

**COURSE DATA****Data Subject**

Code	35973
Name	Degree Final project
Cycle	Grade
ECTS Credits	6.0
Academic year	2021 - 2022

Study (s)

Degree	Center	Acad. year	Period
1315 - Degree in Finance and Accounting	Faculty of Economics	4	Second term

Subject-matter

Degree	Subject-matter	Character
1315 - Degree in Finance and Accounting	25 - Degree Final project	End Labour Studies

Coordination

Name	Department
CARCHANO ALCINA, OSCAR	113 - Financial and Actuarial Economics

SUMMARY

The final degree project, preferably associated with the external internship, will allow the student to obtain the title of Graduate in Finance and Accounting.

Through the final degree project, the student must relate the knowledge and skills acquired with the degree to analyze the business reality and prepare diagnoses and, where appropriate, proposals about the same reality. In short, the student must demonstrate that he / she has acquired the necessary and sufficient capacities and abilities to face the challenge of being an expert professional in the area of Finance and Accounting.

With the help of the tutor, the student should take advantage of practical access to these knowledge and skills through the organization in which they carry out their internships to provide their final degree project with empirical content.

Taking into account the topics presented by the departments responsible for tutoring the project and the profile of the external internship position, the contents of the same can correspond, in a generic way, they are:



- Analysis of the sector / activity / destination in which the internship has been carried out.
- Analysis of the organization / department in which the internship has been carried out.
- Proposals-programs-strategies for the sector / activity / destination in which the practice is carried out.
- Proposals-programs-strategies for the organization / department in which the practice has been carried out.
- Proposals related to the specific competencies of the professional profile of the graduate in Finance and Accounting.

PREVIOUS KNOWLEDGE

Relationship to other subjects of the same degree

There are no specified enrollment restrictions with other subjects of the curriculum.

Other requirements

In order to enroll in the final project, the student must meet some requirements that can consult at <http://go.uv.es/S6Yzlal>

The credits that the student must have passed in order to deposit the final project can also be consulted at <http://go.uv.es/S6Yzlal>

OUTCOMES

1315 - Degree in Finance and Accounting

-
- Utilizar el inglés u otra lengua extranjera en el desarrollo de la actividad laboral.
-
- Reflexionar sobre la toma de decisiones.
-
- Los estudiantes adquirirán competencias específicas adicionales en función del puesto de trabajo designado en la práctica.
- Localizar la información necesaria para la resolución de proyectos.
- Organizar, ordenar la información y desarrollar un informe coherente.
- Sacar conclusiones y realizar aportaciones propias a partir del análisis desarrollado.
- Los estudiantes adquirirán competencias específicas adicionales en función del ámbito de análisis del trabajo y sus objetivos.

**LEARNING OUTCOMES**

- 1.- Knowing how to respect the hierarchical structure in the company / organization / institution.
- 2.- Have initiative and know how to communicate ideas clearly.
- 3.- Apply the knowledge acquired in the different modules of the degree.
- 4.- Learn to plan the development of a project.
- 5.- Learn to locate, handle and analyze information.

WORKLOAD

ACTIVITY	Hours	% To be attended
Graduation project		100
Realización del Trabajo Fin de Grado	125,00	0
Seguimiento i tutorización del Trabajo Fin de Grado	23,00	0
Presentación y defensa del Trabajo Fin de Grado	2,00	0
TOTAL	150,00	

TEACHING METHODOLOGY

The teaching methodology is detailed in the document "Procedure for depositing and evaluating the Final Degree Project " prepared by the Faculty of Economics for all the degrees taught at the center. Therefore, we refer to this document to expand the information offered here. You can find more information at

www.uv.es/uvweb/economia/es/estudios-grado/grados/trabajo-fin-grado-1285886487405

ACTIVITY	HOURS	% PRESENTIALITY
Attendance to supervision meetings with the academic tutor. In these meetings, the teacher-tutor will guide the student in the completion of the TFG, will provide specific bibliography that facilitates the documentation work of the student, and will discuss with the student the results and conclusions obtained.	25	100
Completion of the final degree project	125	0
Total	150	100



EVALUATION

The procedure for depositing and evaluating the Final Degree Project is detailed in the document "Procedure for depositing and evaluating the Final Degree Project" prepared by the Faculty of Economics for all the degrees taught at the center. Therefore, we refer to this document to expand the information offered here.

Deposit/Presentation of the Final Degree Project

To check the deposit dates see: <http://go.uv.es/S6YzlaI>

The deposit will be made at the secretary of the Faculty of Economics through the UV Electronic Office (entreu.uv.es). It is carried out once the Final Degree Project is finished, when the student already has the final report and makes the deposit. This process has to be done by ALL the students who present their project.

The process starts from the Electronic Office of the University (entreu.uv.es), at the request of the student, and has the following characteristics:

1. It will be open throughout the course for all degrees but the deadlines indicated in this guide must be respected. **THE DEPOSIT WILL NOT BE ACCEPTED OUT OF THE DATES STATED IN THE GUIDE.**
2. It is a prerequisite that the student is enrolled in the subject corresponding to the Final Degree Project.
3. The student will attach to their application a document with the complete report. The file size is limited to 100MB. This document is mandatory, as it is a requirement for your evaluation, and the request will not be effective without this document.
4. You can only upload one file and it must be in PDF.
5. The student must send a paper copy to the tutor.

