Regulations for the Bachelor's Degree Final Project
Faculty of Economics and Business
(refunded text approved by the Academic Affairs Committee on July 9, 2020)

1. Objective, area of application and prior information

The objective is to regulate aspects of the Bachelor's Degree Final Project (TFG) that students of the Faculty of Economics and Business (FEiE) at the Universitat Autònoma de Barcelona (UAB) have to do to obtain a degree in Economics, Business Administration and Management (ADE), ADE + Law, ADE in English, Economics in English, Accountancy and Finance, and Business and Technology.

These regulations are based on two existing regulations: the first are those contained in Royal Decree (RD) 1393/2007 of 29 October, modified by RD 861/2010 of 2 July 2010, which established the organisation of official university courses. Point 3 of article 12 of RD 1393/2007 sets out that degree courses must conclude with the production and defence of a TFG. Similarly, point 7 establishes that the TFG will be worth between 6 and 20 credits (ECTS) and must be carried out in the final phase of the syllabus and be orientated towards the assessment of competences associated with the qualification. Secondly, these FEiE regulations are also based on the UAB regulations derived from the Agreement of the Governing Council 14 March 2012.

2. Nature and contents

The TFG is a mandatory subject worth 12 ECTS credits and consists of an original, individual project which applies knowledge and competences acquired throughout the degree course.

The TFG must be written in Catalan, Spanish or English. Student on the ADE in English and Economics in English degrees must write the TFG in English

3. Topics and tutors

Each student registered for the TFG will be assigned a tutor who will offer appropriate advice with a view to ensuring that they pass the subject.

The Dean's Office of the FEiE will publish the possible topics for the TFG for each degree and each academic year along with the corresponding tutors. This list will be drawn up following proposals by the departments that do the teaching for the different degrees. The number of TFGs proposed by each department will depend on the numbers of students registered for the TFG in each of the degrees and the number of credits taught by the department for each degree. In other words, if x is the number of students registered for the TFG in degree Z in any academic year and department A teaches y% of the ECYS credits in degree Z, department A must give the Dean's Officer the nearest whole number figure for $(x \cdot y/100) \cdot 1.02$ of topics for the TFG. The same calculation should be done for all the degrees at the FEiE in which department A teaches courses in the academic year in question.

Tutors of the TFG may be any category of teaching and research staff from departments with a teaching commitment on the FEiE degrees. Grantholders and trainee lecturers are not able to tutor the TFG.

Students will choose a topic and the corresponding tutor sequentially in descending order of academic record

4. Registration

The rules of the UAB, contained in article 134 of the amended text approved by the Governing Council on 14 March 2012, establishes two requirements for registering for the TFG:

4.1. Point 5 states that to be able to register for Year 4 subjects on degree courses you need to have passed all subjects in the first year and 120 ECTS credits for the first three years.

4.2. Point 7 states that to be able to register for the TFG you have to have passed a minimum of two-thirds of the total number of ECTS credits on the course (i.e. 160 ECTS credits).

The FEiE additionally recommends that only students who, if they pass all the subjects they are registered for, will be able to finish their degrees in the same year.

Students remain registered for the Bachelor's Degree Final Project and tutors will have access to the students under their supervision on the Online Campus (*Campus Virtual*) in the same way as they have for the subjects they teach. The Online Campus will be an essential means of communication between student and tutor.

5. Functions and obligations of the student

The student must have passed the course "Eines i Recursos per a realitzar el TFG" (*Tools and Resources to perform the TFG*), found on Moodle, on the date set in the Calendar of TFG's activities.

The student will follow the guidance of the tutor assigned.

Once students have had a tutor assigned they should contact the tutor by the Online Campus (*Campus Virtual*) and/or email to hold a minimum of 4 individual tutorials. These 4 tutorials must be developed within the deadlines set in the Calendar of TFG's activities.

The student will send a record of the meeting, within a period not exceeding 10 days after the meeting, setting out the duration and content of the tutorial as well as the agreements reached. This record will be sent by the Online Campus (*Campus Virtual*) and/or email to the assigned tutor.

The student will submit a draft version of the TFG (first draft submission) in accordance with the Calendar. It will do it by Online Campus (Campus Virtual) in digital format, and on paper if the tutor asks for it.

The student will submit the final project according to the Calendar, by Online Campus on the TFG app (link) in pdf format, and on paper if the tutor asks for it.

There are two hand-in periods per academic year for each degree. The Calendar published by the FEiE at the beginning of the year gives the dates.

The student is informed that the tutor will record the oral presentation of his/her TFG to guarantee the right of the students to an objective evaluation and to the revision of the obtained grade. The tutors guarantee that the recordings will be used for the only purpose of carrying out the assessment tasks. (Instruction 10/2020, section 2 point d).

6. Functions and obligations of the tutor

Tutors will offer the students guidance during the TFG.

Tutors authorise the presentation of the TFG and evaluate the written work (first and final draft) and the oral presentation. The oral presentation will be recorded by the tutor who guarantees that the recordings will be used for the only purpose of carrying out the assessment tasks.

