

TEACHING GUIDE

END OF DEGREE PROJECT

GRADO EN ADMINISTRACIÓN Y DIRECCIÓN DE EMPRESAS (INGLÉS)

ACADEMIC YEAR 2026-27

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I.-Subject Identification

Type	OBLIGATORIA
Teaching period	4 course, annual
Nº of credits	6
Language in which the subject is taught	English

II.-Presentation

Royal Decree 1393/2007, of 29 October, which establishes the organisation of official university education, indicates that all official undergraduate studies will conclude with the preparation and defence of a Final Degree Project, which must be part of the curriculum. The Final Degree Project must be carried out in the final phase of the curriculum and be aimed at the evaluation of competencies associated with the degree.

This subject aims to complete the evaluation carried out through the Final Degree Project of the learning results acquired during the teaching period of the Degree.

III.-Learning outcomes

CI01. Ability to analyse and synthesise: analysis, synthesis, evaluation and decision-making based on relevant information records on the company's position and potential growth.

CI02. Ability to organise and plan: organisation, planning and administration of companies or small and medium enterprises, understanding their competitive and institutional position and identifying strengths and weaknesses

CI03. Spoken and written native language skills: understanding and ability to correctly communicate in different scenarios in Spanish. Ability to make oneself understood by superiors and subordinates in a clear and concise manner and draft advisory reports and (global or functional area) business management projects

CI04. Spoken and written foreign language skills: understanding and ability to communicate in economic-corporate scenarios in English.

CI06. Ability to analyse, search for and interpret information from different sources: ability to identify sources of relevant economic data, obtain and select information that non-professionals are not capable of recognising

CP04. Critical reasoning skills.

CS06. High standards of quality.

CPR01. Practical application of knowledge.

CPR02. Project design and management.

- Key for degrees not adapted to RD 822/21: **CB** - basic competences, **CG** - generic competences, **CE** - specific competences, **CT** - transversal competences.
- Key for degrees adapted to RD 822/21: **CON** - knowledge, **COM** - competences, **HAB** - skills.



IV.-Contents

IV.A.-Syllabus

The Final Degree Project involves the completion by the student of an original report or study under the supervision of a tutor, in which the training content received, knowledge, competences and skills acquired during the teaching period of the Degree are integrated and developed.

- The Final Degree Project is the module that concludes the curriculum of all official Bachelor's Degrees, although it is allowed to be presented with 2 pending subjects (including RAC and the Internship).

- The Final Degree Project must be prepared individually. However, according to the procedure established in the Framework Regulations of the URJC and in the Specific Regulations of FDP of the FCEE, collective works may exceptionally be proposed when the chosen topic or subject justifies it. In any case, in the collective projects, each of the students must prepare, present and defend an individual report that is different from those corresponding to the rest of the participants in said collective FDP.

- The Final Degree Project must focus on applying the general competencies of the degree. Its objective is to train the student in the search, management, organization and interpretation of relevant data, preferably from their area of study, to make judgments that include reflection on significant issues of a social, scientific, technological or ethical nature. In addition, it must encourage the development of critical, logical and creative thinking and judgment.

-The TFG may be carried out according to the following modalities:

1. Bibliographic review works (bibliometric or argumentative).
2. Empirical work (quantitative, qualitative, experimental, case analysis, etc.).
3. Design or simulation work of processes, systems or facilities.
4. Practical work related to processes and activities specific to professional profiles.
5. Qualitative study work based on project analysis, case studies, simulations and others.
6. Work carried out under the modalities of Service-Learning or Challenge-Based Learning.

-The number of hours that the student allocates to the preparation of the FDP must be adjusted to the workload corresponding to the number of credits assigned to them in the curriculum.

-The ownership of the copyright of the Final Degree Projects will be governed by the provisions of current legislation.

- In the case of the Joint Plans of Official Studies (Double Degrees), the student will prepare and defend a FDP in each of the Bachelor's Degrees studied, but a common theme may be addressed in both, provided that it allows the application of the knowledge, skills and competences provided for in the curricula of both degrees.

