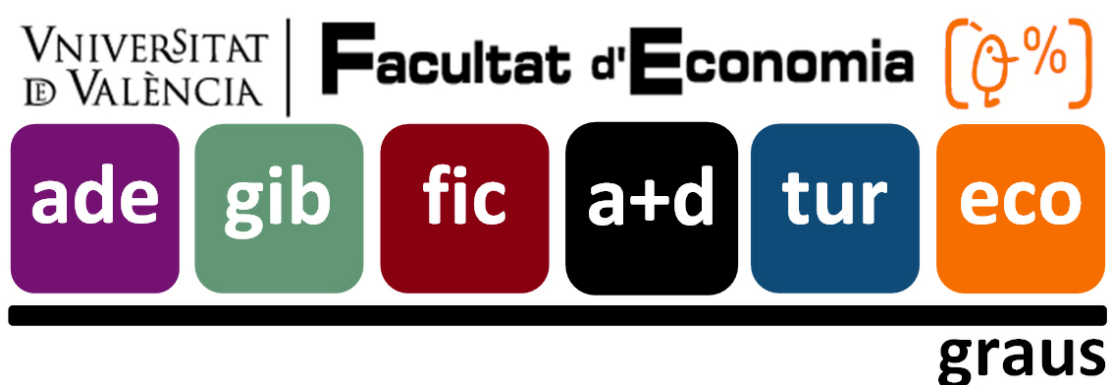


UNDERGRADUATE DISSERTATION GUIDE  
2017-2018 ACADEMIC YEAR



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2017-2018 ACADEMIC YEAR

MODULE: Compulsory  
YEAR: Fourth

**FACTSHEET**

Subject	Dissertation
Module	Compulsory
Type of module	Compulsory Learning
Year / Semester	Fourth / First or Second
ECTS Credits	Consult UD guidelines for each degree

**SUMMARY**

The undergraduate dissertation (UD) is the final work to be performed by the undergraduate to obtain their Degree.

The UD allows students to obtain their Degree and should subsequently reflect the theoretical and practical knowledge gained throughout the course. The dissertation should demonstrate that the student has gained the necessary abilities and skills to face the challenges of a professional in their chosen field.

**PRIOR KNOWLEDGE**

**Relation to other subjects within the same degree course**

Consult UD guidelines for each degree

**Other requirements**

Students enrolling for the Undergraduate Dissertation shall meet specific requirements that may be consulted at <http://go.uv.es/iGQ8MP3>

Students may submit their dissertations once they have passed the number of credits indicated in the <http://go.uv.es/iGQ8MP3>.

**SKILLS**

While there are general skills for all degrees, some of the skills required are more specific and students should consult the UD guide for each degree.

## LEARNING OUTCOMES

Refer to UD guide for each degree.

## DESCRIPTION OF CONTENTS

The UD consists of three parts: the dissertation, a personal appraisal by the student of the degree course and a Curriculum Vitae.

### 1. 1. Dissertation

The specific content of dissertations may be consulted in the UD guide for each degree.

In general terms, the dissertation shall be made of **5 main parts** as reflected in the index to the dissertation: **Introduction, Theoretical Framework, Methodology, Discussion of Results, Conclusions, References and Appendices**. Each part should be given a suitable heading and each section may be divided into suitably headed sub-divisions.

The first page of the dissertation shall include an index or table of contents.

The introduction should justify the reasons for undertaking the selected study, provide a brief presentation of the current state of the research subject, set out the objectives of the dissertation, and raise the question or hypothesis to be investigated.

Recourse should be made to academic literature in order to establish a Theoretical Framework setting out the questions and hypothesis to be investigated, analysed or proposed, as be the case.

In the Methodology section, students shall indicate the methods followed in accordance with the aims of the dissertation and available resources.

The Results obtained shall be presented with sufficient depth and clarity and be compared to the objectives set out in the theoretical framework.

