
Regulations for the final degree project in official degrees of the EAE Barcelona University Center

Approved by agreement in the Academic Commission on
February 4, 2025

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Chapter 1: Object of the regulations, areas of application and exclusion, and purpose of the final degree Project

Article 1: Object of the regulations, and areas of application and exclusion

The purpose of these regulations is to establish the regime applicable to the preparation, tutoring and defense of the final degree projects (hereinafter, TFG) of the students of the EAE Barcelona University Center, in the field of official degree programs, which it offers as a center attached to the affiliated university, in accordance with the provisions of Royal Decree 1,393/2007, of October 30, which establishes the organization of teachings. university students. The TFG of the degrees themselves and the official or own master's thesis (TFM), regulated by their own regulations, are excluded from its application.

Article 2: Purpose of the final degree project

The TFG must consist of an original research project, whether theoretical or applied, that involves the integration, by the student body, of the training they have received during the course of the study plan; which includes not only the knowledge, but also the general, transversal and specific skills and competencies that are derived from the teachings of the degree level, those defined by the university of affiliation, and those of the subjects of which said study plan is composed. Consistent with the above, the TFG must allow the evaluation of the competencies acquired by the student within the areas of knowledge of the degree taken and described in the study plans.

The TFG will be developed individually, and will be evaluated by an evaluation board designated for this purpose. Taking into account the benefits that both parties can obtain, the TFG may be prepared jointly with institutions or companies with which the school has defined a cooperation framework.

Chapter 2: Final degree project registration

Article 3: Period of registration

The enrollment periods for the TFG are the ordinary ones established by the School in accordance with the affiliated university for the other subjects of the study plan.

Article 4: No presentation of the final degree project

In the event that the tutor of a TFG concludes, at the time of delivery of the final work by the student, that it does not meet the formal requirements established in the present regulations and/or the minimum standards that, in relation to its content, specify their teaching plan, the author will be granted the grade of “Not presented”, which will entail that they must re-enroll for the credits corresponding to the TFG.

Non-submission of the TFG may also occur due to failure to deliver it within the period established by the Academic Commission or due to non-attendance at the defense event in an unjustified and uncommunicated manner.

In all the situations described in this Article, and in relation to the possibility of re-evaluating the TFG not presented, the provisions of the General Evaluation and Qualification Regulations will apply.

Article 5: Registered credits

The credits corresponding to the TFG will be enrolled in their entirety, according to the load expressed in the official report of the corresponding program.

Chapter 3: Themactic

Article 6: Skills for establishing specific typologies and thematic lines

En concordancia con lo que establecen en este sentido las memorias de verificación, corresponde a la Comisión Académica determinar las tipologías y líneas temáticas concretas de los TFG, así como cualesquiera otros aspectos relacionados y no desarrollados en la presente normativa.

Article 7: Reflection in the teaching guides of the final degree project.

The typology and specific thematic lines of the TFG; as well as other related aspects not included in these regulations must be specified in the TFG teaching guides for each of the official degrees offered by the School, the preparation of which is the responsibility of the knowledge area department responsible for final degree and master's degree projects, and whose publication corresponds to the Academic Planning Area. The deadlines for preparation, validation, review and publication of teaching guides for the TFG will be those established by the regulations governing teaching guides and program guides.

Chapter 4: Tutorization of the final degree projects

Article 8: Designation of coordinating tutors or coordinating tutors

Regardless of the number of tutors assigned and the groups or classrooms it is formed by, each official degree program will have a coordinating tutor, who will be designated by the department of the area of knowledge responsible for final degree and master's degree projects. This designation will be communicated to the School's Academic Commission.

The coordinating tutor of the TFG of a program will be responsible for proposing to the competent area of knowledge in final degree and master's degree projects the assignment of tutors to the students.

Article 9: First plenary tutorial

Within a maximum period of 15 calendar days from the first school day, the coordinating tutor of the TFG will call all the students enrolled in it to a first plenary tutorial in which they will explain the content of these regulations; as well as the particularities of the TFG teaching plan of its program, with special attention to the calendar of plenary tutorials, final delivery and defense.

Article 10: Choosing the specific topic to develop

Although as stipulated in art. 6, the competence to establish the typologies and thematic lines of the TFG corresponds to the Academic Commission, each student may propose the specific topic that they will develop in their work and that must be coherent with them.

