

MASTER THESIS REGULATION

Faculty of Business and Economics



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I. APPLICATION AND OBJECTIVES

Article 1 - Applicability

This regulation applies to the organisation and running of the diverse administrative and academic procedures which are necessary for the application, writing process, presentation and evaluation of the Final Master's Thesis (FMT) for students completing an MBA.

The content of this guide is complementary to all other rules and regulations in effect at UCAM that are related to the definition, elaboration, advising, presentation, defence, evaluation and administrative management of the FMT.

The FMT Committee has been formed with the objective of complying with these guidelines, following directions given by the University.

Article 2 – FMT Objectives

After concluding the FMT, the student should have thorough academic command and skills in order to:

1. Apply knowledge acquired in MBA classes.
2. Search for specialized information from adequate sources, summarise and analyse it.
3. Know and apply the scientific method and/or business method while elaborating the FMT
4. Effectively communicate the most relevant aspects of the FMT..

Article 3 – FMT Requirements

In order to be able to take this subject normally, it is necessary that the student has acquired the competences assigned to the common compulsory module and the optional subject chosen from the specialization module.

II. TOPIC SELECTION AND ADVISOR ASSIGNMENT

Article 4 - Direction of the Thesis

1. The FMT is an essay that consists in the development, composition and completion of an original academically directed essay which will allow the student to show the acquisition of knowledge and skills associated with the Master.
2. The FMT would be individual.

FMT Regulation - Faculty of Business and Economics***Article 5 - Topic selection***

1. At the beginning of the course, the FMT Committee will publish a topic list and students will be able to present (online) their topic proposal.
2. The FMT topic can be chosen by the student either:
 - a) selecting a topic from the list published by the EDP Committee, or
 - b) proposing a different topic, following his preferences and experience. In this case, the EDP Committee will evaluate the viability of the proposal.

In any case, the EDP can focus on one of the following situations:

- Identification of a problem in the context of a specific situation within a business, and issuing a report with proposed solutions.
 - Study of a general aspect that affects an entire economic sector or business group, and the development of a combination of recommendations and conclusions.
 - Development of an innovative perspective and its application on a business or sector, while critically analysing its implantation from all possible viewpoints.
 - Elaboration of a new business plan.
 - Study of a topic linked to any of the knowledge areas of the Degree in Business Administration, going into detail about the precedents and contemporary state of the theme, perhaps accompanied by empirical application or quantification of the matter.
5. With the due date being the 6th December, all enrolled FMT students should send the FMT topic proposal, using the URL announced in the Virtual Campus.

III. FMT SUPERVISION, GUIDANCE AND DEVELOPMENT

Article 6 – FMT Advisor assignment

1. The FMT Committee will discuss the proposals, and by December 15, will publish a provisional list of appointed academic advisors.
2. Any subsequent change to a different topic needs to be mutually agreed between the student and the advisor, and must be communicated to the FMT Committee.
3. Any subsequent change to a different advisor must be requested to the FMT Committee, which will decide taking into account the alleged motives.

Article 7 – Student guidance

1. Students will be given all the necessary information about the objectives, development and calls of the FMT; as well as the content of this Regulation Guide.

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2. By the end of December- January, all students should attend their first meeting with their FMT advisors. In the meeting, the following subjects should be addressed:

- Definition of the objectives of the essay;
- General structure of the work
- Establishing a calendar for paper draft reviews, with at least three meetings in addition to the first meeting;
- Description of the general project writing process: future electronic communications, due dates to send rough drafts to the advisor, etc.
- Establishing a final due date for the student to hand the project in to the advisor. The advisor should have enough time to be able to do a critical review.

Article 8 - Responsibilities of the EDP academic advisor

1. The role of the FMT advisor is to tutor and to indicate the direction which the student should take for the paper to be truly scientific. However, the responsibility of writing the paper falls directly on the student, who should dedicate him/herself constantly to his work in order to keep up with the pace required.

