

# Trabajo Fin de Grado / Bachelor's Dissertation

## Grado en Lenguas Modernas Aplicadas / Bachelor in Applied Modern Languages

UNIVERSIDAD NEBRIJA

# GUÍA DOCENTE / TEACHING GUIDE

Asignatura / Subject: Trabajo Fin de Grado / Bachelor's Dissertation

Titulación / Degree: Grado en Lenguas Modernas Aplicadas / Bachelor in Applied Modern Languages

Carácter / Character: Trabajo Fin de Grado / Bachelor's Dissertation

Idioma / Language: Inglés y/o español en caso de que el estudiante tenga un B2 en español o sea hispanohablante

Modalidad / Modality: Presencial

Créditos / Credits: 6 ECTS

Curso / Course: 4º

Semestre / Semester: 8

Profesores/Equipo Docente (tutor/a académico/a) / Professors/Teaching Staff: Director del Grado de Lenguas Modernas y tutores de los TFG

## 1. COMPETENCIAS Y RESULTADOS DE APRENDIZAJE

### 1.1. Competencias

Competencias Básicas / Basic competences

**CB1** Poseer y comprender conocimientos en un área de estudio que parte de la base de la educación secundaria general, y se suele encontrar a un nivel que, si bien se apoya en libros de texto avanzados, incluye también algunos aspectos que implican conocimientos procedentes de la vanguardia de su campo de estudio. / Have and understand knowledge in an area of study that is based on general secondary education, and is usually found at a level that, although supported by advanced textbooks, also includes some aspects that imply knowledge coming from the forefront of their field of study.

**CB2** Aplicar sus conocimientos a su trabajo o vocación de una forma profesional y posean las competencias que suelen demostrarse por medio de la elaboración y defensa de argumentos y la resolución de problemas dentro de su área de estudio. / Apply their knowledge to their work or vocation in a professional way and possess the skills that are usually demonstrated through the elaboration and defence of arguments and the resolution of problems within their area of study.

**CB3** Reunir interpretar datos relevantes (normalmente dentro de su área de estudio) para emitir juicios que incluyan una reflexión sobre temas relevantes de índole social, científica o ética. / Gather and interpret relevant data (usually within their area of study) to make judgments that include a reflection on relevant social, scientific or ethical issues.

**CB4** Transmitir información, ideas, problemas y soluciones a un público tanto especializado como no especializado. / Transmit information, ideas, problems and solutions to both a specialized and non-specialized public.

**CB5** Desarrollar aquellas habilidades de aprendizaje necesarias para emprender estudios posteriores con un alto grado de autonomía. / Develop the learning skills necessary to undertake further studies with a high degree of autonomy.

Competencias Generales / General competences

**CG1** Identificar las principales aportaciones teóricas en el ámbito de los estudios lingüísticos y literarios. / Identify the main theoretical contributions to the field of linguistic and literary studies.

**CG2** Adquirir la formación científica básica aplicada a las Lenguas modernas extranjeras y sus prácticas profesionales. / Acquire the basic scientific knowledge applied to Foreign Modern Languages and its professional internships.

**CG3** Desarrollar estrategias de argumentación y exposición, oralmente y por escrito, dentro del campo de estudio de las Lenguas Modernas Aplicadas. / Develop reasoning and exposition strategies, written and orally, within the field of study of Applied Modern Languages.

**CG4** Conocer cuestiones fundamentales sobre la naturaleza del lenguaje para entender su relación con la cultura, la sociedad y otras disciplinas humanísticas. / Be aware of fundamental questions about the nature of language in order to understand its relationship with culture, society and other humanistic disciplines.

**CG6** Utilizar las nuevas tecnologías de la información y el conocimiento para la organización, la planificación y el desarrollo de actividades académicas y profesionales en el ámbito de las Lenguas Modernas Aplicadas. / Use information and communication technologies and knowledge to organise, plan and develop academic and professional activities in the field of Applied Modern Languages.

**CG7** Reconocer, documentar, valorar y profundizar en la diversidad lingüística, literaria y cultural en el contexto actual atendiendo a sus orígenes y perspectivas futuras. / Recognise, document, value and go in depth into linguistic, literary and cultural diversity in current context, drawing attention to its origins and future perspectives.

