

Academic Year: (2019 / 2020)

Review date: 30-04-2019

Department assigned to the subject: Department of Business Administration, Department of Statistics

Coordinating teacher: ESPINOSA DIAZ, ANA

Type: Bachelor Thesis ECTS Credits : 12.0

Year : 6 Semester :

STUDENTS ARE EXPECTED TO HAVE COMPLETED

The requirements to enroll in the Bachelor Thesis (BT) are established by the university regulations. Only those students who enroll in all the pending courses for finishing their studies, can register for the thesis.

COMPETENCES AND SKILLS THAT WILL BE ACQUIRED AND LEARNING RESULTS.

The Students must develop and show their competence in the following skills:

- Knowledge of Business Administration
- Knowledge of instrumental disciplines
- Written communication skills
- Oral communication skills
- Collect and analyze relevant information
- Use of knowledge for solving practical problems
- Ethical skills

DESCRIPTION OF CONTENTS: PROGRAMME

The students will have assigned a personal tutor to supervise their Bachelor Thesis. There are two ways to organize the relationship with the tutor. The subject can be structured in two alternative modalities:

A) GENERAL MODALITY: The students are organized in class groups analogously to any other subjects (enrolment, class, intranet...). Each group is linked to a specific field of knowledge, with a specialized tutor in that area. Students joining a group implicitly accept to develop a Bachelor Thesis in that particular area. The student will propose a particular topic to the tutor, who must authorize the project. The maximum number of students per class is determined by the Bachelor direction, according to the university rules. If for one class the demand exceeds the supply, the assignment will be based on students' previous academic records.

B) SPECIFIC MODALITY: This is a specific subject work to be done by a student under the supervision of one tenured professor of the university. The students wishing to work on this type of mode should request the professor for the acceptance to supervise their work beforehand. Then, candidate students must submit to the general coordinator of this subject an application form signed by the professor who accepts to supervise his bachelor thesis, for consideration and approval. After this step, students must enroll in the group of "Specific Mode". This group consists of all the students who are going to work on the thesis according to the specific mode and the administrative organization of the group is similar to any other undergraduate courses.

LEARNING ACTIVITIES AND METHODOLOGY

The teaching-learning method will be tutorial. The tutor is the advisor who guides the students of the best options to choose throughout the thesis development process. A possible process for this type of work can be the following:

1. Once the student identifies an interesting topic, he/she presents the idea to the tutor who has to authorize the student selection. The tutor will guide the students during the different steps of the process.
2. The student will gather all the necessary information to solve the problem analyzing the information in deep. Based on this analysis, students must develop the main ideas and conclusions.
3. The student will prepare a thesis document showing the content of his work. This is to justify,

demonstrate and convince in the most effective way possible, the validity of the methodology, the results and the possible formulated proposals.

4. The student will present and defend the thesis proposal in front of a panel of professors.

ASSESSMENT SYSTEM

The thesis will be defended in public sessions in front of a committee. This committee consists of two professors specialized in the areas of knowledge involved in the thesis. The grade of the thesis is given by the committee based on its evaluation of the work presented, the report from the tutor and on the thesis defense of the student. The evaluation is made with a form (matrix) which assesses different skills of the student.

There are two thesis defense periods. The first is in January and the second is in June. The students can defend the thesis only if they do not have any suspended credits, except those who cannot finish because of external works. That is:

During the first and second period, theses can only be defended by the students who do not have any suspended credits in January and June, except those who have not finished the courses because of external works.

Those students, who have registered in the course and do not meet this requirement at the end of the academic year, can dispense the exam. They must do the thesis presentation and defense in the next course or in the next defense period.

The students can also choose the free dispensation.

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% end-of-term-examination:	0
% of continuous assessment (assignments, laboratory, practicals...):	100