



Universidad
Carlos III de Madrid

TFG (Bachelor Thesis) in Economics 2025-2026

Introduction and General Orientation

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INFORMATION RESOURCES ON THE TFG IN ECONOMICS

Internet Information about the TFG

(Click on the link you want to access)

- [Official course description](#)
- [TFG website of the Department of Economics:](#)
You must read with the utmost attention (also the [FAQ](#))
- [General information from the School of Law & Social Sciences about the TFG](#)
(requirements, enrollment procedures, general and specific modality, etc.)
 - [TFG Regulation by the School of Law & Social Sciences \[in Spanish\]](#)
You must read and know these Regulations
- [Library support guide](#)
The Library gives general suggestions, but you must follow the specific presentation rules for the TFG in Economics.

Administrative information on the TFG

- **For any procedure or administrative question** (enrollment and changes, inclusion in calls, academic requirements, records, etc.) **you must contact the OEG** (Student Office of the School of Law & Social Sciences) (Edif. Decanato).
- **Contact:**
 - **Blanca Martín de la Vega** rbmartin@pa.uc3m.es
- **DO NOT CONTACT** your tutor or the academic coordinator of the TFG for administrative questions.

Academic Information on the TFG

- Most of the relevant academic information can be found in the [official course description](#) and on the [TFG in Economics Website](#).
- Before any additional questions, you must review this information.
- In case you need additional information, the recommended channel is the coordinator email (alonso1@eco.uc3m.es).
Please contact the coordinator through this email, NOT through SIGMA!!

TUTORING MODALITIES

Tutoring Modalities

- There are two modalities:
 - General TFGs.
 - Specific TFGs.

General TFGs

- The general modality is the most common (80%).
- It is structured around a group of students led by the same professor as a tutor.
- Each student in the general group individually carries out her/his TFG within the set of topics established by the tutor.
- The student must work on a proposal approved by her/his tutor within the suggested topics established by the tutor.

General TFGs [cont.]

- Before the tutoring period begins, the offer of general TFG groups for each call and degree program with their tutors and their proposed topics is published on the [TFG in Economics Website](#).
- The student who opts for the general modality must indicate (within the period established by the OEG) **their whole order of preferences for general TFG tutors** when enrolling in the course.
 - The best possible alternative will be assigned in accordance with such preference order.

General TFGs [cont.]

- The final assignment of a tutor in the general modality is based on preferences and priority according to each student's average grade.
- Therefore, it is not possible to guarantee the preferred tutor option. The student must wait for their tutor to be assigned to them.
- The tutor in the general modality cannot choose their students: they are responsible for supervising the assigned students, without the possibility of prior tutoring agreements.

Specific TFGs

- The specific modality requires greater student initiative, who must work on an independent topic, while adhering to the discipline and methodology of the Economics Degree.
- To do this, they must contact a UC3M professor with a Ph.D. who teaches in the Bachelor in Economics Degree within their area of interest.
 - Preferably contact them by email.
 - It is recommended that when contacting them, the student includes a specific proposal.
 - The professor may or may not agree to be their tutor.

Specific TFGs [cont.]

- DO NOT contact several professors at once: wait 1-2 days before contacting another professor.
- If a professor agrees to be their tutor in the specific modality, the student still must formalize their enrollment in this modality.
- **To do the specific TFG, you should have found a tutor before the deadline for the general modality closes.**

Specific TFGs vs. General TFGs

- The modality, general or specific, does not determine the quality or the final grade of the work.
- The specific TFG is more flexible in its development than the general TFG, but it requires the student to have:
 - A better-defined proposal in advance by the student.
 - A high level of skills and knowledge in the relevant disciplines of the Degree.
- The general TFG is a safer alternative, as it focuses on topics determined in advance by the tutor.
- **It is advisable to enroll in the general modality if, when the selection period opens, you do not have a confirmed tutor in the specific modality.**

Tutor Change

- It is not possible to reassign tutors in the general modality.
- It is allowed to change from a tutor in the general modality to a tutor in the specific modality (with prior acceptance from the latter and authorization from the coordinator) within 10 days following the assignment of tutors for general TFGs.
- **Tutor changes will NOT be authorized after the 10-calendar-day period from the tutor assignment has passed.**

GENERAL RULES AND PROCEDURE

Academic Requirements (ECTS completed)

- To authorize the defense of the TFG, the student CANNOT have more than 30 ECTS credits pending to obtain the Bachelor Degree (including the ECTS of External Internships).
- When requesting inclusion in a call for defense, the OEG verifies if the student meets this requirement.
- If this requirement is not met, the OEG communicates it to the student.

