

Approval date: 20/06/2022

COURSE GUIDE

(2391199)

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|---------------------------|---|----------|---|
| Grado (Bachelor's Degree) | | Branch | |
| Module | | Subject | |
| Year of study | 0 | Semester | 0 |
| ECTS Credits | | | 0 |
| Course type | | | |

PREREQUISITES AND RECOMMENDATIONS

In order to enroll in the subject Undergraduate Dissertation, the student must, in accordance with the Guidelines for the Development of Undergraduate Dissertation for the Grados (Bachelor's degrees) of the Faculty of CC. Economic and Business of the UGR:

- Have passed at least the following number of credits according to the Grado (Bachelor's Degree) that is taken (according to the Verification Report):
 - Grado (Bachelor's Degree) in Economics: 72 ECTS credits of basic course and 90 compulsory credits.
- Have passed all the first year subjects.
- At the time of registering the TFG, the student must register the total of the credits that are missing to complete the Grado (Bachelor's Degree).

BRIEF DESCRIPTION OF COURSE CONTENT (According to the programme's verification report)

- In accordance with the objectives and contents established in the subjects, which are compulsory and basic training, students must carry out, defend (where appropriate) and present a work-report that implies the applicability and integration of the training content received from generic skills fundamental acquired throughout the training, and developing the skills and abilities of a professional with this study profile.
- As a general modality, the student will prepare and present a portfolio of competencies.
- The portfolio of competencies is a learning, monitoring and evaluation tool that allows the collection, registration and presentation of evidence by the student to show the level of achievement of the generic competencies associated with the Grado (Bachelor's Degree). This tool also enables interaction with your academic tutor. The generic competences constitute a complement to the theoretical and practical knowledge of the subjects studied and include the abilities, competences and skills that all graduates must have to enter the labor market. The portfolio provides a complementary information to that reflected in the academic record, offering a more complete view of the learning carried out by the student throughout the Grado (Bachelor's Degree) studies.
- Likewise, the TFG report may be associated with development cooperation projects of the CICODE (Centre for Development Cooperation Initiatives), the development of business projects of the program proposed by UGR-Entrepreneur of the University of Granada and monographic works directed by professors of the Center, provided that the procedure



established by the Faculty is followed.

SKILLS

GENERAL SKILLS

- CG03 - Ability to analyse and summarise.
- CG04 - Ability to organise and plan.
- CG05 - Oral and written communication skills in Spanish.
- CG06 - Computer skills related to the field of study.
- CG07 - Ability to manage information.
- CG09 - Ability to make decisions.
- CG10 - Ability to work in a team.
- CG11 - Ability to work in an interdisciplinary team.
- CG17 - Ability to learn and work autonomously.
- CG21 - Initiative and entrepreneurship.
- CG25 - Ability to search for information and research.

SUBJECT-SPECIFIC SKILLS

- CE40 - Read and communicate professionally in more than one language, especially in English.
- CE76 - Undergraduate dissertation (TFG) submission and defence.

LEARNING OUTCOMES

The development of a report for the Undergraduate Dissertation in its different modalities will have as objectives:

- That students reflect, identify and demonstrate the generic competences they acquire during their Grado (Bachelor's Degree) studies in order to improve their employability and plan their personal and professional goals.
- Respond to the needs of the European Higher Education Area and the job market, in the area of developing key competencies for student employability.
- Formally recognize the skills acquired, a requirement that is increasingly demanded by the human resources departments of companies

