



(*)Facultade de Ciencias Sociais e da Comunicación

Grado en Dirección y Gestión Pública

Subjects

Year 4th

Code	Name	Quadmester	Total Cr.
P04G091V01901	Evaluation of policies, programs and public projects	1st	6
P04G091V01903	Public ethics and legal responsibility of the public employee	1st	6
P04G091V01904	Regional and local financing	1st	6
P04G091V01905	Models of continuous improvement in public administrations and in the non-profit sector	1st	6
P04G091V01906	Political participation and civil society	1st	6
P04G091V01908	Local development sociology	1st	6
P04G091V01909	Regional and local-based project management	1st	6
P04G091V01911	Political and administrative institutions in a comparative perspective	2nd	6
P04G091V01913	Electronic administration and government	2nd	6
P04G091V01914	New technologies applied to public management and Public Administration	2nd	6
P04G091V01981	Internships	2nd	12
P04G091V01991	Final Year Dissertation	2nd	12

IDENTIFYING DATA**Avaliación de políticas, programas e proxectos públicos**

Subject	Avaliación de políticas, programas e proxectos públicos			
Code	P04G091V01901			
Study programme	Grao en Dirección e Xestión Pública			
Descriptors	ECTS Credits	Choose	Year	Quadmester
	6	Optional	4	1c
Teaching language	Castelán Galego Inglés			
Department	Economía aplicada Socioloxía, ciencia política e da administración e filosofía			
Coordinator	Andrés Mosquera, Andrés de			
Lecturers				
E-mail				
Web				
General description	Materia orientada a que o alumno adquira coñecementos e técnicas que lle permitan avaliar políticas públicas, programas e proxectos públicos como requirimento necesario de toda intervención pública. A perspectiva da materia aglutina a dobre necesidade de avaliar tanto en termos de eficacia (consecución de obxectivos) como de eficiencia (consecución dos obxectivos ao mínimo coste posible).			

Competencias

Code	
A3	Que os estudantes teñan 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 os estudantes poidan transmitir información, ideas, problemas e solución a un público tanto especializado coma non especializado.
A5	Que os estudantes desenvolvan aquelas habilidades de aprendizaxe necesarias para emprender estudos posteriores cun alto grao de autonomía.
B1	Habilidades na procura de información, en relación con fontes de información primarias e secundarias, incluíndo o uso de computadores para procuras en liña
B2	Capacidade de analizar, sintetizar e integrar coñecementos e enfrontarse á complexidade de formular xuízos con información limitada
B5	Ser capaz de interpretar datos derivados das observacións en relación coa súa significación e relacionalos coas teorías apropiadas no ámbito da dirección e xestión pública
B8	Receptividade ante o cambio (interno e externo) e capacidade de adaptación a novas contornas ou circunstancias (adaptabilidade) e de aprendizaxe
B10	Compromiso coa eficacia e a eficiencia do traballo do sector público e outras entidades
B12	Compromiso coa responsabilidade e a honestidade no desempeño laboral público e privado
B13	Compromiso cos Dereitos humanos, a igualdade, a xustiza e o desenvolvemento sustentable.
C3	Introducir os conceptos económicos e ideas fundamentais para a súa aplicación á análise de realidade económica
C4	Reflexionar sobre os elementos dos sistemas administrativos (institucións, actores, ideas) e comprender o seu funcionamento práctico nun contexto multinivel
C5	Comprender os elementos integrantes dun sistema político e comprender o seu funcionamento práctico
C8	Saber aplicar métodos, modelos e técnicas de datos cualitativos e cuantitativos (estadísticos) para procesos de xestión e dirección pública
C9	Entender o papel das administracións públicas no proceso das políticas públicas e aplicar o método de análise
C16	Entender as principais achegas da economía pública (teórica e aplicada) e o papel do sector público na economía
C18	Identificar os problemas da xestión de recursos humanos en organizacións (públicas e privadas) para experimentar con solucións transversais
C19	Aproximarse aos modelos de xestión pública e de organización de servizos públicos e o deseño, organización e provisión de servizos administrativos.
C21	Comprender a estrutura, organización e funcionamento dos diversos gobernos e administracións locais
C28	Saber aplicar os métodos, modelos e técnicas de datos cuantitativos e cuantitativos
C31	Capacidade de definir e elaborar un traballo orixinal (individual ou en grupo) seguindo as orientacións dun profesor/autor/ a. Capacidade de presentación e defensa pública ante un tribunal académico do TFG (formulación, achados e resultados)
C32	Comprender a definición dos problemas e a súa entrada na axenda pública aplicando a metodoloxía específica.
C33	Saber aplicar técnicas de control de calidade nas AA. PP. e comprender os indicadores cuantitativos e cualitativos básicos da xestión pública
C35	Capacidade para xestionar proxectos a desenvolver nunha contorna complexa de problemas públicos

C37	Capacidade de análise e identificación de oportunidades de desenvolvemento existentes a través do aproveitamento dos recursos dispoñibles
C38	Ser capaz de planificar e realizar (integralmente) un proxecto de desenvolvemento nun ámbito territorial e aplicación de políticas públicas de apoio para o seu financiamento
C39	Comprender a planificación e a xestión administrativa dos recursos económico-financeiros, a organización e xestión dos servizos públicos, e coñecer o réxime xurídico financeiro e o financiamento das AA. PP
C41	Dominar os mecanismos de avaliación dentro do proceso elaboración e análise das políticas públicas nunha contorna multinivel
D1	Capacidade de análise e síntese para a elaboración e defensa de argumentos
D4	Habilidade para a resolución independente de problemas en relación con información cualitativa e cuantitativa
D5	Capacidade para a toma de decisións autónoma e independente
D10	Capacidade de liderado (disposición a asumir responsabilidades) e de delegación de responsabilidades no manexo de grupos de traballo
D11	Vocación de servizo público e compromiso ético

Resultados de aprendizaxe

Expected results from this subject	Training and Learning Results			
1 - Aplicar estratexias de comunicación persuasiva nos mercados audiovisuais para a promoción de canles.				
Contrastar os métodos de control de procesos de xestión administrativa	A5	B2 B10	C3 C5 C8 C9 C21 C33 C35 C41	D1 D4
Identificar os métodos de avaliación do desempeño nas AAPP	A3	B1 B5	C8 C9 C19 C21 C28 C33 C37 C38	D1 D4 D5 D10
Avaliar e analizar políticas públicas	A4	B1 B2 B12 B13	C8 C9 C16 C28 C32 C33 C35 C37 C38 C39 C41	D1 D5 D11
Utilizar técnicas de planificación, control, avaliación e auditoría da xestión pública	A4 A5	B1 B2 B8	C3 C5 C16 C21 C32 C38 C41	D5 D10 D11
Identificar los mecanismos de evaluación dentro del proceso elaboración y análisis de las políticas públicas en un entorno multinivel	A4	B5 B10 B12	C4 C9 C18 C19 C31 C33 C38	D1 D5 D10

Contidos

Topic

Introducción histórica á lóxica da avaliación	1. Presentación da materia
	2. Contexto de aparición

Aspectos teóricos e metodolóxicos da avaliación	1. Orixe da disciplina 2. Evolución e estado actual
Modelos de avaliación	1. Avaliación por obxectivos 2. Avaliación pluralista
Fases de avaliación	1. Deseño 2. Recollida e tratamento da información 3. Medición da información 4. Evolucións metodolóxicas posibles das avaliacións
Deseño metodolóxico de proxectos de avaliación	1. Requisitos previos ao deseño 2. Metodoloxía básica 3. Disfuncións a evitar
Monitorización e seguimento do proceso de avaliación.	1. Avaliación do esforzo 2. Avaliación da produtividade 3. Avaliación da calidade da atención.
A avaliación económica de políticas públicas e proxectos de inversión	1. Análise coste-beneficio 2. Avaliación de proxectos públicos

Planificación

	Class hours	Hours outside the classroom	Total hours
Estudo de casos	10	20	30
Traballo tutelado	12	12	24
Lección maxistral	25	50	75
Debate	3	6	9
Estudo de casos	2	4	6
Resolución de problemas e/ou exercicios	2	4	6

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

Metodoloxía docente

	Description
Estudo de casos	Análise dun feito, problema ou caso real coa finalidade de coñecer, interpretar, resolver, contrastar datos, reflexionar, completar coñecementos, diagnosticar e adestrarse en procedementos alternativos de solución.
Traballo tutelado	O estudante desenvolve exercizos ou estudos de caso baixo as directrices e supervisión do profesor.
Lección maxistral	Na sesión maxistral, levarase a cabo por parte do profesor a exposición de contidos da asignatura de avaliación de políticas, programas e proxectos incluídos no temario desta asignatura.
Debate	Trátase dunha charla aberta entre un grupo de estudantes, que se centrará en temas dos contidos da materia, na análise dun caso ou no resultado dun problema realizado previamente.

Atención personalizada

Methodologies	Description
Debate	Debates
Estudo de casos	Estudo de casos/análises de situacións
Traballo tutelado	Traballos de aula
Lección maxistral	Sesión Maxistral

Avaliación

	Description	Qualification	Training and Learning Results			
Estudo de casos	Avaliaránse as entregas en prazo da resolución de casos de xeito individual e/ou en grupo segundo se dispoña.	10	A4	B1 B2 B8 B12	C4 C9 C18 C28 C31 C38	D4
Traballo tutelado	Avaliarase a participación e a realización de traballos propostos na aula de xeito individual ou en grupo segundo se indique. Estes traballos son de realización obrigada.	20	A3 A5	B5 B10	C3 C5 C21 C32 C35 C41	D1 D11

Recomendacións

Other comments

As modalidades presencial e semipresencial 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.

Plan de Continxencias

Description

=== MEDIDAS EXCEPCIONAIS PLANIFICADAS ===

Ante a incerta e imprevisible evolución da alerta sanitaria provocada pola COVID- 19, a Universidade establece una planificación extraordinaria que se activará no momento en que as administracións e a propia institución o determinen atendendo a criterios de seguridade, saúde e responsabilidade, e garantindo a docencia nun escenario non presencial ou non totalmente presencial. Estas medidas xa planificadas garanten, no momento que sexa preceptivo, o desenvolvemento da docencia dun xeito máis áxil e eficaz ao ser coñecido de antemán (ou cunha ampla antelación) polo alumnado e o profesorado a través da ferramenta normalizada e institucionalizada das guías docentes DOCNET.

=== ADAPTACIÓN DAS METODOLOXÍAS ===

* Metodoloxías docentes que se manteñen

Mantéñense todas as metodoloxías docentes

* Metodoloxías docentes que se modifican

Non hai modificación

* Mecanismo non presencial de atención ao alumnado (titorías)

As titorías realizaranse no despacho virtual do profesor en Campus Remoto

* Modificacións (se proceder) dos contidos a impartir

Non hai modificación

* Bibliografía adicional para facilitar a auto-aprendizaxe

Non hai modificación

* Outras modificacións

=== ADAPTACIÓN DA AVALIACIÓN ===

* Probas xa realizadas

As probas xa realizadas manteñen o seu peso na avaliación.

...

* Probas pendentes que se manteñen

As probas pendentes manteñense todas co seu peso na avaliación.

...

* Probas que se modifican

Non hai probas que se modifican.

* Novas probas

Non hai novas probas

* Información adicional

As probas pendentes pasan a realizarse de forma virtual.

IDENTIFYING DATA				
Ética pública e responsabilidade xurídica do empregado público				
Subject	Ética pública e responsabilidade xurídica do empregado público			
Code	P04G091V01903			
Study programme	Grao en Dirección e Xestión Pública			
Descriptors	ECTS Credits	Choose	Year	Quadmester
	6	Optional	4	1c
Teaching language	Castelán Galego			
Department	Dereito público Socioloxía, ciencia política e da administración e filosofía			
Coordinator	Vázquez Iglesias, María Dolores			
Lecturers	Caruncho Michinel, María Cristina Lareo Jiménez, Jacinto			
E-mail	miglesias@uvigo.es			
Web				
General description	En la disciplina de la presente *materia, desenvólvese * la **evolucion nel *Dereito **Pubnlico de la *responsabilidade **juridica ,penal *e estudo **etico del *empregado publico.			

Competencias	
Code	
A1	Que os estudantes demostren posuí e comprender coñecementos nunha área de estudo que parte da base da educación secundaria xeral e adoita atoparse a un nivel que, malia se apoiar en libros de texto avanzados, inclúe tamén algúns aspectos que implican coñecementos procedentes da vangarda do seu campo de estudo.
A3	Que os estudantes teñan 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.
A5	Que os estudantes desenvolvan aquelas habilidades de aprendizaxe necesarias para emprender estudos posteriores cun alto grao de autonomía.
B1	Habilidades na procura de información, en relación con fontes de información primarias e secundarias, incluíndo o uso de computadores para procuras en liña
B2	Capacidade de analizar, sintetizar e integrar coñecementos e enfrontarse á complexidade de formular xuízos con información limitada
B10	Compromiso coa eficacia e a eficiencia do traballo do sector público e outras entidades
B12	Compromiso coa responsabilidade e a honestidade no desempeño laboral público e privado
B13	Compromiso cos Dereitos humanos, a igualdade, a xustiza e o desenvolvemento sustentable.
C1	Coñecer o marco xurídico-legal das administracións públicas españolas
C6	Coñecer o funcionamento institucional e as principais políticas públicas da Unión Europea
C9	Entender o papel das administracións públicas no proceso das políticas públicas e aplicar o método de análise
C22	Adquirir os elementos básicos das habilidades directivas e de relacións humanas
C30	Ser capaz de interactuar e desenvolverse nun determinado contexto laboral, público ou privado e aplicar os coñecementos e destrezas específicos adquiridos nas diferentes materias.
C31	Capacidade de definir e elaborar un traballo orixinal (individual ou en grupo) seguindo as orientacións dun profesor/autor/ a. Capacidade de presentación e defensa pública ante un tribunal académico do TFG (formulación, achados e resultados)
C34	Capacidade de formulación de problemas, análises de solucións e desenvolvemento de prácticas entre actores multinivel
C36	Reflexionar sobre os valores éticos públicos e as consecuencias xurídicas comportamentos antixurídicos
C40	Comprender o funcionamento das democracias contemporáneas, o comportamento político e as súas ""culturas políticas""
D1	Capacidade de análise e síntese para a elaboración e defensa de argumentos
D4	Habilidade para a resolución independente de problemas en relación con información cualitativa e cuantitativa
D9	Capacidade para o razoamento crítico creativo e o autocrítico
D10	Capacidade de liderado (disposición a asumir responsabilidades) e de delegación de responsabilidades no manexo de grupos de traballo
D11	Vocación de servizo público e compromiso ético

Resultados de aprendizaxe	
Expected results from this subject	Training and Learning Results

Reflexionar sobre os valores éticos públicos e as consecuencias xurídicas dos comportamentos *antijurídicos	A3	B12 B13	C36 C40	D1 D9 D11
Comprender marco legal das Institucións e a actividade que realizan na contorna *multinivel	A1 A3 A5	B2	C1 C6 C9	
Saber aplicar os sistemas, técnicas básicas e normativa do control interno-externo *AAPP	A3	B1 B2	C34 C40	D4 D9
Disposición para traballar en equipo		B1 B2	C22 C30 C31	D1 D10
Compromiso e defensa dos valores democráticos		B12 B13	C36 C40	D10
Compromiso coa eficacia e eficiencia do traballo da administración		B10	C22 C30	D11
Vocación de servizo público		B12 B13	C34 C36	D11
Defensa da ética profesional		B12 B13	C36	D11
Capacidade de resolución de problemas		B2 B10	C34	D1 D9 D10
Habilidades para relacións interpersoais e capacidade *relacional			C22 C30	D10
Capacidade de razoamento crítico e aceptación de ideas e críticas		B1 B2	C31 C34	D4 D9

Contidos

Topic

Bloque 1: A ética profesional do empregado público.	1.- Moral e Ética 2.-Que é a ética pública? 3.- O problema da corrupción : Enfoques, causas e consecuencias 4.- Proposta dunha ética integral: Do privado ao público
Bloque 2: Réxime disciplinario e responsabilidade administrativa do empregado público.	1. Potestade disciplinaria e administración pública.
Bloque 3: Responsabilidade penal do empregado público.	1.- Concepto do funcionario público e autoridade a efectos penais. 2.- A responsabilidade penal do funcionario público. 4.- Delitos contra a administración pública: a corrupción.