**CG9** Emplear herramientas de búsqueda de recursos documentales para el estudio de las lenguas modernas extranjeras y manejar las fuentes propias de sus correspondientes literaturas. / Use search tools for documental resources to study foreign modern languages and use own sources to study their corresponding literatures.

Competencias Específicas / Specific competences

**CE3** Aplicar con eficacia en entornos profesionales técnicas y recursos relacionados con la mediación lingüística, la enseñanza de lenguas, la mejora de la comunicación mediada por la tecnología y la resolución de conflictos interculturales. / Efficiently apply in professional environments the techniques and resources related to linguistic mediation, language teaching, the improvement of mediated communication through technology and intercultural conflict resolution.

**CE6** Comprender la complejidad de los hechos lingüísticos y de las obras literarias, apreciar sus valores estéticos y valorar su significación en el contexto sociopolítico en el que se enmarcan. / Understand the complexity of linguistic facts and literary works, appreciate their aesthetic values and their meaning in their socio-political context.

**CE7** Elaborar, exponer y defender un trabajo original, síntesis de las competencias adquiridas en el Grado. / Prepare, present and defend an original piece of work, a synthesis of the skills acquired in the Bachelor.

**CE8** Conocer y saber aplicar conceptos, métodos y terminología básica propios de la lingüística, la literatura y la adquisición de lenguas. / Know and be able to manage concepts, methods and basic terminology of linguistics, literature and language acquisition.

**CE12** Identificar y comprender los elementos que definen y articulan los estudios lingüísticos y literarios como disciplinas científicas y reconocer el carácter interdisciplinar de los mismos. / Identify and understand the elements that define and articulate linguistic and literary studies as scientific disciplines and recognise their interdisciplinary character.

### 1.2. Resultados de aprendizaje / Learning outcomes

Al finalizar la asignatura, el estudiante habrá alcanzado los siguientes resultados de aprendizaje: / At the end of this subject, the student must:

- Dominio de la competencia comunicativa en la lengua elegida, aplicando estrategias de comunicación orales y escritas y adaptándose a los diversos registros, tanto en el ámbito académico como en el profesional.
- Capacidad para relacionar con una finalidad investigadora los distintos componentes lingüísticos, culturales, artísticos o literarios asociados a la lengua A y abordados durante el grado.
- Dominio y control de conceptos, métodos y terminología avanzada propios de la lingüística, la literatura, las humanidades, la empresa o la adquisición de lenguas.
- Capacidad para transmitir ideas, conocimientos y opiniones, así como para argumentar y debatir en inglés.
- Capacidad para generar y gestionar la producción escrita para fines académicos y profesionales.
- Capacidad para aplicar las TIC al ámbito propio de las Lenguas Modernas.
- Capacidad para comunicar a otros las reflexiones y los conocimientos desarrollados en la investigación y defender su trabajo ante un tribunal de expertos.

- Mastery of communicative competence in the chosen language, applying oral and written communication strategies and adapting to diverse registers in both academic and professional contexts.
- Ability to relate the different linguistic, cultural, artistic or literary components associated with language A to research purposes, previously studied in this bachelor.
- Mastery and control of concepts, methods and advanced terminology specific to linguistics, literature, humanities, business or language acquisition.
- Ability to transmit ideas, knowledge and opinions, as well as to argue in English.
- Ability to generate and manage written production for academic and professional purposes.
- Ability to apply ICT to the field of Modern Languages.
- Ability to communicate the reflections and knowledge developed in research to others and to defend their dissertation before a board of experts.

## 2. CONTENIDOS / CONTENTS

### 2.1. Requisitos previos / Previous requirements

La lectura y defensa del Trabajo Fin de Grado se realizará una vez aprobadas el resto de las materias del plan de estudios.

### 2.2. Descripción de los contenidos / Description of contents

El Trabajo Fin de Grado evidencia la capacitación del alumno en las competencias asociadas al título, así como su preparación para poder integrarse en el mundo profesional.