2. The duties of the advisor during the EDP writing process are:

- Schedule and hold the paper review meetings, mandatorily attended by the student (4 minimum, including the first one for preparation). It is the advisor's responsibility to meet with the student on the scheduled day and time.
- Inform the student about the FMT characteristics and urge him to learn and comply with this Regulation Guide, paying special attention to the style, presentation and structure guidelines.
- Help the student by advising him on their FMT content and progress.
- Give advice and supervise the student's research methods.
- Supervise the rough drafts of the paper, while making sure they complete the objectives.
- Revise the FMT formal aspects in order to assure a clear fulfilment the style standards outlined in this Regulation.
- Check to make sure the work is original, using all means possible.
- Scheduling a final due date for the student to send the FMT (never more than one week before the final presentation), so that the advisor can write a critical review.

3. So that the advisor can write the critical review, the final FMT must be sent to the advisor by the date agreed between the advisor and student.

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It is recommended that the student dedicate 7 days before sending the final paper to the advisor, to ensure it comply with the style, presentation and structure requirements.

Article 9 – EDP Originality

1. In order to guarantee the originality of any EDP, it is expressly forbidden to present an essay:

- previously presented for the qualification of some other subject of the Degree, or a very similar version of it.
- with a content organization and an original argumentation but with some not referenced fragments in support of the argumentation.
- with an original content organization, but including plagiarized parts or sections of the work (literally or through paraphrase) from bibliographic sources, from Internet, from other colleague's essay or from any other means that might be within the student's reach.
- with an organization resulting from juxtaposing different paragraph from any source, with no or little logical connection and/or without indicating the origin of the material used.
- elaborated by an AI.
- not elaborated by him/herself with his/her personal effort, and still signed with his/her name.

2. If the percentage of **coincidence with other essays or Internet sources is higher than 30%** (literal or paraphrased), the FMT supervisor will inform the MBA FMT Committee within 48 hours of becoming aware of it, in order to proceed according to the Internal Regulations of the University, and the student will **fail the subject**.

3. According to the Internal Regulations of the Universidad Católica San Antonio, total or partial plagiarism is considered a **very serious offence** and the FMT Committee, through the MBA Management Team and if they consider it appropriate, may communicate the facts to the Permanent Disciplinary Committee of the UCAM, which may open proceedings against the student/s for the application of the sanctions stipulated in art. 12.B of the Internal Regulations of the University.

4. If the percentage of **coincidence with other essays or Internet sources is lower than 30%** (literal or paraphrased), the student must reduce it to a maximum of 5%.

5. If **the percentage of the FMT elaborated by an IA is higher than 50%**, the EDP supervisor will inform the BBA EDP Committee within 48 hours of becoming aware of it, in order to proceed according to the Internal Regulations of the University, and the student will **fail the subject**.

6. If **the percentage of the FMT elaborated by an IA ranges between 20% and 50%**, the student must reduce it to a maximum of 20%.

7. If **the percentage of the FMT elaborated by an AI is lower than 20%**, the student must

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clearly indicate **which contents** have been generated by the AI, providing in each case the specific and concrete **prompt** that has been used in each case to obtain each of them.

Article 10 – Text style and presentation and structure rules

The text style and presentation of the Final Master Thesis will be in accordance with the templates approved by the Digital Teaching Content Unit of the University, and available in the Virtual Campus of the subject.

IV. CONVOCAION AND FORMAL PRESENTATION OF THE FMT**Article 11 – Thesis final examination**

The FMT Committee will examine Thesis in June and July (first and second examination, respectively). For doing that, a formal call will be published in advance, defining the date, place and time when the defences will take place.

Students should strictly follow the indications given by the FMT Committee.

Article 12 – Deposit and Formal Presentation of the FMT

The Final Master Thesis Deposit will have the following deadlines:

CALL	DEADLINE
Ordinary	08 th June
Recovery	08 th July

1. Supervisors will send a critical review of each Thesis to the FMT Committee, at least 48 hours before the defences.

2. To qualify for the defense and evaluation of the FMT, students must:

I. Upload a **digital copy** (a single pdf file; archives in other format will not be accepted) to the Virtual Campus.

II. Send the Thesis in a pdf file to the FMT supervisor.

III. Upload the **electronic edition contract** (duly signed), authorizing or not the publication of the TFM in the institutional repository, if it is selected for this purpose by the TFM Committee, to the Virtual Campus.

If any of these requirements are not fulfilled, the Deposit will not be considered as completed.

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3. All FMT must be kept in electronic format for three years in the Business Secretariat.