Planificación

	Class hours	Hours outside the classroom	Total hours
Lección maxistral	30	0	30
Estudo de casos	5	5	10
Presentación	5	30	35
Estudo previo	0	50	50
Seminario	9	5	14
Resolución de problemas e/ou exercicios	1	0	1
Resolución de problemas e/ou exercicios	0	5	5
Estudo de casos	0	5	5

*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	Método expositivo. Lección maxistral dos contidos teóricos da materia
Estudo de casos	Formulación e resolución de supostos prácticos que o alumnado deberá desenvolver, dependendo da práctica concreta, tanto individual como colectivamente.
Presentación	Presentación e exposición dos traballos desenvolvidos individualmente e/ou en grupo.
Estudo previo	Repaso e estudo das nocións introducidas nas clases teóricas, prácticas e seminarios. Lectura e recensión crítica de materiais propostos para a aprendizaxe, e para a contribución á realización do informe do grupo. Preparación dunha proba
Seminario	Resolución de dúbidas suscitadas nas clases teóricas e prácticas e apoio na realización dos traballos en grupo.

Atención personalizada	
Methodologies	Description
Seminario	O alumnado tanto da modalidade semipresencial como presencial 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 ou temas relacionados coa disciplina, proporcionándolle orientación, apoio ou motivación no proceso de aprendizaxe. Ao ser os grupos prácticos máis pequenos isto permitirá que o alumno poida expor as súas dúbidas e opinións de forma máis persoal.
Estudo de casos	Ao ser os grupos prácticos máis pequenos isto permitirá que o alumno poida expor as súas dúbidas e opinións de forma máis persoal.

Avaliación		Qualification	Training and Learning Results			
	Description					
Resolución de problemas e/ou exercicios	Exame con resposta curta sobre o temario da materia	60	A1 A3 A5	B2	C1 C6 C9 C22	D9
Resolución de problemas e/ou exercicios	Resolución de problemas e exercicios prácticos vinculados ao temario da materia	20	A3	B1 B2	C1 C6 C9 C31 C34 C36	D1 D4 D9
Estudo de casos	Estudo, análise e debate de casos prácticos de carácter ético-xurídico na administración pública.	20	A3	B1 B2	C1 C6 C9 C31 C34 C36	D1 D4 D9

Other comments on the Evaluation

*AVALIACIÓN SEGUNDO O REGULAMENTO DÁ MODALIDADE SEMIPRESENCIAL.

Art.6.-Avaliación. Na guía docente da materia, deberá estar claramente especificado o tipo de avaliación e a súa puntuación. No cronograma da materia deberán estar sinaladas as datas nas que deben estar realizadas e entregadas as probas e/ou a data da proba final no caso de establecerse. O profesorado procurará, na medida do posible, que a avaliación da materia se realice na súa totalidade de maneira continua e virtual, sen proba final presencial. En todo caso, é obrigatorio que a avaliación continua online supoña polo menos o 40% da nota, e a proba final (que poderá esixirse na súa modalidade presencial) supoña como máximo o 60% da nota total da materia. No caso de que estea prevista a realización dunha proba final de maneira presencial, esta coincidirá coa data e hora fixada no calendario do Centro (a mesma data que para o alumnado da modalidade presencial); O 40% da nota corresponderá coa resolución de casos prácticos e cuestionarios; e o 60% a proba final. A proba final consistirá nunha parte teórica e outra práctica de cada unha das 3 partes de la asignatura: ética, administrativo y penal. E necesario superar cada unha delas

Bibliografía. Fontes de información

Basic Bibliography

Complementary Bibliography

LORENZO DE MEMBIELA, J.B., - **Régimen disciplinario de los funcionarios de carrera**, 2008,
 Aranzadi, **CODIGO PENAL**, 2015,
 Diego bautista, Oscar, **La ética y la corrupción en la administración pública y la administración**, 2006,
 Diego bautista, Oscar, **Ética para corruptos**, 2008,
 García Mexía, Pablo, **La ética pública: Perspectivas actuales**, 2001,
 Bedolla Cancino, F, **Manual de autoformación de ética pública**, 2006,
 Baragli, N (Coord.), **Étic, transparencia y lucha contra la corrupción en la administración pública**, 2008,
 Suazo, M., **Códigos de ética y deontológicos**, 2008,

Muñoz Conde, Francisco, **Derecho Penal, Parte especial**, 21ª., Tirant Lo Blanch, 2017
 Silva Sánchez, Jesús María, **Lecciones de Derecho Penal Parte especial**, 4ª, Atelier, 2015
 Quintero Olivares, **Comentarios a la reforma penal 2015**, 2015, Tirant Lo Blanch,

Quintero Olivares, **Comentarios a la parte especial del derecho penal**, 10, Aranzadi, 2016

Plan de Continxencias

Description

Ante a incerta e imprevisible evolución da alerta sanitaria provocada pola COVID- 19, a Universidade establece una planificación extraordinaria que se activará no momento en que as administracións e a propia institución o determinen atendendo a criterios de seguridade, saúde e responsabilidade, e garantindo a docencia nun escenario non presencial ou non totalmente presencial. Estas medidas xa planificadas garanten, no momento que sexa preceptivo, o desenvolvemento da docencia dun xeito mais áxil e eficaz ao ser coñecido de antemán (ou cunha ampla antelación) polo alumnado e o profesorado a través da ferramenta normalizada e institucionalizada das guías docentes DOCNET.

=== ADAPTACIÓN DAS METODOLOXÍAS ===

Metodoloxías docentes que se manteñen: Mantéñense as metodoloxías docentes que levasen a cabo utilizando os recursos telemáticos da Universidade de Vigo tanto a plataforma de teledocencia Faitic, como nas aulas e despachos virtuais do campus remoto.

Metodoloxías docentes que se modifican: non se modifica ningunha metodoloxía docente.

Mecanismo non presencial de atención ao alumnado (titorías):

levasen a cabo a través do despacho virtual do campus remoto da Universidade de Vigo previa cita, así como a través do correo electrónico.

Modificacións dos contidos a impartir: non se modifican os contidos a impartir

Bibliografía adicional para facilitar a auto-aprendizaxe: non é necesaria bibliografía adicional

=== ADAPTACIÓN DA AVALIACIÓN ===

Non é necesaria ningunha adaptación.

IDENTIFYING DATA				
Regional and local financing				
Subject	Regional and local financing			
Code	P04G091V01904			
Study programme	Grado en Dirección y Gestión Pública			
Descriptors	ECTS Credits	Choose	Year	Quadmester
	6	Optional	4th	1st
Teaching language	#EnglishFriendly Spanish Galician			
Department				
Coordinator	Rodríguez Losada, Soraya			
Lecturers	Rodríguez Losada, Soraya			
E-mail	soraya.losada@uvigo.es			
Web				
General description	The agenda aims to answer the essential question of how the regional and local administrations are financed and the characteristics of each of their sources of income.			

Skills	
Code	
A1	Students have demonstrated to possess and understand knowledge in an area of study that starts from the base of general secondary education, and is usually found at a level that, although supported by advanced textbooks, also includes some aspects that imply knowledge coming from the vanguard of his field of study.
A2	Students know how to apply their knowledge to their work or vocation in a professional manner and possess the skills that are usually demonstrated through the elaboration and defense of arguments and the resolution of problems within their area of study.
A3	Students have the ability to gather and interpret relevant data (usually within their area of study) to make judgments that include a reflection on relevant social, scientific or ethical issues.
A4	Students can transmit information, ideas, problems and solutions to a specialized and non-specialized audience.
A5	Students develop those skills of necessary learning to undertake back studies with a high degree of autonomy.
B2	Ability to analyze, synthesize and integrate knowledge and planning for the preparation of judgments with limited information
B3	Listening and reading comprehension skills and oral and written communication skills.
B5	Ability to interpret data obtained from observation with regard to their meaning and establish links with the appropriate theories in the field of public management and administration.
C21	To understand the structure, organization and functioning of the different local governments and administrations.
C39	To understand the planning and administrative management of financial-economic resources, the organization and management of public services, and to know the financial legal framework of financing of public administrations.
D1	Capacity of analysis and synthesis for building and defending arguments Know how
D2	Ability to organize, plan and use time efficiently, and self-control skills in situations of pressure.
D5	Capacity for taking autonomous and independent decisions Know be / be
D8	Capacity to cooperate teamwork and open to different points of view and opinions
D9	Capacity to create critical thinking and self-criticism

Learning outcomes				
Expected results from this subject	Training and Learning Results			
To understand the financial legal system and the financing of the different Public Administrations, explain the different mechanisms of planning and management of economic-financial resources, discuss the organization and management of public services, argue logically, update and self-manage one's own knowledge and solve legal problems through the preparation of writs, forms, etc	A1	B2	C21	D1
	A2	B3	C39	D2
	A3	B5		D5
	A4			D8
	A5			D9

Contents	
Topic	
FIRST PART: INTRODUCTION TO THE STUDY OF THE REGIONAL AND LOCAL FINANCING	1. The financial power: concept and limits 2. General regime and special regimes
SECOND PART: REGIONAL FINANCING	1. Sources of income of the Autonomous Communities 2. Taxes 3. Rates, public prices and special contributions 4. The budget of the Autonomous Communities

1. Principles and sources of income of the local entities
2. Taxes
3. Rates, public prices and special contributions
4. The budget of the local entities
5. Income of the deputations of common regime

Planning

	Class hours	Hours outside the classroom	Total hours
Lecturing	15	30	45
Seminars	8	36	44
Learning-Service	8	36	44
Essay questions exam	1	10	11
Objective questions exam	1	5	6

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

Methodologies

	Description
Lecturing	Doubts of the students will be solved in class. E-learning students will be able either to post their questions using digital means (Moovi) or attend to on-site classes.
Seminars	Doubts of the students will be solved in class. E-learning students will be able either to post their questions using digital means (Moovi) or attend to on-site classes.
Learning-Service	Doubts of the students will be solved in class. E-learning students will be able either to post their questions using digital means (Moovi) or attend to on-site classes.

Personalized assistance

Methodologies	Description
Lecturing	Doubts of the students will be solved in class. E-learning students will be able either to post their questions using digital means (Faitic) or attend to on-site classes. Mentoring sessions may be developed through mail or videocall, following an arrangement between the student and the Professor.
Seminars	Doubts of the students will be solved in class. E-learning students will be able either to post their questions using digital means (Faitic) or attend to on-site classes. Mentoring sessions may be developed through mail or videocall, following an arrangement between the student and the Professor.
Learning-Service	Doubts of the students will be solved in class. E-learning students will be able either to post their questions using digital means (Faitic) or attend to on-site classes. Mentoring sessions may be developed through mail or videocall, following an arrangement between the student and the Professor.

Assessment

	Description	Qualification	Training and Learning Results			
Seminars	Different activities focused on developing the contents of the subject.	10	A1 A2 A3 A4 A5	B2 B3 B5	C21 C39	D1 D2 D5 D8 D9
Learning-Service	The participation in the learning-service project will be evaluated	20	A1 A2 A3 A4 A5	B2 B3 B5	C21 C39	D1 D2 D5 D8 D9
Essay questions exam	Final written exam (theoretical and practical)	60	A1 A2 A3 A4 A5	B2 B3 B5	C21 C39	D1 D2 D5 D8 D9
Objective questions exam	Multiple-choice test or short-answer essay exam.	10	A1 A2 A3 A4 A5	B2 B3 B5	C21 C39	D1 D2 D5 D8 D9

Other comments on the Evaluation

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.- At the beginning of the course, the students must communicate if they are going to follow the continuous assessment process. To that aim, it would be necessary to send a binding signed document.
- 2.- The students that follow the continuous assessment process shall be evaluated according to the previous criteria: final exam (60%), objective examination of questions (10%) seminars (10%) and learning-service (20%). In the final exam, the theoretical exam will carry a weight of 80% and the practical exam will carry a weight of 20%. It is necessary to achieve 4 out of 10 points in the exam in order to take into account the qualifications obtained under the continuous assessment process. If the students do not reach the minimum score, their final qualification will be the exam result. Regular attendance is required.
- 3.- The students that do not follow the continuous assessment process shall be graded in the following way: theoretical exam (70%) and written practical exam (30%). This final exam will be different than the exam carried out by the students that follow the continuous assessment process.
- 4.- The final exam will be held on the date, time and place indicated in the exam calendar for the 2021/2022 academic year, approved by the Faculty Board.

Second call:

- 1.- Students must pass a final exam: theoretical exam + practical exam.
- 2.- Grades obtained by the students that followed the continuous assessment process will be taken into account. The final exam will represent the 60% of the final score, corresponding the remaining 40% with the qualification obtained through the "continuous evaluation" system. It is necessary to achieve 4 out of 10 points in the theoretical exam in order to take into account the qualifications obtained under the continuous assessment process. If the students do not obtain the minimum score, their final qualification will be the exam result.
- 3.- The students that do not follow the continuous assessment process shall be graded in the following way: theoretical exam (70%) and written practical exam (30%). This final exam will be different than the exam carried out by the students that follow the continuous assessment process.
- 4.- Students who had followed the system of "continuous evaluation", and did not pass the subject at the first opportunity nor at the second one, are entitled to keep the qualification obtained through that system for the following academic year (2022-2023).
- 5.- The final exam will be held on the date, time and place indicated in the exam calendar for the 2021/2022 academic year, approved by the Faculty Board.

FINAL CALL:

Students shall pass a one-off exam that consists of two parts: theoretical exam (70%) and practical exam (30%).

BLENDED-LEARNING STUDENTS:

1. Blended-learning students will be able to follow a continuous assessment process, either using digital means or attending to the on-site classes.
2. If blended-learning students follow the continuous assessment process, they will be evaluated according to the previous criteria: final exam (60%), objective examination of questions (10%) seminars (10%) and learning-service (20%). In the final exam, the theoretical exam will carry a weight of 80% and practical exam will carry a weight of 20%. It is necessary to achieve a 4 out of 10 points in the theoretical exam in order to take into account the qualifications obtained under the continuous assessment process.
3. If blended-learning students do not follow the continuous assessment process, they will be graded in the following way: theoretical exam (70%) and practical exam (30%). This final exam will be different than the exam carried out by the students that follow the continuous assessment process.

Sources of information

Basic Bibliography

Pérez Royo, F., **Derecho Financiero y Tributario.**, Civitas - Thomson Reuters, 2021

Moreno González, S., Sánchez Lopez, M.E.; Carrasco Parrilla, P.J., **El ordenamiento tributario y presupuestario local: análisis interno y comunitario**, Tirant lo Blanch, 2016

Thomson-Aranzadi, Civitas, McGraw-Hill, **Textos Legales de la Parte General y Especial del Derecho Financiero y Tributario**, 2021

Complementary Bibliography

FERREIRO LAPATZA, J.J y otros, **Curso de Derecho Tributario**, última edición,

López Martínez, J., **La reforma de la financiación territorial**, Tirant lo Blanch, 2017

Pablos Mateos, F., **Autonomía y suficiencia financiera de la hacienda municipal**, Aranzadi, 2016

Álvarez Dumont, A. (Coord.), **Manual de ordenanzas fiscales e informes económico-financieros**, La Ley Actualidad, 2015

Cubero Truyo, A., **Medidas fiscales de las Comunidades Autónomas aprobadas mediante decretos-leyes : recopilación y análisis crítico**, Dykinson, última edición

Pita Grandal, A.Mª. (Coordinadora), **Textos y casos prácticos de Derecho Financiero y Tributario II**, Tórculo, 2001

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

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

Recommendations

Subjects that it is recommended to have taken before

Tax management/P04G091V01505

Budgetary management techniques/P04G091V01605

Contingency plan

Description

=== EXCEPTIONAL PLANNING ===

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

=== ADAPTATION OF THE METHODOLOGIES ===

TEACHING ACTIVITIES

In the case that sanitary reasons prevent on-site teaching activities, classes will be held online (through Campus remoto of the University of Vigo), with the support of Moovi Platform.