Tutors will have a minimum of four tutorials with students that they will have to request by email (see section 5).

Tutors monitor students' progress and approve the records of the meetings submitted by the student.

The tutor writes a brief report on the progress of the student in the achievement of the competences assigned to the TFG and on the quality and presentation of the work, and gives a grade up to a maximum of 10 (see section 8).

7. Elaboration of the Bachelor's Degree Final Project (TFG)

7.1. Contents and format

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 of the course "Tools and Resources to perform the TFG". 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.

The TFG must have the front cover model of Annex 1.

TFG students will be examined strictly to ensure their ethical integrity, especially in aspects such as plagiarism and falsification (see section 7.3).

7.2. Development

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.

Next, it is desirable to be done the course "Tools and Resources for the TFG" be provided (if not previously done) to be obtain the training provided by. This training should be done in any case, but it is recommended to do it at the beginning of the course, as it provides basic tools for the correct development of the research and a formally careful edition 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:

– <u>First meeting with the assigned tutor</u>: definition and initial approach of the TFG in terms of objectives, methodology, sources of information, expected added value, structure, etc.
– <u>Second meeting</u>: follow-up the advances in the development of the TFG according to the planning carried out at the first meeting.
– <u>Third meeting</u>: evaluation of the TFG's first draft and follow-up of the additional advances that have occurred since the first submission.
– <u>Fourth meeting</u>: oral presentation of final project before the tutor.

7.3. Bad practice

Bad practice consists in the falsification and/or plagiarism of the TFG, which must be original.

<u>Falsification</u> 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.

7.4. Additional information

FEiE Bachelor Final Degree Project (TFG) Web

Tools and resources offered by libraries to carry out your TFG at the Faculty of Economics and Business [MO26232].

8. Evaluation

8.1. Achievement of the Tools and Resources course to carry out the TFG

In order to present the TFG, and therefore to be evaluated, the student must have passed the course "Tools and Resources to perform the TFG" on the date indicated in the Calendar of TFG's activities.

8.2. Evaluation Guidelines for Tutors

The Bachelor's Degree Final Project (TFG) will receive an initial grade from the tutor. This grade will be based on the evaluation of the report written by the student (80%) and the presentation of the project (20%). The evaluation of the written communication (80%) will be the sum of the first draft submission (15%) and the final report (65%).

The tutor will evaluate each part from 0 to 10, the final grade being the result of the mentioned weighting. The grade awarded by the tutor will be the final grade of the subject except when it is higher than 7. In these cases, the final grade will be 7 and it will enable the student to participate in the Poster Sessions to improve the grade with the presentation of the project in a poster format before an evaluation panel.

Aspects to be considered by the tutor in its report will include, at least, those specified in the rubrica (see Annex 2).

If students do not follow the tutorial guidelines approved by the Faculty and explained in sections 5 and 7 of these regulations and, as a result, the tutor does not have enough evidence to be able to guarantee the authorship of the TFG presented by them, the tutor may decide not to evaluate the final project and grant a non-evaluable grade.

8.3. Evaluation Guidelines for Posters Sessions Panel

The panel will receive a list of student to be evaluated along with the titles of their TFGs, the name and report of the tutor who will set out arguments for the proposed final grade for the work in question. The panel will evaluate the documentation (final project, poster and tutor's report) and draw up the necessary questions for the student in order to grade the TFG.

The panel may only award less than grade 7 where malpractice by the student can be demonstrated

8.4. Grade appeal procedure by students

The reasoned request for ordinary review will be made directly to the tutor of the TFG by e-mail. The review period will be 10 days from 24 hours after the grades are made public.

Once the request for ordinary review has been made, the student may submit a reasoned request for extraordinary review to the Dean's Office, which will be submitted to the Academic Management. The period for submitting the application ends 15 calendar days after the date set by the UAB academic-administrative calendar as the deadline for closing records. The Dean's Office will propose the appointment of a review committee to resolve the claims. The procedure will involve the hearing of tutor and student involved. Applications will be resolved within a maximum of one month.

The grade awarded by the panel in the poster sessions shall be final.

9. Operation of the Posters Sessions

The Faculty will organize the Posters Sessions. Previously it will be an information session on how to make a poster to help students to prepare them.

9.1. Appointment of the Panel

The panel will be appointed by the Office of the Dean for each degree and with the agreement of the coordinator of the corresponding degree course, and will be composed of three lecturers: a president, a secretary, and a member, besides a substitute.

9.2. Posters Sessions

The evaluation panels will interview the student in front of the poster with the aim of discussing their work. Students should make available all the documentation they have produced for the TFG in case the panel requests to see it.

If students have signed a confidentiality agreement (sess section 12) this should be communicated to the Office of the Dean before the TFG is submitted for evaluation. The poster will be exhibited and defended in a closed room to which only the evaluation panel and the student will have access. Up until the time of the defence and once it is finished the student will be responsible for maintaining the confidentiality of the document presented.

