COVER

**[If you are enrolled only in one university, you must include in the Official Template of the Research Report the cover corresponding to your university.**

**If you are enrolled in more than one university, when submitting Progress 1 and Progress 2, you must attach a file which has been previously compressed (in ZIP format or RAR), which contains the following documents:**

* **The Progress 1 or 2, as applicable in Word format**
* **The covers corresponding to the universities in which you are enrolled; each one of them must be included in a separate document.**

**For example, if you are enrolled in the European University of the Atlantic and in the International Iberoamerican University-Mexico, you must submit the following documents in a compressed file:**

1. **The development of the progress that is applicable.**
2. **Cover of the European University of the Atlantic**
3. **Cover of the International Iberoamerican University-Mexico.]**

DEDICATION

AKNOWLEDGEMENTS

**DECLARATION OF AUTHORSHIP**

**I, [name and surname of student], declare that:**

**The content in this document is original and reflects my personal work. I declare that, in the event of any indications of plagiarism, self-plagiarism, copy or fault to the original source, I am directly legally, economically and administratively responsible for said actions without it affecting the Director, the University and any other institutions that have collaborated in this work, accepting the consequences derived from such practices.**

**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **[Voluntary authorization]**

**[City and date]**

**Carefully: Academic Management**

**By this means I authorize the electronic publication of my Final Project’s approved version under the title [Insert the tentative title for the FP approved in document D1] in the virtual campus and in other spaces of electronic dissemination belonging to this institution.**

**Descriptive data of the Final Project:**

|  |  |
| --- | --- |
| **Title** | **Final Project’s title** |
| **Author** | **Full name of the author and counselor (if there is one).** |
| **Summary** | **Maximum 60 words** |
| **Program** | * **Specify if it is a Master’s Degree or a Specialization**
* **Cite the complete name of the program**
 |
| **Keywords** | **3 to 5 words maximum** |
| **Contact** | **E-mail contact (it can be more than one)** |

**Regards.**

**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

GENERAL INDEX

**[The index must be the same index that have been approved in D1 and must show the structure of the project. This index can be changed until the completion of the FP according to the needs of the research, but the FP Director must agree on the changes].**

**INTRODUCTION**

**THEORETICAL FRAMEWORK**

**CHAPTER 1: CHAPTER'S TITLE**

**1.1. Section's title**

**1.2. Section's title**

**1.X. Section's title**

**CAPÍTULO N: CHAPTER'S TITLE**

**EMPIRICAL FRAMEWORK**

**CHAPTER N: CONTEXTUALIZATION** (when needed)

CHAPTER N: METHODOLOGICAL DESIGN

**N.1. Introduction**

**N.2. Variables**

**N.3. Samples**

**N.4. Measuring tools and techniques**

**N.5. Methods**

**N.6. Working hypothesis**

**CHAPTER N: RESULTS**

**CHAPTER N: DISCUSSION**

**CHAPTER N: GENERAL CONCLUSIONS**

**CHAPTER N: RECOMMENDATIONS**

**BIBLIOGRAPHY**

**GLOSSARY**

FIGURE INDEX

Figure 1.1. Title of Figure 1.1

Figure 2.1. Title of Figure 2.1

TABLES INDEX

Table 1.1 Title of Table 1.1

Table 2.1 Title of Table 2.1

ANNEXES INDEX

**[Place here the annexes index if any]**

SUMMARY

**[The summary is a brief synthesis of the FP Report. Although it is located in this part of the report, the final version should be done once the FP Report is finished. This paragraph does not exceed 500 words. The summary should include information on the worked theoretical approaches, the methodological framework, as well as the most important results and the most general conclusions.**

**The following key points can orient you regarding the preparation of the summary and to write its content:**

1. **Topic or problem being investigated.**
2. **General objective.**
3. **Main Theoretical Approaches underpinning the approach of the problem or research topic.**
4. **Used Methodology.**
5. **Main results and conclusions]**

***Keywords***

[**The key words related to the research’s topic (5 maximum). It is useful to know that to position the work in specific contexts and know what aspects are addressed in it.]**

INTRODUCTION

**[The introduction is the first opportunity for the reader to know the project’s topic. You must include the following contents:**

