



(*)Facultade de Ciencias Sociais e da Comunicación

Grado en Dirección y Gestión Pública

Subjects

Year 1st

Code	Name	Quadmester	Total Cr.
P04G092V01101	Political Science: Political Science	1st	6
P04G092V01102	Political Science: Public Administration and Management Science	1st	6
P04G092V01103	Economics: Public Economics	1st	6
P04G092V01104	Political Science: The Spanish Political System	1st	6
P04G092V01105	Political Science: Governance, Globalization and Human Rights	1st	6
P04G092V01106	Law: Administrative Law I	2nd	6
P04G092V01107	Political Science: Institutions and Policies of the European Union	2nd	6
P04G092V01108	Sociology: General Sociology	2nd	6
P04G092V01109	Political Science: Public Policies	2nd	6
P04G092V01110	Political Science: Governments of the Spanish Autonomous Communities	2nd	6

Year 2nd

Code	Name	Quadmester	Total Cr.
P04G092V01201	Administrative law 2	1st	6
P04G092V01202	Administration Statistics	1st	6
P04G092V01203	Management of Public Services	1st	6
P04G092V01204	Finance and Tax Law I: Institutions and Sources	1st	6
P04G092V01205	Management of People: Organization and Functions	1st	6
P04G092V01206	Management of Human Resources: Lists of Posts and Multilevel Public-Sector Job Offers	2nd	6

P04G092V01207	Management of Public Documentation	2nd	6
P04G092V01208	Labor and Social Security Law	2nd	6
P04G092V01209	Finance and Tax Law II: Tax Management and Taxation System	2nd	6
P04G092V01210	Public Sector Economics	2nd	6

IDENTIFYING DATA**Political Science: Political Science**

Subject	Political Science: Political Science			
Code	P04G092V01101			
Study programme	Grado en Dirección y Gestión Pública			
Descriptors	ECTS Credits	Type	Year	Quadmester
	6	Basic education	1st	1st
Teaching language	Spanish Galician			
Department				
Coordinator	Cancela Outeda, Celso			
Lecturers	Cancela Outeda, Celso Cordal Rodríguez, Constantino Ricoy Casas, Rosa María			
E-mail	ccancela@uvigo.gal			
Web	http://http://csc.uvigo.es/profesorado/celso-cancela-outeda/			
General description	This matter pretends that the students purchase a group of basic conceptual tools relative to the state political organisation that [in addition to contributing his general training and to provide him some fundamental knowledges for other matters] allow him contextualise properly the phenomenon of the public administrations from the optics of the *politología in some surroundings *multinivel and develop a critical vision of daily reality. Of way *ejemplificativa, will try to offer answers to questions eat: ¿What is the politics? ¿When it enjoys of legitimacy the political power? ¿Which are the differences between the parliamentarism and the *presidencialismo? ¿Which advantages and disadvantages present respectively? ¿What is a political party? ¿How we can define the democracy? ¿How they affect him instruments of communication like the social networks?			

Competencies

Code	
CB1	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.
CB2	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.
CB3	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.
CB4	Students will be able to present information, ideas, problems and solutions both to specialist and non-specialist audiences.
CB5	Students will acquire the learning skills that are required to pursue further studies with a high degree of independence.
CG1	Analysis, synthesis, problem-solving, decision-making, information- and time-management skills.
CG5	Critical thinking skills.
CE1	To be familiar with the main theories and approaches in Political Science and Public Management and Administration.
CE2	To recognize the structure and functioning of political systems and political institutions.
CT1	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.
CT2	To be able to communicate, both orally and in writing, in the two official languages (Spanish and Galician) and in a foreign language.
CT5	To acquire independent learning skills.

Learning outcomes

Learning outcomes	Competences			
Identify the basic conceptual elements to boost the political analysis	CB1 CB2 CB5	CG1 CG5	CE1 CE2	CT1 CT2 CT5
Recognise the meaning, the contents and diverse *teorizaciones on the politics and the power.	CB3 CB5	CG1 CG5	CE1 CE2	CT5
Identify the central concepts related with the state organisation.	CB1 CB3	CG1	CE1 CE2	
Analyse and interpret the political reality-institutional daily the local scale, regional, state, *supraestatal and global.	CB2	CG5	CE1 CE2	CT1 CT5
Interpret data derived of observations in relation with the appropriate theories in the field of the political science	CB2 CB3	CG1	CE1	CT2 CT5

Enumerate the interrelationships of the integral elements of a political system and his practical operation	CB2 CB3	CG1	CE2	CT2 CT5
Explain the derivative basic implications of the political organisation, in particular, in relation with the public administration.	CB3 CB4	CG1 CG5	CE2	CT2

Contents

Topic	
1. Politics and political science	1.1 Historical Evolution of the scientific reflection on politics. 1.2 Main theoretical approaches. 1.3 Geography of the political science: main fields and subfields
2. Politics and Power	2.1 Concept of politics and power. 2.2 The political power. 2.3 The legitimacy and the legality. 2.4 The political system. Concept 2.5 The political system as public administration's context
3. State and political system	3.1 Historical origin. 3.2 Definition and state components: territory, population and power 3.3 Historical Evolution: transformations and current challenges. 3.4 The public administration in the state framework
4. Institutional structure of the state (I)	4.1 General Considerations: separation of powers. 4.2 Head of state: monarchy and republic. 4.3 Systems or forms of government 4.3.1 Parliamentarism. 4.3.2 Presidentialism. 4.3.3 Semipresidentialism 4.4 The forms or systems of government and the public administration.
5. Institutional structure of the state (II): parliaments, governments and courts	5.1 Legislative Power: parliaments 5.1.1. Composition and functions. 5.1.2 Relations between the parliaments and public administration 5.2 Executive Power: types of government. 5.2.1 Composition and organisation. 5.2.2 Government and public Administration 5.3 Judicial Power: judges and courts 5.3.1 Functions and organisational principles 5.3.2 Courts and public administration
6. Territorial structure of the state	6.1 Forms of state: concept and motivations. 6.2 Unitary State 6.3 Federation 6.4 Confederation. 6.5 Current Tendencies: globalisation and integration. 6.6 Forms of state and their impacts over the public administration
7. Dictatorship and democracy	7.1 Basic Concepts. 7.2 Representative Democracy. 7.3 Elections and electoral systems. 7.4 The public administration in the non democratic and democratic systems.
8. Political action and political actors	8.1 Concepts and types 8.2 Political Parties and party systems. 8.3 Groups of interest 8.4 Social Movements. 8.5 Media. 8.6 The public administration in the context of the political and social pluralism
9. Political culture and political ideologies	9.1 Basic Elements: political socialisation and political identity 9.2 Notion of political culture: beliefs and thoughts 9.3 Notion of ideology: ideas and values 9.4 Political Ideologies contemporary. 9.5 The public administration and the values and ideologies.
10. Political communication and public opinion	10.1 General approach 10.2 Actors: media and social networks in politics 10.3 Public Opinion: tendencies and surveys 10.4 The public administration and the public opinion
11. International system: world-wide order and global governance	11.1 Globalisation and regional integration 11.2 World-wide Order and global governance 11.3 Institutions, actors and processes

Planning

	Class hours	Hours outside the classroom	Total hours
Lecturing	25	7.5	32.5
Seminars	12	28	40
Debate	11	20	31
Objective questions exam	2	20	22
Self-assessment	0	2.5	2.5
Essay	0	20	20
Debate	2	0	2

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

Methodologies

	Description
Lecturing	Presentation by the lecturer of the basic contents of the matter object of study.
Seminars	Activity orientated towards developing a specific subject .
Debate	Preparation and presentation of ideas and arguments on a subject or relative subject to the matter

Personalized assistance

Methodologies	Description
Seminars	Sessions devoted to thematic specific of practical academic interest
Debate	Presentation of ideas and arguments on a subject or question
Tests	Description
Objective questions exam	Short questions with multiple choice
Self-assessment	Short questions with multiple choice through the platform FAITIC
Essay	Tasks of diverse content to make uner the lecturer's supervisions
Debate	Presentation of ideas and arguments on a subject or question

Assessment

	Description	Qualification	Evaluated	Competences
Objective questions exam	Exam test about the main concepts and notions of the discipline (final test).	40	CB1 CB2 CB3 CB4 CB5	CG5 CE1 CE2 CT5
Self-assessment	Exam test on the different sections of the discipline through the platform	30	CB1 CB3	CG1 CG5 CE1 CE2 CT5
Essay	Work related subjects to the discipline.	20	CB1 CB2 CB3 CB4 CB5	CE1 CE2 CT1 CT5
Debate	Presentation of ideas and arguments on a subject or question	10	CB1 CB2 CB4	CG1 CG5 CE1 CE2 CT2 CT5

Other comments on the Evaluation

Sources of information

Basic Bibliography

VALLÉS, Josep M^a e MARTÍ, Salvador, **Ciencia política. Un manual**, Nova ed. actualizada (existe versión Kindle), Ariel, 2020
 BARREDA, Mikel.-RUIZ, Leticia., **Análisis de la política.**, 1^a, Huygens Editorial, 2016

Complementary Bibliography

CAMINAL BADÍA, Miquel (coord.), **Manual de Ciencia Política**, 5^a ed., Tecnos, 2019
 HEYWOOD, Andrew, **Politics**, 4^a ed, Palgrave, 2013
 SODARO, Michael J., **Política y Ciencia Política. Una introducción**, Edición revisada, McGraw-Hill, 2010
 COLOMER, Josep M^a, **Ciencia de la política**, 1^a ed., Ariel, 2009
 Vallés, J M.-Ballart, X. (ed.), **Política para apolíticos**, 1^a, Ariel, 2012
 Nohlen, Dieter, **¿Cómo estudiar ciencia política? Una introducción en trece lecciones**, 1^a, MARCIAL PONS, 2012

Recommendations

Subjects that continue the syllabus

Political Science: Public Administration and Management Science/P04G092V01102

Political Science: Institutions and Policies of the European Union/P04G092V01107

Political Science: Public Policies/P04G092V01109

Other comments

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

Contingency plan

Description

EXCEPTIONAL MEASURES SCHEDULED

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

ADAPTATION OF The METHODOLOGIES

In front of eventual derivative alterations of the sanitary alert, the teaching methodologies will be adapted to the demands of the platform of *teledocencia and of the Remote Campus of the University of Vigo.

ADAPTATION OF The EVALUATION

In front of eventual derivative alterations of the sanitary alert, the criteria of evaluation result applicable in the current version.

IDENTIFYING DATA				
Political Science: Public Administration and Management Science				
Subject	Political Science: Public Administration and Management Science			
Code	P04G092V01102			
Study programme	Grado en Dirección y Gestión Pública			
Descriptors	ECTS Credits	Type	Year	Quadmester
	6	Basic education	1st	1st
Teaching language	Spanish Galician Portuguese			
Department				
Coordinator	Varela Álvarez, Enrique José			
Lecturers	Varela Álvarez, Enrique José			
E-mail	evalvarez@uvigo.es			
Web				
General description	(*)Las administraciones públicas son instituciones que desarrollan acciones para intentar resolver problemas colectivos de interés general. La manera de comprender qué y por qué lo hacen es analizarlas desde enfoques científicos que forman parte de la rama de las "Ciencias Sociales", y que se llevan impartiendo en el sistema de educación español desde el último cuarto del siglo XX. Los enfoques teóricos que se van a utilizar para conocer los marcos institucionales, sus estructuras de gobierno y administración multinivel en España, son la Ciencia de la Administración y la Teoría de la Organización y la Gestión Pública. Estos enfoques ayudarán a mejorar la comprensión de cómo se organizan las administraciones públicas en el Estado de las Autonomías y cuáles son los principios y valores públicos sobre los que se asienta la gestión de sus políticas y servicios públicos.			

Competencies	
Code	
CB1	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.
CB2	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.
CB3	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.
CB4	Students will be able to present information, ideas, problems and solutions both to specialist and non-specialist audiences.
CB5	Students will acquire the learning skills that are required to pursue further studies with a high degree of independence.
CG1	Analysis, synthesis, problem-solving, decision-making, information- and time-management skills.
CG3	Ability to work in teams and in multidisciplinary environments.
CG4	Commitment to ethical values and public service vocation.
CG5	Critical thinking skills.
CE1	To be familiar with the main theories and approaches in Political Science and Public Management and Administration.
CE2	To recognize the structure and functioning of political systems and political institutions.
CE5	To describe the structure, organization and functioning of multi-level Public Administrations, analyzing their relationship with the citizenry.
CE6	To apply the knowledge relating to administration planning and management in the best interests of good governance.
CT1	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.
CT2	To be able to communicate, both orally and in writing, in the two official languages (Spanish and Galician) and in a foreign language.
CT4	To master the specific ICT techniques in their respective academic and professional fields.
CT5	To acquire independent learning skills.
CT6	Ability to adapt to new situations.

Learning outcomes	
Learning outcomes	Competences

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. Analysis, synthesis, problem-solving, decision-making, information- and time-management skills. To be familiar with the main theories and approaches in Political Science and Public Management and Administration. 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. To acquire independent learning skills.	CB1	CG1	CE1	CT1 CT5
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. Ability to work in teams and in multidisciplinary environments. To be familiar with the main theories and approaches in Political Science and Public Management and Administration. To be able to communicate, both orally and in writing, in the two official languages (Spanish and Galician) and in a foreign language.	CB2	CG3	CE1	CT2
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. Commitment to ethical values and public service vocation. To recognize the structure and functioning of political systems and political institutions. To acquire independent learning skills.	CB3	CG4	CE2	CT5
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. Critical thinking skills. To describe the structure, organization and functioning of multi-level Public Administrations, analyzing their relationship with the citizenry. To master the specific ICT techniques in their respective academic and professional fields.	CB3	CG5	CE5	CT4
Students will be able to present information, ideas, problems and solutions both to specialist and non-specialist audiences. Commitment to ethical values and public service vocation. To describe the structure, organization and functioning of multi-level Public Administrations, analyzing their relationship with the citizenry. To acquire independent learning skills.	CB4	CG4	CE5	CT5
Students will be able to present information, ideas, problems and solutions both to specialist and non-specialist audiences. Critical thinking skills. To apply the knowledge relating to administration planning and management in the best interests of good governance. To acquire independent learning skills.	CB4	CG5	CE6	CT5
Students will be able to present information, ideas, problems and solutions both to specialist and non-specialist audiences. Ability to work in teams and in multidisciplinary environments. To apply the knowledge relating to administration planning and management in the best interests of good governance. Ability to adapt to new situations.	CB4	CG3	CE6	CT6
Students will acquire the learning skills that are required to pursue further studies with a high degree of independence. Commitment to ethical values and public service vocation. To apply the knowledge relating to administration planning and management in the best interests of good governance. To acquire independent learning skills.	CB5	CG4	CE6	CT5

Contents

Topic

Introduction to the Social Sciences and the public institutions	What is the science and for what results useful? On the "postruht" and the "fake news" in the pos-globalisation Sciences, societies and public institutions Social Sciences and Public Administrations: new challenges for a world post-COVID-19
---	---

1. Approaches of analysis of the public administrations	Problems and public institutions: risks and global and local pandemics Different venues approaches of analysis of the public administrations: - Political Science - Science of the Administration - Theory of the Organisation and Public Management - Public Policy - Governance
2. Science of the Administration: basic elements of analysis	Definition and characteristic of the Science of the Administration The "map" of the Science of the Administration *multinivel: - Structures and levels of government - Structures and levels of administration Basic Elements of analysis: - Organisation - Human Resources
3. Public management: basic elements of analysis	Theory of the Organisation and Public Management The management in the Spanish public administrations Dimensions and elements of public management: - Organisation - Human Resources Public Services, citizenship and governance networks
General conclusions of the matter: the governance of the Public Administrations in the 21st century	A world post-COVID-19 in the third decade of the 21st century The governance of the public, private and common networks 2030 Agenda and ODS 16 and 17 for a more human and sustainable world

Planning			
	Class hours	Hours outside the classroom	Total hours
Problem solving	12	18	30
Practices through ICT	0	20	20
Project based learning	0	24	24
Discussion Forum	0	30	30
Lecturing	33	0	33
Objective questions exam	0	1	1
Self-assessment	0	2	2
Essay	0	10	10

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

Methodologies	
	Description
Problem solving	(*)Desenvolvemento de habilidades de traballo en equipo con datos e evidencias relacionadas coas institucións públicas
Practices through ICT	(*)Aprendizaxe individual e grupal a través de Tics
Project based learning	(*)Proxecto grupal desenvolvido na aula e relacionado coas institucións públicas
Discussion Forum	(*)Espazos de debate virtual sobre as palabras chave e os principais elementos teórico-prácticos da materia
Lecturing	(*)Sesións de presentación das bases teóricas da materia, tanto en formato presencial, como virtual, e baseado en metodoloxías de presentacións eficaces e "aula invertida"

