



GENERAL GUIDELINES FOR MASTER THESIS DEVELOPMENT AND ASSESSMENT

**UNIVERSITY INSTITUTE FOR
SUSTAINABLE TOURISM AND
ECONOMIC DEVELOPMENT**

THESIS WORKING GROUP



**Approved by the Institute's board, 3 March
2016**

PREAMBLE

Having approved the General Guidelines for Thesis Development and Assessment of ULPGC, by agreement of the Governing Board of the University of Las Palmas de Gran Canaria on the 14th October 2014 and published in the Official Bulletin for the University on the 5th November 2014, the Thesis Commission of the University Institute of Sustainable Tourism and Economic Development (Tides), in order to develop and confirm specific issues relating to the qualifications taught at the Centre, has drawn up the following General Guidelines that should be approved by the Institute's Board, following a binding report from the Commission for Official and Private Qualifications of the ULPGC.

1. Definition of Thesis

A thesis, as far as the General Regulations of ULPGC for theses are concerned, is the module that consists of the development of a project related to the competences of the degree itself. It is undertaken independently and individually by a university student and is supervised by an academic tutor, whose role is to drive and facilitate the learning process.

A thesis for a Master's degree should correspond with one of the following types:

- a) Research, development and innovation projects or research experimental projects related to the degree.
- b) Projects of a research nature on professional fields and directly related to the student's degree.
- c) Projects of a professional nature related to the student's degree.
- d) Other projects that correspond to offers of the tutors or the students themselves, not adapted to the above types, taking into account their continuity with the Doctorate in Tourism, Economics and Management offered by ULPGC.

A thesis is individual. This does not prevent the work from being undertaken as a joint effort as long as the work of each participant is clearly identified and balanced and has been previously authorised by the Thesis Commission. The work of each student shall be evaluated independently. The thesis tutor, as well as the resulting parties of the same, may be the same although different co-tutors may be appointed based on the specialised area of the work. It shall be ensured that the assessment panel be the same.

The Thesis Commission may also authorise a thesis to be supervised by a co-tutor in the following cases: a) when the thesis is undertaken at institutions, organisms or companies, and the co-tutor is a member of said organism, institution or company; or b) there are duly justified academic reasons (interdisciplinary topics, etc.).

2. Area of application.

These guidelines are applicable to all the official Master's degrees that are taught at the University Institute of Sustainable Tourism and Economic Development of ULPGC.

3. Thesis Commission.

The functions of the Thesis Commission will be developed by the Academic Commission of the Master's degree. The Secretary of the centre will at the same time carry out the functions of the Secretary of the commission. In all cases the Thesis Commission will meet at least once in the first 45 days of the academic year.

4. Thesis Coordinator.

With prior approval from the Executive Commission and a positive report from the Thesis Commission, the corresponding Vice-Chancellor will be asked to approve the recognition of 15% of the ECTS credits corresponding to the Thesis Module for the Coordinator.

5. Academic Programme for the Thesis Module.

This will be developed by the Thesis Coordinator and approved by the Thesis Commission. For the development of the same the following will be taken into account:

- Database of Tutors and Theses proposed (section 6)
- Updated List of Theses' areas or titles (section 7).
- Members of the Theses Tribunals (section 8).

The job openings by area or title, the tutors and maximum number of projects to be supervised by each tutor shall be specified in the academic programme for the module.

6. Database of the Tutors and Theses proposed.

The Thesis Coordinator, through the Centre Administration will maintain the Thesis Database, F09-PCC06". It will remain available to the Thesis Commission and the Vice-chancellor with authority on ULPGC Qualifications.

The database should include, at least:

- The Census of Tutors, that is, those lecturers that should be included mandatorily and those that have applied to be included on a voluntary basis. It should fulfil the requirements established by the General Regulations for Theses at ULPGC. The period of sending a written application to be included in the Census of Tutors on a voluntary basis is at least 10 working days prior to the deadline for handing in the academic programme established by ULPGC.
- The theses presented and approved in the last five years, making reference to: student details; academic tutor or tutors or co-tutor details (if any) and their department details; qualification and speciality; thesis title; reading date; final result; awards received by ULPGC or external collaborating companies of the thesis; if the work is related to a research project, name of the research project; if the work is undertaken in collaboration with a company, name of the company and sector.
- And the maximum number of theses that a tutor may supervise each academic year. The maximum number will be directly in proportion to the teaching assignment taught on the qualification and may not be more than 5, although more projects may be taken on, on a voluntary basis. There is no minimum number of projects.

