



**UNDERGRADUATE DISSERTATION  
GENERAL GUIDELINES FOR THE PREPARATION  
OF MODALITIES OTHER THAN THE  
COMPETENCE PORTFOLIO**

**Grado (Bachelor's Degree) in Economics**

**Faculty of Economics and Business**







## FOREWORD

On 14 June 2021, the Directorate of Evaluation and Accreditation of the Andalusian Agency of Knowledge (DEVA) approved the modification of the curriculum leading to the Grado (Bachelor's Degree) in Economics. This modification has resulted in an increase in the number of courses taught in English and includes the possibility of completing undergraduate dissertations in English beginning the 2021-2022 academic year.

In this English version of the General Guidelines for the Undergraduate Dissertation in modalities other than the Competence Portfolio for the Grado (Bachelor's Degree) in Economics, the structure and contents of the Spanish version for all the degrees of the Faculty of Economics and Business (FCCEE) has been maintained, with some modifications.

The changes include the new logo of the FCCEE and additional modalities for presenting undergraduate dissertations, which must be submitted in a USB flash drive for inclusion in the Google repository available at [go.ugr.es](http://go.ugr.es). Likewise, Calibri font has been chosen for the preparation of this guide and must also be used to prepare the Student Competence Portfolios for undergraduate dissertations.

The annexes to this guide contain the updated versions of the application forms for the different types of undergraduate dissertations other than the Competence Portfolio, as well as information on the application procedure, which must be done through the e-office. The annexes also include examples of the structure and contents of the dissertation with its corresponding cover page and Statement of Responsibility form. However, in compliance with the visual identity regulations of the University of Granada, students must use the editable and downloadable version of these documents available on the websites of the [Faculty of Economics and Business](#) and the [Bachelor's Degree in Economics](#).

**The coordinator of the Grado (bachelor's degree) in Economics  
Faculty of Economics and Business**





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# UNDERGRADUATE DISSERTATION MODALITIES OTHER THAN THE COMPETENCE PORTFOLIO

## 1. INTRODUCTION

The purpose of this document is to inform teaching faculty about and aid them in preparing and evaluating undergraduate dissertations in modalities other than the Competence Portfolio. The modalities are:

- Undergraduate dissertation-UGRemprendedora multidisciplinary project
- Undergraduate dissertation-monograph
- Undergraduate dissertation-cooperation project (CICODE)

## 2. APPLICATION PROCEDURE

– Teaching faculty interested in tutoring an undergraduate dissertation consisting of a **UGRemprendedora multidisciplinary project** or a **monograph** can propose these modalities to their students, who must subsequently apply for authorization to the Academic Committee using the application forms provided in annexes 1 and 2, respectively.

– **Undergraduate dissertation-cooperation project (CICODE):** Students interested in doing an undergraduate dissertation consisting of a cooperation project (CICODE initiative) must apply for authorization to the Academic Committee using the application form provided in Annex 3. The teaching faculty responsible for tutoring these students must acknowledge their agreement by signing the document.

In all cases, the department must give its approval and the application form must be signed by the chair of the department and stamped.

– **Required documentation:** A brief description of the undergraduate dissertation must be submitted together with the completed application form. For the undergraduate dissertation-cooperation project (CICODE) modality, the additional documentation specified in the application form must also be submitted.

– **Application deadlines:** The application must be sent to the Academic Committee by the established deadlines. In general, the application deadline will be prior to the process to assign students their undergraduate dissertation tutors.



### 3. EVALUATION

In all the modalities, undergraduate dissertations will be evaluated in accordance with the Guidelines for Undergraduate Dissertations in the Grados (Bachelor's Degrees) of the Faculty of Economics and Business (FCCEE) approved by the Faculty Board on 9 July 2013 and modified on 6 February 2018. Please note the follow aspects regarding the evaluation process:

- The UGRemprededora multidisciplinary project modality will be evaluated by the tutor based on the final report submitted by the student taking into account the general competences acquired. The form included in Annex 4 will be used for the final evaluation.
- The monograph modality will be evaluated by the tutor using the rubric included in Annex 5. Students whose tutors propose that they receive honours for their work must present their dissertation before an examining board. However, they can also present their work orally before their tutor on the established date if they wish to do so.
- The cooperation project (CICODE) modality will be evaluated using the rubric included in Annex 6.
- Before publishing the dissertation marks, the work must be checked by the tutor using the specialized anti-plagiarism software provided by the University of Granada.
- Tutors are required to publish the marks obtained by their students and set a date for their review. They must also inform students that the marks will not appear in their academic transcripts until they have completed all the degree subjects, as established in the Guidelines for Undergraduate Dissertations of the University of Granada.
- Tutors must inform the coordinators of the degree programmes in which the students are enrolled of the undergraduate dissertation marks. To do so, they must submit to the coordinators a signed evaluation rubric for each student (annexes 4, 5 and 6) and a report of coincidences obtained from the anti-plagiarism platform. A file with a copy of the student's dissertation must also be submitted in digital format (USB flash drive) to the Office of the Dean.

