



(*)Facultade de Dirección e Xestión Pública

Grado en Dirección y Gestión Pública

Subjects

Year 2nd

Code	Name	Quadmester	Total Cr.
P07G095V01201	Administrative law 2	1st	6
P07G095V01202	Administration Statistics	1st	6
P07G095V01203	Management of Public Services	1st	6
P07G095V01204	Finance and Tax Law I: Institutions and Sources	1st	6
P07G095V01205	Management of People: Organization and Functions	1st	6
P07G095V01206	Management of Human Resources: Lists of Posts and Multilevel Public-Sector Job Offers	2nd	6
P07G095V01207	Management of Public Documentation	2nd	6
P07G095V01208	Labor and Social Security Law	2nd	6
P07G095V01209	Finance and Tax Law II: Tax Management and Taxation System	2nd	6
P07G095V01210	Public Sector Economics	2nd	6

IDENTIFYING DATA				
Dereito administrativo II				
Subject	Dereito administrativo II			
Code	P07G095V01201			
Study programme	Grao en Dirección e Xestión Pública (Virtual)			
Descriptors	ECTS Credits	Choose	Year	Quadmester
	6	Mandatory	2	1c
Teaching language	Castelán Galego			
Department	Dereito público			
Coordinator	Miño López, Antonio Manuel			
Lecturers	Gómez Fernández, Diego Miño López, Antonio Manuel Otero Oitaven, Montserrat María			
E-mail	anlopez@uvigo.gal			
Web				
General description				

Resultados de Formación e Aprendizaxe

Code	
Resultados previstos na materia	
Expected results from this subject	Training and Learning Results

Contidos

Topic	
Tema 2: A potestade sancionadora das Administracións Públicas	Tema 2: A potestade sancionadora das Administracións Públicas. 1.- Evolución bases constitucionais. 2.- A ordenación legal da potestade sancionadora. 3.- As infraccións administrativas. Principios rectores da actividade sancionadora da administración. 4.- As sancións e outras consecuencias xurídicas. 5.- Os procedementos sancionadores
Tema 1: A responsabilidade patrimonial das Administracións Públicas	Tema 1: A responsabilidade patrimonial das Administracións Públicas 1.- O sistema de responsabilidade das Administracións Públicas. 2.- Requisitos da responsabilidade administrativa. 3.- Procedementos de esixencia de responsabilidade administrativa. 4.- O aseguramento dla responsabilidade administrativa. 5.- O enriquecemento inxusto da Administración Pública.
Tema 3: A expropiación forzosa	Tema 3: A expropiación forzosa 1.- Introducción. 2.-A potestade expropiatoria. A) Natureza. En especial, a expropiación legislativa. - As expropiaciones xudiciais. - A xustificación do poder de expropiar. - B.- Os suxeitos. - C.- Obxecto. 3.- O exercicio da potestade expropiatoria. - A.- O procedemento expropiatorio como garantía esencial do expropiado. - B.- A declaración de necesidade de ocupación. C. A determinación da indemnización expropiatoria.
Tema 4: A actividade de policía administrativa.	Tema 4: A actividade de policía administrativa. 1.- Principios informadores da actividade de policía. 2.- As principais medidas de policía administrativa. A) Técnicas de información: deberes de identificación, documentales e de comunicación. B) Técnica de condicionamento: as comprobacións as autorizacións e as comunicacións previas ao exercicio da actividade. C) Técnicas ablatórias: limitacións e privacións; creación de obrigacións e deber.

Tema 5: A actividade de prestación do servizo público.	Tema 5: A actividade de prestación do servizo público. 1.- Concepto de servizo público. 2.- Modos de xestión dos servizos públicos.
Tema 6: A actividade de fomento	Tema 6: A actividade de fomento 1.- Concepto de actividade de fomento ol promocional. 2.- Principais medidas de fomento. 3.- A subvención.
Tema 7: Os bens públicos	Tema 7: Os bens públicos 1.- Clasificación dos Bens Públicos. 2.- A adquisición dos Bens Públicos. 3.- Protección e defensa dos bens Públicos. 4.- O Dominio Público. 5.- Os Bens Comunales. 6.- Os Bens Patrimoniales.

Planificación			
	Class hours	Hours outside the classroom	Total hours
Resolución de problemas	14	58	72
Foros de discusión	0	30	30
Lección maxistral	0	33	33
Exame de preguntas obxectivas	0	1	1
Resolución de problemas e/ou exercicios	0	1	1
Resolución de problemas e/ou exercicios	0	13	13

*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	Desenvolvemento de habilidades de traballo en equipo con datos e evidencias relacionadas coas institucións públicas
Foros de discusión	Espazos de debate virtual sobre as palabras chave e os principais elementos teórico-prácticos da materia
Lección maxistral	Sesións de presentación das bases teóricas da materia, tanto en formato presencial, como virtual, e baseado en metodoloxías de presentacións eficaces e "aula invertida"

Atención personalizada	
Methodologies	Description
Resolución de problemas	Desenvolvemento de habilidades de traballo en equipo con datos e evidencias relacionadas coas institucións públicas
Foros de discusión	Os alumnos terán unha titoría común por cada tema estudado. Poden solicitar titorías individualizadas cuxa fixación será acordada co docente. Tamén poden remitir preguntas e consultas por escrito a través dos foros que figuran na Plataforma ou por correo electrónico

Avaliación			
	Description	Qualification	Training and Learning Results
Resolución de problemas	EXAME PRÁCTICA: resolución de supostos prácticos sobre a materia; a chave é a motivación e argumentación do alumnado ao enfrontarse a un caso hipoteticamente real ao que ten que dar unha solución ARGUMENTADA	30	
Exame de preguntas obxectivas	Proba obxectiva poderá consistir nun test, no desenvolvemento de unha ou varias preguntas ou nun 'falso práctico' (resposta teórica sobre un caso práctico). O alumnos empregará os coñecementos adquiridos polo estudo, participación nas clases e avaliación continua.	30	
Resolución de problemas e/ou exercicios	AVALIACIÓN CONTINUA: resolución de casos prácticos insertos en diversos temas da materia. Resolución de tests insertos en diversos temas da materia	40	

Other comments on the Evaluation

A nota acadada na avaliación continuaterá un peso do 40% na cualificación global.A cualificación obtida no exame final terá un peso específico do60% na nota global. Para poder presentarse ao exame final e respectar a nota deavaliación continua

será imprescindible que: (1) o estudante teña realizado todas as probas de avaliación continua; e (2) acadar a superación das probas nas que consta a avaliación continua. Se non se cumpren ambos os requisitos, o alumno deberá realizar a proba final na modalidade que se indica ao final deste apartado. Para que a nota da avaliación continua se sume á do exame final, será necesario que o alumno acade a superación deste último. O alumnado que non supere a avaliación continua poderá presentarse ao exame final pero deberá superar unha parte específica na que se avaliarán as competencias traballadas na avaliación continua que non superaron.

Bibliografía. Fontes de información

Basic Bibliography

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

Complementary Bibliography

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

Recomendacións

Other comments

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

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

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

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

Máis información: <https://www.uvigo.gal/proteccion-datos>

IDENTIFYING DATA				
Administration Statistics				
Subject	Administration Statistics			
Code	P07G095V01202			
Study programme	Grado en Dirección y Gestión Pública			
Descriptors	ECTS Credits	Choose	Year	Quadmester
	6	Mandatory	2nd	1st
Teaching language	Spanish Galician			
Department				
Coordinator	Vidal Puga, Juan José			
Lecturers	Vidal Puga, Juan José			
E-mail	vidalpuga@uvigo.gal			
Web	http://moovi.uvigo.gal			
General description	Basic notions of statistics are provided for their application in management and public administration. International students may request from the readers: a) materials and bibliographic references in English, b) tutoring sessions in English, c) exams and assessments in English.			

