

29034 - Undergraduate Dissertation

Syllabus Information

Academic year: 2023/24

Subject: 29034 - Undergraduate Dissertation

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

The Final Degree Project (hereinafter, DFP) is mandatory for all students of the degree in Management and Public Administration. Its goal is to deepen in topics related to the different areas of the degree integrating knowledge, specific competencies, general competencies and skills acquired throughout the curriculum and applying them to the treatment of the model and topic of the final thesis.

In any case, the DFP will be materialized in a report or project in written form that will be accompanied, if necessary, by the material deemed appropriate.

These approaches and goals are aligned with the following Sustainable Development Goals (SDGs) of the United Nations Agenda 2030 (<https://www.un.org/sustainabledevelopment/es/>), in such a way that the acquisition of the learning results of the subject provides training and competence to contribute to some extent to their achievement: Goals 1-17 (the completion of the DFP can include disciplines and subjects related to all SDGs).

2. Learning results

1. To be able to demonstrate the integration of the disciplinary competences linked to the Degree in Business Administration and Management and that have been developed up to the moment of elaboration of the TFG.
2. To be capable of an appropriate handling of the terminology and sufficient knowledge of the issues raised in the disciplines related to the study of Business Administration and Management.
3. Be able to deepen and specialize in an area of interest.
4. To be able to make effective use of the specialized bibliography.
5. Becoming familiar with research procedures: documentary research, data collection, analysis and interpretation and writing a final paper.
6. Be able to orally defend the arguments of the work done.
7. Be able to perform, under his responsibility, a job that allows him to prove that his work capacity is at the level required of a professional capable of integrating into the labor market.

3. Syllabus

INDICATIONS FOR THE COMPLETION OF THE FINAL THESIS

These indications constitute a guide about the characteristics, content and formal aspects of the Final Project.

1. STRUCTURE

The work must be paginated and follow the structure below:

- Paginated table of contents.
- Presentation/Introduction of the work.
- Development (subdivided into sections/chapters)
- Conclusions.

- Bibliography.

2. FORMAT

Margins:

- Left: 3 cm.
- Right: 3 cm.
- Superior: 2.5 cm.
- Lower 2.5 cm.

Interlinear space: 1,5

Space before paragraph: 6 points.

Typeface: Times New Roman 12.

3. EXTENSION

The length of the DFP will be between a minimum of 25 pages and a maximum of 50 pages, bibliography and annexes apart. The length of the annexes may not exceed 30 pages.

4. CONTENTS

4.1. Home page

The cover page must be presented in the format indicated in the model cover page for the end of degree, which can be found at the following address [following address http://biblioteca.unizar.es/servicios/deposito-tfgtfm](http://biblioteca.unizar.es/servicios/deposito-tfgtfm) indicating the Title of the work, the Degree to which it is linked, the Director/s of the DFP.

4.2. Information and summary

On the page following the title page you must include: Author of the work, Director of the work, Title of the work (in Spanish and English), Degree to which it is related.

In addition, on the same page, a summary of the work of about 200 words (approximately half a page) must be presented in Spanish and in any of the languages offered in the Degree.

4.3. Paginated table of contents

The table of contents should reflect the contents of the report with an adequate structuring of the same in chapters (and sections, sub-sections...), duly numbered. The corresponding number of the page on which each section and sub-section begins must be indicated.

4.4. Presentation/Introduction of the work

In this section (in the same section or in different sub-sections) it is necessary to:

- Present the work and make a justification of the same. That is, give a clear idea of the topic of study and explain by what is considered relevant.
- Indicate the general and specific objectives to be achieved.
- Explain its significance. That is, public, university, business or labor applications and utility.
- Briefly describe the content or parts of the work.

4.5. Development

Here, as the name suggests, the work itself must be developed. It can be presented in several chapters, sections or sub-sections.

For example, in the case of a research paper:

Chapter I. Introduction (corresponds to the presentation/introduction, defined in the previous section)

Chapter II. Theoretical Framework (with different sections): Definitions and typologies, advantages and disadvantages, comparatives, current situation,..

Chapter III. Contextualization (with different sections): Similar projects underway, previous results, Chapter IV. Research work (with different sections): sources of information used, data collection methodology, sample selection, empirical study

Chapter V. Conclusions (corresponds to the following section).

4.6. Conclusions

In this section, general and specific conclusions should be presented. In addition, it should be explained whether the conclusions are consistent with the initially stated goals and whether they justify the work carried out.

It is important to re-emphasize the importance of the study. In other words, explain the public, business or university utility of the results obtained.

The main limitations encountered in carrying out the study should be highlighted.

4.7. Bibliographic citations and bibliography

The bibliography will be presented at the end of each paper, properly citing all sources used. This will include books, journals, conference proceedings, web pages, etc.