El Trabajo de Fin de Grado potencia la proactividad, la resiliencia y el pensamiento crítico del alumno, que defiende una investigación que expande los contenidos abordados en el Grado en Lenguas Modernas Aplicadas.

The Bachelor's Dissertation demonstrates the range of degree competences acquired by students, as well as their readiness to enter the professional world.

The Bachelor's Dissertation fosters students' proactivity, resilience, and critical thinking as they defend their own research, which expands the contents seen in the Bachelor's in Applied Modern Languages.

### 2.3. Actividades formativas / Training activities

| ACTIVIDAD FORMATIVA / TRAINING ACTIVITY | HORAS / HOURS | PORCENTAJE DE PRESENCIALIDAD / PERCENTAGE OF ATTENDANCE |
|---|---|---|
| A3. Tutorías individuales y/o colectivas/ Individual and/or group tutorials | 10 | 75% |
| A6. Estudio individual y trabajo autónomo/ Individual study and autonomous work | 100 | 0% |
| A11. Preparación de la memoria del Trabajo Fin de Grado / Preparation of reports of the Bachelor's Dissertation | 39 | 0% |
| A12. Presentación y defensa del Trabajo Fin de Grado / Bachelor's Dissertation Viva | 1 | 100% |
| **NÚMERO TOTAL DE HORAS / TOTAL HOURS NUMBER** | **150** | |

### 2.4. Metodologías docentes / Teaching methodologies

| Código / CODE | Metodología docente / Teaching methodologies | Descripción / Description |
|---|---|---|
| MD4 | Realización de trabajos/ Performing work | Elaboración de informes y documentos en los que el estudiante debe realizar labores de búsqueda bibliográfica, recopilación de información, análisis de documentos, análisis de casos, redacción y explicación de conclusiones./ Preparation of reports and documents in which the student must carry out bibliographic search, information gathering, document analysis, case analysis, writing and explanation of conclusions. |

Se siguen las líneas metodológicas generales para toda la titulación, basadas en una concepción procesual y constructiva de la adquisición del conocimiento; en una enseñanza-aprendizaje centrada en el alumno, que potencie la participación activa y favorezca el desarrollo de competencias generales y específicas que demuestren conocimientos, habilidades y actitudes aplicables en el ejercicio profesional futuro.

According to the general methodological lines set for the whole Bachelor, based on a procedural and constructive conception of knowledge acquisition; this methodology is based on teaching-learning, focused on the student, which encourages active participation and favours the development of general and specific competences that demonstrate applicable knowledge, skills

and attitudes in a future professional exercise. However, in terms of the methodological approach, there are some differences between the different subjects.

### 2.5. Desarrollo y defensa del Trabajo Fin de Grado

*Elección del tema y metodología*

Los estudiantes de Lenguas Modernas Aplicadas tienen libertad absoluta para elegir el tema de su Trabajo de Fin de Grado, así como de decidir cuáles serán los procedimientos (metodología) para realizarlo. Desde el Departamento de Lenguas Aplicadas se sugiere, siempre dependiendo de los objetivos, seguir una metodología cualitativa, como la "investigación-acción", con el fin de que se relacionen las prácticas en empresas o las experiencias internacionales con el Trabajo de Fin de Grado.

El estudiante de Lenguas Modernas Aplicadas debe presentar el Trabajo Fin de Grado en inglés. En todo caso, los trabajos han de tener la aprobación del Director del Trabajo, así como de la Junta de Evaluación del Departamento.

*Director del Trabajo Fin de Grado*

Cada estudiante contará con un Director del Trabajo Fin de Grado, cuya misión es guiar el trabajo, señalar las carencias, orientar, proporcionar fuentes de información, sugerir temas y nuevas vías, solventar posibles dudas sobre el proceso de investigación, facilitar retroalimentación, etc. En definitiva, este profesor tiene que ser el guía y la mejor fuente de información del alumno durante el proceso de elaboración del trabajo.

*Plan de trabajo*

El alumno debe preparar un plan de trabajo que contenga, al menos, los siguientes puntos:

- el tema principal y, en su caso, los temas secundarios;
- los objetivos del trabajo;
- la metodología;
- algunas referencias bibliográficas (entre 10 y 20);
- un cronograma.

