

VNIVERSITAT [è%]
E VALÈNCIA Facultat d' Economia



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GUIDE

FINAL DEGREE PROJECT

ACADEMIC YEAR 2021-2022

FIELD: *Compulsory*

YEAR: *Fourth*

COURSE DATA

Subject	Final Degree Project
Field	Compulsory
Type	Compulsory project
Year / Term	Fourth / First or Second
ECTS credits	Consult teaching guide for the FDP of each degree

SUMMARY

The Final Degree Project (FDP) is the last assignment that the student will need to complete to obtain their university degree and, as such, they should apply all the relevant theoretical and practical knowledge they have acquired throughout the degree course. In summary, they must demonstrate that they have acquired the knowledge and skills necessary to meet the challenge of becoming a professional in their field of study.

PREVIOUS KNOWLEDGE

Relevant to other subjects of the degree

Consult the relevant FDP teaching guide for the degree

Other requirements

To be able to enrol on the FDP, the student must meet certain minimum requirements that can be found at the following link: <http://go.uv.es/S6Yzla1>

The amount of credits that a student must have completed in order to be able to submit their FDP can also be found at the following link: <http://go.uv.es/S6Yzla1>

COMPETENCIES

Although there are generic competencies in every degree, some competencies can be more specific and students should refer to the FDP teaching guide for further information.

LEARNING OUTCOMES

Students should refer to the relevant FDP teaching guide for each degree.

CONTENT DESCRIPTION

The FDP contains three parts: the project, a personal evaluation of the degree by the student and a Curriculum Vitae (CV). If the last two parts (evaluation and CV) are handed into the tutor directly they do not need to be submitted via Entreu, the online portal of UV.

1 – The project

Students are referred to the FDP teaching guide of each degree course for information specific to each course.

The project must include **an introductory section, the main body**, and a final part with **conclusions, bibliography and appendices or annexes**. Each part must have its relevant heading and any subdivisions must have a subheading.

The first page of text should be an index or table of contents.

The introduction should consist of a clearly worded reasoning as to why the topic was chosen, a brief overview of the current situation under analysis, the objectives of the FDP, and a statement of the issue or hypothesis to be studied.

The main body of work is the most important section, and the most extensive. It can be made up of one or more parts, chapters or sections. The academic literature must be researched in order to establish a theoretical framework in which to position the issues or hypothesis to be studied, analysed or proposed. It must include an explanation of all sources used: data, surveys, etc. There must be a description of the analytical tools applied: statistical methods, econometric models, mathematical concepts, including graphs and tables considered relevant to the study. In line with the objective of the project, the methodology to follow must be presented, consistent with the objectives and the resources available. The results obtained must be presented accurately and in sufficient detail, with reference to the relevant theoretical framework. The results can be supported with graphics and tables.

Finally, depending on the correlation between the results and the initial hypothesis, the conclusion reached should represent a summary of the FDP.

The bibliography section is essential to provide the reader with an overview of the literature

available on the topic. The list of relevant printed resources should be organised by name of author, alphabetically, with the relevant reference details for any citations made in the text. Additionally, if webpages, interviews or any other references are used, these should be grouped under a section entitled Sources.

Citations always need to be referenced in the text when using an idea of another author or results taken from other studies. In some cases, this may be in the form of a summary, or as a quote which must be written in quotation marks. The citation must include the author/s surname and, in brackets, the year the paper was published. If the citations are long they can be separated from the main body of text as a footnote or at the end of the paper.

The appendices and annexes gather together the resources that supplement the content of the project.

The following font style is recommended: typed with a spacing of 1.5 and Arial font size 11, margins above and below should be 2.5 cm, and left and right margins should be 3 cm.

Recommended Extension: between 30 and 50 pages (between 7,500-12,500 words) (excluding the bibliography, appendices and annexes).

Front Cover: The FDP Committee has prepared a front cover, which can be found at the following link: <http://go.uv.es/S6YzIal>

First page:

(a) Title page: the title of the FDP, including the name of the student, degree, group and email address. The name of the FDP tutor, his/her department and email address.

(b) Summary: the summary of the case study (between 50 and 100 words, including key words) must clarify, concisely, the main objective of the study and any relevant results or conclusions met.