Enrollment and completion of the TFG

- The semester (C1 or C2) in which the TFG in Economics is carried out in its **ordinary enrollment** depends on the degree program:
 - C1: Dual Bachelor in Law-Economics. (Opens in the 1st half of September)
 - C2: Bachelor in Economics and Dual Bachelor in Economics-Int. Studies. (Opens in mid-January)
- There is an **early enrollment**:
 - C1: Bachelor in Economics and Dual Bachelor in Economics-Int. Studies. (Opens in the 2nd half of September)

SINGLE CALL

- Each enrollment has **TWO possible defense calls**, whose dates depend on the semester in which the tutoring takes place.
- Exceptionally, the early enrollment has **THREE possible defense calls** (Feb./Mar., Jun./Jul., or Sept.).

SINGLE CALL [cont.]

- There is ONLY ONE call per academic year.
- The student can only present for a single defense call in each academic year.
- If a student submits their TFG to defend in the call of their choice and fails or does not show up for the defense:
 - S/he CANNOT present again in that academic year.
 - S/he must present in the following academic year.

SINGLE CALL [cont.]

- If the student does not attend any call, final grade will be:
 - NOT PRESENTED:
 - If s/he met the academic requirements to present.
 - EXEMPTION FROM CALL:
 - If s/he did not present because you s/he did not meet an academic requirement or due to a justified exemption.
- To pass the course, the student shall enroll in the following academic year (paying the corresponding fees).
- Visit the [TFG website of the OEG](#) for information on call exemption, enrollment cancellation, or other information.

TFG GRADING

Final TFG Grade

- The **final TFG grade** weights the following two grades:
 - Tutor's grade (30%).
 - Evaluating committee's grade (70%).

Evaluation by the Tutor

Before the TFG submission date, the tutor must:

- **Assess student's compliance** with:
 - Her/his **obligations during tutoring** (see art. 10 of the Regulations).
 - The **minimum quality standards** of the TFG.
- **Inform** the student of such assessment.
 - In case of a negative assessment, reasons must be substantiated in the tutor's report.

Tutor's grade

This grade takes into account three items:

- **Planning and progress** (1/3): Attendance at tutorials and scheduled activities; compliance with deadlines set by the tutor; performance of the work with good use.
- **Follow-up** (1/3): Student's compliance with tutor's recommendations, and initiative to seek valid and justified solutions independently.
- **Presentation** (1/3): TFG's compliance with formal and quality requirements.

Comunication of the tutor's grade

- The tutor must communicate the grade to their student before the defense period (by email or through the SIGMA platform).
- The student can request a **review** of this grade. In this case, the tutor will set the place, day, and time for the review (in person or online).
- The review must be done before the official defense period in the call chosen by the student.

Review before the Tutor

- The tutor will detail the specific grade for each of the three items.
- The student has a maximum of 5 minutes to present their arguments.
- After student presentation, the tutor will give the appropriate explanations and communicate whether the student claim has been upheld or not.

In case of negative evaluation by the Tutor

- It is unrecommended for the student to defend the TFG with a negative tutor's evaluation.
- A negative evaluation:
 - DOES NOT prevent the defense of the TFG.
 - DOES affect the final grade.
- The committee will take this negative evaluation into account.

Final Evaluation by an Examining Committee

- The final evaluation will be carried out through an in-person public defense before an evaluating committee (see art. 18 of the Regulations).
- **The in-person public defense is mandatory, without exceptions.**
- **Online defense is not possible under any circumstances.**
- If you are going to be away for academic or professional reasons, you must consult the dates of the defense periods to ensure your availability.