Este plan debe llevar el visto bueno del Director para ser presentado a la Junta de Evaluación del Departamento, la cual aceptará o rechazará definitivamente la propuesta de trabajo. Conseguida la aprobación, el alumno se centra en la elaboración del trabajo, guiado por su Director y, finalmente, debe hacer una defensa oral ante un Tribunal.

*Trabajos colectivos e interdisciplinares*

También se permitirá, cuando corresponda, realizar el Trabajo Fin de Grado de forma colectiva (en grupo), pero la defensa y evaluación siempre será individual. Asimismo, se podrá llevar a cabo un Trabajo Fin de Grado de carácter interdisciplinar en colaboración con estudiantes de otros departamentos y facultades.

*Defensa*

La defensa consiste en la presentación ante un tribunal y la defensa individual del trabajo. En todo caso el acto de defensa será público, pudiendo acceder a la sala de defensa cualquier persona que así lo desee.

En la modalidad virtual, la defensa se podrá realizar de manera presencial o a través del aula de videoconferencia de la Universidad. En el primer caso, la defensa del trabajo ante el tribunal se desarrollará en el campus de la Universidad. En el segundo caso se utilizará la herramienta de videoconferencia de la Universidad, que permite que el tribunal vea y escuche al alumno, al tiempo que este va mostrando la presentación de los resultados en su exposición, así como la interacción entre los miembros del tribunal y de estos con el alumno. Se generará una sesión de

videoconferencia paralela, a la que solo podrán acceder los miembros del tribunal para poder deliberar.

Para asegurar el correcto funcionamiento de la defensa por videoconferencia, unos días antes de que tenga lugar el alumno debe realizar unas pruebas con la gestora de programa, quien le explica el protocolo de la defensa en línea y le resuelve las dudas sobre el manejo de las herramientas que pueda necesitar. De la misma manera que en las pruebas de evaluación finales de las demás materias, los estudiantes deberán identificarse con su DNI/NIE, de forma que se asegure su identidad.

## 3. SISTEMA DE EVALUACIÓN / ASSESSMENT SYSTEM

### 3.1. Sistema de calificaciones / Grading system

El sistema de calificaciones (R.D. 1125/2003, de 5 de septiembre) será el siguiente:

0 - 4,9 Suspenso (SS)
5,0 - 6,9 Aprobado (AP)
7,0 - 8,9 Notable (NT)
9,0 - 10 Sobresaliente (SB)

La mención de “matrícula de honor” podrá ser obtenida a propuesta del profesor de la asignatura tras la realización de un trabajo tutorizado. El profesor deberá realizar un informe valorando las aportaciones del trabajo.

The grading system (R.D. 1125/2003, of September 5) will be as follows:

0 - 4.9 Fail (SS)

5.0 - 6.9 Pass (AP)

7.0 - 8.9 Good (NT)

9.0 - 10 Excellent (SB)

The mention of "honors" may be obtained at the proposal of the professor of the subject after completing a tutored work. The teacher must write a report evaluating the contributions of the work.

### 3.2. Criterios de evaluación / Evaluation criteria

Convocatoria ordinaria / Ordinary call

| Sistema de Evaluación/ Assessment System | Ponderación mínima/ Minimum weighting | Ponderación máxima/ Maximum weighting |
|---|---|---|
| SE7 Memoria de Trabajo Fin de Grado/ Bachelor’s Dissertation report | 40% | 40% |
| SE8 Presentación y exposición oral de Trabajo Fin de Grado/ Bachelor’s Dissertation Viva | 60% | 60% |

Convocatoria extraordinaria / Extraordinary call

| Sistema de Evaluación/ Assessment System | Ponderación mínima/ Minimum weighting | Ponderación máxima/ Maximum weighting |
|---|---|---|
| SE7 Memoria de Trabajo Fin de Grado/ Bachelor's Dissertation report | 40% | 40% |
| SE8 Presentación y exposición oral de Trabajo Fin de Grado/ Bachelor's Dissertation Viva | 60% | 60% |

### 3.3. Restricciones

Requisito para la defensa

La lectura y defensa del Trabajo Fin de Grado solo podrá realizarse una vez aprobadas el resto de las materias del plan de estudios. El plan de trabajo debe contar con el visto bueno del Director y con la aceptación de la Junta de Evaluación del Departamento.