Personalized assistance	
Methodologies	Description
Lecturing	
Problem solving	
Practices through ICT	
Project based learning	
Discussion Forum	
Tests	Description
Objective questions exam	
Self-assessment	
Essay	

Assessment

	Description	Qualification	Evaluated Competences			
Problem solving	(*)Desenvolvemento de habilidades de traballo en equipo con datos e evidencias relacionadas coas institucións públicas	10	CB1	CG1	CE1	CT4
Practices through ICT	(*)Aprendizaxe individual e grupal a través de Tics	10	CB1	CG1	CE2	CT4
			CB3	CG3	CE5	CT5
			CB4	CG5		
Project based learning	(*)Proxecto grupal desenvolvido na aula e relacionado coas institucións públicas	10	CB3	CG4	CE1	CT1
			CB4	CG5	CE2	CT6
					CE5	
					CE6	
Objective questions exam	(*)Proba obxectiva baseada en preguntas sobre os contidos da materia e os seus diferentes temas	50	CB1	CG4	CE1	
			CB3	CG5	CE2	
			CB4		CE5	
					CE6	
Self-assessment	(*)Test de auto-aprendizaxe para cada un dos temas da materia	10	CB1		CE1	CT1
			CB3		CE2	CT5
					CE5	
					CE6	
Essay	(*)Traballo individual a través do cal o alumnado demostra a adquisición das competencias básicas da materia	10	CB1	CG4	CE1	CT1
			CB2		CE2	CT2
					CE5	CT5
					CE6	

Other comments on the Evaluation

Sources of information

Basic Bibliography

Enrique José Varela Álvarez, **Las Administraciones Públicas Contemporáneas. Una Visión Multidisciplinar desde el Estado de las Autonomías**, 84-8408-231-8, Tórculo Edicións, 2003

Carles Ramió Matas, **Teoría de la Organización y Administración Pública**, 978-84-309-3450-8, Tecnos y Universitat Pompeu Fabra, 1999

Quim Brugué y Joan Subirats, **Lecturas de Gestión Pública**, Ministerio de Administraciones Públicas, Ministeri, 1996

Mariano Baena del Alcázar, **Manual de Ciencia de la Administración**, Síntesis, 2005

Salvador Parrado, **El Análisis de la Gestión Pública**, 978-84-9086-508-8, Tirant lo Blanch, 2015

César Colino Cámara, José Antonio Olmeda Gómez y Salvador Parrado Díez, **Las Administraciones Públicas en España**, 978-84-9143-460-3, Tirant lo Blanch, 2017

Complementary Bibliography

Recommendations

Subjects that continue the syllabus

Law: Administrative Law I/P04G092V01106

Economics: Public Economics/P04G092V01103

Sociology: General Sociology/P04G092V01108

Subjects that are recommended to be taken simultaneously

Political Science: Political Science/P04G092V01101

Political Science: Governance, Globalization and Human Rights/P04G092V01105

Political Science: Governments of the Spanish Autonomous Communities/P04G092V01110

Political Science: Institutions and Policies of the European Union/P04G092V01107

Political Science: Public Policies/P04G092V01109

Political Science: The Spanish Political System/P04G092V01104

Contingency plan

Description

=== EXCEPTIONAL PLANNING ===

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

=== ADAPTATION OF THE METHODOLOGIES ===

* Teaching methodologies maintained

* Teaching methodologies modified

* Non-attendance mechanisms for student attention (tutoring)

* Modifications (if applicable) of the contents

* Additional bibliography to facilitate self-learning

* Other modifications

=== ADAPTATION OF THE TESTS ===

* Tests already carried out

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

...

* Pending tests that are maintained

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

...

* Tests that are modified

[Previous test] => [New test]

* New tests

* Additional Information

IDENTIFYING DATA				
Economics: Public Economics				
Subject	Economics: Public Economics			
Code	P04G092V01103			
Study programme	Grado en Dirección y Gestión Pública			
Descriptors	ECTS Credits	Type	Year	Quadmester
	6	Basic education	1st	1st
Teaching language	Spanish			
Department				
Coordinator	Chamorro Rivas, José María			
Lecturers	Chamorro Rivas, José María			
E-mail	chamorro@uvigo.es			
Web				
General description	(*)Síntese dos conceptos máis elementais da economía que permitan ao alumno non só entender a actuación do mercado, senon tamén interpretar a evolución dos sectores produtivos e máis a caracterización actual das grandes áreas económicas no mundo			

Competencies	
Code	
CB1	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.
CB2	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.
CB3	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.
CB4	Students will be able to present information, ideas, problems and solutions both to specialist and non-specialist audiences.
CB5	Students will acquire the learning skills that are required to pursue further studies with a high degree of independence.
CG1	Analysis, synthesis, problem-solving, decision-making, information- and time-management skills.
CG2	Organizing and planning their own professional careers in the best possible way
CG3	Ability to work in teams and in multidisciplinary environments.
CG4	Commitment to ethical values and public service vocation.
CG5	Critical thinking skills.
CE10	To assess the economic environment and the economic dimension of the public sector.
CT1	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.
CT2	To be able to communicate, both orally and in writing, in the two official languages (Spanish and Galician) and in a foreign language.
CT3	Raising awareness about environmental issues.
CT4	To master the specific ICT techniques in their respective academic and professional fields.
CT5	To acquire independent learning skills.

Learning outcomes				
Learning outcomes	Competences			
Identify, organize and analyze economic information of critical and systematic form.	CB1 CB3 CB4	CG1 CG5	CE10	CT4 CT5
Distinguish economic problems through understanding in order to be able to evaluate their scope and propose solutions.	CB1 CB2 CB3 CB4	CG1 CG5	CE10	CT2 CT3 CT4 CT5
Recognize how decisions are made in many aspects of life and the process by which they are made.	CB1 CB2 CB3 CB4 CB5	CG1 CG2 CG3 CG5	CE10	CT2 CT3 CT4 CT5

Solve economic problems independently using qualitative and quantitative information.	CB1 CB3 CB5	CG1 CG2 CG4 CG5	CE10	CT2 CT4 CT5
Respect economic phenomena as a basis for decision-making in both a private and public policy context.	CB1 CB2 CB3 CB4 CB5	CG1 CG2 CG4 CG5	CE10	
Show interest in other people's ideas and willingness to express one's own without losing empirical references.	CB1 CB2 CB3 CB4 CB5	CG1 CG3 CG4 CG5	CE10	CT1 CT2 CT3 CT4

Contents

Topic	
Introduction to the Economy	Introductory concepts Basic ideas of Economics
The market economy	Market demand Market offer Elasticities Market equilibrium Supply-demand and government policies
The efficiency of markets	Consumers, producers and market efficiency
The firms in competitive markets	Production costs Competitive markets Maximizing profits
The markets of the factors of production	Labor market Equilibrium in the labor market
Indicators of economic activity	Main macros National Accounting Treatment of the data Analysis of Results
Savings, investment and the financial system	Financial institutions Savings and investment in national accounts Savings market
The monetary system	Money European Central Bank Banks and money supply Monetary control tools
World Economy	Economic development and underdevelopment Perspectives on international economics Trends in the world economy
Spanish Economy	Evolution of the Spanish economy since the twentieth century Spanish economic structure Current trends in the Spanish economy

Planning

	Class hours	Hours outside the classroom	Total hours
Lecturing	27	33	60
Programmed instruction	2	11.3	13.3
Case studies	7	19.4	26.4
Autonomous problem solving	8.9	24.7	33.6
Discussion Forum	1.6	9.1	10.7
Objective questions exam	2	0	2
Case studies	2	0	2
Essay questions exam	2	0	2

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

Methodologies

	Description
Lecturing	Presentation by the teacher of the contents on the subject object of study, theoretical bases and / or guidelines of a work, exercise that the student has to develop.

Programmed instruction	It consists of the presentation of a subject divided into several didactic units, of smaller size, with questions at the end of each didactic unit in order to consolidate the acquired knowledge. These activities can be done in person or virtually.
Case studies	Analysis of a real fact, problem or event in order to know it, interpret it, solve it, generate hypotheses, test data, reflect, complete knowledge, diagnose it and train in alternative solution procedures.
Autonomous problem solving	Activity in which problems and / or exercises related to the subject are formulated. The student must develop the analysis and resolution of the problems and / or exercises of autonomous form.
Discussion Forum	Activities developed in a virtual environment in which diverse and current topics related to the academic and / or professional field are discussed.

Personalized assistance

Methodologies	Description
Lecturing	Resolution of doubts in the classroom or in hours of tutorials.
Discussion Forum	Resolution of doubts in the classroom or in hours of tutorials.
Programmed instruction	Resolution of doubts in the classroom or in hours of tutorials.
Case studies	Resolution of doubts in the classroom or in hours of tutorials.
Autonomous problem solving	Resolution of doubts in the classroom or in hours of tutorials.

Assessment

	Description	Qualification	Evaluated	Competences
Objective questions exam	Tests that assess knowledge that include closed-ended questions with different answer alternatives (true / false, multiple choice, pairing of elements ...). The students they select an answer from a limited number of possibilities	20	CB1 CB2 CB3 CB4 CB5	CG1 CG5 CE10 CT1 CT3 CT4 CT5
Case studies	Test in which a student must analyze a fact, problem or real event in order to know, interpret, solve, generate hypotheses, test data, reflect, complete knowledge, diagnose it and train in alternative solution procedures.	20	CB1 CB2 CB3 CB4 CB5	CG1 CG3 CG5 CE10 CT1 CT2 CT3 CT4 CT5
Essay questions exam	Tests that include open-ended questions on a topic. Students must develop, relate, organize and present the knowledge they have about the subject in an argumentative answer.	60	CB1 CB2 CB3 CB4 CB5	CG1 CG2 CG5 CE10 CT1 CT2 CT3 CT4 CT5

Other comments on the Evaluation

Sources of information

Basic Bibliography

Mankiw, N. Gregory, **Principios de economía**, Sexta, Ediciones Paraninfo, S.A, 2012
 Krugman, Wells y Graddy, **Fundamentos de Economía**, Tercera, Editorial Reverté, 2016
 Mankiw, N. Gregory; Mark P. Taylor, **Economía**, Primera, Editorial Paraninfo, S.A., 2017
 Mankiw, N. Gregory; Mark P. Taylor, **Economics**, Quinta, CENGAGE, 2019

Complementary Bibliography

Recommendations

Contingency plan

Description

=== EXCEPTIONAL PLANNED MEASURES ===

Given the uncertain and unpredictable evolution of the health alert caused by COVID-19, the University establishes an extraordinary planning that will be activated when the administrations and the institution itself determine it according to criteria of safety, health and responsibility, and ensuring teaching in a non-face-to-face or not fully face-to-face scenario. These already planned measures guarantee, when it is mandatory, the development of teaching in a more agile and effective way to be known in advance (or well in advance) by students and teachers through the standardized and institutionalized tool of DOCNET teaching guides.

=== ADAPTATION OF METHODOLOGIES ===

- * Teaching methodologies that are maintained

All teaching methodologies are maintained

- * Teaching methodologies that change

There is no modification

- * Non-contact mechanism for student care (tutorials)

Tutorials will be held in the teacher's virtual office on Remote Campus

- * Modifications (if applicable) of the contents to be taught

There is no modification

- * Additional bibliography to facilitate self-learning

There is no modification

- * Other modifications

=== ADAPTATION OF THE EVALUATION ===

- * Tests already performed

The tests already performed maintain their weight in the evaluation.

...

- * Pending tests that are maintained

Pending tests are all maintained with their weight in the assessment.

...

- * Tests that change

There is no evidence to change.

- * New tests

There is no new evidence

- * Additional information

Pending tests are carried out virtually.

IDENTIFYING DATA**Political Science: The Spanish Political System**

Subject	Political Science: The Spanish Political System			
Code	P04G092V01104			
Study programme	Grado en Dirección y Gestión Pública			
Descriptors	ECTS Credits	Type	Year	Quadmester
	6	Basic education	1st	1st
Teaching language	#EnglishFriendly Galician			
Department				
Coordinator	López Mira, Álvaro Xosé			
Lecturers	López Mira, Álvaro Xosé			
E-mail	almira@uvigo.es			
Web				

General description It treats in this subject to board with a vision updated the different historical elements, juridical, social, political, electoral... That shape the design and operation of the political system in the that are simultaneously overlapping how citizen and university students. Given the extension and complexity of the subjects to treat, easily will result to understand, that need to do a compendium very strict of the same in the academic journey of this subject. That is also one of the reasons that advises a different space of treatment of each of the subjects.

IT/the student of this discipline can fall in the temptation that it results donated to assimilated since all it in her treated sounds more or less next, well poles his previous knowledges, well pole informative treatment of the diaries mass media of the country that include always any of the elements included in the program. It Would be, in the senior part of the cases, a severe root that you need avoid. No it think neither that it can have overlap of contents with any already studied subject; it is not like this because the Political Science is the science of the realism and, therefore, go more there of the appearances or of the illusory normativism since it can show how behind one beautiful juridical frame, even constitutional, can dominate the corruption, the nepotism or the mere non-compliance. Here You can put that our objectives are very ambitious: because they aspire to explain how works in the reality our political model in the three parts in that comes divided the subject.

The basic information envelope to subject finds in this teaching Guide of the subject and in the platform Fatic of the University of Vigo. Besides I inform you that will have tutorings witness or virtual second the circumstances, respectively, in the dispatch 224 of the Faculty of Social Sciences or in the telephone 986801981, in the Skype alvaroxose and in the e-mail almira@uvigo.gal

Hope that the subject was of the your interest and provide you useful analytical tools to interpret the complex political reality-social in the that touched us in luck live. Explain with me to help you in this purpose always that you need it.

English Friendly subject: International students may request from the teachers: a) materials and bibliographic references in English, b) tutoring sessions in English, c) exams and assessments in English.

Competencies

Code	
CB1	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.
CB2	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.
CB3	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.
CB4	Students will be able to present information, ideas, problems and solutions both to specialist and non-specialist audiences.
CB5	Students will acquire the learning skills that are required to pursue further studies with a high degree of independence.
CG1	Analysis, synthesis, problem-solving, decision-making, information- and time-management skills.
CG2	Organizing and planning their own professional careers in the best possible way
CG3	Ability to work in teams and in multidisciplinary environments.
CG4	Commitment to ethical values and public service vocation.
CG5	Critical thinking skills.
CE2	To recognize the structure and functioning of political systems and political institutions.
CE3	To identify the foundations of comparative politics in the context of globalization.
CT1	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.

CT2 To be able to communicate, both orally and in writing, in the two official languages (Spanish and Galician) and in a foreign language.

CT3 Raising awareness about environmental issues.

CT5 To acquire independent learning skills.

CT6 Ability to adapt to new situations.

Learning outcomes

Learning outcomes	Competences			
Identify the basic elements of the political system Spaniard	CB1 CB2 CB3 CB4 CB5	CG1 CG3 CG5	CE2 CE3	CT5
Describe the essential shots of the political history, institutions and political actors of the political system Spaniard	CB1 CB2 CB3 CB4 CB5	CG1 CG3 CG5	CE2 CE3	CT5
Reproduce the distinct aspects of the contained included in the subject	CB1 CB2 CB3 CB4 CB5	CG1 CG2 CG3 CG5	CE2 CE3	CT5
Interpret, with true doses of critical thought, the real operation of the political system Spaniard	CB3 CB4 CB5	CG1 CG2 CG4 CG5	CE2	CT1 CT3 CT5 CT6
Engaged, with vocation of public service, with the own values of a society with a democratic political culture	CB3	CG2 CG3 CG4	CE3	CT1 CT2 CT3 CT6

Contents

Topic	
The political histories Spaniard and Galician. State and autonomic institutions of Galicia. The political dynamics Spaniard and Galician.	1.- The training of the political system Spaniard 2.- Political shots generals of the Constitution of 1978 3.- The republican monarchy of the current political system Spaniard 4.- The legislative power: you Cut them General 5.- The executive power: the Government 6.- The judiciary: the Judicature 7.- Other important public institutions of the Spanish State 8.- The unreformable Spanish Constitution 9.- Autonomous Governments and local governments (an introduction) 10.- Parties and systems of Spanish parties 11.- The groups of Spanish pressure 12.- The electoral systems in Spain 13.- The external politics Spaniard 14.- The Galician political system. History and institutions 15.- The Galician political system. Actors and elections

Planning

	Class hours	Hours outside the classroom	Total hours
Problem solving	12	67	79
Lecturing	33	33	66
Essay questions exam	0	2	2
Problem and/or exercise solving	0	2	2
Systematic observation	0	1	1

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

Methodologies

	Description
Problem solving	Activity which formulated problem and / or exercises related to the course. The student should develop appropriate solutions or right through the exercise routines, application of formulas or algorithms, application processing procedures available information and interpretation of the results. It is often used to complement the lecture.