By arranging a meeting with Professors (or via mail), students will have the chance to raise issues they might have in relation with the subject. Cases will be available at the Fatic Platform, a week in advance to the Campus remoto class where the Professor will explain the cases and, by listening to the answers given by students, present the guidelines for their resolution. In that way, students have a week to solve the cases. Professors will be able thereof to check whether or not students have achieved the competences and knowledge.

The continuous assessment will be carried out in accordance with the provisions of the teaching guide and the Schedule, and the assessment of competencies will be done through the following activities. The continuous assessment process will be done online, with the support of Moovi Platform as indicated in the Schedule. On the other hand, the submission of the solutions to the practical cases will be made to the Professors and will be evaluated for the purposes of scoring the continuous assessment, in accordance with the provisions of the teaching guide. Active and quality participation of students will be valued, according to what is established in the teaching guide.

EXAMS:

In case that health reasons prevent the holding of on-site exams, the final exam will be carried out as established in the teaching guide and will consist of: (1) a written practical exam for which the moovi platform will be used, with a controlled time system that guarantees that the work is done individually and (2) a theoretical exam for which moovi platform and the remote campus will be used. The continuous evaluation and the exams carried out will be weighted in the final grade as established in the teaching guide.

IDENTIFYING DATA**Modelos de mellora continua nas administracións públicas e o sector non lucrativo**

Subject	Modelos de mellora continua nas administracións públicas e o sector non lucrativo			
Code	P04G091V01905			
Study programme	Grao en Dirección e Xestión Pública			
Descriptors	ECTS Credits	Choose	Year	Quadmester
	6	Optional	4	1c
Teaching language	Galego			
Department	Socioloxía, ciencia política e da administración e filosofía			
Coordinator				
Lecturers				
E-mail				
Web	http://www.faitic.uvigo.es			
General description	Introducir ao alumno nos principais modelos e procesos de calidade dende a filosofía da mellora continua tanto para o ámbito das Administracións públicas como para o sector non lucrativo.			

Competencias

Code	
A2	Que os estudantes saiban aplicar os seus coñecementos ó seu traballo ou vocación dunha forma profesional e posúan as competencias que adoitan demostrarse por medio da elaboración e defensa de argumentos e a resolución de problemas dentro da súa área de estudo.
B2	Capacidade de analizar, sintetizar e integrar coñecementos e enfrontarse á complexidade de formular xuízos con información limitada
B4	Comunicación a través de Internet e, en xeral, manexo de ferramentas multimedia para a comunicación a distancia
B5	Ser capaz de interpretar datos derivados das observacións en relación coa súa significación e relacionalos coas teorías apropiadas no ámbito da dirección e xestión pública
B8	Receptividade ante o cambio (interno e externo) e capacidade de adaptación a novas contornas ou circunstancias (adaptabilidade) e de aprendizaxe
B9	Ser capaz de recoñecer e implementar boas prácticas derivadas de procesos e accións como base para a innovación e a creatividade
B10	Compromiso coa eficacia e a eficiencia do traballo do sector público e outras entidades
C1	Coñecer o marco xurídico-legal das administracións públicas españolas
C4	Reflexionar sobre os elementos dos sistemas administrativos (institucións, actores, ideas) e comprender o seu funcionamento práctico nun contexto multinivel
C8	Saber aplicar métodos, modelos e técnicas de datos cualitativos e cuantitativos (estadísticos) para procesos de xestión e dirección pública
C9	Entender o papel das administracións públicas no proceso das políticas públicas e aplicar o método de análise
C33	Saber aplicar técnicas de control de calidade nas AA. PP. e comprender os indicadores cuantitativos e cualitativos básicos da xestión pública
C34	Capacidade de formulación de problemas, análises de solucións e desenvolvemento de prácticas entre actores multinivel
D7	Motivación pola calidade e a mellora continua e a innovación
D12	Capacidade de iniciativa e espírito emprendedor

Resultados de aprendizaxe

Expected results from this subject	Training and Learning Results			
Aplicar na práctica as principais tendencias da calidade na Administración Pública tendo en conta os factores organizacionais necesarios para unha correcta implementación.	A2	B2 B5 B8	D7 D12	
Saber aplicar técnicas de control de calidade nas AAPP		B4 B8 B9 B10	C33 C34	D7
Analizar a complexidade dos procesos de innovación na Administración Pública.		B2	C1 C4 C8 C9	

Conectar debidamente as observacións do comportamento organizacional cas principais tendencias da xestión da calidade na Administración Pública.	B5	
Adaptar os procesos de acción pública ás novas metodoloxías da calidade.	B8	
Asimilar a transferencia de experiencias empíricas sofisticando os sistemas para detectar melloras en calquera sistema dunha Administración Pública concreta.	B9	D7 D12

Contidos

Topic	
1. O entorno da calidade nas administracións públicas	Semana1. A orixe histórica da calidade Semana2. A calidade na xestión pública actual
2. Algunhas ferramentas clave	Semana 3. A detección de expectativas dos usuarios. Semana 4. A xestión por indicadores
3. Modelos consolidados: Cartas de Servizo	Semana 5. Orixe e estrutura principal Semana 6. Elaboración, negociación e publicación
4. Modelos consolidados: Modelos de autoevaluación	Semana 7. Modelos de Autoevaluación con especial referencia ao Modelo EFQM Semana 8. Modelo EVAM
5. Modelos consolidados	Semana 9. A normalización: normas ISO e o modelo CAF
6. O aproveitamento da innovación como mellora continua	Semana 10. A xestión do talento Semana 11. Sistematización de procesos de aproveitamento da innovación
7. Ferramentas para a calidade	Semana 12. Experiencias próximas de innovación aplicada ás AA.PP. Semana 13. Ferramentas de percepción Semana 14. Ferramentas de xestión
8. A institucionalización da calidade	Semana 15. Os principais organismos e normativas para a institucionalización da calidade Semana 16. Revisión integral da calidade no momento actual: as experiencias punteiras en materia de calidade.

Planificación

	Class hours	Hours outside the classroom	Total hours
Estudo de casos	6	12	18
Resolución de problemas	6	9	15
Lección maxistral	35	70	105
Resolución de problemas e/ou exercicios	2	2	4
Exame de preguntas de desenvolvemento	2	4	6
Exame de preguntas obxectivas	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
Estudo de casos	Exposición e explicación de casos relacionados cos tópicos do temario nos que se pon de manifesto a aplicación de metodoloxías de Mellora Contínua e Control de Calidade nas Administracións Públicas.
Resolución de problemas	Exercicios de aplicación de Metodoloxías de Controlde Calidade e Mellora continua nas Administracións Públicas e no Sector non lucrativo.
Lección maxistral	Exposición a cargo do profesor das principais teorías no ámbito da calidade e a mellora continua.

Atención personalizada

Methodologies	Description
Estudo de casos	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 Atenderase ao alumno/a para resolver os problemas que teña con actividades desta metodoloxía, tanto fisicamente nas titorías consignadas como vía correo electrónico.

Resolución de problemas	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. Atenderáse ao alumno/a para resolver os problemas que teña con actividades desta metodoloxía, tanto fisicamente nas titorías consignadas como vía correo electrónico.
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Avaliación			
	Description	Qualification	Training and Learning Results
Estudo de casos	Resolución de casos prácticos e actividades propostas en clase.	15	B2 B4 B5 B8 B9
Lección maxistral	Asistencia e participación activa nas sesións da aula.	10	A2
Resolución de problemas e/ou exercicios	Resolución de problemas de aplicación de Metodos de Mellora Contínua.	20	B2 B4 B5 B8 B9
Exame de preguntas de desenvolvemento	Exercicio con preguntas de resposta de desenvolvemento	10	A2
Exame de preguntas obxectivas	Proba tipo test que incluírá pequenos casos prácticos sobre aspectos conceptuais da materia.	45	A2

Other comments on the Evaluation

A avaliación no que respecta ao exame final da materia na convocatoria de Xulio sera similar á estrutura e configuración das probas realizadas na convocatoria ordinaria.

Os alumn@s poderán presentarse exclusivamente á proba final da materia, sen prácticas ou traballos de avaliación continua; porén as posibilidades de superar a materia redúcense moito ao remitirse todo á nota final acadada no exame.

Segundo o Art.4.-Material docente do Regulamento da modalidade Semipresencial:

La docencia en la modalidad semipresencial exige que los/as estudiantes dispongan de materiales de estudio específicamente adaptados. Por este motivo, entre las obligaciones docentes se encuentran implícita la realización y puesta a disposición del alumnado por parte del profesorado, de los correspondientes materiales, libros, guías de estudio, pruebas de autoevaluación, etc. Los Departamentos velarán por que la calidad de los materiales elaborados sea la adecuada. En todo caso, será una obligación por parte del personal docente, suministrar la siguiente información en cada asignatura tanto en la guía docente como en el espacio de la plataforma habilitada al efecto:

- la presentación de la asignatura indicando además el horario y lugar de las tutorías presenciales, y si las tutorías online se realizarán en el horario de las tutorías presenciales.
- el cronograma de la asignatura, donde se señalen: las semanas lectivas, los días donde pueden asistir voluntariamente a la clase práctica presencial, y las fechas de entrega de actividades/pruebas, incluida, en caso de haberlo, la fecha de la prueba final.
- los materiales de estudio y/o la indicación de la bibliografía básica para superar la asignatura. Estos aspectos quedarán bajo la supervisión de la Coordinación del Grado en Dirección y Gestión Pública y la Coordinación de los diferentes Módulos del Grado.
- las pruebas de evaluación continua (parcial o total)

Metodoloxías	Descrición	Cualificación	Competencias Avaliadas
Aprendizaxe co apoio do titor	Sesións presenciais e utilización foro de dúbidas e atención titorial	15%	CB1; CB2
Tarefas orientadas a aprofundar no coñecemento puntos centrais da materia	Participación en foros de discusión e realización de prácticas e exposicións	35%	CG2;CG4; CG5; CG8; CG9
Proba obxectiva sobre os contidos da materia	Realización dunha proba obxectiva	50%	CB1; CB2; CG2; CG4

Segundo o artigo 6 do regulamento da modalidade semipresencial: En la guía docente de la materia, deberá estar claramente especificado el tipo de evaluación y su puntuación. En el cronograma de la asignatura deberán estar señaladas las fechas en las que deben estar realizadas y entregadas las pruebas y/o la fecha de

la prueba final en el caso de establecerse. El profesorado procurará, en la medida de lo posible, que la evaluación de la asignatura se realice en su totalidad de manera continua y virtual, sin prueba final presencial. En todo caso, es obligatorio que la evaluación continua online suponga al menos el 40% de la nota, y la prueba final (que podrá exigirse en su modalidad presencial) suponga como máximo el 60% de la nota total de la asignatura. En el caso de que esté prevista la realización de una prueba final de manera presencial, ésta coincidirá con la fecha y hora fijada en el calendario del Centro (la misma fecha que para el alumnado de la modalidad presencial)

Bibliografía. Fontes de información

Basic Bibliography

Complementary Bibliography

BADÍA GIMÉNEZ, A. y BELLIDO, S., **Técnicas de gestión de la calidad.**, Ed. Tecnos): , Madrid (1999.),
 BADÍA GIMÉNEZ, A., **Calidad: modelo ISO 9001 versión 2000.**, Ed. Deusto, Bilbao. (2002):,
 CUATRECASAS, L., **Gestión integral de la calidad. Implantación, control y certificación.**, : Ed. Gestión (1999),
 EVANS, J. y LINDSAY, W., **Administración y control de calidad.**, Ed International Thompson Editores, (2000):,
 ISHIKAWA, K., **Introducción al control de calidad.**, Ed. Díaz de Santos, Madrid. (1994):,
 LLORENS MONTES, F. J. y FUENTES FUENTES, M., **Calidad total. Fundamentos e implantación.**, Ed. Pirámide, Madrid. (2000),
 PFEIFER, T. y TORRES, F., **Manual de gestión e ingeniería de la calidad.**, Ed. Mira Editores (1999),
 RUIZ-CANELA LÓPEZ J.L., **La gestión por calidad total en la empresa moderna**, Ed. RaMa, 2003,
 VILAR BARRIO, J. F., **Cómo implantar y gestionar la calidad total**, Ed. Fundación Confemetal, Madrid. (1997),
 MAP, **GUÍA EFQM**, 2006,

Recomendacións

Plan de Continxencias

Description

=== MEDIDAS EXCEPCIONAIS PLANIFICADAS ===

Ante a incerta e imprevisible evolución da alerta sanitaria provocada pola COVID- 19, a Universidade establece una planificación extraordinaria que se activará no momento en que as administracións e a propia institución o determinen atendendo a criterios de seguridade, saúde e responsabilidade, e garantindo a docencia nun escenario non presencial ou non totalmente presencial. Estas medidas xa planificadas garanten, no momento que sexa preceptivo, o desenvolvemento da docencia dun xeito mais áxil e eficaz ao ser coñecido de antemán (ou cunha ampla antelación) polo alumnado e o profesorado a través da ferramenta normalizada e institucionalizada das guías docentes DOCNET.

=== ADAPTACIÓN DAS METODOLOXÍAS ===

- * Metodoloxías docentes que se manteñen
- * Metodoloxías docentes que se modifican
- * Mecanismo non presencial de atención ao alumnado (titorías)
- * Modificacións (se proceder) dos contidos a impartir
- * Bibliografía adicional para facilitar a auto-aprendizaxe
- * Outras modificacións

=== ADAPTACIÓN DA AVALIACIÓN ===

- * Probos xa realizadas
 Proba XX: [Peso anterior 00%] [Peso Proposto 00%]
 ...
- * Probos pendentes que se manteñen
 Proba XX: [Peso anterior 00%] [Peso Proposto 00%]
 ...
- * Probos que se modifican

[Proba anterior] => [Proba nova]

* Novas probas

* Información adicional

IDENTIFYING DATA				
Political participation and civil society				
Subject	Political participation and civil society			
Code	P04G091V01906			
Study programme	Grado en Dirección y Gestión Pública			
Descriptors	ECTS Credits	Choose	Year	Quadmester
	6	Optional	4th	1st
Teaching language	#EnglishFriendly Spanish Galician English Portuguese			
Department				
Coordinator	Canoura Leira, Victoria			
Lecturers				
E-mail				
Web				
General description	In this subject will treat to attach to the/to the student the real operation of the main actors of the contemporary democracies, *singularizándoos in the most determinant of the representative democracies, the political parties and the new movements that -still- play with the old rules and, how no, in the electoral systems through the which pipes at will popular of the civil society that afterwards those interpret. Finally, we will #analyze some gave electoral systems compared more *relevantes, in the that will visualize *brevementes *cadansúas democratic cultures.			