Calificación final

La calificación final es la media ponderada de SE7 (40%) y SE8 (60%). Para superar la asignatura es necesario obtener una calificación final igual o superior a 5,0. Cuando el trabajo se realice en grupo, la defensa y la evaluación serán siempre individuales.

Normas de escritura

Se prestará especial atención en la memoria del Trabajo Fin de Grado y en su presentación oral tanto a la presentación como al contenido, cuidando los aspectos gramaticales y ortográficos. El no cumplimiento de los mínimos aceptables puede ocasionar que se resten puntos en dicho trabajo.

### 3.4. Advertencia sobre plagio y el uso de la IA / Warning Regarding Plagiarism and the Use of AI

La Universidad Antonio de Nebrija no tolerará en ningún caso el plagio o copia. Se considerará plagio la reproducción de párrafos a partir de textos de autoría distinta a la del estudiante (Internet, libros, artículos, trabajos de compañeros...), cuando no se cite la fuente original de la que provienen. El uso de las citas no puede ser indiscriminado. El plagio es un delito.

En caso de detectarse este tipo de prácticas, se considerará Falta Grave y se podrá aplicar la sanción prevista en el Reglamento del Alumno.

La adopción de herramientas de IA en la docencia debe basarse en un enfoque transparente, responsable, ético y seguro, que fomente el desarrollo de competencias digitales en el estudiantado:

- El profesor incluirá en cada actividad formativa si tiene previsto el uso de IA Generativa, con qué objetivo y los requisitos de aplicación de esta.
- Es responsabilidad del estudiante mostrar una conducta transparente, ética y responsable con el uso de IA Generativa, y adaptarse a los criterios de aplicación dictados por el profesor en cada actividad.
- La detección de cualquier conducta fraudulenta con respecto al uso de IA Generativa, no atendiendo a las indicaciones del profesorado, aplicará las sanciones previstas en el Reglamento Disciplinario.

Antonio de Nebrija University will not tolerate plagiarism or copying under any circumstances. The reproduction of paragraphs from sources other than the student's own work (the Internet, books,

articles, classmates' papers, etc.) will be considered plagiarism if the original source is not cited. Citations must not be used indiscriminately. Plagiarism is a crime.

If such practices are detected, they will be considered a Serious Offense, and the penalty provided for in the Student Regulations may be applied.

The adoption of AI tools in teaching must be based on a transparent, responsible, ethical, and secure approach that fosters the development of digital competencies among students:

- The instructor will specify in each learning activity whether they plan to use Generative AI, for what purpose, and the requirements for its application.

- It is the student's responsibility to demonstrate transparent, ethical, and responsible conduct in the use of Generative AI and to adhere to the application criteria established by the instructor for each activity.

- The detection of any fraudulent conduct regarding the use of Generative AI, or failure to follow the instructor's instructions, will result in the application of the sanctions provided for in the Disciplinary Regulations.

## 4. BIBLIOGRAFÍA / BIBLIOGRAPHY

Bibliografía básica / Basic bibliography

Bibliografía recomendada / Recommended bibliography

## 5. DATOS DEL PROFESOR / PROFESSORS' INFORMATION

Puede consultar el correo electrónico de los profesores y el perfil académico y profesional del equipo docente en https://www.nebrija.com/carreras-universitarias/grado-en-lenguas-modernas/#docentes

You can consult the e-mail addresses of the professors and the academic and professional profile of the teaching staff at https://www.nebrija.com/carreras-universitarias/grado-en-lenguas-modernas/#docentes

# TEACHING GUIDE

Subject: Bachelor's Dissertation

Degree: Bachelor in Applied Modern Languages

Character: Bachelor's Dissertation

Language: English

Modality: On-site and virtual

Credits: 6 ECTS

Year: 4th

Semester: 2nd (8th semester of the study plan)

Lecturers/Teaching team: [Pending: to be completed by the degree programme management]

## 1. COMPETENCES AND LEARNING OUTCOMES

### 1.1. Competences

*Basic competences*

**CB1** Have and understand knowledge in an area of study that is based on general secondary education, and is usually found at a level that, although supported by advanced textbooks, also includes some aspects that imply knowledge coming from the forefront of their field of study.

