

## Regulations for the Bachelor's Degree Final Project Faculty of Economics and Business

(consolidated text approved by the Academic Affairs Committee on December 19, 2022)

### 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, and by RD 822/2021 of 28 September, which established the organisation of official university courses and the process to guarantee their quality. Point 3 of article 12 of RD 1393/2007 sets out that degree courses must conclude with the production and defense of a TFG. Point 6 of article 14 of RD 822/2021 establishes that the TFG will be worth between 6 and 24 credits (ECTS), must be carried out in the final phase of the study plan, be orientated towards the assessment of knowledge, competencies and abilities associated to the degree, and defended in a public act. Secondly, these FEiE regulations develop the UAB regulations derived from the Agreement of the Governing Council of 7 July 2022.

### 2. Nature and contents

The TFG is a mandatory subject worth 12 ECTS credits and consists of an original, individual project which applies, in a comprehensive way, knowledge, competencies and abilities acquired throughout the degree.

The TFG must be written in Catalan, Spanish or English. Students 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 to undertake this activity satisfactorily.

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 teach in the different degrees. The number of TFGs proposed by each department will depend on the number of students registered for the TFG in each degree and the number of credits taught by the department in 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 ECTS 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 has to be done for all the degrees at the FEiE in which department A teaches courses in the academic year in question.

Any category of teaching and research staff from departments with teaching commitment on the FEiE degrees can act as TFG tutor. Grantholders and trainee lecturers cannot tutor any 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 5 of Annex I of the consolidated text approved by the Governing Council on 7 July 2022, establish two requirements for registering for the TFG:

- 4.1. Point 5 states that to be able to register for fourth-year subjects students must have passed all first-year subjects and 120 ECTS credits of the first three years.
- 4.2. Point 7 states that to be able to register for the TFG students must have passed a minimum of two thirds of the total number of ECTS credits of the study plan (i.e., 160 ECTS credits).

The FEiE additionally recommends that students registering for the TFG have also registered for all other subjects needed to graduate in this same course.

Students will be registered for the Bachelor's Degree Final Project and tutors will get in contact with the students under their supervision through the online App of the Final Degree Project (eina de Treball de Fi d'Estudis, TFE), the essential communication tool 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 Write the TFG*), available on Moodle, by the date set in the Calendar of TFG activities.

The student will follow the guidance of the tutor assigned by the Dean's Office.

Once students have been assigned a tutor, they contact her/him through the online TFE App and/or email to hold a minimum of 4 individual tutorials. These 4 tutorials must take place within the deadlines set in the Calendar of TFG activities.

The tutor will state and assess each of the activities done on the online TFE App, and will add any pertinent observation. The student, on her/his turn, may answer incorporating comments.

The student will submit a draft version of the TFG (first draft submission) in accordance with the Calendar. Submission will take place through the online TFE App in digital format, and on paper if the tutor asks for it.

The student will submit the final project according to the Calendar, through the online TFE App ([tfe.uab.cat](http://tfe.uab.cat)) in PDF format, and on paper if the tutor asks for it. The document submitted cannot be modified after the submission deadline.

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

## **6. Functions and obligations of the tutor**

Tutors will offer guidance to students during the TFG.

Tutors authorise the presentation of the TFG and evaluate the written work (first draft and final version) jointly with the oral public presentation.

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

Tutors monitor students' progress through the online TFE App.

The tutor writes a brief report on the progress of the student in the achievement of the competencies assigned to the TFG and on the quality and presentation of the work, and gives a grade over 10 publishing a maximum mark of 7 (see section 8.2).

## **7. Elaborating 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. It 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 to test the hypothesis or solve 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 Write the TFG". The tutor may modify these depending on the content of the work. Equally, given the broad array of TFGs, it is difficult to establish a minimum and maximum length. However, to give an orientation, around 25 pages of main text is an adequate extension. Students' ability to summarise will be assessed 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.

The course "Tools and Resources to Write the TFG" is compulsory. It is recommended to take it at the beginning of the academic year, as it provides basic tools for the correct development of the research and for a careful editing of the TFG.

Students carry out their projects individually. If students have a preference for the subject area that is different from the one assigned to them, they should present their proposal to the tutor and seek for permission to modify the content of the TFG. If the tutor agrees, the student can focus her/his TFG on the subject proposed. This change must be stated in the section devoted to the first meeting on the TFE App. 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 of the progress in the development of the TFG according to the planning set at the first meeting.
- Third meeting: evaluation of the TFG first draft and follow-up of the subsequent progress since the first draft submission.
- Fourth meeting: public oral presentation of final project in front of the tutor.

## 7.3. Bad practice

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

Falsification of the TFG occurs in two cases:

- When the project submitted has been obtained by order and elaborated by third parties or by any other means;
- When the results have been falsified.

Plagiarism is the use of ideas, data or content obtained directly from the original authors without quoting the source. Some examples are:

- Copying the work of other students, regardless of the year, class or institution
- Copying paragraphs, tables, images or graphs from books, journals or other digital and printed sources without quoting the original source and authors. (Long quotations exceeding 200 words are not permitted).
- Presenting the ideas of other authors or organizations as your own.

Plagiarism in the TFG does not just mean “copying” in an academic sense, it 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 submitted.