There is no universal way to indicate bibliographic references. RECOMMENDED:

- For book: LAST NAME, INITIAL FIRST NAME (year): Title in italics. Publisher, City.
- For magazine article: LAST NAME, INITIAL FIRST NAME (year): Article title in quotation marks.
- Journal name in italics, Vol. x, No. x, pages x-y.
- For webgraphy: LAST NAME, FIRST NAME INITIAL. Title [media type]. Edition. Place of publication, date of update/revision. [Date of consultation x].

4.8. Tables, charts, figures and graphs

It is recommended that the tables, charts, figures and graphs of the dissertation be numbered according to the double numbering system (first number for the chapter/heading and second number for the order number within the chapter/heading).

Example: Table 3.5: Distribution according to the sex of the participants (corresponds to the fifth table in chapter/epigraph third).

Example: Figure 3.2: Evaluation model used (corresponds to the second figure in chapter/epigraph three).

4.9. Annexes

As annexes (I, II, III, IV,...) should be included:

- Survey or questionnaire used in the study, if applicable.
- Supplementary information that may help to understand the study, but is not vital. etc.

Annexes should also be referenced in the table of contents, after the bibliography.

When you wish to suggest to the reader additional information with the annexes, this should be indicated in the text itself (see annex x).

4. Academic activities

The planning of the training activities, both for virtual and on-site students, is as follows:

- i. Training activities of autonomous work: completion of the Degree Final Project: 145 hours.
- ii. Autonomous work training activities: taking the exams or evaluation tests in person or by videoconference: 5 hours.

The selection of tutor and line, deposit and defense of the final thesis will be carried out in accordance with the regulations of the center (<https://fegp.unizar.es/tfg-gap>).

5. Assessment system

A. Evaluation of the work The evaluation of the Degree Final Project, both for virtual and face-to-face students, consists of two parts two [parts:i](#). Report of the academic tutor/Project or memory of the Degree Final Project, which represents 80% of the grade.ii.

Defense of the Final Degree Project in person or by videoconference, which represents the remaining 20% of the grade.

B. Working memory

The DFP will be materialized in a report or project in written form in Spanish that will be accompanied, if necessary, by material deemed appropriate. The content, format and length of the report shall be in accordance with the indications given at the end of this evaluation section.

C. Defense of the work

The defence of the Degree Final Project will be carried out in accordance with the corresponding regulations published on the Faculty's website. Thus, the defence of the DFP will be carried out before the director or directors within the periods that the Faculty establishes for this purpose. Only if the student wants to achieve the qualitative qualification of Honors, he/she will have to defend publicly the DFP before the corresponding evaluation panel. The presentation will have a maximum duration of fifteen minutes, which may be followed by a discussion with the members of the tribunal on your public presentation, the contents of the DFP and the quality of the written presentation. In the case of the defense before the tribunal, the latter will consider the report of the director or directors as a guiding element in the evaluation of the DFP.

Once the defense has been completed, the director(s) or, as the case may be, the tribunal will issue the grades, which will be made public.

In the event that the grade is lower than five, the director(s) will point out the defects, indicating the modifications that will need to be made to the work in order to carry out a new defense of the same. The procedure established in the current regulations of

the University of Zaragoza will be followed for any possible claims to the grade.

D. Evaluation Criteria

The evaluation criteria for passing the TFG are as follows:

1. CONTENT OF THE PAPER (maximum 8 points). The following elements will be assessed:

- 1.1. Approach, justification and objectives of the work (maximum 2 points).
- 1.2. Scientific-technical content (maximum 4 points).
- 1.3. Discussion of results and conclusions (maximum 2 points).

2. PRESENTATION AND DEFENSE OF THE PAPER (Maximum 2 points). The following elements will be assessed:

- 2.1. Presentation and public exhibition (maximum 1 point).
- 2.2- Discussion of the work and answers to the questions posed (maximum 1 point).

In those cases in which the student carries out irregular practices in the realization of the DFP or in the evaluation tests (e.g.: plagiarism, or use of Artificial Intelligence tools for the creation of content not developed by him/herself), the provisions of Article 30 of the Rules of Learning Assessment Standards of the University of Zaragoza (Agreement of December 22, 2010 of the Governing Council) will be taken into account. To verify this, will arbitrate the appropriate procedures to ensure that the student's own contribution exceeds 80% of the final content of the DFP deposited.

In order to facilitate and objectify the evaluation of the DFP, an evaluation rubric may be used, which will be published in the web pages of the centers that agree to use it websites of the centers that agree to use it.

The identification, integration and linking of the theoretical and practical concepts of the DFP and its argumentation with the broad concept of sustainability (economic, social and environmental) defined by the 2030 Agenda, through its goals and targets will be favourably assessed in the correction.