Training and Learning Results

Code	
A1	Students will have shown they have sufficient knowledge and understanding of an area of study, starting after completion of general secondary education, and normally reaching a level of proficiency that, being mostly based on advanced textbooks, will also include familiarity with some cutting-edge developments within the relevant field of study.
A2	Students will be able to apply their knowledge and skills in their professional practice or vocation and they will show they have the required expertise through the construction and discussion of arguments and the resolution of problems within the relevant area of study.
A3	Students will be able to gather and interpret relevant data (normally within their field of study) that will allow them to have a reflection-based considered opinion on important issues of social, scientific and ethical nature.
A4	Students will be able to present information, ideas, problems and solutions both to specialist and non-specialist audiences.
A5	Students will acquire the learning skills that are required to pursue further studies with a high degree of independence.
B1	Analysis, synthesis, problem-solving, decision-making, information- and time-management skills.
B2	Organizing and planning their own professional careers in the best possible way.
B4	Commitment to ethical values and public service vocation.
B5	Critical thinking skills.
B6	To put their knowledge on public management and administration into practice.
C5	To describe the structure, organization and functioning of multi-level Public Administrations, analyzing their relationship with the citizenry.
C12	To analyze international politics and/or the structure and functioning of the European Union.
C13	To apply the social policies and research methods and techniques and to be able to use quantitative and qualitative research methods.
C14	Ability to use the information and communication technologies (ICT) that can be applied in public management.
D2	To be able to communicate, both orally and in writing, in the two official languages (Spanish and Galician) and in a foreign language.
D3	Raising awareness about environmental issues.
D4	To master the specific ICT techniques in their respective academic and professional fields.
D5	To acquire independent learning skills.
D6	To acquire independent learning skills.

Expected results from this subject

Expected results from this subject	Training and Learning Results			
Students will be able to classify the variable second the type of values that can take and the operations that can realize with them	A1	B1	C13	D5
	A3	B2		D6
	A5	B6		
Students will be able to use surveys in sampling	A3	B1	C13	D5
	A5	B2		D6
		B4		
		B6		

Students will be able to organize and summarize one-dimensional data using tables of frequencies	A1 A2 A3 A4 A5	B1 B2 B6	C13	D4 D5 D6
Students will be able to illustrate variables by means of relevant charts	A1 A2 A3 A4	B1 B2 B6	C13	D2 D4 D5 D6
Students will be able to calculate and interpret the main measures of position, dispersion and shape	A1 A2 A3 A4	B1 B5 B6	C13	D4 D5 D6
Students will be able to identify and describe the relation between two variables	A1 A4	B1 B2 B5 B6	C13	D5 D6
Students will be able to use spreadsheets in a simple analysis of the data: create series, formulas and tables with a suitable format	A1 A4 A5	B1 B2 B6	C13	D4 D5
Students will be able to use spreadsheets for a basic descriptive analysis of one-dimensional variables: frequency tables and charts	A1 A2 A3 A4 A5	B1 B2 B6	C13	D4 D5 D6
Students will be able to use spreadsheets to create tables of frequencies with data grouped by intervals	A1 A2 A3 A4 A5	B1 B2 B6	C13	D4 D5 D6
Students will be able to use spreadsheets to represent continuous one-dimensional variables	A1 A3 A4 A5	B1 B2 B6	C13	D4 D5 D6
Students will be able to use spreadsheets to simulate a sampling process	A1 A2 A3 A4 A5	B1 B5		D4 D5 D6
Students will be able to represent a discrete variable	A1 A3 A4 A5	B1 B2 B6	C13	D2 D3 D4 D5 D6
Students will be able to find in a spreadsheet the relative functions to the descriptive measures of a quantitative variable	A1 A2	B1 B6	C13	D4 D5 D6
Students will be able to use spreadsheets for a descriptive analysis of two continuous variables	A1 A2 A4 A5	B1 B2 B6	C13	D4 D5 D6
Students will be able to use spreadsheets to describe the relation between two nominal variables	A1 A2 A4	B1 B2 B6	C13	D4 D5 D6
Students will be able to quote the main organic and legislative aspects of the statistical public systems at European, national and regional levels	A5		C5 C12	D2 D4 D5 D6
Students will be able to find and analyze public statistics from the databases of the European Union, Spain and Galicia	A3	B1 B2 B4 B5 B6	C5 C13 C14	D2 D3 D4 D5 D6

Contents

Topic

Chapter 1. Basic concepts in Statistics Population, sample data, types of data. Tables. Graphical representation.

Chapter 2. Univariate analysis	Tendency, dispersion and shape of a single variable.
Chapter 3: Bivariate analysis	Contingency tables, graphical representation via scatterplots and grouped bar charts. Correlation and association.
Chapter 4: Public statistics	Organisation of the statistical activity in the administrations: local (Galicia), national (Spain) and international (Europe). Legislation. Access and basic manipulation of official database (EuroStat, INEBase, IGE)
Chapter 5: Introduction to Statistical Computing	Introduction to electronic spreadsheets with statistical functions. Resolution of practical cases

Planning

	Class hours	Hours outside the classroom	Total hours
Introductory activities	1	0	1
Lecturing	15	46	61
Discussion Forum	0	3	3
Problem and/or exercise solving	8	16	24
Problem and/or exercise solving	8	16	24
Problem and/or exercise solving	8	16	24
Objective questions exam	0	12	12
Objective questions exam	1	0	1

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

Methodologies

	Description
Introductory activities	Introductory activities.
Lecturing	Basic concepts and theory.
Discussion Forum	Clarification of questions and collaborative work using the forums in the learning platform.

Personalized assistance

Methodologies	Description
Discussion Forum	Communication between readers and students will be through the forums for general queries and the internal chat for particular doubts.

Assessment

	Description	Qualification	Training and Learning Results			
Problem and/or exercise solving	Resolution of problems and individual exercises proposed in the theoretical and practical lessons.	30	A1 A2 A3 A4 A5	B1 B2 B4 B5 B6	C5 C12 C13 C14	D2 D3 D4 D5 D6
Problem and/or exercise solving	(*)Obtención de datos oficiais e a súa análise.	30	A1 A2 A3 A4 A5	B1 B2 B4 B5 B6	C5 C12 C13 C14	D2 D3 D4 D5 D6
Problem and/or exercise solving	(*)Resolución de problemas de análises de datos.	30	A1 A2 A3 A4 A5	B1 B2 B4 B5 B6	C5 C12 C13 C14	D2 D3 D4 D5 D6
Objective questions exam	Evaluation in the partial and final examinations.	10	A1 A2 A3 A4 A5	B1 B2 B4 B5 B6	C5 C12 C13 C14	D2 D3 D4 D5 D6

Other comments on the Evaluation

An essay and several practical activities will be assigned throughout the course. Moreover, an additional final activity and exam with objective questions will take place on official dates.

There are two ways to pass this subject:

1. Continuous assessments include practical activities (90% of the final grade) and the final test exam (10% of the final

grade).

2. A final exercise includes the final test exam (50% of the final grade) and several practical activities (50% of the final grade).

Students are expected to follow the first option ("continuous assessments").

Exceptionally, and always by previous request, students may do the final examination during tutoring hours.

Second call: The second call will be a single exercise, including a test exam (50% of the final grade) and several practical activities (50% of the final grade).

Warning: No grades will be saved for future calls.

Sources of information

Basic Bibliography

Complementary Bibliography

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

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

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

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

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

IGE, **Portal Educativo**,

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

Recommendations

Other comments

It will be necessary requirement for the development of the matter that the professor of the same can have of an up to date PHOTOGRAPHY of the students that will have to go up to the platform to beginnings of course, and always before the day 30 September.

The only purpose of the treatment of this data is that the professor of the matter can verify the identity of the students enrolled in the same.

The base of legitimation for the treatment of this data makes in application of the willing in the article 6.1and) of the RXPd in which the treatment is necessary for the exercise of the public power conferred to the manager of the treatment based in the article 9 of the Law 39/2015, of 1 October of the common administrative procedure of the public administrations and in the article 25.7 of the RD 1791/2010, of 30 December, by what approves the Statute of the University Student.

The access to the image and to the personal data of the alone students is allowed to the professor of each matter for the realisation of the academic activities indicated in this educational guide and will not be used neither spread for any another purpose, having to save the corresponding to have to of confidentiality of the same.

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

IDENTIFYING DATA				
Xestión de servizos públicos				
Subject	Xestión de servizos públicos			
Code	P07G095V01203			
Study programme	Grao en Dirección e Xestión Pública (Virtual)			
Descriptors	ECTS Credits	Choose	Year	Quadmester
	6	Mandatory	2	1c
Teaching language	Castelán Galego			
Department	Socioloxía, ciencia política e da administración e filosofía			
Coordinator	Cordal Rodríguez, Constantino			
Lecturers	Cordal Rodríguez, Constantino			
E-mail	tinocordal@uvigo.gal			
Web	http://https://campusremotouvigo.gal/faculty/206			
General description	As institucións públicas do século XXI lexitímanse tanto polo que son como polo que fan, polas políticas públicas que poñen en marcha, polos servizos públicos que prestan nos seus diferentes niveis de goberno e administración. É neste contexto complexo de prestación de servizos no cal os profesionais do sector público deben desenvolver ás súas competencias e habilidades. De aí que se o século XX foi un período de desenvolvemento de estruturas burocráticas e xerenciais, e de deseño e implementación de políticas públicas, o século XXI está a ser o do redeseño, xestión e gobernanza dos novos servizos públicos. Servizos públicos que deben ser reorientados cara a marcos da Axenda 2030 e modelos intergubernamentais máis inclusivos, equitativos, éticos e en rede, co obxectivo de conseguir mellorar os seus procesos ("input-output") e alcanzar maiores e mellores resultados ("outcomes"). A materia de "Xestión de Servizos Públicos" está enmarcada nos plantexamentos anteriores, nun contexto multinivel europeo, estatal, autonómico e local, ademais de dirixida a que o alumnado consiga as competencias e habilidades necesarias para coñecer e aplicar os principios básicos dos servizos públicos post-COVID-19, innovadores, híbridos (presenciais-virtuais) e éticos nun mundo local e global.			

