

Syllabus

Subject

Subject / Group	20531 - Final Degree Project / 48
Degree	Degree in Tourism - Fourth year
Credits	6
Period	2nd semester
Language of instruction	Spanish

Professors

Lecturers	Office hours for students					
	Starting time	Finishing time	Day	Start date	End date	Office / Building
Helena Isabel Ferreira Marques	11:30	12:00	Wednesday	11/02/2019	31/05/2019	DB255
helena.ferreira-marques@uib.es	10:30	11:00	Tuesday	11/02/2019	31/05/2019	DB255

Context

The Final Degree Project (hereinafter, TFG) is to be considered as another subject within the curriculum of the Bachelor's Degree in Tourism and, therefore, it is regulated by the same general rules and norms that are applied in the other subjects. In accordance with the general rules and regulations of the UIB, it is considered a subject "Non Retrievable". The TFG should be understood as being a comprehensive subject, the main purpose of which is to allow an integrated assessment to be conducted of the specific and cross-curricular skills associated to the degree. The TFG is also intended as a means to enable students to put into practice the knowledge, skills and attitudes acquired during their bachelor's degree studies, which will make it possible to assess their professional capacity and their level of training in keeping with the provisions set out in the Tourism studies curriculum. Students will research and write their work with the help of their lecturer-tutor.

The lecturer-tutor will propose projects directly related with the Tourism degree course and with the subject matter taught in the previous courses that necessarily require students to put into practice the knowledge acquired during the studies leading to their degree. These proposals will be made known publicly to students enrolled in the TFG (including the title, a short description and the main parts of the work) via the Aula Digital platform at the beginning of the first semester. Students must use a form available in Aula Digital platform to state their preferences for the projects proposed, putting them in order of priority. This form must be completed and delivered to the administrative services of the "G.M. de Jovellanos" building in the format and within the period established by the TFG coordinator.

The Faculty of Tourism will assign the projects according to the preferences expressed by students taking into account the average mark of the student's transcript at the start of the academic year.

Once a topic and tutor have been assigned, it is the student's responsibility to get in contact with the tutor and start work on the project, following the tutor's indications.

The project must be submitted, in accordance with the instructions established by the TFG coordinator, by means of the Aula Digital platform (*General Information about the Tourism TGF*). The deadline for submitting the final version of the project shall be the last working day before 15th May. Additionally, if the lecturer-tutor deems it fitting to do so, he or she may also ask the student to submit the project on paper, by email or in any other format.

Syllabus

In the event that the student does not submit the TFG the academic year they first enrolled in the subject, they can continue with the same topic and tutor the following year, provided that the tutor agrees. In this case, the student must pay the academic supervision only to continue being enrolled in the course. Tuition for academic supervision will be formalized during the regular registration period.

The student can apply for early assessment, according to the rules stated in the academic Regulation. They must make a formal request in the administrative services of the Faculty of Tourism during November. This implies that the TFG will be evaluated in February, with no chance of being assessed in June.

Requirements

The registration/enrollment in this subject is only possible in the regular registration period (September).

Essential

Only students who meet the following two requirements will be able to enrol in the TFG:

They must have passed 60 credits out of all the subjects considered to be basic training subjects.

They must have passed, or be enrolled in (in the current academic year), 126 credits out of all the subjects that are considered compulsory subjects.

Skills

Specific

- * Applying concepts, techniques and an understanding of different scientific fields to the resolution of problems (with adequate legislative knowledge), promotion of development, creation of wealth, and improved quality of life (for tourists and residents alike) through public and private sectoral planning, spatial planning, risk prevention, conservation, and policies in the fields of sustainability and equality, with quality of life and tourism experiences as key factors at all times. (CE-10) .
- * Demonstrating a command of a wide range of analytical and observational strategies, developed through habitual research methods used in different scientific fields during his/her academic training and consolidated in the workplace. (CE-11) .
- * Applying knowledge, methods and techniques in the workplace that have been acquired during his/her undergraduate training and developing them with a high degree of responsibility, ethical commitment and capacity for integration in multidisciplinary teams. (CE-12) .

Generic

- * Knowing how to apply technical and methodological knowledge to his/her work and doing so in a professional manner, integrating the different tourism-related subject areas that he/she has studied. Possessing the necessary skills and demonstrating them by putting forward and defending arguments and solving problems in relevant subject areas. (CG-2) .

Syllabus

Basic

- * You may consult the basic competencies students will have to achieve by the end of the degree at the following address: <http://www.uib.eu/study/grau/Basic-Competences-In-Bachelors-Degree-Studies/>

Content

The TFG must be an original, previously unpublished piece of work produced individually by the student. If it is shown that any part of the TFG has been plagiarised and/or produced by someone other than the student, the lecturer-tutor will automatically fail the student on the TFG. As in any other subject, the regulations regarding fraud will be applied in the assessment carried out by the Faculty of Tourism.