Skills

Code	
A2	Students know how to apply their knowledge to their work or vocation in a professional manner and possess the skills that are usually demonstrated through the elaboration and defense of arguments and the resolution of problems within their area of study.
A3	Students have the ability to gather and interpret relevant data (usually within their area of study) to make judgments that include a reflection on relevant social, scientific or ethical issues.
A4	Students can transmit information, ideas, problems and solutions to a specialized and non-specialized audience.
A5	Students develop those skills of necessary learning to undertake back studies with a high degree of autonomy.
B1	Skills in the search for information, in relation to primary and secondary information sources, including the use of computers for online searches
B2	Ability to analyze, synthesize and integrate knowledge and planning for the preparation of judgments with limited information
B3	Listening and reading comprehension skills and oral and written communication skills.
B13	Commitment to Human Rights, equality, justice and sustainable development.
C40	To understand the functioning of contemporary democracies, political behavior and their political cultures.
D1	Capacity of analysis and synthesis for building and defending arguments Know how
D4	Skill for independent resolution of problems in relation with information qualitative and quantitative know
D8	Capacity to cooperate teamwork and open to different points of view and opinions
D9	Capacity to create critical thinking and self-criticism

Learning outcomes

Expected results from this subject	Training and Learning Results
Know apply his knowledges to the work or vocation of a professional form and possess the competitions that usually show by means of the manufacture and defence of arguments and the resolution of problems inside the his area of study.	A2
Have the capacity to gather and interpret data *relevantes (usually inside the his area of study) to issue judgements that include a reflection on subjects *relevantes of *índole social, scientific or ethical.	A3
Power transmit information, ideas, problems and solution it a so much specialized public as no specialized.	A4
Develop those skills of necessary learning to undertake back studies with a high degree of autonomy.	A5
Skills in the search of information, in relation with sources of primary and secondary information, including the use of computers for searches online	B1
Capacity to #analyze, synthesize and integrate knowledges and confronted to the complexity to formulate judgements with information limited	B2

Capacity of listens, of reading *comprensiva and skills of oral communication and writing	B3
Commitment with the Right humans, the equality, the justice and the sustainable development	B13
Comprise the operation of the contemporary democracies, the political behaviour and his political cultures	C40
Capacity of analysis and synthesis stop the manufacture and defence of arguments	D1
Skill stop the resolution *independiente of problems in relation with qualitative and quantitative information	D4
Capacity stop the #cooperative work in team/group and opened the different points of view and opinions	D8
Capacity stop the creative critical reasoning and the *autocrítico	D9

Contents

Topic

*I. Political participation: concept and typology.	*I.- POLITICAL PARTICIPATION		
	SUBJECT *I.- Democracy and elections. 1.The democracy how political system. 2.Brief history of the elections: of the imperative term to the universal suffrage. 3.- Classical functions of the elections and crisis of the representative democracy. 4.The media of masses and the democratic systems. The trends to the *americanización of the political systems. 5.Representative democracy and direct democracy.		
II. Actors of the political participation.	II.- MAIN ACTORS OF The POLITICAL PARTICIPATION: PARTIES And SYSTEMS OF PARTIES		
	SUBJECT II.- The political parties. 1.The origin of the split political. 2.Brief history of the split. 3.Concept, functions and typology. 4.Juridical statute. 5.*Estructura, organisation and government of the split. 6.The funding of the split.		
	SUBJECT III.- Systems of parties. 1.Definition. 2.Rankings.		
	SUBJECT IV.- Political parties and systems of parties in the Spanish State. 1.Juridical statute and funding. 2.Description and evolution of the main parties. 3.Systems and *subsistemas of parties.		
III. Elections and electoral systems. The intervention of the civil society	III.- ELECTIONS And ELECTORAL SYSTEMS. The INTERVENTION OF The CIVIL SOCIETY		
	SUBJECT *V.- The electoral system and his elements. 1.Notion and elements of the electoral system. Sociological aspects. 2.Voters and *elixibles. 3.The district or constituency. 4.The electoral formula. 5.The electoral barrier. 6.The modality of vote. Forms of broadcast of the vote. 5.The electoral process and his organisation.		
	SUBJECT VI.- Typology of the electoral systems. 1.Systems *maioritarios, proportional and mixed. 2.Representativeness, *gobernabilidad and legitimacy. 3.Electoral systems and systems of party.		
	SUBJECT VII.- The electoral systems Spaniards. 1.General elections. 2.Autonomic elections. Special reference it Galicia. 3.Local elections. 4.European elections.		
	SUBJECT VIII.- Electoral systems *maioritarios. 1.The electoral system British. 2.The American electoral system. 3.The Canadian electoral system. 4.The electoral system French.		
	SUBJECT IX.- Proportional electoral systems and mixed. 1.The electoral system German. 2. The electoral system @portugués. 3.The electoral system Italian. 4.The electoral system Irish. 5.The electoral system Swiss. 6.The electoral systems Scandinavians.		

Planning

	Class hours	Hours outside the classroom	Total hours

Seminars	15	0	15
Presentation	10	50	60
Lecturing	25	0	25
Essay questions exam	1	49	50

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

Methodologies	
	Description
Seminars	Activities focused to the work envelope a specific subject, that allow *afondar or supplement the contents of the subject
Presentation	Exhibition by part of the students in front of it teaching and/or a group of students of one work or study of case
Lecturing	Exhibition by part of the professor of the contained envelope to subject object of the study, theoretical bases and/or guidelines of one work, *exercico or project to develop pole student.

Personalized assistance

Methodologies	Description
Seminars	*Rexerán The same criteria of evaluation of the session *maxistral
Lecturing	It Will value the assistance *proactiva (*penalizándose the negative), the capacity of attention and conceptual assimilation, the personal attitude and the coherent participation in the tracking of the program.
Presentation	Exhibition by part of the students in front of it teaching and/or a group of students of one work or study of case

Tests	Description
Essay questions exam	It Will value the capacity of expression written, the capacity of conceptual synthesis and the capacity of relation between thematic fields of the program

Assessment

Description		Qualification Training and Learning Results					
Seminars	*Rexerán The same criteria of evaluation of the session *maxistral	Ata 10	A2	B1	C40	D1	
			A3	B2		D4	
			A4	B3		D8	
			A5	B13		D9	
Presentation	Exhibition by part of the students in front of it teaching and/or a group of students of one work or study of case	Ata 40	A2	B1	C40	D1	
			A3	B2		D4	
			A4	B3		D8	
			A5	B13		D9	
Lecturing	It Will value the assistance *proactiva (*penalizándose the negative), the capacity of attention and conceptual assimilation, the personal attitude and the coherent participation in the tracking of the program	Ata 10	A2	B1	C40	D1	
			A3	B2		D4	
			A4	B3		D8	
			A5	B13		D9	
Essay questions exam	It Will value the capacity of expression written, the capacity of conceptual synthesis and the capacity of relation between thematic fields of the program	Ata 40	A2	B1	C40	D1	
			A3	B2		D4	
			A4	B3		D8	
			A5	B13		D9	

Other comments on the Evaluation

This model of evaluation and his methodologies will be applicable stop the students that choose the option of *presencialidade. The criteria of evaluation will be identical stop the two proofs/announcements of the course. The students of the modality *semipresencial *rexerese put criteria established in the Regulation of the Modality *Semipresencial to the effects of the *docencia and of the evaluation. Specifically, in the subject "political System Spaniard and Galician"; the one who opt by the continuous evaluation through the different forums of debate or discussion that will formulate along the semester will be able to achieve tie a 40% of the final qualification and 60% remaining in the final proof. In all it other will have validity the criteria established in this guide.

Sources of information

Basic Bibliography

BOSCH, A. y VALLÉS, J.M., **Sistemas electorales y gobierno representativo**, Alianza,

COTARELO, R., **Los partidos políticos**, Sistema,
 LÓPEZ MIRA, ÁLVARO X., **Sistema político español e galego**, Andavira,
 MARTÍNEZ SOSPEDRA, M., **Introducción a los partidos políticos**, Ariel,
Complementary Bibliography
 CAMINAL, C., **Manual de Ciencia Política**, Tecnos,
 COLOMER, J.M., **Cómo votamos**, Gedisa,
 DALTON, RUSSELL J., **Citizen Politics: public opinion and political parties in advanced industrial democracies**,
 Seven Bridges Press,
 DEL CASTILLO, P., **Comportamiento político y electoral**, CIS,
 VARIOS, **Partidos políticos. Viejos conceptos y nuevos retos**, Trotta,

Recommendations

Other comments

The modalities *presencial and *semipresencial of the Degree in Direction and Public Management share @un mesmo flat of studies, whose subjects (of 1º to 4º) help to develop a learning of competitions based in the continuous evaluation.

Contingency plan

Description

=== EXCEPTIONAL MEASURES SCHEDULED ===

In front of it uncertain and unpredictable evolution of the sanitary alert caused by the COVID- 19, the University establishes join extraordinary planning that will actuate in the moment in that the administrations and the @propio institution determine it attending to criteria of security, health and responsibility, and guaranteeing the *docencia in a @escenario no *presencial or no totally *presencial. These already scheduled measures guarantee, in the moment that was prescriptive, the development of the *docencia of a way but *áxil and effective when being known beforehand (or with a wide advance) pole students and the teaching staff through the tool normalized and institutionalized of the teaching guides DOCNE*T.

=== ADAPTATION OF The METHODOLOGIES ===

* teaching Methodologies that keep

* teaching Methodologies that modify

* Mechanism no *presencial of attention to the students (*titorías)

* Modifications (proceed) of the contained to impart

* additional Bibliography to facilitate to car-learning

* Other modifications

=== ADAPTATION OF The EVALUATION ===

* Proofs already realized

Test XX: [previous Weight 00%] [Weight Proposed 00%]

...

* Pending proofs that keep

Test XX: [previous Weight 00%] [Weight Proposed 00%]

...

* Proofs that modify

[previous Proof] =&*gt; [new Proof]

* New proofs

* additional Information

IDENTIFYING DATA				
Local development sociology				
Subject	Local development sociology			
Code	P04G091V01908			
Study programme	Grado en Dirección y Gestión Pública			
Descriptors	ECTS Credits	Choose	Year	Quadmester
	6	Optional	4th	1st
Teaching language	Spanish English			
Department				
Coordinator	Pérez Freire, Silvia			
Lecturers				
E-mail				
Web	http://fatic.uvigo.es			
General description	The local development constitutes, in the actuality, an important niche of employment since the different entities, public or private, with field of local performance undertake projects that sue a greater level of professionals and the participation of teams of multidisciplinary work. These projects and the way of performance in the local field require of an analysis of the resources and identification of opportunities. In this matter, will tackle the study of the local development from an integral perspective that loan special attention to the social relations and the interaction of the actors participants. The central aim of the matter will be to endow to the students of knowledges and technical to face successfully initiatives of local development.			

Skills	
Code	
A3	Students have the ability to gather and interpret relevant data (usually within their area of study) to make judgments that include a reflection on relevant social, scientific or ethical issues.
B1	Skills in the search for information, in relation to primary and secondary information sources, including the use of computers for online searches
C37	Ability to analyze and identify development opportunities through the use of available resources
D8	Capacity to cooperate teamwork and open to different points of view and opinions
D9	Capacity to create critical thinking and self-criticism

Learning outcomes		
Expected results from this subject	Training and Learning Results	
Identify opportunities and detect threats in a concrete territory, having in account all his resources	B1	C37
Explain the processes that take place in a territory from theories científicamente accepted and concepts apropiados.	A3	D9
Identify resources and propose actions that posibiliten the improvement of the quality of life of the populations and communities of a territory		C37 D8
Design proposals of intervention from the available information	B1	
Establish forms of work colaborativo that generate decisions consensuadas		D8
Compare cases and elaborate reports on validity or needs of improvement, of strategies of local development	A3	D9

Contents	
Topic	
Subject 1: State of the question:	1.1. The emergency of the subject venue 1.2. Change in the productive model 1.3. The meaning of the local Development: definition
Subject 2: local Development and social change	2.1. Theories of social change 2.2. Development and Communication
Subject 3: Actors of the Local Development	3.1. The actors of the local development 3.2. The paper of the administrations 3.3. Participation of the agents
Subject 4: Resources and diagnostic of the local development:	4.1. Half Physicist: physical resources and infrastructures. 4.2. Socioeconomic resources: human resources, economic activity and market of work 4.3. Equipments: basic services and sociocultural aspects 4.4. Methodologies of analysis: diagnostic and implementation of the action

Planning			
	Class hours	Hours outside the classroom	Total hours
Introductory activities	3	0	3
Seminars	10	20	30
Lecturing	24	0	24
Mentored work	10	10	20
Problem and/or exercise solving	2	30	32
Essay	1	18	19
Case studies	1	10	11
Problem and/or exercise solving	1	10	11

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

Methodologies	
	Description
Introductory activities	Closing up to local developmental theories and main concepts
Seminars	Group work on current aspects of him local development.
Lecturing	Exhibition of the central subjects of the local development as well as methodologies of analysis. Approximation to the main resources, interpretation of data, application of knowledge and write reports
Mentored work	Realization of works in the classroom following teacher's indications. Group activities

Personalized assistance	
Tests	Description
Essay	The students, so much of the modality *presencial how *semipresencial, will be able to resolve doubts with relation it any aspect of the subject (content, work or practical), as well as attention to the his needs and queries related with the study and/or subjects linked with the discipline, providing him orientation, support and motivation in the process of learning
Case studies	The students, so much of the modality *presencial how *semipresencial, will be able to resolve doubts in regard to the studio of cases or analysis of situation, through the *titorías *presenciais and/or virtual
Problem and/or exercise solving	The students, so much of the modality *presencial how *semipresencial, will be able to resolve doubts in regard to the resolution of problems and/or exercises, through the *titorías *presenciais and/or virtual

Assessment				
	Description	Qualification	Training and Learning Results	
Mentored work	During the sessions *maxistrais will realize queries in the that the students will owe to take part. It Will value the **participación active in the development of the kinds.	10	A3 B1 C37 D8 D9	
Problem and/or exercise solving	Understanding and assimilation of basic contents through examination that will be able to *incluir questions type-test, questions to fill gaps and questions of short answer.	30		
Essay	Realization of one work on questions of local field, doing upsetting in the interpretation of the information (documentary, data and sources of own manufacture) and in the proposal of a viable action.	20	A3 B1	D8
Case studies	Analysis of a text envelope a case or situation. Reading, exhibition and debate.	10		D9
Problem and/or exercise solving	Understanding of texts, analysis and assessment of actions developed in the local field.	30		D8 D9

Other comments on the Evaluation

PRESENTIAL:

Continuous evaluation through the active participation of the students in the kinds and realization of the proofs following the methodology/proofs and percentages assigned: works of classroom (10%),proof of evaluation (examination) of short answer (30%) works and projects (20%), study of case/analysis of situations (10%) and resolution of problems and exercises (30%). Each work of continuous evaluation (works and projects, studies of case/analysis of situations and resolution of problems and/or exercises) will have clear guidelines to be developed, insisting in the penalty for not following norms (content,

extension, due date) and plagiarism.

MODALITY SEMIPRESENTIAL: The students enrolled in this modality engages with the teaching team to follow the continuous evaluation for semipresential students, that involves the participation on presential or virtual activities that the teaching indicate. It applies it such end to percentage indicated previously. Those students that do not assist to the classrooms, the exami(proof of short answer and questions type test) will suppose a 40% of the final mark.

NO CONTINUOUS EVALUATION: Students (presential or semipresential) that wish to be evaluated in an only final proof will owe to communicated there less a month before the official date of the proof for making a final exam that allow to evaluate the whole exercises and activities realized through continuous evaluation

SECOND ANNOUNCEMENT: The notes of the proofs surpassed in the december/january will be kept for second evaluation (june/july) during the same academic course, so students will have to examined only for the no realized proofs or no surpassed, it means the works and/or examination depending of each case.

Sources of information

Basic Bibliography

Complementary Bibliography

Barroso González, M y Flores Ruiz, **Teoría y estrategias de Desarrollo local**, 1ª, Universidad Internacional de Andalucía, 2010

Rodríguez González, R., **La escala local del desarrollo. Definición y aspectos teóricos**, 1ª, Revista de desenvolvimiento económico, 1999

Silva Lira, I, **Manual de Desarrollo Local. Dirección del Desarrollo y Gestión Local**, 1ª, ILES, 1998

Bossier, S, **¿Hay espacio para el desarrollo local en la globalización**, 1ª, Revista de la CEPAL, 2005

Márquez Domínguez, J.; Jurado Almonte, J. M.; Pazos García, F. J. (coord), **Desarrollo local en territorios de fronteras**, 1ª, Universidad de Huelva, 2016

Fdez-Jardón Fernández, C.M.; Gierhake, K.; Martos, S., **Innovación social y conocimiento local en Latinoamérica**, 1ª, Universidad de Vigo, 2016

Recommendations

Other comments

The face-to-face modality (presential) and no face-to-face (semipresential) of the Degree in Direction and Public Management, share a same plan of studies, whose matters (of 1º to 4º) help to develop a learning of competitions based in the continuous evaluation. Also the virtual learning, in case it has to be by health reasons.