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

Resultados previstos na materia	
Expected results from this subject	Training and Learning Results

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

Contidos

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

Planificación

	Class hours	Hours outside the classroom	Total hours
Lección maxistral	14	19	33
Estudo de casos	0	44	44
Resolución de problemas	0	30	30
Foros de discusión	0	30	30
Exame de preguntas obxectivas	0	1	1
Proxecto	0	12	12

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

Metodoloxía docente

	Description
Lección maxistral	Sesións de presentación das bases teóricas da materia, tanto en formato presencial, como virtual, e baseado en metodoloxías de presentacións eficaces e "aula invertida"

Estudo de casos	Análise dun feito, problema ou suceso real coa finalidade de coñecelo, interpretalo, resolvelo, xerar hipóteses, contrastar datos, reflexionar, completar coñecementos, diagnosticalo e adestrarse en procedementos alternativos de solución.
Resolución de problemas	Desenvolvemento de habilidades de traballo en equipo con datos e evidencias relacionadas coas institucións públicas
Foros de discusión	Espazos de debate virtual sobre as palabras chave e os principais elementos teórico-prácticos da materia

Atención personalizada

Methodologies	Description
Estudo de casos	Axuda individualizada mediante tutorías ou asistencia en clase para a resolución dos casos de estudo
Resolución de problemas	Asistencia ao alumnado mediante foro de resolución de dúbidas ou tutorías individualizadas, todo orientado á misión de resolución de problemas
Tests	Description
Proxecto	Asistencia e guía ao alumnado na elaboración do proxecto que se plantexa ao longo do curso

Avaliación

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

Other comments on the Evaluation

Para superar a materia é necesario ter algunha proba de avaliación continua, do contrario aínda que se superara o exame de preguntas obxectivas, non se podería superar globalmente a materia.

Na segunda oportunidade (convocatoria extraordinaria) gardarase a nota das actividades de avaliación continua e a proba de preguntas obxectivas será similar á realizada na convocatoria ordinaria (tipo test sobre todo o temario penalizando as respostas incorrectas).

Bibliografía. Fontes de información

Basic Bibliography

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

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

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

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

Complementary Bibliography

Recomendacións

Other comments

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

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

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

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

Máis información: <https://www.uvigo.gal/proteccion-datos>

IDENTIFYING DATA				
Finance and Tax Law I: Institutions and Sources				
Subject	Finance and Tax Law I: Institutions and Sources			
Code	P07G095V01204			
Study programme	Grado en Dirección y Gestión Pública			
Descriptors	ECTS Credits	Choose	Year	Quadmester
	6	Mandatory	2nd	1st
Teaching language	#EnglishFriendly Spanish Galician English			
Department				
Coordinator	Rodriguez Losada, Soraya			
Lecturers	Barreiro Carril, María Cruz Constenla Vega, Javier Mosquera Pena, Juan Antonio Rodriguez Losada, Soraya			
E-mail	soraya.losada@uvigo.es			
Web				
General description	Finance and Tax Law is a subject that studies the legal framework of public revenue and expenditures, as well as the rules governing the legal relationship arising between the Public Administration and taxable persons.			
	English Friendly subject: International students may request from the teachers: a) resources and bibliographic references in English, b) tutoring sessions in English, c) exams and assessments in English.			

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

Expected results from this subject	
Expected results from this subject	Training and Learning Results

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

Contents

Topic

FIRST PART: INTRODUCTION TO THE STUDY OF FINANCE AND TAX LAW	1. Concept and content 2. Principles of financial justice 3. Sources of the Finance and Tax Law 4. Financial power 5. The application and interpretation of the financial rules
SECOND PART: PUBLIC INCOME AND PUBLIC EXPENDITURE. SUBSIDIES	1. The object of the financial activity. Legal aspects 2. Public income 3. Public expenditure. Budget Law. 4. Subsidies
THIRD PART: TAXES AND ESSENTIAL ELEMENTS	1. Taxes and the tax obligation. 2. Concept and types of taxes 3. Taxpayers 4. Quantification 5. Extinction of the tax obligation 6. Guarantees of the tax debt

Planning

	Class hours	Hours outside the classroom	Total hours
Lecturing	14	13	27
Programmed instruction	16	30	46
Problem solving	4	10	14
Case studies	4	15	19
Autonomous problem solving	2	9	11

Discussion Forum	2	4	6
Objective questions exam	2	10	12
Essay questions exam	2	12	14
Systematic observation	1	0	1

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

Methodologies	
	Description
Lecturing	Exhibition by the lecturer of the contents of the subject, theoretical bases and/or guidelines for doing a work, exercise or project to develop by the students. Teaching pills and videoconference class sessions are part of this methodology.
Programmed instruction	Teaching material provided to students that involves reading specialized scientific-technical documentation and that cannot be traced back to the master class methodology.
Problem solving	Activity in which problems and/or exercises related to the subject are formulated. It is usually used as a complement to the master class
Case studies	Method through which students learn to apply the appropriate legal rules to solve certain practical problems. Students must choose the correct rules and interpret them properly, for each particular situation. This contributes to show the practical importance of the subject, and helps students to develop the understanding of legal texts
Autonomous problem solving	Students are at the centre of learning, being able to solve certain problems or challenges autonomously. Professors support students on the path to the solution, as a guide or supervisor
Discussion Forum	Spaces for academic discussions that contribute to the development of the strategic critical thinking form dialogue. The professor facilitates, advises and guides to the students so that they know how to work with the appropriate sources of information.

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

Assessment		Qualification	Training and Learning Results
	Description		
Objective questions exam	Short answer questions or tests shall be done by students in the continuous evaluation assessment	40	A1 B1 C5 D1 A2 B2 C8 D2 A3 B3 C9 D4 A4 B4 C14 D5 A5 B6 D6
Essay questions exam	Final exam that features of two parts: theoretical and practical exam.	40	A1 B1 C5 D1 A2 B2 C8 D2 A3 B3 C9 D4 A4 B4 C14 D5 A5 B6 D6

Systematic observation	(*)O profesorado, a través das diferentes actividades que propoña ao alumnado que se someta a avaliación continua (casos prácticos, exposición oral dun tema, presentación escrita dun traballo, ApS, tarefa colaborativa na aula, etc.), valorará a participación activa e calidade das intervencións deste tanto nas clases maxistras como, sobre todo, nas clases prácticas. A participación activa e de calidade do alumnado que se somete a avaliación continua representará o 20% da súa cualificación final. Tamén se terá en conta a participación dos estudantes nas actividades organizadas pola área de Dereito Financeiro e Tributario.	20	A1 B1 C5 D1 A2 B2 C8 D2 A3 B3 C9 D4 A4 B4 C14 D5 A5 B6 D6
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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 (20%) and case studies (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.
3.- The students that do not follow the continuous assessment process shall 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.
4.- The final exam will be held on the date and time indicated in the exam calendar for the 2022/2023 academic year, approved by the Faculty Board. The exam will be done using both Moovi platform and Campus Remoto of the University of Vigo.

Second call:

1.- Students must pass a final written 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 (80%) and practical exam (20%). 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 (2023-2024).
5.- The final exam will be held on the date and time indicated in the exam calendar for the 2022/2023 academic year, approved by the Faculty Board. The exam will be done using both Moovi platform and Campus Remoto of the University of Vigo.

