

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

(revised text approved by the Academic Affairs Committee on June 7, 2019)

### 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 undertake in order 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. 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 so that the student is provided with all means to 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 involved in the teaching for the different degrees. The number of TFGs proposed by each department will depend on the number 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 ECTS credits in degree  $Z$ , department  $A$  must give the Dean's Officer the nearest whole number figure for  $(x \cdot y / 100) \cdot (1 + 1/20)$  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 hold any teaching or research position in any department with a teaching commitment on the FEiE degrees. Grantholders and trainee lecturers are not eligible 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 eligible to register for Year 4 subjects on degree courses one needs to have passed all subjects of the first year and obtained 120 ECTS credits for the first three years.
- 4.2. Point 7 states that to be able to register for the TFG one needs 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 will follow the guidance of the tutor assigned.

Once students have had a tutor assigned they should contact the tutor via the Online Campus (*Campus Virtual*) 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'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 via 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. She/he will do this via 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 submission periods per academic year for each degree. The Calendar published by the FEiE at the beginning of the year gives the dates.

## **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 defence.

Tutors will have a minimum of four tutorials with students that they will have to request via Online Campus and/or 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, competences and knowledge acquired by the students. TFGs of a more applied nature should include an empirical contrast of an 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 to work on, and propose an innovative analysis of the question.

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

Regarding the final format of the TFG document, there are some recommendations set out in [Annex 1](#). The tutor may modify these depending on the content of the work. In addition, given the broad scope of the TFGs, it is difficult to establish a minimum and a maximum length. Nevertheless, around 25 pages can be considered an adequate reference. 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 (see section 7.3).

## 7.2. Development

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

Students carry out their projects individually. If students have a preference for the subject area that is different from the one that has been assigned to them, they should present their own proposal to the tutor and seek permission to modify the subject of the TFG. If the tutor agrees students will focus their TFG on the proposed subject. This change should be recorded in the report sent to the tutor by the student following the first meeting. Under no circumstances can the student change to a different 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 advances in the development of the TFG according to the plan agreed in the first meeting.
- Third meeting: evaluation of the TFG's first draft and follow-up of the additional progress since the first submission.
- Fourth meeting: oral defence before the tutor of the final project.

## 7.3. Bad practice

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 ones 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 other sanctions provided for this purpose by the UAB and the FEiE.

#### **7.4. Additional information**

[FEiE Bachelor Final Degree Project \(TFG\) Web](#)

[FEiE Resources for TFG's Elaboration Web \(in Catalan\)](#)

## **8. Evaluation**

### **8.1. Evaluation Guidelines for Tutors**

The 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 oral defence of the TFG (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 weighting mentioned above. The grade awarded by the tutor will be the final grade of the subject except when it is higher than 7. In that case, the final grade will be 7, which will enable the student to participate in the Poster Sessions to improve the grade. Poster Sessions consist on the presentation of the project in a poster format before an evaluation panel.

Aspects to be considered by the tutor in his/her report will include, at least, those specified in the “rúbrica” (see [Annex 3](#)).

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.

### **8.2. Evaluation Guidelines for Posters Sessions Panel**

The panel will receive a list of students 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. The panel will evaluate the documentation (final project, poster and tutor's report) and draw up the necessary questions to 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

### **8.3. Grade appeal procedure by students**

In the case of disagreement between the final grade awarded by the tutor of the TFG, students may present an appeal for a review within the dates specified in the School's official TFG calendar of activities. 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.

## **9. Operation of the Posters Sessions**

The Faculty will organize the Posters Sessions. Before the session there 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 in agreement with the coordinator of the corresponding degree, and will be composed of three faculty members: a president, a secretary, and a member. A fourth designed member will act as a potential substitute.

### **9.2. Posters Sessions**

The evaluation panels will interview the student in front of the poster with the aim of discussing his/her 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 (see 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. During the time of the defence 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 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 undertake the project at the destination university.

However, according to RD 1393/2007, modified by RD 861/2010, the 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, after agreeing a date and time with the members of the panel. Students must request their online participation 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 according to the School's official TFG Calendar.

This Calendar will give the dates in which:

- all departments with a teaching responsibility for 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;
- students have to submit a draft version of the TFG (first draft submission) 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. [Annex 4](#) 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 also sign a confidentiality agreement including the details of the student or, where appropriate, the company or institution (see [Annex 5](#)).

If the student prepares a Business Plan for his/her 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 which can be found in [Annex 5](#).

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,..." while article 5 refers to 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".

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.