### 4. PRESENTATION: STRUCTURE AND OTHER FORMAL ASPECTS

In all the undergraduate dissertation modalities, students are required to submit a report drafted in accordance with the following formal and structural aspects:

- **Presentation:** Students must submit a hard copy of the work bound in comb binding and in book





format (double-sided) with odd-numbered pages on the front of the page and even-numbered pages on the back with the logos of the University of Granada on all pages except blank, even-numbered pages. A file with a copy of the dissertation must also be submitted in digital format (USB flash drive). The USB flash drive must be submitted inside an envelope provided by the FCCEE, clearly indicating the name, ID, and signature of the student; the name and signature of the tutor; the academic year and evaluation session.

- **General layout of the TFG:** A detailed example of the recommended structure of the entire work is provided in Annex 7:

- A4 paper size, 3.5 cm top margin and 2.5 cm bottom, right, and left margins. All pages of the report must be numbered, except for the cover page and the pages containing the Statement of Responsibility, the table of contents, and the abstract.
- The body of the text should be in 11-point Calibri and all footnotes in 10-point Calibri. The section headers of the report should appear in uppercase 14-point Calibri, in bold, and with correlative Arabic numbering in the form 1., 2., 3., etc. Subsection headers should be in the same font size, but in lowercase, in bold, and with correlative Arabic numbering in the form 1.1., 1.2., etc.
- All diagrams, images, photographs, and graphs included in the work should be titled as Figures, while tables should be titled as Tables. Tables and figures should be centre aligned within the body of the text and numbered consecutively. The source of the information or data contained in the figures and tables must be indicated below the figure or table.

**Minimum and maximum length:**

- **Minimum length:** the report should be a minimum of 20 pages in length, not including appendices, the cover page, the abstract, the statement of responsibility, or the table of contents.
- **Maximum length:** the report should be a maximum of 40 pages in length, not including appendices, the cover page, the abstract, the statement of responsibility, or the table of contents.



- **Structure of the dissertation:** although other sections may be added, the general structure should be as follows:

**Table 1. Structure of undergraduate dissertations**

1. Cover page	See Annex 7
2. Statement of Responsibility indicating the originality of the work	See Annex 7
3. Table of Contents	Indicate the page of each section
4. Abstract and Keywords	Maximum length of the abstract: 200 words
5. Introduction and sections of the undergraduate dissertation	The importance of the topic should be clearly stated in the Introduction section. The sections of the work should correspond to the object of study (see Annex 7).
6. Conclusions	The main theoretical and/or empirical findings should be highlighted.
7. Main lines of future research	
9. References	Documents to which reference is made should be cited in the corresponding section, either in the body of the text or as notes to figures and tables, as appropriate. The complete reference should be included in the References section in alphabetical order. In-text citations should follow the American Psychological Association (2012) style.  Students are recommended not to use generic references to web pages, but to cite the specific documents: reference (author, article, title), URL address and date of consultation or retrieval.
10. Personal assessment	The work must conclude with a final assessment or reflection on how the work has contributed to the student's learning, in terms of both the content and the acquisition of the competences listed in the assessment rubric.
11. Appendices	Any appendices deemed necessary may be included.



## 5. ANNEXES



# ANNEX 1



UNIVERSIDAD  
DE GRANADA

**TUTORING REQUEST**  
**Undergraduate Dissertation**  
**“UGRemprendedora**  
**Multidisciplinary Work”**



FACULTAD DE  
CIENCIAS ECONÓMICAS  
Y EMPRESARIALES

The student (indicate full name) \_\_\_\_\_

with ID/Passport No. \_\_\_\_\_, of the Grado (Bachelor's Degree) in Economics.

REQUESTS to complete the Undergraduate Dissertation - UGRemprendedora Multidisciplinary Work in the project titled \_\_\_\_\_

Participation in the project and tutoring have been proposed by the Professor \_\_\_\_\_  
\_\_\_\_\_ of the Department \_\_\_\_\_

This undergraduate dissertation must be completed individually by the student and describe in detail the work carried out in the project in the attached document, which shall comprise the following sections:

- Project title
- Project manager
- Participating faculties and schools
- Project description
- Project objectives
- Description of the work to be done by the student

**IMPORTANT:** Before submitting your application through the E-Office (Sede Electrónica), this document must be duly signed electronically by the tutor and by the department head. To ensure that the signatures are legible, we recommend you use the *Portafirmas* application at [sede.ugr.es](http://sede.ugr.es).