Examining Committee's Grade

This grade takes into account three items:

- **Document (50%).**
- **Methodology (30%).**
- **Defense (20%).**

Committee's Grade: Document (50%)

The main aspects to be evaluated in the Document are:

- The **originality** and **relevance** of the subject of study.
- The **rigor** in integrating, collecting, synthesizing, and analyzing relevant information.
- Clear and careful **writing**, valuing the ability to synthesize and an appropriate structure of the work.
- **Compliance with [presentation rules](#)**: length, spacing, font size, presentation of tables and figures, etc. (see [TFG in Economics website](#)).
- The committee will penalize non-compliance with these rules!

Committee's Grade: Methodology (30%)

The main aspects to be evaluated in the **Methodology** are:

- The **coherence** of the methodology with the subject of study and the objectives pursued.
- The student must prove her/his **knowledge** of the methodology used in the paper and the defense by:
 - Reasonably explaining the methodology and assumptions used.
 - Demonstrating her/his knowledge of the possible limitations.

Committee's Grade: Methodology (30%) [cont.]

- Important advice:
 - You must demonstrate knowledge of the methodology used (models, assumptions, procedures, limitations, etc.).
 - Do not apply a methodology that you do not master enough.
- The committee may request clarifications on methods, models, and assumptions, as well as the programs written to obtain the results.
- Answers like the following are not acceptable:
 - "The tutor told me to apply this method".
 - "The Stata/Gretl/R/etc. program has a command that applies this method".
 - "I apply the same procedure as in this reference paper".

Examining Committee's Grade: Defense (20%)

The main aspects to be evaluated in the Defense are:

- The student's **knowledge** of the TFG's subject.
- The quality of the **presentation**.
- The student's **demonstrated ability** to **understand** the models and techniques used and their alternatives, as well as to **interpret** the results and answer the questions posed by the committee.

Communication of the Evaluating Committee's Grade

- The evaluating committee will individually communicate the grade given to each student.
- The student can only request a review at that same moment, presenting the arguments s/he deems appropriate (see art. 22 of the Regulations).
- **If the student does not request a review at that moment, it is understood that they waive it.**

Review before the Examining Committee

- The evaluating committee will detail the specific grade for each item that is part of its grade.
- The student has a maximum of 5 minutes to present their arguments in writing in the Grade Report (Acta).
- Afterwards, the committee will respond to the arguments by providing the appropriate explanations and will communicate to the student whether the claim has been upheld.
- The evaluating committee must indicate in the Grade Report if the student has requested a review and if this has led to any modification.

Grade Report (Acta de calificación)

- The evaluating committee is responsible for issuing the grade report.
- The report must include:
 - The grades from the tutor and the evaluating committee, as well as the final grade.
 - The result of the grade review, if applicable.
 - The recommendation for an Honors Degree (MH), if the final grade is "Outstanding" and the committee recommends MH.

Appeal before the Dean

- Only if there are manifest irregularities in the evaluation of her/his TFG can the student file an appeal with the Dean **within 7 days from the date of defense** (see art. 24 of the Regulations).
- The appeal must be submitted digitally **through the website** of the School of Law and Social Sciences.
- The appeal **does not constitute a review to re-grade the TFG.**
- It will only be accepted for processing if one of the following situations has occurred:
 - Failure to perform the review procedure.
 - Manifest irregularities in the grading of the work.

Appeal before the Dean [cont.]

- In the absence of these situations, the appeal will not be accepted.
- The student must provide proof that these irregularities have occurred.
 - Mere disagreement with the grade in the absence of the aforementioned situations is not grounds for an appeal.
- If the appeal is accepted for processing, the Dean will convene a Commission that will deliberate on the claim submitted.