Once the project and the corresponding tutor have been assigned, the student commits him or herself to carrying out the TFG they have been assigned by signing a teaching contract, which will also be signed by the tutor. If both the tutor and the student agree to do so, the topic of the TFG initially assigned may be changed.

Range of topics

Single module. Norms for researching and writing the TFG

The TFG shall have a maximum length of 8000 words. Any work exceeding this limit must have the tutor's express authorisation.

The presentation of the TFG must comply with the following guidelines:

- Type of font: Arial 12
- Paragraph: spacing 0, line spacing single
- Top and bottom margins: 2.5 cm; left and right margins: 3 cm
- Students are recommended to follow the norms established in the APA Style (further information available at <http://www.sass.uottawa.ca/writing/kit/reference-apa.pdf>)

Failure to follow these guidelines will entail a grade of "Fail".

The recommended structure of the TFG is:

- The standardised UIB title page for TFGs
- Index of contents with page numbers
- Index of tables, graphs and figures with page numbers
- Summary of the work (maximum 200 words): one in the language the project is written in and another in English
- Introduction, where the student must provide a rationale for the choice of topic, its interest and topicality
- Contextualisation and object of the study: definition of the aims that are being pursued, of the problem set out or its possible practical applications
- Description of the methodology employed
- Results of the study
- Conclusions

Syllabus

- References
- Annexes, if included

The TFG can be written in any of the languages used in the Bachelor's Degree in Tourism (Catalan, Spanish, English, German, French), provided that the lecturer-tutor agrees. Students who wish to follow the international track must write their TFG in English.

Teaching methodology

The methodology used will consist in tutorials (either face-to-face or electronic). The lecturer will provide students with the information, resources and indications he or she considers appropriate so that they can work autonomously to conclude their project in a satisfactory manner and thus accomplish the aims set initially. The lecturer-tutor will be at hand throughout the process of researching and writing the assignment, and will also arrange periodic meetings with students during office hours in order to evaluate the progress being made on their projects. Additionally, compulsory activities (which will not be given a grade), such as attending training sessions, may also be proposed in order to pass the subject.

With the aim of favouring the student's autonomy and personal work, the subject uses the Aula Digital platform which is aimed at promoting flexible distance learning and incorporates the use of telematics in university teaching.

Students will be entitled to a review of a draft of their work if it is submitted to the tutor allowing sufficient time for it to be reviewed and, if necessary, corrected (deadline for draft delivery: 15th April)

Workload

At the beginning of the semester, the course schedule will be available to students through the UIBdigital platform. This schedule will include the deadline for delivery of the work and the dates of the informative and training sessions. In any case, the deadline for delivery of the definitive version of the work will be the last business day before 15th of May .

Likewise, the professor will inform the students if the work plan of the subject will be done through the schedule or through another way, including the Aula Digital platform. Those students who opt for the public presentation of the work, will do so at the date and time established in the exam schedules of the second semester.

In-class work activities (0.16 credits, 4 hours)

Modality	Name	Typ. Grp.	Description	Hours
ECTS tutorials	Work with the tutor	Small group (P)	Periodic tutorials will be held. The student must attend the ECTS tutorials set by the tutor and which are considered indispensable in order to produce the TFG correctly. On the one hand, the lecturer-tutor will provide the student with the information, resources and indications he or she needs to guidethem towards the satisfactory completion of the TFG. On the other hand, the student will show the tutor how the assignment is progressing and will discuss any possible doubts that may have arisen while carrying out the autonomous work.	3

Syllabus

Modality	Name	Typ. Grp.	Description	Hours
Assessment	Public presentation of the final degree project	Small group (P)	Once the content of the work has been assessed, and if the lecturer-tutor considers it fitting and gives his or her authorisation, the student can choose to defend his or her work before a committee.	1

At the beginning of the semester a schedule of the subject will be made available to students through the UIBdigital platform. The schedule shall at least include the dates when the continuing assessment tests will be conducted and the hand-in dates for the assignments. In addition, the lecturer shall inform students as to whether the subject work plan will be carried out through the schedule or through another way included in the Aula Digital platform.

Distance education tasks (5.84 credits, 146 hours)

Modality	Name	Description	Hours
Individual self-study	Execution of the final degree project	Development of a research project, the design of a business initiative project or the application of the knowledge acquired in the field of tourism, by producing a monographic assignment. This must be an original unpublished piece of work researched and written individually by the student following the lecturer-tutor's indications.	146

Specific risks and protective measures

The learning activities of this course do not entail specific health or safety risks for the students and therefore no special protective measures are needed.

Student learning assessment

Assessment will consist of two parts:

- 1st) The completion of the final degree project (compulsory)
- 2nd) The public presentation of the final degree project (voluntary and requires the tutor's authorisation)

1st) The first part will be assessed by the lecturer-tutor, who can award a maximum mark of 7 out of 10. Initially, the lecturer-tutor will evaluate the TFG with a mark out of 10. If the mark obtained by the student is below 7, the final grade of the TFG will be that mark. If the lecturer-tutor thinks that the TFG can be awarded a mark higher than 7, he or she will give a maximum of 7 and will recommend the student present the TFG publicly before a committee in order to obtain a higher mark. In this way, the committee will decide on the final mark (between 7 and 10).

