

FINAL DEGREE PROJECT REGULATION

SCHOOL OF BUSINESS AND ECONOMICS
2019-2020 ACADEMIC YEAR



CEU
*Universidad
San Pablo*

1. INTRODUCTION: GENERAL CONSIDERATIONS

The Final Degree Project is a report or study carried out individually by the student under the direction of a tutor. It integrates and develops the received training content, skills, competences and abilities acquired during the Degree.

It is for this reason that both, the subject as well as the format and extension of the work must be adapted to the professional criteria of the current labour market. For that reason, each Area of Knowledge will decide the extension and the general subject that is offered, trying to respect the orientations marked from the Faculty (extension between 30 and 40 pages, annex and graphs apart).

The offer of Final Degree Project carried out by each of the Areas of knowledge of the different Departments will be available to students through the website.

2. ROLE OF THE SUPERVISOR-TUTOR

All FDPs will be conducted under the supervision of an academic tutor, appointed by the Department, who will act as the director of the FDP. The functions of the tutor will be to supervise the student in making decisions that affect the structure of the work, methodology, treatment of topics, correct presentation and bibliographic orientation, facilitate the management and, when appropriate, the evaluation of the FDP.

Preferably, all teachers with permanent ties to the University will act as tutors, regardless of their dedication, as well as teachers without permanent ties whose dedication is full-time, belonging to one of the Departments that teach in the corresponding Degree.

The Department the tutor belongs to will be responsible for his replacement, temporary or permanent, when there are cases of prolonged absence or the end of the hiring of that professor with San Pablo-CEU University.

At the end of the academic year, the teacher-tutor must complete an assessment report. The date will be determined by the Dean's Office of the Faculty and adjusted to the established criteria, which includes the student's compliance with the time plan, work carried out, objectives met by the student and, in short, an overall assessment of the FDP.

Although this evaluation report will have no weight in the final grade of the work, it will be sent to the members of the tribunal in charge of evaluating the FDP for their knowledge and orientation.

3. REGISTRATION REQUIREMENTS

In order students to be able to enrol in the Final Degree Project, they must be able to complete the degree in that academic year and, therefore, be enrolled in all degree credits.

4. PROCEEDING FOR CHOOSING SUPERVISOR AND TOPIC

FOR STUDENTS WITHOUT INTERNATIONAL MOBILITY

Students enrolled in the Final Degree Project will choose the topic of the work according to the places offered by the Departments, using as a scale for this assignment purpose the **academic record** of the student in their degree studies. In addition to this objective criterion, those students who do not comply with the regulations established by the Faculty and who have been the object of a warning or a sanction will be penalized. The seriousness of such faults will mark the numerical penalty and, therefore, the loss of positions in the classification. Likewise, the positive evaluations obtained by students on the occasion of their attendance at academic and professional events of the Faculty, participation in student competitions of an academic or professional nature, prizes obtained, solidarity and cooperation or voluntary activities, entrepreneurial activities, outstanding behaviour and any other positive factor considered worthy of such recognition, will be also considered.

For the project assignment, students will be called according to the obtained place in their corresponding degree (see date and place on the School website). The choice of topic and teacher-tutor is personal. However, if, for a justified reason, a student cannot attend the call, he or she must be represented. In this case, the representative must provide proof of the cession of representation. Failure to attend the call for assignment of work will result in the automatic loss of the position assigned by the academic record.

The teacher-tutor of the project will be maintained in both, ordinary and extraordinary call within the same academic year (if the project is presented in September special call the student will have the right to maintain the same tutor). If the student does not attend any of the previous calls - or fails- her or she must restart the process of choosing a FDP in the following academic year with the conditions established at that time.

FOR STUDENTS IN INTERNATIONAL MOBILITY

Students who are on Erasmus, Bilateral Mobility, CEU-BU or Chicago Bilingual Program will need to email their choice, in order of preference, to their corresponding Mobility Coordinator. This election proposal must include as many alternatives as positions the student occupies in the ranking, so, if the student occupies the position 48 in the ranking, he or she will choose 48 topics and teacher-tutors. If a project is offered several times by a teacher, the student's ranking may include that topic and teacher-tutor several times.

Each coordinator will communicate to his/her students the deadlines of their respective ranking submissions.

Students on Erasmus or Bilateral mobility should send their election proposal exclusively to the International Relations Coordinator of the Faculty that has supervised their Learning Agreement. Students of the CEU-BU Bilingual Program and Chicago IBP should send their proposal to the Program Coordinator.

On the day of the assignment both, the International Relations Coordinator and the CEU-BU and Chicago Bilingual Program Coordinators, will be present and will make the selection on behalf of the mobility students, in accordance with the selection proposal previously sent by the student.