Contingency plan

Description

=== EXCEPTIONAL PLANNING ===

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

=== ADAPTATION OF THE METHODOLOGIES ===

* Teaching methodologies maintained: All of them

* Teaching methodologies modified: Nothing of them

* Non-attendance mechanisms for student attention (tutoring) : Tutoring will be carried out by telematic means (e-mail, video-conference, FAITIC synchronous and asynchronous forums , ...). Both, offered by the teachers and duly announced on FAITIC, and previously requested by the students.

* Modifications (if applicable) of the contents: No change is required

* Additional bibliography to facilitate self-learning: Information available through the FAITIC virtual teaching platform

* Other modifications: No change is required

=== ADAPTATION OF THE TESTS ===

* Tests already carried out: No change is required

* Pending tests that are maintained: No change is required

* Tests that are modified: No change is required

* New tests: No change is required

* Additional Information: In the event of the activation of distance and blended learning, this will be provided through Campus Remoto and FAITIC virtual teaching platform, without prejudice to other measures that may be taken to ensure the accessibility of students to teach content. All information will be available on the FAITIC virtual teaching platform: documents (reading and audiovisual format) on the subjects taught, instructions for carrying out the tasks, exercises and evaluation tests, news, announcements, planned schedule and dates of the assessments and any other question which must be reported to the students.

IDENTIFYING DATA				
Regional and local-based project management				
Subject	Regional and local-based project management			
Code	P04G091V01909			
Study programme	Grado en Dirección y Gestión Pública			
Descriptors	ECTS Credits	Choose	Year	Quadmester
	6	Optional	4th	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	Provide students the knowledges, attitudes and skills to be able to develop of the competitive improvement of the public organisations and deprived in a global frame so that it contribute to a sustainable local development and that make possible the creation of wealth, in general, and the improvement of the conditions of life and of work. English Friendly subject: International students may request from the teachers: a) materials and bibliographic references in English, b) tutoring sessions in English, c) exams and assessments in English.			

Skills

Code	
A1	Students have demonstrated to possess and understand knowledge in an area of study that starts from the base of general secondary education, and is usually found at a level that, although supported by advanced textbooks, also includes some aspects that imply knowledge coming from the vanguard of his field of study.
A2	Students know how to apply their knowledge to their work or vocation in a professional manner and possess the skills that are usually demonstrated through the elaboration and defense of arguments and the resolution of problems within their area of study.
A3	Students have the ability to gather and interpret relevant data (usually within their area of study) to make judgments that include a reflection on relevant social, scientific or ethical issues.
A4	Students can transmit information, ideas, problems and solutions to a specialized and non-specialized audience.
A5	Students develop those skills of necessary learning to undertake back studies with a high degree of autonomy.
B1	Skills in the search for information, in relation to primary and secondary information sources, including the use of computers for online searches
B2	Ability to analyze, synthesize and integrate knowledge and planning for the preparation of judgments with limited information
B6	Perseverance skills for performing tasks and missions and confidence in one's own work.
D1	Capacity of analysis and synthesis for building and defending arguments Know how
D2	Ability to organize, plan and use time efficiently, and self-control skills in situations of pressure.
D8	Capacity to cooperate teamwork and open to different points of view and opinions

Learning outcomes

Expected results from this subject	Training and Learning Results
Students possess and comprise knowledges in the area of study	A1
Students can apply the knowledges at work	A2
Students can gather and use notable data (usually inside his area of study) and can make reflexion	A3
Students can transmit information, ideas, problems and solutions to a specialized and non-specialized audience.	A4
Students develop those skills of necessary learning to undertake back studies with a high degree of autonomy.	A5
Students can gather information, including the use of computers for researches on line	B1
Students can analyse, synthesize and integrate knowledges and formulate trials with limited information	B2
Students persevere in the realisation of tasks and their own work	B6
Capacity of analysis and synthesis for building and defending arguments, organising, scheduling and using the time, as well as working in team	D1 D2 D8

Contents	
Topic	
1. Introduction to project management	1.1 Introduction to project management
2. Project management	2.1 Analyses
	2.2 Diagnostic
	2.3 Strategies design
	2.4 Implantation
	2.5 Control

Planning			
	Class hours	Hours outside the classroom	Total hours
Introductory activities	1	0	1
Lecturing	30	45	75
Mentored work	16	58	74
*The information in the planning table is for guidance only and does not take into account the heterogeneity of the students.			

Methodologies	
	Description
Introductory activities	Activities aimed at making contact and gathering information about the students, as well as presenting the subject. It will be done in person and / or through the Remote Campus.
Lecturing	Presentation by the professor of the contents on the subject matter of study, theoretical bases and guidelines of the project to be developed. It will be done in person, through Moovi and / or through the Remote Campus.
Mentored work	Students will develop a project under the guidelines and supervision of the professor. The work will be monitored in the classroom (if possible), through the Moovi platform and through the Remote Campus.

Personalized assistance	
Methodologies	Description
Lecturing	Personalized attention will make preferably by telematic means (email, campus remoto, forums of doubts in Moovi). If a student wants, as possible, it can be presencially. They will be indicated at the beginning of course the concrete forms of communication as well as the schedules.
Mentored work	Personalized attention will make preferably by telematic means (email, campus remoto, forums of doubts in Moovi). If a student wants, as possible, it can be presencially. They will be indicated at the beginning of course the concrete forms of communication as well as the schedules.

Assessment					
	Description	Qualification	Training	Learning Results	
Mentored work	Group and / or individual project development. Its delivery will be made through Moovi platform within the period stipulated by the center for each call	100	A1 A2 A3 A4 A5	B1 B2 B6	D1 D2 D8

Other comments on the Evaluation

JULY EVALUATION

In July, students will have to make the project too.

Sources of information
Basic Bibliography
Project Management Institute, Guía de los fundamentos de la dirección de proyectos : (guía del PMBOK) , Project Management Institute, 2017
Project Management Institute, A guide to the project management body of knowledge : (PMBOK® guide) , Project Management Institute, 2017
Complementary Bibliography
Baca Urbina, G., Evaluación de proyectos , Mc Graw Hill, 2006
Jack Gido y James P. Clements, Administración exitosa de proyectos , Thomson, 2007
José Francisco Gómez García et al., Gestión de proyectos , Fundación Cofementa, 2000
Serer Figueroa, M., Gestión integrada de proyectos , Ediciones UPC, 2010

Recommendations

Contingency plan

Description

=== SCHEDULED EXCEPTIONAL MEASURES ==

Due to the uncertain and unpredictable evolution of the sanitary alert caused by the COVID- 19, the University will trigger extraordinary measures when the authorities and the institution determine so. These measures attend security, health, and responsibility criteria and guarantee the teaching in a non entirely on-site environment. These already scheduled measures ensure, at the prescriptive moment, a more flexible and effective educational development when being known beforehand by students and readers through the teaching normalized and institutionalized tool DOCNET.

=== METHODOLOGY ADAPTATION ===

No modifications in the teaching methodology are expected, except the online provision of the theoretical contents.

Electronic mail and remote campus will provide students' online attention mechanisms (tutoring) during the scheduled time.

=== EVALUATION ADAPTATION ===

No modifications are scheduled in the evaluation methods, apart from the possibility that any of the evaluation tasks may be required to be off-site.

IDENTIFYING DATA				
Political and administrative institutions in a comparative perspective				
Subject	Political and administrative institutions in a comparative perspective			
Code	P04G091V01911			
Study programme	Grado en Dirección y Gestión Pública			
Descriptors	ECTS Credits	Choose	Year	Quadmester
	6	Optional	4th	2nd
Teaching language	Galician			
Department				
Coordinator	Martinez Arribas, Fernando			
Lecturers	Martinez Arribas, Fernando			
E-mail	fernando.martinez@uvigo.es			
Web	http://http://csc.uvigo.es/index.php/profesorado/57-celso-cancela-outeda/64-celso-cancela-outeda.html			
General description	This matter pretends that the *student loan attention to the different contexts (international, European, state, etc.) to the hour to comprise the operation of the political and administrative institutions and realise proposals of reform or administrative improvement.			

Skills	
Code	
A4	Students can transmit information, ideas, problems and solutions to a specialized and non-specialized audience.
A5	Students develop those skills of necessary learning to undertake back studies with a high degree of autonomy.
B5	Ability to interpret data obtained from observation with regard to their meaning and establish links with the appropriate theories in the field of public management and administration.
B6	Perseverance skills for performing tasks and missions and confidence in one's own work.
B8	Receptivity to (internal and external) change and ability to adapt to new environments and circumstances (adaptability) and learning skills.
B12	Commitment to responsibility and honesty in public and private work performance.
C43	To understand the influence of the political system on the administrative systems of OECD countries.
D1	Capacity of analysis and synthesis for building and defending arguments Know how
D2	Ability to organize, plan and use time efficiently, and self-control skills in situations of pressure.
D3	Use of foreign languages for the activities of the different courses.
D8	Capacity to cooperate teamwork and open to different points of view and opinions

Learning outcomes	
Expected results from this subject	Training and Learning Results
That the students can transmit information, ideas, problems and solutions to a so much specialised public how in the skilled	A4
That the students have developed those skills of necessary learning to undertake back studies with one high degree of autonomy	A5
Be able to interpret data derived of observations in relation with his significance and relate them with appropriate theories in him field of direction and public management	B5
Capacity of perseverancia in realisation of tasks and committed and confidence in him own work	B6
Receptivity in front of him change (internal and external) and capacity of adaptation to new surroundings the circumstances (adaptability) and of learning	B8
Commitment with responsibility and honesty in him exert labour public and personal	B12
Capacity of analysis and synthesis for preparation and defence of arguments	D1
Capacity of organisation, planning and utilisation of him time and of self-supervision in front of situations of pressure	D2
Use of foreign tongues in activities of different subjects	D3
Capacity for him cooperative work in team/group and opened the different points of view and opinions	D8
Capacity for him creative critical reasoning and self-criticism	D8
Political institutions-Administrative in Perspective Compared. Comprise influence of him political system in the administrative systems of states OECD	C43

Contents	
Topic	

1. The comparative method.	a) General Presentation about the methodological context b) Characteristic c) Methods of comparison
2. Historical development of the political systems-administrative	a) Historical Models/Traditions of the public administration b) Administrative Models. General characteristics 1. French or Napoleonic Tradition 2. Germanic Tradition 3. Anglo-Saxon Tradition
3. The political-administrative System of France	a) Historical Background b) Political Institutions c) The territorial Organisation and the Levels of Administration d) Other systemic Elements (political actors, media, political culture, etc.)
4. The political-administrative System of Italy	a) Historical Background b) Political Institutions c) The territorial Organisation and the Levels of Administration d) Other systemic Elements (political actors, media, political culture, etc.)
5. The political-administrative System of Portugal	a) Historical Background b) Political Institutions c) The territorial Organisation and the Levels of Administration d) Other systemic Elements (political actors, media, political culture, etc.)
6. The political-administrative System of Germany	a) Historical Background b) Political Institutions c) The territorial Organisation and the Levels of Administration d) Other systemic Elements (political actors, media, political culture, etc.)
7. The political-administrative System of Sweden	a) Historical Background b) Political Institutions c) The territorial Organisation and the Levels of Administration d) Other systemic Elements (political actors, media, political culture, etc.)
8. The political-administrative System of United Kingdom	a) Historical Background b) Political Institutions c) The territorial Organisation and the Levels of Administration d) Other systemic Elements (political actors, media, political culture, etc.)
9. The political-administrative System of the United States	a) Historical Background b) Political Institutions c) The territorial Organisation and the Levels of Administration d) Other systemic Elements (political actors, media, political culture, etc.)
10. The political-administrative System of the European Union	a) Introduction to the EU's Institutions b) The public employees: the European Civil Service c) Other elements

Planning

	Class hours	Hours outside the classroom	Total hours
Lecturing	25	0	25
Mentored work	20	25	45
Presentation	12	25	37
Case studies	2	25	27
Objective questions exam	1	15	16

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

Methodologies

	Description
Lecturing	Exhibition by part of the professor of the contents on the matter object of study, theoretical bases and/or guidelines of a work, exercise or project to develop by the student
Mentored work	Activities focused to the work on a specific subject, that allow deepen or complement the contents of the matter
Presentation	Exhibition by part of the students in front of the educational and/or a group of students of a work or study of case

Personalized assistance

Methodologies	Description
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Lecturing	Us time of tutoring and during the educational activities the student will be able to attend to realise the queries that estimate timely. METHODOLOGY And EVALUATION OF BLENDED LEARNING: 1. Read with attention and in the case of doubt contact with the Coordinator of the Degree in Direction and Public Management, 2. The basic questions referred to the methodology of learning and to the evaluation of the even are collected in the Step 7 "Evaluation". 3. In the section "Other comments and second announcement", posed the structure of learning, the virtual supports and the assessment of each one of them.
Mentored work	Us time of tutoring and during the educational activities the student will be able to attend to realise the queries that estimate timely. METHODOLOGY And EVALUATION OF BLENDED LEARNING: 1. Read with attention and in the case of doubt contact with the Coordinator of the Degree in Direction and Public Management, 2. The basic questions referred to the methodology of learning and to the evaluation of the even are collected in the Step 7 "Evaluation". 3. In the section "Other comments and second announcement", posed the structure of learning, the virtual supports and the assessment of each one of them.
Presentation	Us time of tutoring and during the educational activities the student will be able to attend to realise the queries that estimate timely. METHODOLOGY And EVALUATION OF BLENDED LEARNING: 1. Read with attention and in the case of doubt contact with the Coordinator of the Degree in Direction and Public Management, 2. The basic questions referred to the methodology of learning and to the evaluation of the even are collected in the Step 7 "Evaluation". 3. In the section "Other comments and second announcement", posed the structure of learning, the virtual supports and the assessment of each one of them.
Tests	Description
Case studies	Us time of tutoring and during the educational activities the student will be able to attend to realise the queries that estimate timely. METHODOLOGY And EVALUATION OF BLENDED LEARNING: 1. Read with attention and in the case of doubt contact with the Coordinator of the Degree in Direction and Public Management, 2. The basic questions referred to the methodology of learning and to the evaluation of the even are collected in the Step 7 "Evaluation". 3. In the section "Other comments and second announcement", posed the structure of learning, the virtual supports and the assessment of each one of them.
Objective questions exam	Proof with questions of of multiple or true answer/false

Assessment						
	Description	Qualification	Training and Learning Results			
Lecturing	It evaluates the active participation by part of the student, by means of the approach of questions and opinions	0	A4 A5	B5 B8 B12	C43	D1
Mentored work	It evaluates the assistance and active participation of the student in the tasks realised in classroom or on line	10	A4 A5	B5 B6		D2
Case studies	Preparation of studies of case on a political system-administrative to determine. Production of a poster on determinate contents of the matter and recording of video-presentation	40	A4 A5	B5 B12	C43	D1 D2 D3 D8
Objective questions exam	Answering of varied test type test with answer multiple	50	A5		C43	D2 D3

Other comments on the Evaluation

BLENDING LEARNING:

Face-to-face sessions and forum use of doubts and tutorial attention 10%

Preparation of cases studies on a political-administrative system. Make a poster (s) about certain contents of the subject and video recording. 40%

Test 50%

Sources of information

Basic Bibliography

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Complementary Bibliography

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Nohlen, Dieter, **Ciencia política comparada**, Ediciones Universidad de Granada, 2013

Eric Edwin Otenyo, Nancy S. Lind, **Comparative Public Administration: The Essential Readings**, Elsevier, 2006

Mark Kesselman, Joel Krieger, William A. Joseph, **Introduction to Comparative Politics**, 6ª, Wadsworth, 2013

Gallagher □ Laver □ Mair, **Representative Government in Modern Europe**, 5ª, McGraw Hill, 2011

Tim Bale, **European Politics: A Comparative Introduction (Comparative Government and Politics)**, 3ª, Palgrave MacMillan, 2013

Comparative European Politics, Palgrave Macmillan,

Recommendations

Other comments

The contents and the thematic of the matter essential require the handle of bibliography in English, French and Portuguese.

BLENDING LEARNING

The face-to-face modality and blending learning of the Degree in Direction and Public Management, share a same plan of studies, whose matters (of 1º to 4º course) help to develop a learning of competitions based in the continuous evaluation.