Closing of Records and Application for Academic Degree

- Each evaluating committee directly sends the OEG the TFG grade record of each student.
- After two weeks, the records are registered and closed, and the academic degree can be requested.
- For any administrative question related to the grade records, students must contact the OEG, **not the coordinator or the tutor.**

FRAUDULENT PRACTICES

Plagiarism

- To detect possible plagiarism, tools that identify literal matches with other sources are used.
- If matching rate exceeds 10% in the entire document or in relevant parts of it (excluding bibliography, citations, and minor matches), additional checks are activated.
- The tutor shall verify this matching percentage. If the tutor finds evidence of plagiarism, it will be stated in the tutor's report, and tutor evaluation will conclude with a **final grade of 0 (Fail)**.

Plagiarism [cont.]

- TFG Regulation (see art. 14.5):

"Prior to completing their report, the tutor will analyze the percentage of matches detected by the applied plagiarism control systems. Should they conclude that plagiarism exists, they will state it in the report and notify the School coordinator and/or the Vice-Dean of the degree program, who may determine a grade of zero-fail in the call, thus ending the evaluation process at that time. Additionally, any disciplinary measures that may be appropriate can be initiated."

- TFG Regulation (see art. 20.3):

"Papers in which plagiarism has been detected will be graded with a zero-fail, and this circumstance will be noted in the record, without prejudice to the opening of disciplinary proceedings, where appropriate."

Inappropriate Use of AI (Artificial Intelligence)

- The use of AI (chatGPT, Copilot, Gemini, etc.) is **only allowed to improve the style of text** that has been previously written by the student.
- In case AI is used to improve the written text, a statement must be included that acknowledges its use and rules out other uses.
- It is not allowed to use AI for other purposes, like:
 - Including third-party text(s) not written by the student.
 - Performing literature reviews.
 - Generating text with discussion of methods and/or results, etc..
 - Generating programming code.
 - Translating text written in one language to another (for example, from Spanish to English or vice versa).

Example of an appropriate AI use statement

- En español [indicando nombre de la herramienta]
Declaro haber utilizado la herramienta de IA [nombre de la/s herramienta/s] con la única finalidad de mejorar el estilo y claridad del texto que he escrito. En ningún momento la he utilizado para generar texto de manera automática a partir de textos de terceros, obtener fuentes bibliográficas, generar código de programación o interpretar los resultados de mi trabajo.
- En inglés [indicando nombre de la herramienta]
I declare that I have used the AI tool [name of the tool/s] solely to improve the style and clarity of the text I have written. At no time have I used it to automatically generate text from third-party texts, obtain bibliographic sources, generate programming code, or interpret the results of my work.

Detection of inappropriate AI use

- The university uses tools to detect possible plagiarism and/or possible fraudulent use of AI.
- Cases of AI use for non-permitted purposes or AI use to improve written text without an express statement will be handled in accordance with the current regulations at Universidad Carlos III de Madrid.

ORGANIZATION

Use of the SIGMA platform

- The **SIGMA** platform is the work environment that includes a personalized space (**TFE Space**) for each student, where:
 - **Relevant information and documents** related to the TFG, procedures, deadlines, and critical dates are included.
 - **TFG procedures** are carried out (inclusion in the call, TFG submission, tutor's report submission).
 - **The OEG, the tutor, and the academic coordinator** can send **messages of interest**, so each student must frequently check their TFE Space.

Orientation Sessions

- The orientation sessions (collective sessions) for general TFGs begin from the second week of the semester in which the tutoring period takes place.
- Each tutor will convene their students to set the dates for these sessions.
- It is recommended (although not mandatory) that students in the specific modality attend the orientation sessions of a general modality tutor.
 - To do this, you can contact these tutors to find out when the sessions will take place.

Tutoring Regime

- Each general TFG tutor must communicate the date and time of the collective sessions and schedule individual tutorials with each student.
- **The tutoring period lasts about 13 weeks, ending the last week of classes of the semester.**
- After that date, there will be no tutorials, neither individual nor collective.
For the C1 enrollment, postponing the defense until the end of C2 does not give the right to additional tutorials.

Tutoring Regime [cont.]

Consequently, the student:

- Must plan their work within the 13-week time frame.
- Must start working on the project early and continuously.
- Must consider one month of full-time work as the time needed to complete a good TFG.

Tutoring Regime [cont.]