5. REQUIREMENTS FOR CHOSING THE FINAL DEGREE PROJECT IN ENGLISH**FOR STUDENTS OF THE CEU-BU BILINGUAL PROGRAM**

Students in the CEU-BU and Chicago Bilingual Program who are able to enroll in the Final Degree Project may do it in English if they meet the following requirements:

1. Have the approval of the Area of Knowledge in which the Final Degree Project is registered.
2. Have obtained a TOEFL score greater or equal than 570 points in the course prior to the application for the Final Degree Project.
3. Have an average of B+ in the Modules of the International Programs (and have not obtained a grade of C+, or less, in any Module) for Boston.
4. Have an average of B in the Modules of the International Programs (and have not obtained a grade of C, or less, in any Module) for Chicago.
5. Have not failed a CEU course taught in English in the first year the course is taken.

FOR STUDENTS IN DEGREES ENTIRELY IN ENGLISH TAUGHT (INTERNATIONAL DEGREES)

Students of Business Management Degree and Business Management and Marketing Degrees who are able to enrol in the Final Degree Project may do so in English when having the approval of the Area Knowledge in which the Final Degree Project is registered.

6. EVALUATION CRITERIA OF THE PUBLIC DEFENSE**ORDINARY CALL**

Projects will be evaluated by Tribunals formed by 3 professors, preferably doctors of the area/s of the academic discipline/s of the work, designated for the purpose by the Dean's Office of the School of Business and Economics, at the proposal of the Department Directors. Each Final Degree Project will receive a unique grade that will be the result of applying the arithmetic mean between the grades attributed to the work by each of the members of the Tribunal.

For the oral defense of the project the student will have a maximum time of 15 minutes, followed by another 15 minutes to answer the questions or comments, if any, made by the members of the Tribunal.

The evaluation records of the projects will be signed by the members of the Tribunal. They will reflect the final score assigned by the court.

Three copies of the project must be submitted on paper at the Academic Registry of the School, as well as one copy in electronic format (pdf) with the following name:

"FDP DEGREE (GAD, GMK, GNF, GIT) SURNAME NAME YEAR 2019-20.pdf"

through the Campus Virtual (Blackboard) in the activity called FDP (or TFG), within the established period.

EXTRAORDINARY CALL

In case of failing or not presenting the project in the established period for the Ordinary Call, student may, after the appropriate corrections of the work, if necessary, and under the advice of his tutor, proceed to defend it in the Extraordinary Call. For that purpose, he or she must deposit the project in the new dates determined by the Academic Secretary of the School of Business and Economics Sciences, following the same process as in the Ordinary Call (see dates published on the Web Site of the School).

7. FINAL EVALUATION OF THE STUDENT

EVALUATED PARAMETER	PERCENTAGE
Content and structure	60%
Oral Communication (Presentation and Defense)	40%
FINAL GRADE OF THE PROJECT	100%

All project may be checked by the fraud detection tools available at the University, such as SafeAssign or Turnitin. Any project with a sufficiently high percentage of coincidence (according to the guidelines of the used software) in at least one of the tools will be considered fraud. Any project with a sufficiently high percentage of coincidence (according to the guidelines of the tool used) with another project by the same author will be also considered redundant publication and will be treated in the same way as plagiarism cases. If the situation of redundant publication occurs in two works of the same call, both will be considered redundant publications. Even if the tool does not detect a high coincidence, the work can be considered plagiarism by the members of the court as long as they can reliably prove it. In any of the previous cases, the project will automatically obtain a grade of zero in the corresponding call, without prejudice to additional sanctioning actions that may be taken by the Faculty of Business and Economic Sciences.

8. CLAIMS ABOUT THE FINAL MARK

Student may request the revision of his or her grade in the FDP from the Tribunal that has evaluated the project within two days of the official grades publication. For that purpose, the student must submit a written request to the President of the Tribunal, who, within two days after the request submission, must explain and justify the grade.

If, after the review, the student disagrees with the corrections and the note obtained in the FDP, he or she may submit a complaint that must be motivated and in writing, to the Directorate of the Department FDP is attached, with a copy to the Director of the Degree and the Dean's Office. The claim shall be submitted within 3 working days from the date on which the last review was carried out. The management team of the Department, together with the Director of the Degree, will appoint a Tribunal for the revision of the FDP qualification which will be formed by three professors from the corresponding Area (or other related areas), excluding those who initially evaluated the FDP.

The new Tribunal shall be established within 10 working days of the complaint being filed. This Complaint Tribunal shall record its decision in a reasoned report that the Department's management team shall communicate to the interested parties and send to the Secretariat so that, where appropriate, the appropriate modification of the academic record may be carried out.