7. List of Thesis Tutors.

The tutors are required to submit at least one proposed Thesis Title with an explanatory memorandum in writing to the Thesis Coordinator, 10 working days prior to the deadline for handing in the academic programme established by the ULPGC. The current list of thesis areas or titles that can be undertaken will be reflected in the academic programme and will be made available to students and tutors.

8. Panel Members.

The Thesis Commission, as proposed by the Thesis Coordinator, will approve the nomination of the Assessment Panel for each thesis, both members and alternates, at least 10 working days prior to the deadline for handing in the academic programme established by ULPGC.

The Assessment Panel will be composed of three members (a chair and two members) who fulfil the requirements indicated in the General Regulations for Theses at ULPGC. One of the members will be also appointed secretary of the same. The Thesis Commission will ensure there is an equal distribution of lecturers in the formation of the same.

If a member of the panel were not to fulfil the requirements indicated in the General Regulations of the ULPGC at the time of reading of the thesis, or if he or she were not able to attend for any of the reasons stipulated in the General Regulations of the ULPGC, the procedure established in said regulations would be applied.

9. Application for Title and Tutor.

The student should present the form "Application for Title and Tutor, F02-PCC06" to the Tides Administration. The form should be correctly filled out and state the title and tutor for the thesis taken from the List of Titles and Census of Tutors. A proposal may also be made for a title, which does not appear in the List of Titles. To present the application for the title and tutor, the student does not need to fulfil any requirements regarding a minimum number of credits of the workload undertaken.

The application should be authorised by a lecturer/tutor. If the student were not to obtain authorisation from a lecturer for the application, he or she should present it informing of the situation and the dealings undertaken with the lecturers. In this case the Thesis Commission will assign the student ex officio with an area and tutor, taking into account the balanced distribution among lecturers/tutors based on the projects supervised over the last five years.

The maximum time limit for handing in the application to the Tides Administration is one calendar month from the official starting date of the classes of each semester, according to the academic calendar for each year. The Thesis Commission will have 10 working days maximum, from the due date of the application to decide whether or not to accept the proposal and assign ex officio a title and tutor.

The Thesis Commission will take into account that the proposals of work presented include realistic programming that can be fulfilled, that corresponds with the Title Verification Memorandum and that has available the necessary material resources to carry out the work.

The Thesis Commission will publish on the centre's web page and on the noticeboard the list of applicants, the acceptance or rejection of the proposal, the title of the work, the assignment tutor and the date of the resolution. The Commission should duly justify the rejection of a

proposal. Likewise, the Thesis Coordinator will inform the supervising tutor and student of the resolution via the institution's email accounts. The student and the tutor will have a maximum of 10 working days to appeal the decision of the Thesis Commission or to correct those circumstances that are rectifiable.

Once the title and tutor have been authorised, any modification of the same should be applied for by the student completing the form "Thesis Title and Tutor Application Form, F02-PCC06", indicating the reasons in the observations section of the form and taking into account the maximum period of one week prior to the presentation of the defence of the thesis. Any modifications need to be approved by the Thesis Commission.

The student will only be able to keep the same title and tutor for two consecutive academic years. In exceptional cases, on an individual basis and for justified reasons, the title and tutor of a student may be maintained when he or she has not been able to pass the module during the two years immediately before. In order for this to happen the student should present a title and tutor application form in the established period of time and justify said circumstances.

10. Norms for Thesis Development.

The Thesis document should be written in English and contain, index, introduction, summary of 100 to 250 words in English and Spanish, reference to the theoretical framework, if necessary, and methodology used, conclusion and bibliographical references used. It should be written respecting the spelling and grammatical rules.

The norms for development of the thesis are as follows:

Recommended length of between 30 and 60 pages, excluding in both cases, front cover, index and bibliography.