**CB2** Apply their knowledge to their work or vocation in a professional way and possess the skills that are usually demonstrated through the elaboration and defence of arguments and the resolution of problems within their area of study.

**CB3** Gather and interpret relevant data (usually within their area of study) to make judgments that include a reflection on relevant social, scientific or ethical issues.

**CB4** Transmit information, ideas, problems and solutions to both a specialized and non-specialized public.

**CB5** Develop the learning skills necessary to undertake further studies with a high degree of autonomy.

*General competences*

**CG1** Identify the main theoretical contributions to the field of linguistic and literary studies.

**CG2** Acquire the basic scientific knowledge applied to Foreign Modern Languages and its professional internships.

**CG3** Develop reasoning and exposition strategies, written and orally, within the field of study of Applied Modern Languages.

**CG4** Be aware of fundamental questions about the nature of language in order to understand its relationship with culture, society and other humanistic disciplines.

**CG6** Use information and communication technologies and knowledge to organise, plan and develop academic and professional activities in the field of Applied Modern Languages.

**CG7** Recognise, document, value and go in depth into linguistic, literary and cultural diversity in current context, drawing attention to its origins and future perspectives.

**CG9** Use search tools for documental resources to study foreign modern languages and use own sources to study their corresponding literatures.

*Specific competences*

**CE3** Efficiently apply in professional environments the techniques and resources related to linguistic mediation, language teaching, the improvement of mediated communication through technology and intercultural conflict resolution.

**CE6** Understand the complexity of linguistic facts and literary works, appreciate their aesthetic values and their meaning in their socio-political context.

**CE7** Prepare, present and defend an original piece of work, a synthesis of the skills acquired in the Bachelor.

**CE8** Know and be able to manage concepts, methods and basic terminology of linguistics, literature and language acquisition.

**CE12** Identify and understand the elements that define and articulate linguistic and literary studies as scientific disciplines and recognise their interdisciplinary character.

### 1.2. Learning outcomes

Upon completion of the subject, students will have achieved the following learning outcomes:

- Mastery of communicative competence in the chosen language, applying oral and written communication strategies and adapting to diverse registers in both academic and professional contexts.
- Ability to relate the different linguistic, cultural, artistic or literary components associated with language A to research purposes, previously studied in this bachelor.
- Mastery and control of concepts, methods and advanced terminology specific to linguistics, literature, humanities, business or language acquisition.
- Ability to transmit ideas, knowledge and opinions, as well as to argue in English.
- Ability to generate and manage written production for academic and professional purposes.
- Ability to apply ICT to the field of Modern Languages.
- Ability to communicate the reflections and knowledge developed in research to others and to defend their dissertation before a board of experts.

## 2. CONTENTS

### 2.1. Prerequisites

The submission and viva of the Bachelor's Dissertation will take place once the rest of the subjects of the study plan have been passed.

### 2.2. Description of contents

The Bachelor's Dissertation demonstrates the range of degree competences acquired by students, as well as their readiness to enter the professional world.

The Bachelor's Dissertation fosters students' proactivity, resilience, and critical thinking as they defend their own research, which expands the contents seen in the Bachelor's in Applied Modern Languages.

Students' academic path concludes with the preparation and presentation of this work, which is carried out in the final stage of the study plan. It is required to have a research and experimental character. Wherever possible, and in order to integrate work placements and research, students are encouraged to follow the strategies of the research methodology known as "action research" or the "case method".

