



## (\*)Facultade de Dirección e Xestión Pública

### Grado en Dirección y Gestión Pública

#### Subjects

#### Year 2nd

Code	Name	Quadmester	Total Cr.
P07G092V01201	Administrative law 2	1st	6
P07G092V01202	Administration Statistics	1st	6
P07G092V01203	Management of Public Services	1st	6
P07G092V01204	Finance and Tax Law I: Institutions and Sources	1st	6
P07G092V01205	Management of People: Organization and Functions	1st	6
P07G092V01206	Management of Human Resources: Lists of Posts and Multilevel Public-Sector Job Offers	2nd	6
P07G092V01207	Management of Public Documentation	2nd	6
P07G092V01208	Labor and Social Security Law	2nd	6
P07G092V01209	Finance and Tax Law II: Tax Management and Taxation System	2nd	6
P07G092V01210	Public Sector Economics	2nd	6

**IDENTIFYING DATA****Dereito administrativo II**

Subject	Dereito administrativo II			
Code	P07G092V01201			
Study programme	Grao en Dirección e Xestión Pública (Presencial)			
Descriptors	ECTS Credits	Choose	Year	Quadmester
	6	Mandatory	2	1c
Teaching language	Castelán Galego			
Department	Dereito público			
Coordinator	Miño López, Antonio Manuel			
Lecturers	Gómez Fernández, Diego Miño López, Antonio Manuel Otero Oitaven, Montserrat María			
E-mail	anlopez@uvigo.gal			
Web				
General description	Nesta materia preténdese continuar co traballo iniciado en Dereito administrativo I e profundar en diversas institucións desta disciplina, entre outras a responsabilidade patrimonial, a potestade sancionadora ou a expropiación forzosa. O obxectivo é abordar o estudo destas materias desde un punto de vista teórico-práctico para chegar a un coñecemento real das mesmas.			

**Resultados de Formación e Aprendizaxe**

Code				
A1	Que o alumnado demostre posuir e comprender coñecementos nunha área de estudo que parte da base da educación secundaria xeral, e adoita encontrarse a un nivel que, se bien se apoia en libros de texto avanzados, inclúe tamén algúns aspectos que implican coñecementos procedentes da vangarda do seu campo de estudo			
A2	Que o alumnado saiba aplicar os seus coñecementos ao seu traballo ou vocación dunha forma profesional e posúan as competencias que soen demostrarse por medio da elaboración e defensa de argumentos e a resolución de problemas dentro da súa área de estudo			
A3	Que o alumnado teña a capacidade de reunir e interpretar datos relevantes (normalmente dentro da súa área de estudo) para emitir xuízos que inclúan unha reflexión sobre temas relevantes de índole social, científica ou ética			
A4	Que o alumnado poida transmitir información, ideas, problemas e solucións a un público tanto especializado como non especializado			
A5	Que o alumnado desenvolva aquelas habilidades de aprendizaxe necesarias para emprender estudos posteriores cun alto grao de autonomía			
B2	Organizar e planificar a actividade profesional de maneira óptima			
B4	Comprometerse eticamente e ter vocación de servizo público			
B5	Razonar criticamente			
B6	Aplicar o coñecemento relacionado coa dirección e xestión pública na práctica			
B9	Xenerar novas ideas relacionadas coa dirección e xestión pública			
C5	Describir a estrutura, a organización e o funcionamento das Administracións Públicas multinivel, analizando a súa relación coa cidadanía			
C9	Identificar e aplicar o marco normativo da actividade que realizan as Administracións Públicas			
D1	Identificar o significado e aplicar a perspectiva de xénero nos distintos ámbitos de coñecemento e na práctica profesional co obxectivo de acadar unha sociedade máis xusta e igualitaria			
D2	Comunicarse de forma oral e escrita tanto nas linguas oficiais (castelán e galego) como nunha lingua extranxeira			
D4	Dominar as TIC relacionadas coa titulación no ámbito académico e profesional			
D5	Integrar a aprendizaxe autónoma			
D6	Adaptarse a novas situacións			

**Resultados previstos na materia**

Expected results from this subject	Training and Learning Results			
Ao terminar a materia, o/a estudante será capaz de:	A1	B2	C5	D1
1. Identificar as garantías patrimoniais dos cidadáns fronte á actividade administrativa	A2	B4	C9	D2
2. Aplicar o réxime xurídico da responsabilidade patrimonial da Administración e a expropiación forzosa.	A3	B5		D4
	A4	B6		D5
3. Identificar as formas de actividade administrativa e o seu distinto réxime xurídico	A5	B9		D6
4. Identificar e aplicar o réxime xurídico dos distintos bens públicos e a potestade sancionadora.				

**Contidos**

Topic	
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Tema 2: A potestade sancionadora das Administracións Públicas.	Tema 2: A potestade sancionadora das Administracións Públicas. 1.- Evolución basees constitucionais. 2.- A ordenación legal da potestade sancionadora. 3.-As infracciónes administrativas. Principios rectores da actividade sancionadora da administración. 4.- As sancións e outras consecuencias xurídicas. 5.- Os procedementos sancionadores.
Tema 1: A responsabilidade patrimonial das Administracións Públicas	Tema 1: A responsabilidade patrimonial das Administracións Públicas 1.- O sistema de responsabilidade das Administracións Públicas. 2.- Requisitos da responsabilidade administrativa. 3.- Procedementos de esixencia de responsabilidade administrativa. 4.- O aseguramiento da responsabilidade administrativa. 5.- O enriquecemento inxusto da Administración Pública.
Tema 3: A expropiación forzosa	Tema 3: A expropiación forzosa 1.- Introducción. 2.-A potestade expropiatoria. A) Natureza. En especial, a expropiación legislativa. As expropiaciones xudiciais. A xustificación do poder de expropiar. B.- Os suxeitos. C.- Obxecto. 3.- O exercicio da potestade expropiatoria. A.- O procedemento expropiatorio como garantía esencial do expropiado. B.- A declaración de necesidade de ocupación. C. A determinación da indemnización expropiatoria.
Tema 4: A actividade de policía administrativa.	Tema 4: A actividade de policía administrativa. 1.- Principios informadores da actividade de policía. 2.- As principais medidas de policía administrativa. A) Técnicas de información: deberes de identificación, documentales e de comunicación. B) Técnica de condicionamento: as comprobacións as autorizacións e as comunicacións previas ao exercicio da actividade. C) Técnicas ablatórias: limitacións e privacións; creación de obrigacións e deber.
Tema 5: A actividade de prestación do servizo público	Tema 5: A actividade de prestación do servizo público. 1.- Concepto de servizo público. 2.- Modos de xestión dos servizos públicos.
Tema 6: A actividade de fomento	Tema 6: A actividade de fomento 1.- Concepto de actividade de fomento ol promocional. 2.- Principais medidas de fomento. 3.- A subvención.
Tema 7: Os bens públicos	Tema 7: Os bens públicos 1.- Clasificación dos Bens Públicos. 2.- A adquisición dos Bens Públicos. 3.- Protección e defensa dos bens Públicos. 4.- O Dominio Público. 5.- Os Bens Comunales. 6.- Os Bens Patrimoniales.

## Planificación

	Class hours	Hours outside the classroom	Total hours
Seminario	24	39	63
Lección maxistral	32	53	85
Exame de preguntas obxectivas	1	0	1
Resolución de problemas e/ou exercicios	1	0	1

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

## Metodoloxía docente

	Description
Seminario	Nos Seminarios resolveremos en grupos casos prácticos relacionados cos temas en que se divide a materia, aprendendo a través da práctica e xestionando tamén ese traballo en grupo
Lección maxistral	Consiste nunha exposición polo profesorado dos distintos temas en que se divide a materia. As clases deberán ser participativas e o alumnado deberá responder ás distintas preguntas que se lles expoña polo profesorado e participar de maneira activa na aprendizaxe

## Atención personalizada

## Methodologies Description

Lección maxistral	O alumnado tanto da modalidade presencial como semipresencial poderá resolver dúbidas con relación a algún aspecto da materia (contido, traballo ou prácticas), así como atención ás súas necesidades e consultas relacionadas co estudo e/ou temas vinculados coa disciplina, proporcionándolle orientación, apoio e motivación no proceso de aprendizaxe. O mesmo para os Seminarios
Seminario	Nos Seminarios estarase a disposición do alumnado para resolver as dúbidas e servir de apoio e acompañamento para a realización dos exercicios prácticos

## Avaliación

Description	Qualification	Training and Learning Results
Seminario	40	A1 B4 C5 D2 A2 B5 C9 D5 A3 B6 D6 A4 A5
Exame de preguntas obxectivas	30	A1 B5 C5 D2 A2 B6 C9 D5 A3 D6 A5
Resolución de problemas e/oucalquera dos formatos existentes que demostren o coñecemento teórico da materia. Suporá o 30% da nota pero para poder facer media coa de avaliación continua, é necesario que o alumnado aprobe o exame final (combinando a parte teórica e a práctica) cun 5 sobre 10. No caso de que non se saque un 5, a nota será a do exame.	30	A1 B5 C5 D2 A2 B6 C9 D5 A3 D6 A4 A5

## Other comments on the Evaluation

A nota acadada na avaliación continua terá un peso do 40% na cualificación global. A cualificación obtida nos dous exames finais terán un peso específico do 30% cada un na nota global.

Para poder presentarse ao exame final e respectar a nota de avaliación continua será imprescindible que: (1) o estudante teña realizado todas as probas de avaliación continua; e (2) acadar a superación das probas nas que consta a avaliación continua. Se non se cumpren ambos os requisitos, o alumno deberá realizar a proba final na modalidade que se indica ao final deste apartado.

Para que a nota da avaliación continua se sume á do exame final, será necesario que o alumno acade a superación deste último.

O alumnado que non supere a avaliación continua poderá presentarse ao exame final pero deberá superar unha parte específica na que se avaliarán as competencias traballadas na avaliación continua que non superaron.

## Bibliografía. Fontes de información

### Basic Bibliography

Eduardo Gamero y Severiano Fernández, **Manual básico de derecho administrativo**, última, Tecnos,

### Complementary Bibliography

García de Enterría, E., T-R. Fernández Rodríguez, **Curso de Derecho Administrativo, Vol II**, última, Civitas,

## Recomendacións

**IDENTIFYING DATA****Estatística administrativa**

Subject	Estatística administrativa			
Code	P07G092V01202			
Study programme	Grao en Dirección e Xestión Pública (Presencial)			
Descriptors	ECTS Credits	Choose	Year	Quadmester
	6	Mandatory	2	1c
Teaching language	#EnglishFriendly Castelán Galego			
Department	Estatística e investigación operativa			
Coordinator	Vidal Puga, Juan José			
Lecturers	Vidal Puga, Juan José			
E-mail	vidalpuga@uvigo.gal			
Web	<a href="http://moovi.uvigo.gal">http://moovi.uvigo.gal</a>			
General description	Nesta materia trátase de dar a coñecer ao alumnado as nocións básicas de estatística para a súa aplicación no contexto da xestión e da administración pública.			

Materia do programa English Friendly. Os/ as estudantes internacionais poderán solicitar ao profesorado: a) materiais e referencias bibliográficas para o seguimento da materia en inglés, b) atender as titorías en inglés, c) probas e avaliacións en inglés.

**Resultados de Formación e Aprendizaxe**

Code	
A1	Que o alumnado demostre posuir e comprender coñecementos nunha área de estudo que parte da base da educación secundaria xeral, e adoita encontrarse a un nivel que, se bien se apoia en libros de texto avanzados, inclúe tamén algúns aspectos que implican coñecementos procedentes da vangarda do seu campo de estudo
A2	Que o alumnado saiba aplicar os seus coñecementos ao seu traballo ou vocación dunha forma profesional e posúan as competencias que soen demostrarse por medio da elaboración e defensa de argumentos e a resolución de problemas dentro da súa área de estudo
A3	Que o alumnado teña a capacidade de reunir e interpretar datos relevantes (normalmente dentro da súa área de estudo) para emitir xuízos que inclúan unha reflexión sobre temas relevantes de índole social, científica ou ética
A4	Que o alumnado poida transmitir información, ideas, problemas e solucións a un público tanto especializado como non especializado
A5	Que o alumnado desenvolva aquelas habilidades de aprendizaxe necesarias para emprender estudos posteriores cun alto grao de autonomía
B1	Analizar, sintetizar, resolver problemas e tomar decisións xestionando a información e o tempo
B2	Organizar e planificar a actividade profesional de maneira óptima
B4	Comprometerse eticamente e ter vocación de servizo público
B5	Razonar criticamente
B6	Aplicar o coñecemento relacionado coa dirección e xestión pública na práctica
C5	Describir a estrutura, a organización e o funcionamento das Administracións Públicas multinivel, analizando a súa relación coa cidadanía
C12	Analizar a política internacional e/ou a estrutura e o funcionamento da Unión Europea
C13	Aplicar os métodos e as técnicas de investigación e política social e operar con métodos de investigación cuantitativos e cualitativos
C14	Utilizar as tecnoloxías da información e da comunicación (TIC) aplicables á xestión pública
D2	Comunicarse de forma oral e escrita tanto nas linguas oficiais (castelán e galego) como nunha lingua extranxeira
D3	Sensibilizarse con temas medioambientais
D4	Dominar as TIC relacionadas coa titulación no ámbito académico e profesional
D5	Integrar a aprendizaxe autónoma
D6	Adaptarse a novas situacións

**Resultados previstos na materia**

Expected results from this subject	Training and Learning Results
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Ao rematar a materia, o alumnado será capaz de: 1. Identificar os conceptos básicos da análise estatística: individuo, observación, caso, variable, valor, categoría, dato, poboación e mostra. 2. Describir a estrutura, organización, funcionamento e relación coa cidadanía dos sistemas estatísticos públicos a nivel local, estatal e europeo. 3. Atopar e analizar as distintas estatísticas públicas a partir das bases de datos da administración local, estatal e europea. 4. Reconocer e describir a relación entre as variables. 5. Ilustrar o comportamento de variables mediante representacións gráficas adecuadas. 6. Calcular e interpretar as principais medidas de posición, dispersión e forma. 7. Clasificar as variables según o tipo de valores que poden tomar e as operacións que se poden realizar con elas. 8. Ordenar, organizar e resumir datos mediante ferramentas informáticas. 9. Defender os seus argumentos mediante táboas, representacións gráficas e medidas de posición, dispersión, forma e relación. 10. Xuzgar, cuestionar e valorar de forma constructiva o traballo alleo.

A1	B1	C5	D2
A2	B2	C12	D3
A3	B4	C13	D4
A4	B5	C14	D5
A5	B6		D6

## Contidos

Topic	
Tema 1. Conceptos básicos da estatística	Poboación, mostra, tipos de variables. Táboas de frecuencias, representacións gráficas.
Tema 2. Medidas descritivas dunha variable	Parámetros, estatísticos, estimadores, principais medidas analíticas unidimensionais (posición, dispersión e forma).
Tema 3. Medidas de relación entre dúas variables	Táboas de dobre entrada. Representacións gráficas. Principais medidas de correlación e asociación. Series temporais.
Tema 4. Estatística pública	Organización da actividade estatística nas administracións locais, estatais e europeas. Lexislación. Acceso e utilización de bases de datos oficiais (EuroStat, INEBase, base de datos do IGE).
Tema 5: Introducción á informática aplicada á estatística	Introdución ao manexo de follas de cálculo con funcións estatísticas. Resolución de casos prácticos.