Lecturing	Exhibition by part of the professor of the contained envelope to subject object of study, theoretical bases and/or guidelines of one work, exercise or project to develop pole student.
-----------	---

Personalized assistance

Methodologies	Description
Lecturing	Exhibition by part of the professor of the contained envelope to subject object of study, theoretical bases and/or guidelines of one work, exercise or project to develop pole student.
Problem solving	Activity which formulated problem and / or exercises related to the course. The student should develop appropriate solutions or right through the exercise routines, application of formulas or algorithms, application processing procedures available information and interpretation of the results. It is often used to complement the lecture.
Tests	Description
Essay questions exam	Tests that include questions open on a topic. The students should develop,interact, organize and present knowledge that have on the subject in a justified and argued response.
Problem and/or exercise solving	Test in which the student must solve a series of problems and / or exercises in a time / conditions set / as by the teacher.
Systematic observation	Techniques to collect data on student participation, based on a list of behaviors or operational criteria to facilitate the collection of quantifiable data.

Assessment

	Description	Qualification	Evaluated Competences			
Essay questions exam	Tests that include questions open on a topic. The students should develop,interact, organize and present knowledge that have on the subject in a justified and argued response.	40	CB1 CB2 CB3 CB4 CB5	CG1 CG2 CG3 CG4 CG5	CE2 CE3	CT1 CT2 CT3 CT5 CT6
Problem and/or exercise solving	Test in which the student must solve a series of problems and / or exercises in a time / conditions set / as by the teacher.	40	CB1 CB2 CB3 CB4 CB5	CG1 CG2 CG3 CG4 CG5	CE2 CE3	CT1 CT2 CT3 CT5 CT6
Systematic observation	Techniques to collect data on student participation, based on a list of behaviors or operational criteria to facilitate the collection of quantifiable data.	20	CB1 CB2 CB3 CB4 CB5	CG1 CG2 CG3 CG4 CG5	CE2 CE3	CT1 CT2 CT3 CT5 CT6

Other comments on the Evaluation

The evaluation criteria will be identical for the two tests/calls of the academic course.The examination of development questions may opt for a written or oral modality depending on the contingencies arising from health emergency reasons

Sources of information

Basic Bibliography

Álvaro Xosé López Mira, **Sistema político español**, Andavira, 2020

Complementary Bibliography

Paloma Román (coord.), **Sistema político español**, 2ª,

Manuel Alcántara-Antonia Martínez (eds.), **Política y Gobierno en España**, 2ª,

Antonio Torres del Moral, **Constitucionalismo histórico español**, 6ª,

Reniu, Josep Mª (ed.), **Sistema político español**, 2012

Magone, José, **Contemporary Spanish politics**, 3ª, Routledge, 2018

Recommendations

Subjects that continue the syllabus

Political Science: Governments of the Spanish Autonomous Communities/P04G092V01110

Subjects that are recommended to be taken simultaneously

Political Science: Public Administration and Management Science/P04G092V01102

Political Science: Political Science/P04G092V01101

Political Science: Governance, Globalization and Human Rights/P04G092V01105

Contingency plan

Description

=== EXCEPTIONAL MEASURES SCHEDULED ===

In front of its uncertain and unpredictable evolution of the sanitary alert caused by the COVID-19, the University establishes joint extraordinary planning that will actuate in the moment in that the administrations and the institution itself determine it attending to criteria of security, health and responsibility, and guaranteeing the teaching in a non-contact stage or not totally face-to-face. These already scheduled measures guarantee, in the moment that was prescriptive, the development of the teaching of a way but agile and effective when being known beforehand (or with a wide advance) pole students and the teaching staff through the tool normalized and institutionalized of the teaching guides DOCNET.

The methodologies, as well as the mechanisms of evaluation, could in case of one new confinement be supplemented by the implementation of forums of discussion or, eventually, could be substituted in the evaluation the developmental questions by objective questions, being the resources of study the same since the basic manual has been electronic.

IDENTIFYING DATA**Political Science: Governance, Globalization and Human Rights**

Subject	Political Science: Governance, Globalization and Human Rights			
Code	P04G092V01105			
Study programme	Grado en Dirección y Gestión Pública			
Descriptors	ECTS Credits	Type	Year	Quadmester
	6	Basic education	1st	1st
Teaching language	#EnglishFriendly Spanish Galician			
Department				
Coordinator	Ricoy Casas, Rosa María			
Lecturers	Ricoy Casas, Rosa María			
E-mail	rricoy@uvigo.es			
Web				
General description	English Friendly subject: International students may request from the teachers: a) materials and bibliographic references in English, b) tutoring sessions in English, c) exams and assessments in English. This subject pretends that the students recognise the meaning, the contents and diverse theories about governance, globalisation and human rights; identify ethical problems and morals to international level, analysing the relation of the governance with the improvement of the democratic quality, and the problem of the corruption and the non interest about politics by citizenships. Likewise, that the students was able to identify the foundations of the international politics compared in a context of globalisation and the instruments (agreements) between States.			

Competencies

Code	
CB1	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.
CB2	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.
CB3	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.
CB4	Students will be able to present information, ideas, problems and solutions both to specialist and non-specialist audiences.
CB5	Students will acquire the learning skills that are required to pursue further studies with a high degree of independence.
CG1	Analysis, synthesis, problem-solving, decision-making, information- and time-management skills.
CG2	Organizing and planning their own professional careers in the best possible way
CG3	Ability to work in teams and in multidisciplinary environments.
CG4	Commitment to ethical values and public service vocation.
CG5	Critical thinking skills.
CE2	To recognize the structure and functioning of political systems and political institutions.
CE3	To identify the foundations of comparative politics in the context of globalization.
CE12	To analyze international politics and/or the structure and functioning of the European Union.
CE15	To be familiar with the consequences that the decisions made by and the actions performed by civil servants can have for citizens and for society at large, especially the solution of ethical and moral issues within the area of public management and administration.
CT1	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.
CT2	To be able to communicate, both orally and in writing, in the two official languages (Spanish and Galician) and in a foreign language.
CT3	Raising awareness about environmental issues.
CT4	To master the specific ICT techniques in their respective academic and professional fields.
CT5	To acquire independent learning skills.

Learning outcomes

Learning outcomes	Competences			
1. Recognise the meaning, the contents and diverse theories on the (about) gobernanza, globalisation and human rights.	CB1	CG1	CE2	CT1
2. Enumerate different types of consequences that the taking of decisions and the acts of the public servers have on the people and the society.	CB2	CG2	CE3	CT2
3. Identify the solution of ethical problems and morals to international level, analysing the relation of the gobernanza with the improvement of the democratic quality, and the problem of the corruption and little spirit of the citizenship by the politics	CB3	CG3	CE12	CT3
4. Identify the foundations of the international politics compared in a context of globalisation and the instruments for the agreements between States.	CB4	CG4	CE15	CT4
5. Integrate the external politics of the main world-wide actors to international level with the right and the politics of the European Union and the Spanish State.	CB5	CG5		CT5
6. Describe the human rights and his main guarantees in a multinivel context and of 2030 Agenda, enumerating real cases.				
7. Apply the knowledges purchased to concrete cases in a political global context.				
8. Describe the main political of global dimension, especially the related with the equality and no discrimination, the environment, the cultural heritage and the security.				

Contents

Topic	
SUBJECT 1.-INTRODUCTION TO THE HUMAN RIGHTS	Origin and evolution of the rights. Human rights and Fundamental rights Characters of the Human rights The generations of the rights.
SUBJECT 2.-THE HUMAN RIGHTS And HIS GUARANTEES IN A GLOBAL CONTEXT	The Universal Statement of the Human Rights of the United Nations. Multilevel Constitutionalism and Fundamental rights: concept. Right of internal production: The Spanish Constitution and Fundamental Rights. The Constitutional Court. Fundamental Rights Supervisor in Spain. The rights in the Statutes of autonomy. The Letter of Fundamental Rights of the European Union (EU). The Court of Justice EU like actor of constitutionality. The European (EU) Supervisor of fundamental rights. The European Supervisor of Data protection. The Council of Europe and the Agreement for the protection of the DDFP and Public Liberties. The European Court of Fundamental Rights. The Inter-American System of Human Rights
SUBJECT 3.-INTRODUCTION TO THE GLOBALISATION	Concept. First theories. The glocalización. Postures and dimensions around the globalisation. The new structure of the globalisation.
SUBJECT 4.-THE INTERNATIONAL POLITICS IN A CONTEXT INTERRELATED	Main international actors. Instruments for the agreements between States. Main political of global dimension. Special reference to the related with: -The equality and no discrimination. -The protection of the environment. The alimentary security. The 2030 Agenda. -The protection of the cultural heritage -The international security in a global and dangerous world: data, terrorism, energy, etc. International politics compared. Special reference to the relations: U.S. □ Japan - European Union - Chinese □North Korea - Russia - Saudita Arabia, etc.

SUBJECT 5.-INTRODUCTION TO THE GOVERNANCE Concept of governance. The origin: of the crisis of political and politics, to the invention of the governance.

The governance like government in network and like alternative to the New Public Management [NPM]. The multilevel governance.

The governance and the permanence of the politics. The substance, the utility and the requirements of the good, democratic governance.

SUBJECT 6.-GOVERNANCE And THE IMPROVEMENT OF THE DEMOCRATIC QUALITY: THE PROBLEM OF THE CORRUPTION And DISCOURAGEMENT OF CITIZENS IN POLITICS

The concept of discouragement of citizens in politics and his main causes.

The cases of corruption and the deterioration of the politics.

Relational government, governance and leadership.

Planning

	Class hours	Hours outside the classroom	Total hours
Lecturing	30	0	30
Problem solving	60	0	60
Case studies	0	60	60

*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 of the thematic content of the distinct epigraphs in the contents of the matter. The professor will employ like support the available audiovisual means in the classroom.
Problem solving	Analysis, reflection and exhibition of questions that have to see with the main problematic aroused in the theoretical classes made through the lesson in classroom. The students will have to his disposal the assistance of the educational to facilitate the exert of this activity.
Case studies	Study, analysis, reflection and exhibition of cases and work (with teacher supervision) on the questions/topics treated in the subject. The teacher will assist to the students in those questions and doubts that pose him.
The performance and evaluation of this test can be carried out through the ApS methodology, in accordance with the guidelines approved by the Area of Social Responsibility and Cooperation. The choice between the Case Studies or the SL activities will be voluntary on the part of the students, who will be duly informed from the beginning of the teaching of the subject on both modalities, their realization and evaluation. The teacher will also publish this detailed information in the space reserved for the subject on Moovi.	

Personalized assistance

Methodologies Description

Lecturing	The teacher will solve all the questions and doubts of the students in the own class where carries out the lesson in the presencial classroom. If this lesson gave on-line, the students will have access to the educational through email and/or telephone, and/or virtual classroom.
Problem solving	The teacher will solve all the questions and doubts of the students in the own class where carries out the theoretical lesson (in the presencial classroom), and the resolution of problems. If this lesson or problems that pose , gave on-line, the students will have access to the educational through email and/or telephone, and/or virtual classroom.
Case studies	The teacher will solve all the questions and doubts of the students in the own class where carry out the study of cases or work (with teacher assistance). If these activities gave on-line, the students will have access to the educational through email and/or telephone, and/or virtual classroom.

Assessment

	Description	Qualification	Evaluated Competences
Lecturing	Test on the contents of the theoretical classes of the lesson (in face-to-face class), to evaluate the competitions purchased of the students that includes 20 enclosed questions with four options of answer: a)b)c)d), of which an only answer is the correct or wrong. By each 2 badly answered questions will subtract a question well. The no answered questions (in white) do not compute. It will have to obtain at least a favourable punctuation of 25% of the total of this proof to surpass the subject.	60	CB1 CG1 CE2 CT1 CB2 CG2 CE3 CT2 CB3 CG3 CE12 CT3 CB4 CG4 CE15 CT4 CB5 CG5 CT5

Problem solving	Resolution of practical cases. The student will have at his disposal the assistance of the teacher to facilitate the development of this activity.	15	CB1 CB2 CB3 CB4 CB5	CG1 CG2 CG3 CG4 CG5	CE2 CE3 CE12 CE15	CT1 CT2 CT3 CT4 CT5
Case studies	Study, analysis, reflection and exhibition of cases and work (with teacher assistance) on the questions treated in the matter. These activities will be evaluated. Students who choose to take this "Case Study" test in the ApS methodology modality, will obtain the same score in this section, 25% of the total for the subject. This is done through EXPERIENTIAL LEARNING (connecting with various groups through various public entities), preparing students for global citizenship and social responsibility in an interconnected, "glocal" world, especially in TOPICS ALIGNED WITH THE SDGS OF THE 2030 AGENDA: protection of cultural heritage; equality and non-discrimination; environmental Protection; food security (sustainable and resilient agricultural practices and genetic diversity); the circular economy; global food waste; new technologies and his fondness for fundamental rights.	25	CB1 CB2 CB3 CB4 CB5	CG1 CG2 CG3 CG4 CG5	CE2 CE3 CE12 CE15	CT1 CT2 CT3 CT4 CT5

Other comments on the Evaluation

The second announcement (June/July) will consist in the same distinguished criteria for the ordinary announcement or first announcement. This matter is English Friendly, which supposes the following commitment: The matter gives in Spanish but the educational has translated the educational guide to the English; they will facilitate material and bibliographic references for the follow-up of the matter in English, will attend the teacher assistance in English, yes like this sued it the international student, and will design and will implement proofs and evaluations in English (all this will make yes like this sued it the international student).

The second call in June / July will consist of the same criteria indicated for the ordinary call or first call, except for the ApS methodology, which must be carried out in the 1st call or ordinary call (from September to December).

Sources of information

Basic Bibliography

Complementary Bibliography

- Gómez Sánchez, Yolanda, **Derechos Fundamentales**, 978-84-1308-236-3, 1ª, Aranzadi - Thomson Reuters, 2018
- Pérez Luño, Antonio Enrique, **Derechos Humanos, Estado de Derecho y Constitución**, 978843097451, 12ª, Tecnos, 2018
- Villán Durán, Carlos y Faleh Pérez, Carmelo, **Manual de Derecho internacional de los Derechos Humanos**, 9786079389383, 1ª, Ubijus, 2016
- López Castillo, Antonio (Dir), **La Carta de Derechos Fundamentales de la Unión Europea: diez años de jurisprudencia**, 9788413138602, 1ª, Tirant lo Blanch, 2019
- Gimeno Sendra, Vicente; Torres del Moral, Antonio; Morenilla Allard, Pablo; Díaz Martínez, Manuel, **Los derechos fundamentales y su protección jurisdiccional**, 978-84-15276-74-6, 1ª, Edisofer, 2018
- García Roca, Javier; Carmona Cuenca, Encarna (Editores)., **¿Hacia una globalización de los derechos : el impacto de las sentencias del Tribunal Europeo y de la Corte Interamericana**, 978-84-9152-187-7, 1ª, Cizur Menor (Navarra) : Aranzadi-Thomson Reuters, 2017
- García Guerrero, José Luis y Martínez Alarcón, Mª Luz (Dir), **Constitucionalizando la Globalización**, 9788491909750, 1ª (2 vol.), Tirant lo Blanch, 2019
- Villegas Delgado, César, **Bioseguridad, bioterrorismo y derechos humanos en Derecho Internacional contemporáneo.**, 9788413364704, 1ª, Tirant lo Blanch, 2020
- Becerril Atienza, Belén y Maíllo González-Orús, Jerónimo (Coord.), y Beneyto Pérez, José María (Dir), **Tratado de derecho y política de la Unión Europea. Tomo X. Las relaciones de la Unión Europea con áreas regionales y terceros estados**, 978-84-9152-540-0, 1ª, Aranzadi, 2020
- Ríos, Xulio, **La globalización china : la Franja y la Ruta**, 9788478847921, 1ª, Popular, 2019
- Osterhammel, Jürgen, **Breve historia de la globalización : del 1500 a nuestros días**, 978-987-629-898-8, 1ª, Siglo XXI, 2019
- Stiglitz, Joseph E, **El Malestar en la globalización revisitado**, 9788430619306, 12ª, Taurus, 2018
- Rojo Salgado, Argimiro, **Europa, de novo na encrucillada**, ISSN: 1579-6582, única, Revista: Tempo exterior Vol. XVIII(I), n.35, 2017
- Rojo Salgado, Argimiro, **Por un gobierno mundial : necesidad de llevar la política al escenario global**, ISSN: 1130-3689, única, Revista: Claves de razón práctica n.249, 2016

Recommendations

Contingency plan

Description

=== EXCEPTIONAL PLANNING ===

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

=== ADAPTATION OF THE METHODOLOGIES ===

All the methodologies, evaluation, etc. of this subject, can do 100% on-line, through (FAITIC, Campus do Mar, etc), by what in case to go back to an on-line stage, there will be any modification more than deleting the face-to-face classes to on-line. The same for the evaluation.