## ANNEX 1. FORMAT SPECIFICATIONS

Some of the following specifications have been taken from the Journal of International Business: [http://www.palgrave-journals.com/jibs/style\\_guide.html#body-of-paper](http://www.palgrave-journals.com/jibs/style_guide.html#body-of-paper)):

- Document in pdf format of a maximum 20MB (the TFG is submitted on the Online Campus in pdf and on paper if the tutor requests this).
- Front page: Suggested cover design attached ([Annex 2](#)).
- 2nd page: Summary of not more than one page.
- 3rd page: Contents.
- Only three levels should be used throughout the document:
  1. Level one (main titles) designate the main sections. All should be written in capitals and centred.
  2. Level two should be aligned with the left margin and only the first letter of the main words should be written in capitals.
  3. Titles in the third level should be aligned with the left margin and written in italics: only the first word should begin with a capital letter.
  4. Do not use a fourth level.
  5. Sections should be numbered as follows: 1., 1.1., 1.1.1., 2., .
- Paper size: 29x21 cm (A4).
- Margins: Normal (upper and lower margins 2.5 cm and lateral margins 3 cm).
- Line spacing: 1,5.
- Font: Times New Roman.
- Font size: 12.
- All pages must be numbered.
- Text must be justified.
- Citations from the literature should be included in the text and all citations should be in the list of references.
- Mendeley is a complete tool for the elaboration and management of bibliographic citations: <https://www.mendeley.com/reference-management/mendeley-cite>
- For citing references in the text::
  1. Put the list in alphabetical order with the authors separated by a comma and the references separated by a semi-colon, e.g. "Several studies (Buckley & Casson, 1976; Dunning, 1993a, 1993b; Eriksson, Johansn, Majkgard and Sharma, 1997) support this conclusion."
  2. If a work has two authors, give both names on each citation, e.g. Rugman & Verbeke (1998).
  3. If the number of authors is between three and six, give all the names on the first citations and then the name of the first author with "et al." for all other citations.
  4. For works with seven or more authors put the name of the first author with "et al." for all citations in the text, including the first.
  5. For direct citations indicate the page numbers and then the year of publication, separated by a colon and a space, e.g. "Boddewyn maintains that just because something happens does not mean it is 'desirable and possible, but also desired and provoked' (1988: 538)."
- Figures, graphs and tables should be numbered (with Arabic numbers) in order and they must also have a title.

- Indicate the position of each table and figure in the text (e.g. Figure 1 here).
- Indicate the source for each of the tables and figures at the foot of them.
- Bibliography (showing all material consulted and used). The following are examples of the best way to present the bibliography:
  1. Articles from journals/newspapers:
    - a. Cosset, J., & Suret, J. 1995. Political risk and benefits of international portfolio diversification. *Journal of International Business Studies*, 26(2): 301-318.
    - b. Financial Times. 1996. Survey - Czech Republic: Message from the people. December 6: 3.
  2. Books:
    - a. Donahoe, J. D. 1989. The privatization decision. New York: Basic Books.
  3. Conference papers:
    - a. Harley, N. H. 1981. Radon risk models. In A. R. Knight & B. Harrad (Eds), Indoor air and human health, Proceedings of the Seventh Life Sciences Symposium, 29-31 October 1981, Knoxville, USA: 69-78. Amsterdam: Elsevier.
  4. Books chapters:
    - a. Caves, R. E., & Mehra, S. K. 1986. Entry of foreign multinationals into the US manufacturing industries. In M. E. Porter (Ed.), Competition and global industries: 449-481. Boston, MA: Harvard Business School Press.
  5. Theses:
    - a. Salk, J. E. 1992. Shared management joint ventures: Their developmental patterns, challenges and possibilities. Unpublished PhD Dissertation, Sloan School of Management, Massachusetts Institute of Technology, Cambridge, MA.
  6. On line documents:
    - a. The Investment Company Institute. 2004. Worldwide mutual fund assets and flows, third quarter 2003. <https://www.ici.org>. Accessed 4 February 2004.
  7. Online articles expected to be published:
    - a. Hutzschenreuter, T., & Voll, J. C. 2007. Performance effects of "added cultural distance" in the path of international expansion: The case of German multinational enterprises. *Journal of International Business Studies*, advance online publication August 30. doi:10.1057/palgrave.jibs.8400312.
  8. Electronic texts, data base and computer programs:
    - a. CARROLL, Lewis. Alice's Adventures in Wonderland [on line]. Texinfo ed. 2.1. [Dortmund, Germany]: WindSpiel, November 1994 [ref. 10 February, 1995]. Available at: <<http://www.germany.eu.net/books/carroll/alice.html>>. Also available in PostScript and ASCII versions on Internet: <ftp://ftp.Germany.EU.net/pub/books/carroll/>
    - b. U.S. ISBN Agency. The Digital World and the Ongoing Development of ISBN [on line]. New Providence, N.J.: RR Bowker, s.d. [ref. 16 August, 2002]. Available at: <http://www.isbn.org/standards/home/isbn/digitalworld.asp>.