

Academic Year: ( 2024 / 2025 )

Review date: 17-04-2024

Department assigned to the subject: Business Administration Department

Coordinating teacher: STIRPE , LUIGI

Type: Bachelor Thesis ECTS Credits : 6.0

Year : 5 Semester :

## REQUIREMENTS (SUBJECTS THAT ARE ASSUMED TO BE KNOWN)

The enrollment requirements for the Bachelor's thesis (Trabajo de Fin de grado - TFG) are established in the University's regulations. Only students who enroll in all pending subjects to complete their studies may enroll.

## OBJECTIVES

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

- 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

For the elaboration of the TFG, students can count on a personal tutor. The TFG is structured into two modalities, from which the student will choose:

A) GENERAL MODALITY: Students organized administratively in a similar way to any other undergraduate subject (enrollment, group in global classroom, etc.). The different groups will be associated with some thematic area, with a specialized tutor in the specific area. The student, when enrolling in one of these groups, implicitly accepts to develop a work within the area. It will be the student who proposes the specific topic of the work, which must be authorized by the tutor. The maximum number of places in each of these groups will be determined by the degree management according to the university's regulations. The preference criterion for assignment to the group will be the academic record of the student.

B) SPECIFIC MODALITY: This is a specific thematic work to be carried out by a single student under the supervision of a permanent university professor. Students who wish to carry out this type of modality must first contact the professor they would like to act as their tutor. If the professor accepts, the student must submit to the subject coordinator the request for the specific work signed by the tutor professor accepting the supervision of the student's TFG for consideration and approval. For academic management purposes, students will enroll in the "Specific Modality" group of their respective degree.

## LEARNING ACTIVITIES AND METHODOLOGY

The teaching-learning methodology will be tutoring. In this methodology, the tutor will act as an advisor guiding the student on the best alternatives to choose throughout the development of the TFG. A possible process to carry out this type of work could be as follows:

1. Once the student has identified a specific topic for the thesis, the approach to be given to the thesis, as well as the type of conclusions to be reached, the student will present his/her ideas to the tutor. If the tutor accepts the student's idea, the student must follow the tutor's advice and guidance.

2. In a first phase, the student must obtain and analyze all the necessary sources of information to define the problem under analysis and generate the relevant databases keeping in mind the objectives set. As a result of the information analysis, and the student's reflective work, the main conclusions of the work should gradually emerge.

3. The student will draft the report through a document in which he/she will present the content of his/her work. It is about justifying, demonstrating, and convincing as clearly and effectively as possible, the validity of the methodology, the results, and the possible proposals formulated.

Following the guidelines set for the university for this academic year, the tutoring sessions will be conducted online.

Students should not use artificial intelligence tools to carry out the TFG. In the event that the use of AI by the student gives rise to academic fraud by falsifying the work required to accredit academic performance, the Regulation of the University Carlos III of Madrid of partial development of the Law 3/2022, of February 24th, of University Coexistence, will be applied.

## ASSESSMENT SYSTEM

The TFG will be submitted through the Turnitin tool within Sigma. Once submitted, the tutor will evaluate the quality of the work done by the student, which accounts for 30% of the final grade. Subsequently, the student will orally defend their TFG before an evaluation committee that will award the remaining 70% of the final grade. The tutor and the tribunal evaluate different dimensions of the TFG.

There are two submission periods for the TFG. The first one is in January and the second one is in June. Only those students who have completed 85% of the ECTS credits of their degree can defend the TFG.

Students who have enrolled in the subject but do not meet this requirement at the end of the academic year may opt to postpone the assessment, and they must submit the TFG in the following academic year or, if applicable, in the next submission period corresponding to their degree.

Students may also choose the exemption (*¿libre dispensa¿*).

The University uses the Turnitin Feedback Studio program within Sigma for the submission of student papers. This program compares the originality of the work submitted by each student with millions of electronic resources and detects any copied and pasted text.