Contingency plan

Description

Given the uncertain and unpredictable evolution of the health alert caused by COVID-19, the University of Vigo establishes extraordinary planning that will be activated when the administrations and the institution itself determine according to criteria of safety, health and responsibility, and guaranteeing teaching in a non face-to-face or partially face-to-face. These already planned measures guarantee, at the required time, the development of teaching in a more agile and effective way by being known in advance (or well in advance) by the students and teachers through the standardized and institutionalized tool of the teaching guides (DOCNET).

=== ADAPTATION OF THE METHODOLOGIES ===

Modifications in the teaching methodologies are not contemplated with the only exception that the theoretical contents may be taught in a non-face-to-face way. The non-face-to-face mechanisms of attention to students (tutorials) will be the virtual office of the remote campus at the indicated time and email.

=== ADAPTATION OF THE EVALUATION ===

Modifications in the evaluation systems are not contemplated beyond the possibility that some of the evaluation tests have to be carried out in a remote manner.

IDENTIFYING DATA				
Goberno e administración electrónica				
Subject	Goberno e administración electrónica			
Code	P04G091V01913			
Study programme	Grao en Dirección e Xestión Pública			
Descriptors	ECTS Credits	Choose	Year	Quadmester
	6	Optional	4	2c
Teaching language	Galego			
Department	Dereito público Socioloxía, ciencia política e da administración e filosofía			
Coordinator	Mahou Lago, Xosé María Pérez Ramos, Carlos			
Lecturers	Briones Gamarra, Óscar Mahou Lago, Xosé María Pérez Ramos, Carlos			
E-mail	xmahou@uvigo.es carlos.perez@clems.es			
Web	http://www.faitic.es			
General description	Nos últimos anos é un feito incuestionable o desenvolvemento da Sociedade da Información e do Coñecemento en todos os ámbitos da actividade humana, e en especial nas administracións públicas. A aplicación das novas tecnoloxías está a posibilitar a apertura de canles de interacción cada vez máis intensos entre administración e administrado. A proliferación de conceptos tales como goberno electrónico, administración electrónica, gobernanza electrónica ou democracia electrónica ven a constatar o xordimento dunha nova dimensión na que a política e o marco normativo, e máis concretamente, as diferentes políticas públicas deixan de ser un reduto exclusivo dos centros tradicionais de poder para seren deseñadas e implementadas co concurso activo da cidadanía. A presente materia achega ao alumnado ao emerxente Goberno e Administración Electrónica, intentando descubrir os alicerces do seu funcionamento, da súa estrutura e dos seus límites normativos. Con esta fin centrarémonos: 1- Na análise, dende el punto de vista xurídico, do acceso dos cidadáns á Administración electrónica, da protección dos datos de carácter persoal e das aplicacións e servizos de Administración Electrónica no marco dos procedementos administrativos (Documentos e expediente electrónico; os rexistros telemáticos; as notificacións electrónicas; a Contratación electrónica, etc.) 2- No estudo da administración electrónica en España e Galicia dende unha perspectiva crítica, analizando diferentes programas públicos e facendo fincapié nos obstáculos que impiden a súa implantación. 3- No desenvolvemento dunha metodoloxía para analizar páxinas web oficiais que dea conta do nivel dos seus contidos, dos tipos de servizo que presta, da súa manexabilidade e da capacidade de atención ás demandas dos cidadáns			

Competencias

Code	
A1	Que os estudantes demostren posuír e comprender coñecementos nunha área de estudo que parte da base da educación secundaria xeral e adoita atoparse a un nivel que, malia se apoiar en libros de texto avanzados, inclúe tamén algúns aspectos que implican coñecementos procedentes da vangarda do seu campo de estudo.
A3	Que os estudantes teñan 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 os estudantes poidan transmitir información, ideas, problemas e solución a un público tanto especializado coma non especializado.
A5	Que os estudantes desenvolvan aquelas habilidades de aprendizaxe necesarias para emprender estudos posteriores cun alto grao de autonomía.
B3	Capacidade de escoita, de lectura comprensiva e habilidades de comunicación oral e escrita
B5	Ser capaz de interpretar datos derivados das observacións en relación coa súa significación e relacionalos coas teorías apropiadas no ámbito da dirección e xestión pública
B9	Ser capaz de recoñecer e implementar boas prácticas derivadas de procesos e accións como base para a innovación e a creatividade
C45	Adquirir os fundamentos do e-Goberno e ser capaz de xestionar e mellorar os instrumentos de e-Administración
D7	Motivación pola calidade e a mellora continua e a innovación
D10	Capacidade de liderado (disposición a asumir responsabilidades) e de delegación de responsabilidades no manexo de grupos de traballo
D12	Capacidade de iniciativa e espírito emprendedor

Resultados de aprendizaxe	
Expected results from this subject	Training and Learning Results
Identificar as teorías sobre goberno e administración electrónica.	A1
Argumentar ideas clave sobre o goberno e administración electrónica.	A3
Expoñer ideas e solucións sobre a aplicación das TIC nas administracións públicas.	A4
Valorar a aprendizaxe continua.	A5
Defender ideas tanto a nivel oral como escrito.	B3
Recompilar datos relevantes sobre o funcionamento das administracións electrónicas.	B5
Desenvolver boas prácticas sobre goberno e administración electrónica adaptadas a cada ámbito.	B9
Identificar os fundamentos do e-Gobierno para mellorar o seu funcionamento.	C45
Manifestar compromiso pola calidade e a innovación.	D7
Liderar con empatía un equipo de traballo.	D10
Amosar iniciativa e espírito emprendedor.	D12

Contidos

Topic	
1. A Sociedade da Información e do Coñecemento	1.1. Definición e elementos característicos da Sociedade da Información e do Coñecemento. 1.2. A Sociedade da Información e do Coñecemento en España. 1.3. A Sociedade da Información e do Coñecemento en Galicia.
2. O estudo do goberno e administración electrónica	2.1. Delimitación conceptual. 2.2. O estudo do goberno e administración electrónica dende a Ciencia política e a Xestión pública.
3. A Administración electrónica	3.1. A estratexia de cambio nas Administracións públicas. Reforma e modernización. 3.2. A aplicación das novas tecnoloxías á Administración pública. Os sitios web institucionais e as redes sociais. 3.3. Políticas públicas para o desenvolvemento da Administración Electrónica. 3.4. Principais proxectos vertebradores. Definición e tipos. 3.5. A Administración electrónica na Administración Xeral do Estado, na Xunta de Galicia e no ámbito local.
4. Marco xurídico do goberno e da Administración electrónica a partir da Lei 11/2007 de Acceso Electrónico dos Cidadáns aos Servizos Públicos	4.1. Administración Pública e novas tecnoloxías 4.2. Dereitos dos cidadáns 4.3. Garantía de prestacións de servizos e disposición de medios e instrumentos electrónicos por parte das Administracións Públicas. 4.4. A comunicación de datos entre Administracións Públicas. 4.5. Protección de datos e Administración electrónica. 4.6. A sede electrónica e os boletíns oficiais electrónicos. 4.7. Identificación e autenticación: DNI electrónico e sinatura electrónica 4.8. Rexistros Electrónicos 4.9. Comunicacóns e notificacións electrónicas 4.10. Documentos e arquivos electrónicos 4.11. O Procedemento administrativo electrónico (Xestión electrónica dos procedementos) 4.12. Cooperación e coordinación entre as Administracións Públicas para o impulso da Administración Electrónica. A interoperabilidade

Planificación

	Class hours	Hours outside the classroom	Total hours
Resolución de problemas	29	65	94
Lección maxistral	14	41	55
Debate	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
Resolución de problemas	Actividade na que se formulan problemas e/ou exercicios relacionados coa materia. O alumno debe desenvolver de forma autónoma o análise e resolución dos problemas e/ou exercicios.

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 na aula no que os alumnos son responsables da súa aprendizaxe e da dos seus compañeiros 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.
Debate	Participación do alumnado en debates sobre o contido da materia.

Atención personalizada

Methodologies	Description
Lección maxistral	O alumnado poderá resolver dúbidas con relación a algún aspecto da materia 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
Resolución de problemas	O alumnado 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

Avaliación

Description	Qualification	Training and Learning Results			
Resolución de problemas	90	A1 A3 A4 A5	B3 B5 B9	C45	D7 D10 D12
Debate	10	A1 A3 A4 A5	B3 B5 B9	C45	D7 D10 D12

Other comments on the Evaluation

AVALIACIÓN SEGUNDO O REGULAMENTO DA MODALIDADE SEMIPRESENCIAL.

"Art.6.-Evaluación. En la guía docente de la materia, deberá estar claramente especificado el tipo de evaluación y su puntuación. En el cronograma de la asignatura deberán estar señaladas las fechas en las que deben estar realizadas y entregadas las pruebas y/o la fecha de la prueba final en el caso de establecerse. El profesorado procurará, en la medida de lo posible, que la evaluación de la asignatura se realice en su totalidad de manera continua y virtual, sin prueba final presencial. En todo caso, es obligatorio que la evaluación continua online suponga al menos el 40% de la nota, y la prueba final (que podrá exigirse en su modalidad presencial) suponga como máximo el 60% de la nota total de la asignatura. En el caso de que esté prevista la realización de una prueba final de manera presencial, ésta coincidirá con la fecha y hora fijada en el calendario del Centro (la misma fecha que para el alumnado de la modalidad presencial)"

Metodoloxías	Descrición	Cualificación	Competencias Avaliadas
Resolución de problemas e/ou exercicios	Probas nas que ou alumnado debe solucionar unha serie de problemas e/ou exercicios en un tempo/condiciones establecidos por o docente, aplicando os coñecementos que adquiriu. A aplicación desta técnica pode se presencial e non presencial. Pódense utilizar diferentes ferramentas para aplicar esta técnica como, por exemplo, chat, correo, foro, audioconferencia, videoconferencia, etc.	100%	CB1 CB2 CB3 CB4 CB5 CG3 CG5 CG9 CE45 CT7 CT10 CT12
Exame final	Os estudantes que non cumpran os requisitos de a avaliación continua deberán presentarse a o exame final que constará de 4 preguntas tipo tema e a realización de 2 prácticas . O valor de o exame será de 10 puntos. AVISO: O alumnado que se acolla a este tipo de exame debe solicitalo a o docente con 48 horas de antelación á data oficial de exame.	100%	CB1 CB2 CB3 CB4 CB5 CG3 CG5 CG9 CE45 CT7 CT10 CT12

AVALIACIÓN DE XULLO MODALIDADE PRESENCIAL E SEMIPRESENCIAL

Para superar esta materia na convocatoria extraordinaria de xullo as/os estudantes deberán realizar un **exame de 4 preguntas tipo tema** e a **realización de 2 prácticas**. O valor do exame será de 10 puntos, aínda que se terá en conta o traballo realizado por o alumnado en a avaliación continua.

Segundo o Art.4.-Material docente de o Reglamento de a modalidade Semipresencial:

"La docencia en la modalidad semipresencial exige que los/as estudiantes dispongan de materiales de estudio específicamente adaptados. Por este motivo, entre las obligaciones docentes se encuentra implícita la realización y puesta a disposición del alumnado por parte del profesorado, de los correspondientes materiales, libros, guías de estudio, pruebas de autoevaluación, etc. Los Departamentos velarán por que la calidad de los materiales elaborados sea la adecuada. En todo caso, será una obligación por parte del personal docente, suministrar la siguiente información en cada asignatura tanto en la guía docente como en el espacio de la plataforma habilitada al efecto:

- a) la presentación de la asignatura indicando además el horario y lugar de las tutorías presenciales, y si las tutorías online se realizarán en el horario de las tutorías presenciales.
- b) el cronograma de la asignatura, donde se señalen: las semanas lectivas, los días donde pueden asistir voluntariamente a la clase práctica presencial, y las fechas de entrega de actividades/pruebas, incluida, en caso de haberlo, la fecha de la prueba final.
- c) los materiales de estudio y/o la indicación de la bibliografía básica para superar la asignatura. Estos aspectos quedarán bajo la supervisión de la Coordinación del Grado en Dirección y Gestión Pública y la Coordinación de los diferentes Módulos del Grado.
- d) las pruebas de evaluación continua (parcial o total)"

Bibliografía. Fontes de información

Basic Bibliography

Complementary Bibliography

- AA.VV., **La Ley de administración electrónica: Comentario sistemático a la Ley 11/2007, de 22 de junio de acceso electrónico de los ciudadanos a los Servicios Públicos**, Navarra: Thomson-Aranzadi, Cizur Menos, ACCENTURE, **Liderazgo en la Administración Electrónica: alto rendimiento, máximo valor**, Accenture,
- ÁLAMO GONZÁLEZ, N., **La utilización de las nuevas tecnologías en las relaciones entre las Administraciones Públicas y los ciudadanos (en particular, Registros telemáticos y notificaciones telemáticas): hacia un cambio de**, Revista Española de Derecho Administrativo, nº 133,
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- CASTELLS, M., **La era de la información. Vol. 3 Fin de milenio**, Madrid: Alianza Editorial,
- CASTELLS, M., **La era de la información. Vol. 1 La sociedad red**, Madrid: Alianza Editorial,
- CASTELLS, M., **La era de la información: Economía, sociedad y cultura. Vol. 2 El poder de la identidad**, Madrid: Alianza Editorial,
- CIERCO SEIRA, C., **Algunas reflexiones sobre la simplificación de los procedimientos administrativos a la luz de los avances de la administración electrónica**, Revista General de Derecho Administrativo (revista on-line), nº, 19., Criado Grande, Ramilo Araujo e Salvador Serna, **La Necesidad de Teoría(s) sobre Gobierno Electrónico. Una Propuesta Integradora**, www.cenit.gob.ve/cenitcms/.../com.mvdcomm.cms.andocasociado?..., Criado Grande e Ramilo Araujo, **Hacia una visión integrada del Gobierno electrónico**, dialnet.unirioja.es/servlet/fichero_articulo?articulo=1012139,
- FERNÁNDEZ SALMERÓN, M.e SIERRA RODRÍGUEZ, J.; VALERO TORRIJOS, J. (Coords.), **Nuevos retos en el horizonte de las Administraciones Públicas**, Murcia: Facultad de Derecho,
- GAMERO CASADO, E., **Notificaciones telemáticas y otros medios de notificación administrativa en el procedimiento común**, Barcelona: Bosch,
- Heeks, R. e Bailur, S., **Analyzing e-government research: Perspectives.**, www.sed.manchester.ac.uk/.../research/.../igovernment/igov_wp16.htm -,
- HEICHLINGER, A. e MAHOU, X. (eds), **A Administración electrónica desde unha perspectiva comparada**, Santiago de Compostela: EGAP,

JORDANA, J. e SANCHO, D., **La evaluación del gobierno electrónico a través de la metodología de los estudios de caso (IX Congreso Internacional del CLAD sobre la Reforma del Estado y de la Administración Pública)**, http://www.clad.org.ve/siare/biblo/biblo_a.html,
 MAHOU LAGO, X. e VARELA ÁLVAREZ, E., **A e-administración en Galicia: Do goberno á gobernanza** (en *Revista Administración &&&&&&& Ciudadanía*), Santiago de Compostela: EGAP,
 PORRÚA VIGÓN, M., **Elementos para la creación de una estrategia de gobierno electrónico**,
<http://www.e-panama.gob.pa/descargas/Estrategia%20Gob%20Electronico.pdf>,
 VALERO TORRIJOS, J.; FERNÁNDEZ SALMERÓN, M., **Protección de datos personales y Administración electrónica**,
Revista Española de Protección de Datos, nº. 1,
 VALERO TORRIJOS, J., **El Régimen jurídico de la e-Administración: el uso de medios**, Granada: Comares,

Recomendacións

Subjects that continue the syllabus

(*)/

Other comments

As modalidades presencial e semipresencial 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.