Mechanism no face-to-face of attention to the students (teacher assistance): virtual Dispatch 2146 Campus Remoto Uvigo, and E-mail: rricoy@uvigo.es

IDENTIFYING DATA				
Law: Administrative Law I				
Subject	Law: Administrative Law I			
Code	P04G092V01106			
Study programme	Grado en Dirección y Gestión Pública			
Descriptors	ECTS Credits	Type	Year	Quadmester
	6	Basic education	1st	2nd
Teaching language	Spanish Galician			
Department				
Coordinator	Pérez Ramos, Carlos			
Lecturers	Otero Oitaven, Montserrat María Pérez Ramos, Carlos			
E-mail	carlos.perez@clems.es			
Web				
General description	(*)Coñecemento teórico e práctico do funcionamento da contratación pública en España e na Unión Europea. Os alumnos deberán adquirir competencias mínimas sobre contratos públicos con vistas ao seu desenvolvemento como persoal dunha Administración ou de empresas que participen en procedementos de contratación pública			

Competencies				
Code				
CB1	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.			
CB2	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.			
CB3	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.			
CB4	Students will be able to present information, ideas, problems and solutions both to specialist and non-specialist audiences.			
CB5	Students will acquire the learning skills that are required to pursue further studies with a high degree of independence.			
CG1	Analysis, synthesis, problem-solving, decision-making, information- and time-management skills.			
CG2	Organizing and planning their own professional careers in the best possible way			
CG3	Ability to work in teams and in multidisciplinary environments.			
CG5	Critical thinking skills.			
CG6	To put their knowledge on public management and administration into practice.			
CE5	To describe the structure, organization and functioning of multi-level Public Administrations, analyzing their relationship with the citizenry.			
CE9	To be familiar with regulatory framework and apply it the to the activities carried out by Public Administrations.			
CT1	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.			
CT2	To be able to communicate, both orally and in writing, in the two official languages (Spanish and Galician) and in a foreign language.			
CT4	To master the specific ICT techniques in their respective academic and professional fields.			
CT5	To acquire independent learning skills.			

Learning outcomes				
Learning outcomes	Competences			
New	CB1	CG1	CE5	CT1
	CB2	CG2	CE9	CT2
	CB3	CG3		CT4
	CB4	CG5		CT5
	CB5	CG6		

Contents	
Topic	

Subject 1- The juridical Legislation. The Administrative Right and the Administration. Concept and characters.	1. Introduction to the right. 2. The juridical legislation 3. The administrative Right determined by the concept of public Administration. 4. Characters of the administrative Right
Subject 2- The Sources of the Administrative Right, in particular the Regulation.	1. The Constitution like source of the administrative Right. 2. Administrative right and norms with strength of law. - To. The formal Law and his types. *b. The Decrees *Leis. *c. The legislation delegated: exercise and controls of the legislative delegation. 3. The autonomic State and the system of sources of the administrative Right. - To. The Statutes of autonomy. *b. The relations between the state Laws and the autonomic. *c. The basic Laws. 4. The regulation - to. Concept *b. Justification of the statutory authority *c. Distinction between the regulations and the administrative acts *d. The *inderogabilidad singular of the regulations and. The relations between the law and the regulation *f. Classes of regulations g. Formal and material limits that condition the validity of the regulations *h. The illegal regulations. Technicians of control of the legality of the regulations
Subject 3- The subjects: The public Administrations and his organisation. The administered	0. The public sector 1. The public Administrations - to. Juridical personality of the Administration *b. The diversity of public Administrations *c. The capacity of the public legal persons *d. The administrative organs. The competition and. The organisation of the Spanish territorial Administrations *f. The organisation of the institutional Administrations and *entes corporate 2. The administered - to. Relations of supremacy or *sujeción general and special *b. The capacity to act and his circumstances *modificativas *c. The subjective juridical situations
Subject 4- Foundations of the administrative activity: the principle of legality of the Administration	1. Content of the principle of legality 2. Concept of authority 3. The technicians of attribution of authorities to the Administration 4. Classes of administrative authorities 5. Especially, the discretionary authority and his distinction respect of the indeterminate juridical concepts 6. Technicians of control of the *discrecionalidad.
Subject 5- The administrative acts: classes, elements, efficiency, validity. The administrative silence	1. Concept of administrative act 2. Elements of the administrative acts 3. Classes of administrative acts: importance of the different criteria 4. The efficiency of the administrative acts - to. Concept *b. The immediate efficiency *c. Exceptions to the immediate efficiency: *i. Efficiency *demorada; notification and publication of the administrative acts *ii. Efficiency anticipated 5. Theory of the invalidity: degrees of invalidity of the administrative acts the. The *anulabilidad of the administrative acts *b. Absolute nullity or of right plenary *c. Irregularities no *invalidantes 6. The problem of the inactivity of the Administration - to. The duty to resolve and notify. Terms *b. Effects of the administrative silence *c. Procedures initiated to application of the interested *d. Procedures initiated of job. Caducity and. Juridical nature of the administrative silence: legal fiction or presumptive - act. The efficiency of the presumptive acts *f. The terms to resort the administrative silence

Subject 6- The administrative procedure	1. Object. 2. Subjects. 3. Formalities.
Subject 7- The administrative resources	1. Concept and characteristic of the administrative resources. Alternative procedures of impugnation or claim 2. Classes of administrative resources to) common Resources: height and replacement *b) extraordinary Resource: review *c) special Resources 3. The *revocación of the administrative acts to) *Revocación by reasons of legality: the review of invalid acts and *anulables. *b) *Revocación By reasons of opportunity 4. The rectification of material errors, in fact or arithmetical. 6. The suspension of the efficiency of the administrative acts in case of administrative resource or of review of job
Subject 8- *Coacción administrativa. In particular, the execution of the administrative acts	1. The execution *forzosa of the administrative acts to. The budgets of the execution. *b. Principles of the procedure of execution *c. Means of execution *forzosa 2. The *coacción direct 3. The road in fact
Subject 9- To contentious jurisdiction-administrative	General appearances.

Planning

	Class hours	Hours outside the classroom	Total hours
Lecturing	30	64	94
Autonomous problem solving	30	24	54
Objective questions exam	2	0	2

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

Methodologies

	Description
Lecturing	Theoretical exhibition of the contents of the program
Autonomous problem solving	Resolution of practical cases

Personalized assistance

Methodologies	Description
	The students so much of the face-to-face modality like *semipresencial will be able to resolve doubts with relation the some appearance of the matter (content, work or practical), as well as attention to 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
Lecturing	The students so much of the face-to-face modality like *semipresencial will be able to resolve doubts with relation the some appearance of the matter (content, work or practical), as well as attention to 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 so much of the face-to-face modality like *semipresencial will be able to resolve doubts with relation the some appearance of the matter (content, work or practical), as well as attention to 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

	Description	Qualification	Evaluated Competences
Lecturing	Lesson *magistral given *telepáticamente	10	CB1 CB2 CB3 CB4 CB5 CG2 CG6 CT1 CT4
(*)	--	0	

Autonomous problem solving	Practical cases	30	CB1 CB2 CB3 CB4 CB5	CG1 CG2 CG3 CG5 CG6	CE5 CE9	CT1 CT2 CT4 CT5
Objective questions exam	Examination of objective questions	60				

Other comments on the Evaluation

The note reached in continuous evaluation will have a weight of 40% in the global qualification. The note reached in the final examination will have a weight specify of the 60% of the global qualification. To be able to present to the final examination and that respect the note of the continuous evaluation *será indispensable that the student reach an approved in the proofs of which state the continuous evaluation. If it did not fulfil this requirement, the student will have to do the final proof in the modality that indicates at the end of this section. So that the note of the continuous evaluation add to the one of the final examination *será I require that the student reach an approved in this last.

*ACLARACIÓN

The students that do not surpass the evaluation continuous well in the face-to-face modality or in the *semipresencial, will be able to make the final examination but will have to surpass a part *específica in which they will be evaluated of the competitions worked in the continuous evaluation that do not have surpassed.

*AVALIACIÓN SEGUNDO Or *REGULAMENTO GIVES *MODALIDADE

*SEMIPRESENCIAL. "*Art.6.-Evaluation. In the educational guide of the matter, will have to be clearly specified the type of evaluation and his punctuation. In the *cronograma of the subject will have to be signalled the dates in which they have to be made and delivered the proofs and/or the date of the final proof in the case to establish . The *profesorado will procure, in the measure of the possible, that the evaluation of the subject make in his whole of continuous and virtual way, without face-to-face final proof. Anyway, it is compulsory that the on-line continuous evaluation suppose at least 40% of the note, and the final proof (that it will be able to demand in his face-to-face modality) suppose at most 60% of the total note of the subject. In the case that it was foreseen the realisation of a final proof of face-to-face way, this will coincide with the date and hour fixed in the calendar of the Centre (the same date that for the students of the face-to-face modality)"

Métodologías

*Descripción

Qualification

Competitions *Avaliadas

TEST

*Derradeira week *setembro

1 *pto

*Coñecemento *do Fear 1 to 3

TEST

*Derradeira week *outubro

1 *pto

*Coñecemento two Subjects 4 and 7

TEST

*Terceira week *novembro

1 *pto

*Coñecemento two Subjects 8 and 13

TEST

Second week *decembro

1 *pto

*Coñecemento two Subjects 14 to 17

*EXAME
FINAL

planned Day *na announcement

6 *ptos

*Coñecemento global gives matter

*GUÍ EDUCATIONAL. STEP 7. *AVALIACIÓN*AVALIACIÓN SEGUNDO Or *REGULAMENTO GIVES *MODALIDADE

*SEMIPRESENCIAL. &*quot;*Art.6.-Evaluation. In the educational guide of the matter, will have to be clearly specified the type of evaluation and his punctuation. In the *cronograma of the subject will have to be signalled the dates in which they have to be made and delivered the proofs and/or the date of the final proof in the case to establish . The *profesorado will procure, in the measure of the possible, that the evaluation of the subject make in his whole of continuous and virtual way, without face-to-face final proof. Anyway, it is compulsory that the on-line continuous evaluation suppose at least 40% of the note, and the final proof (that it will be able to demand in his face-to-face modality) suppose at most 60% of the total note of the subject. In the case that it was foreseen the realisation of a final proof of face-to-face way, this will coincide with the date and hour fixed in the calendar of the Centre (the same date that for the students of the face-to-face modality)&*quot;

*AVALIACIÓN SEGUNDO Or *REGULAMENTO GIVES *MODALIDADE

*SEMIPRESENCIAL. &*quot;*Art.6.-Evaluation. In the educational guide of the matter, will have to be clearly specified the type of evaluation and his punctuation. In the *cronograma of the subject will have to be signalled the dates in which they have to be made and delivered the proofs and/or the date of the final proof in the case to establish . The *profesorado will procure, in the measure of the possible, that the evaluation of the subject make in his whole of continuous and virtual way, without face-to-face final proof. Anyway, it is compulsory that the on-line continuous evaluation suppose at least 40% of the note, and the final proof (that it will be able to demand in his face-to-face modality) suppose at most 60% of the total note of the subject. In the case that it was foreseen the realisation of a final proof of face-to-face way, this will coincide with the date and hour fixed in the calendar of the Centre (the same date that for the students of the face-to-face modality)&*quot;

M*etodoloxías

*Descrición

Qualification

Competitions *Avaliadas

TEST

*Derradeira week *setembro

1 *pto

*Coñecemento *do Fear 1 to 3

TEST

*Derradeira week *outubro

1 *pto

*Coñecemento two Subjects 4 and 7

TEST

*Terceira week *novembro

1 *pto

*Coñecemento two Subjects 8 and 13

TEST

Second week *decembro

1 *pto

*Coñecemento two Subjects 14 to 17

*EXAME FINAL

planned Day *na announcement

6 *ptos

*Coñecemento global gives matter

EXPLANATION FOR THE *PRESENCIALIDAD:

The note reached in evaluation *contínuaa will have a weight of 40% in the global qualification, corresponding the note reached in the final examination with 60% of the global qualification. To be able to present to the *exame final and that respect the note of the *evaluación *contínua will be indispensable that the student reach an approved in the proofs of which state *l evaluation *contínua. If it did not fulfil this requirement, the *estudiante will have to do the *proba final *na *modalidade that indicates at the end of this section. So that the note of the *avaliación *contínua add to the note of the final examination will be precise that the student reach an approved *neste last. METHODOLOGY And EVALUATION OF THE MODALITY *SEMIPRESENCIAL

1. Read with attention and in case of doubt consult with the Coordinator of the Degree in Direction and Public Management, *Prof. Dr. Enrique José *Varela Álvarez (evalvarez@uvigo.es)
2. Basic picture of "methodology" and "evaluation" of the matter (in case of doubt, consult with the/to manager of the matter): (TABLE)

*Metodoloxías

*Descrición

Qualification

Competitions *Avaliadas

TEST

*Derradeira week *setembro

1 *pto

*Coñecemento *do Subject 1 to 3

TEST

*Derradeira week *outubro

1 *pto

*Coñecemento two Subjects 4 and 7

TEST

*Terceira week *novembro

1 *pto

*Coñecemento two Subjects 8 and 13

TEST

Second week *decembro

1 *pto

*Coñecemento two Subjects 14 to 17

*EXAME FINAL

planned Day *na announcement

6 *ptos

*Coñecemento global gives matter

*GUÍ EDUCATIONAL. STEP 7. *AVALIACIÓN

*AVALIACIÓN SEGUNDO Or *REGULAMENTO GIVES *MODALIDADE *SEMIPRESENCIAL.

"*Art.6.-Evaluation. In the educational guide of the matter, will have to be clearly specified the type of evaluation and his punctuation. In the *cronograma of the subject will have to be signalled the dates in which they have to be made and delivered the proofs and/or the date of the final proof in the case to establish . The *profesorado will procure, in the measure of the possible, that the evaluation of the subject make in his whole of continuous and virtual way, without face-to-face final proof. Anyway, it is compulsory that the on-line continuous evaluation suppose at least 40% of the note, and the final proof

(that it will be able to demand in his face-to-face modality) suppose at most 60% of the total note of the subject. In the case that it was foreseen the realisation of a final proof of face-to-face way, this will coincide with the date and hour fixed in the calendar of the Centre (the same date that for the students of the face-to-face modality)"

BASIC NORMS OF *SEMIPRESENCIALIDAD:

1. The students enrolled in the modality *semipresencial engages with the educational team to be followed a diet of "continuous evaluation *semipresencial", that involves the face-to-face or virtual participation in the activities that the *profesorado design for said modality.
2. The modality *semipresencial supposes the continuous evaluation of the learning of the students, to such end establishes with general character, that the final proof will take place the last of the 6 sessions of follow-up, well of face-to-face form (classroom Empower *CCSSC), well of virtual form (*Skype or similar system *Hangout).
3. The students that do not participate in more than 80% of the activities of continuous evaluation *semipresencial proposed by the *profesorado, will be evaluated according to the criteria that establish the educational team in each matter.

COMMON EXPLANATION To THE *PRESENCIALIDAD To THE *SEMIPRESENCIALIDAD

The students that have not surpassed the evaluation *continua well in the face-to-face modality or in the *semipresencial, will be able to make the final examination but will have to surpass a specific part in which they will evaluate the competitions worked in the evaluation *continua that do not have surpassed

*AVALIACIÓN SEGUNDO Or *REGULAMENTO GIVES *MODALIDADE

*SEMIPRESENCIAL. "Art.6.-Evaluation. In the educational guide of the matter, will have to be clearly specified the type of evaluation and his punctuation. In the *cronograma of the subject will have to be signalled the dates in which they have to be made and delivered the proofs and/or the date of the final proof in the case to establish . The *profesorado will procure, in the measure of the possible, that the evaluation of the subject make in his whole of continuous and virtual way, without face-to-face final proof. Anyway, it is compulsory that the on-line continuous evaluation suppose at least 40% of the note, and the final proof (that it will be able to demand in his face-to-face modality) suppose at most 60% of the total note of the subject. In the case that it was foreseen the realisation of a final proof of face-to-face way, this will coincide with the date and hour fixed in the calendar of the Centre (the same date that for the students of the face-to-face modality)".