Article 11: Designation of tutors

The tutors will be appointed by the department of the area of knowledge responsible for final degree and master's degree projects at the proposal of the coordinating tutors.

The professors, or the teaching collaborators, assigned to tutor the TFG must hold, at a minimum, the degree of graduate, and may be part of the teaching staff of the corresponding program or the teaching staff of another program, as long as, in the latter case, the subject or topic of the work corresponds to their area of academic and/or professional experience. The maximum number of TFGs that a single tutor can direct is ten per academic year.

Article 12: Communication of the results of the assignment process

Once the process of assigning tutors by the knowledge area department responsible for final degree and master's degree projects is completed, the coordinating tutor of each program will notify the results of said process through the virtual campus.

Article 13: Scope of action of tutors

The guiding activity of the tutors refers to:

- a) The explanation of the TFG regulations to the students they tutor.
- b) Guidance for the selection of an appropriate specific topic.
- c) Setting realistic and affordable objectives.
- d) The preparation of a work plan consistent with the time available for the preparation of the TFG
- e) The determination of the ease or difficulty of accessing the necessary sources of information.
- f) Verification of the monitoring of the agreed work plan through the tutorial calendar.
- g) The resolution of doubts or problems that may arise outside of the tutorials.
- h) The preparation of the defense of the TFG before the court.

Chapter 5: Registration of the final degree Project

Article 14: Registration through the virtual campus

Before 40 calendar days have elapsed from the completion of the first plenary tutorial, the students will register the final degree project proposal according to the form contained in Annex 1 of these regulations.

Article 15: Validation by the coordinating tutor

Once the proposal for the final degree project has been registered through the virtual campus, the coordinating tutors will evaluate its coherence with what is established in the teaching plan and its viability, validating the registration of those who meet these requirements, or clarifying the registration of those who do not meet them.

Article 16: Confidentiality of the final degree project

If the student considers that, due to its nature, or due to the sources of information used for its completion, or because the results of their work result in the possibility of requesting the registration of a patent, utility model, industrial design, brand or trade name, the TFG must be carried out, defended or deposited confidentially, they will inform the academic director of their program through the form contained in Annex 2 of these regulations. The academic

director will forward this form to the department of the area of knowledge responsible for final degree and master's degree projects, and to the Documentation and Resources Center.

The TFG declared confidential will be deposited in a special section of the Documentation and Resources Center (CDR) that prevents their loan or consultation, and their defense will be carried out behind closed doors.

Organizations, companies or institutions that have contributed to the completion of a TFG through making sources of information that they consider confidential available to students may require their participation in the signing of the confidentiality agreement contained in Annex 2.

Chapter 6: Development of tutorials and completion of the final degree project

Article 17: Mandatory plenary tutorial calendar

Before the start of each academic year, the Academic Coordination Area will approve the calendar of mandatory plenary tutorials for all programs, which will be included in the respective TFG teaching guides. The calendar of mandatory plenary tutorials will respect the presence rate per ECTS credit in TFG established by the Academic Commission in accordance with the respective verification report, and which will be expressed in each TFG teaching plan.

Article 18: Organization of individual tutorials

The students and the tutor will plan individual tutorials to follow up on the TFG. These tutorials will preferably take place on the days set for this purpose in the School's institutional calendar, and can be done both in person and online.

Article 19: Individual opinion of the tutor

At the end of the preparation of the TFG, the tutor will prepare a written opinion that will contain his or her assessment of the student's progression in accordance with the rubrics approved for this purpose by the Academic Committee, which are attached to the model evaluation report contained in these regulations.

Article 20: Authorization for defense

The tutor will examine the formal requirements of the TFG and the accreditation of the minimum standards that, in relation to its content, specify the teaching plan. In the event

that such requirements and standards are met, the tutor will authorize the defense, which will be subject to obtaining a grade equal to or greater than 5.

Otherwise, the defense will be denied as established in art. 4 of these regulations, granting the student the grade of “Not presented”. Failure to authorize the defense of the TFG will imply its re-registration.

Chapter 7: Delivery of the final degree project

Article 21: Telematic delivery

The TFG will be delivered through the virtual campus, in the space provided for it. The TFG teaching guides of the programs must indicate, in a reliable manner, the deadline date and time for the presentation of the works. The presentation of final degree projects in printed format will not be accepted.

