

Guidelines for Bachelor Thesis (BT)

According to the general norms for Bachelor Theses (BT) established by the Universitat Politècnica de València, a BT reflects the application of the competences to be acquired in a degree. It should be an original and professionally oriented project reflecting the knowledge, skills and competences acquired throughout the period of studies, with a special focus on the competences involved in completing a BT¹.

A-HOW TO STRUCTURE THE CONTENTS

The organisation of the BT contents depends on the topic chosen, and as a norm, you should follow your supervisor's indications, especially in the case of writing a company's business plan. In any case, your BT should reflect the following general structure.

1. INTRODUCTION

The introduction should be structured in the following way:

1.1. EXTENDED ABSTRACT

An extended abstract is not the abstract that you uploaded to the BT management application (*Ebron*), but a more detailed summary including the purpose of your BT, the organizational context in which it was carried out, etc. Remember that the assessment board members will read the extended abstract first in order to gain a general view of your BT. Therefore, it is important to give a good impression in terms of the details provided and the style used from the first page of your BT².

1.2. OBJECTIVE(S)

In this section you should clearly state the general objective of your BT. It is advisable to include specific objectives, which are necessary to achieve the general objective. The general and specific objectives should be clearly formulated, as the conclusions drawn later will directly refer to them.

¹ The list of the competences can be found in the teaching guide of the BT course.

² A good idea is to write this part at the end of the writing process. Once your BT is finished, it will be easier to write a detailed and well-structured extended abstract.

1.3. METHODOLOGY

You should explain what methodology has been used. If this aspect of your BT is of special importance, then you should include a chapter (chapter 3) on that.

1.4. RELATION WITH YOUR DEGREE COURSES

It is not compulsory to establish relations and links with your degree courses, but if you wish, you can do that here.

1.5. DESCRIPTION OF THE BT STRUCTURE

You should explain how your BT has been structured: what chapters you have included and what they deal with. This information might be useful for the assessment board members because it will help them read your BT.

2. FRAMEWORK: ORGANIZATION AREA/ BUSINESS AREA/ NORMS AND REGULATIONS³

The second chapter includes the information about the BT framework. It could be a specific area within an organization, a business area or a set of norms and regulations applicable to management. It could also be a combination of two or three types of framework. As this chapter provides a framework for your BT, it is of great importance for anyone reading your project.

3. METHODOLOGY

As has been mentioned before, you can include this chapter to provide a more detailed description of the methodology used. A methodology is a system of procedures and principles used to carry out a project, for instance, a systematic bibliography search, SWOT and PESTEL analyses, multiple criteria techniques for decision-making, job position analysis and description, questionnaire design, interview observation, statistical analysis, etc. In doing so, you should help the reader understand what type of methodology has been used, how you have used it and for what purposes. Remember to quote the references in mentioning the sources of your methodology (preferably of the primary type).

³ This title is general: you should provide a more specific title referring to your BT.

4. PROPOSAL⁴

This chapter is the central part of your BT. Remember that it follows the framework and the methodology (if necessary). This chapter includes your own contribution to the topic, determined by the general and specific objectives of your BT. The organization of this chapter into sections depends on the type of project. However, you are advised to reflect a logical sequence allowing for an interrelation of the previously established elements and aspects.

5. ANALYSIS AND DISCUSSION OF RESULTS⁵

This chapter should be included if the analysis of the results obtained from the proposal application needs to be presented in detail, for instance when the statistical treatment of data has been conducted.

6. CONCLUSIONS

In this final chapter of your BT, you should draw conclusions by referring to each previously established objective. In this way, you will be able to show that you have coherently addressed each of your objective and drawn the corresponding conclusions. Additionally, you can provide conclusions regarding other aspects of your BT, such as the methodology used and its applicability, the difficulties found or the limitations of the project. You can divide this chapter into sections so that the reader can find an orderly presentation of the conclusions, systematically linked to the objectives set. This would clearly help the reader understand your achievements in completing the BT. Finally, you can include future lines of research or further projects to be conducted.

BIBLIOGRAPHY

You should quote the authors included in the bibliography throughout the whole text of your BT. The bibliography should follow any style reflecting the UNE-ISO 690:2013 norm. Using a correct and consistent style is very important, as the assessment board members are likely to be interested in the sources used for your

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project and they will check if they were quoted in the text and included in the bibliography section⁶.

APPENDICES

The appendices are not compulsory and you should avoid including here the university's norms and regulations for BT writing. Instead, you can appendices for tables, lists, etc. that were too long to be inserted in the text (e.g. survey results, tables containing data, etc.). Any appendix included in the BT should be referred to throughout the text, so that the reader can find the additional information included when necessary.

B- FORMAL ASPECTS

WHAT TO INCLUDE ON THE BT COVER⁷

You can choose the font style of your preference, but you have to include the following information:

- UPV logo
- FADE logo
- BT title
- Your first name and surname
- Your supervisor's (and co-supervisor's) first name and surname
- Degree
- Academic year in which you submit your BT

ACKNOWLEDGEMENTS

In case you wish to include acknowledgements, you can do so on the page following the cover and preceding the BT content pages.

⁶ You can use the guidelines for quoting references in academic texts. The style suggested follows the UNE norms, established by the BT norms and regulations at the UPV.

⁷ You can find an example on PolifomaT.

LIST OF CONTENTS

The list of contents⁸ should include the numbered section and sub-section titles together with the corresponding page numbers. You are advised to use the quick style function and Word templates for that.

LIST OF FIGURES

All of the figures should be numbered and have captions. The caption should reflect the contents of a figure in a concise way. The source of information for a figure should also be clearly stated.

See an example below.

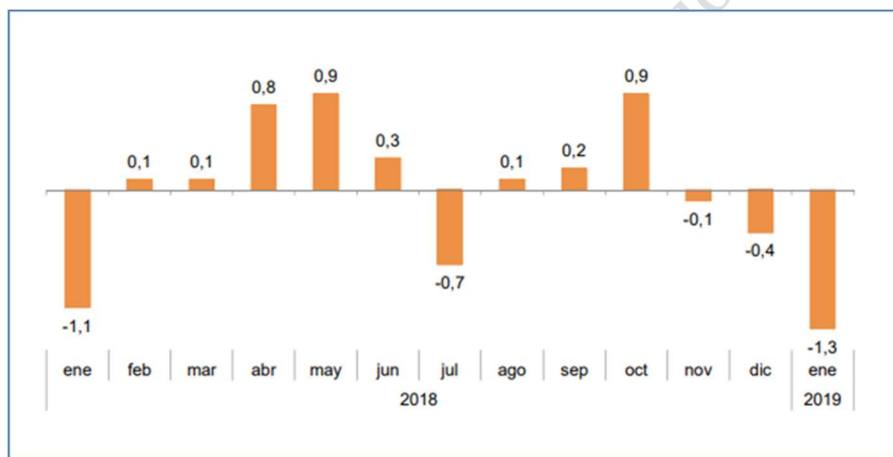


Figure 1. Evolution of the monthly consumer price rate from January 2018.

Source: www.ine.es

For figures based on the data taken from a source (e.g. INE), you should use the following: “Source: Author, based on information from INE”. For figures based on the data provided by you, use the following: “Source: Author”.

LIST OF TABLES

All of the tables should be numbered and have captions. The caption should reflect the contents of a table in a concise way. The source of information for a table should also be clearly stated (see indications above).

⁸ To save time and effort in laying out your BT correctly, use a template from the very beginning of the writing process. There are no style norms, but remember that you are writing an academic text which should have an appropriate layout.