- The **tutor** (see art. 8 and 9 of the Regulations) has several tasks:
 - Academic advising in the development of their student's work.
 - Monitoring their student, ensuring compliance with tasks and proper guarantees of the authorship of the work.
- The TFG Regulations of the School establish the student's obligations (see art. 10).

Non-compliance with the Tutoring Regime

- It is **NOT** permitted for the student to carry out the TFG completely independently and outside of the tutor.
- The student must attend the scheduled tutorials so that the tutor can supervise and verify the development and authorship of the paper.
- Carrying out the TFG outside of the tutor is a serious breach, the consequences of which are:
 - An **unfavorable tutor report** and a **tutor grade of 0**, which the evaluation committee will take into consideration.
 - An unfavorable final grade.

Steps for the TFG Defense

Once the TFG paper is finished, the student must perform the following steps through SIGMA for the TFG defense in the call of their choice:

- 1. Request for inclusion** in the call.
- 2. Online submission** of the TFG.
- 3. Defense** of the TFG before the assigned evaluation committee.

Request for inclusion in the call

- The student must request through SIGMA her/his inclusion in the call for TFG defense.
This requirement is mandatory to defend in that call.
- The OEG will inform of the deadline for the inclusion request (see indicative dates).
- Once the inclusion is requested, a period will open for each student to upload the final version of the TFG (in **.pdf format**) to his/her **TFE Space** on the SIGMA platform.

Request for inclusion in the call [cont.]

- Not requesting inclusion in the call automatically implies waiving the right to present yourself for it.
(It's not necessary to notify the waiver to the OEG).
- If after requesting inclusion, the student decides not to present, it is enough not to upload the TFG to SIGMA.
(It's not necessary to notify it to the OEG).
- If the student uploads their TFG to SIGMA, it will be evaluated.

TFG Submission

- The TFG submission will be done through SIGMA.
- **Attention:** the SIGMA platform is programmed for each student to upload a **single version (the final one) of the TFG**, and subsequent versions cannot be uploaded.
- The **.pdf format** is the only one allowed.
- Other documents should NOT be uploaded (annexes, programming code, etc.).

TFG Defense

- Defense Period: The OEG determines the defense period in each call.
- Assignment of Evaluation Committee: Students who have submitted their TFGs for the call will be assigned to a committee with a specific date and time for the defense.
- Publication of Dates: The dates of the committees will be established within the set defense period and will be published a few days before the start of the defense period.

TFG Defense [cont.]

Modifications to the Defense Date and Time

- **Students cannot choose or modify the date and time assigned for their defense.**
- Exceptionally, changes in date and time will be considered for a justified reason of force majeure. These requests must be made at the time of TFG inclusion for the defense call and before the evaluation committee assignments are published.
- **Without a justified reason of force majeure, date and time changes will not be considered.**
- **Changes will NOT be considered once the assignment of evaluation committees has been published.**

INDICATIVE CALENDAR: CRITICAL DATES

Critical Dates

- The critical dates depend on the enrollment semester (C1 or C2) when tutoring takes place.
- This semester depends on the degree program (see [Enrollment and completion of the TFG](#)).
- Below are the indicative dates (the definitive dates are determined during the semester, of which the OEG will inform).

TFG Defense: C1 Call Calendar

(these dates are indicative and must be confirmed during the semester)

- **1st Call** (defense in February/March):
 - Inclusion request: **January 15.**
 - TFG submission (deadline): **January 31.**
 - TFG defense: February 16 to March 6.
- **2nd Call** (defense in June/July):
 - Inclusion request: **May 22.**
 - TFG submission (deadline): **June 5.**
 - TFG defense: June 22 to July 10.

TFG Defense: C2 Call Calendar

(these dates are indicative and must be confirmed during the semester)

- **1st Call** (defense in June/July):
 - Inclusion request: May 22.
 - TFG submission (deadline): June 5.
 - TFG defense: June 22 to July 10.
- **2nd Call** (defense in September):
 - Inclusion request: June 24.
 - TFG submission (deadline): July 8.
 - TFG defense: September 1 to September 15.