## Planificación

	Class hours	Hours outside the classroom	Total hours
Actividades introductorias	1	0	1
Lección maxistral	15	46	61
Foros de discusión	0	3	3
Prácticas de laboratorio	12	0	12
Resolución de problemas e/ou exercicios	8	16	24
Resolución de problemas e/ou exercicios	8	16	24
Resolución de problemas e/ou exercicios	8	16	24
Exame de preguntas obxectivas	1	0	1

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

## Metodoloxía docente

	Description
Actividades introductorias	Explicación por parte do profesorado do desenvolvemento e avaliación da materia. Aclaración de dúbidas.
Lección maxistral	Exposición por parte do profesorado dos contidos teóricos da materia obxecto de estudo.
Foros de discusión	Aclaración de dúbidas e traballo colaborativo empregando os foros da plataforma de docencia virtual.
Prácticas de laboratorio	Explicación por parte do profesorado do uso das ferramentas informáticas aplicadas á estatística.

## Atención personalizada

Methodologies	Description
Foros de discusión	As aportacións ao foro realizadas polo alumnado serán revisadas de forma personalizada. A comunicación co alumnado será a través dos foros para dúbidas xerais, e a mensaxería interna da plataforma de teledocencia para dúbidas particulares. Tamén poderá empregarse a titorización síncrona mediante os despachos virtuais do profesorado.

## Avaliación

	Description	Qualification	Training and Learning Results			
Resolución de problemas e/ou exercicios	Creación dun cuestionario e análise básica de datos.	30	A1	B1	C5	D2
			A2	B2	C12	D3
			A3	B4	C13	D4
			A4	B5	C14	D5
			A5	B6		D6

Resolución de problemas e/ou exercicios	Cálculo e interpretación de medidas descriptivas e de correlación.	30	A1	B1	C5	D2
			A2	B2	C12	D3
			A3	B4	C13	D4
			A4	B5	C14	D5
			A5	B6		D6
Resolución de problemas e/ou exercicios	Estudo da relación entre dúas variables.	30	A1	B1	C5	D2
			A2	B2	C12	D3
			A3	B4	C13	D4
			A4	B5	C14	D5
			A5	B6		D6
Exame de preguntas obxectivas	Avaliación dos coñecementos teóricos tratados en clase.	10	A1	B1	C5	D3
			A3	B4	C12	D4
			A5	B5	C13	D5
				B6	C14	D6

### Other comments on the Evaluation

Proporanse varias actividades prácticas para realizar de forma autónoma ao longo do curso, ademais dunha última actividade práctica e un exame tipo test a realizar nas datas oficiais.

Existen dúas formas de superar a materia:

1. Avaliación continua realizando todas as actividades prácticas propostas (90% da cualificación final) e o exame final tipo test (10% da cualificación final).
2. Realización dunha única proba final, incluíndo unha parte de teoría (50% da cualificación final) e outra práctica (50% da cualificación final).

Espérase do alumnado que siga a primeira opción (avaliación continua).

Con carácter excepcional, e sempre previa consulta co docente, poderá considerarse a realización do exame final utilizando o horario de titoría.

**Segunda convocatoria:** A segunda convocatoria constará dunha única proba final, incluíndo unha parte de teoría (50% da cualificación final) e outra práctica (50% da cualificación final).

**Importante:** Non se gardará cualificación algunha para futuras convocatorias.

### Bibliografía. Fontes de información

#### Basic Bibliography

#### Complementary Bibliography

Alba Fernández, V.; Muñoz Vázquez, A., **Introducción a la Estadística Pública**, Universidad de Jaén, 2000

Cao Abad, R. et al., **Introducción a la estadística y sus aplicaciones**, Pirámide, 2001

Martín Pliego, F.J., **Introducción a la Estadística económica y empresarial: teoría y práctica**, Thomson, 2005

Gallardo, Agneta, **Curso básico de LibreOffice Calc**, SlideShare, 2017

Pérez López, C., **Estadística aplicada a través de Excel**, Pearson Prentice Hall, 2002

IGE, **Portal Educativo**,

Ritchey, F.J., **Estadística para las ciencias sociales**, Segunda edición, McGraw-Hill, 2008

### Recomendacións

### Other comments

As modalidades presencial e virtual do Grao en Dirección e Xestión Pública, comparten un mesmo plan de estudos, cuxas materias (de 1º a 4º) axudan a desenvolver unha aprendizaxe de competencias baseado na avaliación continua.

**IDENTIFYING DATA****Xestión de servizos públicos**

Subject	Xestión de servizos públicos			
Code	P07G092V01203			
Study programme	Grao en Dirección e Xestión Pública (Presencial)			
Descriptors	ECTS Credits	Choose	Year	Quadmester
	6	Mandatory	2	1c
Teaching language	Castelán Galego			
Department	Socioloxía, ciencia política e da administración e filosofía			
Coordinator	Cordal Rodríguez, Constantino			
Lecturers	Cordal Rodríguez, Constantino			
E-mail	tinocordal@uvigo.gal			
Web	<a href="http://https://campusremotouvigo.gal/faculty/206">http://https://campusremotouvigo.gal/faculty/206</a>			
General description	<p>As institucións públicas do século XXI lexitímanse tanto polo que son como polo que fan, polas políticas públicas que poñen en marcha, polos servizos públicos que prestan os seus diferentes niveis de Goberno e administración.</p> <p>É neste contexto complexo de prestación de servizos no cal os profesionais do sector público deben desenvolver as súas competencias e habilidades.</p> <p>Por iso é polo que se o século XX foi un período de desenvolvemento de estruturas burocráticas e xerenciais, e de deseño e implementación de políticas públicas, o século XXI está a selo do redeseño, xestión e gobernanza dos novos servizos públicos.</p> <p>Servizos públicos que deben ser reorientados cara a marcos da Axenda 2030 e modelos intergubernamentais máis inclusivos, equitativos, éticos e en rede, co obxectivo de conseguir mellorar os seus procesos ("input-output") e alcanzar maiores e mellores resultados ("outcomes").</p> <p>A materia de "Xestión de Servizos Públicos" está enmarcada nas formulacións anteriores, nun contexto multinivel europeo, estatal, autonómico e local, ademais de dirixida a que o alumnado consiga as competencias e habilidades necesarias para coñecer e aplicar os principios básicos dos servizos públicos post-COVID-19, innovadores, híbridos (presencial-virtuais) e éticos nun mundo local e global.</p>			

**Resultados de Formación e Aprendizaxe**

Code	
A1	Que o alumnado demostre posuir e comprender coñecementos nunha área de estudo que parte da base da educación secundaria xeral, e adoita encontrarse a un nivel que, se bien se apoia en libros de texto avanzados, inclúe tamén algúns aspectos que implican coñecementos procedentes da vangarda do seu campo de estudo
A2	Que o alumnado saiba aplicar os seus coñecementos ao seu traballo ou vocación dunha forma profesional e posúan as competencias que soen demostrarse por medio da elaboración e defensa de argumentos e a resolución de problemas dentro da súa área de estudo
A3	Que o alumnado teña a capacidade de reunir e interpretar datos relevantes (normalmente dentro da súa área de estudo) para emitir xuízos que inclúan unha reflexión sobre temas relevantes de índole social, científica ou ética
A4	Que o alumnado poida transmitir información, ideas, problemas e solucións a un público tanto especializado como non especializado
A5	Que o alumnado desenvolva aquelas habilidades de aprendizaxe necesarias para emprender estudos posteriores cun alto grao de autonomía
B1	Analizar, sintetizar, resolver problemas e tomar decisións xestionando a información e o tempo
B2	Organizar e planificar a actividade profesional de maneira óptima
B3	Traballar en equipo e en contornas multidisciplinares
B4	Comprometerse eticamente e ter vocación de servizo público
B5	Razonar criticamente
C5	Describir a estrutura, a organización e o funcionamento das Administracións Públicas multinivel, analizando a súa relación coa cidadanía
C6	Aplicar os coñecementos relacionados coa planificación e a xestión administrativa para unha óptima gobernanza
C15	Identificar as consecuencias que a toma de decisións e os actos dos servidores públicos teñen sobre as persoas e a sociedade. Particularmente, na solución de problemas éticos e morais, dentro da área da xestión e administración pública.
C16	Desenvolver habilidades para a resolución de problemas institucionais complexos
D1	Identificar o significado e aplicar a perspectiva de xénero nos distintos ámbitos de coñecemento e na práctica profesional co obxectivo de acadar unha sociedade máis xusta e igualitaria
D2	Comunicarse de forma oral e escrita tanto nas linguas oficiais (castelán e galego) como nunha lingua extranxeira
D4	Dominar as TIC relacionadas coa titulación no ámbito académico e profesional
D5	Integrar a aprendizaxe autónoma
D6	Adaptarse a novas situacións



<b>Resultados previstos na materia</b>	
Expected results from this subject	Training and Learning Results
Analizar, sintetizar, resolver problemas e tomar decisións xestionando a información e o tempo.	B1
Organizar e planificar a actividade profesional de maneira óptima	B2
Traballar en equipo e en contornas multidisciplinares	B3
Comprometerse eticamente e ter vocación de servizo público	B4
Razoamento crítico	B5
Que o alumnado demostre posuir e comprender coñecementos nunha área de estudo que parte da A1 base da educación secundaria xeral, e adoita encontrarse a un nivel que, se ben se apoia en libros de texto avanzados, inclúe tamén algúns aspectos que implican coñecementos procedentes da vangarda do seu campo de estudo	A1
Que o alumnado saiba aplicar os seus coñecementos ao seu traballo ou vocación dunha forma profesional e posúan as competencias que soen demostrarse por medio da elaboración e defensa de argumentos e a resolución de problemas dentro da súa área de estudo	A2
Que o alumnado teña a capacidade de reunir e interpretar datos relevantes (normalmente dentro da súa área de estudo) para emitir xuízos que inclúan unha reflexión sobre temas relevantes de índole social, científica ou ética	A3
Que o alumnado poida transmitir información, ideas, problemas e solucións a un público tanto especializado como non especializado	A4
Que o alumnado desenvolva aquelas habilidades de aprendizaxe necesarias para emprender estudos posteriores cun alto grao de autonomía	A5
Identificar o significado e aplicar a perspectiva de xénero nos distintos ámbitos de coñecemento e na práctica profesional co obxectivo de acadar unha sociedade máis xusta e igualitaria	D1
Comunicarse de forma oral e escrita tanto nas linguas oficiais (castelán e galego) como nunha lingua estranxeira	D2
Dominar as TIC relacionadas coa titulación no ámbito académico e profesional	D4
Integrar a aprendizaxe autónoma	D5
Adaptarse a novas situacións	D6
Describir a estrutura, a organización e o funcionamento das Administracións Públicas multinivel, analizando a súa relación coa cidadanía	C5
Aplicar os coñecementos relacionados coa planificación e a xestión administrativa para unha óptima gobernanza	C6
Identificar as consecuencias que a toma de decisións e os actos dos servidores públicos teñen sobre as persoas e a sociedade. Particularmente, na solución de problemas éticos e morais, dentro da área da xestión e administración pública.	C15
Desenvolver habilidades para a resolución de problemas institucionais complexos	C16

## Contidos

Topic	
1. Servizos públicos nos Estados do benestar	1.1. Siglo XX: Das políticas públicas aos servizos públicos 1.2. Siglo XXI: Servizos públicos en tempos de crises globais e locais (do 11-S ao COVID-19, pasando polas "subprimes") 1.3. "Novos servizos públicos" no marco da Axenda 2030 e os ODS nun mundo aberto
2. Gobernanza da rede de servizos públicos	2.1. A gobernanza dos servizos públicos nos diferentes niveis de goberno en España: actores europeos, estatais, autonómicos e locais. 2.2. Servizos públicos dende diferentes perspectivas de produción e provisión: directos, indirectos e partenariados.
3. Xestión de servizos públicos: organización e técnicas de servucción	3.1. Organización do servizo público: a) soporte físico e virtual; b) persoas de contacto; c) servizo ofrecido (básicos e complementarios); d) sistema de organización interna ("back-office"); e) sistema de organización externa (rede de servizos)  3.2. Técnicas de "servucción": a) formulación de "carteras de servizos públicos"; b) produción de servizos; c) comunicación co usuario; d) sistemas de calidade de servizos; e) avaliación e rendemento de contas dos servizos.

## Planificación

	Class hours	Hours outside the classroom	Total hours
Lección maxistral	33	0	33
Estudo de casos	20	24	44
Resolución de problemas	12	18	30
Foros de discusión	0	30	30

Exame de preguntas obxectivas	1	0	1
Proxecto	6	6	12

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

### Metodoloxía docente

	Description
Lección maxistral	Sesións de presentación das bases teóricas da materia, tanto en formato presencial, como virtual, e baseado en metodoloxías de presentacións eficaces e "aula invertida"
Estudo de casos	Análise dun feito, problema ou suceso real coa finalidade de coñecelo, interpretalo, resolvelo, xerar hipóteses, contrastar datos, reflexionar, completar coñecementos, diagnosticalo e adestrarse en procedementos alternativos de solución.
Resolución de problemas	Desenvolvemento de habilidades de traballo en equipo con datos e evidencias relacionadas coas institucións públicas
Foros de discusión	Espazos de debate virtual sobre as palabras chave e os principais elementos teórico-prácticos da materia

### Atención personalizada

Methodologies	Description
Estudo de casos	Análise dun feito, problema ou suceso real coa finalidade de coñecelo, interpretalo, resolvelo, xerar hipóteses, contrastar datos, reflexionar, completar coñecementos, diagnosticalo e adestrarse en procedementos alternativos de solución.
Resolución de problemas	Desenvolvemento de habilidades de traballo en equipo con datos e evidencias relacionadas coas institucións públicas
Tests	Description
Proxecto	O/A estudante, de maneira individual ou en grupo, elabora un documento sobre a temática da materia ou prepara seminarios, investigacións, memorias, ensaios, resumos de lecturas, conferencias etc.

### Avaliación

	Description	Qualification	Training and Learning Results		
Estudo de casos	Análise dun feito, problema ou suceso real coa finalidade de coñecelo, interpretalo, resolvelo, xerar hipóteses, contrastar datos, reflexionar, completar coñecementos, diagnosticalo e adestrarse en procedementos alternativos de solución.	15	A3 A4 A5	B1 B2 B3 B4 B5	
Resolución de problemas	Desenvolvemento de habilidades de traballo en equipo con datos e evidencias relacionadas coas institucións públicas	15	A3 A4 A5	B1 B2 B3 B4 B5	
Foros de discusión	Espazos de debate virtual sobre as palabras clave e os principais elementos teórico-prácticos da materia	10	A4	B5	D1 D2 D4 D5
Exame de preguntas obxectivas	Proba obxectiva baseada en preguntas sobre os contidos da materia e os seus diferentes temas	40	A1 A3 A5	B5	D1 D2 D4 D5
Proxecto	O/A estudante, de maneira individual ou en grupo, elabora un documento sobre a temática da materia ou prepara seminarios, investigacións, memorias, ensaios, resumos de lecturas, conferencias etc.	20	A5	B2 B3 B4 B5	C15 D1 D2 D4 D5

### Other comments on the Evaluation

Para superar a materia non é suficiente aprobar o exame de preguntas obxectivas, será requisito imprescindible ter algunha outra proba de avaliación continua superada.