In accordance with the correspondence between the results and the initial hypothesis, students shall then come to Conclusions that should be presented as a summary of the UD.

The following formatting guidelines are recommended for the dissertation: printed text shall be in Arial font point 11 with 1.5 line spacing and upper and lower margins of 2.5 cm and left and right side margins of 3 cm.

**Maximum recommended length:** between 30 and 50 pages (between 7,500 and 12,500 words).

**Cover page:** The Undergraduate dissertation Committee has prepared a cover page, that may be consulted at the link: :

[ADE](#) [ECO](#) [FIC](#) [GIB](#) [TUR](#) [A+D](#) [TADE](#)

**First page:**

**(a)** Title page. The title of the UD, including student's name, degree course, group and e-mail address. Name, department and e-mail of Dissertation supervisor.

**(b)** Summary: The summary of the case study (50 to 100 words, including keywords) shall clearly set out the objectives of the work and provide a relevant result or pertinent conclusion from the same.

**(c)** Keywords: Propose between 4 and 6 keywords in relation to the main subject of the Dissertation.

**Tables and Figures:** Tables and figures included in the document should be ordered by Arabic numerals and given a brief descriptive title. Table data should be presented in columns and omit insignificant decimal numbers. The source of information for tables, figures and charts should be given at the foot of the same. All illustrations, figures and charts shall be indicated as "Figures" and shall be numbered.

Tables and figures should be no longer than one page. Care should be taken in the final formatting to ensure there are no page breaks between tables and figures.

**Abbreviations and acronyms:** Should be spelled out and correctly defined when they first appear in the text.

**References:** Pertinent and necessary bibliography should be employed to ensure a correct dissertation. This bibliography should be provided at the initiative of the student and/or on the proposal of the lecturer/supervisor. All bibliographical references should be cited in brackets with the name of the author and the year of publication. The format for the inclusion of bibliographical sources at the end of the Dissertation shall be as follows:

- Example for referencing books:

Marín Sánchez, C. & Pérez Cabañero, C. (2007): *Fundamentos de Marketing Estratégico* [Strategic Marketing Fundamentals]. Delta publicaciones. Madrid.

- Example for referencing articles:

Cuadrado García, M.I & Pérez Cabañero, C. (2007): "Programming Practices in the Spanish Performing Arts Market", *Journal of Euromarketing*, Vol. 17 (1), pp.69-76.

- Example for referencing electronic sources:

Instituto Nacional de Estadística. *Índice de precios al consumo* [Consumer price index]; <http://www.ine.es>, consulted on 22 November 2015.

## 2. Personal appraisal of the degree course

Undergraduates make a personal appraisal of the Degree course, indicating what this has meant for the student in terms of learning and the positive aspects and shortfalls of the same. The appraisal should be made using constructive arguments and should not employ any unsuitable or derogatory language.

Appraisals should be no longer than 400 words.

## 3. Curriculum vitae

Brief CV specifying average grade of credits passed, certified language level, academic stays abroad and work placements.

## Collaboration and confidentiality

As established in the regulations for Undergraduate dissertations at the University of Valencia (article 4, sections 4 and 5, ACGUV 299/2011), the UD may be performed in collaboration with approved bodies, organisations or companies outside the University of Valencia with which the university has a collaboration agreement. In this case, it should be previously ascertained whether any part of the work may not be published for reasons of confidentiality

## WORK VOLUME

The work volume of the Undergraduate Dissertation varies according to the Degree Course and reference should be made to the UD guidelines for each degree.

## TEACHING METHODS

### Roles of tutors

Tutors shall be assigned to both Undergraduate Dissertations and Work Placements when the two subjects are associated. With respect to dissertations, tutors shall explain the characteristics of the dissertation to the student, guide preparation and ensure that the objectives sought in the academic guide are duly met before proceeding to evaluate the same.