In order to present the Final Degree Project for evaluation, the student must have the consent of his / her tutor. In the event of disagreement, the student may address the TFG Commission in a reasoned manner, which, after a written report from the tutor to whom the student is assigned, will definitively resolve the possible conflict.

The student is entitled to two calls per course. In case of second or successive enrollments, with the consent of the tutor, you may choose to advance the deposit and its evaluation.



The academic management calendar of the Faculty of Economics will establish two periods for the presentation of the Final Degree Project for each academic year and it will be known in advance.

For the students who opt for Court and Public Defense of the final project, they must present, in addition to the copy in electronic format in a virtual classroom, three copies in paper format for each of the members of the court, having to deposit these in the Secretary of the Faculty.

Evaluation of the Final Degree Project

The requirements, regarding the credits that must have been passed so that the project can be evaluated, can be consulted at: <http://go.uv.es/S6YzlaI>

Once the TFG deposit has been made, the tutor will proceed to evaluate it within a maximum period of 15 days. This evaluation (without public defense) is specified in the preparation of a report or evaluation sheet (in addition to the numerical grade) that each teacher / tutor will transfer to the academic record. The maximum grade that the tutor can give to the final project will be A grade.

To be eligible for MH, the student must apply to the TFG Commission, with the favorable report of the tutor, the public defense before an Evaluation Court.

In the evaluation of the final project, the following will be taken into account:

BLOCK 1. PLANNING AND EXECUTION. Weight 20%. Schedule, Content, Planning: i) The minimum delivery deadlines stipulated in the teaching guide have been met, ii) The schedule planning agreed with the tutor has been followed, iii) The contents delivered for each of the deadlines are given at the stipulated and agreed period with the tutor or the stipulations in the final project degree teaching guide.

BLOCK 2. FORMAL ASPECTS. Weight 20%. Structure, Formats, Interest: i) The aspects of format have been used correctly in the writing and composition of the work (cover, type and font sizes; index, margins, page and section numbering, extension of the work; titles and sources of tables, graphs and figures; annexes). ii) The bibliographic references reviewed have been expressed and cited correctly. iii) The general appearance and presentation of the work gives an image of the elaborated project, iv) The project has a formal work structure (Introduction and justification, objective, literature review, hypothesis, methodology, conclusions, bibliography).

BLOCK 3. COMPETENCES ACQUIRED. Weight 30%: i) The student demonstrates their ability to identify, search, analyze, use and interpret the sources of information necessary for the completion of the project. ii) The student shows initiative, being an entrepreneur, creative in the design, preparation and implementation of the project. (Proposal of the topic, development, use of ICT, etc), iii) The work has a clear and logical wording with an adequate vocabulary that shows the communication capacity of the writer, iv) In the project the application of knowledge is glimpsed acquired in the subjects taken in the degree and an interdisciplinary knowledge is shown.



BLOCK 4. INDICATIONS. Weight 30%. Quality, Style, Methodology: i) The content reflects the degree of depth, rigor and critical capacity with which the subject under study has been treated, ii) The methodology implemented is in accordance with the proposed objectives, iii) The work communicates and has a clear and effective speech.

Request for the Evaluation Court. Court can only be requested when the student has obtained from the tutor a grade higher than 9 and the tutor considers that the project can aspire to receive a "with honors" grade. In this case, the tutor will have to record a favorable report together with the request made by the student to the TFG Commission for the public defense of the same before an Evaluation Court. The public defense can only improve the grade and will not affect it in a negative way except in one case, when a student who has requested an Evaluation Court does not appear on the day set for the public defense, except for justification, they will be penalized by reducing their grade a "Notable" (7).

For this, the students who opt for Tribunal and Public Defense of the project, must present, in addition to the copy in electronic format at the Electronic Office of the UV (entreu.uv.es), three copies in paper format for each of the members of the court, having to make the deposit of these in the Secretary of the Faculty. Likewise, they will attach, along with the three copies, the favorable report of the professor / tutor of the project. The TFG Commission will request the departments that, by lottery or criteria that it seems appropriate, those professors / tutors / as, holders and alternates, who will constitute them members of the TFG courts. The court will determine and announce in advance the date, place and other aspects that are relevant. The student must make a public presentation of the TFG (by means of slide presentation, poster, etc.) in the terms decided by the TFG Evaluation Court. Each Court is sovereign in determining the criteria on the basis of which to decide whether or not to grant the qualification "With Honors Grade". However, the TFG Commission recommends that the duration of the oral presentation of each of the students be about 10 minutes and the following criteria be taken into consideration:

Formal aspects:

- Format aspects have been used correctly in the writing and composition of the work.
- The bibliographic references reviewed have been expressed and cited correctly.
- The project has an adequate structure of academic work.