IV.B.-Training activities

Type	Title
Lectures	Bibliographical readings for the preparation of the Final Degree Project Degree Final Project
Elaboración de la memoria del TFG/TFM	Preparation and defense of the Final Degree Project report.
Other activities	Academic tutorials with the assigned tutor
Other activities	Search for documentation necessary for the preparation of the Final Degree Project.



V.-Student workload	
Theoretical sessions	0
Resolution of exercises, problems, case studies, etc.	0
Practical sessions in experimental, technological and clinical laboratories, fieldwork, etc.	58
Tests and/or exams	2
Academic tutorials	18
Related activities: conferences, seminars, etc.	0
Preparation of theoretical sessions and self-study	0
Preparation of practical tasks, exercises, case studies, projects, etc.	0
Preparation for tests and/or exams	102
Total student workload	180

VI.-Methodology and academic programme		
Type	Period	Content
Week 30 to Week 35	Presentation and defense of the FDP	Week 1 to Week 35
Completion of the FDP	Theoretical sessions	Week 1 to Week 30
Readings of the bibliographic materials	Academic tutorials	Week 1 to Week 35

VII.-Assessment methods

The general assessment method is continuous as established in the *Regulation for the Assessment of Learning Outcomes* of Rey Juan Carlos University.

All the assessment systems established in the degree report must be employed, except for those that have a minimum weight of 0%, which can be used by professors in the academic years they consider relevant. Each assessment system may be applied through one or more assessment activities, consistent with the system. No assessment activity can exceed individually 60% of the overall grade for the subject.

The sum of non re-evaluable activities cannot exceed 40% of the overall grade for the subject and, in general, should not have an established minimum grade (except for practical activities in which, strictly speaking, the conditions of the ordinary call cannot be reproduced in the extraordinary call).

Those students who do not manage to pass the subject in the ordinary call, or do not attend this first call, may attend the extraordinary call only for failed re-evaluable assessment activities.

The distribution and characteristics of the assessment activities are described below.

VII.A.-Description and weight of the assessment activities



The student must consult the regulations on the Bachelor's Degree Final Project on the university's website, corresponding to the Faculty of Economics and Business Sciences.

These regulations apply to all degrees of the Faculty of Economics and Business Sciences and are based on the Framework Regulations for the Final Degree Project (FDP) of the Rey Juan Carlos University (URJC), approved by the Governing Council on May 26, 2023 (<https://www.urjc.es/images/Intranet/TFG/reglamento.pdf>) and by the Specific Regulations of the TFG of the FCEE (https://www.urjc.es/images/facultades/fcee/documentos/Fecha_Defensas_TFG/0.-_Reglamento_TFG_FCEE_rev_VICE_ORD_DOCENTE_DEF.pdf)

1. Defence application: To apply for the defence of the FDP, students must meet, before the closing date of the application period established in each call, all the requirements established in the aforementioned Bachelor's Degree Final Project regulations and in this procedure. Applications for defence made after the deadline established in each call will not be accepted. The application must be submitted exclusively through the FDP platform <https://gestion2.urjc.es/tfg>, which will remain open uninterruptedly.

In order to be able to request the defence in any of the presentation and defence periods, the following will be required:

1. That in the student's Academic Progress only the credits corresponding to a maximum of two additional subjects to the FDP are recorded as pending passing, which may include those of External Internships and Academic Recognition of Credits
2. That the report presented, according to the modality and area of knowledge to which the degree in which the student is enrolled belongs, does not exceed a percentage of 20% of non-original content, once submitted to the anti-plagiarism tool available in the FDP application (<https://gestion2.urjc.es/tfg>). If the percentage is higher and the tutor considers that, even so, the work is suitable for their defense, they must justify the percentage of plagiarism obtained in order to authorize the defense. . 2. The student may present two periods and defense per academic year.

2. Defence of the final degree project: In accordance with the University's FDP regulations, the defence of the FDP is public and mandatory, and will not be subject to dispensation in any case.

The FDP may be defended and graded directly by the tutor provided that he or she proposes a grade equal to or lower than 8 through the Bachelor's Degree Final Project platform. If the tutor considers that the work could obtain a grade higher than 8, the student will defend it before a Tribunal.