Article 22: Formal aspects

The TFG will be prepared according to the formal requirements established for this purpose in Annex 3 of these regulations. These requirements include:

- a) Main formal requirements
- b) Other formal requirements
- c) Standard of citation and composition of bibliographies

Chapter 8: Public defense of the final degree project

Article 23: Generalities

All TFGs will culminate in their public defense before a tribunal constituted for this purpose by three professors, or teaching collaborators. It is up to the department of the area of knowledge competent in final degree and master's degree projects to form the panels that must evaluate the TFG. Said training, subsequently ratified by the Academic Commission, will take into account criteria of quality, demand and merit.

Article 24: Assignment of defense dates and times

The dates and times of the defenses of each program will be established by the department of knowledge area competent in final degree and master's final projects.

The assignment of defenses to each of the determined times will be carried out in a way that facilitates the composition of the courts according to the availability of their respective members.

The knowledge area department responsible for final degree and master's degree projects will immediately publish, through the virtual campus, the defense calendars and the members of each tribunal.

Article 25: Change of defense dates and hours due to extraordinary circumstances

After publication, and only in extraordinary and justified cases, changes to the defense dates and times may be requested.

The knowledge area department responsible for final degree and master's degree projects will evaluate the origin of said requests and will authorize or deny the changes.

Article 26: Court formation

Each court will be made up of at least three members, who will hold the functions of president, secretary and member. A professor from another university or business school, or an expert of recognized prestige in the field in question, may be part of the court as secretary. The role of member will correspond, in any case, to the tutor of the TFG.

Article 27: Member requirements

All members of the tribunal must hold, at least, a graduate degree.

Article 28: Court designation

The appointment of the members of the tribunal will be carried out by the department of the area of knowledge responsible for final degree and master's degree projects.

Article 29: Constitution of the courts

In order to avoid delays and unforeseen events, members of the courts must attend the defense sufficiently in advance. Once the tribunal has been established, its president will collect the evaluation minutes from the academic director responsible for managing the program. The evaluation report will follow the model contained in Annex 4 of these regulations, although the specific evaluation criteria may vary depending on the program.

Article 30: Call for public hearing

Once the tribunal has been constituted and the existence of the evaluation report has been verified, the secretary will announce the public hearing and invite the student to access the classroom where the defense will take place. In the event that the student has expressed his

or her wish for his or her TFG to be confidential, the public will not be allowed to enter the classroom.

Article 31: Instructions of the president of the court

The members of the tribunal will occupy a table in front of the student, with the president in the center, the member to his or her right and the secretary to his or her left. The president of the court will welcome the student and explain how the defense act works.

Article 32: Defense development

After the student receives the appropriate explanations about the operation of the act, he or she will proceed to the defense, which will necessarily cover all the contents of the work, and which may not exceed 20 minutes in duration. The court may not ask questions during the defense.

Article 33: Questions from the court

Once the defense has concluded, the student will submit to the court's questions, which may not exceed 20 minutes in total.

Article 34: Presentation of the opinion by the member

Once the question period has ended, the secretary will order the student, and the public if any, to leave the room, so that the court can deliberate freely. Before starting the deliberation, the member will report on the student's performance in the process of preparing the TFG. The report of the member is binding.

Article 35: Court deliberation

After listening to the member, the president and the secretary will deliberate on the qualification. Once the deliberation is finished, the secretary of the court will summon the student and inform them of the result of the deliberation, only in terms of "Appropriate" or "Not suitable."

Article 36: Utilización de medios informáticos y audiovisuales

The student may use any computer and audiovisual media available and pre-installed in the classroom to support his or her defense. If they deem it so, they will ensure its correct functioning prior to the event. It is strictly prohibited to connect to an email or telematic storage system in order to download files that support the presentation.

Chapter 9: Evaluation system

Article 37: Evaluation criteria

The evaluation criteria applied by the courts are those determined by the department of the competent area of knowledge in final degree and master's final projects. These criteria must be included in the TFG teaching guides for each program. The court may not establish additional evaluation criteria, nor dispense with the score of one or more of them.

Chapter 10: Qualification of the final degree project

Article 38: Qualification scale

As established in art. 35, the result of the deliberation will be expressed as “Suitable or “Not suitable”, according to the court's ruling.