The tutor shall guide the student with respect to the synopsis/outline/index of the work and the planning and schedule of the different stages of the same. The tutor shall give approval for the student to start their dissertation,

At least three tutorials should be conducted throughout the entire process, with the first tutorial taking place prior to the start of the work placement and/or dissertation. These tutorials may be made collectively with various students or on a one-to-one basis. The object of these tutorials is to give general indications to the student regarding the content, structure, objectives and method of evaluation of the dissertation, to monitor progress, and clarify doubts and problems.

### Student activities

Students should select a subject area that interests them for their dissertation and one preferably related to their placements, whenever possible. Students are required to submit a synopsis/outline/index of the work to be carried out to their tutors together with a work plan or schedule of the different stages of development of the same. Once this has all been approved by the tutor, the dissertation project shall be taken to have started.

Students should attend the tutorials established by the tutor for the project. In those cases where the student is on an exchange programme, the tutor and the student shall agree to a

programme and to arrange tutorials in the manner of distance learning. Students shall follow the instructions of their tutors for the preparation of the dissertation. In order to obtain the approval of the tutor and the assessment of the dissertation, students must attend at least three tutorials on the planning, preparation and writing of the Dissertation and submit at least 70% of the text four weeks prior to the submission deadline established for each year. Students are required to deliver a complete draft of their Dissertation, by hand or by post, to their tutor one week prior to the official deadline for presentation of the Dissertation. On the approval of the tutor, students shall submit their dissertations via the University of Valencia online resource application (Sede Electrónica) established for this purpose.

## EVALUATION

### 1. Submission/Presentation

The closing dates for the submission of the Dissertation may be consulted at:  
<http://go.uv.es/Bkzr1hr>

Students have the right to **two calls for presentation**. Students must have **their tutor's approval** in order to submit dissertations for evaluation.

Students seeking a review of their evaluation should submit a reasoned petition for review to the Undergraduate Dissertation Committee whose decision shall be final.

Students shall present one copy of their dissertation on paper to their tutor and submit one copy in electronic format (PDF) on the University of Valencia's online resource application (Sede Electrónica - [entreu.uv.es](http://entreu.uv.es)).

Submission shall be made once the dissertation work has been completed and once the student is in possession of the final dissertation. This process must be performed by ALL students who wish to present their Undergraduate Dissertation.

The submission process is conducted on the university's online resource application (Sede Electrónica - [entreu.uv.es](http://entreu.uv.es)) as follows:

1. Students should identify themselves with their University of Valencia user name and password.
2. All students must be registered for the subject corresponding to the Undergraduate Dissertation.
3. Students shall provide details of their tutor in their applications.
4. Applicants shall attach a document containing their complete dissertation. The maximum file size is restricted to 100MB. This document is obligatory and is required for the evaluation or review of the dissertation. No applications will be accepted that do not contain this document.
5. A receipt of delivery will be issued once the application has been completed.

### **Advance presentation**

Those students who only have to pass a maximum of two subjects, in addition to the UD and work placement, may choose to make advance submission of their dissertations providing they are already enrolled for all subjects. The application for advance submission similarly implies the advancement of all subjects remaining to complete the degree, including the UD and work placement. In this case, students may select one of the following options:

- 1) If the UD has already been completed but could not be submitted, the student shall retain the tutor and submission period up to the last course day of October. In the event that the tutor is no longer available for this academic year, the department shall appoint another tutor for the evaluation of the dissertation.
- 2) If the UD has not been prepared, the student shall once again be assigned among the departments, according to routine procedure. The period for the presentation of the UD shall be the same as the first ordinary call for submissions for the first semester.

In the case of non-presentation or non-completion of the dissertation, the student may only have recourse to one other call for submission within the same academic year, which shall be that of the next ordinary call for submissions established for each degree.

### **2. Evaluation**

Submission of the dissertation on the university's online resource application (Sede Electrónica - [entreu.uv.es](http://entreu.uv.es)) does not guarantee the evaluation of the same. The Secretary of the Faculty of Economics shall verify whether applicants have met the criteria with respect to passed credits. Dissertations cannot be evaluated until this requirement is met. If these



requirements are not met, the dissertation will not be taken to be presented and this will be formally recorded as such by the lecturer/tutor.