- The front cover of the thesis document (see format "Thesis Front Cover Document, F03-PCC06"), or if not, the first page should contain the following information:
 - o ULPGC and TiDES logos
 - o Qualification.
 - o Thesis Title.
 - o Name, Surnames, ID number and signature of the student.
 - o Tutor/tutors.
 - o Place and due date.
 - o Tutor Visa.
- Work Format: the format requirements for the development of the thesis are found in in Appendix 1.

11. Application for Thesis Defence.

In order to apply to defend their thesis the student should have successfully passed the total number of credits, except for those belonging to the thesis itself. They should also have submitted to the Tides Administration the completed form "Application for Thesis Defence F04-PCC06" at least 5 working days prior to the period established for the defence of the thesis in the ULPGC academic calendar. During the same period, the tutor, should hand in the " Tutor Report, F05-PCC06" duly completed to the Thesis Coordinator.

In this moment, the Administration should verify that:

- The student presents the completed form for Application for the Thesis Defence, which should indicate the student's signature, the tutor or tutors' signature(s) giving consent or otherwise for the defence of the thesis.
- The student presents a digital copy in pdf format with the electronic signature of the tutor or tutors (DVD, CD or pen drive); or a hard copy with the signature of the tutor or tutors.
- The student has successfully passed the total number of credits with the exception of those assigned to the thesis module itself.
- The student is enrolled on the thesis module.

The Thesis Coordinator will inform the student, tutor or tutors, and the board members via the institutional email with a minimum of 3 working days before the date of reading and defence of the thesis in the period specified in the academic calendar for this purpose, and the access conditions for studying the documentation. In addition, the Thesis Coordinator shall publish the defence dates of all theses through the website and notice board of the centre, indicating the title, author's name and that of the tutor and, if any, co-tutor.

12. Thesis Defence

The general deadlines for defending a thesis shall be established in the ULPGC academic calendar. The defence of the thesis shall be carried out in English. There will a panel appointed for such purpose and it shall be held as a public session. The corresponding academic tutor shall be present during the event.

Prior to the defence, the Secretary of the panel shall withdraw the necessary documents from the Administration in order to conduct the session. Once the event has finished, he/she shall give the Thesis Coordinator the "agreed grade for the Thesis" and any other documents duly filled in.

The defence shall take a maximum of 15 minutes and the questions and answers a maximum of 15 minutes too. In any case, the event shall last a minimum of 15 minutes and a maximum of 30 minutes.

During the defence, students shall summarise the content of their Thesis and include the main conclusions of their work. When answering questions, students shall answer and clarify any questions asked by the members of the panel.

Once the Thesis has been presented, the panel shall deliberate and subsequently give their decision regarding the students' grade. While the members of the panel are deliberating, any of the members may request the president, or the president him/herself may request the appearance of the academic tutor in order to ask him/her any possible questions or clarify any necessary points.

In order to achieve an objective assessment of the Thesis on behalf of the members of the panel, the following general marking criteria shall be taken into account:

- The grade given by the Tutor as seen in the "Tutor's Report, F05_PCC06": 60% of the grade.

- The suitability of the content presented in relation to the Application Memorandum: 20% of the grade.
- Structure and formal aspects of the Thesis: 10% of the grade.
- The presentation and public defence of the Thesis: 10% of the grade.

The panel may, unanimously, change the grade given to the thesis by the tutor in his/her report, providing prior notice has been given to the tutor.

After deliberating, the thesis shall be graded. The grade shall be the result of applying the arithmetic average of the grades obtained for the thesis from each of the members of the panel. This grade shall correspond with the following numeric scale, 0 to 10, with one decimal point, to which the corresponding qualitative grade shall be added:

- 0 – 4.9: Fail
- 5.0 – 6.9: Pass
- 7.0 – 8.9: Credit
- 9.0 – 10: Distinction

The panel shall issue a detailed and reasoned report in the “Thesis Assessment Panel Report, F06-PCC06” of the student’s defence and that shall be used in case there were to be a claim from the student. Should the student fail, the panel shall indicate to the student and tutor the parts of the thesis that do not meet the suitable requirements.

When the average grade is higher than a nine, the panel may give the student a “Distinction”. Should this happen, there will be academic but not financial consequences, and the 5% limitation established for distinction grades shall not be applied. The panel must encourage a “Specific Resolution” on their decision, taking into consideration assessment criteria related to skills the student has acquired.