FINAL CALL:

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

Sources of information

Basic Bibliography

PÉREZ ROYO, F., **Derecho financiero y tributario. Parte General**, Aranzadi, 2023
MERINO JARA, I., **Derecho financiero y tributario. Parte General. Lecciones adaptadas al EEES**, Tecnos, 2023
MARTÍN QUERALT, J.; LOZANO SERRANO, C; TEJERIZO LÓPEZ, J.M.; y CASADO OLLERO, G., **Curso de Derecho financiero y tributario**, Tecnos, 2023
SIMÓN ACOSTA, E. y otros, **Código Tributario**, Aranzadi, 2023

Complementary Bibliography

FERREIRO LAPATZA, J.J., **Instituciones de Derecho Financiero y Tributario**, Marcial Pons, 2010
SIMÓN ACOSTA, E. y otros, **Lo esencial del Derecho Financiero y Tributario**, Aranzadi, 2018
PITA GRANDAL, A.M. (Coord.), **Textos y casos prácticos de Derecho Financiero y Tributario**, Marcial Pons, 1998
CALVO ORTEGA, R. (Dir.), **Comentarios a la Ley General Tributaria**, Cívitas-Thomson Reuters, 2009

Recommendations

IDENTIFYING DATA				
Management of People: Organization and Functions				
Subject	Management of People: Organization and Functions			
Code	P07G095V01205			
Study programme	Grado en Dirección y Gestión Pública			
Descriptors	ECTS Credits	Choose	Year	Quadmester
	6	Mandatory	2nd	1st
Teaching language	#EnglishFriendly Spanish Galician			
Department				
Coordinator	García-Pintos Escuder, Adela			
Lecturers	García-Pintos Escuder, Adela			
E-mail	adelagpe@uvigo.es			
Web				
General description	A greater worry by the best use of the public funds as well as a greater orientation of the public organisations to the service and the citizen, indicate the every time greater presence of technicians of management of human resources, that inspired by the private sector apply in the public organisations. The changes have consisted especially in the awareness that the practices in matter of employment and of rewards, the methods of work, the results and the attitude of the personnel, as well as the other appearances of the management of human resources, influence directly in the efficiency and efficiency of the public organisations. Thus the program that to continuation presents pretends to contribute, or at least present, the instruments that can apply in this type of organisations. English Friendly subject: International students may request from the teachers: a) resources and bibliographic references in English, b) tutoring sessions in English, c) exams and assessments in English.			

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

Expected results from this subject	
Expected results from this subject	Training and Learning Results
Students will be able to apply their knowledge and skills in their professional practice or vocation and they will show they have the required expertise through the construction and discussion of arguments and the resolution of problems within the relevant area of study	A2
Students will be able to gather and interpret relevant data (normally within their field of study) that will allow them to have a reflection-based considered opinion on important issues of social, scientific and ethical nature.	A3

Students will be able to present information, ideas, problems and solutions both to specialist and non-specialist audiences.	A4
Students will acquire the learning skills that are required to pursue further studies with a high degree of independence.	A5
Analysis, synthesis, problem-solving, decision-making, information- and time-management skills.	B1
Organizing and planning their own professional careers in the best possible way	B2
Commitment to ethical values and public service vocation.	B4
Critical thinking skills.	B5
To put their knowledge on public management and administration into practice.	B6
To design and implement mechanisms for the management of human resources in organizations.	C7
To identify the meaning of, and to put into practice, gender perspectives in the different areas of knowledge and in one's professional practice, with the aim of contributing to the achievement of fairness and equality in society at large.	D1
To be able to communicate, both orally and in writing, in the two official languages (Spanish and Galician) and in a foreign language.	D2
To master the specific ICT techniques in their respective academic and professional fields.	D4
To acquire independent learning skills.	D5
Ability to adapt to new situations.	D6

Contents

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

Planning

	Class hours	Hours outside the classroom	Total hours
Lecturing	13	50	63
Programmed instruction	0	65	65
Objective questions exam	0	15	15

Essay questions exam	1	0	1
Self-assessment	0	5	5
Essay questions exam	1	0	1

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

Methodologies	
	Description
Lecturing	Exhibition by part of the professor in the Remote Campus of the contents on the matter object of study.
Programmed instruction	Programming of the process of learning-education through educational and organisational materials in Moovi.

Personalized assistance

Methodologies	Description
Lecturing	Attention to the students in schedule of personal attention, of individual form or in small groups, to attend their needs and queries related with the matter, providing them orientation, support and motivation in the process of learning. This attention will loan also through the virtual platform and, in punctual cases, through the email. They will indicate to beginning of course the schedules.
Programmed instruction	Personalised attention to the students in schedule of personal attention for the resolution of their doubts.

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

Assessment		Qualification	Training and Learning Results			
	Description					
Objective questions exam	Proofs that evaluate the knowledge that include enclosed questions with different alternative of answer (true/false, multiple election, pairing of elements...). These proofs will make in the platform Moovi in the terms established in the schedule of the matter	35	A2 A3	B1 B4 B6	D6	
Essay questions exam	Mid-term exam oriented to the application of the concepts developed in the subject. The date will communicate through Moovi.	30	A2 A3 A4 A5	B1 B2 B4 B5 B6	C7 D1 D2 D4 D5 D6	
Self-assessment	It will evaluate the realisation of the distinct activities of self-assessment programmed in Moovi. It does not admit the delivery by any another way.	5	A2 A3	B1 B4 B6	D5	
Essay questions exam	A exam at the end of the course oriented to the application of the concepts developed in the subject.	30	A2 A3 A4 A5	B1 B2 B4 B5 B6	C7 D1 D2 D4 D5 D6	

Other comments on the Evaluation

EVALUATION MODALITY CHOICE

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

CONTINUOUS EVALUATION

It is the evaluation system that is applied to students if they do not expressly waive continuous evaluation. The following exams will be carried out throughout the course:

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

2nd chance

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

Calculation of the final grade

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

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

GLOBAL EVALUATION

In case of express resignation to the continuous evaluation, the students will be evaluated by two exams (objective questions exam and development questions exam) that will be 100% of the qualification of the subject. This written test will be carried out on the Moovi platform. Given the length of the exam, the students who take the global evaluation must have 3 hours to carry them out from the official start time of the subject exam according to the official calendar. The dates and times of the global assessment exam (first and second chance) are those specified in the assessment test calendar approved by the Faculty Board for the 2023/24 academic year. In case of conflict or disparity between exam dates, those published on the Faculty website <http://webfdxp.webs.uvigo.es/gl/docencia/exames/> will prevail.

NOT PRESENTED

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

NEXT COURSES

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

RECOMMENDATIONS

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

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

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

Sources of information

Basic Bibliography

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

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

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

Complementary Bibliography

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

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

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

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

Recommendations

Subjects that continue the syllabus

Management of Human Resources: Lists of Posts and Multilevel Public-Sector Job Offers/P07G095V01206

Other comments

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

Students are recommended to take into account Title VII (On the use of illegal means), of the Regulations on the Evaluation, qualification and quality of teaching and the student learning process: <https://secretaria.uvigo.gal/uv/web/regulations/public/show/565>)

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

The sole purpose of processing this data is so that the teacher can verify the identity of the students enrolled in it.

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

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

IDENTIFYING DATA				
Xestión de recursos humanos: Relacións de postos de traballo e ofertas de emprego público multinivel				
Subject	Xestión de recursos humanos: Relacións de postos de traballo e ofertas de emprego público multinivel			
Code	P07G095V01206			
Study programme	Grao en Dirección e Xestión Pública (Virtual)			
Descriptors	ECTS Credits	Choose	Year	Quadmester
	6	Mandatory	2	2c
Teaching language	#EnglishFriendly Castelán Galego			
Department	Socioloxía, ciencia política e da administración e filosofía			
Coordinator	Briones Gamarra, Óscar			
Lecturers	Briones Gamarra, Óscar			
E-mail	oscarbriones@uvigo.es			
Web	http://blogdobri.blogspot.com			
General description	Materia adicada á comprensión dos sistemas de xestión de recursos humanos nas Administracións Públicas, tanto en España como no resto do mundo. Analizaráanse os modelos principais, as normativas que acoutan o modelo de xestión e os principais subsistemas da xestión de recursos humanos.			

