

Academic Year/course: 2021/22

29034 - Undergraduate Dissertation

Syllabus Information

Academic Year: 2021/22

Subject: 29034 - Trabajo fin de Grado

Faculty / School: 228 - Facultad de Empresa y Gestión Pública

Degree: 429 - Degree in Public Management and Administration

ECTS: 6.0

Year: 4

Semester: Indeterminado

Subject Type: End of Grade Dissertation

Module:

1. General information

2. Learning goals

3. Assessment (1st and 2nd call)

4. Methodology, learning tasks, syllabus and resources

4.1. Methodological overview

The learning process that has been designed for this subject is based on the following:

In the learning process, teaching methodologies will be used that allow the involvement of the student in the learning process and allow the faculty to warn the problems and doubts that may arise throughout the realization of the final degree project.

The teaching methodologies, both for face-to-face and distance students, are the following:

1. Tutoring sessions for the realization of a report or project of Final Degree Project, in which the knowledge, skills, aptitudes and attitudes acquired by the student throughout the degree are shown.

- Each student will choose the TFG model and the topic according to the offer made by the center. This offer will be updated every year.
- Individualized tutorials: the student will have at least 5 hours of individualized tutoring with the tutoring professor where he/she will be oriented and will follow up the final project.
- Individual work: the student carries out the work individually.

4.2. Learning tasks

The program offered to the student to help him/her achieve the expected results comprises the following training activities:

Training activities for face-to-face and distance students.

Training activities for autonomous work. Includes:

- Completion of the Final Degree Project.
- Completion of the exams or evaluation tests in person or by videoconference.

4.3. Syllabus

Each student will choose a topic for his/her dissertation from one of the available research lines.

4.4. Course planning and calendar

The Final Degree Project is compulsory for all students of the degree in Management and Public Administration. Its objective is to deepen in topics related to the different areas of the degree integrating the knowledge, specific competences, transversal competences and skills acquired throughout the study plan and applying them to the treatment of the model and topic of the final thesis.

The planning of the training activities is as follows:

Training activities for on-site and distance learners	Nº Hours	% Presenciality
2.g. Autonomous work training activities: completion of the Final Degree Project	145	0
2.e. Autonomous work training activities: taking exams or evaluation tests in person or by videoconference	5	100/0

1. Selection of tutor and line

The list of proposed lines offered for each course will be made public through the Center's web page. Students enrolled in the course must follow the procedure established in the center's regulations, available on the center's web page, to select a line.

2. Deposit of the work

The student must follow the following steps to make the deposit:

a. Deliver the thesis to its director/s, at least 15 calendar days before the beginning of the deposit deadline (the deposit and defense deadlines are published on the website of the center), and fill out the deposit form in which the signature of the director/s must be included.

b. Make the electronic deposit of the TFG in DEPOSITA (<https://deposita.unizar.es/>).

c. The deposit will be effective when the student presents the deposit form at the secretary's office, with the signature of the director(s) of the work, together with a copy of the e-mail confirming that the electronic deposit has been made, and the hard copies of the Report established by the regulations of the center.

Once deposited, the work may not be modified in any way by the author/s and/or director/s of the work.

3. Defense of the work

The student will be able to defend the Final Project when he/she has to pass, in addition to the Final Project, a maximum of 12 ECTS credits.