(c) Key words: ideally, this should contain 4 to 6 key words related to the chosen topic of the FDP.

Tables and Graphs: The tables and graphs that appear in the document must be ordered using Arabic numeration, and with short descriptive titles. The data in the tables must be

presented in columns and should exclude all non-significant decimal numbers. At the foot of any table, graph or map the source of information must be stated. If the table or graph shown has been compiled by another author, the name of the author or institution and the year of reference must be cited. If the table or graph has been compiled by the student, the source must indicate “compiled by the author”. The size of the tables and graphs must not be larger than a page. The student must be mindful of the final layout to avoid images, tables and graphs being split between two pages.

Abbreviations and Acronyms: These must be written in full and clearly explained when used for the first time in the text.

Bibliography: For a successful study, the appropriate and necessary bibliography must be used. This bibliography should be compiled from the student’s own research as well as suggestions from his/her tutor. In the text, all bibliographical references must be cited within brackets with the name of the author and the year of publication. The format for the FDP’S bibliographical references should be similar to the following examples:

-Example for referencing books:

Marín Sánchez, C. and Pérez Cabañero, C. (2007): *Foundations of Strategic Marketing*. Delta publications. Madrid.

-Example for referencing articles:

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

-Example for referencing chapters of a book:

Gallego Ménde, M.T. (1997). Social state and the State crisis. In Rafael del Águila (ed.), *Political science manual* (p. 107 – 138). Madrid: Trotta.

-Example for referencing electronic content:

National Institute of Statistics (Spain). *INEbase* [in line]. Madrid: INE. Consulted on the 22nd November 2015, at <http://www.ine.es/inebmenu/indice.htm>

2 – Personal evaluation of the degree

The student should make an assessment of the degree: the personal relevance of the teaching on the course, any areas for improvement and the positive aspects. This assessment should be made in a constructive manner, using a language that is appropriate and respectful.

The length of the evaluation should not exceed 400 words.

3 – Curriculum Vitae

A brief CV outlining the average score of the credits achieved, the level of accredited languages attained, any relevant academic experience abroad and any professional experience gained.

Collaboration and confidentiality

As stated in the Universitat de València's Final Degree Project rules (article 4, points 4 and 5, ACGUV 299/2011), the FDP can be carried out collaboratively with other institutions, organisations or businesses outside of the Universitat de València with whom an agreement has been made. However, in this case, students should check whether any restrictions exist that, for confidentiality reasons, could impede the publication of some of the results from the study.

Intellectual property and responsibility

Once finalised, the FDP belongs to the student who assumes authorship of the study and is the only person responsible for any opinions and judgements arising from its publication.

VOLUME OF WORK

The volume of work on the FDP varies depending on the degree so it is important to refer to the relevant FDP teaching guide for more information.

TEACHING METHODOLOGY

Role of the tutor

The tutor is involved in both the FDP and in the External Work Experience when these are linked. In the FDP, the tutor is responsible for outlining the remit of the FDP and supporting the student in the execution of the project, ensuring the expected outcomes are met as detailed in the academic guide. The tutor is also responsible for completing the final assessment of the FDP.

The tutor should encourage the student to develop an outline/content/index of the project and a plan or timeline of its different development stages. The tutor has the final say as to whether the project proposed by the student is acceptable.

Throughout this process an adequate amount of tutoring sessions should take place. These tutoring sessions can be held in groups, with various students, or one-on-one. The objective of these tutoring sessions is to provide the student with general guidance on content, structure, objectives and FDP assessment methods, to follow progress regularly and to resolve queries and issues.

Student activities

For the FDP, the student should choose a topic of interest, ideally, related to the work experience the student has completed. They must present their outline/content/index of the project and a plan or timeline of the different development stages. Once the tutor has agreed to the project, the student can start.

The student must attend the tutor sessions planned by their project tutor. In the event that the student is on an exchange programme, the tutor and the student will need to agree a calendar schedule and the most appropriate method for keeping in contact.