Resultados de Formación e Aprendizaxe

Code				
A1	Que o alumnado demostre posuir e comprender coñecementos nunha área de estudo que parte da base da educación secundaria xeral, e adoita encontrarse a un nivel que, se bien se apoia en libros de texto avanzados, inclúe tamén algúns aspectos que implican coñecementos			
A2	Que o alumnado saiba aplicar os seus coñecementos ao seu traballo ou vocación dunha forma profesional e posúan as competencias que soen demostrarse por medio da elaboración e defensa de argumentos e a resolución de problemas dentro da súa área de estudo			
A3	Que o alumnado teña a capacidade de reunir e interpretar datos relevantes (normalmente dentro da súa área de estudo) para emitir xuízos que inclúan unha reflexión sobre temas relevantes de índole social, científica ou ética			
A4	Que o alumnado poida transmitir información, ideas, problemas e solucións a un público tanto especializado como non especializado			
A5	Que o alumnado desenvolva aquelas habilidades de aprendizaxe necesarias para emprender estudos posteriores cun alto grao de autonomía			
B1	Analizar, sintetizar, resolver problemas e tomar decisións xestionando a información e o tempo			
B2	Organizar e planificar a actividade profesional de maneira óptima			
B3	Traballar en equipo e en contornas multidisciplinares			
B4	Comprometerse eticamente e ter vocación de servizo público			
B5	Razoar criticamente			
C5	Describir a estrutura, a organización e o funcionamento das Administracións Públicas multinivel, analizando a súa relación coa cidadanía			
C6	Aplicar os coñecementos relacionados coa planificación e a xestión administrativa para unha óptima gobernanza			
C7	Deseñar e implementar ferramentas de xestión dos recursos humanos nas organizacións			
C15	Identificar as consecuencias que a toma de decisións e os actos dos servidores públicos teñen sobre as persoas e a sociedade. Particularmente, na solución de problemas éticos e morais, dentro da área da xestión e administración pública.			
C16	Desenvolver habilidades para a resolución de problemas institucionais complexos			
D1	Identificar o significado e aplicar a perspectiva de xénero nos distintos ámbitos de coñecemento e na práctica profesional co obxectivo de acadar unha sociedade máis xusta e igualitaria			
D2	Comunicarse de forma oral e escrita tanto nas linguas oficiais (castelán e galego) como nunha lingua estranxeira			
D4	Dominar as TIC relacionadas coa titulación no ámbito académico e profesional			
D5	Integrar a aprendizaxe autónoma			
D6	Adaptarse a novas situacións			

Resultados previstos na materia

Expected results from this subject	Training and Learning Results
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1. Identificar os marcos xerais do emprego público en marco multinivel comunitario e español.	A1	B1	C5	D1
2. Recoñecer os niveis estratéxicos e operativos da xestión de persoas nas institucións públicas.	A2	B2	C6	D2
3. Distinguir os elementos básicos da xestión de recursos humanos e os seus diferentes subfunciones.	A3	B3	C7	D4
4. Valorar os modelos de oferta de emprego público (OEP) desenvolto nos diferentes niveis de administración pública española (central, autonómica e local).	A4	B4	C15	D5
5. Defender o modelo de OEP como base da xestión pública do benestar social.	A5	B5	C16	D6
6. Decidir unha estratexia operativa de xestión de postos de traballo: entre os catálogos e as relacións de postos.				
7. Xustificar o deseño de postos en función dun modelo de carreira profesional baseada no Estatuto Básico do Empregado Público e a Axenda 2030				

Contidos

Topic	
1. Tradicións político administrativas e xestión de persoas nas organizacións públicas	1.1. O modelo Burocrático preexistente 1.2. A Administración Pública como instrumento de execución das políticas públicas 1.3. A incidencia da nova xestión pública
2. Modelos de emprego público	2.1. O modelo de carreira 2.2. O modelo de emprego
3. Función Pública en perspectiva comparada	3.1. Perspectiva europea 3.2. Tendencias globais
4. Función Pública en España	4.1. O modelo consolidado 4.2. Ante un posible cambio de paradigma
5. Planificación estratéxica de Recursos Humanos	5.1. Perspectiva global 5.2. Instrumentos de planificación
6. Instrumentos de apoio estrutural	6.1. Instrumentos de detección de necesidades 6.2. As estruturas orgánicas 6.3. As relacións de postos de traballo 6.4. Descrición e catálogo de postos 6.5. As Ofertas de emprego como resultado final
7. Os Subistemas principais de xestión do emprego público	7.1. Selección, reclutamento, provisión e carreira 7.2. Organización dos procedementos de traballo 7.3. A negociación colectiva 7.4. Formación e actualización 7.5. Control e avaliación 7.6. Cultura organizativa
8. Retos e tendencias na xestión de persoas no sector público	8.1. Empregos actuais e futuros 8.2. Novas tendencias de organización e cambios nos procesos de traballo

Planificación

	Class hours	Hours outside the classroom	Total hours
Lección maxistral	14	18	32
Resolución de problemas de forma autónoma	32	0	32
Estudo de casos	0	48	48
Foros de discusión	0	36	36
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
Lección maxistral	Clase de explicación dos contidos da materia cas aclaracións que sexan necesarias de forma dinámica
Resolución de problemas de forma autónoma	Actividade na que se formulan exercicios e actividades a resolver polo alumnado
Estudo de casos	O estudantado analizará, baixo as directrices do profesor, os casos reais propostos e as posibles propostas de mellora
Foros de discusión	Metodoloxía orientada á posta en común de novas, artigos académicos, programas ou experiencias cercanas do alumnado ao redor da xestión de recursos humanos e o emprego público en xeral

Atención personalizada

Methodologies	Description
Lección maxistral	Resolución de dúbidas de maneira personalizada. Esta dinámica prevese por medios dixitais tales como o correo electrónico, as titorías virtuais ou a atención telefónica. Non obstante, se o estudantado o precisa e a situación o permite, poderá ofrecerse esta atención de maneira presencial
Resolución de problemas de forma autónoma	Resolución de dúbidas de maneira personalizada. Esta dinámica prevese por medios dixitais tales como o correo electrónico, as titorías virtuais ou a atención telefónica. Non obstante, se o estudantado o precisa e a situación o permite, poderá ofrecerse esta atención de maneira presencial
Estudo de casos	Resolución de dúbidas de maneira personalizada. Esta dinámica prevese por medios dixitais tales como o correo electrónico, as titorías virtuais ou a atención telefónica. Non obstante, se o estudantado o precisa e a situación o permite, poderá ofrecerse esta atención de maneira presencial
Foros de discusión	A raíz do foro se preverán atencións individualizadas cando o alumnado precise unha profundización ou bibliografía sobre algún dos temas que aparezan no foro

Avaliación					
	Description	Qualification	Training and Learning Results		
Lección maxistral	Nesta metodoloxía se asocia como evidencia do traballo do alumnado a súa boa disposición a participar nos debates que de xeito espontaneo ou planificado xurdan en clase	10	A1 A2 A3 A4 A5	C7 C15	D2
Resolución de problemas de forma autónoma	Neste item o alumnado amosara a súa capacidade de resolución sobre os problemas de xestión de recursos humanos propostos	15	A3 A4	B1 B2 B4 C6 C7 C15 C16	D6
Estudo de casos	Valorarase a execución da práctica sobre o caso proposto, con elementos tales como a boa redacción, a capacidade explicativa, a innovación, a profundización de coñecementos e o cuidado na presentación	20	A3 A5	B2 B3 B5 C7 C15 C16	D5 D6
Foros de discusión	Participación nos foros de discusión, realizándose unha avaliación global das participacións do estudantado	15	A3		
Exame de preguntas obxectivas	Exame de preguntas obxectivas tipo test multiresposta	40	A1	C5 C6 C7 C16	

Other comments on the Evaluation

Os sistemas de avaliación estarán divididos en dous grandes grupos ou modalidades: metodoloxías de avaliación continua e metodoloxías de avaliación global.

O estudantado terá dereito a elixir o tipo de sistema co que será avaliado dentro de cada materia, por defecto entenderase que se acolle ao sistema de avaliación continua, sen prexuízo da obriga de poñer probas de avaliación global, como alternativa e sempre dentro da mesma oportunidade de avaliación, a disposición do estudantado que renuncie á avaliación continua.

A nota final do curso (para primeira e segunda oportunidade) será a suma da nota obtida nas probas de avaliación realizadas ao longo do cuadrimestre (cunha ponderación do 60% sobre o total), e da nota obtida nunha última proba que coincidirá coa data da AG en primeira oportunidade (cunha ponderación do 40% do total).

Os exames realizaránse nas datas oficiais de exame para cada oportunidade de avaliación establecida no calendario académico.

En ambos casos o alumnado, tanto en continua como en avaliación global, o alumnado ten dereito a acadar o 100 da puntuación

O exame configúrase como unha actividade final da avaliación continua.

Como se pode ver na metodoloxía da lección maxistral, valorase a asistencia a clase e a participación activa desde o espírito crítico e o debate sousegado e cortés cos compañeiros/as.

Tamén, como experiencia de innovación docente, no apartado de resolución de problemas ou estudos de casos, poderá

desenvolverse unha actividade de innovación docente seguindo a metodoloxía de "cliente misterioso" que no caso da Administración pública podemos traducir en "persoa usuaria misteriosa".

