



IDENTIFYING DATA

Final Year Dissertation

Subject	Final Year Dissertation			
Code	P04G091V01991			
Study programme	(*)Grao en Dirección e Xestión Pública			
Descriptors	ECTS Credits	Choose	Year	Quadmester
	12	Mandatory	4th	2nd
Teaching language	#EnglishFriendly Spanish Galician			
Department				
Coordinator	Ricoy Casas, Rosa María			
Lecturers	Ricoy Casas, Rosa María			
E-mail	rricoy@uvigo.es			
Web				
General description				

Competencies

Code	
A1	Students have demonstrated to possess and understand knowledge in an area of study that starts from the base of general secondary education, and is usually found at a level that, although supported by advanced textbooks, also includes some aspects that imply knowledge coming from the vanguard of his field of study.
A2	Students know how to apply their knowledge to their work or vocation in a professional manner and possess the skills that are usually demonstrated through the elaboration and defense of arguments and the resolution of problems within their area of study.
A3	Students have the ability to gather and interpret relevant data (usually within their area of study) to make judgments that include a reflection on relevant social, scientific or ethical issues.
A4	Students can transmit information, ideas, problems and solutions to a specialized and non-specialized audience.
A5	Students develop those skills of necessary learning to undertake back studies with a high degree of autonomy.
B1	Skills in the search for information, in relation to primary and secondary information sources, including the use of computers for online searches
B2	Ability to analyze, synthesize and integrate knowledge and planning for the preparation of judgments with limited information
B3	Listening and reading comprehension skills and oral and written communication skills.
B5	Ability to interpret data obtained from observation with regard to their meaning and establish links with the appropriate theories in the field of public management and administration.
B6	Perseverance skills for performing tasks and missions and confidence in one's own work.
B10	Commitment to work efficiency and effectivity in the public sector and other entities.
B12	Commitment to responsibility and honesty in public and private work performance.
B13	Commitment to Human Rights, equality, justice and sustainable development.
C31	Ability to design and produce (individually or in a group) an original piece of work, following the indications of a lecturer/author. Ability to present and defend publicly the Final Degree Project before an academic panel (plan, discoveries and results).
D1	Capacity of analysis and synthesis for building and defending arguments Know how
D2	Ability to organize, plan and use time efficiently, and self-control skills in situations of pressure.
D3	Use of foreign languages for the activities of the different courses.
D5	Capacity for taking autonomous and independent decisions Know be / be
D7	Commitment to striving for quality and continuous improvement and innovation.
D8	Capacity to cooperate teamwork and open to different points of view and opinions
D9	Capacity to create critical thinking and self-criticism
D11	Commitment to public service and ethical values.
D12	Entrepreneurship skills.

Learning outcomes				
Expected results from this subject		Training and Learning Results		
New	A1	B1	C31	D1
	A2	B2		D2
	A3	B3		D3
	A4	B5		D5
	A5	B6		D7
		B10		D8
		B12		D9
		B13		D11
				D12

Contents

Topic

The content of the TFG (Final Degree Project) will be defined by mutual agreement between the student and the teacher-tutoring and, subsequently, approved by the Degree Committee. For this purpose, their specific Regulation establish the procedure to be followed to establish the topics of this project. The Regulation and other information can be consulted in the FAITIC onlin-teaching platform.

Updated information on the subject (training activities, deadlines, etc.) can be consulted on the FAITIC Teaching Platform, which will be the ordinary channel of communication with the students enrolled in this subject, through this email: rricoy@uvigo.es

Planning

	Class hours	Hours outside the classroom	Total hours
Seminars	1	9	10
Mentored work	15	274	289
Presentation	1	0	1

*The information in the planning table is for guidance only and does not take into account the heterogeneity of the students.

Methodologies

	Description
Seminars	(1 hour) Session with the Coordination of the TFG/Coordination of the Degree + (9 hours) on-line course on citación and copyright.
Mentored work	(15 hours) of communication and mentored work with the direction of the TFG and (274 hours) preparation of the TFG.
Presentation	(1 hour) presentation and defence of the TFG in front of the Academic Court (Academic evaluation)

Personalized assistance

Methodologies Description

Mentored work	The teacher must provide (has to facilitate) a personalized service/attention channel to his student, through the means that allow it (tutoring). It will try to favor to the students, as far as possible, with the use of new technologies (email, videoconference, etc.).
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Assessment

Description	Qualification	Training and Learning Results
PresentationIn order to defend the TFG it is necessary to have passed all the subjects of the Degree (except the TFG subject). The Academic Court (Academic evaluation) will evaluate 100% of the TFG and its defense. The TFG must be original and plagiarism is prohibited. It must be duly cited, and have respect for the intellectual property of others authors. The Academic Court (Academic evaluation) can use platforms and programs to verify this, such as an anti-plagiarism program. In the case of committing a lack of originality and/or plagiarism, the Academic Court may assign a grade of 0 (suspense), they will have the duty to communicate it to the competent bodies of the University so, where appropriate, they adopt the sanctioning measures they deem necessary. The TFG must be respectful of the rights established in the current Spanish Constitution, and it is necessary to make an inclusive use of the language (gender perspective and respect for sexual diversity).	100	A1 B1 C31 D1 A2 B2 D2 A4 B3 D3 A5 B5 D5 B6 D7 B10 D8 B12 D9 B13 D11 D12

Other comments on the Evaluation

General structure. It is recommended that the TFG collect the following elements: Cover. Index of contents. Index of tables and graphs (if it were the case). General introduction (objectives, methodology, hypotheses, etc.) Content or body of work (material development). Conclusions. Bibliography and / or sources of information. Annexes. Idiom: the originals may be presented in Galician, Spanish, English or Portuguese. There are grants for research in the Galician language.