Plan de Continxencias

Description

=== MEDIDAS EXCEPCIONAIS PLANIFICADAS ===

Ante a incerta e imprevisible evolución da alerta sanitaria provocada pola COVID- 19, a Universidade establece una planificación extraordinaria que se activará no momento en que as administracións e a propia institución o determinen atendendo a criterios de seguridade, saúde e responsabilidade, e garantindo a docencia nun escenario non presencial ou non totalmente presencial. Estas medidas xa planificadas garanten, no momento que sexa preceptivo, o desenvolvemento da docencia dun xeito máis áxil e eficaz ao ser coñecido de antemán (ou cunha ampla antelación) polo alumnado e o profesorado a través da ferramenta normalizada e institucionalizada das guías docentes DOCNET.

=== ADAPTACIÓN DAS METODOLOXÍAS ===

* Metodoloxías docentes que se manteñen. Todas agás a clase maxistral que pasaría a ser impartida a través de Campus Remoto.

* Metodoloxías docentes que se modifican. A clase maxistral pasaría a ser impartida a través de Campus Remoto.

* Mecanismo non presencial de atención ao alumnado (titorías). A través do Campus Virtual.

* Modificacións (se proceder) dos contidos a impartir. Ningunha

* Bibliografía adicional para facilitar a auto-aprendizaxe. Os recursos de aprendizaxe están subidos ao espazo virtual da materia en Faitic.

* Outras modificacións. Ningunha

=== ADAPTACIÓN DA AVALIACIÓN === Non se realizan modificacións de contido. As probas realizaríanse a través de Faitic.

IDENTIFYING DATA**New technologies applied to public management and Public Administration**

Subject	New technologies applied to public management and Public Administration			
Code	P04G091V01914			
Study programme	Grado en Dirección y Gestión Pública			
Descriptors	ECTS Credits	Choose	Year	Quadmester
	6	Optional	4th	2nd
Teaching language	#EnglishFriendly Spanish Galician English			
Department				
Coordinator	Pérez Cota, Manuel			
Lecturers	González Castro, Miguel Ramón Pérez Cota, Manuel			
E-mail	mpcota@uvigo.es			
Web	http://moovi.uvigo.es			
General description	Tools TIC in the public administration: Hardware and Software; Office tools; data nets. TIC functionality in the public administration: evolution of the digital society and its application inside the public administration; theory of the Usability and management of the use of the TIC; models of management of data, information and knowledge; digital security. : English Friendly subject: International students may request from the teachers: a) materials and bibliographic references in English, b) tutoring sessions in English, c) exams and assessments in English.			

Skills

Code				
A1	Students have demonstrated to possess and understand knowledge in an area of study that starts from the base of general secondary education, and is usually found at a level that, although supported by advanced textbooks, also includes some aspects that imply knowledge coming from the vanguard of his field of study.			
A2	Students know how to apply their knowledge to their work or vocation in a professional manner and possess the skills that are usually demonstrated through the elaboration and defense of arguments and the resolution of problems within their area of study.			
A3	Students have the ability to gather and interpret relevant data (usually within their area of study) to make judgments that include a reflection on relevant social, scientific or ethical issues.			
A4	Students can transmit information, ideas, problems and solutions to a specialized and non-specialized audience.			
A5	Students develop those skills of necessary learning to undertake back studies with a high degree of autonomy.			
B1	Skills in the search for information, in relation to primary and secondary information sources, including the use of computers for online searches			
B4	Communication through the Internet and, more generally, use of multimedia tools for remote communication.			
B9	To be able to recognize and implement sound practices arising from processes and actions as a basis for innovation and creativity.			
C44	To use ICT in a safe, effective fashion and to use different formats of electronic documents.			
D7	Commitment to striving for quality and continuous improvement and innovation.			
D8	Capacity to cooperate teamwork and open to different points of view and opinions			
D11	Commitment to public service and ethical values.			

Learning outcomes

Expected results from this subject	Training and Learning Results			
RA2: Look for, analyze and synthesize information in a coordinated way, in group, employing tools of research of information, text processors and presentations.	A1	B1	C44	D7
	A2	B4		D8
	A3	B9		D11
	A4			
	A5			
RA3: Handle of basics of Operating Systems and email, treatment of texts, design of presentations applications and spreadsheets, this means, the key Office applications availables to those Operating Systems and they are useful to the public management.	A1	B1	C44	D7
	A2	B4		D8
	A3	B9		D11
	A4			
	A5			

RA4: Know the basic models of data management in the Public Administration, the security and the Usability.	A1 A2 A3 A4 A5	B1 B4 B9	C44	D7 D8 D11
RA5: Know and fulfil the commitments in the employment of free software as the one under licence and the types of licences that can be used. Know the relations between software and hardware that uses those.	A1 A2 A3 A4 A5	B1 B4 B9	C44	D7 D8 D11
RA6: Know the technological devices and the distinct forms to incorporate them in the processes of management and of the direction.	A1 A2 A3 A4 A5	B1 B4 B9	C44	D7 D8 D11

Contents

Topic	
Subject 1- NTICs	-New technologies of information and communication. -Relation between the NTIC and the Management and Public Administration.
Subject 2- The Computer System	-Components of a computer system. -Hardware and software vision. -Personal Computer Systems. -Complex Computer Systems. -Computer Nets. -Nets components.
Subject 3 - Applications and software use	-Types of commercial and free Software -Types of office packages -Offices' Software and their relation
Subject 4 - Information supports	-Data supports -Formats and exchange of information
Subject 5 - Usability Theory	-Its importance in the use of TICs. -Usability importance in Public Administration and Public Management. -The importance of the knowledge of the user. -Systems to help users. -The Usability in the Public Administration. -Concepts, forms, vision, problems and solutions.
Subject 6 - Information management	-Technical and strategies of analysis and treatment of data and databases.
Subject 7 - Web management	-Web Management of oriented to the Public Management and to the Public Administration.
Subject 8 - TICs in electronic transactions	-Ways of electronic transactions in the public administrations. -Management of transaction systems.
Subject 9 - Security	-Basic foundations. -Data security and protection in computers and in nets. -Cryptography, digital certificate, electronic signature and electronic identity card.
Subject 10 - Identification of new TIC resources	-Ways to identify and use of TIC resources

Planning

	Class hours	Hours outside the classroom	Total hours
Lecturing	30	0	30
Problem solving	25	25	50
Practices through ICT	45	0	45
Presentation	10	0	10
Mentored work	8	0	8
Objective questions exam	7	0	7

*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 will be employed distinct activities in the classroom, directed to the complete group or to small groups. Mainly, they will realize kinds of development lectures of the fundamental content of the subject and, to achieve the active participation of the students, it will be carry out individual brief activities or in enabling group apply the concepts exposed and resolve problems. In the activities proposed will boost the acquisition of knowledges and his application in the professional and investigating field of the Computing. This will supplement the lectures with different conferences and seminars to charge of professionals of recognized prestige within the scope of the systems of information. Likewise, it will be able to be organized in these sessions activities of evaluation.
Problem solving	In this activity it will be formulated problems and/or exercises related with the subject. The student will owe to develop the suitable or correct solutions by means of creation of routines, the application of formulas or algorithms, the application of procedures of modelling of the available information and the interpretation of the results. These part usually is a supplement to the lecturing session.
Practices through ICT	The student will have of a series of exercises to download and deliver in the virtual space of the subject. These exercises will owe to delivered in the format requested and inside the deadline established.
Presentation	The members of the groups will realize a presentation of one work of the group using a beamer (virtual or real one) and a document of presentation (pptx, ppt, etc.). This work will be delivered in the format that will be indicated by the professors . All the members will owe to be prepared to do a presentation in the time and form indicated.
Mentored work	The student will do three works in groups of until 3 members, that will have to deliver in the time and form that indicate in the exercise, in the virtual space of the subject. A component of the group, chosen pole professor, will do a presentation of the work of the group employing a beamer (virtual or real one) and a document odp, pps or similar that will be uploaded in the virtual space of the subject in the term that indicated.

Personalized assistance

Methodologies	Description
Lecturing	Development of the curricular content as a base of the student work.
Problem solving	Development of problems or exercises related with the use of the TICs in public management.
Practices through ICT	Enabling practices that make students knowing the reality of the TICs
Presentation	Presentation and exhibition of enabling works develop the critical thought and the development of the TICs in Public Management.
Mentored work	Works related to TICs with a special guardianship in concrete problems of use of the TICs.

Assessment

	Description	Qualification	Training and Learning Results			
Problem solving	The student will do one or several exercises, problems or works that will deliver of the way that indicate in the classroom (physical or virtual depending of the circumstances of the course)	10	A1 A2 A3 A4 A5	B1 B4 B9	C44	D7 D8 D11
Practices through ICT	They Will be delivered in time and form in the format agreed.	20	A1 A2 A3 A4 A5	B1 B4 B9	C44	D7 D8 D11
Presentation	The student will realize in the classroom (physical or virtual) a presentation of the work of the group. Before presenting his work, the student will deliver it or the documents agreed in electronic format.	15	A1 A2 A3 A4 A5	B1 B4 B9	C44	D7 D8 D11
Mentored work	The students will do a series of mentored works that will allow them know, with the help of the professor, the best form to exchange information or resources TIC to do a good work in the public administration.	5	A1 A2 A3 A4 A5	B1 B4 B9	C44	D7 D8 D11
Objective questions exam	The student will do tests that will allow to know the range of the knowledges acquired.	50	A1 A2 A3 A4 A5	B1 B4 B9	C44	D7 D8 D11

Other comments on the Evaluation

The students of English will follow all the same that the students of Spanish/Galician. To those students that follow the subject in the modality "semipresencial" or blended, the four first methodologies can be realized perfectly in way blended (semipresencial), for the fifth methodology, will be accurate that present in the class (physical or virtual) to realize the exam, coinciding with any of the sessions of of the "semipresencialidade" (blended) that owes to cover. Evaluation of July in the second announcement, and independently of the modality in the that enrolled , the student will present it an examination that will evaluate 100% of the subject. Likewise it does not present the work in group, will owe to presented to the examination of 100%.

GROUP IN ENGLISH: The maximum size of the group of English will be of 20 students or 50% of the students enrolled, the first limit that appear. To be necessary a selection the professor will establish the criteria of selection based on the knowledge accredited of the language (English) and in order of the enrollment.

Sources of information

Basic Bibliography

Pérez Cota, Manuel, **Historia de la Informática**, <https://moovi.uvigo.gal>, 2021

Microsoft Corporation, **Cursos Office**, <https://www.microsoft.com>, <https://www.microsoft.com>, 2021

The Document Foundation, **Libre Office**, <https://es.libreoffice.org/>, <https://es.libreoffice.org/>, 2021

Pérez Cota, Manuel, **Fundamentos de Informática**, 84-932887-0-5, Reprogalicia, 2019

Apple Corp., **Recursos educativos Apple**, <https://www.apple.com>, <https://www.apple.com>, 2021

IBM Corp., **Recursos informáticos de IBM**, <https://www.ibm.com>, <https://www.ibm.com>, 2021

Complementary Bibliography

Pérez Cota, Manuel; González Castro, Miguel Ramón, **Apuntes de Novas Tecnoloxías**, <https://moovi.uvigo.gal>, 2021

Recommendations

Other comments

The form in that TICs are being used in the development of works can be useful for other subjects. In this way, it achieves a better use of the time of the student and contributes to the best utilization of the resources.

Contingency plan

Description

=== EXCEPTIONAL MEASURES SCHEDULED ===

In front of it uncertain and unpredictable evolution of the sanitary alert caused by the COVID- 19, the University establishes join extraordinary planning that will be in the moment in that the administrations and the own institution determine it attending to criteria of security, health and responsibility, and guaranteeing the teaching in a not presidential scenario or no totally presential. These already scheduled measures guarantee, at the moment that was prescriptive, the development of the teaching of a way but fast and effective when being known beforehand (or with a wide advance) pole students and the teaching staff through the tool normalized and institutionalized of the teaching guides DOCNET.

=== ADAPTATION OF The METHODOLOGIES ===

*Teaching Methodologies that are maintained

-All teaching methodologies had been adapted to the presential and to the virtual way.

*Teaching Methodologies that modify

-None.

* Mechanism not presential of attention to the students (tutorials)

-Virtual office and email.

* Modifications (if proceed) of the content to be done

-Not necessary

*Additional Bibliography to facilitate to auto-learning

-Not necessary

*Other modifications

-Not necessary

=== ADAPTATION OF The EVALUATION ===

* Exams already realized
-Keeps the weight because everything was adapted

* Exams pending that keep
-Not necessary

* Exams to modify
-Not necessary

* New exams
-Not necessary

* Additional information
-No required

IDENTIFYING DATA				
Prácticas externas				
Subject	Prácticas externas			
Code	P04G091V01981			
Study programme	Grao en Dirección e Xestión Pública			
Descriptors	ECTS Credits	Choose	Year	Quadmester
	12	Optional	4	2c
Teaching language	Galego			
Department	Socioloxía, ciencia política e da administración e filosofía			
Coordinator	Briones Gamarra, Óscar			
Lecturers	Briones Gamarra, Óscar			
E-mail	oscarbriones@uvigo.es			
Web				
General description	A organización das prácticas do Grao en Dirección e Xestión Pública segue as normas que a Universidade de Vigo establece para esta actividade que comprende 12 ECTS de carácter optativo. O período de prácticas curriculares comprende os meses de xaneiro-maio, correspondentes ao segundo cuadrimestre do curso.			

Competencias	
Code	
A1	Que os estudantes demostren posuír e comprender coñecementos nunha área de estudo que parte da base da educación secundaria xeral e adoita atoparse a un nivel que, malia se apoiar en libros de texto avanzados, inclúe tamén algúns aspectos que implican coñecementos procedentes da vangarda do seu campo de estudo.
A2	Que os estudantes saiban aplicar os seus coñecementos ó seu traballo ou vocación dunha forma profesional e posúan as competencias que adoitan demostrarse por medio da elaboración e defensa de argumentos e a resolución de problemas dentro da súa área de estudo.
A3	Que os estudantes teñan 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 os estudantes poidan transmitir información, ideas, problemas e solución a un público tanto especializado coma non especializado.
B2	Capacidade de analizar, sintetizar e integrar coñecementos e enfrontarse á complexidade de formular xuízos con información limitada
B3	Capacidade de escoita, de lectura comprensiva e habilidades de comunicación oral e escrita
B4	Comunicación a través de Internet e, en xeral, manexo de ferramentas multimedia para a comunicación a distancia
B5	Ser capaz de interpretar datos derivados das observacións en relación coa súa significación e relacionalos coas teorías apropiadas no ámbito da dirección e xestión pública
B6	Capacidade de perseveranza na realización de tarefas e labores e confianza no propio traballo
B7	Capacidade para a xestión de conflitos interpersoais e inclinación cara á mediación e a negociación
B8	Receptividade ante o cambio (interno e externo) e capacidade de adaptación a novas contornas ou circunstancias (adaptabilidade) e de aprendizaxe
B9	Ser capaz de recoñecer e implementar boas prácticas derivadas de procesos e accións como base para a innovación e a creatividade
B10	Compromiso coa eficacia e a eficiencia do traballo do sector público e outras entidades
B11	Compromiso co respecto persoal na contorna laboral público e privado
B12	Compromiso coa responsabilidade e a honestidade no desempeño laboral público e privado
B13	Compromiso cos Dereitos humanos, a igualdade, a xustiza e o desenvolvemento sustentable.
C1	Coñecer o marco xurídico-legal das administracións públicas españolas
C2	Familiarizarse cos principios básicos da estrutura, organización e funcionamento do sistema constitucional español
C3	Introducir os conceptos económicos e ideas fundamentais para a súa aplicación á análise de realidade económica
C4	Reflexionar sobre os elementos dos sistemas administrativos (institucións, actores, ideas) e comprender o seu funcionamento práctico nun contexto multinivel
C5	Comprender os elementos integrantes dun sistema político e comprender o seu funcionamento práctico
C6	Coñecer o funcionamento institucional e as principais políticas públicas da Unión Europea
C7	Proporcionar as nocións, conceptos e teorías relacionados coa estrutura social e iniciar na análise e interpretación do características socio-estruturais das sociedades contemporáneas
C8	Saber aplicar métodos, modelos e técnicas de datos cualitativos e cuantitativos (estadísticos) para procesos de xestión e dirección pública
C9	Entender o papel das administracións públicas no proceso das políticas públicas e aplicar o método de análise
C10	Comprender a estrutura e funcionamento dos sistemas políticos galego e español nun contexto multinivel
C11	Adquirir os conceptos básicos de contabilidade financeira e as partes do Plan Xeral de Contabilidade aplicable ao sector privado.
C12	Coñecer o réxime xurídico de: expropiación forzosa, bens demaniales e patrimoniais, prestación de servizos públicos, actividade de fomento e a actividade de policía que desenvolve o sector público