In the 15 days following the end date of the period established for the defense of the TFG, students will be able to consult the numerical grade that has been the product of the weighting, in 60% of the tutor's evaluation, and in 40% of the tribunal's evaluation.

Individual numerical grades will be expressed as an integer and a single decimal.

Article 39: Evaluation report

The president of the tribunal will transfer the evaluation report to the academic director of the degree for inclusion in the respective files. The minutes, according to the model contained in Annex 4 of these regulations, must be signed by all members of the court.

Article 40: Granting of honorary registrations

The department of the area of knowledge competent in final degree and master's final projects, upon request of the coordinating tutor, may grant the mention of “Honors” to students who have obtained an individual grade of 9.0 or higher, in recognition of their extraordinary effort and dedication. The number of “Honors” mentions cannot exceed five percent of the students enrolled in the program, unless the number of students enrolled is less than 20, in which case a single “Honors” may be awarded.

Article 41: Failed grade

In the event that a student has obtained a grade of “Fail” in the TFG, they must re-enroll for the credits corresponding to said subject and redo the work.

In the situation described in this Article, and in relation to the possibility of re-evaluating the failed TFG, the provisions of the General Evaluation and Qualification Regulations will apply.

Chapter 11: Final degree project deposit

Article 42: Depository body for final degree projects

After its public defense, the Documentation and Resources Center will collect all the TFGs from the virtual campus and will enter them, using their descriptors, in the database established for this purpose. These descriptors will be freely accessible.

Article 43: Consultation of the final degree projects deposited in the Documentation and Resources Center

The consultation regime for the TFG is regulated through the specific regulations of the Documentation and Resources Center.

Article 44: Prohibition of consulting confidential final degree projects

The TFGs for which their authors have requested confidentiality will also be deposited in the Documentation and Resources Center, although in a separate section that prevents their public consultation.

Chapter 12: Deadline

Article 45: Publication of deadlines and dates

All deadlines and dates contained in the previous Articles will be published in the TFG teaching plan of each program.

Chapter 13: Recognitions and competitions

Article 46: Recognitions for the best final degree projects

If the Academic Committee considers granting prizes to the best final degree projects, the provisions of the specific regulations on scholarships, recognition of academic merit and prizes will apply.

Article 47: Submission to contests

The School will promote among its authors the presentation of excellent final degree projects in national and international competitions on the subject.

Chapter 14: Oficial certifications

Article 48: Competent body

By delegation of the dean, the vice dean in charge of administration and strategic planning is the competent body to issue official certifications of participation to the members of the evaluation boards who request it.

Article 49: Form of certifications

The official certifications will take the form contained in Annex 5 of these regulations.

Chapter 15: Intellectual and industrial property of the final degree projects

Article 50: Protection of final degree projects

The ownership of the intellectual or industrial property rights of the final degree projects carried out at the EAE Barcelona University Center will correspond to their authors, who may share it with the tutors, and the companies or other organizations that have participated in their preparation or in the provision of data, under the terms and conditions provided for in current legislation.

Article 51: Plagiarism and copying in final degree projects

According to the provisions of art. 3 of the Code of Academic Conduct for Students of the EAE Barcelona University Centre, the presentation as one's own of a final degree project carried out by another person, as well as the inclusion of texts from third parties without citing their origin, will automatically entail, and in addition to the academic sanctions that said code provides, the qualification as "Fail" of the affected TFG. Additionally, and as established in art. 10 of the aforementioned regulations, the Academic Commission will promote the prosecution of plagiarism and copying through the ordinary legal actions that may be appropriate.

Final Provisión

According to the provisions of art. 128 of the Regulations for the organization and operation of the EAE Barcelona University Centre, these Regulations for the final degree project in official degrees will come into force in the 2019/2020 academic year. Complying with the

principle of advertising contained in art. 127 of the aforementioned regulation, these regulations will be published through the internal and external information systems commonly used by the School.

Derogatory provision

Queda derogada cualquier normativa anterior que, sobre la materia objeto de la presente, existiera.

