

Academic Year/course: 2024/25

## 29034 - Undergraduate Dissertation

### Syllabus Information

**Academic year:** 2024/25

**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, TFG) is compulsory for all students of the Bachelor's Degree in Public Management and Administration. Its objective is to study subjects related to the different areas of the degree by integrating the knowledge, specific competences, general competences and skills acquired throughout the study plan and applying them to the treatment of the model and subject of the final dissertation. In any case, the TFG will be materialised in a written report or project that will be accompanied, if necessary, by the material deemed appropriate.

The learning outcomes of the subject provide training and competence to contribute to some extent to their achievement: Objectives 1-17 (the completion of the TFG may include disciplines and subjects related to all the SDGs: <https://www.un.org/sustainabledevelopment/es/>).

### 2. Learning results

1. Be able to demonstrate the integration of the disciplinary competences linked to the Degree in Public Management and Administration and which have been developed up to the time of preparation of the dissertation.
2. Be capable of appropriate handling of terminology and sufficient knowledge of the issues raised in the disciplines linked to the study of Public Management and Administration.
3. Be able to study in depth and specialise in an area of interest.
4. Be able to make effective use of specialised bibliography.
5. Be 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 carried out.
7. Be able to carry out, under their own responsibility, work that allows them to prove that their work capacity is at the level required of a professional capable of integrating into the labour market.

### 3. Syllabus

#### **INDICATIONS FOR THE COMPLETION OF THE FINAL DEGREE PROJECT**

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

##### **1. STRUCTURE**

The thesis must be paginated and structured around the following sections:

- 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.
- Top: 2.5 cm.
- Bottom: 2.5 cm.

Line spacing: 1.5

Space before paragraph: 6 points.

Font: Times New Roman 12.

### **3. EXTENSION**

The length of the TFG 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. Title page**

The cover page must be presented in the format indicated in the model final dissertation cover page which can be found at the following address <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 TFG.

#### **4.2. Information and summary**

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

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 content of the report with an appropriate structure in chapters (and sections, sub-sections...), duly numbered. The corresponding number of the page on which each section and sub-section begins should be indicated.

#### **4.4. Presentation/Introduction of the work**

In this section (in the same section or in different sub-sections) the following must be included:

Present the work and provide a justification for it. In other words, give a clear idea of the topic of study and explain why it is considered relevant.

Indicate the general and specific objectives to be achieved.

Explain its transcendence. That is to say, public, university, business or employment applications and usefulness.

Briefly describe the content or parts of the work.

#### **4.5. Development**

Here, as its name indicates, 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. Contextualisation (with different sections): Similar projects already underway, previous results,

Chapter IV. Research work (with different sections): sources of information used, data collection methodology, selection of the sample, empirical study ....

Chapter V. Conclusions (corresponds to the next 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 objectives and whether they justify the work carried out.

It is important to re-emphasise the significance of the study. In other words, the public, business or university utility of the results obtained should be explained.

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

#### **4.7. Bibliographical citations and bibliography**

The bibliography should be presented at the end of each Paper, adequately citing all the sources used. Books, journals, conference proceedings, web pages, etc. should be included.

There is no universal way to indicate bibliographical references. IT IS RECOMMENDED:

For books: SURNAME, INITIAL NAME (year): Title in italics. Publisher, City.

For journal articles: SURNAME, INITIAL NAME (year): Title of the article in inverted commas.

Name of the journal in italics, Vol. x, No. x, pages x-y.

For webgraphy: SURNAME, INITIAL FIRST NAME. 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 tables, charts, figures and graphs in 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: Gender distribution of participants (corresponds to the fifth table of chapter/heading three).

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

#### **4.9. Annexes**

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

Survey or questionnaire used in the study, if applicable.

Complementary 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 want to suggest to the reader further 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 face-to-face students, is as follows:

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

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

#### 5. Assessment system

##### A. Assessment of the project

The assessment of the Final Degree Project, both for virtual and face-to-face students, consists of two parts:

- i. Report from the academic tutor/Project or report on the Final Degree Project, which accounts for 80% of the grade.
- ii. Defence of the Final Degree Project in person or by videoconference, which accounts for the remaining 20% of the grade.

##### B. Report of the work

The dissertation will take the form of a written report or project in Spanish, which will be accompanied, if necessary, by the material deemed appropriate. The content, format and length of the report will be in accordance with the indications given at the end of this assessment section.

##### C. Defence of the thesis

The defence of the Final Degree Project will be carried out in accordance with the corresponding regulations published on the Faculty's website. Thus, the defence of the TFG will be carried out before the director(s) within the periods established by the Faculty for this purpose. Only if the student wants to achieve the qualitative qualification of Honours, he/she will have to defend the TFG publicly before the corresponding evaluation panel. The presentation will have a maximum duration of fifteen minutes, which may be followed by a debate with the members of the panel on the public presentation, the contents of the TFG and the quality of the oral presentation. In the case of the defence before the examining board, the latter will consider the report of the director(s) as a guiding element in the assessment of the dissertation.

Once the defence has been completed, the director(s) or, where appropriate, the examining board will issue the marks, which will be made public. In the event that the mark is lower than five, the director(s) will point out the defects, indicating the modifications that must be made to the work in order to carry out a new defence. The procedure established in the current regulations of the University of Zaragoza will be followed for any possible claims to the grade.

##### D. Assessment criteria

The assessment criteria for passing the TFG are as follows:

##### 1. CONTENT OF THE WORK (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 the results and conclusions (maximum 2 points).

##### 2. PRESENTATION AND DEFENCE OF THE WORK (maximum 2 points). The following elements will be assessed:

- 2.1. Presentation and public exposition (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 TFG or in the assessment tests (e.g. plagiarism, or use of Artificial Intelligence tools for the creation of content not created by him/herself), the provisions of article 30 of the University of Zaragoza Learning Assessment Regulations (Agreement of 22 December 2010 of the Governing Council) will be taken into account. In order to verify this, the appropriate procedures will be used to ensure that the student's own contribution exceeds 80% of the final content of the submitted dissertation.

In order to facilitate and objectify the assessment of the TFG, an assessment rubric may be used, which will be published on the websites of the centres that agree to use it.

The identification, integration and linking of the theoretical and practical concepts of the TFG 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.

#### 6. Sustainable Development Goals

- 4 - Quality Education
- 16 - Peace, Justice and Strong Institutions
- 17 - Partnerships for the Goals