



Universitat Autònoma de Barcelona

## **Evaluation and Dissemination of the Bachelor's Degree Final Project at the Faculty of Economics and Business**

### **1. Objective and prior information**

The objective of this document is to offer broader and greater details of aspects related to the dissemination and evaluation of the Bachelor's Degree Final Project (TFG) contained in the Working Regulations for the Bachelor's Degree Final Project at the Faculty of Economics and Business approved by the Faculty Board on 29 May 2013.

The Regulations do not include the procedure to be followed where the TFG contains information that cannot be disseminated, whether because it is internal company information or because it forms part of the preparation of one of the company's plans. This gap means that it is necessary to draw a protocol for **confidentiality in the TFG**.

Neither is there information about how the TFG will be disseminated once it has been evaluated and passed, and therefore it is necessary to establish the **criteria for publication in the Digital Documentation Deposit**.

Point 6 of the Regulations gives details of the *defence and evaluation procedure* for TFGs and point 9 establishes the steps to be followed by *exchange students*. Conversely, and given the absence of specific guidelines it is considered necessary to set out the detailed procedure to be followed for the **Poster Sessions**.

### **2. 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. Annexe 1 contains a model for this type of confidentiality agreement.

The UAB as the institution responsible for examining and evaluating students, and the tutors and/or evaluators of the work, must sign a confidentiality agreement including the details of the student or, where appropriate, the company or institution (see Annexe 2).

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 shown in the model in Annexe 2.

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 Annexe 3. The word "CONFIDENTIAL" should appear as a header or footer on the rest of the pages.

### **3. 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”.

### **4. Evaluation of Poster Sessions**

#### ***4.a. Appointment of the tribunal***

Article 6 of the Regulations of the Faculty of Economics and Business states that “*this 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.*”

#### ***4.b. Poster session***

Article 6 of the Regulations of the Faculty of Economics and Business states that “*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 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 taking part in work experience programmes abroad are covered by article 9 of the TFG regulations which states that “*If the grade given by the tutor of the TFG is 7 and the students wants to improve on that grade they must take part in the sessions organised by the Faculty of Economics and Business to defend their TFG in poster format*”. 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 TFG report to the secretary of the evaluation panel at least 24 hours in advance in pdf format.

#### ***4.c. Stages in the Panel evaluation***

The regulations state that “*The tutor will evaluate the work out of 10 and those student deserving an equal or higher grade than the maximum at this stage will be awarded a 7 with a view to the student having the opportunity to increase their grade via a panel evolution*”.

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 (TRFG report 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.

#### ***4.d. Grade appeal procedure by students***

In the case of disagreement between the final grade of the tutor of the TFG, students may present an appeal for a review within the dates specified in the calendar of activities related to the TFG drawn up by the Committee for Academic and Teaching Affairs drawn up each year. The request for an extraordinary appeal for review should be presented at the Academic Management Office. The TFG panel will consider the appeal impartially within the dates set out in the calendar of activities related to the TFG.

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

## Annex 1

# CONFIDENTIALITY AGREEMENT FOR BACHELOR'S DEGREE FINAL PROJECTS (TFG)

Between ....., with NIF ....., and ....., with NIF ..... acting in name of the company ....., agree to sign this Confidentiality Agreement which contemplates the following clauses preceded by the following considerations:

### CONSIDERATIONS:

1 (Full name)....., student on the Degree of ....., at the Faculty of Economics and Business of the Universitat Autònoma de Barcelona, has requested from the company ..... details on..... for use the Bachelor's Degree Final Project.

2. The company (Company name), represented by ....., will confirm in writing the information which is confidential among that which is shared in its own commercial, strategic and any other interests.

### CLAUSES:

**First.** The student undertakes not to publicly disseminate, either orally or in writing, to any other person or entity confidential information facilitated by the company and qualified as such with the previous written permission of the company.

**Second.** The student undertakes not to use work for any other end than their academic evolution.

**Third.** The student will ensure that the information obtained is known and used only by the people participating in the drawing up of the TFG report and its evaluation, and others must be duly informed of its confidential nature.

**Fourth.** The results deriving from this work shall also be treated confidentially where they reveal confidential data, without prejudice to their use by the student for the preparation and defence of the TFG, by virtue of the regulations applicable to degree courses.

**Fifth.** The result derived from the work is understood as all information, documentation, technical, scientific, team or material knowledge, know-how, working methods, data, statistics, obtained during the Project object of this agreement.

**Sixth.** Both parties accept the obligation to inform of any actions that contravene the clauses in this agreement and use the means that they have available to them to prevent any undue use of the confidential information.

**Seventh.** The obligation of confidentiality is of an indefinite nature as long as the information remains confidential and secret.

**Eighth.** Contravention of the responsibility to confidentiality may give rise to the cancellation of this agreement without prejudice to the legal consequences that, may derive from this for the infractor and any claim for damages by the affected party.

Signed at Bellaterra (Cerdanyola del Vallès), ..... 20.....

**Annex 2: Confidentiality document**

**COMMITMENT TO CONFIDENTIALITY IN FINAL DEGREE PROJECTS  
(TFG)**

I....., with NIF ....., lecturer , and tutor who will supervise and evaluate the Bachelor's Degree Final Project entitled "....." presented by (name of student)

**UNDERTAKE:**

- I. Not to disseminate either orally or in writing the content of the Bachelor's Degree Final Project without the express, prior written consent of the student.
- II. To take all reasonable precautions to avoid the information being revealed to third parties.
- III. Not to use the Project for any purpose other than that of academic evaluation
- IV. To hold the work for the required under existing legislation and, once that period has expired, proceed to destroy the work in accordance with the procedures established by the University to that end.
- V. To communicate to the student anything that may affect the commitments set out in this document.

Bellaterra (Cerdanyola del Vallès), ..... 20.....

**Annex 3: Front cover model for TFGs containing confidential information**



**TITLE OF TFG:**

**AUTHOR OF TFG: (FULL NAME)\***

**DEGREE:**

**TUTOR OF TFG: (FULL NAME)**

**DATE (OF SUBMISSION ON ONLINE CAMPUS)**

**CONFIDENTIAL**

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**\*Acknowledgements**