Annexes

Annex 1: Registration form for the final degree project proposal

INSCRIPTION OF THE END OF DEGREE WORK PROPOSAL

Annex 2: Request for confidential treatment of the final degree project

CDR - Centro de Documentación y Recursos - Centro Universitario EAE Barcelona**CDR – Documentation and Resources Center - Centro Universitario EAE Barcelona**

Autorización para la difusión en acceso abierto del Trabajo de Fin de Grado (TFG) o de Fin de Máster (TFM)

*Authorization for the dissemination in open access of the Final Bachelor's Degree Thesis (FDT) or Final Master's Thesis (FMT)*A. Trabajo de Fin de Grado o de Fin de Máster. *Final Bachelor's Degree Thesis/Final Master's Thesis*

Grado/Máster. <i>Bachelor degree/Master</i>
Curso académico y convocatoria. <i>Academic year and intake</i>
Autores. <i>Authors</i>
- - - - -
Título del trabajo. <i>Title of the thesis</i>
Fecha de defensa del TFG/TFM. <i>Date of the oral defense of the FDT/FMT</i>

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C. Firma del autor. *Signature and of the author*

En _____, a _____ de _____ de _____.

In _____, _____, _____, _____.

Annex 3: Minimum formal requirements for the final degree project

**P FREE ALTERNATIVE COVERAGE: WITH DESIGN
OF THE CORPORATE IMAGE OF THE COMPANY
OBJECTIVE OF THE WORK]**



DEGREE IN X [LETRA TIMES NEW ROMAN, 14, VERSALITAS, NEGRITA]

FINAL DEGREE THESIS

“Tittle [compelling expression, e.g. Revolutionizing/Implementing +
sector + business: company name and business/marketing plan, times
new roman font, 14, normal]”

AUTOR:

Name Surname[complet] emailpersonal@email.com
(Grupo A/B nº)

TUTORS:

Prof. D. Name Surname [complet] emailinstitucional@email.com

City, month and year [Barcelona, Febrero 2019]

AGRADECIMIENTOS

[Opcional].

ABSTRACT

[200 words: one line about study interest; another about aims and objectives; one more on methodology and expected results; i.g. This work responds to an urgent need to address the problem of (...). For this purpose, this business plan is created, characterized by (...). The research techniques used are those of a business plan. It is expected to achieve (...), resulting in a viable, profitable and benchmark business in its sector].

Keywords: [Documentary type: i.e. business plan]; [sector: i.e. Fashion Sector] à 5 expressions/concepts maximum].

ABSTRACT

[Translation]

Keywords: [Translation].

ÍNDICE GENERAL

ÍNDICE OF TABLES	p. X.
ÍNDICE OF FIGURES	p. X.
ABREVIATIONS.....	p. X.
I.-INTRODUCTORY PART	p. X.
1.- Introduccion / Presentation / Interest of the project	
2.- Goals / Work Hypothesis	
3.- Estate of the question	
4.- Methodology	
II.- GENERAL PART ...	
5.- Strategic analysis, external and internal ...	
6.- SWOT analysis...	
6.1.- X ...	
6.2.- X ...	
III.- ESPECIAL PART ...	
7.- Marketing Goals	
8.- Operative plan strategy	
8.1.- X ...	
8.2.- X ...	
9.- Action Plan/tactics	
(...)	
IV.- CONCLUSIONS ...	
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Tabla 2.- [label] ...

(...)

INDEX OF FIGURES

Figura 1.- [Label] ...

Figura 2.- [Label] ...

(...)

ABREVIATIONS

SWOT: Weaknesses, Threats, Strengths and Opportunities.

PMK: Marketing Plan

(...)

I.- INTRODUCTORY PART

1.- INTRODUCTION / PRESENTATION / PROJECT INTERESS

[Diagnostic Paragraph: Problem Detected]

[Prognosis and therapy paragraph: possible solution the business plan to formulate and implement]

[Legitimation paragraph: why a work like this one is urgent and necessary, and why the authors are appropriate]

2.- GOALS AND HIPOTHESIS

[What is intended to be achieved with this work and what will be its contents]

