

BACHELOR'S DEGREE FINAL PROJECT GUIDE FOR STUDENTS AND TUTORs

GENERAL INFORMATION

The Bachelor's Degree Final Project (TFG) is an obligatory subject with 12 ECTS credits for all degrees taught at the Faculty of Economics and Business at the Universitat Autònoma de Barcelona.

Students must do an original piece of work individually in which they include the knowledge and competencies they have acquired during the degree course.

Each student registered for the TFG is assigned a tutor who will offer appropriate advice with a view to ensuring that they pass the subject. Students choose their own projects and their tutor, sequentially, in decreasing order of academic record.

The TFG must be written in Catalan, Spanish or English. Students of the Degree in Business Administration and Management must write the dissertation in English.

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:

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.
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 Faculty additionally recommends that you do not register for the TFG unless you have passed all the subjects in your degree syllabus and will be able to graduate the same year.

Students at the Faculty who are on exchange visits during the year of the TFG may do the subject at their destination universities. However, in accordance with Royal Decree 1393/2007, modified by RD 861/2010, the credits corresponding to the TFG may not be recognised as part of the exchange agreement and the project must be undertaken under the supervision of a tutor from the Faculty at the UAB with online meetings in accordance with the Faculty rules. If students are awarded grade 7 and wish to improve their grade they must take part in the days organised by the Faculty to present the TFG in poster format.

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 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.

THE BACHELOR'S DEGREE FINAL PROJECT (TFG)

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.

Once students have had a TFG assigned and a tutor they should contact the tutor to decide

how to proceed. In this first meeting 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 e-mail sent to the student by the tutor following the first meeting.

Students carry out their projects individually and have a minimum of four tutorials (see the calendar for deadlines for the individual tutorials).

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, there are some recommendations set out in [Annex 1](#). 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.

Where there is a conflict in terms of the privacy of the information used for the TFG students may not identify the company or sector. In these cases the tutor must confirm that the information used is true and included under a confidentiality agreement.

TFG students will be examined strictly to ensure their ethical integrity, especially in aspects such as plagiarism and falsification. Plagiarism is the used of ideas and information obtained directly from the original authors without citing the source and presenting the work as ones own. There are different types of plagiarism such as copying the work of other students (regardless of the year or class), copy paragraphs, tables, images or graphs from books, journals or other printed sources without citing the source and passing the ideas off 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. Equally reprehensible is the falsification of results or works undertaken by third parties by commission. Citations of more than 200 words must not be used. Plagiarism or falsification in the Bachelor's Degree Final Project leads automatically to a fail in addition to any sanctions that are applicable according to University regulations.

SUBMISSION OF THE TFG

See the TFG calendar for the submission date and procedure.

OBLIGATIONS OF TUTORS

Hold a minimum of 4 tutorials with the student:

- An initial meeting to talk about the Bachelor's Degree Final Project and to determine its focus. This first meeting is requested by the student by e-mail when they have been informed of their assigned subject and tutor and, as mentioned before, it is the time when the student requests and seeks the approval of the tutor for any change in the

subject;

- 2 follow-up tutorials;
- One meeting to present the final project.

The tutor will monitor the process of the student and as a record will send the student an e-mail setting out the duration and content of the tutorial as well as the agreements reached.

The tutor will evaluate the TFG, as well as the student's progress throughout the year. The regulations for degree courses at the Faculty of Economics and Business establish the following procedure for the defence and evaluation of the TFG:

“The Bachelor's Degree Final Project 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 grade awarded by the tutor may reach the maximum allowed by the Centre (7). In that case the student has the right to present the project in the form of a poster during the Centre Session organised for that purpose. During the session students answer questions from the evaluation panel, the members of which will decide on the final grade (they made add up to 3 points to the initial 7 grade) The final grade may not be lower than the grade awarded by the tutor unless the panel can prove mal practice on the part of the student. For students who obtain a lower grade than the maximum permitted by the Centre, that grade will be considered final”.

The tutor writes a brief report on the quality and presentation of the TFG and gives a grade up to a maximum of 7 (out of 10). Aspects to be considered by the tutor are similar to those considered by the panel in the presentations session (see [Annex 3](#)). The tutor finalises the grade in the official records (see calendar) and send the degree coordinator an e-mail with the report and evaluation of the student under their tutelage.

POSTER PRESENTATION SESSION

Students obtaining grade 7 from the tutor may take part on the Poster Presentation Session organised by the Faculty. An information session is organised to help with the preparation of the posters (see calendar).

The Office of the Dean will communicate the composition of the panels for the evaluation of the posters as well as the place and time of the session.

MORE INFORMATION AT:

[Web of Faculty of Economics and Business: Bachelor's Degree Final Project](#)

[Web of Recursos per a elaborar el Treball de Fi de Grau \(FEiE\)](#) (only Catalan version)

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:

- 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.
- 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.
- 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). Tables and figures should be included at the final stage of preparing the document.
- 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. Online documents

- a. The Investment Company Institute. 2004. Worldwide mutual fund assets and flows, third quarter 2003. <http://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 bases 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>>. - See more at: http://www.uc3m.es/portal/page/portal/biblioteca/aprende_usar/como_cita_bibliografia#sthash.L8jY7R5I.dpuf

ANNEX 2. PROPOSED COVER DESIGN

TITLE OF TFG:

AUTHOR OF TFG: (NAME AND SURNAME)*

DEGREE:

TUTOR OF TFG: (NAME AND SURNAME)

DATE (DATE OF SUBMISSION ON ONLINE CAMPUS)

***Acknowledgements**