### Bibliografía. Fontes de información

#### Basic Bibliography

Salvador Parrado, **El Análisis de la Gestión Pública**, Primera, Tirant lo Blanch, 2015

Carles Ramió Matas, **Teoría de la Organización y Administración Pública**, Primera, Tecnos y Universitat Pompeu Fabra, 1999

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David Sancho, **Gestión de servicios públicos**, Primera, Tecnos, 2002

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Bernabé Aldeguer y Gema Pastor, **Democracia, gobierno y administración pública contemporánea**, Primera, Tecnos, 2020

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### **Complementary Bibliography**

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### **Recomendacións**

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**IDENTIFYING DATA****Finance and Tax Law I: Institutions and Sources**

Subject	Finance and Tax Law I: Institutions and Sources			
Code	P07G092V01204			
Study programme	Grado en Dirección y Gestión Pública			
Descriptors	ECTS Credits	Choose	Year	Quadmester
	6	Mandatory	2nd	1st
Teaching language	#EnglishFriendly Spanish Galician English			
Department				
Coordinator	Rodriguez Losada, Soraya			
Lecturers	Barreiro Carril, María Cruz Constenla Vega, Javier Mosquera Pena, Juan Antonio Rodriguez Losada, Soraya			
E-mail	soraya.losada@uvigo.es			
Web				
General description	Finance and Tax Law is a subject that studies the legal framework of public revenue and expenditures, as well as the rules governing the legal relationship arising between the Public Administration and taxable persons.			
	English Friendly subject: International students may request from the teachers: a) resources and bibliographic references in English, b) tutoring sessions in English, c) exams and assessments in English.			

**Training and Learning Results**

Code	
A1	Students will have shown they have sufficient knowledge and understanding of an area of study, starting after completion of general secondary education, and normally reaching a level of proficiency that, being mostly based on advanced textbooks, will also include familiarity with some cutting-edge developments within the relevant field of study.
A2	Students will be able to apply their knowledge and skills in their professional practice or vocation and they will show they have the required expertise through the construction and discussion of arguments and the resolution of problems within the relevant area of study.
A3	Students will be able to gather and interpret relevant data (normally within their field of study) that will allow them to have a reflection-based considered opinion on important issues of social, scientific and ethical nature.
A4	Students will be able to present information, ideas, problems and solutions both to specialist and non-specialist audiences.
A5	That students have developed those learning skills needed to undertake further studies with a high degree of autonomy.
B1	Analysis, synthesis, problem-solving, decision-making, information- and time-management skills.
B2	Organizing and planning their own professional careers in the best possible way
B3	Ability to work in teams and in multidisciplinary environments.
B4	Commitment to ethical values and public service vocation.
B6	To put their knowledge on public management and administration into practice.
C5	To describe the structure, organization and functioning of multi-level Public Administrations, analyzing their relationship with the citizenry.
C8	To identify, interpret, plan and manage the economic and financial resources of public Administrations.
C9	To be familiar with regulatory framework and apply it the to the activities carried out by Public Administrations.
C14	Ability to use the information and communication technologies (ICT) that can be applied in public management.
D1	To identify the meaning of, and to put into practice, gender perspectives in the different areas of knowledge and in one's professional practice, with the aim of contributing to the achievement of fairness and equality in society at large.
D2	To be able to communicate, both orally and in writing, in the two official languages (Spanish and Galician) and in a foreign language.
D4	To master the specific ICT techniques in their respective academic and professional fields.
D5	To acquire independent learning skills.
D6	Ability to adapt to new situations.

**Expected results from this subject**

Expected results from this subject	Training and Learning Results
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Identify the essential institutes of the Finance and Tax Law	A1	B1	C5	D1
	A2	B2	C8	D2
	A3	B3	C9	D4
	A4	B4	C14	D5
	A5	B6		D6
Describe the sources of the financial and tax legal order	A1	B1	C5	D1
	A2	B2	C8	D2
	A3	B3	C9	D4
	A4	B4	C14	D5
	A5	B6		D6
Integrate the national Tax Law with the International Law and the European Union Law	A1	B1	C5	D1
	A2	B2	C8	D2
	A3	B3	C9	D4
	A4	B4	C14	D5
	A5	B6		D6
Enumerate the different types of public income, paying special attention to taxes and its essential elements	A1	B1	C5	D1
	A2	B2	C8	D2
	A3	B3	C9	D4
	A4	B4	C14	D5
	A5	B6		D6
Apply the financial laws to specific situations	A1	B1	C5	D1
	A2	B2	C8	D2
	A3	B3	C9	D4
	A4	B4	C14	D5
	A5	B6		D6
Identify and solve real or fictitious problems with legal arguments in relation with the financial legal regime of public Administrations	A1	B1	C5	D1
	A2	B2	C8	D2
	A3	B3	C9	D4
	A4	B4	C14	D5
	A5	B6		D6
Use specialized databases obtaining useful information for the experts in financial and tax law	A1	B1	C5	D1
	A2	B2	C8	D2
	A3	B3	C9	D4
	A4	B4	C14	D5
	A5	B6		D6
Recognise the meaning and content of the financial activity as an object of knowledge of the Finance and Tax Law	A1	B1	C5	D1
	A2	B2	C8	D2
	A3	B3	C9	D4
	A4	B4	C14	D5
	A5	B6		D6

## Contents

### Topic

FIRST PART: INTRODUCTION TO THE STUDY OF FINANCE AND TAX LAW	<ol style="list-style-type: none"> <li>1. Concept and content</li> <li>2. Principles of financial justice</li> <li>3. Sources of the Finance and Tax Law</li> <li>4. Financial power</li> <li>5. The application and interpretation of the financial rules</li> </ol>
SECOND PART: PUBLIC INCOME AND PUBLIC EXPENDITURE. SUBSIDIES	<ol style="list-style-type: none"> <li>1. The object of the financial activity. Legal aspects</li> <li>2. Public income</li> <li>3. Public expenditure. Budget Law.</li> <li>4. Subsidies</li> </ol>
THIRD PART: TAXES AND ESSENTIAL ELEMENTS	<ol style="list-style-type: none"> <li>1. Taxes and the tax obligation.</li> <li>2. Concept and types of taxes</li> <li>3. Taxpayers</li> <li>4. Quantification</li> <li>5. Extinction of the tax obligation</li> <li>6. Guarantees of the tax debt</li> </ol>

## Planning

	Class hours	Hours outside the classroom	Total hours
Lecturing	29	45	74
Problem solving	3	10	13
Case studies	2	7.5	9.5
Autonomous problem solving	2	9	11
Discussion Forum	2	4	6

Learning-Service	2	7.5	9.5
Objective questions exam	2	10	12
Essay questions exam	2	12	14
Systematic observation	1	0	1

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

<b>Methodologies</b>	
	Description
Lecturing	Exhibition by the lecturer of the contents of the subject, theoretical bases and/or guidelines for doing a work, exercise or project to develop by the students
Problem solving	Activity in which problems and/or exercises related to the subject are formulated. It is usually used as a complement to the master class
Case studies	Method through which students learn to apply the appropriate legal rules to solve certain practical problems. Students must choose the correct rules and interpret them properly, for each particular situation. This contributes to show the practical importance of the subject, and helps students to develop the understanding of legal texts
Autonomous problem solving	Students are at the centre of learning, being able to solve certain problems or challenges autonomously. Professors support students on the path to the solution, as a guide or supervisor
Discussion Forum	Spaces for academic discussions that contribute to the development of the strategic critical thinking form dialogue. The professor facilitates, advises and guides to the students so that they know how to work with the appropriate sources of information.
Learning-Service	Through this methodology, the academic curriculum is combined with the provision of a service to the community.

<b>Personalized assistance</b>	
<b>Methodologies</b>	<b>Description</b>
Lecturing	Students will be able to solve doubts with relation to some aspects of the subject (content, work or cases), as well as attention to their needs and queries related to the study and/or subjects linked to the discipline, providing guidance, support and motivation in the process of learning.
Problem solving	Students will be able to solve doubts with relation to some aspects of the subject (content, work or cases), as well as attention to their needs and queries related to the study and/or subjects linked to the discipline, providing guidance, support and motivation in the process of learning.
Case studies	Students will be able to solve doubts with relation to some aspects of the subject (content, work or cases), as well as attention to their needs and queries related to the study and/or subjects linked to the discipline, providing guidance, support and motivation in the process of learning.
Autonomous problem solving	Students will be able to solve doubts with relation to some aspects of the subject (content, work or cases), as well as attention to their needs and queries related to the study and/or subjects linked to the discipline, providing guidance, support and motivation in the process of learning.
Discussion Forum	Students will be able to solve doubts with relation to some aspects of the subject (content, work or cases), as well as attention to their needs and queries related to the study and/or subjects linked to the discipline, providing guidance, support and motivation in the process of learning.
Learning-Service	Students will be able to solve doubts with relation to some aspects of the subject (content, work or cases), as well as attention to their needs and queries related to the study and/or subjects linked to the discipline, providing guidance, support and motivation in the process of learning.

<b>Assessment</b>			
	Description	Qualification	Training and Learning Results
Objective questions exam	Partial proof of short answers realized by the students subject to the continuous evaluation, that features of two parts: a practical (in which several practical cases shall be solved) and a theoretical part.	40	A1 B1 C5 D1 A2 B2 C8 D2 A3 B3 C9 D4 A4 B4 C14 D5 A5 B6 D6
Essay questions exam	Partial exam that features of two parts: a practical (in which several practical cases shall be solved) and a theoretical part.	40	A1 B1 C5 D1 A2 B2 C8 D2 A3 B3 C9 D4 A4 B4 C14 D5 A5 B6 D6

Systematic observation	The teaching staff, through the different activities that propose to the students that follow the continuous evaluation process (practical cases, oral exhibition of one topic, written essays, etc.), will value the active participation and quality of the interventions of each student. Tthe participation of the students in the activities organized by the area of Financial and Tax Law (courses, congresses, webinars...) will also be taken into account.	20	A1 A2 A3 A4 A5	B1 B2 B3 B4 B6	C5 C8 C9 C14	D1 D2 D4 D5 D6
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### Other comments on the Evaluation

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The program included in this guide ("Contents") is a short version of the complete program which will be object of the assessment and deliver to the students when the course will start.

#### First call:

1.- As established in the Assessment Regulation, the qualification and quality of teaching and the learning process of the students (approved by the Senate of the University of Vigo on April 18, 2023), the student must demonstrate the intention not to take part in the continuous evaluation system according to the procedure and on the date established by competent bodies of the Faculty.

2.-The students that follow the continuous assessment process shall be evaluated according to the previous criteria: 1º) First partial exam, which will be held halfway through the semester (40%), 2º) Second partial exam, which will be held at the end of the semester, 3º) Regular attendance, active participation in class and activities organized by the Financial and Tax Law Area (20%). In order to be able to carry out this last assessment, class attendance will be monitored.

The two partial written exams are mandatory, they will consist of a practical part and a theoretical part, both carried out within the academic period. The practical part of each of the two exams will account for 20%, while the theoretical part of each of the two exams will account for 80% of the grade. Each of these two partial exams is liberating as long as the student achieves a minimum qualification of 5 out of 10, so having passed both partial exams it will not be required to take the final exam as a requirement to pass the subject.

3.- Global assessment students: their grade will be made up of 60% of the grade obtained in the theoretical exam and 40% of the qualification obtained in the practical exam, in which all skills of the subject will be assessed. These exams will be different than the exams that will be done by the students that take part in the continuous evaluation assessment.

4.- The final exam will take place on the date, place and time specified in the official calendar approved for that purpose by the Faculty Board for the academic year 2023/2024.

The grade of the final exam will be the sum of the grades obtained according to the criteria and percentages previously established.

- Students who follow the continuous assessment system: if a student does not pass one or both of the partial continuous assessment exams throughout the semester, he/she must take the final exam corresponding to that part(s) of the subject. The final exam will have two parts: one theoretical (80% of the qualification) and one practical (20%) To pass the subject it is necessary for the students to obtain, as a minimum, a grade of 4 out of 10 in that exam. Likewise, students who have passed the two continuous assessment exams can take this final exam in case they wish to raise their grade.

- Students with global assessment: their qualification will be made up of 60% of the qualification obtained in the theoretical exam and 40% of the qualification obtained in the practical exam, both of which are different from the exams that will be done by the continues evaluation assessment.

#### Second call:

1.- In the June/July exam, students who have accepted the continuous assessment system will only take final exam, which will represent 80% of their final qualification, and will consist of two parts: a practical part (20%) and a theoretical part (80%) In any case, students must achieve a minimum qualification of 4 out of 10 in the final exam in order to take into account the qualifications obtained by regular attendance, active participation in class and activities organized by the Financial and Tax Law Area (20%) If the minimum mark is not achieved, the qualification that will be reflected is the one obtained in the final exam.

2.- Students who have submitted to the continuous assessment system will retain the grade that they got for regular attendance and active participation, exclusively for the second exam opportunity.

3.- Global assessment students: their final grade will be made up of 60% of the grade obtained in the theoretical exam and 40% of the grade obtained in the practical exam, both of which are different from the exams that will be done by the students that take part in the continuous assessment.

4.- The final assessment exam, both for continuous assessment and global assessment students, will be held on the date, time and place specified in the official calendar approved for that purpose by the Faculty Board for the academic year 2023/2024.

#### **FINAL CALL:**

Students shall pass a one-off exam that consists of two parts: exam (60%) and written practical exam (40%).