3.- STATE OF THE QUESTION

4.- METHODOLOGY

[Focus paragraph; research techniques paragraph; paragraph state of the matter; e.g. The present study has an interdisciplinary vocation, seeking to connect various sciences, and these with social reality and its demands. Therefore, it starts from an approach specific to Business Sciences, to connect with other Social Sciences (e.g. Law, Political Science, Sociology, Psychology), and Humanities (e.g. History, Philosophy, Communication) (...) Various social research techniques have been used, both quantitative (e.g. item tracking, surveys), and qualitative (e.g. discourse and content analysis, case study). Specifically, special use has been made of those techniques typical of a business plan: SWOT, etc. (...) Regarding the state of the art, which determines where the frontier of knowledge is, the following publications from the last five years stand out, which have initially influenced the formulation and implementation of this work. The following works are therefore cited (relegated to the Bibliography section, see Annexes, those other significant publications, but that exceed the state of the matter): - (Article 1: quote and comment). – (Article 2: quote and comment) (...)]

***FROM THIS PAGE, RESPECTING THE MINIMUM ASPECTS INDICATED
IN THIS DOCUMENT, THE GROUP CAN MAKE A PARTICULAR DESIGN OF
ITS WORK; INCLUDING THOSE GRAPHIC ELEMENTS THAT YOU
CONSIDER APPROPRIATE FOR THE COMMUNICATION OF YOUR PLAN***

II.- GENERAL PART

5.- A STRATEGIC ANALYSIS; EXTERNAL AND INTERNAL

[Clarify study coordinates: space (e.g. country, region), time (short and medium term), and subject (business sector)]

6.- SWOT ANALYSIS

[Starting point or origin of the development of the proposal]

III.- SPECIAL PART

7.- GOALS OF THE PROJECT

[Summarize the main objectives or priorities addressed by the marketing plan and the fragment that will be printed to the members of the tribunal, then prepare at the end of it a table with the name and photos that identify the authors]

8.- STRATEGIC PLAN

9.- ACTION PLAN/TACTICS

IV.- CONCLUSIONS

[Recapitulation, general and specific conclusions, plus proposed recommendations for better implementation of the business]

V.- ANNEXES

10.- SOURCES OF CONSULTATION

10.1.- BIBLIOGRAPHY

[APA SYSTEM, VID. SLIDES AND DOCUMENTATION ON BLACKBOARD]

Annex 4: Model of evaluation report for the final degree project

ACT OF DEFENSE OF THE END OF DEGREE PROJECT

In Barcelona, on [dd/mm/yyyy], the evaluation panel for the final degree project (TFG) of Mr./Ms. [name of student], student of [name of program] at the EAE Barcelona University Center, in the academic year [academic year].

This court has been made up of:

- [academic degree] [name of president], as president
- [academic degree] [name of secretary], as secretary
- [academic degree] [name of tutor], as member

The defense of the TFG was carried out at the EAE Barcelona University Center, in a public event, as established in the Regulations for the final degree project.

The student presented the work titled [name of the TFM].

Once the defense was finished, and after hearing the tutor's evaluations, the evaluation panel deliberated in private, and agreed to grant the grade:

☐**Pass**☐**Not pass**

Y para que así conste, firman la presente acta los miembros del tribunal evaluador:

President**Secretary****Vocal****Fdo.****Fdo.****Fdo.**

Annex 5: Model of certificate of participation of professors, or of teaching collaborators in evaluation boards of final degree projects

D./Ms. [dean_name], with D.N.I. no. [dni_decano], as dean of the EAE Barcelona University Center, certifies that Mr./Ms. [teacher_name], with D.N.I. [dni_profesor], according to the existing documentation in this center, has participated as a member of the end-of-degree evaluation panels specified below:

ACADEMIC YEAR AND DATE OF THE DEFENSE	PROGRAM	TIPOLOGY	NAME OF THE TFM	IN QUALITY OF
[yyyy/yyyy] [dd/mm/yy]	[name of the titulation]	OFICIAL	[name of the tfm]	[president, secretary or vocal]
[yyyy/yyyy] [dd/mm/yy]	[name of the titulation]	OFICIAL	[name of the tfm]	[president, secretary or vocal]
[yyyy/yyyy] [dd/mm/yy]	[name of the titulation]	OFICIAL	[name of the tfm]	[president, secretary or vocal]

And for the record, and for the appropriate purposes, I issue and sign this certificate in Barcelona, at [dd/mm/yy],

[vice_dean_name], D.N.I. [dni_vice_dean]

[vicedean_position]

By delegation, according to the agreement of the Academic Commission, of [dd_mm_yy].