If possible, all members of the advisory committee endorsed by the Board must participate in the meeting, and the Act must be approved by all members, including those who do not attend.
2. The email approval of the Act of each of the advisory committee members must be attached; image-type signatures are not valid due to data processing policy. Generate a single PDF file that gathers the approval emails.
3. Name and objectives of the student's degree work must be agreed upon in the first semester of instruction. They must coincide in the different advisory committee Acts of the following semesters (*Board Agreement 048 2019. article 14, paragraph 1. The student will be able to modify the objectives of the degree work, prior approval from the director, the advisory committee and the Board).*
4. The title of the degree work may or may not be the same as that of the macroproject.
5. This file must be completed in its entirety, do not leave blank spaces, and write "Not applicable" if applicable.
6. The form must be sent on the date established in the academic calendar to [coordinacionbiomedicas@udea.edu.co](mailto:coordinacionbiomedicas@udea.edu.co), in PDF format and must have all the signatures or approval emails of the advisory committee members

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| --- | --- | --- | --- | --- | --- |
| **1. Act information** | | | | | |
| **Date**  **(MM/DD/YYYY)** |  | | **Academic semester** |  | |
| **Position** | | **Names and surnames** | | | **Attended**  *(yes/no)* |
| Director | |  | | |  |
| Co-Director | |  | | |  |
| Advisor | |  | | |  |
| Advisor | |  | | |  |
| Advisor | |  | | |  |
| Guest | |  | | |  |
| Guest | |  | | |  |
| **2. General information** | | | | | |
| Student’s names and surnames | |  | | | |
| Academic program | |  | | | |
| **3. Information about scholarships *(Type "Not Applicable" if you don't have a scholarship)*** | | | | | |
| Name of the scholarship | |  | | | |
| Awarding institution | |  | | | |
| Validity period | |  | | | |
| **4. Information about projects, *check subsections "c" and "d" of the instructions*** | | | | | |
| **4. 1 Information about the macroproject *(refers to the project based on which the place was offered)*** | | | | | |
| Title | |  | | | |
| Specific objectives | |  | | | |
| **4.2 Information about the degree work *(refers to the project being developed by the student, attached to the macroproject)*** | | | | | |
| Title | |  | | | |
| Specific objectives to be developed by the student | |  | | | |
| **5. Research** | | | | | |
| Progress made | |  | | | |
| Challenges presented | |  | | | |
| Other | |  | | | |
| **6. Event participation *(Type "Not applicable" if you haven't participated in events)*** | | | | | |
| Event name | |  | | | |
| City/Country | |  | | | |
| Type of participation  (Please mark with an X) | | Attendee \_\_\_\_\_ | | Lecturer \_\_\_\_ | |
| **7. Scientific production*****(complete bibliographic reference)*** | | | | | |
|  | | | | | |
| **8. Awards and/or acknowledgments granted to the degree work *(Type "Not applicable" if you haven't received any awards and/or acknowledgments)*** | | | | | |
|  | | | | | |
| **9. Administrative and/or academic issues *(Type "Not applicable" if you haven't had any administrative and/or academic issues)*** | | | | | |
|  | | | | | |
| **10. Advisory Committee recommendations or proposals** | | | | | |
|  | | | | | |

In witness thereof, it is signed by:

|  |  |  |
| --- | --- | --- |
|  |  |  |
| **Name:** |  | **Name:** |
| Director |  | Student |

|  |  |  |
| --- | --- | --- |
|  |  |  |
| **Name:** |  | **Name:** |
| Co-Director |  | Advisor |

|  |  |  |
| --- | --- | --- |
|  |  |  |
| **Name:** |  | **Name:** |
| Advisor |  | Advisor |