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#### **Sources of information**

##### **Basic Bibliography**

PÉREZ ROYO, F., **Derecho financiero y tributario. Parte General**, Aranzadi, 2023

MERINO JARA, I., **Derecho financiero y tributario. Parte General. Lecciones adaptadas al EEES**, Tecnos, 2023

MARTÍN QUERALT, J.; LOZANO SERRANO, C; TEJERIZO LÓPEZ, J.M.; y CASADO OLLERO, G., **Curso de Derecho financiero y tributario**, Tecnos, 2023

SIMÓN ACOSTA, E. y otros, **Código Tributario**, Aranzadi, 2023

##### **Complementary Bibliography**

SIMÓN ACOSTA, E. y otros, **Lo esencial del Derecho Financiero y Tributario**, Aranzadi, 2018

FERREIRO LAPATZA, J.J., **Instituciones de Derecho Financiero y Tributario**, Marcial Pons, 2010

PITA GRANDAL, A.M. (Coord.), **Textos y casos prácticos de Derecho Financiero y Tributario**, Marcial Pons, 1998

CALVO ORTEGA, R. (Dir.), **Comentarios a la Ley General Tributaria**, Cívitas-Thomson Reuters, 2009

PISTONE, P. et. al, **Fundamentals of Taxation □ An introduction to Tax Policy, Tax Law and Tax Administration**, IBFD, 2019

SOLER ROCH, M. T., **Tax Law in Spain**, Springer Netherlands, 2001

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#### **Recommendations**

##### **Subjects that continue the syllabus**

Finance and Tax Law II: Tax Management and Taxation System/P07G092V01209

Budget Law/P07G092V01302

Electronic Tax Administration/P07G092V01407

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##### **Subjects that it is recommended to have taken before**

Law: Administrative Law I/P07G092V01106



**IDENTIFYING DATA****Management of People: Organization and Functions**

Subject	Management of People: Organization and Functions			
Code	P07G092V01205			
Study programme	Grado en Dirección y Gestión Pública			
Descriptors	ECTS Credits	Choose	Year	Quadmester
	6	Mandatory	2nd	1st
Teaching language	#EnglishFriendly Spanish Galician			
Department				
Coordinator	García-Pintos Escuder, Adela			
Lecturers	García-Pintos Escuder, Adela			
E-mail	adelagpe@uvigo.es			
Web				
General description	<p>A greater worry by the best use of the public funds as well as a greater orientation of the public organisations to the service and the citizen, indicate the every time greater presence of technicians of management of human resources, that inspired by the private sector apply in the public organisations.</p> <p>The changes have consisted especially in the awareness that the practices in matter of employment and of rewards, the methods of work, the results and the attitude of the personnel, as well as the other appearances of the management of human resources, influence directly in the efficiency and efficiency of the public organisations.</p> <p>Thus the program that to continuation presents pretends to contribute, or at least present, the instruments that can apply in this type of organisations.</p> <p>English Friendly subject: International students may request from the teachers: a) resources and bibliographic references in English, b) tutoring sessions in English, c) exams and assessments in English.</p>			

**Training and Learning Results**

Code	
A1	Students will have shown they have sufficient knowledge and understanding of an area of study, starting after completion of general secondary education, and normally reaching a level of proficiency that, being mostly based on advanced textbooks, will also include familiarity with some cutting-edge developments within the relevant field of study.
A2	Students will be able to apply their knowledge and skills in their professional practice or vocation and they will show they have the required expertise through the construction and discussion of arguments and the resolution of problems within the relevant area of study.
A3	Students will be able to gather and interpret relevant data (normally within their field of study) that will allow them to have a reflection-based considered opinion on important issues of social, scientific and ethical nature.
A4	Students will be able to present information, ideas, problems and solutions both to specialist and non-specialist audiences.
A5	That students have developed those learning skills needed to undertake further studies with a high degree of autonomy.
B1	Analysis, synthesis, problem-solving, decision-making, information- and time-management skills.
B2	Organizing and planning their own professional careers in the best possible way
B4	Commitment to ethical values and public service vocation.
B5	Critical thinking skills.
B6	To put their knowledge on public management and administration into practice.
C7	To design and implement mechanisms for the management of human resources in organizations.
D1	To identify the meaning of, and to put into practice, gender perspectives in the different areas of knowledge and in one's professional practice, with the aim of contributing to the achievement of fairness and equality in society at large.
D2	To be able to communicate, both orally and in writing, in the two official languages (Spanish and Galician) and in a foreign language.
D4	To master the specific ICT techniques in their respective academic and professional fields.
D5	To acquire independent learning skills.
D6	Ability to adapt to new situations.

**Expected results from this subject**

Expected results from this subject	Training and Learning Results
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Students will be able to apply their knowledge and skills in their professional practice or vocation and they will show they have the required expertise through the construction and discussion of arguments and the resolution of problems within the relevant area of study	A1 A2
Students will be able to gather and interpret relevant data (normally within their field of study) that will allow them to have a reflection-based considered opinion on important issues of social, scientific and ethical nature.	A1 A3
Students will be able to present information, ideas, problems and solutions both to specialist and non-specialist audiences.	A1 A4
Students will acquire the learning skills that are required to pursue further studies with a high degree of independence.	A1 A5
Analysis, synthesis, problem-solving, decision-making, information- and time-management skills.	B1
Organizing and planning their own professional careers in the best possible way	B2
Commitment to ethical values and public service vocation.	B4
Critical thinking skills.	B5
To put their knowledge on public management and administration into practice.	B6
To design and implement mechanisms for the management of human resources in organizations.	C7
To identify the meaning of, and to put into practice, gender perspectives in the different areas of knowledge and in one's professional practice, with the aim of contributing to the achievement of fairness and equality in society at large.	D1
To be able to communicate, both orally and in writing, in the two official languages (Spanish and Galician) and in a foreign language.	D2
To master the specific ICT techniques in their respective academic and professional fields.	D4
To acquire independent learning skills.	D5
Ability to adapt to new situations.	D6

## Contents

### Topic

1. Strategic management of human resources	1.1. Introduction 1.2. Importance of the strategic management of human resources 1.3. Evolution of the strategic management of human resources 1.4. Strategic management of human resources: steps
2. Analysis and description of work	2.1. Introduction 2.2. Analysis and description of work 2.3. Plan of performance for the analysis and description of work 2.4. How obtain the information of work? 2.5. Description of work 2.6. Specifications of work 2.7. Main utilities
3. Human resources planning	3.1. Introduction 3.2. Optimisation of the staff 3.3. Process of strategic planning of human resources 3.4. Flexibility in the place of work
4. Contracting of personnel	4.1. Introduction 4.2. Recruitment 4.2. Selection of personnel 4.3. Process of integration: socialisation
5. Professional careers planning	5.1. Introduction 5.2. Process of professional careers planning
6. Assessment of work	6.1. Introduction 6.2. Aims 6.3. Technicians of assessment of work
7. Performance management	7.1. Introduction 7.2. Phases of the performances management and evaluation system 7.3. Participants in the process 7.4. Technicians of performance evaluation 7.5. Biases 7.6. Performance management
8. Reward management	8.1. Introduction 8.2. General principles of reward management 8.3. Aims of reward management 8.4. Reward management design
9. Training management	9.1. Introduction 9.2. Basic principles of training 9.3. Types of training 9.4. Training planning

## Planning

	Class hours	Hours outside the classroom	Total hours
Lecturing	30	40	70
Case studies	14	20	34
Learning-Service	0	10	10
Debate	1	4	5
Essay questions exam	1	0	1
Self-assessment	0	5	5
Objective questions exam	0	24	24
Essay questions exam	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

Methodologies	Description
Lecturing	The professor will expose the contents of the subject of personnel management that are included in the contents of this subject.
Case studies	Students will develop exercises or case studies under the guidelines and supervision of the professor.
Learning-Service	Learning-Service is inside the plan of promotion of the Learning Service in the Universidade of Vigo promoted by the Vicerreitoría of Social Responsibility, Internationalisation and Cooperation. The activity is voluntary.
Debate	Preparation and exhibition of ideas and arguments on a subject or relative subject to the matter. Voluntary activity.

### Personalized assistance

Methodologies	Description
Lecturing	Students will be able to solve doubts in relation to any aspect of the subject, as well as attention to their needs and queries related to the study and/or topics related to the discipline, providing guidance, support and motivation in the learning process. These personalised attention will be held in office 204 of the Faculty of Public Administration and Management. The schedule of the personalised attention can be consulted in the following link: <a href="https://www.uvigo.gal/es/universidad/administracion-personal/pdi/adela-garcia-pintos-escuder">https://www.uvigo.gal/es/universidad/administracion-personal/pdi/adela-garcia-pintos-escuder</a>
Case studies	Personalised attention to the students in schedule of personal attention for the resolution of their doubts.
Learning-Service	Personalised attention to the students in schedule of personal attention for the resolution of their doubts.
Debate	Personalised attention to the students in schedule of personal attention for the resolution of their doubts.

Tests	Description
Essay questions exam	Personalised attention to the students in schedule of personal attention for the resolution of their doubts.
Self-assessment	Personalised attention to the students in schedule of personal attention for the resolution of their doubts.
Essay questions exam	Personalised attention to the students in schedule of personal attention for the resolution of their doubts.
Objective questions exam	Personalised attention to the students in schedule of personal attention for the resolution of their doubts.

### Assessment

	Description	Qualification	Training and Learning Results
Essay questions exam	It is a mid-term exam oriented to the application of the concepts developed in the subject. The date will be communicated through Moovi and it will take place during class time.	30	A2 B1 C7 D1 A3 B2 D2 A4 B4 D4 A5 B5 D5 B6 D6
Self-assessment	Evaluation of the realisation of self-assessment activities programmed in Moovi. It's not admitted the delivery by any another way.	5	A2 B1 D5 A3 B4 B6
Objective questions exam	Tests that include closed questions with different answer alternatives (true/false, multiple choice, pairing of items...). These tests will be carried out on the Moovi platform.	35	A2 B1 D6 A3 B4 B6

Essay questions exam	It is an exam oriented to the application of the concepts developed in the subject.	30	A2	B1	C7	D1
			A3	B2		D2
			A4	B4		D4
			A5	B5		D5
				B6		D6

## Other comments on the Evaluation

### EVALUATION MODALITY CHOICE

Students may choose to be evaluated through the continuous evaluation system, or alternatively opt for Global Evaluation. The default evaluation is continuous evaluation. The students will be able to choose the global evaluation according to the procedure and the term established by the center. Choosing a global assessment implies waiving the right to continue evaluating through the remaining continuous assessment activities and the qualification obtained up to that moment in any of the tests that have already taken place.

### CONTINUOUS EVALUATION

It is the evaluation system that is applied to students if they do not expressly waive continuous evaluation.

The following exams will be carried out throughout the course:

- Exam of objective questions (35%). Various multiple choice tests will be carried out on the Moovi platform.
- Development questions exam 1 (30%). There will be a theoretical-practical exam in the middle of the semester. It will be done during class time. The date will be communicated through Moovi.
- Self-assessment (5%): There are different self-assessment activities scheduled on the Moovi platform for each of the topics of the subject.
- Development questions exam 2 (30%): A theoretical-practical exam will be carried out on the same day as the official global evaluation date of the first opportunity.

### 2nd chance

The form of evaluation in the second call is the same as in the first, and it is not possible to change the type of evaluation. In this case, the students will have the opportunity to recover those exams that they had not passed in the first call (grade less than 5) as well as those that they had not taken. For the rest of the exams, the grade obtained in the first call will be kept.

The deadlines to recover the objective and self-assessment question exams will be indicated through the Moovi platform. In the case of the development questions exams, this will take place on the same day as the official global evaluation date of the second chance.

### Final grade calculation

The final mark will be calculated taking into account the following:

- In the sum of the qualifications of the exams of development questions 1 and 2 is less than 4 out of 10, the final qualification will be the result of the sum of these two exams.
- In the sum of the qualifications of the development questions exams 1 and 2 is equal to or greater than 4 out of 10, the final qualification will be the result of the sum of the qualifications obtained in the development questions exams 1 and 2, self-assessment and exam of objective questions.

### GLOBAL EVALUATION

In case of express resignation to the continuous evaluation, the students will be evaluated by means of an examination of development questions and objective questions that will be 100% of the qualification of the subject. Given the length of the exam, students who take the global evaluation must have 3 hours to complete them from the official start time of the subject exam according to the official calendar.

The dates and times of the global assessment tests (first and second chance) are those specified in the assessment test calendar approved by the Faculty Board for the 2023/24 academic year.

In case of conflict or disparity between exam dates, those published on the Faculty website <http://webfdxp.webs.uvigo.es/gl/docencia/exames/> will prevail.

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## **SERVICE LEARNING**

This subject is part of the Service Learning promotion plan at the University of Vigo promoted by the Vice-responsibility of Social Responsibility, Internationalization and Cooperation.

The Service Learning (ApS) activity is voluntary. Only 3 students or students can do it. In the event that there are more applications than places, it will be chosen by file. The form and deadlines to adhere to the plan will be indicated on the Moovi platform by the teacher.

The ApS involves the development of a series of activities by the group, guided at all times by the teacher. The student body will be able to obtain up to a maximum of 1 points and will be exempt from carrying out part of the tests of objective questions. Adherence to this plan implies waiving the qualification of these exempt activities.

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## **DEBATE**

During the course, students will be asked to hold a debate on a topical topic. In it, the students must work autonomously on this topic and present their ideas and arguments.

The activity is voluntary but assessable (maximum 0.5 points). Those students who decide to participate will be added to the grade obtained to the final grade for the subject, taking into account the circumstances explained in the "Final grade calculation".

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## **NOT PRESENTED**

Students who do not participate in the continuous evaluation or the global evaluation will appear in the minutes as "not presented".

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## **NEXT COURSES**

If the subject is not passed in the 2023-24 academic year, the student must take it again, adapting to the teaching guide that is in force for the academic year in question and, therefore, will not retain any of the grades obtained in the present course.

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## **RECOMMENDATIONS**

The information on the evaluation exams, their format, length, evaluation rubric and delivery channels will be detailed through the Moovi platform. It is the responsibility of the student or student to be attentive to the information uploaded and collect the specific and complementary information that is necessary to pass the subject.

Students are recommended to take into account Title VII (On the use of illegal means), of the Regulations on the Evaluation, qualification and quality of teaching and the student learning process:

<https://secretaria.uvigo.gal/uv/web/regulations/public/show/565>

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## **Sources of information** **Basic Bibliography**

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GOMEZ-MEJIA, L. R., BALKIN, D. B. y CARDY, R. L., **Gestión de recursos humanos.**, Prentice-Hall, 2019

GOMEZ-MEJIA, L. R., BALKIN, D. B. y CARDY, R. L., **Managing Human Resources**, 7, Pearson, 2013

Fernández Sánchez, E. y Junquera Cimadevilla, B., **Iniciación a los recursos humanos.**, Septem Ediciomes, 2013

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DELGADO, M. I.; GÓMEZ, L.; ROMERO, A. M. y VÁZQUEZ, E., **Gestión de recursos humanos del análisis teórico a la solución práctica**, Pearson, 2006

Rubió Sanchez, T., **Recursos humanos: dirección y gestión de personas en las organizaciones.**, Ediciones Octaedro, S.L., 2016

SILVA GONZÁLEZ, M.M. et al., **Las Relaciones humanas en la empresa**, Paraninfo, 2008

Velando Rodríguez, M. Elena, **Manual Práctico de Planificación de Necesidades de Recursos Humanos : ejercicios comentados de planificación cuantitativa de corto y largo plazo**, 2020

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#### **Recommendations**

##### **Subjects that continue the syllabus**

Management of People: Organization and Functions/P07G092V01205

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#### **Other comments**

The information on the evaluation exams, their format, length, evaluation rubric and delivery channels will be detailed through the Moovi platform. It is the responsibility of the student or student to be attentive to the information uploaded and collect the specific and complementary information that is necessary to pass the subject.

Students are recommended to take into account Title VII (On the use of illegal means), of the Regulations on the Evaluation, qualification and quality of teaching and the student learning process:

<https://secretaria.uvigo.gal/uv/web/regulations/public/show/565>

It will be a necessary requirement for the development of the subject that the teaching staff of the same can have an updated PHOTOGRAPH of the students that must be uploaded to the platform at the beginning of the course, and always before September 30.