The student must follow the tutor's instructions whilst completing their FDP. To get the tutor's approval and to be assessed, the student must attend a minimum of 3 tutor sessions on the planning, developing and drafting of the FDP and must have handed in 70% of the written text at least 4 weeks before the FDP submission deadline. Additionally, at least one week prior to the official FDP submission deadline, the student must submit their final draft

to their tutor, either in person or by email. Once the tutor has approved it, the student will then be able to hand in their finalised FDP through the submission system available on the online portal of the Universitat de València (entreu.uv.es).

At the start of each term, and not before, it is the student's responsibility to follow up with their tutor if the tutor has not made contact.

EVALUATION

1. Submission/Presentation

Check the submission dates for the FDP at the following link: <http://go.uv.es/S6Yzla>

The student has a right to **two evaluations**. To be able to present the FDP for evaluation, the student must first receive **approval from their tutor**.

In the event that the student disagrees with the evaluation, the student can take the matter to the FDP Committee to resolve the issue.

The student must submit a paper copy of the project to their tutor and an electronic copy (PDF) via the UV online portal (entreu.uv.es).

Once all degree work has been completed, the student can present their Final Degree Project. This process is for ALL students who present an FDP.

The procedure is initiated by the student through the UV online portal (entreu.uv.es) in the following manner:

1. The student must identify themselves by their Universitat de València username and password.
2. The student must be enrolled in a degree course relevant to their FDP.
3. The student must include their tutor's contact details in their application.
4. The student must enclose a document file containing the full Final Degree Project with the application for evaluation. The maximum file size is limited, although the permitted size should be sufficient (100MB). This document file is obligatory as this is used for the evaluation or in the event that the final FDP grade is contested. The application will not be acceptable without the FDP file.

5. Once the application has been completed the student will receive a document as proof of receipt.

Early evaluation

Those students that need to pass a maximum of two subjects in order to gain their degree, plus the FDP and the external work experience, will be able to opt for an earlier evaluation if they have already been enrolled previously.

If the FDP was completed previously but not submitted at that time, the student will retain the same tutor, as long as the tutor has provided a **signed authorisation form** that confirms this agreement. This authorisation can be downloaded from the FDP website and must be submitted before the 20th of September, along with the application for the early evaluation. In this case, the FDP submission period will end on the last working day of October. In the event that the tutor is not available throughout that academic year, the department will reassign another tutor who will be in charge of the evaluation. In the event that the FDP is not presented or does not pass, the student will only have one chance of evaluation remaining in that same academic year, which will be at the next evaluation date for each degree.

If the FDP was not submitted in the previous academic year and/or the tutor does not authorise the application for an early evaluation, the student will be **assigned** to another department through the normal procedure. The period for presenting the FDP will be the same for the FDP of the first term.

2. Evaluation

Submitting the FDP via the online portal ENTREU does not guarantee its evaluation. For the FDP to be evaluated, the student must have first completed the required credits. The Secretariat of the Facultat d'Economia will check whether the required credits have been achieved. Until this has been confirmed the FDP will not be evaluated. If the requirements are not met, the FDP will be marked as not submitted and this will be noted by the tutor on the official records.

The requirements in relation to credits completed in order for the FDP to be assessed can be checked here: <http://go.uv.es/S6Yzla1>

Once the FDP has been submitted via the online classroom, the tutor can grade it as soon as they have received an email from secretariat confirming that the evaluation can proceed.

It is recommended that the evaluation be carried out using an assessment sheet which is available on the website in the tutor resource section. This provides a numerical score that each tutor can then transfer to the official records. The maximum grade that a tutor can give is an Outstanding and there is no maximum limit on the numerical score.

Points that will be considered when evaluating the FDP:

BLOCK 1. PLANNING AND EXECUTION. Weight 20%. Schedule, Content, Plan.

- The minimum amount of submission deadlines have been met, as specified in the teaching guide.
- The schedule agreed with the FDP tutor has been adhered to.
- The content handed in for each of the deadlines is in line with that agreed with the tutor or with the requirements outlined in the teaching guide.

BLOCK 2. FORMAL ASPECTS. Weight 20%. Structure, Formats, Interest.

- The correct format has been used in the wording and structure of the work (front cover, font type and size; index, margins, page numbers and sections, length of the project; title and citations of tables, graphs and figures; annexes).
- The bibliographical references mentioned are correctly noted and cited.
- The general appearance and presentation of the project gives the sense of a comprehensive piece of work.
- The project has a formal structure (introduction and rationale, objective, review of the literature, hypothesis, methodology, conclusions and bibliography).