Students on exchange programmes and/or talking part in work experience programmes abroad are covered by article 10 of the TFG regulations.

10. Exchange Programmes

FEiE students on exchange visits in other centres during the academic year in which they are registered for the TFG may do the project at the destination university. However according to that set out in RD 1393/2007, modified by RD 861/2010, credits corresponding to the TFG cannot be recognised in the exchange agreement and must therefore be done under the supervision of a tutor at the FEiE with whom meetings can be held on line (see section 7.2). If students are awarded grade 7 and wish to improve their grade they must take part in the sessions organised by the FEiE for poster presentations (see section 9.2).

These students may make their presentations online, agreeing a date and time with the members of the panel. Students must request their participation at a distance in the poster session with the degree coordinator who will assess the case and make a decision. Students who are able to use this option for their presentation must send the poster and the final project to the secretary of the evaluation panel at least 24 hours in advance in pdf format.

11. Calendar

The Academic Affairs Committee approves, for each academic year, the calendar of activities related to the organization, assignment, presentation, defence and evaluation of the TFG.

Students register for the TFG during the normal registration period..

This Calendar will give the period in which:

- all departments with a teaching commitment to the degrees at the FEiE have to give the Office of the Dean a list of TFG topics and the corresponding tutors;
- students repeating the TFG may opt to keep the same topic and tutor as for the previous academic year, with the authorisation of the tutor involved;
- students registered for the TFG choose their topic and tutor according to section 3 of this regulations;
- the Office of the Dean will inform of the provisional resolution of allocation of topics to the students, as well as of the period of claims and date of definitive resolution of allocations;
- students must hold meetings with the tutor;
- the student must have passed the course "Tools and Resources to perform the TFG";
- students have to submit their first draft on the Online Campus;
- students have to submit their final project in pdf format on the Online Campus;
- tutors have to hand in the evaluation and report of the student they have tutored on the Online Campus;
- the Office of the Dean appoints the panels that will evaluate the posters;
- Information for students who can and want to make poster presentations in the sessions described in section 9;
- students will submit the TFG's poster in pdf format to the TFG app (link).

12. Protocol for Confidentiality in the TFG

If students use confidential information from companies or institutions in the TFG and/or carry out a period of work experience within a company or institution, it is established that students and companies should sign an agreement which states that the information should be treated with confidentiality and in which the company authorises the student to present the TFG to the tutor and, where appropriate, the evaluation panel.

If the student prepares a Business Plan for their TFG which means that the report contains confidential information the tutor and, where appropriate, the evaluation panel for the poster, must sign a confidentiality agreement.

The UAB as the institution responsible for examining and evaluating students, and the tutors and/or evaluators of the work, must also sign a confidentiality agreement including the details of the student or, where appropriate, the company or institution.

The procedure to follow will be as follows:

1. Before submitting the TFG, the student must have signed the following confidentiality documents: a) Confidentiality agreement signed by the student and the company (Annex 3), of which there must be three copies: one for the student, one for the company, and one for the tutor; and b) Confidentiality agreement signed by the tutor (Annex 4), of which there must be four copies: one for the student, one for the company, one for the tutor and the last one to be sent to the email address tfg.fee@uab.cat for the student's file.

2. If the student presents his/her TFG at the Poster Sessions, the members of the panel will also must sign a confidentiality agreement (Annex 5) of which there must be 3 or 4 copies: one for the student, one for the company (if necessary), one for each member of the panel, and the last one for the student's file.

The front cover of this type of TFG should clearly show the word "CONFIDENTIAL" and the text "Controlled copy. All reproduction and dissemination outside the academic evaluation of this Bachelor's Degree Final Project is prohibited", as shown in Annex 6. The word "CONFIDENTIAL" should appear as a header or footer on the rest of the pages

13. Criteria for publication in the Digital Documentation Deposit (DDD)

Article 2 of the UAB Digital Documentation Deposit Regulation states that "The Digital Documentation Deposit of the UAB (DDD) is a space for the collection, management, dissemination and conservation of scientific, teaching and institutional production at the university". Article 4 gives details of the type of material contained in the DDD "Teaching and research staff, students and administration and services staff may use the DDD to publish the results of their own teaching, research, academic or management activity at the university,..." and article 5 talks of the authorship and responsibility of the published material "The material referred to in the previous article may be published via self-archive or by submission to the UAB libraries. The author or authors of the material are responsible to the UAB for the publication of the content and compliance with the prevailing applicable legislation covering intellectual property, data protection, image rights or any other area covered by law".

According to article 128 of the Academic Regulations of the UAB applicable to regulated studies pursuant to Royal Decree 1393/2007, passed by the Governing Council on 2 March 2013 states that " any total or partial reproduction of works by students or their use for any other reason other than for which they were carried out must have the express permission of the authors".

Any aspect not covered by these regulations shall be decided by the Office of the Dean.