M*etodoloxías

*Descrición

Qualification

Competitions *Avaliadas

TEST

*Derradeira week *setembro

1 *pto

*Coñecemento *do Fear 1 to 3

TEST

*Derradeira week *outubro

1 *pto

*Coñecemento two Subjects 4 and 7

TEST

*Terceira week *novembro

1 *pto

*Coñecemento two Subjects 8 and 13

TEST

Second week *decembro

1 *pto

*Coñecemento two Subjects 14 to 17

Sources of information**Basic Bibliography**

Juan Alfonso Santamaría Pastor, **Principios de Derecho Administrativo**,

José Ramón Chaves, **Derecho Administrativo Mínimo**,

Complementary Bibliography

Recommendations

Contingency plan

IDENTIFYING DATA**Political Science: Institutions and Policies of the European Union**

Subject	Political Science: Institutions and Policies of the European Union			
Code	P04G092V01107			
Study programme	Grado en Dirección y Gestión Pública			
Descriptors	ECTS Credits	Type	Year	Quadmester
	6	Basic education	1st	2nd
Teaching language	#EnglishFriendly Spanish Galician			
Department				
Coordinator	Cancela Outeda, Celso			
Lecturers	Cancela Outeda, Celso Cordal Rodríguez, Constantino			
E-mail	ccancela@uvigo.gal			
Web	http://csc.uvigo.es/profesorado/celso-cancela-outeda/			
General description	The European Union conditions important fields of our lives like citizens, as well as the performance and operation of the political institutions-administrative (parliaments, governments, public administrations....) And of political actors (political parties, unions...). xplains this reality, the student of the Degree in Public Management has to have of a group of concepts and basic notions that allow him comprise the process of European integration and the operation of the institutions of the European Union and the common politics. English Friendly subject: International students may request from the teachers: a) materials and bibliographic references in English, b) tutoring sessions in English, c) exams and assessments in English			

Competencies

Code				
CB1	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.			
CB2	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.			
CB3	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.			
CB4	Students will be able to present information, ideas, problems and solutions both to specialist and non-specialist audiences.			
CB5	Students will acquire the learning skills that are required to pursue further studies with a high degree of independence.			
CG1	Analysis, synthesis, problem-solving, decision-making, information- and time-management skills.			
CG2	Organizing and planning their own professional careers in the best possible way			
CG3	Ability to work in teams and in multidisciplinary environments.			
CG4	Commitment to ethical values and public service vocation.			
CG5	Critical thinking skills.			
CE2	To recognize the structure and functioning of political systems and political institutions.			
CE3	To identify the foundations of comparative politics in the context of globalization.			
CE5	To describe the structure, organization and functioning of multi-level Public Administrations, analyzing their relationship with the citizenry.			
CE6	To apply the knowledge relating to administration planning and management in the best interests of good governance.			
CE12	To analyze international politics and/or the structure and functioning of the European Union.			
CT2	To be able to communicate, both orally and in writing, in the two official languages (Spanish and Galician) and in a foreign language.			
CT4	To master the specific ICT techniques in their respective academic and professional fields.			
CT5	To acquire independent learning skills.			

Learning outcomes

Learning outcomes	Competences			
Identify the basic conceptual elements on which bases the European integration and the European Union	CB1 CB2	CG1 CG5	CE2 CE3 CE5	CT2

Recognise the meaning, the contents and diverse theoretical approaches on the European Union	CB4 CB5	CG1 CG2 CG3	CE5 CE6 CE12	CT2 CT5
Knowing the elementary characteristics of the organisation of the European Union.	CB2 CB3	CG2 CG5	CE5 CE12	CT5
Explain the daily political reality from a perspective multinivel (local, regional, state, supranational and global)	CB3 CB4	CG1 CG5	CE3 CE5 CE6	CT5
Recognise the implications of the operation of the European Union through the examination of his public politics	CB3 CB5	CG2 CG4	CE2 CE5	CT4 CT5

Contents

Topic

1. Introduction to the current European Union	1.1 Basic Data on the EU 1.2 Comparative perspective
2. Political history of the European integration	2.1 Main historical phases of the process of integration (1950-2021) 2.2 The EU in the 21st century: perspectives and challenges
3. The European Union: concepts and theories	3.1 Theories on the European integration 3.2 What is the EU? Theoretical approaches 3.3 The EU how international organisation 3.4 The EU how political system. 3.5 The EU how system of governance. 3.6 Theories and policies
4. Institutions and organs of the European Union	4.1 Institutions 4.1.1 European Council. 4.1.2 Council of the European Union 4.1.3 European Commission 4.1.4 European Parliament 4.1.5 Court of Justice 4.1.6 Central Bank European 4.1.7 Other institutions: Court of Auditors 4.2 Organs of the EU. 4.3 The agencies of the EU 4.4 The European public function
5. The political process and public politics in the European Union	5.1 How does it decide in the EU? Ways and characteristics 5.2 legislative Procedure common: institutional interactions 5.3 Key Actors and informal dynamics. 5.4 Implementation of public politics and feedback
6. The legal acts of the European Union	6.1 Types of European legal laws: . 6.2 Types of secondary norms: regulations, directives and decisions. 6.3 The jurisprudence of the Court of Justice. 6.4 Other types: international treaties and general principles. 6.5 The relation between the European Law and the state Law: direct effect and primacy. 6.6 The application of the European norms (reference)
7. Introduction to the European Policies	7.1 Introduction 7.2 Origins and historical evolution 7.3 Types of European policies 7.4 European Politics and state political systems: the **europeanization
8. Public politics: regulation, stabilisation and redistribution	8.1 Internal Market: regulation policy and policy of competition 8.2 commercial Policy 8.3 Monetary policy 8.4 fiscal Policy 8.5 Agricultural Policy 8.6 regional and cohesion policy 8.7 Social Policy 8.8 Fishing Policy 8.9 environmental policy 8.10 Justice and Domestic affairs (asile, immigration, control of borders and police and judicial cooperation) 8.11 The European Union as a global actor: external politics and of European security 8.12 Other politics (reference)
9. The European budget	9.1 Historical Evolution 9.2 Income and expenditures 9.3 Pluriannual Financial Frame 9.4 Annual budgetary Procedure

Planning			
	Class hours	Hours outside the classroom	Total hours
Lecturing	25	40	65
Seminars	9	20	29
Debate	9	12	21
Objective questions exam	1	15	16
Self-assessment	2	10	12
Debate	1	2	3
Essay	1	3	4

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

Methodologies	
	Description
Lecturing	Presentation of the basic contents of the subject
Seminars	Sessions orientate to develop a specific issues .
Debate	Presentation of arguments and ideas about specific elements,

Personalized assistance

Methodologies	Description
Seminars	The students will be able to resolve doubts with relation the some appearance of the matter (content, work or practical), as well as attention to 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
Debate	The students will be able to resolve doubts with relation the some appearance of the matter (content, work or practical), as well as attention to 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
Tests	Description
Self-assessment	The students will be able to resolve doubts with relation the some appearance of the matter (content, work or practical), as well as attention to 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						
	Description	Qualification	Evaluated	Competences		
Objective questions exam	Realisation of proofs test on the main parts of the matter.	40	CB1 CB3 CB5	CG1 CG2 CG5	CE6	CT4 CT5
Self-assessment	Preparation of proofs test on the subjects collected in the educational guide.	30	CB3 CB5	CG1 CG2	CE6 CE12	CT4 CT5
Debate	Exhibition of arguments and ideas on the theoretical bases of the matter.	10	CB1 CB3 CB4	CG5	CE2 CE6	CT2 CT5
Essay	Preparation of a task or commission according to the guidelines facilitated by the educational.	20	CB1 CB3 CB4 CB5	CG5	CE5 CE12	CT2 CT5

Other comments on the Evaluation

For the application of the criteria of evaluation will be indispensable requirement to obtaining of at least 0,5% in each one of the sections. In the second announcement (June-July) will be applicable the same criteria of evaluation that in the first announcement.

Sources of information

Basic Bibliography

Complementary Bibliography

HIX, SIMON-Bjørn Høyland, **Sistema político de la Unión Europea**, 3ª, McGrawHill, 2011

Ramona Coman, Amandine Crespy, Vivien A. Schmidt, **Governance and Politics in the Post-Crisis European Union**, Cambridge University Press, 2020

Mangas Martin, A. Liñán Noguerras, D., **Instituciones Y Derecho De La Union Europea**, 10ª, Tecnos, 2020

Calvo Hornero, A., **Fundamentos de la Unión Europea**, Ramón Areces, 2019

CORDAL, C y PARDELLAS, X., **Política e economía da Unión Europea**, 1, Serv. Pub UVigo, 2016

Escobar Hernández, C, **Instituciones de la Unión Europea**, 1, Tirant lo Blanch, 2012

Recommendations

Subjects that continue the syllabus

Political Science: Governance, Globalization and Human Rights/P04G092V01105

Political Science: Public Policies/P04G092V01109

Subjects that it is recommended to have taken before

Political Science: Political Science/P04G092V01101

Contingency plan

Description

EXCEPTIONAL MEASURES SCHEDULED

In front of the uncertain and unpredictable evolution of the sanitary alert caused by the *COVID-19, the University of Vigo establishes an extraordinary planning that will activate in the moment in that the competent administrations and the own institution determine it, attending to criteria of security, health and responsibility, and guaranteeing the teaching in a no face-to-face stage or partially face-to-face. These already scheduled measures guarantee, in the moment that was prescriptive, the development of the teaching of a more agile and effective way when being known in advance (or with a wide *antelación) by the students and the *profesorado through the tool normalised and institutionalised of the educational guides.

ADAPTATION OF THE METHODOLOGIES

In front of eventual derivative alterations of the sanitary alert, the educational methodologies will be adapted to the requirements of the platform of *teledocencia and of the Remote Campus of the University of Vigo.

ADAPTATION OF The EVALUATION

In front of eventual derivative alterations of the sanitary alert, the criteria of evaluation result applicable in the current version.

IDENTIFYING DATA				
Sociology: General Sociology				
Subject	Sociology: General Sociology			
Code	P04G092V01108			
Study programme	Grado en Dirección y Gestión Pública			
Descriptors	ECTS Credits	Type	Year	Quadmester
	6	Basic education	1st	2nd
Teaching language				
Department				
Coordinator	Torres Outón, Sara María			
Lecturers	Torres Outón, Sara María			
E-mail	saratorres@uvigo.es			
Web	http://fatic.uvigo.es/			
General description	This subject pursues not only to learn but also to sensitize to the students in basic sociological knowlege. Any professional that renders services through public administration or personal entities, owes to comprise and analyzes how the structures and social relations interfere in the daily life groups, individuals and organisations. The social real life has to be understood knowing that the human behaviour and the social processes follow norms of behaviour socially shared and predominant cultural values. Knowledges (concepts, theories, etc.) will apply to current real problems, so news, debates and questions on actuality will fit in this subject.			

Competencies				
Code				
CB1	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.			
CB2	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.			
CB3	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.			
CB4	Students will be able to present information, ideas, problems and solutions both to specialist and non-specialist audiences.			
CB5	Students will acquire the learning skills that are required to pursue further studies with a high degree of independence.			
CG1	Analysis, synthesis, problem-solving, decision-making, information- and time-management skills.			
CG2	Organizing and planning their own professional careers in the best possible way			
CG3	Ability to work in teams and in multidisciplinary environments.			
CG5	Critical thinking skills.			
CG6	To put their knowledge on public management and administration into practice.			
CE4	To analyze the behavior of actors in social and political processes and to apply the techniques of political communication.			
CE5	To describe the structure, organization and functioning of multi-level Public Administrations, analyzing their relationship with the citizenry.			
CE15	To be familiar with the consequences that the decisions made by and the actions performed by civil servants can have for citizens and for society at large, especially the solution of ethical and moral issues within the area of public management and administration.			
CT1	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.			
CT2	To be able to communicate, both orally and in writing, in the two official languages (Spanish and Galician) and in a foreign language.			
CT5	To acquire independent learning skills.			
CT6	Ability to adapt to new situations.			

Learning outcomes				
Learning outcomes	Competences			
1. Identify the influence of the society in the daily life	CB1	CG1	CE4	CT1
	CB2	CG2	CE5	CT2
	CB3	CG3	CE15	CT5
	CB4	CG5		CT6
	CB5	CG6		

2. Identify the main theoretical perspectives and practical from which faces the social analysis.	CB1 CB2 CB3 CB4 CB5	CG1 CG2 CG3 CG5 CG6	CE4 CE5 CE15	CT1 CT5 CT6
3. Recognise the main concepts related with the social inequality and the main institutions that give place to the systems of social stratification.	CB1 CB2 CB3 CB4 CB5	CG1 CG2 CG3 CG5 CG6	CE4 CE5 CE15	CT1 CT2 CT5 CT6
4. Analyse the fundamental characteristics of the social inequalities.	CB1 CB2 CB3 CB4 CB5	CG1 CG2 CG3 CG5 CG6	CE4 CE5 CE15	CT1 CT2 CT5 CT6
5. Apply the distinct procedures and indicators employed in the comparison of the systems of social stratification.	CB1 CB2 CB3 CB4 CB5	CG1 CG2 CG3 CG5 CG6	CE4 CE5 CE15	CT1 CT2 CT5 CT6
6. Evaluate the consequences of the social inequalities.	CB1 CB2 CB3 CB4 CB5	CG1 CG2 CG3 CG5 CG6	CE4 CE5 CE15	CT1 CT2 CT5 CT6
7. Compare the distinct types of organisations.	CB1 CB2 CB3 CB4 CB5	CG1 CG2 CG3 CG5 CG6	CE4 CE5 CE15	CT1 CT2 CT5 CT6
8. Illustrate the distinct forms of taking of decisions, distribution to be able to and participation in the organisations.	CB1 CB2 CB3 CB4 CB5	CG1 CG2 CG3 CG5 CG6	CE4 CE5 CE15	CT1 CT2 CT5 CT6
9. Evaluate the impact of the globalisation and the technologies of the communication in the organisations.	CB1 CB2 CB3 CB4 CB5	CG1 CG2 CG3 CG5 CG6	CE4 CE5 CE15	CT1 CT2 CT5 CT6

Contents

Topic

1. Introduction to Sociology:	1.1. Individual and society. 1.2. Socialisation and culture. 1.3. The debate of the theoretical perspectives.
2. Social structure, inequalities social stratification:	2.1. The consequences of the social inequalities in the contemporary societies.
3. Sociology of organisations:	3.1. Groups, organisations and society network. 3.2. Culture and organisational models

Planning

	Class hours	Hours outside the classroom	Total hours
Lecturing	30	15	45
Autonomous problem solving	11	22	33
Mentored work	1	15	16
Objective questions exam	2	54	56

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

Methodologies

	Description
Lecturing	Teachers exhibite contents on the matter object of study, theoretical bases and/or guidelines of a work, exercise that the students have to develop.

Autonomous problem solving	Activity in which they formulate problems and/or exercises related with the matter. The student/has to develop it the solutions of suitable form by means of the exercise of routines, the application of formulas or algorithms, the application of procedures of transformation of the available information and the interpretation of the results. It is used to employ how complement of the lesson
Mentored work	The students -individually or in group-, elaborates a document on the thematic of the matter or prepares seminars, investigations, memories, essays, summaries of readings, conferences etc.

Personalized assistance

Methodologies	Description
Lecturing	The students will receive indications in the classes and in FAITIC on the matter object of study, as well as recommendations on documentation of interest (reading and/or audiovisual) that answer to the material complementary offered by the teachers or in reply to the demands formulated (this is, can be individual or of the community of students).
Mentored work	The students receives indications on the development of the proof and personalised attention to resolve doubts and guide the work.
Autonomous problem solving	Advice and attention after the realisation of the lesson, so much on indications of the task like assistance during his development.

Assessment

	Description	Qualification	Evaluated	Competences
Autonomous problem solving	Participation in the classroom. Ideonity of the intervention (clarity in the exhibition, argumentation, oral communication)	30	CB1 CB2 CB3 CB4 CB5	CG1 CG5 CE4 CE5 CE15 CT1 CT2
Mentored work	Ideonity of the proposal, clarity in the exhibition, argumentation, editorial. Adequacy to indications	10	CB1 CB2 CB3 CB4 CB5	CG1 CG2 CG3 CG5 CG6 CE4 CE5 CE15 CT1 CT2 CT5 CT6
Objective questions exam	Multiple choice questions and short theory questions and application ones.	60	CB1 CB2 CB3 CB4 CB5	CG5 CE15 CT5

Other comments on the Evaluation

CONTINUOUS AND NON-CONTINUOUS EVALUATION

A priori it is considered that all or students follow continuous evaluation whose commitment is made with participation in evaluation activities.

Students who follow the NO continuous evaluation, should be examined from a final test in which it is possible to measure all the competencies, so the test will be different. It is necessary to contact the faculty to make the exemption of continuous evaluation 20 days before the official date of examination to indicate, if it is the case, the materials that will need for the conduct of the examination.

EXTRAORDINARY CALL

During the same academic year, the marks of the evaluation tests passed in the first call (ordinary) for the second call (extraordinary).

LEARNING SERVICE METHODOLOGY (subject to approval)

This subject includes ApS methodology activities, subject to the approval of the Office of the Vice President for Social Responsibility, Internationalization and Cooperation. This methodology involves the participation of students (maximum 5 people) in the development of the ApS activities programmed as will be exposed in the classroom in the first days of class. Adherence to this methodology allowsle to achieve 15% of the grade of the subject and will imply the renunciation of the percentage of the grade corresponding to the training activities that are replaced by this methodology and that, therefore, it will not be necessary to carry out.

At the beginning of the course will be presented the activity Aps. In the case that the student interested is greater than the places available, a seletion will be made based on the academic record and the justified interest in the methodology and activity.