Plagiarism or falsification in the TFG results automatically in grade 0, as well as in the sanctions imposed 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 \[Virtual Campus\].](#)

### **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 Write the TFG" by the date stated in the Calendar of TFG 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 public oral presentation of the project (20%). The evaluation of the written project (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 above weighting. The grade awarded by the tutor will be the final grade, both in the transcript of records and the TFE App, except if it is higher than 7. In these cases, the final grade will be 7, both in the transcript of records and the TFE App, and it will enable the student to participate in the Poster Sessions to have the opportunity of improving the grade with the public presentation of the TFG in a poster format in front of an evaluation panel.

Aspects to be considered by the tutor in her/his report will include, at least, those specified in the rubrica (see [Annex 2](#)).

If students do not follow the tutorial guidelines approved by the FEiE 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 submitted, the tutor may decide not to evaluate the final project and award the grade “non-assessable”.

### **8.3. Evaluation Guidelines for Poster Session Panel**

The panel will receive a list of students to be evaluated. The panel will evaluate the documents (final project, tutor's evaluation report and poster) and raise questions to the student in a public defense in order to grade the TFG.

The panel may only award less than grade 7 if malpractice by the student can be proved.

### **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 starting 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 Administration Office (Gestió Acadèmica). The period for submitting the application ends 15 calendar days after the date set by the UAB academic-administrative calendar as the deadline to close registration of grades. 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. Resolution of applications must be reached within a maximum of one month.

The grade awarded by the panel in the Poster Session shall be the final grade.

## **9. Functioning of the Poster Session**

The FEiE will organize the Poster Sessions. Previously, to help students to prepare their poster, the Dean's Office will schedule a session to inform on how to design a poster.

### **9.1. Appointment of the Panel**

The panel will be appointed by the Dean's Office for each degree, with the agreement of the coordinator of the corresponding degree. It will be composed of three lecturers: a chairperson, a secretary, and a member, plus a substitute member.

### **9.2. Poster Sessions**

The evaluation panel will interview the student in front of the poster in a public session, with the aim of discussing her/his work. Students should make available all the documents they have produced for the TFG in case the panel requests to see them.

If students have signed a confidentiality agreement (see section 12), this must be communicated to the Dean's Office before the TFG is submitted for evaluation. The poster will be exhibited and defended in a closed room that will be accessed only by

the evaluation panel and the student. Up to the time of the defense and once it is over, the student will be responsible for maintaining the confidentiality of the document presented.

Students on exchange programmes and/or participating in internship programmes abroad have to refer to article 10 of these TFG regulations.

## **10. Exchange Programmes**

FEiE students on exchange visits at other centres during the academic year in which they have registered for the TFG may write their project at the destination university. However according to the RD 1393/2007, modified by RD 861/2010 and RD 822/2021, the TFG credits cannot be recognised in the exchange agreement. Therefore, the TFG must be written under the supervision of a tutor of the FEiE with whom students can hold meetings online (see section 7.2).

If students are awarded grade 7 and want to seek for upgrading, they must participate in the Poster Sessions organised by the FEiE (see section 9.2).

Exchange students can present their poster online. Date and time must be fixed in advance with the members of the panel. Students have to request their participation online to the degree coordinator, who will assess each case individually and decide on the petition.

The student will be informed that the evaluation committee will register the public oral defense of her/his poster to guarantee the student's right to an objective evaluation and review of the qualification, if needed. The FEiE guarantees that recordings will be used exclusively for evaluation purposes. (Instruction 10/2020, section 2d).

## **11. Calendar**

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

Students register for the TFG during the normal registration period.

This Calendar sets the periods in which:

- all departments with teaching commitment to the degrees at the FEiE have to give a list of TFG topics and tutors to the Dean's Office;
- students retaking the TFG may opt to keep the same topic and tutor as in the previous academic year if they count with the tutor's authorization;
- students registered for the TFG choose their topic and tutor from the list set up according to section 3 of these regulations;
- the Dean's Office informs on the definitive resolution on TFG assignment;
- students must hold meetings with the tutor;
- the student must have passed the course "Tools and Resources to Write the TFG";
- students have to submit their first draft on the TFE App;
- students have to submit their final project in PDF format on the TFE App;



- tutors have to hand in the evaluation and report of the student they have tutored on the TFE App;
- the Dean's Office appoints the panels that will evaluate the posters;
- students who can and want to present their poster must confirm their participation in the Poster Sessions described in section 9;
- students will submit the TFG poster in PDF format on the TFE App ([tfe.uab.cat](http://tfe.uab.cat)).

## 12. Protocol for Confidentiality in the TFG

If students use confidential information from companies or institutions in their TFG and/or participate in an internship programme in a company or institution, an agreement must be signed stating that information must be treated with confidentiality. The company must authorise the student to present her/his TFG to the tutor and, where applicable, to the evaluation panel.

If the student prepares a Business Plan for her/his TFG that contains confidential information, the tutor and, where applicable, the evaluation panel of 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.

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](#)), with 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](#)), with four copies: one for the student, one for the company, one for the tutor, and one to be sent to the email address [tfg.fee@uab.cat](mailto: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 have to sign a confidentiality agreement ([Annex 5](#)), with several copies: one for the student, one for the company (if needed), one for each member of the panel, and the last one for the student's file.

The front cover of this type of TFG must show the word "CONFIDENTIAL" clearly and the text "Controlled copy. Any 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,...". Article 5 talks of the authorship and responsibility of the material published: "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".

Any aspect not addressed by these regulations shall be decided by the Dean's Office.