* **Presentation or brief contextualization of the research problem. Explain the nature and scope of the study. Background is detailed, and the research problem and hypotheses are presented (possible answers to the research problem). The researcher, in front of a more general topic, evaluates the different elements or aspects that make up this topic and thus selects one of those aspects, one that presents a problem that is worth investigating. After defining and delimiting the research problem, it must be stated in interrogative form. The question must be clear and objective, indicating the aspects and/or variables on which the researcher intends to work. The hypotheses are formulations of temporary solutions with regard to a certain problem that is under study. They are therefore formulations which will be confirmed or not, considering the research done.**
* **Motivation towards this project (why it has been chosen), what is the researcher’s experience about it and what is that the researcher hopes to achieve with its development. What is the topic’s relevance of the topic and the importance or opportunity to deal with it at the present time, in general. Clarify if it is providing something innovative.**
* **Justification (what is its purpose), it shall relate to issues such as: convenience, social relevance, practical implications, theoretical value, methodological utility;depending on your study’s criteria.**
* **Objectives (what is the path to follow), after raising the questions above, it is easier to determine the objectives to be achieved with the investigation. You must formulate a general objective by associating it to the more specific objectives. The objectives should be focused on the search for answers to the relevant issues identified in the research problem and that had not yet been answered by other investigations. They must be clear, well-defined and realistic, always in coherence with the problem that has originated the project. The general objective must be one and have 4 parts:**

**1) a verb in infinitive mode**

**2) answer “what?”**

**3) answer “how?”**

**4) answer “what for?”**

**Example:**

**- Determine (a verb in infinitive)**

**- The number of errors in the development of the general objective (what?)**

**- Through the review of the students’ thesis profiles ( how?)**

**- To correct their mistakes ( what for?)**

* **The specific objectives define the stages that must be fulfilled in order to achieve the general objective, that is to say, they are the actions that must be developed. In other words, these are the "small steps" that the researcher will do in order to culminate with the general objective. The specific objectives must always be aligned with the general objective, in such a way that the reading of the specific objectives helps visualizing the achievement of the general objective. There must be 5 specific objectives, maximum.**
* **This project’s objectives are perhaps the most important elements in the development of an academic project. The objectives are the "North" of the research. They will indicate the paths that the researcher has to continue. It is very important that the objectives are well-defined. Furthermore, it is from the objectives that other elements of an scientific research project derive. The objectives are related to other chapters. The general objective is focused on answering the research’s questions or problems. You can also extract the project’s title from the general objective. The specific objectives are directly related to the chapters "Methodology" and "Results". In "Methodology" the researcher needs to present in detail all the tools and processes used to carry out each specific objective. And in "Results", the researcher needs to present the investigation results, that is to say, to check that all the specific objectives were met. What if in the course of the investigation, any specific objective cannot be met? In that case, the researcher must explain the reasons in "Discussions".**

**The introduction ends with the project’s structure. Each one of the chapters needs to be presented by making a brief reference to their content. It must also be clarified the relationship between the different chapters developed in the project, in such a way that this explains why it has been decided that the project is focused on developing those concrete sections].**

THEORETICAL FRAMEWORK

**[The theoretical framework is based on different chapters focused on addressing theoretical, methodological approaches and previous investigations relating to the central research problems. It is necessary to analyze and synthesize the information available regarding the research problem previously described in the Introduction. This process allows you to build a reference framework, with its own approach, to interpret the results or findings of the investigation.**

**The objective of the Theoretical Framework is to provide the project’s reader an overview about the central topic of the research. For example, the researcher has defined as the research’s problem the management of solid waste in his/her community. What topics should this investigator submit in his Theoretical Framework? Social/environmental problems that may be caused by poor waste management; global and local estimation of the solid waste’s volume generated; the main waste (local and global) that is generated; the various existing classifications for waste; examples of excellent plans of urban solid waste management; real examples of impacts caused by poor management of urban solid waste; major existing destinations for urban solid waste; solid waste management plans successfully applied in small communities; national legislation on the subject.]**

**CHAPTER 1. [CHAPTER’S TITLE]**

**[Make a brief introduction to the contents of this chapter]**

**1.1. [Section’s title]**

**[Develop the content of this section]**

**1.2. [Section’s title]**

**[Develop the content of this section]**

**1.N. [Section’s title]**

**[Develop the content of this section]**

**CHAPTER N. [CHAPTER’S TITLE]**

**[Make a brief introduction to the contents of this chapter]**

**2.1. [Section’s title]**

**[Develop the content of this section]**

**2.2. [Section’s title]**

**[Develop the content of this section]**

**2.N. [Section’s title]**

**[Develop the content of this section]**

EMPIRICAL FRAMEWORK

**[In the Empirical Framework, it must be settled the entire field work which will be developed in order to achieve the objectives that may vary as result of some variables. This section includes a justification of the field work, an explanation of the methodological design and an explanation of the results]**