Sources of information

Basic Bibliography

Macionis, J., **Sociología**, 978-84-8322-742-8, 4ª ed., Pearson, 2011

Complementary Bibliography

Giddens, A. y Sutton, P.W., **Conceptos esenciales de sociología**, 978-84-206-9758-1, 1º ed, Alianza Editorial, 2015

Giddens, A. y Sutton, P.W., **Sociología**, 978-84-206-8979-1, 7ªed, Alianza, 2014

Requena, M.; Salazar, L. y Radl J., **Estratificación social**, 978-84-481-8309-7, 1º ed, McGraw-Hill, 2013

Giddens, A., **Sociology**, 0-7456-0545-1, 1º ed, Cambridge : Polity Press, 1989

Macionis, J. & Plumer, K., **Sociology**, 978-0-273-72191-0, 5º ed, Pearson, 2012

Recommendations

Contingency plan

Description

=== EXCEPTIONAL PLANNED MEASURES ===

In the face of the uncertain and unpredictable evolution of the health alert triggered by COVID-19, the University establishes an extraordinary planning that will be activated when the administrations and the institution itself determine it based on safety criteria, health and responsibility, and ensuring teaching in a not entirely face-to-face setting. These already planned measures guarantee, when it is mandatory, the development of teaching in a more agile and effective way when it is known in advance (or with ample advance) by pupils and teachers through the standardised and institutionalised tool of the DOCNET teaching guides.

=== ADAPTATION OF METHODOLOGIES ===

No modifications are contemplated in the teaching methodologies with the only exception and that the theoretical contents can be imparted in a non face-to-face manner.

The off-site student support mechanisms (tutorials) will be the virtual office of the remote campus at the indicated time and the e-mail.

=== ADAPTATION OF THE EVALUATION ===

No modifications to the evaluation systems are contemplated beyond the possibility that some of the evaluation tests may have to be conducted in a non-personal manner.

IDENTIFYING DATA				
Political Science: Public Policies				
Subject	Political Science: Public Policies			
Code	P04G092V01109			
Study programme	Grado en Dirección y Gestión Pública			
Descriptors	ECTS Credits	Type	Year	Quadmester
	6	Basic education	1st	2nd
Teaching language	#EnglishFriendly Galician			
Department				
Coordinator	Mahou Lago, Xosé María			
Lecturers	Mahou Lago, Xosé María			
E-mail	xmahou@uvigo.es			
Web	http://www.faitic.es			
General description	The general objective of this subject is to study the basic concepts and the methodology of design, implementation and evaluation of the public polices, with two main purposes: to go into detail about the political and administrative process as a whole, and to learn about the tools that the Political Science provides the professionals to increase the efficacy of the elaboration of public programs. Therefore, when the subject finish, the students will able to: *Define and document in an orderly manner the different definitions of a public problem at a certain time. *Identify the target group in a specific plan as well as the stakeholders. *Recognize and value the alternative solutions of the problem. *Value the outputs and outcomes of a public action. *Know the different types of evaluation and his application it each phase of the process of public policies.			

Competencies	
Code	
CB1	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.
CB2	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.
CB3	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.
CB4	Students will be able to present information, ideas, problems and solutions both to specialist and non-specialist audiences.
CB5	Students will acquire the learning skills that are required to pursue further studies with a high degree of independence.
CG1	Analysis, synthesis, problem-solving, decision-making, information- and time-management skills.
CG2	Organizing and planning their own professional careers in the best possible way
CG3	Ability to work in teams and in multidisciplinary environments.
CG4	Commitment to ethical values and public service vocation.
CE1	To be familiar with the main theories and approaches in Political Science and Public Management and Administration.
CE5	To describe the structure, organization and functioning of multi-level Public Administrations, analyzing their relationship with the citizenry.
CE11	To plan, implement, assess and analyze public policies.
CT1	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.
CT2	To be able to communicate, both orally and in writing, in the two official languages (Spanish and Galician) and in a foreign language.
CT3	Raising awareness about environmental issues.
CT5	To acquire independent learning skills.
CT6	Ability to adapt to new situations.

Learning outcomes			
Learning outcomes	Competences		
Argue key ideas about the public policy process.	CB1	CE1	CT2
	CB3	CE5	
	CB4	CE11	

Present ideas and solutions to the problems that public administrations must tackle.	CB2 CB4	CE5 CE11	CT2 CT3
Value continuous learning.	CB5		CT5
Make judgments based on accumulated knowledge about public policies.	CB1 CB2 CB3 CB4 CB5	CG1 CG2 CG3 CG4	CE1 CE11 CT6
Collect and interpret relevant data on policies problems.		CG1	CT1 CT3 CT6
Resolve possible conflict situations.		CG2	CE11 CT6
Recognize the role of public administrations in the public policy process and apply the method of analysis.		CE5 CE11	
Show commitment to quality and innovation.	CB1 CB3 CB4		CT1
Show empathy with teamwork.		CG2 CG3	CT2 CT6
Show commitment to public service and professional ethics.	CB2	CG4	CT1 CT3

Contents

Topic	
Topic 1. Public policies	1.1. Public policies in their context. The welfare state and the reformulation of the Weberian model. 1.2. Origin and development of public policy studies. 1.3. Definition of public policy. Types of public policies. 1.4. Phases of public policies.
Topic 2. The actors in the policy process public	2.1. Definition of actor. Resources, objectives and roles. 2.2. Policies as interaction between actors: pluralism, corporatism and networks.
Topic 3. Definition of the problem	3.1. The political agenda: the conversion of the social problem into a political issue. 3.2. The construction of the political problem.
Topic 4. Policy design and approach public. Decision making	4.1. Decision making: rational and incremental models. 4.2. Alternatives for action: prospective analysis and setting of objectives and measures.
Topic 5. Implementation of public policies	5.1. Definition of implementation. 5.2. Evolution of implementation studies. The "top-down" and "bottom-up" models.
Topic 6. The evaluation of public policies	6.1. Definition and objectives of the evaluation. 6.2. Types of evaluation and utilities.

Planning

	Class hours	Hours outside the classroom	Total hours
Lecturing	27	50	77
Problem solving	24	44	68
Objective questions exam	1	0	1
Debate	3	0	3
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	- Exposition by the teaching staff of the contents on the subject matter of study, theoretical bases and / or guidelines of a work, exercise or project that the students have to develop. - Collaborative learning: interactive approach to organizing work in the classroom in which the students are responsible for their learning and that of their peers in a shared responsibility strategy to achieve group goals and incentives. It is both a method, to be used among others, and a global approach to teaching, a philosophy
Problem solving	Activity in which problems and / or exercises related to the discipline are formulated. Students must develop adequate or correct solutions by exercising routines, applying formulas or algorithms, using procedures to transform the available information and interpreting the results. It is usually used as a complement to the master class.

Personalized assistance	
Methodologies	Description
Lecturing	Students will be able to solve doubts regarding some aspect of the subject (content, work or practices), as well as attention to their needs and queries related to the study and / or subjects related to the discipline, providing guidance, support and motivation in the learning process.
Problem solving	Students will be able to solve doubts regarding some aspect of the subject (content, work or practices), as well as attention to their needs and queries related to the study and / or subjects related to the discipline, providing guidance, support and motivation in the learning process.
Tests	Description
Debate	Open talk between a group of students. You can focus on a subject of the contents of the subject, in the analysis of a case, in the result of a project, exercise or problem previously developed in a master session...

Assessment							
	Description	Qualification	Evaluated Competences				
Problem solving	Test in which the student must solve a series of problems and / or exercises in a time / conditions established by the teacher. In this way, the student must apply the knowledge acquired. The application of this technique can be face-to-face and non-face-to-face. Different tools can be used to apply this technique such as, for example, chat, mail, forum, audioconference, videoconference, etc.	60	CB1	CG1	CE1	CT1	
			CB2	CG2	CE5	CT2	
			CB3	CG3	CE11	CT3	
			CB4	CG4		CT5	
			CB5			CT6	
Objective questions exam	Examination type test. 20 enclosed questions -with different alternative of answer- The value of each question is of 0,1 points. By each 3 badly answered questions will subtract 1 question well. Attention: -To add the value of the test and of the exercise, the students will have to obtain like minimum in the test 0,75 points and in the exercise 0,5 points. -To add the value of the test and of the exercise to the value of the practices, the students will have to obtain in the final examination a minimum of 1,25 points.	20	CB1	CG1	CE1		
			CB2	CG2	CE5		
			CB3	CG3	CE11		
			CB4	CG4			
			CB5				
Debate	Open talk between a group of students. You can focus on a subject of the contents of the subject, in the analysis of a case, in the result of a project, exercise or problem previously developed in a master session...	10			CE1	CT1	
					CE5	CT2	
					CE11	CT3	
						CT5	
Essay questions exam	Exercise with two questions from the reading of a text. Attention: -To add the value of the test and of the exercise, the students will have to obtain like minimum in the test 0,75 points and in the exercise 0,5 points. -To add the value of the test and of the exercise to the value of the practices, the students will have to obtain in the final examination a minimum of 1,25 points.	10	CB1	CG1	CE1		
			CB2	CG2	CE5		
			CB3	CG3	CE11		
			CB4	CG4			
			CB5				

Other comments on the Evaluation

Sources of information

Basic Bibliography

Aguilar Villanueva, L.F. (ed.), **La hechura de las políticas**, Miguel Angel Porrúa, 2000

Kingdon, J. W., **Agendas, Alternatives and Public Policies**, Scott, Foresman and Compay, 1984

Moran, Michel; Rein, Martin; Goodin, Robert, **The Oxford Handbook of Public Policy**, Oxford University Press, 2008

Pérez Sánchez, Margarita (ed.), **Análisis de políticas públicas**, Universidad de Granada, 2005

Peters, Guy; Pierre, Jon, **Handbook of public policy**, Sage, 2006

Scharpf, F. W., **Games Real Actors Play**, Westview Press, 1997

Complementary Bibliography

Aguilar Villanueva, L.F. (ed.), **La implementación de las Políticas Públicas**, Miguel Angel Porrúa, 1993

Bañón, Rafael; Carrillo, Ernesto, **La nueva Administración Pública**, Alianza Editorial, 1997

Meny, Yves; Thoenig, Jean-Claude, **Las políticas públicas**, Ariel, 1992

Subirats, Joan; Knoepfel, Perter; Larrue, Corinne; Varone, Frédéric, **Análisis y gestión de políticas públicas**, Ariel, 2008

Recommendations

Subjects that are recommended to be taken simultaneously

Political Science: Public Administration and Management Science/P04G092V01102

Political Science: Political Science/P04G092V01101

Political Science: The Spanish Political System/P04G092V01104

Subjects that it is recommended to have taken before

Political Science: Governments of the Spanish Autonomous Communities/P04G092V01110

Political Science: Institutions and Policies of the European Union/P04G092V01107

Contingency plan

Description

=== EXCEPTIONAL MEASURES PLANNED ===

Given the uncertain and unpredictable evolution of the health alert caused by COVID-19, the University establishes extraordinary planning that will be activated at the time that the administrations and the institution itself determine it, taking into account criteria of safety, health and responsibility, and guaranteeing teaching in a non-presential or not totally presential setting. These already planned measures guarantee, at the required time, the development of teaching in a more agile and effective way, as it is known in advance (or well in advance) by the students and teachers through the standardized tool and Institutionalized of the DOCNET teaching guides.

=== ADAPTATION OF THE METHODOLOGIES ===

* Teaching methodologies that are maintained

All except the face-to-face lecture that happens to be taught by Campus Remoto.

* Teaching methodologies that are modified

The master class is now taught by Campus Remoto.

* Non-face-to-face service mechanism for students (tutorials)

The same days through the Campus Remoto.

* Modifications (proceed) of the content to be taught

Not applicable.

* Additional bibliography to facilitate self-learning.

Not applicable. The documentation is on the teledoaching platform.

* Other modifications

Do not proceed

=== ADAPTATION OF THE EVALUATION ===

* Tests already carried out

The value of the tests carried out will be maintained.

* Pending tests that are maintained

Those tests that are not carried out in person will be carried out through the teledoaching platform.

* Evidence that is modified

The practice of the Bottle Policy will be replaced by other similar practice (s).

* New tests

Not applicable.

* Additional Information

IDENTIFYING DATA**Political Science: Governments of the Spanish Autonomous Communities**

Subject	Political Science: Governments of the Spanish Autonomous Communities			
Code	P04G092V01110			
Study programme	Grado en Dirección y Gestión Pública			
Descriptors	ECTS Credits	Type	Year	Quadmester
	6	Basic education	1st	2nd
Teaching language	#EnglishFriendly Galician			
Department				
Coordinator	López Mira, Álvaro Xosé			
Lecturers	López Mira, Álvaro Xosé Martínez Arribas, Fernando			
E-mail	almira@uvigo.es			
Web				
General description	It is not possible to understand the state political models of the 21st century without referring to the higher or lower levels of political decentralization that they have. The modern State was born as a backbone in the centralization of power against the disintegration of power typical of medieval polyarchy and which the enlightened accused as absolutely irrational and as a source of obscurantism and injustice. Like many Jacobin archetypes, this one has had a limited practical journey, almost always hindered, to a greater or lesser extent, by the multiple pre-existing local powers, and it is very difficult to stop the enormous and rich pluralism that characterizes the different modes of coexistence in the society that we design human beings. Be that as it may, these tensions were, in many cases, persistent in most state political organizations, characterizing one of the lines of social fracture that Rokkan singles out. Even in little more than two centuries, the symbol of modernity that centralization represented, has become the opposite, criticized for lack of it. The Spanish State is not only not an exception to the pattern we have indicated, but the cleavage, the center-periphery split, seems to be at the heart of its social and political existence throughout its history and, as an idiosyncratic element that is, its vitality has not diminished over time, not even due to the persistent and even violent combat of the various political regimes experienced; on the contrary, in our contemporaneity it continues to be the focus of permanent conflicts and defining state and sub-state agendas of all kinds (political, social, media, economic). The study of the Autonomous Governments subject aims to address the complexity of this phenomenon by focusing on the institutionalized model in 1978, although it should be borne in mind that its evolution in the last forty years has led to numerous changes and, as noted, it is a latent problem in the permanent attempt to find solutions to the problematic Spanish territorial structure, characterized by emotional impulses rather than by organizational rationality. It can be seen, in conclusion, that the topic will be difficult to interpret but, precisely for this reason, it will be a challenge for the Science of Politics that we intend to implement from our classrooms. English Friendly subject: International students may request from the teachers: a) materials and bibliographic references in English, b) tutoring sessions in English, c) exams and assessments in English.			

Competencies

Code	
CB1	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.
CB2	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.
CB3	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.
CB4	Students will be able to present information, ideas, problems and solutions both to specialist and non-specialist audiences.
CB5	Students will acquire the learning skills that are required to pursue further studies with a high degree of independence.
CG1	Analysis, synthesis, problem-solving, decision-making, information- and time-management skills.
CG2	Organizing and planning their own professional careers in the best possible way
CG3	Ability to work in teams and in multidisciplinary environments.
CG4	Commitment to ethical values and public service vocation.
CG5	Critical thinking skills.
CE2	To recognize the structure and functioning of political systems and political institutions.

CE5	To describe the structure, organization and functioning of multi-level Public Administrations, analyzing their relationship with the citizenry.
CT1	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.
CT2	To be able to communicate, both orally and in writing, in the two official languages (Spanish and Galician) and in a foreign language.
CT3	Raising awareness about environmental issues.
CT5	To acquire independent learning skills.
CT6	Ability to adapt to new situations.

Learning outcomes

Learning outcomes	Competences			
Identify the basic elements of the political model-territorial Spaniard	CB1 CB2 CB3 CB4 CB5	CG1 CG2 CG3	CE2 CE5	CT5
Describe the essential shots of the political history, institutions and political actors of the Been Autonomic, with special attention to the Autonomous Community of Galicia	CB1 CB2 CB3 CB4 CB5	CG1 CG2 CG3	CE2 CE5	CT5
Reproduce the distinct aspects of the contained included in the subject	CB1 CB2 CB3 CB4 CB5	CG1 CG3 CG5	CE2 CE5	CT5
Interpret, with true doses of critical thought, the real operation of the autonomic model	CB3 CB4 CB5	CG1 CG2 CG4 CG5	CE2 CE5	CT1 CT3 CT5 CT6
Engaged, with vocation of public service, with the own values of a society with a democratic political culture	CB3	CG2 CG3 CG4	CE5	CT1 CT2 CT3 CT6

Contents

Topic	
1. Centralization and decentralization in the political history Spaniard	1. Centralization and decentralization in the political history Spaniard
2. The autonomic State of 1978 and his evolution along four decades	2. The autonomic State of 1978 and his evolution along four decades
3. The Statutes of Autonomy and his modifications	3. The Statutes of Autonomy and his modifications
4. The political systems of the Autonomous Communities	4. The political systems of the Autonomous Communities
5. The political system Galician: history, institutions, actors and processes	5. The political system Galician: history, institutions, actors and processes

Planning

	Class hours	Hours outside the classroom	Total hours
Problem solving	7	67	74
Studies excursion	5	0	5
Lecturing	33	33	66
Essay questions exam	0	2	2
Problem and/or exercise solving	0	2	2
Systematic observation	0	1	1

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

Methodologies

	Description
Problem solving	Activity in the that formulate problems and/or exercises related with the subject. The student/owes it develop the felicitous or correct solutions by means of it exercise of routines, the application of formulas or algorithms, the application of procedures of transformation of the available information and the interpretation of the resulted. It usually employ how supplement of the lecturing.