### 2.3. Training activities

*On-site modality*

| TRAINING ACTIVITY | HOURS | PERCENTAGE OF ATTENDANCE |
|---|---|---|
| A3. Individual and/or group tutorials | 10 | 75% |
| A6. Individual study and autonomous work | 100 | 0% |
| A11. Preparation of the Bachelor's Dissertation report | 39 | 0% |
| A12. Bachelor's Dissertation viva | 1 | 100% |
| **TOTAL NUMBER OF HOURS** | **150** | |

*Virtual modality*

| TRAINING ACTIVITY | HOURS | PERCENTAGE OF SYNCHRONOUS ATTENDANCE |
|---|---|---|
| A3. Individual and/or group tutorials | 10 | 25% |
| A6. Individual study and autonomous work | 100 | 0% |
| A11. Preparation of the Bachelor's Dissertation report | 39 | 0% |
| A12. Bachelor's Dissertation viva | 1 | 100% |
| **TOTAL NUMBER OF HOURS** | **150** | |

### 2.4. Teaching methodologies

| Code | Teaching methodology | Description |
|---|---|---|
| MD4 | Performing work | Preparation of reports and documents in which the student must carry out bibliographic search, information gathering, document analysis, case analysis, writing and explanation of conclusions. |

The general methodological lines set for the whole degree are followed, based on a procedural and constructive conception of knowledge acquisition and on student-centred teaching and learning, which encourages active participation and favours the development of general and specific competences that demonstrate knowledge, skills and attitudes applicable in future professional practice.

### 2.5. Preparation and viva of the Bachelor's Dissertation

*Choice of topic and methodology*

Applied Modern Languages students have absolute freedom to choose the topic of their Bachelor's Dissertation, as well as to decide on the procedures (methodology) for carrying it out. The Department of Applied Languages suggests, depending on the objectives, following a qualitative methodology, such as "action research", in order to relate work placements in companies or international stays with the Bachelor's Dissertation.

Applied Modern Languages students must present their Bachelor's Dissertation in English. In any case, the work must be approved by the supervisor and by the Department's Assessment Board.

*Bachelor's Dissertation supervisor*

Each student will have a supervisor for their Bachelor's Dissertation, whose mission is to guide the work, point out shortcomings, provide advice, provide sources of information, suggest topics and new paths, answer possible doubts about the research process, provide feedback, etc. In short, this lecturer must be the guide and the best source of information for the student during the process of preparing the project.

*Work plan*

The student must prepare a work plan containing at least the following points:

- the main topic and, where appropriate, secondary topics;
- objectives of the work;
- methodology;
- some bibliographical references (between 10 and 20);
- a timetable.

This plan must be approved by the supervisor in order to be submitted to the Department's Assessment Board, which will definitively accept or reject the work proposal. Once approval has been obtained, the student focuses on the elaboration of the work, guided by the supervisor and, finally, must defend it orally before a board (viva).

*Group and interdisciplinary dissertations*

It is also permitted, when appropriate, to carry out the Bachelor's Dissertation collectively (in a group), but the viva and assessment will always be individual. Likewise, an interdisciplinary Bachelor's Dissertation may be carried out in collaboration with students from other departments and faculties.

*Viva*

The viva consists of the presentation before a board and the individual defence of the work. The viva will be public in all cases, and anyone who wishes to attend may do so.

In the virtual modality, the viva can take place on-site or through the University's videoconference room. In the first case, the viva before the board will take place on the University campus. In the second case, the University's videoconference tool will be used; it allows the board to see and hear the student while the student shares the presentation of the results, and it also allows interaction among the board members and between them and the student. A parallel videoconference session will be created which only the board members can access in order to deliberate.

To ensure that the videoconference viva runs properly, some days before it takes place the student must carry out some tests with the programme manager, who will explain the online viva protocol and answer any questions about the tools the student may need. As in the final assessments of the other subjects, students must identify themselves with their identity card (DNI/NIE) so that their identity can be verified.

## 3. ASSESSMENT SYSTEM

### 3.1. Grading system

The grading system (R.D. 1125/2003, of 5 September) will be as follows:

0 - 4.9 Fail (SS)
5.0 - 6.9 Pass (AP)
7.0 - 8.9 Good (NT)

9.0 - 10 Excellent (SB)

The mention of “honours” (matrícula de honor) may be obtained at the proposal of the lecturer of the subject after completing a tutored work. The lecturer must write a report evaluating the contributions of the work.

### 3.2. Assessment criteria

The assessment systems and their weightings are the same in the on-site and virtual modalities.