CHAPTER N: CONTEXTUALIZATION (when needed)

**[Describing the context of the study matter will help its understanding. Being able to understand and interpreting the circumstances in which the subject matter is framed into helps the researcher to understand the determinants of human behavior in this specific situation, as well as to understand why the situations happens in a certain way. Because of the context we can understand the physical temporary environment of a situation or process that we are studying. For example, if the study matter is a school, it will be useful to introduce to the reader the educational situation in the country, the geographical area in which the school is located, the students who attends, etc.]**

**CHAPTER N: METHODOLOGICAL DESIGN**

**N.1 Introduction**

**[Make a brief introduction to the contents of this chapter regarding the field work] Set out the research problem and the specific objectives related to the field work].**

**N.2 Variables**

**[The conceptual definitions of the theoretical framework set an operational definition: what is going to be measured and studied through the research tools and techniques]**

**N.3 Samples**

 **[It refers to the population’s subset in which the empirical approach focuses. It should describe the specific environment by which that population is surrounded, the sample size and its main sociodemographic characteristics (age and gender) and other secondary characteristics that may be of interest to the project (level of studies, etc.). It must also be described the sampling type or selection process of the studied sample.**

**When the project is expected to require from sample collections in the field, describe the environment, place it on a map, present the main social and geographic features of the studied area. If it is a case study in a company, present the company’s activity, estimated amount of workers or employees, area occupied by the plant, how long has the company been operating, for example.**

**Attention! Due to ethical issues, never present people's names and companies involved in the investigations. Speak about it in a generic manner, such as "a company in the automotive industry."]**

**N.4. Measuring tools and techniques**

**[Justify the measuring instruments that are to be used in the empirical approach. Explain in detail the data collection techniques or the ways in which data have been obtained. This section also has to indicate the processing techniques and analysis of these data (type of statistical processing used; content analysis approach; present the dependent and independent variables that were studied (when applicable); the procedure used for the data collection (when necessary); etc…)]**

**N.5. Methods**

**[This section should describe the overall process from selecting the sample to getting the data. For example: way of contact with the sample, the logic followed for applying the instruments, etc…]**

**N.6 Working hypothesis**

**[They are possible answers to the problem of research which tries to establish relationships between the variables. For example: Before the specific objective "identify the essential features of a successful entrepreneur" could raise the working hypothesis "successful entrepreneurs have higher creativity" ].**

CHAPTER N: RESULTS

**[This section presents the research’s results. This section is also directly related to the specific objectives. It covers all the results that have been obtained by fulfilling the specific objectives posed. The results prove the project’s reader that the general objective was met as well as the project. It is desirable that the results for each specific objective are displayed in an orderly manner. All the qualitative and quantitative results obtained during the field work were presented in a descriptive and objective manner. It is convenient that such presentation is accompanied by tables or figures in order to facilitate the comprehension of these results].**

CHAPTER N: DISCUSSION

**[In the discussion section there is the interpretation of the results, which allows a subjective and reasoned vision of them. In addition, the results obtained should be discussed with the findings of research that has been already published. The researcher will be able to make concrete proposals to the solution of the problem that has been raised, and those proposals will have to be justified by aspects developed in the theoretical framework and the results obtained with the empirical approach].**

**CHAPTER N: GENERAL CONCLUSIONS**

**[Resume the objectives and assess whether they have been met, explain the most significant results that are derived from this study and establish limitations and lines of improvement of theoretical, practical and methodological order during development of this project. It is also possible to indicate future lines of research]**

**CHAPTER N: RECOMMENDATIONS**

**[It refers to suggestions to continue the line of research and/or suggestions of practical applications of the results of different players or environments linked to the topic]**

**BIBLIOGRAPHY**

**[It corresponds to the full list of resources and/or materials consulted by the student to document the Research Report.**

**In order to develop this section you shall follow citation rules provided: it usually is the APA Regulation; except those students whose research is related to health sciences that must follows the Vancouver Regulation.]**

GLOSSARY (optional)

**[Write all those abbreviations or acronyms used in the text, that are not extensively used in English. It will also include little known, difficult to interpret terms or terms that are not commonly used in the context in which they appear. Each one of these terms will have its respective definition or explanation.]**

ANNEXES

**[Annexes are complementary documents that support or detail aspects referred to in the body of the project. The annexes should be properly numbered in this section and correspond with its citation in the body of the project].**