Studies excursion	Activities of application, contrast and observation of the knowledges in a context determined in one space external.
Lecturing	Exhibition by part of the professor/it of the contained envelope to subject object of study, theoretical bases and/or guidelines of one work, exercise that it/the student has to develop.

Personalized assistance

Methodologies	Description
Lecturing	Exhibition by part of the professor/it of the contained envelope to subject object of study, theoretical bases and/or guidelines of one work, exercise that it/the student has to develop.
Problem solving	Activity in the that formulate problems and/or exercises related with the subject. The student/owes it develop the felicitous or correct solutions by means of it exercise of routines, the application of formulas or algorithms, the application of procedures of transformation of the available information and the interpretation of the resulted. It usually employ how supplement of the lecturing.
Studies excursion	Activities of application, contrast and observation of the knowledges in a context determined in one space external.
Tests	Description
Essay questions exam	Proofs that include open questions envelope a subject. The students owe to develop, relate, organize and present the knowledges that have envelope to subject in an answer argued.
Problem and/or exercise solving	Proof in the that the student owes to solve a series of problems and/or exercises in a time/conditions established/put them it professor.
Systematic observation	Attentive perception, rational, scheduled and systematic to describe and register the behavioural demonstrations of the students.

Assessment

	Description	Qualification	Evaluated Competences			
Essay questions exam	Proofs that include open questions envelope a subject. The students owe to develop, relate, organize and present the knowledges that have envelope to subject in an answer argued.	40	CB1	CG1	CE2	CT1
			CB2	CG2	CE5	CT2
			CB3	CG5		CT3
			CB4			CT5
			CB5			CT6
Problem and/or exercise solving	Proof in the that the student owes to solve a series of problems and/or exercises in a time/conditions established/put them it professor.	40	CB1	CG1	CE2	CT1
			CB2	CG2	CE5	CT2
			CB3	CG3		CT3
			CB4	CG4		CT5
			CB5	CG5		CT6
Systematic observation	Attentive perception, rational, scheduled and systematic to describe and register the behavioural demonstrations of the students.	20	CB1	CG1	CE2	CT1
			CB2	CG2	CE5	CT2
			CB3	CG4		CT3
			CB4	CG5		CT5
			CB5			CT6

Other comments on the Evaluation

The evaluation criteria will be identical for the two tests/calls of the academic course.

The examination of development questions may opt for a written or oral modality depending on the contingencies arising from health emergency reasons.

Sources of information

Basic Bibliography

Álvaro Xosé López Mira, **Gobiernos autonómicos**, Andavira, 2021

Complementary Bibliography

Argimiro Rojo Salgado, **O Galeguismo a través dos seus textos e documentos políticos**, Coordenadas, 1989

Eliseo Aja, **El estado autonómico: federalismo y hechos diferenciales**, Alianza, 2003

Justo G. Beramendi, José Álvarez Junco, Ferrán Requejo Coll, **El nombre de la cosadebate sobre el término**, Centro de Estudios Políticos y Constitucionales, 2005

Eliseo Aja, **Estado autonómico y reforma federal**, Alianza, 2014

Joan Subirats/ Raquel Gallego (coords.), **Veinte años de autonomías en España. Leyes, políticas públicas, instituciones y opinión pública**, CIS, 2002

Recommendations

Subjects that are recommended to be taken simultaneously

Political Science: Institutions and Policies of the European Union/P04G092V01107

Political Science: Public Policies/P04G092V01109

Subjects that it is recommended to have taken before

Political Science: Public Administration and Management Science/P04G092V01102

Political Science: Political Science/P04G092V01101

Political Science: Governance, Globalization and Human Rights/P04G092V01105

Political Science: The Spanish Political System/P04G092V01104

Contingency plan

Description

=== EXCEPTIONAL MEASURES SCHEDULED ===

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

The methodologies, as well as the mechanisms of evaluation, could in case of one new confinement be supplemented by the implementation of forums of discussion or, eventually, could substituted in the evaluation the developmental questions by objective questions, being the resources of study the same since the basic manual has bear electronic.

IDENTIFYING DATA				
Dereito administrativo II				
Subject	Dereito administrativo II			
Code	P04G092V01201			
Study programme	Grao en Dirección e Xestión Pública			
Descriptors	ECTS Credits	Type	Year	Quadmester
	6	Mandatory	2	1c
Teaching language	Castelán			
Department	Dereito público			
Coordinator	Gómez Fernández, Diego			
Lecturers	Gómez Fernández, Diego Lareo Jiménez, Jacinto Otero Oitaven, Montserrat María Pérez Ramos, Carlos			
E-mail	diegogomez@avogacia.org			
Web				
General description	(*)Nesta materia preténdese continuar co traballo iniciado en Dereito administrativo I e profundar en diversas institucións desta disciplina, entre outras a responsabilidade patrimonial, a potestade sancionadora ou a expropiación forzosa. O obxectivo é abordar o estudo destas materias desde un punto de vista teórico-práctico para chegar a un coñecemento real das mesmas.			

Competencias	
Code	
CB1	Que o alumnado demostre posuir e comprender coñecementos nunha área de estudo que parte da base da educación secundaria xeral, e adoita encontrarse a un nivel que, se bien se apoia en libros de texto avanzados, inclúe tamén algúns aspectos que implican coñecementos procedentes da vangarda do seu campo de estudo
CB2	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
CB3	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
CB4	Que o alumnado poida transmitir información, ideas, problemas e solucións a un público tanto especializado como non especializado
CB5	Que o alumnado desenvolva aquelas habilidades de aprendizaxe necesarias para emprender estudos posteriores cun alto grao de autonomía
CG1	Analizar, sintetizar, resolver problemas e tomar decisións xestionando a información e o tempo
CG3	Traballar en equipo e en contornas multidisciplinares
CG4	Comprometerse eticamente e ter vocación de servizo público
CG5	Razonar criticamente
CG6	Aplicar o coñecemento relacionado coa dirección e xestión pública na práctica
CG7	Liderar e delegar responsabilidades no manexo de grupos de traballo
CG8	Ter iniciativa e espírito emprendedor
CE5	Describir a estrutura, a organización e o funcionamento das Administracións Públicas multinivel, analizando a súa relación coa cidadanía
CE9	Identificar e aplicar o marco normativo da actividade que realizan as Administracións Públicas
CT2	Comunicarse de forma oral e escrita tanto nas linguas oficiais (castelán e galego) como nunha lingua estranxeira
CT5	Integrar a aprendizaxe autónoma
CT6	Adaptarse a novas situacións

Resultados de aprendizaxe	
Learning outcomes	Competences
Coñecer o réxime xurídico de: expropiación forzosa, bens demaniais e patrimoniais, prestación de servizos públicos, actividade de fomento e a actividade de policía que desenvolve o sector público	CB1 CG1 CE5 CT2
Que os estudantes saiban aplicar os seus coñecementos ao seu traballo ou vocación dunha forma profesional e posúan as competencias que adoitan demostrarse por medio da elaboración e defensa de argumentos e a resolución de problemas dentro da súa área de estudo. Que os estudantes teñan a capacidade de reunir e interpretar datos relevantes (normalmente dentro da súa área de estudo) para emitir xuízos que inclúan unha reflexión sobre temas relevantes de índole social, científica ou ética. Habilidade para a resolución independente de problemas en relación con información cualitativa e cuantitativa	CB2 CG3 CE9 CT5
	CB3 CG4 CT6
	CB4 CG5
	CB5 CG6
	CG7
	CG8

Contidos

Topic

Tema 1: A responsabilidade patrimonial das Administracións Públicas	Tema 1: A responsabilidade patrimonial das Administracións Públicas 1.- El sistema de responsabilidade das Administracións Públicas. 2.- Requisitos da responsabilidade administrativa. 3.- Procedementos de esixencia de responsabilidade administrativa. 4.- O aseguramiento da responsabilidade administrativa. 5.- O enriquecemento inxusto da Administración Pública.
Tema 2: A potestade sancionadora das Administracións Públicas.	Tema 2: A potestade sancionadora das Administracións Públicas. 1.- Evolución basees constitucionais. 2.- A ordenación legal da potestade sancionadora. 3.-As infracciones administrativas. Principios rectores da actividade sancionadora da administración. 4.- As sancións e outras consecuencias xurídicas. 5.- Os procedementos sancionadores.
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 ablativas: limitacións e privacións; creación de obrigacións e deber.
Tema 5: A actividade de prestación do servizo público	Tema 5: A actividade de prestación do servizo público. 1.- Concepto de servizo público. 2.- Modos de xestión dos servizos públicos.
Tema 6: A actividade de fomento	Tema 6: A actividade de fomento 1.- Concepto de actividade de fomento ol promocional. 2.- Principais medidas de fomento. 3.- A subvención.
Tema 7: Os bens públicos	Tema 7: Os bens públicos 1.- Clasificación dos Bens Públicos. 2.- A adquisición dos Bens Públicos. 3.- Protección e defensa dos bens Públicos. 4.- O Dominio Público. 5.- Os Bens Comunales. 6.- Os Bens Patrimoniales.

Planificación

	Class hours	Hours outside the classroom	Total hours
Seminario	24	39	63
Lección maxistral	32	54	86
Exame de preguntas obxectivas	1	0	1

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

Metodoloxía docente

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

Atención personalizada

Methodologies Description

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

Avaliación

	Description	Qualification	Evaluated Competences
Seminario	A través das notas obtidas na resolución de casos prácticos que se fagan nos Seminarios avaliarase ao alumnado na avaliación continua que supoñerá un 40% da nota final. En caso de non optar pola avaliación continua ou non superala, a nota final será a do Exame que se indica a continuación	40	CB1 CG1 CE5 CT2 CB2 CG3 CE9 CT5 CB3 CG4 CT6 CB4 CG5 CB5 CG6 CG7 CG8
Exame de preguntas obxectivas	EXAME FINAL: Realización dunha proba obxectiva usando calquera dos formatos existentes, solos ou en combinación con outros (resposta curta, nalgúns casos de desenvolvemento máis longo teórico e prácticas, tipo test, etc.) que demostren o coñecemento teórico-práctico da materia. Suporá o 60% de nota pero para poder facer media coa de avaliación continua, é necesario que o alumnado aprobe devandito exame cun 5 sobre 10. No caso de que non se saque un 5, a nota será a do exame.	60	CB1 CG1 CE5 CT2 CB2 CG5 CE9 CT5 CB3 CG6 CT6 CB5

Other comments on the Evaluation**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**Subjects that it is recommended to have taken before**

Dereito: Dereito administrativo I/P04G092V01106

Plan de Continxencias**Description**

=== MEDIDAS EXCEPCIONAIS PLANIFICADAS ===

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

=== ADAPTACIÓN DAS METODOLOXÍAS ===

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

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

=== ADAPTACIÓN DA AVALIACIÓN ===

Non se contemplan modificacións nos sistemas de avaliación máis aló da posibilidade de que algunha das probas de

avaliación teñan que realizarse de xeito non presencial.

IDENTIFYING DATA				
Estatística administrativa				
Subject	Estatística administrativa			
Code	P04G092V01202			
Study programme	Grao en Dirección e Xestión Pública			
Descriptors	ECTS Credits	Type	Year	Quadmester
	6	Mandatory	2	1c
Teaching language	#EnglishFriendly Castelán Galego Inglés			
Department	Estatística e investigación operativa			
Coordinator	Vidal Puga, Juan José			
Lecturers	Iglesias Pérez, María Carmen Novegil Souto, José Vicente Vidal Puga, Juan José			
E-mail	vidalpuga@uvigo.es			
Web	http://moovi.uvigo.gal			
General description	Nesta materia trátase de dar a coñecer ao alumnado as nocións básicas de estatística para a súa aplicación no contexto da xestión e da administración pública. O alumnado internacional poderá solicitar ao profesorado: a) materiais e referencias bibliografías para o seguimento da materia en inglés, b) atender as titorías en inglés, c) probas e avaliacións en inglés.			

Competencias

Code	
CB1	Que o alumnado demostre posuir e comprender coñecementos nunha área de estudo que parte da base da educación secundaria xeral, e adoita encontrarse a un nivel que, se bien se apoia en libros de texto avanzados, inclúe tamén algúns aspectos que implican coñecementos procedentes da vangarda do seu campo de estudo
CB2	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
CB3	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
CB4	Que o alumnado poida transmitir información, ideas, problemas e solucións a un público tanto especializado como non especializado
CB5	Que o alumnado desenvolva aquelas habilidades de aprendizaxe necesarias para emprender estudos posteriores cun alto grao de autonomía
CG1	Analizar, sintetizar, resolver problemas e tomar decisións xestionando a información e o tempo
CG2	Organizar e planificar a actividade profesional de maneira óptima
CG4	Comprometerse eticamente e ter vocación de servizo público
CG5	Razonar criticamente
CG6	Aplicar o coñecemento relacionado coa dirección e xestión pública na práctica
CE5	Describir a estrutura, a organización e o funcionamento das Administracións Públicas multinivel, analizando a súa relación coa cidadanía
CE12	Analizar a política internacional e/ou a estrutura e o funcionamento da Unión Europea
CE13	Aplicar os métodos e as técnicas de investigación e política social e operar con métodos de investigación cuantitativos e cualitativos
CE14	Utilizar as tecnoloxías da información e da comunicación (TIC) aplicables á xestión pública
CT2	Comunicarse de forma oral e escrita tanto nas linguas oficiais (castelán e galego) como nunha lingua estranxeira
CT3	Sensibilizarse con temas medioambientais
CT4	Dominar as TIC relacionadas coa titulación no ámbito académico e profesional
CT5	Integrar a aprendizaxe autónoma
CT6	Adaptarse a novas situacións

Resultados de aprendizaxe

Learning outcomes	Competences			
O estudantado será capaz de distinguir e diferenciar os conceptos básicos da análise estatística: individuo, observación, caso, variable, valor, categoría, dato, poboación e mostra	CB5	CG1 CG6	CE13	CT5 CT6
O estudantado será capaz de clasificar as variables segundo o tipo de valores que poden tomar e as operacións que se poden realizar con eles	CB1 CB3 CB5	CG1 CG2 CG6	CE13	CT5 CT6

O estudiantado será capaz de empregar enquisas para a realización de mostraxes	CB3 CB5	CG1 CG2 CG4 CG6	CE13	CT5 CT6
O estudiantado será capaz de ordear, organizar e resumir datos unidimensionais mediante táboas de frecuencias	CB1 CB2 CB3 CB4 CB5	CG1 CG2 CG6	CE13	CT4 CT5 CT6
O estudiantado será capaz de ilustrar o comportamento de variables mediante representacións gráficas adecuadas	CB1 CB2 CB3 CB4	CG1 CG2 CG6	CE13	CT2 CT4 CT5 CT6
O estudiantado será capaz de calcular e interpretar as principais medidas de posición, dispersión e forma	CB1 CB2 CB3 CB4	CG1 CG5 CG6	CE13	CT4 CT5 CT6
O estudiantado será capaz de recoñecer e describir a relación entre dúas variables	CB1 CB4	CG1 CG2 CG5 CG6	CE13	CT5 CT6
O estudiantado será capaz de empregar follas de cálculo nunha análise simple da información: crear series, fórmulas e táboas cun formato apropiado	CB1 CB4 CB5	CG1 CG2 CG6	CE13	CT4 CT5
O estudiantado será capaz de empregar follas de cálculo para unha análise descritiva básica dunha variable estatística unidimensional: crear táboas de frecuencias e representacións gráficas	CB1 CB2 CB3 CB4 CB5	CG1 CG2 CG6	CE13	CT4 CT5 CT6
O estudiantado será capaz de empregar follas de cálculo para crear táboas de frecuencias con datos agrupados por intervalos	CB1 CB2 CB3 CB4 CB5	CG1 CG2 CG6	CE13	CT4 CT5 CT6
O estudiantado será capaz de empregar follas de cálculo para representar gráficamente unha variable estatística unidimensional de tipo continuo mediante histogramas, gráficos de áreas e polígonos de frecuencias	CB1 CB3 CB4 CB5	CG1 CG2 CG6	CE13	CT4 CT5 CT6
O estudiantado será capaz de empregar follas de cálculo para simular un proceso de mostraxe	CB1 CB2 CB3 CB4 CB5	CG1 CG5		CT4 CT5 CT6
O estudiantado será capaz de representar gráficamente unha variable numérica de tipo discreto	CB1 CB3 CB4 CB5	CG1 CG2 CG6	CE13	CT2 CT3 CT4 CT5 CT6
O estudiantado será capaz de atopar nunha folla de cálculo as funcións relativas ás medidas descritivas dunha variable cuantitativa	CB1 CB2	CG1 CG6	CE13	CT4 CT5 CT6
O estudiantado será capaz de empregar follas de cálculo para unha análise descritiva de dúas variables estatísticas de tipo cuantitativo continuo: representación gráfica mediante diagramas de dispersión (nubes de puntos), cálculo e interpretación da covarianza, o coeficiente de correlación e o coeficiente de determinación, e estimación lineal	CB1 CB2 CB4 CB5	CG1 CG2 CG6	CE13	CT4 CT5 CT6
O estudiantado será capaz de empregar follas de cálculo para realizar unha análise descritiva de dúas variables estatísticas de tipo cualitativo: representación gráfica mediante gráficos de barras e de columnas agrupados e apilados, cálculo e interpretación do valor Xi-cadrado, o coeficiente de asociación e o coeficiente de continxencia	CB1 CB2 CB4	CG1 CG2 CG6	CE13	CT4 CT5 CT6
O estudiantado será capaz de citar os principais aspectos orgánicos e legislativos dos sistemas estatísticos públicos a nivel europeo, español e autonómico	CB5		CE5 CE12	CT2 CT4 CT5 CT6
O estudiantado será capaz de atopar e analizar as distintas estatísticas públicas a partir das bases de datos da Unión Europea, España e Galicia	CB3	CG1 CG2 CG4 CG5 CG6	CE5 CE13 CE14	CT2 CT3 CT4 CT5 CT6

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

Planificación			
	Class hours	Hours outside the classroom	Total hours
Actividades introductorias	1	0	1
Lección maxistral	15	47	62
Foros de discusión	0	3	3
Prácticas de laboratorio	12	0	12
Resolución de problemas e/ou exercicios	24	44	68
Exame de preguntas obxectivas	4	0	4
*The information in the planning table is for guidance only and does not take into account the heterogeneity of the students.			