Should the student disagree with the grade given, they will have a 5 calendar days to submit a claim in writing on the “Academic Claim Sheet, F01-PAC06” to the Management of the centre. In that case, the Director of the centre shall request a detailed and reasoned report from the Chair of the panel that assessed the thesis.

The Secretary of the panel shall record the “Certificate of the thesis grade” including the grade given by each member of the panel, as well as the votes, final grade and any circumstances that the members of the panel would like to mention. In addition, the Chair shall include any absentees to the panel, as well as any other issues worthy of mention. The Chair shall publically inform the attendees to the event, and the Secretary of the panel shall send it to the Secretary of the centre.

The student may ask the Secretary of the panel for a “Proof of Attendance, F07-PCC06” guaranteeing that the presentation took place.

Furthermore, within the established periods in the academic calendar for such purposes, the Thesis Coordinator shall sign a “Module Record” which includes the grades obtained by all students enrolled.

If the electronic resources of the ULPGC allow it, and if authorised by the Panel Chair, the thesis defence may be made synchronously without the need of all the members to be present at the

event. In that case, the event must be filmed and the Secretary of the centre must safeguard the recording.

The members of the thesis panel are obliged to attend and the Coordinator of the subject shall ensure this is abided by. Absentees must provide supporting proof to the Thesis Coordinator within two working days from the day of the defence of the thesis. Should the absentees fail to provide supporting proof, the Secretary of the Centre shall inform the Director of the corresponding Department, and should a member continue to fail to attend, the Vice-chancellor in charge of the lecturing team, shall be informed.

1. Thesis dissemination and promotion.

The Centre shall publish all defended Theses on their websites, including: title, name of the author, tutor/s, and co-tutor when applicable, and provided there is prior authorisation from the author and tutor/s, a digital file of the thesis.

The Centre shall also include the Thesis already defended within the “Annual Memorandum of the Centre”, making mention to those awarded by ULPGC or external collaborating companies.

The Thesis may be sent to the ULPGC Library in order to be published, if proposed by the panel, because of the quality of the thesis defended, that is, unless there is previous reasoned opposition from the tutor, co-tutor or student. The University of Las Palmas de Gran Canaria shall establish the regulations regarding the submission of Thesis to the University Library in digital format in order to guarantee the dissemination and preservation of the corresponding intellectual property. Students must fill in a “Thesis Dissemination and File Authorisation Sheet, F08-PCC06”, which includes authorisation given by the student and his/her tutor to send the Thesis to the ULPGC institutional repository. Said sheet must be handed in at the Tides Administration.

1. Thesis management procedure and formats.

In the “Management Procedure of Thesis, PCC06” of the Tides Quality Guarantee System, there is a system established that must be applied when managing theses, including the following formats to confirm compliance with these guidelines:

- Thesis Title and Tutor Application Form, F02-PCC06.
- Thesis Front Cover document, F03-PCC06.
- Thesis Defence Form, F04-PCC06.
- Thesis Tutor Report, F05-PCC06.
- Thesis Assessment Panel Report, F06-PCC06.
- Proof of Attendance, F07-PCC06”.
- Thesis Dissemination and File Authorisation Sheet, F08-PCC06.
- Thesis Database, F09-PCC06.

Likewise, in the “Procedure for the Resolution of Academic Claims, PAC06” a system as been established for solving any academic incidence that is produced, using the format of: Academic Claims Sheet, F01-PAC06.

APPENDIX 1: NORMS FOR WRITING YOUR THESIS

MASTER THESIS INSTRUCTIONS FOR AUTHORS

In this document authors will find instructions for the preparation of the Master Thesis according to the standard format required for their publication. You can use this document as a template for your master thesis as all the formats required are included herein.

LANGUAGE

A Master thesis must be written in English. Both British and American English are accepted but not a mixture of the two.

FORMAT

Electronic files should be written in Microsoft WORD for Windows and converted into a PDF file.

Filename

The filename must include the family name and the name of the author separated by hyphens (e.g. familyname_name.pdf).

Page size

A4 (210 mm 297mm)

Margins

Upper – 2.54 cm

Lower – 2.54 cm

Left – 2.54 cm

Right – 2.54 cm

All text, tables and figures must be contained within the above margin limits

Spacing

Single.

Font

Times New Roman.