Chair of the Academic Committee of the Faculty of Economics and Business

Facultad de Ciencias Económicas y Empresariales. Campus Universitario de Cartuja. 18071. Granada



## ANNEX 2



UNIVERSIDAD  
DE GRANADA

**TUTORING REQUEST**  
**Undergraduate Dissertation**  
**Monograph**



The student (indicate full name) \_\_\_\_\_  
with ID/Passport No. \_\_\_\_\_, of the Grado (Bachelor's Degree) in  
Economics.

REQUESTS to complete the Undergraduate Dissertation-Monograph  
titled \_\_\_\_\_

\_\_\_\_\_ for which tutoring has been proposed by the  
Professor \_\_\_\_\_ of the Department  
\_\_\_\_\_

A detailed description of this undergraduate dissertation can be found in the attached  
document with the following sections:

- Title of the work
- Description of the work
- Objective of the work

**IMPORTANT:** Before submitting your application through the E-Office (Sede Electrónica),  
this document must be duly signed electronically by the tutor and by the department  
head. To ensure that the signatures are legible, we recommend you use the *Portafirmas*  
application at [sede.ugr.es](http://sede.ugr.es).

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Chair of the Academic Committee of the Faculty of Economics and Business

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# ANNEX 3



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**TUTORING REQUEST**  
**Undergraduate Dissertation**  
**Cooperation Project**  
**(CICODE)**



## APPLICANT DETAILS

Surname \_\_\_\_\_

Name \_\_\_\_\_

ID/Passport No. \_\_\_\_\_

Phone \_\_\_\_\_ Email: \_\_\_\_\_

Enrolled in the Grado (Bachelor's Degree) in Economics.

## REQUESTED MODALITY OF UNDERGRADUATE DISSERTATION:

Undergraduate Dissertation-Development Cooperation Project (CICODE)

## BASIC DATA OF THE UNDERGRADUATE DISSERTATION:

TITLE: .....

TUTOR AT UGR: .....

TUTOR'S DEPARTMENT: .....

HOST ENTITY DATA (COUNTRY): .....

HOST ENTITY TUTOR: .....

## ATTACHED DOCUMENTS:

1. CICODE Resolution
2. Letter from the host entity
3. Report indicating:
  - Project title
  - Description of the project
  - Aim of the project
  - Description of the activities to be carried out by the student

**IMPORTANT:** Before submitting your application through the E-Office (Sede Electrónica), this document must be duly signed electronically by the tutor and by the department head. To ensure that the signatures are legible, we recommend you use the *Portafirmas* application at [sede.ugr.es](http://sede.ugr.es).

Chair of the Academic Committee of the Faculty of Economics and Business

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# ANNEX 4



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**FINAL EVALUATION**  
**Undergraduate**  
**Dissertation Multidisciplinary**



Student data			
ID/Passport No.	Surname	Second Surname (if applicable)	First Name
Degree programme			

Multidisciplinary Project Data	
Project title	
Project director	
Start date (dd/mm/yyyy)	End date (dd/mm/yyyy)

Details of academic tutor		
First Surname	Second Surname (if applicable)	First Name

Overall evaluation <sup>(1)</sup>			
Qualitative Mark		Numerical Mark	
	Pass	Not Pass	

(1) The Undergraduate Dissertation-Multidisciplinary Work UGRemprededora will be evaluated by the tutor based on the individual final report submitted by the student indicating the work done in the project. The general competences acquired by the student will also be evaluated based on this report.

At Granada, on the \_\_\_\_\_ of \_\_\_\_\_ 20 \_\_\_\_

TUTOR/PROFESSOR

Signed by: \_\_\_\_\_

\_\_\_\_\_



# ANNEX 5



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## ASSESSMENT TOOL

### Undergraduate Dissertation Monograph



COMPETENCE	INDICATOR (evidence)	Maximum score assigned to the indicator	Level of achievement (rate 0 to 10)	MARK
ORGANIZATION AND PLANNING	Justifies the importance of the work and choice of research methodology	0.500		0.000
	Adequately plans the activities to undertake the work	0.500		0.000
INFORMATION ACCESS AND MANAGEMENT	Selects, from among the literature of the area (manuals, books, articles, and other sources), information that is relevant to the objective of the work	0.500		0.000
	References the sources used appropriately according to the established norms	0.500		0.000
ANALYSIS AND SYNTHESIS	Analyses and synthesizes information appropriately	1.000		0.000
	Clearly states and discusses the results, and reaches key conclusions based on theoretical and empirical approaches	1.500		0.000
ENTREPRENEURIAL CAPACITY	Identifies and analyses research opportunities to make new proposals.	1.000		0.000
ABILITY TO MAKE DECISIONS AND SOLVE PROBLEMS AUTONOMOUSLY	Identifies possible deviations or problems in the course of work and adequately justifies and makes the necessary changes.	1.000		0.000
MOTIVATION FOR QUALITY	The work is complete and shows a high degree of development and in-depth analysis of the subject matter (relates concepts in a clear, comprehensive, and coherent manner)	2.000		0.000
APPROPRIATE USE OF ICT	Uses the Internet (electronic publications, websites of official bodies, etc.) to search for useful and relevant information and uses, where appropriate, the necessary programs of the area of knowledge of the work	0.500		0.000
WRITTEN COMMUNICATION (AND ORAL WHERE APPLICABLE)	Structures and expresses the work in a correct manner	0.500		0.000
	Uses the appropriate resources to facilitate the exposition or writing (graphs, tables, examples, etc.)	0.500		0.000
		10.000		0.0