The requirements concerning the credits needed to be passed for evaluation of the UD, may be consulted at: <http://go.uv.es/iGQ8MP3>

Once the Undergraduate Dissertation has been submitted to the online resource, the tutor shall proceed to evaluate the same within a maximum period of 15 days. On the conclusion of the same, an evaluation report or card shall be prepared which will then give rise to the final grade reported by each lecturer/tutor on the Official Certificate. The maximum grade that may be awarded by the tutor for the Dissertation is a "Distinction".

The evaluation of the Dissertation shall take into account the following:

**BLOCK 1: PLANNING & WRITING.** Percentage mark 20%. Schedule, Content, Planning

- The student has complied with the minimum submission periods established in the guidelines.
- The student has followed the planning schedule agreed with the Dissertation tutor
- The content submitted within each of the periods complies with that indicated and agreed with the tutor or that stipulated in the UD guidelines.

**BLOCK 2. FORMAL ASPECTS.** Percentage mark 20%. Structure, Format, Interest

- The student has correctly observed all aspects related to the writing and composition of the work (cover page, font and size; index, margins, numbering of pages and sections, length of work; headings and sources of tables, figures and charts; appendices).
- All bibliographical references have been correctly indicated and cited.
- The general appearance and presentation of the work gives the appearance of a completed dissertation.
- The dissertation has the structure of a formal work (introduction and justification, objective, review of literature, hypothesis, methodology, conclusions, references)

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**BLOCK 3. SKILLS ACQUIRED. Percentage mark 30%.**

- The student has shown their ability to identify, search, analyse, use and interpret the sources of information necessary for the writing of the dissertation.
- The student has shown initiative and creativity in the design, preparation and writing of the dissertation (subject proposal, development, use of ICT, etc.).
- The dissertation has been clearly and logically written using adequate language and shows the communication skills of the writer.
- The student has applied the knowledge acquired from the degree subjects and shows interdisciplinary knowledge.

**BLOCK 4. INDICATORS. Percentage mark 30%. Quality, Style, Method**

- The content reflects the degree of depth, accuracy and critical capacity with which the subject matter has been handled.
- The methodology employed is in accordance with the original objectives.
- The work is capable of communicating clear and effective speech.
- A reading of the dissertation reveals that it has all the inherent elements of a quality product.

### **3. Application to the Dissertation Committee**

In order to obtain an "Honourable Mention", students should apply to the Dissertation Committee to make a public defence of their Dissertation, before an Evaluation Panel. Students selecting an Examination Panel and Public Defence of their Undergraduate Dissertations should submit a copy in electronic format via the online application ([entreu.uv.es](http://entreu.uv.es)) and three copies in paper form to the Faculty's Administration Office together with the favourable report of the Dissertation lecturer or tutor.

The departments shall provide the Undergraduate Dissertation Committee the names of tutors, lecturers and assistants forming the dissertation evaluation panels. The panel shall previously establish and announce the place and date of the defence together with any other aspects considered necessary. However, the panel may reject the possibility of oral defence if the work is not considered to meet the required quality standards.

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Students shall make a public defence of their dissertation (by presentation with slides, posters, etc.) in the terms decided by the Dissertation Evaluation Panel. However, the Dissertation Committee recommend that the oral presentation by each student should be between 10 and 20 minutes.

**Important:** If the work is positively appraised, a copy of the work shall be incorporated in electronic format on the institutional repository. For this reason, if students do not want the personal assessment of the degree and their CV to appear of the university repository, they should not include these two parts when making their submission on the University's online resource ([entreu.uv.es](http://entreu.uv.es)). Regardless of whether this is included or not online, the student will have to submit these two parts to their lecturer or tutor and include these in the three copies issued in paper format to each of the members of the panel, as be the case.