

GUÍA DOCENTE

1. COURSE DESCRIPTION

Degree:	GEOGRAPHY AND HISTORY
Course:	FINAL DEGREE PROJECT
Module:	FINAL DEGREE PROJECT
Department:	GEOGRAPHY AND HISTORY
Semester:	ANNUAL
Total credits:	12
Year:	4th
Type:	OBLIGATORY
Language of tuition:	SPANISH OR ENGLISH

Teaching model:	NOT APPLICABLE
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2. COURSE MANAGER

Vice-Dean of Academic Administration
Faculty of Humanities
www.upo.es/fhum

Each student will be assigned an academic tutor. The assignation will be made at the time of registration.

3. PLACE IN THE TRAINING SCHEME

3.1. Objectives

The Final Degree Project is the production by the student of an academic, scientific or professional paper, under the supervision of a professor with experience in teaching the degree in question, through which the student must demonstrate that they have acquired the skills associated with the degree and the basic competence defined by the Spanish Higher Education Qualifications Framework for the University Degree.

3.2. Contribution to the training scheme

The Final Degree Project completes the academic and professional training of future Geography and History graduates, integrating the knowledge acquired over the four years of the course in order to solve professional or scientific problems. It is the biggest task that the student has undertaken up to that point and one that will demand of them considerable organisation, discipline and an overarching perspective. This is the best way to demonstrate the competence acquired over the years of academic study.

Within the framework of the bilingual plan of this Degree, students have the opportunity to earn these twelve credits in English, by registering for the Final Degree Project (course code 305107).

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3.3. Recommendations and prior knowledge requirements

The Final Degree Project is undertaken during the fourth and last year of the Geography and History degree, when most of the subjects from previous years have been passed. The competences laid down as general objectives of the qualification must already have been acquired, since the purpose of the FDP is to validate that learning.

The tutors guide the students in the elaboration of the FDP, but the students are responsible for the process, demonstrating their capacity for organisation and meeting deadlines. Furthermore, they must have good Spanish, be skilled in drafting academic texts and be familiarised with the system of bibliographic citations and references in academic papers. A student with difficulties in any of these basic skills should make a special effort to correct them before beginning the FDP.

4. SKILLS

4.1 Skills of the Qualification that are developed on the course

In accordance with the provisions of Royal Decree 1027/2011, which establishes the Spanish Framework of Higher Education Qualifications, undergraduates must demonstrate the following achievements in the Final Degree Project:

- To have acquired advanced knowledge and demonstrated comprehension of theoretical and practical aspects, as well as the working methodology of the field of study in question, with a depth that includes the latest developments in that knowledge.
- To be able, by means of arguments and procedures elaborated and sustained by the students themselves, to apply knowledge and problem-solving skills in working or professional and academic or scientific environments which require the use of creative and innovative ideas.
- To have the capacity to compile and interpret data and information on which to base the conclusions reached, and to reflect on social, scientific or ethical aspects in the field of study in question.
- To be able to respond in complex situations which require new solutions, in academic, working and professional environments.

Therefore, through the FDP, students will demonstrate that they have acquired the **Basic Skills of the Bachelor's Degree in Geography and History**:

Code	Skill	Type
CB1	Students must have demonstrated that they possess and understand knowledge in an area of study which is based on general secondary education and which is usually found at a level that, though supported by advanced textbooks, also includes some aspects which require the possession of the latest knowledge in their field of study.	Basic
CB2	Students must be able to apply their knowledge to their work or vocation in a professional manner and possess the skills that are usually demonstrated through the elaboration and defence of arguments and problem-solving in their field of study.	Basic
CB3	Students must be able to gather and interpret relevant data (normally within their field of study) in order to make judgements which include a reflection on relevant social, scientific or	Basic

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Code	Skill	Type
	ethical matters.	
CB4	Students must be able to convey information, ideas, problems and solutions to both a specialised and a non-specialised public.	Basic
CB5	Students must have developed those learning skills necessary to undertake subsequent study with a high degree of autonomy.	Basic

Furthermore, in general, students must demonstrate that they have acquired the following **General, Transversal and Specific Skills**:

