

# Rules on Seminars and Essay

*Economic Organizations and Markets & Economic Institutions and Markets*

Universitat Pompeu Fabra  
School of Economics and Business Sciences

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## 1 Seminars

### 1.1 Objectives

The seminars' main objective is to develop students' capacity for analyzing business and economic reality by applying theory. They also aim to promote, by means of class discussions, students' capacity for forming an opinion, expressing it and justifying it in public.

### 1.2 Seminar groups

The assignment of students to seminar groups is decided by the School's administration. In exceptional circumstances, seminar teachers can reassign students: e.g., if (1) two students move between groups in opposite directions or (2) a student moves from a larger to a smaller group. All questions on this matter should be addressed to the specific seminar teacher. In application of RD 971/2007, July 13, students in the elite sports program are also allowed to switch seminar group after they justify that the allocation does not fit their training or competition schedule.

### 1.3 Schedule

Solutions to problem sets will be produced and uploaded via Aula Global individually, to be later discussed in seminar class. They will be scheduled as follows:

Week 2	Week 3	Week 4	Week 6	Week 7	Week 8
Problem set 1 Topic 1	Problem set 2 Topics 1/2	Problem set 3 Topics 2/3	Problem set 4 Topics 3/4	Problem set 5 Topics 4/5	Problem set 6 Topics 5/6

### 1.4 Problem sets

Written analysis of exercises and case studies produced by the student and discussed in class.

1. The seminar teachers will establish a section on the Aula Global for each problem set.
2. The exercises will be published on the Aula Global on the Monday evening of the week before the seminar week.

3. At the same time, a link will appear on the Aula Global for each problem set upload. This is to be used by students as the channel for handing in their work before 23.00 on the Monday before the seminar. Problem sets may not be handed in after 23.00 on the Monday before the seminar. If a problem set is not handed in, it will receive a grade of zero.
4. Under no circumstances may work be handed in after this time, not even with a doctor's certificate. Students have almost one week to do the work and upload it. Given the high number of students, teachers cannot be expected to consider exceptions.
5. In any case, students must take a printed version of their answers to the problem sets to the corresponding seminar class.
6. The student's last names should figure both in the filename (as "Lastname1\_Lastname2\_ps1\_EOIM") and at the top of the first page on all printed versions.
7. In their responses, students should include the number of the question but not their text.

### 1.5 Evaluation

1. The following are compulsory: (1) attendance, (2) active participation in classes, and (3) handing in written problem sets on time.
2. Problem sets must be responded individually.
3. The grade for the seminars will amount to 50% of the total grade for the course. Active and constructive participation is essential. Constructive participation doesn't merely criticize the ideas under discussion but identifies flaws in ideas in order to improve on these ideas and develop better ones.
4. In order to ensure that debates and evaluations flow smoothly and students' contributions can be evaluated, each student will display in class a card with their surnames.
5. A necessary but not sufficient condition for receiving a positive grade for participation is that the corresponding problem set be handed in on time.
6. Students who do not participate actively in the seminars will receive a grade of zero.
7. To evaluate students' participation, teachers will assess the link between the comments and the case under discussion, the use of theoretical concepts and instruments for interpreting the case, clarity of exposition and the answers given to any questions asked by the teacher or by other students. Students should strive to achieve professional standards in their answers.
8. Absences for one or (as a maximum) two seminars because of properly justified medical cases (surgery, accident) or official competitions in elite sports programs can be made up with above-average performance in the other five or four seminars.
9. Information on seminar performance will be given to very low-performing students before seminar 4.
10. Final grades will be published after the end of classes and prior to the final exam. After the first three seminars and depending on how the course is progressing, teachers may give a descriptive statistic on the grades obtained in the first three seminars. At the same time, underperforming students will also be advised to do better.

## 2 Take-home essay

As stated in the PDA, "for 50% of the total grade each student will write an essay of a maximum of 500 words in which a concept, tool or theory studied in the course is applied to analyze a real and current situation (an issue related, e.g., to some recent news, business story, regulatory problem, new law, etc.)."