PLANNED LEARNING ACTIVITIES

THEORY SYLLABUS

PRACTICAL SYLLABUS



RECOMMENDED READING

ESSENTIAL READING

- Agnani, B. y Lizárraga, C. (2021) Guid for the preparation of student competence portfolios. Granada, España: Editorial Godel, S.A.
- Fuentes, F., Navarro, M., Agnani, B., Casado M., Holgado, M. López, L., López, M. y Zafra, J. (2018). 3ª Edición, Guía para la elaboración del Portafolio de Competencias del Estudiante. Granada, España: Editorial Godel, S.A.
- Barberá, E. (2005). La evaluación de competencias complejas: la práctica del portafolio. *Educere*, (31), 497-504.
- Barragán Sánchez, R. (2005). El portafolio, metodología de evaluación y aprendizaje de cara al nuevo Espacio Europeo de Educación Superior. Una experiencia práctica en la Universidad de Sevilla. *Revista Latinoamericana de Tecnología Educativa - RELATEC*, (1), 121-140.
- García Doval, F. (2005). El papel de los portafolios electrónicos en la enseñanza-aprendizaje de las lenguas. *Glosas Didácticas* 14.
- Guitert, M. Romeu, T. y Pérez-Mateo, M. (2007). Competencias TIC y trabajo en equipo en entornos virtuales. *Revista de Universidad y Sociedad del Conocimiento*, (1).
- Salinas, J. (2004). Innovación docente y uso de las TIC en la enseñanza universitaria. *Revista Universidad y Sociedad del Conocimiento*, (1).

COMPLEMENTARY READING

RECOMMENDED LEARNING RESOURCES/TOOLS

[Information on the Faculty's website](#)

TEACHING METHODS

- MD02 - Estudio individualizado del alumno, búsqueda, consulta y tratamiento de información, resolución de problemas y casos prácticos, y realización de trabajos y exposiciones.
- MD03 - Tutorías individuales y/o colectivas y evaluación

ASSESSMENT METHODS (Instruments, criteria and percentages)

ORDINARY EXAMINATION DIET

- The TFG will be evaluated by the tutor taking into account the evidence and memory presented either in the Skills Portfolio mode or in the other possibilities provided. The evaluation system must follow the rubric approved by the Academic Committee, on a total score of 10, which establishes the indicators to be assessed and their corresponding levels of achievement. That rubric can be consulted in the Didactic Guide of the subject, as well as in the Guide of General Orientations of the TFG - Other Modalities different



- from the Portfolio, which will be published on the website of the Degree and the Faculty.
- The tutor will inform the student of his/her grade, along with the date, time and place of the review of the grades.
 - In the event that the tutor recommends the qualification With Honors (A+), the defense of that TFG before a Court in public session will be mandatory, according to the procedure established in the Development Guidelines of the Grados (Bachelor's Degrees) of the Faculty of Economic and Business Sciences.
 - As stipulated in the UGR Guidelines on the Development of the TFG Subject, the TFG grade cannot be incorporated into the student's academic record until the rest of the credits of the degree have been approved.

EXTRAORDINARY EXAMINATION DIET

In the extraordinary call of the academic year the evaluation will be in the same way, representing 100% of the total grade.

SINGLE FINAL ASSESSMENT (evaluación única final)

Not applicable

ADDITIONAL INFORMATION

The student will hold mandatory collective and individual face-to-face meetings with the tutor assigned to them. In it, the general lines of work will be defined, as well as the work calendar will be established, in which the different questions that arise in the development of the work will be raised and the report and the various evidences that are required will be completed. The student will make a report or memory based on the evidence collected in their portfolio or in the work carried out justifying the degree of achievement of each of the competencies that it reflects, in addition, they may make oral presentations, if the tutor considers it appropriate. That report will be presented for evaluation within the terms established for this purpose by the Faculty.

In accordance with the Normativa para la atención al estudiantado con discapacidad y otras necesidades específicas de apoyo educativo (approved by the UGR's Consejo de Gobierno on September 20, 2016), the necessary care actions will be established to achieve the full and effective inclusion students with disabilities and other specific educational support needs, guaranteeing their right to inclusive education, in accordance with the principles of non-discrimination, equal opportunities and universal accessibility.

Likewise, according to article 11 of the current Normativa de Evaluación y de Calificación de los estudiantes de la Universidad de Granada, the assessment systems will be adapted to students with disabilities or other specific educational support needs, guaranteeing their rights in all cases. and favoring their inclusion in university studies.

The information contained in this guide will be subject to the guidelines and regulations that are established by circumstances arising for the academic year, by the University of Granada and the Faculty of Economic and Business Sciences.