# ANNEX 6



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## ASSESSMENT TOOL

### Undergraduate Dissertation Cooperation Project (CICODE)



COMPETENCE	INDICATOR (evidence)	Maximum score assigned to the indicator	Level of achievement (score 0 to 10)	Grade TFG
ORGANIZATION AND PLANNING	Planned logistics before travelling and contacted teachers at the host institution	0.500		0.000
	Planned and presented a strategic work plan to fulfil the CICODE requirements during the cooperation stay	0.500		0.000
INFORMATION ACCESS AND MANAGEMENT	Identified the most relevant sources of information for the cooperation stay	0.500		0.000
	Held meetings with institutions related to the cooperation stay and compiled and managed the information	0.500		0.000
ANALYSIS AND SYNTHESIS	Analysed the social reality during the stay	0.500		0.000
	Clearly specified the objectives of the cooperation stay	0.500		0.000
	Drew conclusions regarding the objectives achieved during the stay	0.500		0.000
ENTREPRENEURIAL CAPACITY	Developed new methods and tools to contribute to development and cooperation during the stay	0.500		0.000
DECISION MAKING	Proposed solutions to problems that arose in the project during the cooperation stay	0.500		0.000
	Made decisions regarding proposals for social and economic development	0.500		0.000
PROBLEM-SOLVING SKILLS	Identified and autonomously solved all logistical, cultural, and adaptability problems experienced during the stay	1.000		0.000
	Evaluated the success achieved in the resolution of problems.	0.500		0.000
APPROPRIATE USE OF ICT	Used ICT to prepare the final report (searched for useful and relevant information on the Internet and used the necessary programs in the area of cooperation)	0.500		0.000
WRITTEN COMMUNICATION (AND ORAL WHERE APPLICABLE)	Included, in a structured way, all the phases and tasks carried out during the cooperation stay in the report (including, where appropriate, courses and seminars)	0.750		0.000
	Demonstrated a mature discourse and included appropriate resources (tables, graphs, examples, etc.).	0.750		0.000
AUTONOMOUS LEARNING AND WORK	Identified and evaluated own learning achievements as a result of the stay (activities, work, courses, seminars, etc.)	1.000		0.000
	Evaluated the success achieved by incorporating the assessments of the host institution tutors during the cooperation stay	0.500		0.000
		<b>10.000</b>		<b>0.0</b>





# ANNEX 7



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Y EMPRESARIALES

## Undergraduate Dissertation

MONOGRAPH, CICODE, UGRemprendedora

Grado (Bachelor's Degree) in Economics

Faculty of Economics and Business

**TITLE:**

Evaluation Session:

Academic Year:

Student

Person in charge of tutoring

Name:

Name:

Surname:

Surname:

ID/Passport No.:

Department:

Email:

Signed by:

Signature and stamp of the department:

At Granada, on the

of

20





UNIVERSIDAD  
DE GRANADA



FACULTAD DE  
CIENCIAS ECONÓMICAS  
Y EMPRESARIALES

## STATEMENT OF RESPONSIBILITY

The student (indicate full name)

with ID/Passport No.

of the Grado (Bachelor's Degree) in Economics of the University of Granada.

### HEREBY DECLARES

The originality of the submitted work and, where appropriate, the veracity of the merits and evidence presented in this Undergraduate Dissertation Report to accredit the basic competences of the degree, without prejudice to possible verification, if necessary, by the tutor of the undergraduate dissertation.

At Granada, on the

of

20

Signed by





## TABLE OF CONTENTS

1. SECTION HEADING

1.1. Sub-section heading

2. SECTION HEADING

2.1. Sub-section heading

3. SECTION HEADING

REFERENCES

APPENDIX



## **ABSTRACT**

10-point Calibri font, justified, 2 cm left and right margins, single line spacing, 3-point before and after spacing.

Maximum length: 200 words. The abstract should end with a section break on an odd-numbered page.

**KEYWORDS:**













# GENERAL GUIDELINES FOR THE PREPARATION OF MODALITIES OTHER THAN THE COMPETENCE PORTFOLIO

**Grado (Bachelor's Degree) in Economics**

**Faculty of Economics and Business**