Please note:

1. The work is individual: each student should work on this project independently and shall not consult any of the teachers for approval or specific guidance on their development.
2. Content: the student should apply a concept, tool or theory studied in the course to analyze a real and current situation: an issue related to, e.g., some recent news, business story, regulatory problem, new law, scientific report or social conflict.
3. You should not analyze a case or news that has already been in any way discussed in theory or seminar classes or close to any of the discussed cases. Otherwise, if there is any repetition, your essay grade will zero (0).
4. Focus on applying the relevant theory or concept and making evident such application: merely summarizing the news does not suffice. It does not suffice either to have the theory in your mind, without making its application explicit in the essay. Make clear the application of the theory and the use of the relevant concepts.
5. Your writing should be of professional quality. You must write clearly and to the point, excising all unnecessary sentences.
6. Size is limited to a *total* of 500 words, and this includes the title, references if any, etc. Use automatic word count to make sure you do not exceed the limit. A perfect essay can be written with half as many words. Keep in mind that the number is as given by the website. Word processors may count words differently.
7. The grade will value content (i.e., originality and suitability of the link between theory and the analyzed topic), developing a critical perspective and form (i.e., clarity, professional writing).
8. The essay should be uploaded in PDF format at Aula Global no later than 23:00 on the first day after the last theory class (attempts to submit the essays later or by some other means will not be accepted, and students will receive a “zero”). You are fully responsible for submitting on time. Therefore, you are advised not to wait until the last minute, as systems often fail. Given that no exceptions will be made, a late submission means failing the course.
9. The student’s last names should figure in the filename (as “Lastname1\_Lastname2\_EOIM2021”).

### 3 Copying and plagiarism

1. Be advised that all online filings will be automatically checked for possible plagiarism by the UPF anti-plagiarism system. Any borrowed text (including responses prepared by other students) must be properly cited, using quotes and giving the proper reference of the source (author, title, place, publisher, year, online site, etc.).
2. In accordance with UPF regulations (“Règim disciplinari dels estudiants de la Universitat Pompeu Fabra”, *Acord del Consell de Govern de 18 de juliol del 2012*<sup>1</sup>) and the recommendations issued by the School of Economics and Business, any copying at exams and plagiarism of seminars or essays will mean that students fail the subject as a whole, and

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<sup>1</sup> “Són faltes greus: ... d) La manca de probitat i les constitutives de delictes... 2. Queden subsumides en el concepte de manca de probitat, amb caràcter enunciatiu i no limitatiu, les conductes següents: 2.1 Referides als exàmens o altres activitats avaluable: a) Copiar o facilitar la còpia de forma premeditada. b) Elaborar, aportar o facilitar amb premeditació instruments per a la còpia o l'obtenció il·legítima d'informació. c) Ometre conscientment el reconeixement d'una persona en treballs o activitats acadèmiques, o falsejar aquesta aportació. d) El plagi, la còpia, les citacions evidentment incorrectes en els documents, i les altres manques greus de respecte a la propietat intel·lectual. e) La publicació duplicada de treballs no autoritzada, la supressió rellevant de dades pertinents o la inclusió de dades falses. f) Accedir irregularment o apoderar-se anticipadament del contingut d'una prova o examen, o facilitar o procurar l'apropiació, alteració o la destrucció posterior del contingut o dels resultats d'una activitat avaluable”.

the academic authorities will be duly notified for them to implement additional disciplinary actions.

3. A single submission of a problem set or essay in which the Turnitin software detects a plagiarism rate above 33.33% will lead to a “FAIL” (zero, 0) for the whole course, with no possibility for making it up in the current academic year. Following the disciplinary rules of the School of Economics, academic authorities will be told of the incident for them to start the official sanctioning procedure. Submissions below that 33.33 percentage will be considered in aggregate.