

Teaching plan: Final year project

Teaching guide

Activities schedule



1 Teaching guide

1.1 Course description

Academic course	2013-2014
Course name	Final year project (FYP)
Code	21279, 21973
Course type	Compulsory
Degree	Business administration Business science - Management Economics International Business Economics
Credits ECTS Student work load Course Type Period	6 150 hours 4th Quarter It is offered all quarters
Coordination	Walter García-Fontes
Departament	Economics and Business
Professors	Walter García-Fontes Maria Gundin Carolina Luis Bassa
Groups	Business administration (2) Business science - Management (2) Economics (2) International Business Economics (2)
Teaching language	Catalan, Spanish and English

1.2 Course introduction

Final Year Project (FYP) is a course where a paper is prepared and delivered in order to evaluate the use of the competences needed to achieve the degree. It consists of independent work performed within a specific course, in order to prepare a paper, based on themes agreed with the professors tutoring in the course.

The Final Year Project has to be completed within the academic calendar of the quarter where the course is programmed.

The course can be completed following two modalities: general and specific. The general modality consists on the acceptance of one of the themes proposed by the professors in charge of the course. Under this modality a paper is prepared in teams of four students under the guidance of the course professor. The specific modality consists on the preparation of the paper either individually or in groups of four students under the guidance of other professors, external to the course. Under the specific modality it is also possible to work on the EDP under guidance external to UPF, for instance at internships or international exchanges, whenever the professors in charge of the course approve it. The detailed requirements for this modality are specified in section 1.8 of this Teaching Plan.

The Final Year Projects are always subject to the same criteria and have to comply with the same requirements specified in this Teaching Plan no matter if they are under the general or the specific modality (papers under the specific modality do not need to hand in drafts, only the initial proposal, the final paper and the report of the tutor has to be handed in).

1.3 Course prerequisites

The only prerequisite for the course is to have completed the ECTS credits to register for the 4th course.

1.4 General themes

The Final Year Projects can be of the following types:

1. T1 - Theoretical: it can be a paper proposing a specific model, how it works and what type of practical or empirical implications it has.
2. T2 - Empirical: under a particular conceptual framework, specific statistical information (quantitative or qualitative) can be used to obtain conclusions about a well-defined aspect of the economy or the business world.
3. T3 - Review or bibliographic research papers centered on different aspects related to the degree.
4. T4 - Business plans (management plans related to strategic or financial corporate areas, production or commercialization).
5. T5 - Reports, appropriately evaluated, of curricular activities such as internships or mentoring activities. The paper, nevertheless, must have the form, structure and content of an academic paper, it cannot be just a list of tasks performed.
6. T6 - Published or accepted for publication papers, in any publication outlet with refereeing accepted by the course professors (for instance academic journal, Wikipedia, and so on).

The final theme for the EDP has to be narrowed to a concrete aspect or a well-defined question within these general themes.

There are no restrictions for more than one EDP working on the same theme, analyzing the same case or using the same data. Final papers will be subject to the same plagiarism controls that are applied in general, and therefore papers pursuing the same objectives or questions should apply special care in working autonomously and producing independent results.

In the following table we propose twenty general themes in economics and twenty general themes in business so that they can be helpful in defining the final theme for the EDP, which has to be agreed with the EDP professor at the beginning of the quarter:

Economics	Business
Sectorial analysys of the impact of the financial crisis	Business plan
Environment policy impact	Marketing plan
European Union Common Agricultural Policy	Strategic analysis of a firm
Specific productive sectors: case analysis	Management of business administration case
Econometric models application to specific markets	Strategic management case
Education policy themes	Financial management case
Occupation and labor market	Commercialization analysis in a specific market
The real estate market	Accounting analysis of business feasibility
Wage structure	Statistical analysis of the results in a specific market
Research and development investments and corporate performance	Mergers and acquisitions
Productivity international comparisons	Analysis of a relevant case of bankruptcy law

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Economics	Business
Currency zone analysis	Corporate information systems
Taxation and tax incidence	Comparative study of solvency and profitability ratios
Labor market discrimination and gender equality	Tax planning
Health economics and health reforms	Analysis of management of a non-profit organization
Social Security system	Public administration management
Public utilities and market regulation	Public budget analysis
Banking sector and competition	Stock market or other financial instruments analysis
Economic development and poverty	Case study of a family business
Economic history	Business history

The different EDP will have to delimit a question or specific case, or a well-defined study or analysis area, within these general themes. The theme of T5 type EDP has to be agreed with the tutor of the course.

1.5 Some criteria for the preparation and presentation of the papers

All projects will be assigned a code. All deliveries and communications related to the project have to be marked clearly with the assigned code. This is very important, see the penalties section below.