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

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

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

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

Bibliografía. Fontes de información

Basic Bibliography

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

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

Complementary Bibliography

ARENILLA SAÉZ, M., **La vigencia de los modelos de gestión de recursos humanos en las Administraciones públicas**, REVISTA PRESUPUESTO Y GASTO PÚBLICO, 2005

BAZ VICENTE, RUBÉN, **La selección de los directivos públicos en atención al mérito profesional**, GESTIÓN Y ANÁLISIS DE POLÍTICAS PÚBLICAS, 2015

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

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

LINS DE LESSA CARVAHO, F., **La función pública en el mundo**, En Ars Iuris Salmanticensis . ESTUDIOS . Vol. 7, 41-66 Junio 2019 eISSN: 2340-5155, ARS IURIS SALMANTICENSIS, 2019

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

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

Recomendacións

IDENTIFYING DATA				
Xestión da documentación pública				
Subject	Xestión da documentación pública			
Code	P07G095V01207			
Study programme	Grao en Dirección e Xestión Pública (Virtual)			
Descriptors	ECTS Credits	Choose	Year	Quadmester
	6	Mandatory	2	2c
Teaching language	Castelán			
Department	Socioloxía, ciencia política e da administración e filosofía			
Coordinator	Martinez Arribas, Fernando			
Lecturers	Canoura Leira, Victoria Martinez Arribas, Fernando			
E-mail	fernando.martinez@uvigo.gal			
Web				
General description	A política de transparencia iniciada polas administracións europeas tras a II Guerra Mundial e a cada vez maior demanda dos cidadáns para accederen á información e aos documentos dos organismos públicos propoñen cuestións de enorme interese científico e práctico relacionados directamente co funcionamento das Administracións públicas contemporáneas. A asignatura de Xestión de Documentos e Información Administrativa vai destiñada a afondar nas características do sistema de información na Administración pública co propósito de axudar aos futuros profesionais a: ☐ Recuperar información procedente de diferentes fontes públicas e persoais, nos distintos niveis de goberno, con especial atención aquela xestionada en páxinas Web e bases de datos. ☐ Elaborar, cubrir e situar, dentro do proceso administrativo, os diferentes documentos que recollen os actos e decisións públicas, facendo énfase na súa forma material.			

Resultados de Formación e Aprendizaxe	
Code	
B4	Comprometerse eticamente e ter vocación de servizo público
B8	Ter iniciativa e espírito emprendedor
C15	Identificar as consecuencias que a toma de decisións e os actos dos servidores públicos teñen sobre as persoas e a sociedade. Particularmente, na solución de problemas éticos e morais, dentro da área da xestión e administración pública.
D2	Comunicarse de forma oral e escrita tanto nas linguas oficiais (castelán e galego) como nunha lingua estranxeira
D5	Integrar a aprendizaxe autónoma
D6	Adaptarse a novas situacións

Resultados previstos na materia	
Expected results from this subject	Training and Learning Results
Manexo a través de Internet e de ferramentas multimedia das distintas tipoloxías de documentos	B4
Adquisición da capacidade de adaptación a novos entornos ou circunstancias, e cambios normativos	B8
Manexo dos métodos de xestión dos documentos administrativos e de información das administracións públicas e os seus soportes físicos e telemáticos	C15
Adquisición de capacidade de organización, planificación e utilización do tempo e de autocontrol ante situacións de presión	D2
Adquisición da capacidade para a toma de decisións autónoma e independente	D5
Adquisición de habilidades que favorezan a eficacia interpersonal	D6

Contidos	
Topic	
Tema 1- Concepto de Información e Documentación Administrativa	1.1. Definicións máis estendidas na literatura sobre IDA 1.2. O concepto de información e documentación administrativa dende a teoría de sistemas. Os subsistemas de información das Administracións públicas.
Tema 2- A documentación e a xestión documental administrativa	2.1 O arquivo: técnicas documentais de arquivo. 2.2 Tipoloxía dos documentos a disposición dos funcionarios públicos. 2.3 Expediente e documentos electrónicos.

Planificación

	Class hours	Hours outside the classroom	Total hours
Lección maxistral	14	16	30
Resolución de problemas	0	110	110
Estudo de casos	0	8	8
Exame de preguntas obxectivas	0	1	1
Exame de preguntas de desenvolvemento	0	1	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
Lección maxistral	-Exposición por parte do profesor dos contidos sobre a materia obxecto de estudo, bases teóricas e/ou directrices dun traballo, exercicio ou proxecto a desenvolver polo estudante. -Aprendizaxe colaborativa: Enfoque interactivo de organización do traballo nunha estratexia de corresponsabilidade para atinxir metas e incentivos de grupo. É tanto un método, a utilizar entre outros, como un enfoque global do ensino, unha filosofía.
Resolución de problemas	Actividade na que se formulan problema e/ou exercicios relacionados coa materia. O alumnado debe desenvolver as solucións adecuadas ou correctas mediante a exercitación de rutinas, a aplicación de fórmulas ou algoritmos, a aplicación de procedementos de transformación da información dispoñible e a interpretación dos resultados. Adóitase utilizar como complemento da lección maxistral.
Estudo de casos	Análise dun feito, problema ou suceso real coa finalidade de coñecelo, interpretalo, resolvolo, xerar hipóteses, contrastar datos, reflexionar, completar coñecementos, diagnosticalo e adestrarse en procedementos alternativos de solución.

Atención personalizada

Methodologies	Description
Lección maxistral	Exposición por parte do profesor/a dos contidos sobre a materia obxecto de estudo, bases teóricas e/ou directrices dun traballo, exercicio que o/a estudante ten que desenvolver.
Resolución de problemas	Actividade na que se formulan problemas e/ou exercicios relacionados coa materia. O alumno/a debe desenvolver as solucións axeitadas ou correctas mediante a exercitación de rutinas, a aplicación de fórmulas ou algoritmos, a aplicación de procedementos de transformación da información dispoñible e a interpretación dos resultados. Adóitase empregar como complemento da lección maxistral.

Avaliación

	Description	Qualification	Training and Learning Results
Resolución de problemas	Probas nas que o alumnado debe solucionar una serie de problemas e/ou exercicios nun tempo/condicións establecido/as pola docente. De esta maneira, o alumnado debe aplicar os coñecementos que adquiriu. Pódense utilizar diferentes ferramentas para aplicar esta técnica como, por exemplo, tarefas, foros, audioconferencia, videoconferencia, etc.	40	B4 C15 D2 B8 D5 D6
Estudo de casos	Análise dun feito, problema ou suceso real coa finalidade de coñecelo, interpretalo, resolvolo, xerar hipóteses, contrastar datos, reflexionar, completar coñecementos, diagnosticalo e adestrarse en procedementos alternativos de solución.	10	B4 C15 D2 B8 D5 D6
Exame de preguntas obxectivas	Test para avaliar as competencias adquiridas do alumnado. Por cada 3 preguntas mal contestadas restarase 1 pregunta ben.	25	B4 C15 D2 B8 D5 D6
Exame de preguntas de desenvolvemento	o alumnado deberá demostrar a asimilación do contido das competencias.	25	B4 C15 D2 B8 D5 D6

Other comments on the Evaluation

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

Para poder sumar as cualificacións dos exames e as do resto de metodoloxías-probas, hai que ter unha puntuación mínima en cada unha das partes de 4 puntos sobre 10.

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

Bibliografía. Fontes de información

Basic Bibliography

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

Complementary Bibliography

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

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

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

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

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

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

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

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

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

Rico Vereas, M. & Sánchez Puga, X., **Manual básico da documentación administrativa**, Santiago de Compostela: Xunta de Galicia,

Varios, **Curso de actualización da lingua e linguaxe administrativa para persoal da Xunta de Galicia**, Santiago de Compostela: EGAP,

Recomendacións

Other comments

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

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

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

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

Máis información: <https://www.uvigo.gal/proteccion-datos>

IDENTIFYING DATA				
Dereito do traballo e da seguridade social				
Subject	Dereito do traballo e da seguridade social			
Code	P07G095V01208			
Study programme	Grao en Dirección e Xestión Pública (Virtual)			
Descriptors	ECTS Credits	Choose	Year	Quadmester
	6	Mandatory	2	2c
Teaching language	Castelán Galego			
Department	Dereito público especial			
Coordinator	Rodríguez Fontán, Alicia			
Lecturers	Hierro Viqueira, Javier Rodríguez Fontán, Alicia			
E-mail	aliciarodriguezfontan@gmail.com			
Web				
General description	Aproximación ao estudo do Dereito individual do Traballo e da Seguridade Social, a súa configuración, as súas fontes e aos distintos modelos contractuais laborais.			

