End of Degree project (EDP) basic guidelines

IMPORTANT: This guide **does not replace the Course Syllabus** (*guia docent*), which must be read carefully. Non-compliance with the EDP requirements that are in that Course Syllabus will not be excused (even if they are not in this quick guide).

Do you want the UPF to assign you a tutor to supervise your End of Degree Project? It will be one of the academics assigned to this course, by the Economics and Business School.

YES

The UPF Business and Economics School will provide you with a tutor. To do this, you need to form a work group: coordinate with 3 other students and complete a team of 4 students. This EDP will be done under the *General mode*, "**modalitat general**". Choose a spokesperson and **only** she/he should fill out the form on Aula Global with the proposal (deadline: first week, even if some information is missing).

In the second week of the term, you will receive acceptance and the code for your Project

Work on *Metodologies de Recerca i Gestió de la Informació* and complete the evaluable questionnaire

Follow the submission process for the 3 drafts, the work plan, and progress reports (deadline: Thursday 23:55 in different weeks of the term); and attend the meeting/s with the professor assigned to your End of Degree Project (EDP). You will find the dates and the platforms for uploading these documents on the AULA GLOBAL platform. Use always the code assigned to your project.

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Complete the project information, and submit the final paper on the Aula GLOBAL platform using the project code (deadline: 23:55 last week of the term). Submit also the video-defense

No, I will look for a tutor myself.

(*) NOTE: The student must find the person responsible for the tutoring **on their own**. If this person is an external professional not affiliated with UPF, their CV must be attached.

You will complete the EDP under the ***specific mode***: either individually or as part of a team of 2, 3, or 4 students. Two forms are required: (a) the *Aula Global form* with your *proposal*, and (b) submit the *form signed by your external tutor* (deadline: first week, even if some information is missing)

Choose a spokesperson and **only she/he** should fill out form (a)

In the second week of the term, you will receive acceptance and the code for your Final Project, EDP

Work on *Metodologies de Recerca i Gestió de la Informació* and complete the evaluable questionnaire

For *specific mode* projects, drafts, work plans, or progress reports are not required in Aula GLOBAL The external tutor will decide on the format for conducting the supervision.

Complete the project information, and submit the final project on the Aula GLOBAL platform using the project code (deadline: Thurdsday, on the last week). Submit the vídeo-defense

Ask your tutor to fill in the report about your project, and follow the indications in aula global. This will help the teachers in charge of the grading.