Project content:

- The content of the project reflects a complete understanding of the topic
- The content of the work reflects a high degree of depth, rigor and critical capacity
- The methodology implemented is in accordance with the objectives set
- Figures and Tables are well presented, clear, and add understanding to the topic.

Exhibition:



- Correctly selects the contents for the exhibition and demonstrates a complete understanding of the subject
- The exhibition is well structured and is clear and intelligible
- Uses a clear presentation as support for the exhibition that is attractive to the audience
- Uses Figures and Tables in an appropriate way, to add understanding to the topic.
- Explain each of the slides and do not limit yourself to reading the text.

Defense:

- Answers accurately the questions posed by the members of the Court
- Shows knowledge of the subject and critical and argumentative skills.

Important: When the work is positively evaluated, a copy in electronic format will be incorporated into the institutional repository. For this reason, the student who does not want the personal assessment of the degree and his / her CV to appear in the institutional repository, should not include these two parts when making the deposit through the UV Electronic Office (entreu.uv.es) . Regardless of whether they are included or not, the student will have to deliver these two parts to their teacher / tutor and they will also include them in the three copies, in paper format, for each of the members of the tribunal, if applicable.

The TFG Commission will decide the dates for the constitution of courts, the relationship and order of work to be exhibited, the place and other aspects it deems relevant. However, the court may deny the option of oral defense if it considers that the work does not meet minimum quality standards. This information will be made public through the TFG tutor.

COURTS:

- o The next business day after the end of the Court application period, the Commission will assign the TFG to each court and will notify it.
- o The Courts will decide the day / time / place for the public defense and will notify the student and the TFG Commission (Paz.Coscolla@uv.es).

The Evaluation Court will be made up of three professors / as-tutors of the degree's TFG.

The student must make a public presentation of the project (by presentation with slides, poster, etc.) in the terms decided by the Evaluation Court.

After the evaluation, the Court will communicate the grade obtained by the student to the TFG Commission and to the tutor.

Below is a summary of the TFG qualification.



EVALUATION SYSTEM	MINIMUM GRADE	MAXIMUM GRADE
Assessment by the tutor of the content of the project, with special emphasis on the interest of the objectives, the adequacy of the methodology, the opportunity of results and conclusions derived from them, as well as the degree of student involvement and interest shown to the tutor in the process of preparing the draft.	0.0	10.0
Public presentation, at the request of the interested party, with the favorable report of the tutor for the defense of the project.	TUTOR'S GRADE	WITH HONORS GRADE

REFERENCES

Basic

- Aprile O.F. (2002). El Trabajo Final de Grado. Un Compendio en primera aproximación. Buenos Aires: Universidad de Palermo. Facultad de Diseño y Comunicación. Consultado el 24 julio 2013 en http://www.lan-harremanak.ehu.es/p231-content/eu/contenidos/informacion/lh_tfg/eu_lh/adjuntos/Aproximacion_al_TFG.pdf

Biblioteca UC3M (2013). Trabajo de Fin de Grado. Consultado 25 julio 2013 desde http://www.uc3m.es/portal/page/portal/biblioteca/aprende_usar/TFG

Ferrer, V., Carmona, M., & Soria, V. (2012). El Trabajo de Fin de Grado. Guía para estudiantes, docentes y agentes colaboradores. Madrid: McGrawHill-Interamericana de España.

Molina J.J., & Garcia-Lavernia, J. (2011). Cómo hacer un trabajo final de carrera para el Grado de Turismo. ASTRO UNO, S.L.

Rodríguez, M.L. & Llanes, J. (coords.) (2013). Cómo elaborar, tutorizar y evaluar un Trabajo de Fin de Máster. Agència per a la Qualitat del Sistema Universitari de Catalunya. Consultado el 24 julio 2013 en

Versión en castellano: http://www.aqu.cat/doc/doc_18533565_1.pdf

Versión en catalán: http://www.aqu.cat/doc/doc_26365669_1.pdf



Suñé M.P. (2012). Trabajo Fin de Grado Guía para profesores y estudiantes. CESAG. Consultado el 24 julio 2013 en http://www.cesag.org/images/stories/pdf/tfg/tfg_guia_prof_est.pdf

- https://www.uv.es/econdocs/Trabajo_fin_grado/2018/Guia_TFG_18_19

Additional

- Cómo citar y cómo presentar la Bibliografía

Biblioteca UC3M (2013). Cómo citar bibliografía. Consultado 25 julio 2013 desde http://www.uc3m.es/portal/page/portal/biblioteca/aprende_usar/como_citar_bibliografia

Biblioteca UdG (2013). Com citar documents. Consultado 25 julio 2013 desde <http://www.udg.edu/LaBibliotecaforma/Comcitardocuments/tabid/11962/language/ca-ES/Default.aspx>

Muy recomendable ya que incluye 3 estilos distintos de citación.

Biblioteca Virtual (sin fecha). ¿Cómo citar información electrónica? Consultado 25 julio 2013 desde http://bibliotecavirtual.dgb.umich.mx/index.php?option=com_content&view=article&id=14&Itemid=15

ADDENDUM COVID-19

This addendum will only be activated if the health situation requires so and with the prior agreement of the Governing Council

English version is not available