C13	Aproximarse ao marco normativo das relacións laborais e da Seguridade Social
C14	Coñecer o réxime xurídico financeiro das Administracións Públicas, o funcionamento económico do Sector Público (ingresos e gastos) e os instrumentos de financiamento do Sector Público (tributos)
C15	Manexar os métodos de xestión dos documentos administrativos e de información das administracións públicas e os seus soportes físicos e telemáticos
C16	Entender as principais achegas da economía pública (teórica e aplicada) e o papel do sector público na economía
C17	Coñecer os modelos de xestión de recursos humanos no Sector Público, xestión estratéxica e o deseño, organización e provisión de servizos administrativos.
C18	Identificar os problemas da xestión de recursos humanos en organizacións (públicas e privadas) para experimentar con solucións transversais
C19	Aproximarse aos modelos de xestión pública e de organización de servizos públicos e o deseño, organización e provisión de servizos administrativos.
C20	Coñecer as distintas partes en que se estrutura o Plan Xeral de Contabilidade Pública para a súa aplicación aos distintos entes que integran o sector público estatal
C21	Comprender a estrutura, organización e funcionamento dos diversos gobernos e administracións locais
C22	Adquirir os elementos básicos das habilidades directivas e de relacións humanas
C23	Coñecer teórica e practicamente o funcionamento da contratación pública en España e na Unión Europea
C24	Operar cos procedementos de aplicación dos tributos en todos os niveis administrativos
C25	Manexar os distintos produtos financeiros para tomar decisións entre distintas alternativas no marco das administracións públicas
C26	Achegar os principais enfoques sobre liderado na xestión pública, as habilidades de liderado do directivo e o papel do líder nos equipos de traballo
C27	Comprender os fundamentos teóricos e prácticos da mercadotecnia-mix público e do sector non lucrativo
C28	Saber aplicar os métodos, modelos e técnicas de datos cuantitativos e cuantitativos
C29	Adquirir coñecemento sobre o Dereito dos gastos públicos, as operacións de tesouraría e financeiras e os sistemas, técnicas e normativa de control interno-externo do sector público
C30	Ser capaz de interactuar e desenvolverse nun determinado contexto laboral, público ou privado e aplicar os coñecementos e destrezas específicos adquiridos nas diferentes materias.
C32	Comprender a definición dos problemas e a súa entrada na axenda pública aplicando a metodoloxía específica.
C33	Saber aplicar técnicas de control de calidade nas AA. PP. e comprender os indicadores cuantitativos e cualitativos básicos da xestión pública
C34	Capacidade de formulación de problemas, análises de solucións e desenvolvemento de prácticas entre actores multinivel
C35	Capacidade para xestionar proxectos a desenvolver nunha contorna complexa de problemas públicos
C36	Reflexionar sobre os valores éticos públicos e as consecuencias xurídicas comportamentos antixurídicos
C37	Capacidade de análise e identificación de oportunidades de desenvolvemento existentes a través do aproveitamento dos recursos dispoñibles
C38	Ser capaz de planificar e realizar (integralmente) un proxecto de desenvolvemento nun ámbito territorial e aplicación de políticas públicas de apoio para o seu financiamento
C39	Comprender a planificación e a xestión administrativa dos recursos económico-financeiros, a organización e xestión dos servizos públicos, e coñecer o réxime xurídico financeiro e o financiamento das AA. PP
C40	Comprender o funcionamento das democracias contemporáneas, o comportamento político e as súas ""culturas políticas""
C41	Dominar os mecanismos de avaliación dentro do proceso elaboración e análise das políticas públicas nunha contorna multinivel
C42	Capacidade para elaborar todo tipo de mensaxes e actualizar as demandas de información pública da sociedade
C43	Comprender a influencia do sistema político nos sistemas administrativos de estados OCDE
C44	Utilizar o TIC dun modo seguro e eficiente e manexar distintos formatos de documentos electrónicos
C45	Adquirir os fundamentos do e-Goberno e ser capaz de xestionar e mellorar os instrumentos de e-Administración
D1	Capacidade de análise e síntese para a elaboración e defensa de argumentos
D2	Capacidade de organización, planificación e utilización do tempo e de autocontrol ante situacións de presión
D3	Uso de linguas estranxeiras nas actividades das diferentes materias
D4	Habilidade para a resolución independente de problemas en relación con información cualitativa e cuantitativa
D5	Capacidade para a toma de decisións autónoma e independente
D6	Habilidades nas relacións interpersoais (lealdade, actitudes e condutas positivas, etc.) que favorezan a eficacia interpersoal
D7	Motivación pola calidade e a mellora continua e a innovación
D8	Capacidade para o traballo cooperativo en equipo/grupo e aberto a diferentes puntos de vista e opinións
D9	Capacidade para o razoamento crítico creativo e o autocrítico
D11	Vocación de servizo público e compromiso ético
D12	Capacidade de iniciativa e espírito emprendedor

Resultados de aprendizaxe

Expected results from this subject

Training and Learning Results

Nova

A1	B2	C1	D1
A2	B3	C2	D2
A3	B4	C3	D3
A4	B5	C4	D4
	B6	C5	D5
	B7	C6	D6
	B8	C7	D7
	B9	C8	D8
	B10	C9	D9
	B11	C10	D11
	B12	C11	D12
	B13	C12	
		C13	
		C14	
		C15	
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		C38	
		C39	
		C40	
		C41	
		C42	
		C43	
		C44	
		C45	

Contidos

Topic

As prácticas externas non conteñen temas concretos.

As prácticas externas non conteñen subtemas concretos

Todos os temas de todas as materias da titulación son válidos para a realización das mesmas.

Planificación

	Class hours	Hours outside the classroom	Total hours
Resolución de problemas de forma autónoma	50	0	50
Prácticum, Practicas externas e clínicas	0	200	200
Cartafol/dossier	50	0	50

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

Metodoloxía docente

	Description
Resolución de problemas de forma autónoma	Parte das prácticas consisten en ver como o alumnado xestiona as mesmas, tanto nos contactos coas entidades, a xestión da documentación en tempo e prazo, a utilización de medios telemáticos e ofimáticos para a concreción da súa estada de prácticas, etc.

Prácticum, Practicas externas e clínicas	A estimación horaria para o desenvolvemento das prácticas establécese en virtude do esquema marcado pola Guía de Titulación do Grao, onde se indica que a materia de [Prácticas] contempla a realización de 12 créditos ECTS, equivalendo cada crédito a 25 horas de traballo do alumnado, repartidos da seguinte maneira: 12 créditos ECTS x 25 horas = 300 horas, coa seguinte distribución horaria: 1. 200 horas de presenza na entidade de prácticas, preferiblemente en sesións matinais de 5 horas (9:00-14:00 horas) de luns a venres, para o período docente do segundo cuatrimestre (máximo de 8 semanas). Contéplase a posibilidade de realizar as horas tamén con algunha parte en traballo remoto ou virtual. 2. 50 horas de elaboración da memoria de prácticas por parte do alumnado (diario de tarefas desenvolvidas ao longo de todos os días de prácticas). 3. 50 horas de xestión de prácticas (titor, alumnado, FUVI, entidade).
Cartafol/dossier	Nesta metodoloxía se valorará a capacidade do alumnado para a elaboración dunha memoria final sobre as súas prácticas, que non obstante non será unha evidencia de traballo obrigatoria.

Atención personalizada

Methodologies	Description
Prácticum, Practicas externas e clínicas	Estancia no destino de prácticas cunha duración mínima de 200 horas
Resolución de problemas de forma autónoma	A propia xestión administrativa e institucional de todos os trámites que conlevan as prácticas é parte do criterio de avaliación do alumnado, xa que é unha forma dinámica de observar como o alumnado se move entre Administracións (competencia fundamental nun Grao en Dirección e Xestión Pública).
Cartafol/dossier	A memoria terá as características básicas que establece a Uvigo no seu programa de prácticas publicitado na páxina web institucional.

Avaliación

	Description	Qualification	Training and Learning Results			
Resolución de problemas de forma autónoma	A propia xestión administrativa e institucional de todos os trámites que conlevan as prácticas é parte do criterio de avaliación do alumnado, xa que é unha forma dinámica de observar como o alumnado se move entre Administracións (competencia fundamental nun Grao en Dirección e Xestión Pública).	20	A1	B2	C1	D1
				B3	C2	
				B8	C8	
				B9	C9	
				B11	C10	
				B12	C12	
					C13	
					C14	
Prácticum, Practicas externas e clínicas	Valorarase cos distintos informes previstos na normativa: do estudantado, da entidade e do titor de prácticas da Uvigo	70				
Cartafol/dossier	Valorarase a claridade da memoria final, a presentación a boa redacción e capacidade explicativa da experiencia realizada polo alumnado	10				

Other comments on the Evaluation

Bibliografía. Fontes de información

Basic Bibliography

Complementary Bibliography

Recomendacións

Plan de Continxencias

Description

=== MEDIDAS EXCEPCIONAIS PLANIFICADAS ===

Ante a incerta e imprevisible evolución da alerta sanitaria provocada pola COVID- 19, a Universidade establece una planificación extraordinaria que se activará no momento en que as administracións e a propia institución o determinen atendendo a criterios de seguridade, saúde e responsabilidade, e garantindo a docencia nun escenario non totalmente presencial. Estas medidas xa planificadas garanten, no momento que sexa preceptivo, o desenvolvemento da docencia dun xeito mais áxil e eficaz ao ser coñecido de antemán (ou cunha ampla antelación) polo alumnado e o profesorado a través da ferramenta normalizada e institucionalizada das guías docentes DOCNET.

=== ADAPTACIÓN DAS METODOLOXÍAS ===

Non se contemplan modificacións nas metodoloxías docentes coa única salvedade de que os contidos teóricos poderán ser impartidos de xeito non presencial.

Os mecanismos non presenciais de atención ao alumnado (titorías) serán o despacho virtual do campus remoto no horario indicado e o correo electrónico.

=== ADAPTACIÓN DA AVALIACIÓN ===

Non se contemplan modificacións nos sistemas de avaliación máis aló da posibilidade de que algunha das probas de avaliación teñan que realizarse de xeito non presencial.

Sempre e cando o convenio en vigor o prevea, e a entidade externa e o titor/a de prácticas o autoricen, as prácticas poderán desenvolverse total ou parcialmente baixo a modalidade telemática.

Así, no caso de suspensión da actividade académica presencial, e resultando imposible realizar as prácticas de modo telemático, cada alumno/a redactará unha memoria/informe final que supervisará o titor/a que teña a condición de titor/a académico, sendo esa memoria a propia proba de avaliación final no caso de dito contexto pandémico.

* Mecanismo non presencial de atención ao alumnado (titorías)

As titorías desenvolveranse de modo telemático, a través do despacho virtual do campus remoto da Universidade, asignado ao titor/a académico. Non obstante se o titor valora o entorno presencial como seguro poderá ofrecer a opción de titorías presenciais.

IDENTIFYING DATA				
Final Year Dissertation				
Subject	Final Year Dissertation			
Code	P04G091V01991			
Study programme	Grado en Dirección y Gestión Pública			
Descriptors	ECTS Credits	Choose	Year	Quadmester
	12	Mandatory	4th	2nd
Teaching language	#EnglishFriendly Spanish Galician			
Department				
Coordinator	Ricoy Casas, Rosa María			
Lecturers	Ricoy Casas, Rosa María			
E-mail	rricoy@uvigo.es			
Web				
General description	English Friendly subject: International students may request from the teachers: a) materials and bibliographic references in English, b) tutoring sessions in English, c) exams and assessments in English.			

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

Learning outcomes	
Expected results from this subject	Training and Learning Results

New	A1	B1	C31	D1
	A2	B2		D2
	A3	B3		D3
	A4	B5		D5
	A5	B6		D7
		B10		D8
		B12		D9
		B13		D11
				D12

Contents

Topic

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

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

Planning

	Class hours	Hours outside the classroom	Total hours
Mentored work	16	283	299
Presentation	1	0	1

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

Methodologies

	Description
Mentored work	(15 hours) of communication and mentored work with the direction of the TFG and (274 hours) preparation of the TFG.
Presentation	(1 hour) presentation and defence of the TFG in front of the Academic Court (Academic evaluation)

Personalized assistance

Methodologies Description

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

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

Other comments on the Evaluation

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

student will deliver the TFG on the computer platform, conveniently formatted and labeled (title, author, teacher, course, Degree) and PDF version to archive. In addition, the request generated by its virtual secretary, after the favorable report that the teacher-tutoring also has to make through the virtual secretary, in the term established. The formal aspects of the text will respond, preferably, to the following criteria. In the case of using another alternative model, this must be duly justified following the standards recognized by the reference organizations in the documentary field: a) Content and body of the project: it can be organized and presented in a way that allows a complete idea or vision, systematic and clear of the subject or topic. Subdivisions (parts, chapters, sections, sections, etc.) may be used, suitably titled or marked, numerically or alphabetically; b) Typography and line spacing: Arial or Times New Roman, size 12 with a space and a half (recommended). c) Footnotes: they will be oriented to expand the information contained in the body of the text and will be inserted in the text and must appear at the end of each page, numbered in a correlative way (1, 2, 3 ...) for the set of the chapter, topic or project, with line spacing 1 and size 9 respecting (with the same) the previous typeface. d) Quotations: whenever the external text is literally transcribed, it must appear between the blades. The student may choose to quote in the footnote or in the text following a model of the use in the field of Social and Legal Sciences (APA, Harvard, etc.), with the condition of maintaining uniformity throughout the entire project/work (TFG). Remember the duty to cite all material used to avoid incurring plagiarism. Approximately the maximum length of the entire text will be about 30,000 words. Assessment criteria of the TFG, Degree in Public Management and Administration: (1) Quality and content of the work/project (TFG) (50%) (a) Content: methodology, theoretical framework, literature review (20%) (b) Structure, internal coherence, format and clarity (15%) (c) Standard appointment format and respect for intellectual property (10%) (d) Inclusive use of language (gender perspective and respect for sexual diversity) (5%) (2) Quality of public defense (20%) (a) Reference to the central aspects of the work (10%) (b) Correct use of the material used (audiovisuals, etc.) (5%) (c) Clarity and structure of the presentation (5%) (3) Quality of the answers in the round of questions (20%) (a) Satisfactory clarification of the doubts presented (10%) (b) Capacity for debate, critical reasoning and defense (10%) (4) Time management (10%) (a) The time allocated for defense is respected (5%) (b) Excessive time is not spent in replying to the academic court (5%) Students who share work/project/TFG (TFG made by two students): they will be free to organize their joint presentation for a maximum of 20 minutes. Except in exceptional situations, the assessment of "Quality and content of work" (50%); "Reference to the central aspects of work" (10%); and the time allocated for defense is respected (5%); it will be the same for both. After the presentation, each member of the academic court will divide their comments into two series addressed to both students, respectively, and in such a way that each student / will answer it only in the series that corresponds to them, without the possibility of intervening in the other. The notes will be published as soon as the Evaluation of the Academic Court decide to publish this information in the corresponding official board of the Faculty. TFG rating review period: 3 business days from the publication of the rating. This request must indicate the specific aspects of the TFG that support the discrepancy with the rating. The criteria established in this guide are the same for all the students in this degree (face-to-face and online students).

Sources of information

Basic Bibliography

Complementary Bibliography

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

Recommendations

Other comments

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

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

Contingency plan

Description

=== EXCEPTIONAL PLANNING ===

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

=== ADAPTATION OF THE METHODOLOGIES ===

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

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