UAB
Universitat Autònoma de Barcelona

2020/2021

Bachelor's Degree Final Project

Code: 102331
ECTS Credits: 12

Degree	Type	Year	Semester
2501572 Business Administration and Management	OB	4	0

The proposed teaching and assessment methodology that appear in the guide may be subject to changes as a result of the restrictions to face-to-face class attendance imposed by the health authorities.

Contact

Name: Carlota Menéndez Plans

Email: Carlota.Menendez@uab.cat

Use of Languages

Principal working language: catalan (cat)

Some groups entirely in English: Yes

Some groups entirely in Catalan: Yes

Some groups entirely in Spanish: Yes

Prerequisites

The UAB establishes two requirements for registering a student for the TFG:

1. To enroll subjects in the fourth year of undergraduate studies, the student must have completed at least all first-year courses and a total number of 120 ECTS of the first three courses.

2. To register for the TFG, the student must have completed at least two-thirds of the total number of ECTS of the curriculum (ie 160 credits).

The Faculty additionally recommends that only students who can complete their degree in the same academic year shouldenroll for the TFG .

Objectives and Contextualisation

The TFG is a "capstone" project. The goal of this project is to produce an original, unpublished and individual piece of work, applying in an integrative way the knowledge and skills acquired throughout the undergraduate program.

Competences

- Capacity for independent learning in the future, gaining more profound knowledge of previous areas or learning new topics.
- Capacity for oral and written communication in Catalan, Spanish and English, which enables synthesis and oral and written presentation of the work carried out.
- Demonstrate a capacity for analysis and synthesis in applying the skills and competencies acquired during the degree course to question in the area of economics or business.
- Demonstrate initiative and work individually when the situation requires it.
- Organise the work in terms of good time management, organisation and planning.
- Select and generate the information necessary for each problem, analyse it and take decisions based on that information.
- Show motivation for carrying out quality work and sensitivity to the consequences for the environment and society.

Learning Outcomes

1. A capacity of oral and written communication in Catalan, Spanish and English, which allows them to summarise and present the work conducted both orally and in writing.
2. Capacity to continue future learning independently, acquiring further knowledge and exploring new areas of knowledge.
3. Demonstrate initiative and work independently when required.
4. Demonstrate motivation regarding the quality of the work performed and sensitivity regarding the consequences on the environment and society.
5. Demonstrate the ability to analyse and summarise and to apply the skills and competencies acquired in the degree to a topic in the economic or business field.
6. Organise work, in terms of good time management and organisation and planning.
7. Select and generate the information needed for each problem, analyse it and make decisions based on this information.

Content

The TFG must be original and of a theoretical and/or applied nature and should demonstrate the skills, competencies and knowledge acquired by the students. TFGs of a more applied nature should include a hypothesis supported by a theoretical framework and/or the resolution of real cases using the techniques and abilities acquired throughout the degree course to test the hypothesis or resolve the cases. In more theoretical TFGs students should make a critical review of the most significant academic and/or professional articles in the area they have chosen and propose an innovative analysis of the question.

The tutor will provide guidance for the structure of the TFG in accordance with the area of study assigned or chosen.

As far as the final format of the TFG document is concerned, the student will follow the recommendations set out in the "Tools and Resources for TFG Writing" course. The tutor may modify these depending on the content of the work. Equally, given the broad variation in TGF it is difficult to establish a minimum and maximum length. However as a guide it is thought that around 25 pages is adequate. Students' ability to summarise will be considered positively.

TFG students will be examined strictly to ensure their ethical integrity, especially in aspects such as plagiarism and falsification

Methodology

The assignment of and guidance for the TFG begins with a class session. This will be given in October (see Calendar) by the degree coordinators who will explain the assignment of the projects and general instructions.

It is desirable to do the course "Tools and Resources for TFG Writing" (if it has not taken before) at the beginning of the semester, as it provides basic tools for the correct development of research and accurate writing of the TFG.