Code	Skill	Type
CG01	Development of high level speaking and writing skills in Spanish and communication in a foreign language.	General
CG02	Development of the capacity to analyse complex situations and media.	General
CG03	Capacity to analyse and interpret data and information of different types rigorously and to elaborate a synthesis of them.	General
CG04	Decision-making capacity in order to adapt to new situations and solve problems. Development of critical and self-critical awareness in order to evaluate and optimise the learning process.	General
CG05	Cooperative, responsible teamwork, respecting diversity, encouraging dialogue and seeking understanding in order to achieve objectives.	General
CG06	Approaching knowledge in an active manner, showing autonomy, initiative, capacity for planning and organisation, with an enterprising, creative spirit.	General
CG07	Development of skills to seek and manage information in an autonomous manner, promoting intellectual rigour.	General
CG08	To work responsibly and ethically, eschewing fraudulent practices such as plagiarism.	General
CG09	Application of the principles of equality and respect for diversity to be expected in a democratic culture.	General
CG10	Sensitivity towards environmental matters and expressions of social injustice.	General
CG11	Capacity to communicate orally and in writing in both the student's own language and in a foreign language, using the terminology and techniques accepted in the historiographical and philosophical professions.	General
CT01	Awareness of historical-cultural diversity, and capacity to understand how humanity has existed, acted and thought in the different contexts of the past.	Transversal
CT02	Ability to identify, organise and use different sources of information appropriately for the study of and research into history and/or geography.	Transversal
CT03	Ability to use the instruments for compiling historical and/or geographical information: bibliographical catalogues, archive inventories, electronic references.	Transversal
CT04	Knowledge and understanding of the fundamentals of European culture through several of the humanistic disciplines and their main written sources.	Transversal

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CT05	Knowledge of the main philosophical schools of thought and their contributions to the general theory of knowledge, especially with respect to the Humanities and Social Sciences.	Transversal
CT06	Ability to use gender as an analytical category in order to determine and evaluate historical events, thoughts and everyday reality.	Transversal
CT07	Knowledge of the basic content of the disciplines included in this module.	Transversal
CT08	Ability to work easily in the area of philological, literary, sociological and philosophical studies as regards vocabulary, texts and the methods of each discipline.	Transversal
CT09	Awareness of historical-cultural diversity, and the ability to understand how humanity has existed, acted and thought in the different contexts of the past.	Transversal
CE50	Theoretical and practical awareness of the changes brought about at all levels by information and communication technologies.	Transversal
CE51	To bring together the knowledge acquired in a critical overall comprehension of today's society.	Specific
CE52	To apply the knowledge acquired to the exercise and presentation of critical and self-critical thought.	Specific
CE52	To apply the knowledge required to the exercise and presentation of critical and self-critical thought.	Specific
CE53	To seek and use information for problem-solving, using the instruments of the Human Sciences to that end.	Specific
CE54	To analyse, argue, synthesise and organise a presentation, combining synthesis and explanation.	Specific
CE55	Ability to convey knowledge in a rigorous and orderly manner, using personal resources and Information and Communication Technologies related to the Human Sciences to that end.	Specific
CE56	Production and management of information on the Internet, from a multidisciplinary and multimedia perspective, and content in fundamentally cultural environments.	Specific
CE57	To become aware that scientific debate and research are in constant elaboration and to be willing to intervene in them.	Specific

Additionally, the **Transversal and Specific Skills** of the degree related to the particular disciplines involved in the FDP of each student will be practised and evaluated.

5. TYPE AND FORMAT OF THE FDP

The regulations governing Final Degree Projects allow for the following types:

1. Projects with a scientific content
2. Business creation projects and feasibility studies
3. Intervention projects
4. Technical studies

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The Final Degree Project must include:

1. An introduction with a description of the purpose of the paper and the background (state of the question).
2. Objectives, working plan, sources and methodology. Formulation of a hypothesis and hypothesis testing.
3. The results or a technical report with a critical, reasoned discussion of the results.
4. Synthesis and conclusion
5. Bibliography

5. METHODOLOGY AND RESOURCES

Assuming a total of 25 hours of work by the students for each ECTS credit, the FDP requires the dedication of 300 hours by the student. This time will include contact hours with the professor and the autonomous work of the student.