There is no specific limit for the length of the EDP, but a maximum extension of double-spaced 25 Dina4 pages with 12 point fonts is recommended. The maximum length of the whole paper cannot exceed in any case 35 pages (without annexes).

For T4, T5 or T6 type papers (business or marketing plans,

reports, publishable papers) described in section 1.4 the length can be agreed with the course professor.

The EDP has to follow the criteria and formats presented in the training sessions.

Under the general modality, the process to prepare the EDP implies handing in three drafts and a final version. The first draft can be one or two pages with an explanation of the motivation for the paper, or longer if there is more material to present. Successive drafts have to keep extending the content and have to take into accounts the comments of the professors. Check the calendar at the end of this teaching plan for a detailed calendar.

Under the specific modality, the number of drafts and working procedure has to be established between the tutor and the student. There is no need to hand in intermediate drafts, only the initial proposal and the final version of the paper. Under the specific modality, the EDP can be completely prepared within another course (optional course or other) or within the external options explained in section 1.8.

The paper can be the continuation or extension of a previous paper, but in this case the new version has to have a new or different contribution, and has to be guided by the course professor or by external professionals according to the explanation at section 1.8, and has to be evaluated according to the competences required for the EDP.

In case that the paper that is presented as the EDP is a new version of a previous paper, this previous paper has to be filed together with the final version of the EDP in order to assess the new contribution.

Proven plagiarism in the EDP, in case that it is found that the content presented in the EDP is not original according

to established plagiarism criteria, will determine a grade of Fail for the corresponding quarter, and be subject to other sanctions that the University establishes for cases of academic dishonesty. Plagiarism is defined as the reproduction of substantial content of another work by presenting it as own work without providing the appropriate citations of the original material. UPF has specific software to identify substantial text paragraphs taken from other sources. The training on-line sessions provide detailed criteria to avoid plagiarism and to cite and use external works appropriately.

The papers will have to be uploaded to the course Aula Global and will be only accepted in PDF format and without special protection.

1.6 Publication of the papers at e-Repository

Some papers, within the best papers presented each quarter, will be chosen to be published at e-Repository (UPF digital repository) or any other repository created by UPF or by the University Library Consortium of Catalunya, always with the authorization of the authors.

Projects from previous courses can be viewed in the following link:

<http://repositori.upf.edu/handle/10230/20647>

1.7 Competences to be achieved

The general competences to be achieved in the Final Year Project are the following:

C.1. Analysis and synthesis abilities

- C.2. Situation and problem-solving analysis
- C.3. Critical reasoning
- C.4. Document and research resources search
- C.5. Management of information
- C.6. Computing skills
- C.7. Decision-making
- C.8. Organization and planning
- C.9. Creativity
- C.10. Interpersonal relations skills
- C.11. Individual and team working abilities
- C.12. Interdisciplinary analysis
- C.13. Initiative, coordination and leadership
- C.14. Use of knowledge in the real world
- C.15. Autonomous and continuous learning skills
- C.16. Adaptability to new situations
- C.17. Project design and management

Specific competences depend on the thematic area chosen for the EDP and are the same that have been worked out on the same thematic area during the degree.

1.8 Specific modality for the Final Year Project

It can be applied for external guidance of the EDP from other UPF professors, external professors or professionals, different from the course professors. These external tutors have to confirm their willingness to guide the EDP by means of a form available at the Intranet of the Economics and Business School.

The external guidance for the EDP can be within other UPF courses, internships, international exchanges or business projects, whenever the student is in his or her last course for the degree.

Any EDP guided by somebody different from the course professors will have to be approved by the course professors.

The schedule and evaluation of the papers with external guidance will be assigned to the group where the student was registered.

Projects under the specific modality have to turn in the initial proposal, the final paper and the tutor report, and are subject to the established deadline under the delay penalization explained later.

1.9 Competence evaluation

During the grading period of the corresponding quarter the End of Degree Paper will be evaluated with a grade between 0 and 100%, on the basis of the following criteria:

1. Evaluation of work methodology: 20% – Timeliness and delivery rigor, interpersonal relationships, organization and planning
2. Development of the work: 80%

- Form: structure, writing style, clarity, analysis and synthesis abilities (40%)
- Substance: use of acquired competences, technical quality, creativity, information and documentation management (40%)

The paper has to be evaluated with a minimum of 60% to pass the End of Degree Paper course. The grade that will appear at the academic transcript will be in the 0-10 scale, according to the following conversion table:

Percentage	Grade	Numerical equivalence
0-59	Suspès	0,0–4,9
60-74	Aprovat	5,0–6,9
75-89	Notable	7,0–8,9
90 or more	Excel·lent	9,0-10,0

1.10 Penalties for not fulfilling the terms of the Syllabus

1.10.1 Use of project code

A code is assigned to each project and has to be used for all deliveries and communications. Delivering drafts or versions of the project or sending communications without using the project code will be penalized with a 10% reduction in the final grade.