V. DEFENSE AND ASSESSEMENT OF THE FMT

Article 13 - Composition of the FMT Panel

1. The FMT Panel will be made up of two professors from the Business Department.
2. The advisor of a FMT cannot be part of the Evaluating Panel.
3. The Panel members will receive information about the examination, the advisor's review of the paper, and a digital copy of the FMT, with enough time to evaluate everything.

Article 14 - FMT Defense

1. The FMT defence will be a public session in front of a Panel composed following article 13, and will happen according to the protocol published in the Virtual Campus (that the student should read beforehand).

Each member of the Panel will have received the FMT advance and will have read it closely. For this reason, the student should not recount everything they wrote in their paper during the defence. In the 10 minutes that students have, they should explain the motivation behind selecting their topic, the objectives of the Thesis, the methodology he has used, and the results and/or conclusion obtained. If using PowerPoint, it is recommended to not use more than 10 slides (one per minute). The student should also rehearse their presentation at least once.

2. The FMT defences will take place from **15th to 16th June** for the first examination (Ordinary Call), and **from 14th to 15th July** for the second one (Recovery Call).
3. If a student fails the FMT in both examinations s/he should enrol again in the MBA Thesis. Students enrolled for the second time (or successive) will have the same TFM advisor appointed in the previous course. And, if they wish to change the subject, they must do so in agreement with said advisor.

If a student enrolled for the second time (or successive) wish to change the advisor, then he must follow the general procedure established in this Regulations: present the topic proposal in the established time and manner.

Article 15 – FMT Assessment

1. The FMT Panel evaluates the Thesis, taking into account the scientific and technical quality of the paper, to the clarity of the presentation and to the acquisition of knowledge and skills associated with the Master. The Panel will also keep in mind the advisor's review, the presented work and the public exposition of it.

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More specifically, the Panel will determine the overall FMT grade following these criteria¹:

- Public defence of the FMT (25%).
- Scientific and methodological level, quality, relevance and originality of the paper (35%).
- Acquisition of knowledge and skills associated with the FMT (30%).
- Formal aspects and writing style (10%)

Each one of the members of the panel will evaluate each of these four criteria independently, on a scale of 0 to 10, an individual evaluation which will be reflected in the act.

The average mark of each criteria will be obtained by calculating the mathematical mean of each of the panel members' individual marks. The final FMT mark will be obtained by weighing the percentages of each criterion.

The final marks will be registered in a corresponding Official Act, that the President of the Panel will send to the Business Secretariat so that it may be passed along to the FMT Committee.

2. Once all the FMT have been evaluated and completed in each convocation, the final marks of the students will be published on MBA Virtual Campus.
3. Under no circumstances can the panel inform the student of the mark before they are published.
4. Students who have scored 9,0 or higher can be classified as having a Degree with Honours, at the discretion of the evaluating panel and following general University Regulation.
5. If the student has failed to pass, the panel will complete a document of Comments and Possible Areas of Improvement that the Business Secretariat will pass along to the student for a better defence in future convocations.
6. This report should be detailed, thorough and extensive. It should gather all the reasons why the paper did not pass, making an explicit reference to four criteria in article 15.1 of this Regulation, so if that student follows the recommendations and improves the Thesis, he will be able to pass the FMT in the next convocation.

¹ In the last three sections, the advisor's review will be kept in mind.

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Article 16 – Objection procedure

1. If a student does not agree with the awarded grade, he can present a reasoned claim to the TFM Committee. Regulations that apply to any claim for examinations or evaluations at UCAM will be applicable.
2. The FMT Committee will respond to every complaint within 5 working days, starting on the day the claim was filed.

Article 17 –Institutional Repository diffusion

In the Official Record of FMT grades, the FMT Commission will indicate the selection of higher quality FMT, proposed for publication in the UCAM institutional repository. This selection will not exceed 10% of the projects and, in no case, exceed 10 projects per call.

CALENDAR OF RELEVANT DATES IN THE FINAL MASTER THESIS 2025/2026

MILESTONE	DEADLINE
Topic Proposal	09 December
FMT Advisor assignment	Up to 16 December
Deposit Ordinary Call	08 th June
Defense Ordinary Call	15 th -16 th June
Deposit Recovery Call	08 th July
Defense Recovery Call	14 th -15 th July