The sole purpose of processing this data is so that the subject's teachers can verify the identity of the students enrolled in it. The basis of legitimacy for the treatment of this data is carried out in application of the provisions of article 6.1y) of the RXPD in which the treatment is necessary for the exercise of public powers conferred on the person responsible for the treatment based on article 9 of the Law 39/2015, of October 1, of the common administrative procedure of public administrations and in article 25.7 of RD 1791/2010, of December 30, for which the University Student Statute is approved. Access to the image and personal data of the students is only allowed to the teaching staff of each subject to carry out the academic activities indicated in this teaching guide and they will not be used or disclosed for any other purpose, having to observe the corresponding duty of confidentiality of the same.

More information: <https://www.uvigo.gal/proteccion-datos>

**IDENTIFYING DATA****Management of Human Resources: Lists of Posts and Multilevel Public-Sector Job Offers**

Subject	Management of Human Resources: Lists of Posts and Multilevel Public-Sector Job Offers			
Code	P07G092V01206			
Study programme	Grado en Dirección y Gestión Pública			
Descriptors	ECTS Credits	Choose	Year	Quadmester
	6	Mandatory	2nd	2nd
Teaching language	#EnglishFriendly Spanish Galician			
Department				
Coordinator	Briones Gamarra, Óscar			
Lecturers	Briones Gamarra, Óscar			
E-mail	oscarbriones@uvigo.es			
Web	<a href="http://blogdobri.blogspot.com">http://blogdobri.blogspot.com</a>			
General description	Subject devoted to the understanding of the systems of management of human resources in the Public Administrations, so much in Spain how in the rest of the world. You will learn the main models, the rules that get context to the model of management and the main subsystem of the management of human resources.  English Friendly subject: International students may request from the teachers: a) resources and bibliographic references in English, b) tutoring sessions in English, c) exams and assessments in English.			

**Training and Learning Results**

Code	
A1	Students will have shown they have sufficient knowledge and understanding of an area of study, starting after completion of general secondary education, and normally reaching a level of proficiency that, being mostly based on advanced textbooks, will also include familiarity with some cutting-edge developments within the relevant field of study.
A2	Students will be able to apply their knowledge and skills in their professional practice or vocation and they will show they have the required expertise through the construction and discussion of arguments and the resolution of problems within the relevant area of study.
A3	Students will be able to gather and interpret relevant data (normally within their field of study) that will allow them to have a reflection-based considered opinion on important issues of social, scientific and ethical nature.
A4	Students will be able to present information, ideas, problems and solutions both to specialist and non-specialist audiences.
A5	That students have developed those learning skills needed to undertake further studies with a high degree of autonomy.
B1	Analysis, synthesis, problem-solving, decision-making, information- and time-management skills.
B2	Organizing and planning their own professional careers in the best possible way
B3	Ability to work in teams and in multidisciplinary environments.
B4	Commitment to ethical values and public service vocation.
B5	Critical thinking skills.
C5	To describe the structure, organization and functioning of multi-level Public Administrations, analyzing their relationship with the citizenry.
C6	To apply the knowledge relating to administration planning and management in the best interests of good governance.
C7	To design and implement mechanisms for the management of human resources in organizations.
C15	To be familiar with the consequences that the decisions made by and the actions performed by civil servants can have for citizens and for society at large, especially the solution of ethical and moral issues within the area of public management and administration.
C16	To develop the ability to solve complex institutional problems.
D1	To identify the meaning of, and to put into practice, gender perspectives in the different areas of knowledge and in one's professional practice, with the aim of contributing to the achievement of fairness and equality in society at large.
D2	To be able to communicate, both orally and in writing, in the two official languages (Spanish and Galician) and in a foreign language.
D4	To master the specific ICT techniques in their respective academic and professional fields.
D5	To acquire independent learning skills.
D6	Ability to adapt to new situations.

**Expected results from this subject**

Expected results from this subject	Training and Learning Results			
New	A1	B1	C5	D1
	A2	B2	C6	D2
	A3	B3	C7	D4
	A4	B4	C15	D5
	A5	B5	C16	D6

## Contents

Topic	
1. Administrative political traditions and management of people in the public organisations	1.1. The Bureaucratic model 1.2. The Public Administration how instrument of execution of the public politics 1.3. The incidence of the new public management
2. Models of public employment	2.1. The model of career 2.2. The model of employment
3. Public function in perspective compared	3.1. European perspective 3.2. Global trends
4. Public function in Spain	4.1. The model consolidated 4.2. In front of a possible change of paradigm
5. Strategic planning of Human Resources	5.1. Global perspective 5.2. Instruments of planning
6. Instruments of structural support	6.1. Instruments of detection of needs 6.2. The organic structure 6.3. The relations of places of work 6.4. Description and catalogue of places 6.5. The Offers of employment how final result
7. The main subsystems of management of the public employment	7.1. Selection, recruitment, and career 7.2. Organisation of the procedures of work 7.3. The collective negotiation 7.4. Training and updating 7.5. Control and evaluation 7.6. Organisational culture
8. Challenges and trends in the management of people in the public sector	8.1. Current and future employments 8.2. New trends of organisation and changes in the processes of work

## Planning

	Class hours	Hours outside the classroom	Total hours
Lecturing	32	0	32
Autonomous problem solving	32	0	32
Case studies	0	48	48
Discussion Forum	0	36	36
Objective questions exam	2	0	2

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

## Methodologies

	Description
Lecturing	Kind of explanation of the contained of the subject and clarifications that are necessary of dynamic form
Autonomous problem solving	Activity in the that formulate exercises and activities to resolve for the students
Case studies	The students will analyze, low the guidelines of the professor, the real cases proposed and the possible proposals of improvement
Discussion Forum	Geared methodology to the put in common of news, academic articles, programs or experiences close of the students around the management of human resources and the public employment in general

## Personalized assistance

Methodologies	Description
Lecturing	Resolution of doubts of way customized. This dynamics foresees by digital means such as the email, the virtual attention or the telephonic attention. Nonetheless, if the students it accurate and the situation allows it, will be able to offered this attention of presential way



Autonomous problem solving	Resolution of doubts of way customized. This dynamics foresees by digital means such as the email, the virtual attention or the telephonic attention. Nonetheless, if the students it accurate and the situation allows it, will be able to offered this attention of presential way
Case studies	Resolution of doubts of way customized. This dynamics foresees by digital means such as the email, the virtual attention or the telephonic attention. Nonetheless, if the students it accurate and the situation allows it, will be able to offered this attention of presential way
Discussion Forum	Resolution of doubts of way customized. This dynamics foresees by digital means such as the email, the virtual attention or the telephonic attention. Nonetheless, if the students it accurate and the situation allows it, will be able to offered this attention of presential way

<b>Assessment</b>					
	Description	Qualification	Training and Learning Results		
Lecturing	In this methodology associates how evidence of the work of the students his good disposal to take part debate us that of natural way or scheduled arise in kind	10	A1 A2 A3 A4 A5	C7 C15	D2
Autonomous problem solving	In this item the students showed his capacity of resolution envelope the problems of management of human resources proposed	15	A3 A4	B1 B2 B4 C6 C7 C15 C16	D6
Case studies	It Will value the execution of the practical envelope the case proposed, with elements such as it good editorial, the explanatory capacity or the innovation.	20	A3 A5	B2 B3 B5 C7 C15 C16	D5 D6
Discussion Forum	Participation in the forums of discussion, realizing a global evaluation of the participations of the students.	15	A3		
Objective questions exam	Examination of objective questions type test with multiple choice.	40	A1	C5 C6 C7 C16	

### **Other comments on the Evaluation**

The evaluation systems will be divided into two large groups or modalities: continuous evaluation methodologies and global evaluation methodologies.

The student body will have the right to choose the type of system with which it will be evaluated, by default it will be understood that it accepts the continuous evaluation system, without prejudice to the duty to set global evaluation tests, as an alternative and always within the same opportunity of evaluation available to students who renounce continuous evaluation.

The final grade for the course (for the first and second opportunity) will be the sum of the grade obtained in the continuous assessment tests carried out throughout the semester (with a weighting of 60% of the total) and the grade obtained in a last test that will coincide with the date of the global evaluation in the first opportunity (with a weighting of 40% of the total).

The exams will be held on the official exam date for each evaluation opportunity provided in the academic calendar.

In both cases, the student body, both in continuous and \*global evaluation, the student body has the right to get 100 of the score.

The exam is configured as a final activity of the continuous assessment.

As can be seen in the methodology of the master class, class attendance and active participation from a critical spirit and calm debate with classmates will be valued.

It will be a necessary requirement for the development of the subject that the teaching staff of the same can have an updated photograph of the students that must always be uploaded before September 30, respecting the data processing regulations based on article 9 of the Law. 39/2015, of October 1 of the administrative procedure of public administrations and in article 25.7 of RD 1791/2010, of December 30, for which the University Student Statute is approved.

### **Sources of information**

#### **Basic Bibliography**

BRIONES GAMARRA, OSCAR, **Factores determinantes en la construcción de la función de recursos humanos autonómica**, 978-84-7088-944-3, 1, INAP, 2014

VILLORIA MENDIETA, MANUEL Y DEL PINO ELÓISA, **MANUAL DE GESTIÓN DE RECURSOS HUMANOS EN LAS ADMINISTRACIONES PÚBLICAS**, TECNOS, 2000

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**Complementary Bibliography**

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BRIONES GAMARRA, OSCAR, **BLOGDOBRI@BLOGSPOT.COM**, 2021

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BOUZAS LORENZO, RAMÓN, **GESTIÓN DE RECURSOS HUMANOS EN LA XUNTA DE GALICIA**, REVISTA DE LA FACULTAD DE CIENCIAS POLÍTICAS USC, 1999

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RAMIÓ MATAS, CARLES, **ORGANIZACIÓN DE LA GESTIÓN PÚBLICA**, TECNOS, 2000

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VARELA ALVAREZ, ENRIQUE, **FORMACIÓN DIRECTIVA**, EGAP, 2013

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**Recommendations**

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**IDENTIFYING DATA****Xestión da documentación pública**

Subject	Xestión da documentación pública			
Code	P07G092V01207			
Study programme	Grao en Dirección e Xestión Pública (Presencial)			
Descriptors	ECTS Credits	Choose	Year	Quadmester
	6	Mandatory	2	2c
Teaching language	Castelán Galego			
Department	Socioloxía, ciencia política e da administración e filosofía			
Coordinator	Martinez Arribas, Fernando			
Lecturers	Canoura Leira, Victoria Martinez Arribas, Fernando			
E-mail	fernando.martinez@uvigo.gal			
Web				
General description	<p>A política de transparencia iniciada polas administracións europeas tras a II Guerra Mundial e a cada vez maior demanda dos cidadáns para accederen á información e aos documentos dos organismos públicos propoñen cuestións de enorme interese científico e práctico relacionados directamente co funcionamento das Administracións públicas contemporáneas.</p> <p>A asignatura de Xestión de Documentos e Información Administrativa vai destiñada a afondar nas características do sistema de información na Administración pública co propósito de axudar aos futuros profesionais a:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Recuperar información procedente de diferentes fontes públicas e persoais, nos distintos niveis de goberno, con especial atención aquela xestionada en páxinas Web e bases de datos.</li> <li><input type="checkbox"/> Elaborar, cubrir e situar, dentro do proceso administrativo, os diferentes documentos que recollen os actos e decisións públicas, facendo énfase na súa forma material.</li> </ul>			

**Resultados de Formación e Aprendizaxe**

Code	
A1	Que o alumnado demostre posuir e comprender coñecementos nunha área de estudo que parte da base da educación secundaria xeral, e adoita encontrarse a un nivel que, se bien se apoia en libros de texto avanzados, inclúe tamén algúns aspectos que implican coñecementos procedentes da vangarda do seu campo de estudo
A2	Que o alumnado saiba aplicar os seus coñecementos ao seu traballo ou vocación dunha forma profesional e posúan as competencias que soen demostrarse por medio da elaboración e defensa de argumentos e a resolución de problemas dentro da súa área de estudo
A3	Que o alumnado teña a capacidade de reunir e interpretar datos relevantes (normalmente dentro da súa área de estudo) para emitir xuízos que inclúan unha reflexión sobre temas relevantes de índole social, científica ou ética
A4	Que o alumnado poida transmitir información, ideas, problemas e solucións a un público tanto especializado como non especializado
A5	Que o alumnado desenvolva aquelas habilidades de aprendizaxe necesarias para emprender estudos posteriores cun alto grao de autonomía
C6	Aplicar os coñecementos relacionados coa planificación e a xestión administrativa para unha óptima gobernanza
C13	Aplicar os métodos e as técnicas de investigación e política social e operar con métodos de investigación cuantitativos e cualitativos
C14	Utilizar as tecnoloxías da información e da comunicación (TIC) aplicables á xestión pública
D1	Identificar o significado e aplicar a perspectiva de xénero nos distintos ámbitos de coñecemento e na práctica profesional co obxectivo de acadar unha sociedade máis xusta e igualitaria
D2	Comunicarse de forma oral e escrita tanto nas linguas oficiais (castelán e galego) como nunha lingua estranxeira
D3	Sensibilizarse con temas medioambientais
D5	Integrar a aprendizaxe autónoma
D6	Adaptarse a novas situacións

**Resultados previstos na materia**

Expected results from this subject	Training and Learning Results
Manexo a través de Internet e de ferramentas multimedia das distintas tipoloxías de documentos	A1 A2 A3 A4 A5

Adquisición da capacidade de adaptación a novos entornos ou circunstancias, e cambios normativos	A1 A2 A3 A4 A5
Manexo dos métodos de xestión dos documentos administrativos e de información das administracións públicas e os seus soportes físicos e telemáticos	C6 C13 C14
Adquisición de capacidade de organización, planificación e utilización do tempo e de autocontrol ante situacións de presión	D2
Adquisición da capacidade para a toma de decisións autónoma e independente	D3 D5
Adquisición de habilidades que favorezan a eficacia interpersonal	D1 D6

### Contidos

Topic	
Tema 1- Concepto de Información e Documentación Administrativa	1.1. Definicións máis estendidas na literatura sobre IDA 1.2. O concepto de información e documentación administrativa dende a teoría de sistemas. Os subsistemas de información das Administracións públicas.
Tema 2- A documentación e a xestión documental administrativa	2.1 O arquivo: técnicas documentais de arquivo. 2.2 Tipoloxía dos documentos a disposición dos funcionarios públicos. 2.3 Expediente e documentos electrónicos.
Tema 3- A información administrativa	3.1. Transparencia da información e documentación nas Administracións Públicas. 3.2. O marco normativo de acceso á información administrativa e transparencia. A Administración Xeral do Estado e a Xunta de Galicia.
Tema 4- As fontes de información nas administracións públicas	4.1 Como as administracións públicas informan á cidadanía. 4.2 Fontes de información para a administración pública.