Students carry out their projects individually. If students have a preference for the subject area that is different from that which has been assigned to them they should present their proposal to the tutor and seek permission to modify the content of the TFG. If the tutor agrees students may focus their TFG on the proposed subject. This change should appear in the report sent to the tutor by the student following the first meeting. Under no circumstances the student can change the tutor.

The 4 individual tutorials have the following objectives:

- First meeting with the assigned tutor: definition and initial approach of the TFG in terms of objectives, methodology, sources of information, expected added value, structure, etc.

- Second meeting: follow-up the advances in the development of the TFG according to the planning carried out at the first meeting.

- Third meeting: evaluation of the TFG's first draft and follow-up of the additional advances that have occurred since the first submission.

- Fourth meeting: oral presentation of final project before the tutor.

In case of plagiarism or falsification at any moment the students work will be automatically graded with a zero.

The proposed teaching methodology may undergo some modificatins according to the restrictions imposed by the health authorities on on-campus courses.

Activities

Title	Hours	ECTS	Learning Outcomes
Type: Directed			
Orientation session by the degree coordinator and session on how to make a poster presentation	4	0.16	1, 2, 3, 5, 4, 6, 7
Type: Supervised			
Meetings	8	0.32	1, 2, 3, 5, 4, 6, 7
Type: Autonomous			
Course on tools and resources for TFG writing. Elaboration of the work. Preparation of presentations	286	11.44	1, 2, 3, 5, 4, 6, 7

Assessment

In order to be able to submit the TFG, and therefore to have the TFG assessed, the student must be in possession of the certificate of the course "Tools and Resources for TFG writing" on the date indicated in the TFG activities calendar.

The bachelor thesis will be evaluated by the advisor based on both the thesis report written by the student (80%) and the oral presentation of the thesis in front of the advisor (20%). Evaluation of the written part will consist in the assessment of the intermediate delivery (15%) and the final delivery (65%). The advisor will assess each part of the bachelor thesis from 0 to 10 following the assessment criteria established in the evaluation rubric, computing the final grade as the weighted average. This grade will be the one attached in the evaluation report as unless it is higher than 7. In case the final grade is higher than 7, initially a grade of 7 will appear in the evaluation report as there exists the possibility to participate in the Poster Sessions with the objective of increasing this grade. This sessions will consist in presentations of the thesis poster in front of an evaluation panel. Once the evaluation panel qualification is available, it will be incorporad in to the act as long as it is larger than 7.

If the student does not adhere to the tutorization steps agreed by the Faculty that are explained above, and the advisor does not have evidence enough to ensure authorship of the thesis presented by the student, the advisor can reject to evaluate the submitted report.

Bad practice consists in the falsification and/or plagiarism of the TFG, which must be original. Falsification of the TFG occurs in two cases:

· When the submitted project is obtained by order and elaborated by third parties;

· When the results have been falsified.

Plagiarism is the use of ideas, data or content obtained directly from the original authors without citing the source. There are some examples of this:

· Copying the work of other students, regardless of the year, class or institution

· Copying paragraphs, tables, images or graphs from books, journals or other printed sources without citing the source and passing the ideas off as ones own.

(Long citations are not permitted: more than 200 words)

· Presenting the ideas of other authors or organizations as their own

Plagiarism in the TFG does not just mean "copying" in an academic sense but is also a criminal act against intellectual property that has potential legal consequences.

The FEiE will use software to verify the originality of all the TFG projects presented.

Plagiarism or falsification in the TFG results automatically in grade 0, as well as any sanctions provided for this purpose by the UAB and the FEiE

Assessment Activities

Title	Weighting	Hours	ECTS	Learning Outcomes
Certificate of curs "Tools and Resources for TFG writing, pre-submission (15% of total advisor qualification) and final submission (65% of total advisor qualification)	56%	0	0	1, 2, 3, 5, 4, 6, 7
Oral presentation	14%	1	0.04	1, 2, 3, 5, 4, 6, 7
Poster	30%	1	0.04	1, 2, 3, 5, 4, 6, 7

Bibliography

Specific for each TFG.