The defense of the FDP will be carried out in person. Only exceptionally, delimited by the Bachelor's Degree Final Project Committee of the Faculty of Economics and Business Sciences, the student may defend the TFG in a non-face-to-face manner, requesting authorisation from the Committee by means of a reasoned letter to which they will attach the documentation proving the circumstances that prevent the face-to-face defence. The non-face-to-face defense will be carried out in accordance with the protocol that the University has established at that time.

3. Evaluation of the Final Degree Project: The evaluation process of the FDP is determined by the contents committed in the verified reports of each degree, specifically, in the Evaluation Systems section of the subject "Final degree project".

In accordance with the provisions of the University's FDP Framework Regulations and the Faculty's FDP Regulations, the qualification corresponds to the Tribunal or the FDP Tutor. To grade the FDP, both the tutors and the Tribunal will take into account the academic quality, the clarity of the written expression and the student's ability to debate during the defence.

The weighting for the evaluation will be as follows:

1. Defence before a Tutor (maximum grade of 8):
 - Memory: 87.5%:
 - Academic quality: 50%
 - Clarity of written expression: 37.5%
 - Defense (ability to debate and defend arguments): 12.5%
2. Defense before the Court (Maximum grade of 10):
 - Memory 70%:
 - Academic quality: 40%
 - Clarity of written expression: 30%
 - Defense (ability to debate and defend arguments): 30%

The final grade for the FDP will be determined during the defense, either before the tutor or before the Court.

To pass the FDP course, students must obtain a minimum score of 5 out of 10 in each of the three assessment criteria included in the defense rubrics, regardless of whether the evaluation is conducted by the tutor or by the court. If a score below 5 is obtained in any of the three assessment criteria, the final result will be a fail. In such cases, the numerical grade will be calculated as the weighted average of the assessment criterion or criteria that have not been passed.

4. Review of the grade obtained. The student may request a review within three working days from the date of publication of the provisional record, before the same body that has evaluated them (either tutor or tribunal), as established in the Framework



Regulations of the URJC FDP.

VII.B. Assessment of students with academic exemption from class attendance

Having Academic Exemption from Class Attendance (DAAC) does not imply that students are automatically exempt from participating in the continuous assessment activities or in the training activities of compulsory attendance as established in the teaching guide. Once the exemption has been granted, students must contact the subject's teaching staff, who will propose the adaptations he/she may consider relevant, as long as they guarantee the acquisition and adequate assessment of the learning goals established. Students must maintain adequate communication with the teaching staff so that they may provide information on the dates for training and assessment activities, if these are not established in the programme and available for students at the time of achieving the exemption.

Subject with possibility of academic exemption: No.

VII.C. Review of assessment activities

In accordance with the Regulation for the Assessment of Learning Outcomes of Rey Juan Carlos University.

VII.D.-Students with a disability or special educational needs

In order to guarantee equal opportunities, non-discrimination, universal accessibility and academic success, students with disabilities or especial education needs may request curricular adaptations to follow their studies. These adaptations will be provided by the Unit of Attention to People with Disabilities of Rey Juan Carlos University, in accordance with the regulation which regulates the service for the Attention of People with Disabilities at the University. This Unit will issue a report for curricular adaptations, so that students with disabilities or special education needs must contact the service (at e-mail discapacidad.programa@urjc.es) in order to provide relevant information for different educational alternatives.

VII.E.-Academic behaviour, academic integrity and honesty

Rey Juan Carlos University is fully committed to the highest standards of academic integrity and honesty, so studying at the URJC means assuming and subscribing to the values of integrity and academic honesty set out in the University's Ethical Code. To support this process, the University has Rey Juan Carlos University's Academic Conduct Regulation as well as different tools (anti-plagiarism, supervision...) that offer a collective guarantee for the full development of these essential values.



VIII.-Teaching resources and materials

Basic bibliography

The bibliography will depend on the specific topic to be studied. The academic tutor will guide the student on the most appropriate bibliography for each topic.

Consultation bibliography

IX.-Professors