### Planificación

	Class hours	Hours outside the classroom	Total hours
Lección maxistral	28	50	78
Resolución de problemas	24	44	68
Exame de preguntas obxectivas	1	0	1
Exame de preguntas de desenvolvemento	1	0	1
Debate	2	0	2

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

### Metodoloxía docente

	Description
Lección maxistral	-Exposición por parte do profesor dos contidos sobre a materia obxecto de estudo, bases teóricas e/ou directrices dun traballo, exercicio ou proxecto a desenvolver polo estudante.  -Aprendizaxe colaborativa: Enfoque interactivo de organización do traballo nunha estratexia de corresponsabilidade para atinxir metas e incentivos de grupo. É tanto un método, a utilizar entre outros, como un enfoque global do ensino, unha filosofía.
Resolución de problemas	Actividade na que se formulan problema e/ou exercicios relacionados coa materia. O alumnado debe desenvolver as solucións adecuadas ou correctas mediante a exercitación de rutinas, a aplicación de fórmulas ou algoritmos, a aplicación de procedementos de transformación da información dispoñible e a interpretación dos resultados. Adóitase utilizar como complemento da lección maxistral.

### Atención personalizada

Methodologies	Description
Lección maxistral	Exposición por parte do profesor/a dos contidos sobre a materia obxecto de estudo, bases teóricas e/ou directrices dun traballo, exercicio que o/a estudante ten que desenvolver. Resolución de dúbidas do alumnado en relación con algún aspecto da materia (contido, traballo ou prácticas), así como atención as súas necesidades e consultas relacionadas co estudo e/ou temas vencellados coa disciplina, proporcionándolle orientación, apoio e motivación no proceso de aprendizaxe.

Resolución de problemas	Resolución de dúbidas do alumnado en relación con algún aspecto da materia (contido, traballo ou prácticas), así como atención as súas necesidades e consultas relacionadas co estudo e/ou temas vencellados coa disciplina, proporcionándolle orientación, apoio e motivación no proceso de aprendizaxe.
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Tests	Description
Debate	Charla aberta entre un grupo de estudantes. Pode centrarse nun tema dos contidos da materia, na análise dun caso, no resultado dun proxecto, exercicio ou problema desenvolvido previamente nunha sesión maxistral... Resolución de dúbidas do alumnado en relación con algún aspecto da materia (contido, traballo ou prácticas), así como atención as súas necesidades e consultas relacionadas co estudo e/ou temas vencellados coa disciplina, proporcionándolle orientación, apoio e motivación no proceso de aprendizaxe.

Avaliación			
	Description	Qualification	Training and Learning Results
Resolución de problemas	Nos grupos de práctica o alumnado deberá solucionar unha serie de problemas e/ou exercicios, nun tempo e condicións establecidos polo/a docente. Para poder sumar a avaliación continúa é requisito indispensable a realización dun mínimo do 80% dos problemas e actividades sinalados polos responsables docentes da materia.	40	D2 D5 D6
Exame de preguntas obxectivas	Test para avaliar as competencias adquiridas do alumnado. Por cada 3 preguntas mal contestadas restarase 1 pregunta ben.	25	D2 D5 D6
Exame de preguntas de desenvolvemento	O alumnado deberá demostrar o contido das competencias.	25	
Debate	Asistencia e participación activa no desenvolvemento da clase.  Charla aberta entre un grupo de estudantes. Pode centrarse nun tema dos contidos da materia, na análise dun caso, no resultado dun proxecto, exercicio ou problema desenvolvido previamente nunha sesión maxistral...	10	A1 A2 A3 A4 A5 D2 D5 D6

### Other comments on the Evaluation

A información sobre as actividades avaliativas está dispoñible no espazo da materia no campus virtual, baixo a etiqueta Avaliación de cada tema.

Para poder sumar as calificacións dos exames e as correspondentes á resolución de problemas, haberá que ter unha puntuación mínima en cada unha das partes de 4 puntos sobre 10.

O alumnado terá opción a presentarse á convocatoria extraordinaria (segunda convocatoria) a partir da adaptación que destas actividades realice o docente e cuxo contido será colgado da plataforma.

### Bibliografía. Fontes de información

#### Basic Bibliography

Cruz Mundet, J. R.; Mikelarena Peña, F., **Información y Documentación Administrativa**, Madrid: Tecnos,

#### Complementary Bibliography

Álvarez Hernando, J., **Practicum Protección de Datos**, Madrid: Aranzadi,

Cermeno Martorell, Ll, **La norma ISO 15489 y la implantación de un sistema de gestión de documentos (analógicos y electrónicos)**, Las Palmas de Gran Canaria: Anroart,

Cruz Mundet, J. R., **Archivística : gestión de documentos y administración de archivos**, Madrid: Alianza,

Fuentetaja Pastor, J.A., **Protección de Datos en la Administración Local**, Madrid: IUSTEL,

García Arencibia, S., **Aparente transparencia: legitimación del sistema político en la Sociedad de la Información y la crisis de las democracias representativas : comentario de la Ley 19/2013**, Madrid: ANABAD,

Guichot, E., **Datos Personales y Administración Pública**, Madrid: Civitas,

Guinchaut, Claire; Menou, Michel, **Introducción general a las ciencias y técnicas de la información y documentación**, Madrid: CSIC,

López Yepes, José, **Los caminos de la información: cómo buscar, seleccionar y organizar las fuentes de nuestra documentación personal**, Madrid: Fragua,

López Yepes, José, **Fundamentos de información y documentación**, Madrid: Eudema,

López Yepes, José (ed.), **Manual de ciencias de la documentación**, Madrid: Pirámide,

Ministerio de Administraciones Públicas, **Manual de Documentos Administrativos**, Madrid: Map; Tecnos,

Rams Ramos, L., **Los documentos de archivo : cómo se accede a ellos**, Gijón : Trea,

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## Recomendacións

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### Other comments

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Será requisito necesario para o desenvolvemento da materia que o profesorado da mesma poida dispoñer dunha FOTOGRAFÍA actualizada\* do alumnado que deberán subir á plataforma a comezos de curso, e sempre antes do día 30 de setembro.

(\*) A única finalidade do tratamento deste dato é que o profesorado da materia poida verificar a identidade do alumnado matriculado na mesma.

A base de lexitimación para o tratamento deste dato realízase en aplicación do disposto no artigo 6.1e) do RXPD no que o tratamento é necesario para o exercicio dos poderes públicos conferidos ao responsable do tratamento baseados no artigo 9 da Lei 39/2015, do 1 de outubro do procedemento administrativo común das administracións públicas e no artigo 25.7 do RD 1791/2010, de 30 de decembro, polo que se aproba o Estatuto do Estudante Universitario.

O acceso á imaxe e aos datos persoais do alumnado só é permitido ao profesorado de cada materia para a realización das actividades académicas indicadas nesta guía docente e non serán utilizados nin divulgados para ningunha outra finalidade, debendo gardar o correspondente deber de confidencialidade dos mesmos.

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**IDENTIFYING DATA****Dereito do traballo e da seguridade social**

Subject	Dereito do traballo e da seguridade social			
Code	P07G092V01208			
Study programme	Grao en Dirección e Xestión Pública (Presencial)			
Descriptors	ECTS Credits	Choose	Year	Quadmester
	6	Mandatory	2	2c
Teaching language	Castelán Galego			
Department	Dereito público especial			
Coordinator	Rodríguez Fontán, Alicia			
Lecturers	Hierro Viqueira, Javier Rodríguez Fontán, Alicia			
E-mail	aliciarodriguezfontan@gmail.com			
Web				
General description	Aproximación ao estudo do Dereito individual do Traballo e da Seguridade Social, a súa configuración, as súas fontes e aos distintos modelos contractuais laborais.			

**Resultados de Formación e Aprendizaxe**

Code	
A1	Que o alumnado demostre posuir e comprender coñecementos nunha área de estudo que parte da base da educación secundaria xeral, e adoita encontrarse a un nivel que, se bien se apoia en libros de texto avanzados, inclúe tamén algúns aspectos que implican coñecementos procedentes da vangarda do seu campo de estudo
A2	Que o alumnado saiba aplicar os seus coñecementos ao seu traballo ou vocación dunha forma profesional e posúan as competencias que soen demostrarse por medio da elaboración e defensa de argumentos e a resolución de problemas dentro da súa área de estudo
A3	Que o alumnado teña a capacidade de reunir e interpretar datos relevantes (normalmente dentro da súa área de estudo) para emitir xuízos que inclúan unha reflexión sobre temas relevantes de índole social, científica ou ética
A4	Que o alumnado poida transmitir información, ideas, problemas e solucións a un público tanto especializado como non especializado
A5	Que o alumnado desenvolva aquelas habilidades de aprendizaxe necesarias para emprender estudos posteriores cun alto grao de autonomía
B1	Analizar, sintetizar, resolver problemas e tomar decisións xestionando a información e o tempo
B2	Organizar e planificar a actividade profesional de maneira óptima
B3	Traballar en equipo e en contornas multidisciplinares
B4	Comprometerse eticamente e ter vocación de servizo público
B6	Aplicar o coñecemento relacionado coa dirección e xestión pública na práctica
C9	Identificar e aplicar o marco normativo da actividade que realizan as Administracións Públicas
C13	Aplicar os métodos e as técnicas de investigación e política social e operar con métodos de investigación cuantitativos e cualitativos
D1	Identificar o significado e aplicar a perspectiva de xénero nos distintos ámbitos de coñecemento e na práctica profesional co obxectivo de acadar unha sociedade máis xusta e igualitaria
D2	Comunicarse de forma oral e escrita tanto nas linguas oficiais (castelán e galego) como nunha lingua estranxeira
D4	Dominar as TIC relacionadas coa titulación no ámbito académico e profesional
D5	Integrar a aprendizaxe autónoma
D6	Adaptarse a novas situacións

**Resultados previstos na materia**

Expected results from this subject	Training and Learning Results			
1. Recoñecer o significado e contido das relacións laborais con obxecto de coñecemento do Dereito do Traballo e da Seguridade Social.	A1	B1	C9	D1
	A2	B2	C13	D2
	A3	B3		D4
	A4	B4		D5
	A5	B6		D6
2. Identificar os institutos esenciais do Dereito do Traballo e da Seguridade Social.	A1	B1	C9	D1
	A2	B2	C13	D2
	A3	B3		D4
	A4	B4		D5
	A5	B6		D6

3. Describir as fontes do ordenamento laboral español.	A1	B1	C9	D1
	A2	B2	C13	D2
	A3	B3		D4
	A4	B4		D5
	A5	B6		D6
4. Integrar o Dereito laboral nacional co Dereito internacional e o Dereito da Unión Europea.	A1	B1	C9	D1
	A2	B2	C13	D2
	A3	B3		D4
	A4	B4		D5
	A5	B6		D6
5. Aplicar as normas laborais a supostos concretos	A1	B1	C9	D1
	A2	B2	C13	D2
	A3	B3		D4
	A4	B4		D5
	A5	B6		D6
6. Identificar e resolver problemas reais ou ficticios en relación co réxime xurídico-laboral, argumentando xuridicamente.	A1	B1	C9	D1
	A2	B2	C13	D2
	A3	B3		D4
	A4	B4		D5
	A5	B6		D6
7. Utilizar as bases de datos especializadas en materia laboral, obtendo información útil para acódelas especialistas no ámbito laboral.	A1	B1	C9	D1
	A2	B2	C13	D2
	A3	B3		D4
	A4	B4		D5
	A5	B6		D6
8. Aplicar os métodos e as técnicas de investigación laborais e política social	A1	B1	C9	D1
	A2	B2	C13	D2
	A3	B3		D4
	A4	B4		D5
	A5	B6		D6

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### Contidos

Topic

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Tema 1. Concepto da disciplina.  
 Tema 2. Exclusiones legais, relacións laborais especiais e singulares.  
 Tema 3. O contrato de traballo.  
 Tema 4. Modalidades de contrato de traballo.  
 Tema 5. O Salario e as garantías salariais.  
 Tema 6. Tempo de Traballo.  
 Tema 7. Vicisitudes da relación de traballo.  
 Tema 8. Suspensión do contrato.  
 Tema 9. A extinción do contrato. Tipoloxías. O despedimento disciplinario e a potestade disciplinaria.  
 Tema 10. Prevención de riscos laborais. Dereito colectivo: liberdade sindical, representación e participación na empresa, negociación colectiva e conflitos colectivos.  
 Administración de Traballo e xurisdición social  
**DEREITO DA SEGURIDADE SOCIAL**  
 Lección 1. Concepto e Fontes da Seguridade Social.  
 Lección 2. Suxeitos incluídos no sistema de Seguridade Social. Estrutura.  
 Lección 3. Sistema público de Seguridade Social. Modalidade contributiva e non contributiva.

## DEREITO DO TRABALLO

1.- Presupostos configuradores do Dereito de Traballo: Especial Referencia á Axenidade e Dependencia. A contratación laboral na era dixital. Distinción de figuras próximas ao traballo non dependente (Arrendamento de Servizos, Contrato de Execución de Obra, Contrato de Axencia). As fontes de Dereito de Traballo: Normas Estatais, Normas Internacionais e Convenios Colectivos.  
 2.- Relacións excluídas do ámbito de aplicación do Estatuto dos Traballadores. Relacións laborais especiais. Traballos singulares (a distancia, traballo en grupo, o auxiliar asociado e socios de cooperativas de traballo asociado e de sociedades laborais).  
 3.-O Contrato de Traballo: Concepto. As Partes do contrato: traballador, empresario persoal e empresario público.  
 Elementos do contrato de traballo: Consentimento, Obxecto e Causa. Forma do contrato de traballo.  
 Descentralización produtiva (contratas e subcontratas). Cesión ilegal de Traballadores. Sucesión de empresas.  
 4.-Modalidades de contrato:  
 Contratos indefinidos.  
 Contrato fixo discontinuo.  
 Contrato indefinido específico do sector da construción.  
 Contratos temporais.  
 Contrato por circunstancias da produción.  
 Contrato de substitución. Especial referencia a contratación temporal nas Administracións publicas.  
 Regulas xerais aplicables a todos os contratos temporais. Contrato A tempo parcial.  
 5.- O Salario: Concepto. Presunción de salario. Estrutura salarial: Salario base e complementos salariais. Percepcións extrasalarais. Salario mínimo interprofesional. Gratificacións extraordinarias. Non discriminación por razón de sexo. Pago do salario: Moura e anticipos. Documentación. Referencia ao aseguramento do pago e ao Fondo de Garantía Salarial.  
 6.- Tempo de Traballo: Xornada anual. Distribución. O horario. O calendario laboral. Xornadas especiais. Traballo nocturno, quendas e ritmo de traballo. Horas extraordinarias. Descansos semanais e festivos. Vacacións anuais. Permisos e outras ausencias do traballo.  
 7.-Vicisitudes da relación de traballo: O poder de Dirección. Clasificación Profesional. Mobilidade Funcional. Modificación substancial das condicións de traballo. Mobilidade xeográfica.  
 8.- Suspensión do contrato de Traballo.  
 Causas de suspensión previstas nos arts. 45 e 48 do ET. A situación de excedencia: forzosa, voluntaria, e por coidado de fillos e familiares.  
 Excedencia voluntaria por funcións sindicais.  
 Suspensión de contrato. Redución de xornada por causas económicas, organizativas ou de produción. A suspensión de contrato na situación folga ou peche patronal. A suspensión disciplinaria.  
 9.-A Extinción do contrato: Concepto. Causas: 1.- por vontade conxunta de ambas partes; 2.- por circunstancias sobrevindas relacionadas coa persoa do traballador ou empresario, que fan imposible o cumprimento contractual; 3.- por vontade do empresario: despedimento do traballador; causas obxectivas, despedimento colectivo 4.- por vontade do traballador.  
 Especial referencia ao despedimento disciplinario. Forma e Efectos.  
 Tema 10. Prevención de riscos laborais. Dereito colectivo: liberdade sindical, representación e participación na empresa, negociación colectiva e conflitos colectivos.  
 Administración de Traballo e xurisdición social  
**DEREITO DA SEGURIDADE SOCIAL**  
 Lección 1. Concepto e Fontes da Seguridade Social.  
 Lección 2. Suxeitos incluídos no sistema de Seguridade Social. Estrutura.  
 Lección 3. Sistema público de Seguridade Social. Modalidade contributiva e non contributiva.