1.10.2 Deadlines

For this course it is very important to respect the deadlines for all the deliverables. Proposals, drafts and the final version of the paper have to be turned in on time at the deadlines established by this Syllabus.

Taking into account that everything is delivered electronically, a temporary delay (a couple of hours after the deadline) is admitted whenever a message is sent explaining the reason for the delay.

Delays without notice up to a week (7 days) after the established deadline imply a penalization of 10% of the grade.

Delays without notice of more than one week (7 days) imply a grade of “Not presented” for the course.

This penalization applies to all deliverables (proposals, drafts and final paper) under the general modality and to the proposal and the final paper under the specific modality (no drafts are required under the specific modality), as well as the evaluation of the on-line training in Information Search and Management Methodologies (questionnaire).

1.10.3 Questionnaire on Information Search and Management Methodologies

A result of No Pass in the evaluation questionnaire of the on-line training in Information Search and Management Methodologies (questionnaire) implies a grade of “Not presented” the course. This part of the course is evaluated by means of a questionnaire to be completed on-line with an outcome of Pass or No Pass.

1.11 Makeup of ordinary evaluation

In case of a negative evaluation, that is in case of a strictly less than 60% ordinary evaluation of the delivered paper, the course can be still passed revising the paper. Deadlines for the makeup revision will be announced during each quarter.

If this makeup revision does not achieve a minimum of 60% the course will have to be retaken the next academic year.

In case the EDP is invalidated because of plagiarism or other dishonesty issues the paper cannot be revised and the course will have to be repeated, a part from other measures that UPF reserves for dishonesty cases.

Only EDP which have failed in the ordinary evaluation can be revised for the makeup deadline. Under no circumstances can papers be revised to improve the markings of the ordinary evaluation. Papers not delivered on time cannot be delivered at the makeup deadline.

1.12 Changes of Group

Since the Final Degree Project is offered on different quarters during the same academic year, it is possible to ask for a change of group within the same academic year. These changes will be approved whenever there total number of students for the receiving group is not excessive.

No requests of changes of group can be approved received after 12pm of the Monday of the 6th week of the term. In this case the project has to be delivered within the originally assigned group, and in case that it is not delivered the EDP course has to be retaken the next academic year. In other words, a change of group cannot be used to obtain a longer deadline for the delivery of the project or to make up for the impossibility of a timely delivery according to the terms agreed upon by the syllabus.

2 Activities schedule

2.1 Training sessions

The most important part of this course is the student self and autonomous activities, but they are being performed within a framework conducting to the desired result.

This framework is composed by two differentiated parts:

1. Online training sessions (programmed activities):
 - (i) Training instrumental sessions on methodologies for the search and management of information (7 hours). These sessions will be followed on-line and will be evaluated with final questionnaires to be completed before the end of the course:
 - Databases, search engines and digital repositories: contents and search strategies
 - Information resources evaluation
 - Use of information taking into account copyrights
 - Bibliography management
 - Tools to keep updated with scientific information
 - Information and communication technologies (ICT) tools
 - (ii) General meeting to present the objectives, planning, deadlines and development of the EDP course (1 hour). Assistance is not compulsory and the session content will be accessible on-line.
2. Writing, following tutoring and delivery of the EDP (student self and autonomous activity).

2.2 Calendar

On-line training sessions: The training sessions on search methodologies and information management will be available on-line from the beginning of the course. A questionnaire will have to be filled to evaluate the completion of these sessions.

The general meeting for the presentation of EDP will be scheduled for the first week of the quarter where the student has registered.

The calendar for the development of the EDP is the following:

Week	Day/hour	Final year Project
1	First day of the course	Publication of themes for the EDP
2	Thursday /12:00 AM	Deadline to propose teams (names) for the EDP
3	During the week	Professors announce acceptance
4	Thursday /12:00 AM	Work outline deadline and first draft (only general modality)
6	Thursday /12:00 AM	Deadline for the first work in progress report and second draft (only general modality)
		Deadline for the completion of the questionnaires on search methodologies and information management
8	Thursday /12:00 AM	Deadline for the second work in progress report and third draft (only general modality)
10	Thursday /12:00 AM	Deadline for the delivery of the final paper
Make-up date next quarter	12:00 AM	Deadline for makeup revision of the EDP