Resultados de Formación e Aprendizaxe

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

Resultados previstos na materia

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

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

Contidos

Topic

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

DEREITO DO TRABALLO

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

Planificación

	Class hours	Hours outside the classroom	Total hours
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Lección maxistral	14	76	90
Estudo de casos	11	24	35
Foros de discusión	4	9	13
Instrucción programada	1	1	2
Resolución de problemas de forma autónoma	1	1	2
Exame de preguntas obxectivas	1	1	2
Exame de preguntas de desenvolvemento	2	2	4
Resolución de problemas e/ou exercicios	1	1	2

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

Metodoloxía docente

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

Atención personalizada

Methodologies Description

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

	Description	Qualification	Training and Learning Results
Lección maxistral	A participación e intervención nas clases teóricas, a preparación das sesións teóricas, cando así proceda, a realización de cuestionarios na plataforma de teledocencia, a asistencia a actividades formativas organizadas pola área de Dereito do Traballo e, en xeral, calquera actividade desenvolvida polo alumnado á marxe das probas obxectivas parciais e finais.	5	A1 B1 C9 D1 A2 B2 C13 D2 A3 B3 D4 A4 B4 D5 A5 B6 D6
Estudo de casos	A participación e intervención nas clases prácticas, a preparación dos supostos prácticos, cando así proceda, a realización de cuestionarios na plataforma faitic, a asistencia a actividades formativas organizadas pola área de Dereito do Traballo e, en xeral, calquera actividade desenvolvida polo alumnado á marxe das probas obxectivas parciais e finais.	10	A1 B1 C9 D1 A2 B2 C13 D2 A3 B3 D4 A4 B4 D5 A5 B6 D6
Exame de preguntas obxectivas	Durante o cuadrimestre realizaranse 2 probas tipo test/cuestionarios sobre unha parte dos contidos teóricos da materia. A cualificación obtida en cada test suporá un 15% da nota final. En ningún caso a superación destes cuestionarios liberará de materia de cara á realización do exame final. As datas de celebración de cada test/cuestionario serán fixadas polo docente no cronograma da materia.	20	A1 B1 C9 D1 A2 B2 C13 D2 A3 B3 D4 A4 B4 D5 A5 B6 D6

Exame de preguntas de desenvolvemento	Os contidos prácticos da materia serán avaliados nunha proba/exame final. Trátase dunha proba/exame práctico consistente na resolución, por escrito, dun suposto/caso práctico no que alumnado aplicará os coñecementos prácticos adquiridos durante o cuadrimestre. A cualificación obtida nesta suporá o 35% da nota final.	35	A1 A2 A3 A4 A5	B1 B2 B3 B4 B6	C9 C13	D1 D2 D4 D5 D6
Resolución de problemas e/ou exercicios	Os contidos teóricos da materia serán avaliados nunha proba/exame final. Trátase dunha proba teórica e escritura, que incluírá entre 4 e 7 preguntas de desenvolvemento sobre os distintos epígrafes do programa. O alumnado deberá demostrar a adquisición de coñecementos teóricos da materia en respostas de extensión intermedia.	30	A1 A2 A3 A4 A5	B1 B2 B3 B4 B6	C9 C13	D1 D2 D4 D5 D6

Other comments on the Evaluation

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

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

CONVOCATORIA COMÚN DO MES DE XULLO:

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

CONVOCATORIA FIN DE CARREIRA:

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

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

Bibliografía. Fontes de información

Basic Bibliography

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

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

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

Complementary Bibliography

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

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

Recomendacións

IDENTIFYING DATA				
Finance and Tax Law II: Tax Management and Taxation System				
Subject	Finance and Tax Law II: Tax Management and Taxation System			
Code	P07G095V01209			
Study programme	Grado en Dirección y Gestión Pública			
Descriptors	ECTS Credits	Choose	Year	Quadmester
	6	Mandatory	2nd	2nd
Teaching language	#EnglishFriendly Spanish Galician			
Department				
Coordinator	Aneiros Pereira, Jaime			
Lecturers	Aneiros Pereira, Jaime Constenla Vega, Javier Mosquera Pena, Juan Antonio Rodriguez Losada, Soraya			
E-mail	janeiros@uvigo.es			
Web				
General description	English Friendly subject: International students may request from the teachers: a) resources and bibliographic references in English, b) tutoring sessions in English, c) exams and assessments in English.			

Training and Learning Results

Code	
A2	Students will be able to apply their knowledge and skills in their professional practice or vocation and they will show they have the required expertise through the construction and discussion of arguments and the resolution of problems within the relevant area of study.
A3	Students will be able to gather and interpret relevant data (normally within their field of study) that will allow them to have a reflection-based considered opinion on important issues of social, scientific and ethical nature.
A4	Students will be able to present information, ideas, problems and solutions both to specialist and non-specialist audiences.
B1	Analysis, synthesis, problem-solving, decision-making, information- and time-management skills.
B5	Critical thinking skills.
C5	To describe the structure, organization and functioning of multi-level Public Administrations, analyzing their relationship with the citizenry.
C8	To identify, interpret, plan and manage the economic and financial resources of public Administrations.
D2	To be able to communicate, both orally and in writing, in the two official languages (Spanish and Galician) and in a foreign language.

Expected results from this subject

Expected results from this subject	Training and Learning Results
That the students was able to apply the knowledges to the his work and that possess the derivative competitions of the manufacture and defence of arguments, and of the resolution of problems	A2
That the students have the capacity to gather and interpret relevant data (usually inside the his area of study) to issue judgements that include a reflection on subjects of social, scientific or ethical issues	A3
That the students can transmit information, ideas, problems and solutions it a so much specialized public how no specialized	A4
Analyze, synthesize, resolve problems and take decisions managing the information and the time	B1
Critically thinking	B5
Describe the structure, the organisation and the operation of the multilevel Public Administrations, analyze his relation with the citizenship	C5
Identify, interpret, schedule and manage the economic resources-financial of the Public Administrations	C8
Papers communicated of oral form and writing so much in the official language (Spanish and Galician) how in a foreign language	D2

Contents

Topic

Procedures of application of the tributes (I)	1. Declaration, self assesment and communication of data. 2. The assesment 3. Notification of acts tributaries 4. Procedures of control. 5. Valutation, Rulings and Advence Price Agreements
Procedures of application of the tributes (II)	1. Procedures of tax audit and control. 2. Verification of data 3. Limited tax audits 4. Control of values.
Procedures of application of the tributes (III)	1. The Inspection: functions, authorities and faculties. 2. Place and time of the inspector procedures 3. Start and development of the procedure of tax audits. 4. Documentation of the inspector performances.
Procedures of application of the tributes (IV)	1. Payments periods 2. Forms and ways of payments 3. Terms and conditions 4. Possibility of a deferral
Penalties	1. Tax surcharges 2. Illicits and penalties 3. Tax crimes 4. Procedure in case of fiscal crime.
Procedures to review of the acts of the administration tributary	1. Special procedures of review and procedures of review by means of resource. 2. Ordinary appeal: recurso de reposición 3. Specialized Courts: Reclamación Económico-Administrativa 4. Extraordinary procedures to review resolutions
Personal Income Tax	1. Taxpayers and fiscal residence. 2. Taxable events and exemptions 3. Taxpayers and special regimes. 4. Tax base and tax rates
Corporation Income Tax	1. Taxpayers and tax residence. 2. Taxable events 3. Tax base: general regime and special ones 4. Deductions and allowances
No Resident Income Tax	1. Taxable events and taxpayers. Double Taxation Agreements. 2. The Permanent Establishment. 3. Income Obtained through Permanent Establishment. 4. Income Obtained without permanent establishment
Regional taxes	1. Inheritance and gift tax 2. Net wealth tax. 3. Other taxes
Regional taxes	1. Transfer tax 2. Corporation operations 3. Stamp duty 4. Autonomic competitions.
Value Added Tax	1. Value Added Tax. Concept of entrepreneur or professional and delimitation of the taxpayer. Tax base 2. Special taxes: 3. Customs
Local taxes	1. Property tax. 2. Bussines activity tax 3. Vehicles Tax 4. Construction tax 5. Other

Planning

	Class hours	Hours outside the classroom	Total hours
Lecturing	14	60	74
Problem solving	3	10	13
Case studies	2	7.5	9.5
Autonomous problem solving	2	9	11
Discussion Forum	2	4	6
Learning-Service	2	7.5	9.5
Objective questions exam	2	10	12