Letter size

Main text and titles – 12 pt

Paragraph Indents

No initial indents for new paragraphs. 6pts separation between paragraphs (above and below).

Text justification

Complete left and right margin justification. Words should not be divided between lines with hyphens.

Page numbering

All pages must be numbered. Page numbers must appear at the bottom of the page and centred.

Equations

Should be written using the Equation Editor of Microsoft Word or imported into the text as a figure. Equations should be numbered sequentially, the corresponding number appearing in brackets and to the right of the last line of the equation. Textual references to equations should be according to the equation number.

Tables

Tables should be included within the body of the text. Each table should have a table number and title (in bold) placed immediately above the table frame, justified to the center of the page, and in Times New Roman – 12 pt. Citation of the source and explanatory notes should appear immediately below the bottom of the table frame, justified to the left of the table frame and in Times New Roman – 10 pt. Units should be clearly indicated within the table. Tables should, where relevant, make full attribution to data/information sources. Textual references to the table contents must be placed before the corresponding table.

Figures

Figures and graphical material should be provided in electronic format – preferably as Microsoft WORD images, and inserted within the text body. Each figure should have a number and title (in bold) placed below the body of the figure, justified to the centre of the page, and in Times New Roman – 12 pt. References to the figure contents must be placed in the text before the corresponding figure.

THESIS LAYOUT

The recommended length for the work is between 30 and 90 pages without including the cover, index and references.

Cover page

See this document

Index

The document must contain an index (table of contents), a list of tables and a list of figures, indicating the corresponding pages.

Following pages

The document must be structured into sections and subsections. Sections must contain: introduction, conclusions and references, among others.

The format of the sections must be as follows:

SECTION FORMAT

Text in normal style.

Subsection format

Text in normal style.

REFERENCES

Textual references to previous works (both published and unpublished) should use the standard convention of citing the author (s) surname(s) and year of publication: the latter in brackets.

If the reference itself is in brackets, the year of publication is comma separated.

In the case of joint authorship of three or more, the citation is by surname of the first author followed by the words 'et al', followed by the year of publication.

Examples: Bolduc (1994); De Cea et al (1995)

The list of References should be in alphabetical order

Full attribution should include in the following order:

- Surname and initials of first author, initials and surname of second and subsequent authors, comma separated.
- Year of publication within brackets – in the case of several publications by the same author in a given year, these should be listed with lower case letter suffixes: a, b, c, etc.
- Title of work – book or monograph in italics - Article in journal or series in normal
- Name of journal or series in italic, volume number or series number in normal, page numbers
- In the case of a book or monograph, the title is followed by the name of the publisher and place of publication.

Examples:

Bolduc, D. (1994) A practical technique to estimate multinomial probit models in transportation. Working paper, Institut National de la Statistique et des Etudes Economiques, Quebec.

Citra (1990a) Estudio análisis operacional de paraderos de locomoción colectiva. InformeFinal al Ministerio de Transportes y Telecomunicaciones. Citra Ltda., Santiago.

De Cea, J., J.E. Fernández and M. Barquín (1995) Diseño de un sistema de servicios alimentadores bus-metro. Apuntes de Ingeniería 18, 51-64.

Dodgson, J.S. and Y. Katsoulacos (1988) Models of competition and the effect of bus service deregulation. In J.S. Dodgson and N. Topham (eds.), *Bus Deregulation and Privatisation: An International Perspective*. Avebury, Aldershot.

McFadden, D. (1981) Econometric models of probabilistic choice. In C. Manski and D. McFadden (eds), *Structural Analysis of Discrete Data: With Econometric Applications*. The MIT Press, Cambridge, Mass.

Ortúzar, J. de D., and L.G. Willumsen (2001) *Modelling Transport: Third Edition*. John Wiley and Sons, Chichester.

Ross, P. and J. Gibson (1987) *Comparación experimental del control dinámico y por planes prefijados de una red de semáforos en el centro de Santiago*. Actas del Tercer Congreso Chileno de Ingeniería de Transporte, Concepción, 18-20 Noviembre.

SECTRA (1984) *Manual de Diseño y Evaluación de Proyectos de Vialidad Urbana*. Secretaría Ejecutiva de la Comisión de Transporte, Santiago.