During the course, the student must perform the following tasks:

- Attend the training activities related to the elaboration of the FDP organised by the Dean's Office. Participate in courses organised by the library specifically for the G&H FDP. The tutors are not obliged to provide training on aspects which have already been taught in these activities.
- Together with the project tutor, select the subject of the research. (The student must contact the tutor before 10 October in order to arrange a first meeting. It is the responsibility of the student to contact the tutor before that date).
- Together with the tutor, determine the methodology, working plan and bibliography to be used in the project.
- Individual reading of the selected sources and bibliographical works and an independent search for information.
- At least two working sessions with the tutor in order to monitor the progress of work.
- Drafting of a Working Project to be approved by the tutor.
- Complete drafting of the Project. The project must be approximately 50 pages (not including any annexes) and must have a structure similar to a scientific report. A template to be used in all FDPs is to be published as an Annex to this guide.
- Oral presentation of the Project to a tribunal.

VIRTUAL CLASSROOM

All of the information related to the FDP will be published in the Virtual Classroom of the course, including both the Specific Part of the Teaching Guide and the ANNEXES (templates for the elaboration of the FDP, good practice guides, monitoring forms for the tutors, etc.). Students will receive information about preparatory activities organised by the Dean's Office through the Virtual Classroom. Students should ensure that their e-mail addresses in their Virtual Classroom profile are correct.

DISTANCE STUDY

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The FDP can only be taken by distance study when the student is on mobility programmes. In the case of students who take the FDP during mobility, the sessions with the tutor will take place through the Virtual Classroom, Skype or e-mail, as determined by the tutor. Other than this, the methodology of the course and the obligations of the student and the tutor will be identical to those of the in-person course.

7. ASSESSMENT

The assessment of the FDP consists of the following parts:

Tutor's mark	Results and process of collaboration	30%
Tribunal's mark	Written report of the FDP	50%
	Presentation and defence	20%

Having received the mark and approval of the tutor, the final assessment of the Final Degree Project will be the public defence of the paper before a tribunal made up of three professors.

Final Degree Project assessments will take place twice a year, in June and in September.

The **prior approval** of the tutor is required, within the deadlines established by the Dean's Office each academic year, before a student can enter one of these two assessment sessions and publicly defend their Final Degree Project.

The **procedure and submission dates** will be detailed in the Specific Part of the Teaching Guide to be published in the Virtual Classroom, without prejudice to their publication in the corresponding section of the website of the Faculty of Humanities.

Any work by the student which has not been submitted by the date laid down will be considered "not submitted" for marking purposes and the student may submit the work in the following session.

To ensure that assessment is carried out under clear, objective, homogenous criteria, both the tutor and the tribunal will work to **evaluation rubrics** provided by the Dean's Office of the Faculty of Humanities. The rubrics will serve to assess the degree to which the students have **acquired the required skills** and will be attached as Annexes to the Specific Part of the Guide to be published in the Virtual Classroom.

Students will be allowed 45 minutes for the defence of their FDP. The phases of the process are:

- Constitution of the Tribunal
- Defence by the student (10 - 15 minutes)
- Debate between the members of the tribunal and the student (20 - 25 minutes)
- Deliberation and Marking

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PLAGIARISM

It is important that students are aware of the gravity of any plagiarism detected in the final project. Plagiarism may arise through the inclusion of fragments of text or information from different sources without acknowledgement of its origin or an unclear or inappropriate system of source citation which does not associate the ideas with their authors in the correct manner. The tutors of the projects have tools to detect suspected plagiarism, such as the SafeAssign plagiarism prevention service, integrated into the Blackboard platform.

Note: You are reminded of the Assessment Regulations for degree students at the Pablo de Olavide University (published on 3 June 2014) Chapter II, Article 18, Point 2. In the performance of work, plagiarism and the use of non-original material, including that obtained on the Internet, without express indication of its origin will be considered grounds for failing the subject and, if appropriate, academic sanctions.

STUDENTS ON MOBILITY PROGRAMMES

Students on mobility programmes who take their FDP remotely must, in all cases, defend their work in person at the UPO on the official date on which the tribunals are convened.

8. GENERAL BIBLIOGRAPHY

REGULATIONS

Decision of the Extraordinary Board of Government of 20 April 2012, which approved the Regulations governing Final Degree Projects. Available at http://www.upo.es/bupos/Bupo_8_2012/ACG_20abr_2012_p2.pdf

OTHER BIBLIOGRAPHY

The tutors will recommend the bibliography most appropriate to the subjects and objectives of the projects of the students.