Essay questions exam	2	12	14
Systematic observation	1	0	1

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

Methodologies	
	Description
Lecturing	It comprises the realization of kinds, conferences and technical *expositivas in the modality to enabling distance to the students know the main aspects that poses the subject, as well as the necessary means stop his complete understanding and knowledge
Problem solving	Activity in the that formulate problems and/or exercises related with the discipline. It usually use how supplement of the lesson *maxistral
Case studies	Method through the which the students learns to apply the suitable juridical texts to resolve determined practical problems. The students will choose the correct norms and interpreted properly, stop each situation. It achieves to wake up their interest to subject showing his practical importance, and to develop the understanding of the juridical texts.
Autonomous problem solving	The students situates in the centre of the learning, being able to resolve of autonomous form some problems or challenges. The teaching staff supports to the students in the way to the solution, to way of guide or supervisor.
Discussion Forum	Spaces for academic discussions that contribute to the development of the strategic critical thought from the dialogue. IT/the @docente facilitates, advises and guide to the students so that it know to relate the sources of appropriate information
Learning-Service	By means of this methodology, of optional form stop the students, can combined the learning with the provision of a service to the society

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

Assessment		Qualification	Training and Learning Results			
	Description		A2	B1	C5	D2
Objective questions exam	During the development of the course, will realize proofs of knowledge so that the students have the opportunity to know the level of understanding and dominance of the subject.	40	A2 A3 A4	B1 B5	C5 C8	D2
Essay questions exam	The contents of the masterclasses, which must be completed autonomously by the students, will be evaluated in the final exam and the other available competencies.	40	A2 A3 A4	B1 B5	C5 C8	D2

Systematic observation	(*)O profesorado, a través das diferentes actividades que propoña ao alumnado que se someta a avaliación continua (casos prácticos, exposición oral dun tema, presentación escrita dun traballo, ApS, tarefa colaborativa na aula, etc.), valorará a participación activa e calidade das intervencións deste tanto nas clases maxistras como, sobre todo, nas clases prácticas. A participación activa e de calidade do alumnado que se somete a avaliación continua representará o 20% da súa cualificación final. Tamén se terá en conta a participación dos estudantes nas actividades organizadas pola área de Dereito Financeiro e Tributario.	20	A2 A3 A4	B1 B5	C5 C8	D2
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Other comments on the Evaluation

1. Students enrolled in the *blended modality undertake, with the teaching team, to follow a continuous assessment regimen *blended", which implies face-to-face or virtual participation in the activities that the teaching staff indicates for the dictated modality.

2. The blended modality supposes the continuous evaluation of the students' learning. In general, the compulsory final test will take place in person on the date and time established in the examination calendar approved by the Faculty Board, accounting for 60% of the overall grade. This final exam will consist of a theoretical test and a written practical test. The remaining 40% will correspond to the continuous evaluation, which can be done either through virtual means or by attending the practical sessions.

3. Students who do not participate in more than 80% of the "continuous blended assessment" activities proposed by the teaching staff will be assessed 100% based on two results obtained in the final theoretical-practical test.

Sources of information

Basic Bibliography

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

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

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

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

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

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

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

Complementary Bibliography

Recommendations

Subjects that continue the syllabus

Electronic Tax Administration/P07G095V01407

Other comments

The subject refers the a branch of the Right Public, pole that the knowledge of the public institutions and of the juridical regime-applicable official *constitue an indispensable base stop the understanding of the procedures tributaries in front of the Administration and the normative competitions and of *cesión of faculties to the distinct levels of government.

The knowledge of the institutions of the Right @Financeiro, of the his system of sources, the rules of interpretation and application of the tributes and the essential elements that compose the tribute form part of the presupposed stop the *entendemento, understanding and application of the subject. Of the even way, in the current reality no can ignore that many of the procedures of application of the tributes develop through electronic and telematic means, pole that the complete *entendemento of the subject will complete with the *asignatura electronic Administration.

IDENTIFYING DATA				
Public Sector Economics				
Subject	Public Sector Economics			
Code	P07G095V01210			
Study programme	Grado en Dirección y Gestión Pública			
Descriptors	ECTS Credits	Choose	Year	Quadmester
	6	Mandatory	2nd	2nd
Teaching language	#EnglishFriendly Spanish Galician			
Department				
Coordinator	Chamorro Rivas, José María Andrés Mosquera, Andrés de			
Lecturers	Andrés Mosquera, Andrés de Chamorro Rivas, José María			
E-mail	andres.andres.mosquera@uvigo.es chamorro@uvigo.es			
Web				
General description	Economy of the public sector is a 6 ects course, compulsory of 2º course, aimed to tackle the economic appearances, the foundations and the consequences of the intervention of the public administrations in the economy of a country.			
	English Friendly subject: International students may request from the teachers: a) resources and bibliographic references in English, b) tutoring sessions in English, c) exams and assessments in English			

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

Expected results from this subject				
Expected results from this subject	Training and Learning Results			
When finishing the subject, the student will be able of: 1. Identify the main questions of the that occupies the economy of the public sector. 2. Recognize that activities realizes the public sector and how are organized. 3. Identify and foresee all the consequences of the public activities. 4. Describe the main reasons of discrepancy go in the economists envelope the measures that owe to adopt the Governments. 5. Analyze the different points of view envelope the economic paper of the Been. 6. Evaluate the distinct possible measures to achieve the objectives of the governmental politics. 7. To become aware of public goods with the objective to reach a more just society and equitable. 8. Commit to issues of social welfare.	A1	B1	C10	D1
	A2	B2		D2
	A3	B3		D3
	A4	B4		D4
	A5	B5		D5

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

Planning			
	Class hours	Hours outside the classroom	Total hours
Lecturing	20	20	40
Case studies	15	15	30
Autonomous problem solving	5	30	35
Discussion Forum	5	25	30
Programmed instruction	3	8	11
Essay questions exam	2	0	2
Essay questions exam	0	2	2

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

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

Personalized assistance	
Methodologies	Description
Case studies	The formative activities in which it proposes the personalised attention will be, among others, the study of cases. Resolution of doubts of the students in relation to some aspect of the subject (content, work or practices), as well as attention to their needs and queries related to the study and / or issues related to the discipline, providing guidance, support and motivation in the learning process. This activity will be carried out remotely (via email or the virtual campus)
Autonomous problem solving	The formative activities in which it proposes the personalised attention will be, among others, the resolution of problems of autonomous form. Resolution of doubts of the students in relation to some aspect of the subject (content, work or practices), as well as attention to their needs and queries related to the study and / or issues related to the discipline, providing guidance, support and motivation in the learning process. This activity will be carried out remotely (via email or the virtual campus)

Discussion Forum	The formative activities in which it proposes the personalised attention are, between others, the forums of discussion. Resolution of doubts of the students in relation to some aspect of the subject (content, work or practices), as well as attention to their needs and queries related to the study and / or issues related to the discipline, providing guidance, support and motivation in the learning process. This activity will be carried out remotely (via email or the virtual campus)
Programmed instruction	The formative activities in which it proposes the personalised attention are, between others, the instruction programmed through educational materials (that it includes the rest of the educational material facilitated to the students that involve reading of technical scientific documentation skilled and that can not be driven to lecturing methodology). Resolution of doubts of the students in relation to some aspect of the subject (content, work or practices), as well as attention to their needs and queries related to the study and / or issues related to the discipline, providing guidance, support and motivation in the learning process. This activity will be carried out remotely (via email or the virtual campus)

Assessment		Qualification Training and Learning Results					
	Description						
Lecturing	Examination of objective questions Case study Examination of development questions	0					
Case studies	Examination of objective questions Case study Examination of development questions	20	A1	B1	C10	D1	
			A2	B2		D2	
			A3	B3		D3	
			A4	B4		D4	
			A5	B5		D5	
Autonomous problem solving	Examination of objective questions Case study Examination of development questions	20	A1	B1	C10	D1	
			A2	B2		D2	
			A3	B3		D3	
			A4	B4		D4	
			A5	B5		D5	
Essay questions exam	Partial content exam in which the student has to answer and develop questions of both an objective descriptive and evaluative type and of opinion	30	A1	B1	C10	D1	
			A2	B2		D2	
			A3	B3		D3	
			A4	B4		D4	
			A5	B5		D5	
Essay questions exam	Partial content exam in which the student has to answer and develop questions of both an objective descriptive and evaluative type and of opinion	30	A1	B1	C10	D1	
			A2	B2		D2	
			A3	B3		D3	
			A4	B4		D4	
			A5	B5		D5	

Other comments on the Evaluation

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

□ Students will have the option to present themselves to the extraordinary call (June Exam) based on the adaptation of these activities by the teacher and whose content will be posted on the platform. The Second Chance exam might consists of an exam that scores 100% of the grade.

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

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

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

Sources of information

Basic Bibliography

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

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

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

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

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

Complementary Bibliography

Recommendations

Subjects that it is recommended to have taken before

Economics: Public Economics/P07G095V01103