Vigouroux, C. (1989) *Explanatory Analysis in the Estimation of Transport Cost Functions for European Railways*. MSc Thesis, Institute for Transport Studies, University of Leeds.

Example of tables and figures

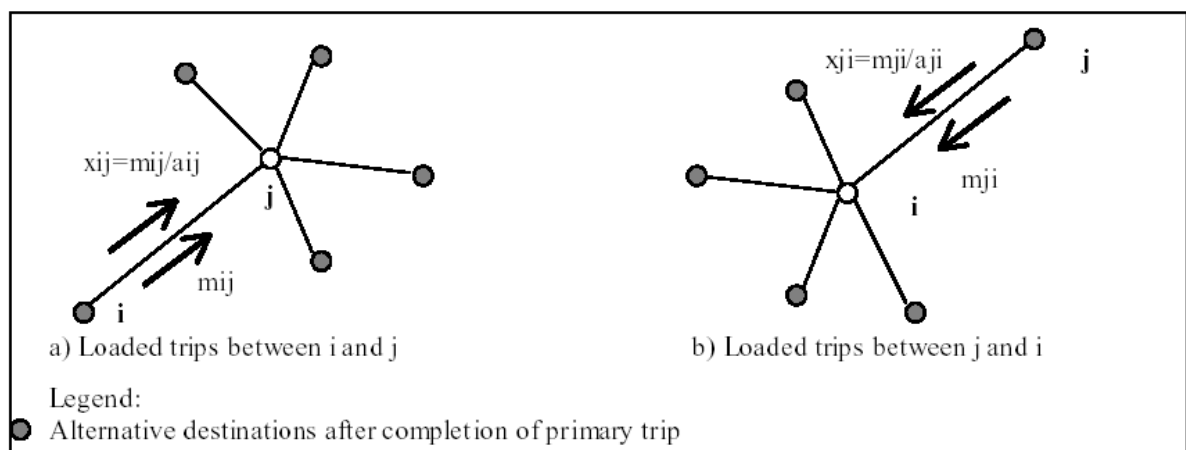


Figure 1. Scheme of commercial vehicle trip chains

Table 1. WTP expressions

Model 1: Comfort as dummy		Model 2: Comfort interacting with travel time	
Subjective value of time			
Car	Bus	Car	Bus
	$\frac{\theta_t + \theta_{t_w} W}{\theta_{c/g} + \theta_{c/g_s} \cdot S + \theta_{f \cdot c/g} \cdot f} g$	$\frac{\theta_t + \theta_{t_w} W}{\theta_{c/g} + \theta_{c/g_s} \cdot S} g$	$\frac{\theta_t + \theta_{t_w} \cdot W + \mu \cdot \theta_{t_CL} \cdot CL + \mu \cdot \theta_{t_CH} \cdot CH}{\theta_{c/g} + \theta_{c/g_s} \cdot S + \theta_{f \cdot c/g} \cdot f} g$
Subjective value of walking time			
$\frac{\theta_{wt} + \theta_{wt_o} \cdot O}{\theta_{c/g} + \theta_{c/g_s} \cdot S + \theta_{f \cdot c/g} \cdot f} g$			
Subjective value of the frequency			
$\frac{\theta_f + \theta_{f_A} \cdot A + \theta_{f \cdot c/g} \cdot c/g}{\theta_{c/g} + \theta_{c/g_s} \cdot S + \theta_{f \cdot c/g} \cdot f} g$			
WTP for improvements in comfort			
Low to Standard		Low to Standard	
$\frac{\mu \cdot \theta_{CL}}{\theta_{c/g} + \theta_{c/g_s} \cdot S + \theta_{f \cdot c/g} \cdot f} g$		$\frac{\mu \cdot \theta_{CL} t}{\theta_{c/g} + \theta_{c/g_s} \cdot S + \theta_{f \cdot c/g} \cdot f} g$	
Standard to High		Standard to High	
$\frac{-\mu \cdot \theta_{CH}}{\theta_{c/g} + \theta_{c/g_s} \cdot S + \theta_{f \cdot c/g} \cdot f} g$		$\frac{-\mu \cdot \theta_{CH} t}{\theta_{c/g} + \theta_{c/g_s} \cdot S + \theta_{f \cdot c/g} \cdot f} g$	