Format: The student will deliver the TFG on the computer platform, conveniently formatted and labeled (title, author, teacher, course, Degree) and PDF version to archive. In addition, the request generated by its virtual secretary, after the favorable report that the teacher-tutoring also has to make through the virtual secretary, in the term established. The formal aspects of the text will respond, preferably, to the following criteria. In the case of using another alternative model, this must be duly justified following the standards recognized by the reference organizations in the documentary field: a) Content and body of the project: it can be organized and presented in a way that allows a complete idea or vision, systematic and clear of the subject or topic. Subdivisions (parts, chapters, sections, sections, etc.) may be used, suitably titled or marked, numerically or alphabetically; b) Typography and line spacing: Arial or Times New Roman, size 12 with a space and a half (recommended). c) Footnotes: they will be oriented to expand the information contained in the body of the text and will be inserted in the text and must appear at the end of each page, numbered in a correlative way (1, 2, 3 ...) for the set of the chapter, topic or project, with line spacing 1 and size 9 respecting (with the same) the previous typeface. Quotations: whenever the external text is literally transcribed, it must appear between the blades. The student may choose to quote in the footnote or in the text following a model of the use in the field of Social and Legal Sciences (APA, Harvard, etc.), with the condition of maintaining uniformity throughout the entire project/work (TFG). Remember the duty to cite all material used to avoid incurring plagiarism. Approximately the maximum length of the entire text will be about 30,000 words.

Assessment criteria of the TFG, Degree in Public Management and Administration:

- (1) Quality and content of the work/project (TFG) (50%)
 - (a) Content: methodology, theoretical framework, literature review (20%)
 - (b) Structure, internal coherence, format and clarity (15%)
 - (c) Standard appointment format and respect for intellectual property (10%)
 - (d) Inclusive use of language (gender perspective and respect for sexual diversity) (5%)

- (2) Quality of public defense (20%)
 - (a) Reference to the central aspects of the work (10%)
 - (b) Correct use of the material used (audiovisuals, etc.) (5%)
 - (c) Clarity and structure of the presentation (5%)

- (3) Quality of the answers in the round of questions (20%)
 - (a) Satisfactory clarification of the doubts presented (10%)
 - (b) Capacity for debate, critical reasoning and defense (10%)

- (4) Time management (10%)
 - (a) The time allocated for defense is respected (5%)
 - (b) Excessive time is not spent in replying to the academic court (5%)

Students who share work/project/TFG (TFG made by two students): they will be free to organize their joint presentation for a maximum of 20 minutes. Except in exceptional situations, the assessment of "Quality and content of work" (50%); "Reference to the central aspects of work" (10%); and the time allocated for defense is respected (5%); it will be the same for both. After the presentation, each member of the academic court will divide their comments into two series addressed to both students, respectively, and in such a way that each student / will answer it only in the series that corresponds to them, without the possibility of intervening in the other.

The notes will be published as soon as the Evaluation of the Academic Court decide a publish this information in the corresponding official board of the Faculty. TFG rating review period: 3 business days from the publication of the rating. This request must indicate the specific aspects of the TFG that support the discrepancy with the rating.

The criteria established in this guide are the same for all the students in this degree (face-to-face and online students).

Sources of information

Basic Bibliography

Complementary Bibliography

Bibliography and sources of information will be recommended by the teacher-tutoring.,

Recommendations

Other comments

The Coordination of the TFG will put the disposition of the enrolled students of TFG, the most important information for their normal development, in the "Common Space of the Degree" (FAITIC), and the free online course, on the date that is offered by the Library of the Pontevedra Campus (on citation, anti-plagiarism and intellectual property) that all students enrolled in the TFG are required to do.

For any questions: the GDXP / TFG Coordinator is Rosa Ricoy (rricoy@uvigo.es) office 222 FCCSSC. Tel: 986 80 20

Contingency plan

Description

=== EXCEPTIONAL PLANNING ===

Given the uncertain and unpredictable evolution of the health alert caused by COVID-19, the University of Vigo establishes an extraordinary planning that will be activated when the administrations and the institution itself determine it, considering safety, health and responsibility criteria both in distance and blended learning. These already planned measures guarantee, at the required time, the development of teaching in a more agile and effective way, as it is known in advance (or well in advance) by the students and teachers through the standardized tool.

=== ADAPTATION OF THE METHODOLOGIES ===

In this case, all methodologies, evaluation, etc., could be carried out 100% online, through (FAITIC and Remote Campus Uvigo).

Non-attendance mechanism for student attention (tutorials): Virtual office 2146 of the Uvigo Remote Campus, and email: rricoy@uvigo.es (Rosa Ricoy)