## Planificación

Class hours

Hours outside the  
classroom

Total hours

Lección maxistral	30	60	90
Estudo de casos	11	24	35
Foros de discusión	4	9	13
Instrucción programada	1	1	2
Resolución de problemas de forma autónoma	1	1	2
Exame de preguntas obxectivas	1	1	2
Exame de preguntas de desenvolvemento	2	2	4
Resolución de problemas e/ou exercicios	1	1	2

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

### Metodoloxía docente

	Description
Lección maxistral	Exposición por parte do docente dos contidos da materia obxecto de estudo, as súas bases teóricas e directrices principais, contidos que deberán ser estudados polo alumnado e que serán obxecto de avaliación.
Estudo de casos	Formulación e resolución de casos prácticos ao fin de levar á práctica os contidos teóricos da materia. A tal efecto, o docente propondrá ao alumnado a resolución de feitos, supostos, casos, sentenzas, etc, coa finalidade de coñecerlos, interpretalos, resolvelos, así como reflexionar sobre os mesmos, contrastar datos, completar os seus coñecementos e adestrarse en procedementos alternativos de solución.
Foros de discusión	Entrevistas/Conversacións/resolución de dúbidas nas sesións presenciais que o docente mantén co seu alumnado para asesoramento e desenvolvemento das distintas actividades na que se estrutura a materia e do proceso de aprendizaxe
Instrucción programada	Material docente facilitado ao alumnado que implique lectura de documentación científico-técnica especializada e que non se poida reconducir á metodoloxía lección maxistral.
Resolución de problemas de forma autónoma	O alumnado sitúase no centro da aprendizaxe, sendo capaz de resolver de forma autónoma certos problemas ou retos. O profesorado apoia ao alumnado no camiño á solución, a modo de guía ou supervisor.

### Atención personalizada

#### Methodologies Description

Estudo de casos	Os estudantes, tanto da modalidade presencial como semipresencial poderán resolver dúbidas sobre algún aspecto da materia (contido, traballo ou práctica), así como a atención ás súas necesidades e consultas relacionadas co estudo e / ou cuestións relacionadas coa disciplina, que proporciona orientación, apoio e motivación no proceso de aprendizaxe
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### Avaliación

	Description	Qualification	Training and Learning Results
Lección maxistral	A participación e intervención nas clases teóricas, a preparación das sesións teóricas, cando así proceda, a realización de cuestionarios na plataforma de teledocencia, a asistencia a actividades formativas organizadas pola área de Dereito do Traballo e, en xeral, calquera actividade desenvolvida polo alumnado á marxe das probas obxectivas parciais e finais.	5	
Estudo de casos	A participación e intervención nas clases prácticas, a preparación dos supostos prácticos, cando así proceda, a realización de cuestionarios na plataforma faitic, a asistencia a actividades formativas organizadas pola área de Dereito do Traballo e, en xeral, calquera actividade desenvolvida polo alumnado á marxe das probas obxectivas parciais e finais.	10	
Exame de preguntas obxectivas	Durante o cuadrimestre realizaranse 2 probas tipo test/cuestionarios sobre unha parte dos contidos teóricos da materia. A cualificación obtida en cada test suporá un 15% da nota final. En ningún caso a superación destes cuestionarios liberará de materia de cara á realización do exame final. As datas de celebración de cada test/cuestionario serán fixadas polo docente no cronograma da materia.	20	

Exame de preguntas de desenvolvemento	Os contidos prácticos da materia serán avaliados nunha proba/exame final. Trátase dunha proba/exame práctico consistente na resolución, por escrito, dun suposto/caso práctico no que alumnado aplicará os coñecementos prácticos adquiridos durante o cuadrimestre. A cualificación obtida nesta suporá o 35% da nota final.	35
Resolución de problemas e/ou exercicios	Os contidos teóricos da materia serán avaliados nunha proba/exame final. Trátase dunha proba teórica e escritura, que incluírá entre 4 e 7 preguntas de desenvolvemento sobre os distintos epígrafes do programa. O alumnado deberá demostrar a adquisición de coñecementos teóricos da materia en respostas de extensión intermedia.	30

### Other comments on the Evaluation

a) Avaliación continua. Para poder optar por este sistema, deberá acreditar asistencia ao 80 % das clases teóricas e prácticas. En caso contrario, sempre poderá acollerse ao sistema de avaliación final.

b) Avaliación final. O alumnado que non se acolla ao sistema de avaliación continua, será avaliado nun exame final. Trátase dunha proba escrita, de carácter teórico e práctico, sobre todos os contidos da materia e representará o 100% da nota final, na que a parte teórica terá un valor do 70 por 100 e a práctica dun 30 por 100.

CONVOCATORIA COMÚN DO MES DE XULLO:

A nota obtida na avaliación continua desenvolvida durante o curso conservarase para a convocatoria do mes de xullo. Con todo, se non superase a materia nas dúas citadas convocatorias do curso académico, o/a alumno/a tería que someterse a un novo proceso de avaliación continua, agás que opte pola avaliación final teórica e práctica.

CONVOCATORIA FIN DE CARREIRA:

Na convocatoria fin de carreira o/a alumno/a será avaliado/a nun único exame escrito, de carácter teórico e práctico e que representará o 100% da nota final (70 por 100 a teoría e 30 por 100 a práctica) .

As datas de exames son aprobadas pola Xunta da Facultade e publicadas na web da Facultade.

### Bibliografía. Fontes de información

#### Basic Bibliography

Cruz Villalón, J., **Compendio de Derecho del Trabajo**, Última edición, Tecnos,

García Ninet, I. y Vicente Palacio, A, **Derecho del Trabajo**, Última edición, Aranzadi,

MONEREO PÉREZ, J.L. , MOLINA NAVARRETE, C. y QUESADA SEGURA, R, **Manual de Seguridad Social**, Última edición, Tecnos,

#### Complementary Bibliography

GORELLI HERNÁNDEZ, J., RODRÍGUEZ RAMOS, MJ. y VÍLCHEZ PORRAS, M, **Sistema de Seguridad Social**, Última edición, Tecnos,

Martín Valverde, A., Rodríguez-Sañudo Gutiérrez, F., García Murcia, J., **Derecho del Trabajo**, Última edición, Tecnos,

### Recomendacións

**IDENTIFYING DATA****Finance and Tax Law II: Tax Management and Taxation System**

Subject	Finance and Tax Law II: Tax Management and Taxation System			
Code	P07G092V01209			
Study programme	Grado en Dirección y Gestión Pública			
Descriptors	ECTS Credits	Choose	Year	Quadmester
	6	Mandatory	2nd	2nd
Teaching language	#EnglishFriendly Spanish Galician			
Department				
Coordinator	Aneiros Pereira, Jaime			
Lecturers	Aneiros Pereira, Jaime Constenla Vega, Javier Mosquera Pena, Juan Antonio Rodriguez Losada, Soraya			
E-mail	janeiros@uvigo.es			
Web				
General description	Financial Law and the branch of Law whose objective is the regulation of public financial activity. In this sense, the most important public income is made up of taxes, both at the state, regional and local level. This study is one of the objectives of the subject of this course together with the knowledge and study of the application procedures of the aforementioned taxes.			
	English Friendly subject: International students may request from the teachers: a) resources and bibliographic references in English, b) tutoring sessions in English, c) exams and assessments in English.			

**Training and Learning Results**

Code	
A1	Students will have shown they have sufficient knowledge and understanding of an area of study, starting after completion of general secondary education, and normally reaching a level of proficiency that, being mostly based on advanced textbooks, will also include familiarity with some cutting-edge developments within the relevant field of study.
A2	Students will be able to apply their knowledge and skills in their professional practice or vocation and they will show they have the required expertise through the construction and discussion of arguments and the resolution of problems within the relevant area of study.
A3	Students will be able to gather and interpret relevant data (normally within their field of study) that will allow them to have a reflection-based considered opinion on important issues of social, scientific and ethical nature.
A4	Students will be able to present information, ideas, problems and solutions both to specialist and non-specialist audiences.
A5	That students have developed those learning skills needed to undertake further studies with a high degree of autonomy.
B1	Analysis, synthesis, problem-solving, decision-making, information- and time-management skills.
B4	Commitment to ethical values and public service vocation.
B5	Critical thinking skills.
B6	To put their knowledge on public management and administration into practice.
B9	To generate new ideas in the field of public management and administration.
C5	To describe the structure, organization and functioning of multi-level Public Administrations, analyzing their relationship with the citizenry.
C8	To identify, interpret, plan and manage the economic and financial resources of public Administrations.
C9	To be familiar with regulatory framework and apply it to the activities carried out by Public Administrations.
C14	Ability to use the information and communication technologies (ICT) that can be applied in public management.
D1	To identify the meaning of, and to put into practice, gender perspectives in the different areas of knowledge and in one's professional practice, with the aim of contributing to the achievement of fairness and equality in society at large.
D2	To be able to communicate, both orally and in writing, in the two official languages (Spanish and Galician) and in a foreign language.
D3	Raising awareness about environmental issues.
D5	To acquire independent learning skills.
D6	Ability to adapt to new situations.

**Expected results from this subject**

Expected results from this subject	Training and Learning Results	
That the students are able to apply the knowledge to their work and that they possess the skills derived from the development and defense of arguments, and the resolution of problems.	A1	
	A2	
That the 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.	A3	
That the students can transmit information, ideas, problems and solutions to both a specialized and non-specialized audience.	A4	
Analyze, synthesize, solve problems and make decisions by managing information and time.	B1	
	B6	
	B9	
Critical reasoning.	B4	
	B5	
To describe the structure, organization and operation of multilevel Public Administrations, analyzing their relationship with citizens.	C5	
Identify, interpret, plan and manage the economic and financial resources of Public Administrations.	C8	D1
	C9	D3
	C14	D5
		D6
To communicate orally and in writing both in the official languages (Spanish and Galician) and in a foreign language.		D2

## Contents

Topic	
Procedures of application of the tributes (I)	<ol style="list-style-type: none"> <li>1. Declaration, self assesment and communication of data.</li> <li>2. The assesment</li> <li>3. Notification of acts tributaries</li> <li>4. Procedures of control.</li> <li>5. Valutation, Rulings and Advence Price Agreements</li> </ol>
Procedures of application of the tributes (II)	<ol style="list-style-type: none"> <li>1. Procedures of tax audit and control.</li> <li>2. Verification of data</li> <li>3. Limited tax audits</li> <li>4. Control of values.</li> </ol>
Procedures of application of the tributes (III)	<ol style="list-style-type: none"> <li>1. The Inspection: functions, authorities and faculties.</li> <li>2. Place and time of the inspector procedures</li> <li>3. Start and development of the procedure of tax audits.</li> <li>4. Documentation of the inspector performances.</li> </ol>
Procedures of application of the tributes (IV)	<ol style="list-style-type: none"> <li>1. Payments periods</li> <li>2. Forms and ways of payments</li> <li>3. Terms and conditions</li> <li>4. Possibility of a deferral</li> </ol>
Penalties	<ol style="list-style-type: none"> <li>1. Tax surcharges</li> <li>2. Illicits and penalties</li> <li>3. Tax crimes</li> <li>4. Procedure in case of fiscal crime.</li> </ol>
Procedures to review of the acts of the administration tributary	<ol style="list-style-type: none"> <li>1. Special procedures of review and procedures of review by means of resource.</li> <li>2. Ordinary appeal: recurso de reposición</li> <li>3. Specialized Courts: Reclamación Económico-Administrativa</li> <li>4. Extraordinary procedures to review resolutions</li> </ol>
Personal Income Tax	<ol style="list-style-type: none"> <li>1. Taxpayers and fiscal residence.</li> <li>2. Taxable events and exemptions</li> <li>3. Taxpayers and special regimes.</li> <li>4. Tax base and tax rates</li> </ol>
Corporation Income Tax	<ol style="list-style-type: none"> <li>1. Taxpayers and tax residence.</li> <li>2. Taxable events</li> <li>3. Tax base: general regime and special ones</li> <li>4. Deductions and allowances</li> </ol>
No Resident Income Tax	<ol style="list-style-type: none"> <li>1. Taxable events and taxpayers. Double Taxation Agreements.</li> <li>2. The Permanent Establishment.</li> <li>3. Income Obtained through Permanent Establishment.</li> <li>4. IncomeObtained without permanent establishment</li> </ol>
Regional taxes	<ol style="list-style-type: none"> <li>1. Inheritance and gift tax</li> <li>2. Net wealth tax.</li> <li>3. Other taxes</li> </ol>

Regional taxes	1. Transfer tax 2. Corporation operations 3. Stamp duty 4. Autonomic competitions.
Value Added Tax	1. Value Added Tax. Concept of entrepreneur or professional and delimitation of the taxpayer. Tax base  2. Special taxes:  3. Customs
Local taxes	1. Property tax. 2. Bussines activity tax 3. Vehicles Tax 4. Construction tax 5. Other

## Planning

	Class hours	Hours outside the classroom	Total hours
Lecturing	29	45	74
Problem solving	3	10	13
Case studies	2	7.5	9.5
Autonomous problem solving	2	9	11
Discussion Forum	2	4	6
Learning-Service	2	7.5	9.5
Objective questions exam	2	10	12
Essay questions exam	2	12	14
Systematic observation	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
Lecturing	It comprises the realization of kinds, conferences and technical *expositivas in the modality to enabling distance to the students know the main aspects that poses the subject, as well as the necessary means stop his complete understanding and knowledge
Problem solving	(*)Actividade na que se formulan problemas e/ou exercicios relacionados coa disciplina. Adóitase utilizar como complemento da lección maxistral
Case studies	(*)Método a través do cal o alumnado aprende a aplicar os textos xurídicos adecuados para resolver determinados problemas prácticos. O alumnado deberá elixir as normas correctas e interpretalas adecuadamente, para cada situación creta. Con isto conséguese despertar o interés sobre a materia amosando a súa importancia práctica, ademáis de desenvolver a comprensión dos textos xurídicos.
Autonomous problem solving	(*)O alumnado sitúase no centro da aprendizaxe, sendo capaz de resolver de forma autónoma certos problemas ou retos. O profesorado apoia ao alumnado no camiño á solución, a modo de guía ou supervisor.
Discussion Forum	(*)Espazos para discusións académicas que contribúen ao desenvolvemento do pensamento crítico estratéxico a partir do diálogo. A/o docente facilita, aconsella e guía ao alumnado para que saiba relacionar as fontes de información apropiadas
Learning-Service	(*)Mediante esta metodoloxía, de forma opcional para o alumnado, pode combinarse a aprendizaxe coa prestación dun servizo á sociedade

## Personalized assistance

Methodologies	Description
Lecturing	So much in the phase *síncrona how *asíncrona will realize an encouragement of the active participation, in one marry through debates and, in another, through *titorías
Problem solving	
Case studies	
Autonomous problem solving	
Discussion Forum	

## Assessment

Description	Qualification	Training and Learning Results
Objective questions exam	40	A2 B1 C5 D2 A3 B5 C8 A4
Essay questions exam	40	A2 B1 C5 D2 A3 B5 C8 A4
Systematic observation	20	A2 B1 C5 D2 A3 B5 C8 A4

### Other comments on the Evaluation

The syllabus that appears in the content section constitutes a summarized version of the lessons that will be the subject of the examination.