BLOCK 3. COMPETENCIES ACQUIRED. Weight 30%

- The student demonstrates his/her ability to identify, research, analyse, use and interpret information sources needed in order to complete the FDP.

- The student demonstrates they have initiative, entrepreneurial skills, and creativity in the design, compilation and execution of the project (proposal of the topic, process, use of information and communication technologies, etc.).
- The project has clear and logical wording with a vocabulary that demonstrates the writer's communication skills.
- The FDP reflects the application of the knowledge acquired throughout the subjects taken on the course and demonstrates crossover between different areas of knowledge.

BLOCK 4. INDICATIONS. Weight 30%. Quality, Style, Methodology.

- The content reflects the degree of comprehension, rigour and critical thinking given to the topic in hand.
- The methodology implemented is in line with the set objectives.
- The project reads well and has a clear and effective discourse.
- The overall presentation, content and style is of a standard appropriate for an FDP.

Important

All facts and ideas taken from another author must be referenced. Failure to do so is plagiarism, and will mean an immediate fail of the FDP module as stated in Article 15 of the evaluation and grading regulation of the Universitat de València for both undergraduate and postgraduate degrees: *"In the event of identifying plagiarism during the evaluation of a student's work, the grade will be given as zero, without prejudice to the disciplinary action that may follow and the appropriate penalty in accordance with current legislation"*. Further information related to this can be found at the library of Social Sciences "Grehori Maian" by following this link: https://www.uv.es/cibisoc/privado/avanzado/42_el_plagio.html

3 - Request for Review Tribunal

To be able to opt for a Distinction, the students must first make a request to the FDP Committee for the opportunity to publicly defend their FDP in front of an FDP Review Tribunal. This request must be approved by their tutor and can be made before the tutor has officially graded the FDP.

The student that requests a Review Tribunal will need to upload their FDP (in PDF format) to the online portal (entreu.uv.es) AND send an email from their “alumni” account to tfgeconomia@uv.es, along with the following documents:

- i. A PDF copy of their final project.
- ii. A completed application form that can be found on the FDP page on the FdE website.
- iii. A report written by their tutor listing the reasons why they believe the project is deserving of a Distinction. This is available on the FDP page on the FdE website.

The FDP committee will select, either at random or based on specific criteria, lecturers, tutors, department heads or deputies to make up the Review Tribunal. The Tribunal will decide and announce, in advance, the date and place of the review, and any other relevant details.

The student must publicly defend the FDP (through a presentation with slides, a poster, etc.) following the terms decided by the FDP Review Tribunal. Each Tribunal has the final say in the criteria used for deciding whether to award, or not, a Distinction to the student. However, the FDP Committee recommends that each student’s oral presentation should last about 10 minutes and take into consideration the following criteria:

Formal aspects:

- The correct formatting has been used in the writing and structure of the project.
- The bibliographic references mentioned must be correctly noted and cited.
- The project has a structure appropriate for an academic project.

Content of the project:

- The content of the project must reflect a full understanding of the topic.
- The content of the project reflects a high level of comprehension, rigour and capacity of critical thinking.
- The methodology implemented is in line with the objectives set.
- The figures and tables are well presented, clear, and aid in the understanding of the topic.

Presentation:

- To select appropriate content for the presentation and demonstrate a full understanding of the topic.
- The presentation is well structured and is clear and intelligible.
- The use of a clear and attractive format i.e., powerpoint, handouts, to support the presentation.

- Adequate use of figures and tables to enhance understanding of the topic.
- An explanation of each of the slides rather than simply reading the text.

Defence:

- Give concise answers to questions raised by members of the Tribunal.
- Show understanding of the topic and the capacity for critical thinking and reasoning.

Important: When the outcome of the evaluation of the FDP project is in favour of the upgrade, a copy of the digital version will be added to the institutional archive. For this reason, if the student does not want their personal evaluation or CV to be on the institutional archive, they must not include these two documents when they make the submission via the online portal (entreu.uv.es). Regardless of whether they are included or not, the student will need to submit these two documents to their tutor and also to the Review Tribunal.