Ordinary call

| Assessment system | Minimum weighting | Maximum weighting |
|---|---|---|
| SE7 Bachelor’s Dissertation report | 40% | 40% |
| SE8 Bachelor’s Dissertation viva | 60% | 60% |

Extraordinary call

| Assessment system | Minimum weighting | Maximum weighting |
|---|---|---|
| SE7 Bachelor’s Dissertation report | 40% | 40% |
| SE8 Bachelor’s Dissertation viva | 60% | 60% |

*Description of the assessment systems*

- **SE7 Bachelor’s Dissertation report:** report that synthesises all the competences and learning acquired during the process of preparing the Bachelor’s Dissertation.
- **SE8 Bachelor’s Dissertation viva:** oral presentation and defence of the Bachelor’s Dissertation before a board. In the virtual modality it can be carried out on-site or through the University’s videoconference room.

*Grading criteria*

The presentation and viva of the Bachelor’s Dissertation before the board accounts for 60% of the final mark. This component corresponds to the assessment of the entire Bachelor’s Dissertation carried out by the student throughout the course, and not only to the viva itself; this is why it is given a high weighting in the final mark. The remaining 40% corresponds to the supervisor.

The following criteria will be considered for grading the work done and its viva:

| Component | Criterion | Weight |
|---|---|---|
| SE7 · Preparation and written presentation of the work (40%, supervisor) | Search and consultation of specialised bibliographic sources in the areas of study related to languages, literatures, cultures and other contents related to the languages studied. | 10% |
| | Methodology followed in the research or analysis. | 10% |
| | Formal aspects of the work and clarity of written expression. | 10% |
| | Attendance at training seminars, synchronously or asynchronously. | 10% |
| SE8 · Viva before the board (60%) | Presentation of the content and relevance of the topic. | 10% |
| | Ability to argue and maintain a thesis or hypothesis. | 10% |
| | Originality of the work presented and original contributions in the conclusions. | 10% |
| | Oral expression and fluency. | 10% |
| | Persuasiveness of the presentation. | 10% |
| | Synthesis in the presentation of ideas. | 10% |
| **TOTAL** | **100%** | |

### 3.3. Restrictions

Requirement for the viva

The submission and viva of the Bachelor's Dissertation may only take place once the rest of the subjects of the study plan have been passed. The work plan must be approved by the supervisor and accepted by the Department's Assessment Board.

Final mark

The final mark is the weighted average of SE7 (40%) and SE8 (60%). To pass the subject, a final mark of 5.0 or higher is required. When the work is carried out in a group, the viva and assessment will always be individual.

Writing standards

Special attention will be paid in the Bachelor's Dissertation report and its oral presentation to both presentation and content, with particular care for grammar and spelling. Failure to meet the acceptable minimum standards may result in marks being deducted from the work concerned.

### 3.4. Warning on plagiarism and the use of AI

Universidad Antonio de Nebrija will not tolerate plagiarism or copying under any circumstances. Plagiarism is understood as the reproduction of paragraphs from texts written by authors other than the student (Internet, books, articles, classmates' work, etc.) without citing the original source. Quotations may not be used indiscriminately. Plagiarism is an offence.

Should such practices be detected, they will be considered a Serious Offence and the sanction provided for in the Student Regulations (Reglamento del Alumno) may be applied.

The adoption of AI tools in teaching must be based on a transparent, responsible, ethical and safe approach that fosters the development of students' digital competences:

- The lecturer will state, for each training activity, whether the use of Generative AI is planned, for what purpose and under which requirements.
- Students are responsible for behaving transparently, ethically and responsibly when using Generative AI, and for following the criteria set by the lecturer for each activity.
- Any fraudulent conduct regarding the use of Generative AI that disregards the lecturers' instructions will be subject to the sanctions set out in the Disciplinary Regulations.

## 4. BIBLIOGRAPHY

Basic bibliography

Recommended bibliography

## 5. LECTURER INFORMATION

The lecturers' email addresses and the academic and professional profiles of the teaching staff are available at https://www.nebrija.com/carreras-universitarias/grado-en-lenguas-modernas/#docentes