Appropriately, at the beginning of the academic year, students will be provided with a more detailed syllabus with the headings that make up each lesson.

First exam opportunity:

1.- As established in the Evaluation Regulation, the qualification and quality of teaching and the student learning process (approved by the Senate of the University of Vigo on April 18, 2023), the student must state his/her intention not to take part in the continuous evaluation system according to the procedure and on the date established by the competent bodies of the Center.

2.- The student who accepts the continuous evaluation system will be evaluated according to the following criteria: 1st) First partial test, to be taken in the middle of the semester (40%), 2nd) Second partial test, to be taken at the end of the semester (40%), 3rd) Regular attendance, active participation in class and activities organized by the Law Area Financial and Tax (20%) In order to be able to carry out this last assessment, class attendance will be controlled.

The two partial written tests are compulsory, they will consist of a practical part and a theoretical part, both carried out during the school term. The practical part of each of the two tests will account for 20%, while the theoretical part of each of the two tests will account for 80% of the grade. Each of these two partial tests is liberating as long as the student achieves a minimum grade of 5 out of 10, so that having passed both tests he/she will not be required to take the final exam or test, as a requirement to pass the subject .

3.- Global assessment students: their grade will be made up of 60% of the grade obtained in the theoretical exam and 40% of the grade obtained in the practical exam, both of which are different from those obtained by continuous assessment students , in which all skills will be evaluated.

4.- The final assessment test will take place on the date, place and time specified in the official calendar approved for that purpose by the Faculty Board for the 2023/2024 academic year.

The grade of the final exam will be the sum of the grades obtained according to the criteria and percentages previously established.

- Students who follow the continuous assessment system: the student will have to take, on a mandatory basis, a final exam corresponding to the subject that has not been passed in one or both of the continuous assessment tests carried out throughout the semester. The final exam will have two parts: a theoretical one (which will represent 80% of the qualification) and a practical test (which will represent 20% of the qualification). 10 in that exam.

Likewise, students who have passed the two continuous assessment tests carried out during the semester may attend this final exam if they wish to raise their grade.

- Students with global assessment: their grade will be made up of 60% of the grade obtained in the theoretical exam and 40% of the grade obtained in the practical exam, both of which are different from the grade obtained by continuous assessment students.

Second exam opportunity:

1.- In the June/July exam, the students who accepted the continuous assessment system will only take a final test, which will represent 80% of their final qualification, and which will consist of two parts: a practice (in which they will solve one or more practical cases and which will account for 20% of the grade corresponding to the final test) and a theoretical one (in which different questions will be asked about the subject's syllabus, and which will account for 80% of the rating corresponding to the final test). In any case, the student must achieve a minimum grade of 4 out of 10 in the final exam so that the grades obtained through regular attendance, active participation in class and activities organized by the Financial and Tax Law Area are taken into account ( 20%). If you do not achieve this minimum grade, the grade that will be reflected in the report will be the one obtained in the final exam.

2.- Students who have submitted to the continuous assessment system will retain, exclusively for the second exam opportunity, the grade they obtained for regular attendance and active participation.

3.- For global assessment students, their final grade will be made up of 60% of the grade obtained in the theoretical exam and 40% of the grade obtained in the written practical exam, both of which are different from the grade obtained by continuous assessment students.

4.- The final assessment test, both for continuous assessment and global assessment students, will take place on the date, time and place specified in the official calendar approved for that purpose by the Faculty Board for the 2023/2024 academic year.

#### SPECIFIC WARNING FOR STUDENTS ATTENDING THE END OF GRADUATE CALL

In the End of Career exam, the final grade will be made up of 60% of the grade obtained in the theoretical exam and 30% of the grade obtained in the practical exam.

The End of Career exam will be held on the date, place and time specified in the official calendar approved for that purpose by the Faculty Board.

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#### Sources of information

##### Basic Bibliography

PÉREZ ROYO, F. (DIRECTOR), GARCÍA BERRO, F., PERÉZ ROYO, I., ESCRIBANO, F., CUBERO TRUYO, A., **Curso de Derecho Tributario. Parte Especial**, 2022

MERINO JARA, I; LUCAS DURÁN, M.; CALVO VERGEZ, J.; FERNÁNDEZ AMOR, J.A.; GARCÍA CALVENTE, Y.; GARCÍA, **Derecho Tributario. Parte especial. Lecciones adaptadas al EEES**, 2022

MARTIN QUERALT, J, CASADO OLLERO, G, TEJERIZO LÓPEZ, LOZANO SERRANO, C, **Curso de Derecho financiero y tributario**, 2022

PÉREZ ROYO, F, **Curso de Derecho Tributario**, 2022

MERINO JARA, I, **Procedimientos tributarios**, 2022

RODRIGUEZ RODRIGUEZ, L, **Manual de procedimientos de gestión y recaudación**, El Consultor, 2022

HERRERA MOLINA, P, **Manual de Procedimientos tributarios**, Dykinson, 2021

##### Complementary Bibliography

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#### Recommendations

##### Subjects that continue the syllabus

Electronic Tax Administration/P07G092V01407

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**IDENTIFYING DATA****Public Sector Economics**

Subject	Public Sector Economics			
Code	P07G092V01210			
Study programme	Grado en Dirección y Gestión Pública			
Descriptors	ECTS Credits	Choose	Year	Quadmester
	6	Mandatory	2nd	2nd
Teaching language	#EnglishFriendly Spanish Galician			
Department				
Coordinator	Chamorro Rivas, José María Andrés Mosquera, Andrés de			
Lecturers	Andrés Mosquera, Andrés de Chamorro Rivas, José María			
E-mail	andres.andres.mosquera@uvigo.es chamorro@uvigo.es			
Web				
General description	Economy of the public sector is a 6 ECTS course, compulsory of 2nd course, aimed to tackle the economic appearances, the foundations and the consequences of the intervention of the public administrations in the economy of a country.			
	English Friendly subject: International students may request from the teachers: a) resources and bibliographic references in English, b) tutoring sessions in English, c) exams and assessments in English			

**Training and Learning Results**

Code	
A1	Students will have shown they have sufficient knowledge and understanding of an area of study, starting after completion of general secondary education, and normally reaching a level of proficiency that, being mostly based on advanced textbooks, will also include familiarity with some cutting-edge developments within the relevant field of study.
A2	Students will be able to apply their knowledge and skills in their professional practice or vocation and they will show they have the required expertise through the construction and discussion of arguments and the resolution of problems within the relevant area of study.
A3	Students will be able to gather and interpret relevant data (normally within their field of study) that will allow them to have a reflection-based considered opinion on important issues of social, scientific and ethical nature.
A4	Students will be able to present information, ideas, problems and solutions both to specialist and non-specialist audiences.
A5	That students have developed those learning skills needed to undertake further studies with a high degree of autonomy.
B1	Analysis, synthesis, problem-solving, decision-making, information- and time-management skills.
B2	Organizing and planning their own professional careers in the best possible way
B3	Ability to work in teams and in multidisciplinary environments.
B4	Commitment to ethical values and public service vocation.
B5	Critical thinking skills.
C10	To assess the economic environment and the economic dimension of the public sector.
D1	To identify the meaning of, and to put into practice, gender perspectives in the different areas of knowledge and in one's professional practice, with the aim of contributing to the achievement of fairness and equality in society at large.
D2	To be able to communicate, both orally and in writing, in the two official languages (Spanish and Galician) and in a foreign language.
D3	Raising awareness about environmental issues.
D4	To master the specific ICT techniques in their respective academic and professional fields.
D5	To acquire independent learning skills.

**Expected results from this subject**

Expected results from this subject	Training and Learning Results
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When finishing the subject, the student will be able of: 1. Identify the main questions of the that occupies the economy of the public sector. 2. Recognize that activities realizes the public sector and how are organized. 3. Identify and foresee all the consequences of the public activities. 4. Describe the main reasons of discrepancy go in the economists envelope the measures that owe to the Governments. 5. Analyze the different points of view envelope the economic paper of the Been. 6. Evaluate the distinct possible measures to achieve the objectives of the governmental politics. 7. To become aware of public goods with the objective to reach a more just society and equitable. 8. Commit to issues of social welfare.

## Contents

Topic	
Topic 1. Institutions, markets and state. The paper of the public intervention.	a) Introduction to the Public Economy b) Problems of efficiency and equity in the operation of the markets c) The reason of the public intervention: "failures of market" and "failures of the State".  We review the foundations of the public intervention in a system of market economy when it fails, to improve the efficiency, the equity in the distribution of the income, and the economic stability.
Topic 2. Organization and dimension of the Public Sector in Spain.	a) Introduction to the Spanish public sector b) Delimitation of the public sector, and legal framework c) The weight of the public sector in the economy
Topic 3. Analysis of public spending	a) Evolution of public spending and explanatory theories b) Effects of public spending on efficiency and distribution c) Main spending programs
Topic 4. Analysis of public income	a) International trends b) The income of the Spanish public sector c) Main tax and tax figures d) The federal public treasury

## Planning

	Class hours	Hours outside the classroom	Total hours
Lecturing	20	20	40
Case studies	15	15	30
Autonomous problem solving	5	30	35
Discussion Forum	3	23	26
Programmed instruction	5	10	15
Essay questions exam	0	2	2
Essay questions exam	2	0	2

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

## Methodologies

	Description
Lecturing	Educational activity in which the initiative splits of the professor in which it describes and explains the content of the program
Case studies	Educational activity in which it deepens in the content of the program by means of real or stylized situations that exemplify the subject and show surroundings and consequences
Autonomous problem solving	Formative activity in which the student confronts to exercises, models, examples, supposed, readings etc. in which it has to resolve of autonomous form the problem proposed using the bibliography contributed by the professor
Discussion Forum	Proposals, contributions, critical, discussions between students and professor in which they debate subjects of face-to-face or telematic form.
Programmed instruction	Methodology or technical of learning in which the aim is «to direct the human learning under conditions controlled» by means of three elements: (1) it delivers the information in small pills, (2) to the rhythm typical of the student and (3) provides immediate feedback, so much positive like refusal.

## Personalized assistance

Methodologies	Description
Case studies	The formative activities in the that proposes the attention customized will be, go in others, the study of cases. Resolution of doubts of the students in relation with any aspect of the subject (content, work or practical), as well as attention the needs and queries related with the study and/the subjects linked with the discipline, providing orientation, support and motivation in the process of learning. This activity will be online(through email or virtual campus).

Autonomous problem solving	The formative activities in the that proposes the attention customized will be, go in others, the study of cases. Resolution of doubts of the students in relation with any aspect of the subject (content, work or practical), as well as attention the needs and queries related with the study and/the subjects linked with the discipline, providing orientation, support and motivation in the process of learning. This activity will be online(through email or virtual campus).
Discussion Forum	The formative activities in the that proposes the attention customized will be, go in others, the study of cases. Resolution of doubts of the students in relation with any aspect of the subject (content, work or practical), as well as attention the needs and queries related with the study and/the subjects linked with the discipline, providing orientation, support and motivation in the process of learning. This activity will be online(through email or virtual campus).
Programmed instruction	The formative activities in the that proposes the attention customized will be, go in others, the study of cases. Resolution of doubts of the students in relation with any aspect of the subject (content, work or practical), as well as attention the needs and queries related with the study and/the subjects linked with the discipline, providing orientation, support and motivation in the process of learning. This activity will be online(through email or virtual campus).

## Assessment

	Description	Qualification	Training and Learning Results			
Lecturing	Examination of objective questions	00	A1	B1	C10	D1
	Case study		A2	B2		D2
	Examination of development questions		A3	B3		D3
			A4	B4		D4
			A5	B5		D5
Case studies	Examination of objective questions	20	A1	B1	C10	D1
	Case study		A2	B2		D2
	Examination of development questions		A3	B3		D3
			A4	B4		D4
			A5	B5		D5
Autonomous problem solving	Examination of objective questions	20	A1	B1	C10	D1
	Case study		A2	B2		D2
	Examination of development questions		A3	B3		D3
			A4	B4		D4
			A5	B5		D5
Essay questions exam	Partial content exam that includes both descriptive and objective development questions as well as opinion questions.	30	A1	B1	C10	D1
			A2	B2		D2
			A3	B3		D3
			A4	B4		D4
			A5	B5		D5
Essay questions exam	Partial content exam that includes both descriptive and objective development questions as well as opinion questions	30	A1	B1	C10	D1
			A2	B2		D2
			A3	B3		D3
			A4	B4		D4
			A5	B5		D5

## Other comments on the Evaluation

The information about the evaluation activities is available in the space of the subject in the virtual campus, under the label Evaluación of each topic.

Students will have the option to present themselves to the extraordinary call (June Exam) based on the adaptation of these activities by the teacher and whose content will be posted on the platform.

It will be a necessary requirement for the development of the subject that the teaching staff can have an updated PHOTOGRAPH\* of the students that must be uploaded to the platform at the beginning of the course, and always before September 30.

(\*) The sole purpose of processing this data is so that the teaching staff of the subject can verify the identity of the students enrolled in it. The basis of legitimacy for the treatment of this data is carried out in application of the provisions of article 6.1y) of the RXPD in which the treatment is necessary for the exercise of the public powers conferred on the person responsible for the treatment based on article 9 of the Law 39/2015, of October 1, of the common administrative procedure of public administrations and in article 25.7 of RD 1791/2010, of December 30, for which the University Student Statute is approved.

Access to the image and personal data of the students is only allowed to the teachers of each subject for the performance of the academic activities indicated in this teaching guide and they will not be used or disclosed for any other purpose, and the

corresponding duty of confidentiality must be kept the same.

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### Sources of information

#### Basic Bibliography

Albi, E; González Páramo, JM; Zubiri, I, **Economía pública I, II**, VVEE, Ariel, 2007

Stiglitz, J; Rosengard, JK, **La economía del sector público**, 4ª, Antoni Bosch, 2016

Stiglitz, J; Walsh, I., **Microeconomía**, Ariel, 2009

VVAA, **The economy**, <https://www.core-econ.org/>, 2021

Mochón, F, **Economía: teoría y política**, 6ª, S.A. MCGRAW-HILL / INTERAMERICANA DE ESPAÑA, 2009

#### Complementary Bibliography

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### Recommendations

#### Subjects that it is recommended to have taken before

Economics: Public Economics/P07G092V01103

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