2nd) Students who have obtained the maximum mark for their TFG in the first part of the assessment, that is, 7 out of 10, and wish to go for a higher mark may choose to present their project publicly. Students who decide on this option must submit an application to defend their project before a committee at the administrative services in the G.M. de Jovellanos building. Students will have, at most, the two working days following the posting of their marks to submit their application. The examining committee will be made up of, at least, two lecturers

Syllabus

and will decide on the final mark for the TFG presented by the student. Students who choose to present their project publicly will do so on the date and at the time set during the exam window of the second semester.

With respect to the grade of absent/fail:

- Students registered in the subject TFG who have never been assigned a project or a tutor, that is, who have never signed a teaching contract, will be graded as "Absent", as will those who do not submit the project before the deadline.

- Students who do not pass the objectives of the subject or who do not submit the project in the established form will be given a grade of "Fail". Furthermore, if it is proved that the TFG is not original and/or has been produced by a third party other than the enrolled student, the lecturer-tutor will automatically award the student a grade of "Fail".

Frau en elements d'avaluació

In accordance with article 33 of Academic regulations, "regardless of the disciplinary procedure that may be followed against the offending student, the demonstrably fraudulent performance of any of the evaluation elements included in the teaching guides of the subjects will lead, at the discretion of the teacher, a undervaluation in the qualification that may involve the qualification of "suspense 0" in the annual evaluation of the subject".

Public presentation of the final degree project

Modality	Assessment
Technique	Papers and projects (non-retrievable)
Description	Once the content of the work has been assessed, and if the lecturer-tutor considers it fitting and gives his or her authorisation, the student can choose to defend his or her work before a committee.
Assessment criteria	Once the content of the work has been evaluated, and if the lecturer-tutor considers it fitting and gives his or her authorisation, the student can defend the project before a committee.

Students who have obtained the maximum mark in the lecturer-tutor's assessment of their TFG, that is, 7 out of 10, and whose tutor has expressly recommended they try to achieve a higher mark can opt for the public presentation, provided they wish to.

The committee will attempt to evaluate the following aspects:

1. Clarity and precision in the presentation
2. Use of correct language and appropriate vocabulary
3. Originality, organisation and quality of the content
4. Presentation of results and main conclusions
5. Appropriateness of the answers given to the questions asked by the committee
6. The presentation must be appropriate to the content of the written work

Each student will have a maximum of 15 minutes to carry out the public presentation of the project, preferably with some audiovisual support (PowerPoint or similar). On finishing the presentation, the committee will have 10 minutes to ask the student any questions it deems appropriate. Students who wish to follow the International Track must deliver their presentation in English.

Final grade percentage: 30%

Syllabus

Execution of the final degree project

Modality	Individual self-study
Technique	Papers and projects (non-retrievable)
Description	Development of a research project, the design of a business initiative project or the application of the knowledge acquired in the field of tourism, by producing a monographic assignment. This must be an original unpublished piece of work researched and written individually by the student following the lecturer-tutor's indications.
Assessment criteria	<p>Development of a research project, the design of a business initiative project or the application of the knowledge acquired in the field of tourism, by producing a monographic assignment. This must be an original unpublished piece of work researched and written individually by the student following the lecturer-tutor's indications.</p> <p>In this part a maximum mark of 7 out of 10 can be obtained.</p> <p>The lecturer-tutor will basically attempt to evaluate the following aspects:</p> <ol style="list-style-type: none">1. Originality, complexity, contribution to the knowledge on the topic, as well as the personal contributions2. Appropriateness and correction of the methodology used3. Capacity for synthesising and organising the content4. Use of correct language and clear expression5. Presentation and correct application of abbreviations, citations and bibliographical references.6. Appropriate interpretation of results and conclusions <p>The student must attend the tutorials indicated by the lecturer-tutor to allow adequate monitoring of the work. Attending these tutorials can be an indispensable requirement to be able to pass the subject if the tutor and/or coordinator decides this should be so. Additionally, to pass the subject, the student may also be set compulsory (ungraded) activities.</p>

Final grade percentage: 70%

Resources, bibliography and additional documentation

Basic bibliography

Each lecturer-tutor will recommend to their students the bibliographical resources available for each particular TFG proposal.

Other resources

http://biblioteca.uib.cat/oferta/ajuda/treball_fi_de_grau/
http://biblioteca.uib.cat/oferta/ajuda/citar_bibliografia/
<http://normaspa.com/>
<https://biblioguias.biblioteca.deusto.es/c.php?g=213251&p=1406838>
<https://library.sydney.edu.au/help/online-training/plagiarism/index2.php>
<https://www.lib.ncsu.edu/tutorials/>