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

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

Avaliación							
	Description	Qualification	Evaluated	Competences			
Resolución de problemas e/ou exercicios	Resolución problemas e exercicios individuais propostos nas clases teóricas e prácticas.	60	CB1	CG1	CE5	CT2	
			CB2	CG2	CE12	CT3	
			CB3	CG4	CE13	CT4	
			CB4	CG5	CE14	CT5	
			CB5	CG6		CT6	
Exame de preguntas obxectivas	Avaliación, nos exames parciais e final, dos coñecementos teóricos tratados en clase.	40	CB1	CG1	CE5	CT2	
			CB2	CG2	CE12	CT3	
			CB3	CG4	CE13	CT4	
			CB4	CG5	CE14	CT5	
			CB5	CG6		CT6	

Other comments on the Evaluation

Proporanse diversas actividades para realizar de forma autónoma ao longo do curso, ademais do uso dos foros na páxina web de teledocencia. Se o profesorado o considera pertinente, realizaranse ata dous exames parciais ao longo do curso, ademais do exame final nas datas oficiais.

Existen dúas formas de superar a materia:

- Avaliación continua realizando todas as actividades propostas, aparte dos posibles exames parciais, de habelos.

- Realización do exame final.

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

Con carácter excepcional, e sempre previa consulta co docente, podería considerarse a realización dalgún dos posibles exames utilizando o horario de tutoría.

Segunda convocatoria: A segunda convocatoria constará dun único exame a realizar na aula de informática, onde se avaliará tanto a resposta a exercicios teóricos como a probas prácticas.

Importante: Non se gardará cualificación algunha para futuras convocatorias.

Bibliografía. Fontes de información

Basic Bibliography

Complementary Bibliography

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

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

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

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

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

IGE, **Portal Educativo**,

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

Recomendacións

Other comments

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

Plan de Continxencias

Description

=== MEDIDAS EXCEPCIONAIS PLANIFICADAS ===

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

=== ADAPTACIÓN DAS METODOLOXÍAS ===

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

Os mecanismos non presenciais de atención ao alumnado (tutorías) serán o despacho virtual do campus remoto no horario indicado e a mensaxería da plataforma de teledocencia (Moovi). Nesta materia desaconséllase o emprego do correo electrónico para as tutorías.

=== ADAPTACIÓN DA AVALIACIÓN ===

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

IDENTIFYING DATA				
Xestión de servizos públicos				
Subject	Xestión de servizos públicos			
Code	P04G092V01203			
Study programme	Grao en Dirección e Xestión Pública			
Descriptors	ECTS Credits	Type	Year	Quadmester
	6	Mandatory	2	1c
Teaching language	Castelán Galego			
Department	Socioloxía, ciencia política e da administración e filosofía			
Coordinator	Varela Álvarez, Enrique José Briones Gamarra, Óscar			
Lecturers	Briones Gamarra, Óscar			
E-mail	evalvarez@uvigo.es oscarbriones@uvigo.es			
Web	http://https://campusremotouvigo.gal/faculty/206			
General description	Las instituciones públicas del siglo XXI se legitiman tanto por lo que son como por lo que hacen, por las políticas públicas que ponen en marcha, por los servicios públicos que prestan sus diferentes niveles de gobierno y administración. Es en este contexto complejo de prestación de servicios en el cual los profesionales del sector público deben desarrollar sus competencias y habilidades. De ahí que si el siglo XX fue un período de desarrollo de estructuras burocráticas y gerenciales, y de diseño e implementación de políticas públicas el siglo XXI lo está siendo del rediseño, gestión y gobernanza de los nuevos servicios públicos. Servicios públicos que deben ser reorientados hacia marcos de la Agenda 2030 y modelos intergubernamentales más inclusivos, equitativos, éticos y en red, con el objetivo de conseguir mejorar sus procesos ("input-output") y alcanzar mayores y mejores resultados ("outcomes"). La materia de "Gestión de Servicios Públicos" está enmarcada en los planteamientos anteriores, en un contexto multinivel europeo, estatal, autonómico y local, además de dirigida a que el alumnado consiga las competencias y habilidades necesarias para conocer y aplicar los principios básicos de los servicios públicos post-COVID-19, innovadores, híbridos (presencial-virtuales) y éticos en un mundo local y global.			

Competencias	
Code	
CB1	Que o alumnado demostre posuir e comprender coñecementos nunha área de estudo que parte da base da educación secundaria xeral, e adoita encontrarse a un nivel que, se bien se apoia en libros de texto avanzados, inclúe tamén algúns aspectos que implican coñecementos procedentes da vangarda do seu campo de estudo
CB2	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
CB3	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
CB4	Que o alumnado poida transmitir información, ideas, problemas e solucións a un público tanto especializado como non especializado
CB5	Que o alumnado desenvolva aquelas habilidades de aprendizaxe necesarias para emprender estudos posteriores cun alto grao de autonomía
CG1	Analizar, sintetizar, resolver problemas e tomar decisións xestionando a información e o tempo
CG2	Organizar e planificar a actividade profesional de maneira óptima
CG3	Traballar en equipo e en contornas multidisciplinares
CG4	Comprometerse eticamente e ter vocación de servizo público
CG5	Razonar criticamente
CE5	Describir a estrutura, a organización e o funcionamento das Administracións Públicas multinivel, analizando a súa relación coa cidadanía
CE6	Aplicar os coñecementos relacionados coa planificación e a xestión administrativa para unha óptima gobernanza
CE15	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.
CE16	Desenvolver habilidades para a resolución de problemas institucionais complexos
CT1	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
CT2	Comunicarse de forma oral e escrita tanto nas linguas oficiais (castelán e galego) como nunha lingua estranxeira
CT4	Dominar as TIC relacionadas coa titulación no ámbito académico e profesional
CT5	Integrar a aprendizaxe autónoma
CT6	Adaptarse a novas situacións

Resultados de aprendizaxe	
Learning outcomes	Competences
Analizar, sintetizar, resolver problemas e tomar decisións xestionando a información e o tempo	CG1
Organizar e planificar a actividade profesional de maneira óptima	CG2
Traballar en equipo e en contornas multidisciplinares	CG3
Comprometerse eticamente e ter vocación de servizo público	CG4
Razonar criticamente	CG5
Que o alumnado demostre posuir e comprender coñecementos nunha área de estudo que parte da CB1 base da educación secundaria xeral, e adoita encontrarse a un nivel que, se bien se apoia en libros de texto avanzados, inclúe tamén algúns aspectos que implican coñecementos procedentes da vangarda do seu campo de estudo	
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	CB2
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	CB3
Que o alumnado poida transmitir información, ideas, problemas e solucións a un público tanto especializado como non especializado	CB4
Que o alumnado desenvolva aquelas habilidades de aprendizaxe necesarias para emprender estudos posteriores cun alto grao de autonomía	CB5
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	CT1
Comunicarse de forma oral e escrita tanto nas linguas oficiais (castelán e galego) como nunha lingua estranxeira	CT2
Dominar as TIC relacionadas coa titulación no ámbito académico e profesional	CT4
Integrar a aprendizaxe autónoma	CT5
Adaptarse a novas situacións	CT6
Describir a estrutura, a organización e o funcionamento das Administracións Públicas multinivel, analizando a súa relación coa cidadanía	CE5
Aplicar os coñecementos relacionados coa planificación e a xestión administrativa para unha óptima gobernanza	CE6
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.	CE15
Desenvolver habilidades para a resolución de problemas institucionais complexos	CE16

Contidos

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

Planificación

	Class hours	Hours outside the classroom	Total hours
Lección maxistral	33	0	33
Estudo de casos	20	24	44
Resolución de problemas	12	18	30
Foros de discusión	0	30	30
Exame de preguntas obxectivas	1	0	1

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

Metodoloxía docente

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

Atención personalizada

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

Avaliación

	Description	Qualification	Evaluated Competences			
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	CB3 CB4 CB5	CG1 CG2 CG3 CG4 CG5		
Resolución de problemas	Desenvolvemento de habilidades de traballo en equipo con datos e evidencias relacionadas coas institucións públicas	15	CB3 CB4 CB5	CG1 CG2 CG3 CG4 CG5		
Foros de discusión	Espazos de debate virtual sobre as palabras clave e os principais elementos teórico-prácticos da materia	10	CB4	CG5		CT1 CT2 CT4 CT5
Exame de preguntas obxectivas	Proba obxectiva baseada en preguntas sobre os contidos da materia e os seus diferentes temas	50	CB1 CB3 CB5	CG1 CG5		CT1 CT2 CT4 CT5
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.	10	CB5	CG2 CG3 CG4 CG5	CE15	CT1 CT2 CT4 CT5

Other comments on the Evaluation

Bibliografía. Fontes de información

Basic Bibliography

Salvador Parrado, **El Análisis de la Gestión Pública**, 978-84-90-86-508-8, Primera, Tirant lo Blanch, 2015

Carles Ramíó Matas, **Teoría de la Organización y Administración Pública**, 978-84-309-3450-8, Primera, Tecnos y Universitat Pompeu Fabra, 1999

David Sancho, **Gestión de servicios públicos**, 978-84-309-3463-8, Primera, Tecnos, 2002

Bernabé Aldegue y Gema Pastor, **Democracia, gobierno y administración pública contemporánea**, 978-84-309-8119-9, Primera, Tecnos, 2020

Complementary Bibliography

Recomendacións**Subjects that continue the syllabus**

Xestión de recursos humanos: Relacións de postos de traballo e ofertas de emprego público multinivel/P04G092V01206

Subjects that are recommended to be taken simultaneously

Xestión da documentación pública/P04G092V01207

Xestión de persoas: Organización e funcións/P04G092V01205

Xestión de recursos humanos: Relacións de postos de traballo e ofertas de emprego público multinivel/P04G092V01206

Subjects that it is recommended to have taken before

Ciencia política: Ciencia da administración e xestión pública/P04G092V01102

Ciencia política: Ciencia política/P04G092V01101

Ciencia política: Políticas públicas/P04G092V01109

Plan de Continxencias**Description**

=== MEDIDAS EXCEPCIONAIS PLANIFICADAS ===

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

=== ADAPTACIÓN DAS METODOLOXÍAS ===

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

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

=== ADAPTACIÓN DA AVALIACIÓN ===

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

IDENTIFYING DATA				
Finance and Tax Law I: Institutions and Sources				
Subject	Finance and Tax Law I: Institutions and Sources			
Code	P04G092V01204			
Study programme	Grado en Dirección y Gestión Pública			
Descriptors	ECTS Credits 6	Type Mandatory	Year 2nd	Quadmester 1st
Teaching language	#EnglishFriendly Spanish Galician English			
Department				
Coordinator	Rodriguez Losada, Soraya			
Lecturers	Aneiros Pereira, Jaime 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.			

Competencies	
Code	
CB1	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.
CB2	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.
CB3	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.
CB4	Students will be able to present information, ideas, problems and solutions both to specialist and non-specialist audiences.
CB5	Students will acquire the learning skills that are required to pursue further studies with a high degree of independence.
CG1	Analysis, synthesis, problem-solving, decision-making, information- and time-management skills.
CG2	Organizing and planning their own professional careers in the best possible way
CG3	Ability to work in teams and in multidisciplinary environments.
CG4	Commitment to ethical values and public service vocation.
CG6	To put their knowledge on public management and administration into practice.
CE5	To describe the structure, organization and functioning of multi-level Public Administrations, analyzing their relationship with the citizenry.
CE8	To identify, interpret, plan and manage the economic and financial resources of public Administrations.
CE9	To be familiar with regulatory framework and apply it to the activities carried out by Public Administrations.
CE14	Ability to use the information and communication technologies (ICT) that can be applied in public management.
CT1	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.
CT2	To be able to communicate, both orally and in writing, in the two official languages (Spanish and Galician) and in a foreign language.
CT4	To master the specific ICT techniques in their respective academic and professional fields.
CT5	To acquire independent learning skills.
CT6	Ability to adapt to new situations.

Learning outcomes				
Learning outcomes	Competences			
Recognise the meaning and content of the financial activity as an object of knowledge of the Finance and Tax Law	CB1	CG1	CE5	CT1
	CB2	CG2	CE8	CT2
	CB3	CG3	CE9	CT4
	CB4	CG4	CE14	CT5
	CB5	CG6		CT6

Identify the essential institutes of the Finance and Tax Law	CB1	CG1	CE5	CT1
	CB2	CG2	CE8	CT2
	CB3	CG3	CE9	CT4
	CB4	CG4	CE14	CT5
	CB5	CG6		CT6
Describe the sources of the financial and tax legal order	CB1	CG1	CE5	CT1
	CB2	CG2	CE8	CT2
	CB3	CG3	CE9	CT4
	CB4	CG4	CE14	CT5
	CB5	CG6		CT6
Integrate the national Tax Law with the International Law and the European Union Law	CB1	CG1	CE5	CT1
	CB2	CG2	CE8	CT2
	CB3	CG3	CE9	CT4
	CB4	CG4	CE14	CT5
	CB5	CG6		CT6
Enumerate the different types of public income, paying special attention to taxes and its essential elements	CB1	CG1	CE5	CT1
	CB2	CG2	CE8	CT2
	CB3	CG3	CE9	CT4
	CB4	CG4	CE14	CT5
	CB5	CG6		CT6
Apply the financial laws to specific situations	CB1	CG1	CE5	CT1
	CB2	CG2	CE8	CT2
	CB3	CG3	CE9	CT4
	CB4	CG4	CE14	CT5
	CB5	CG6		CT6
Identify and solve real or fictitious problems with legal arguments in relation with the financial legal regime of public Administrations	CB1	CG1	CE5	CT1
	CB2	CG2	CE8	CT2
	CB3	CG3	CE9	CT4
	CB4	CG4	CE14	CT5
	CB5	CG6		CT6
Use specialized databases obtaining useful information for the experts in financial and tax law	CB1	CG1	CE5	CT1
	CB2	CG2	CE8	CT2
	CB3	CG3	CE9	CT4
	CB4	CG4	CE14	CT5
	CB5	CG6		CT6

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	29	45	74
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

*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
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.
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

	Description	Qualification	Evaluated	Competences
Case studies	In the face-to-face practical classes, students will be proposed to carry out different activities, such as practical cases or problem solving or exercises. These activities will only be assessed if the student undergoes continuous assessment. In addition, the active participation of the student will be especially valued, both in the master classes and in these practical sessions	20	CB1 CB2 CB3 CB4 CB5	CG1 CG2 CG3 CG4 CG6 CE5 CE8 CE9 CE14 CT1 CT2 CT4 CT5 CT6
Objective questions exam	Short answer questions or tests shall be done by students in the continuous evaluation assessment	20	CB1 CB2 CB3 CB4 CB5	CG1 CG2 CG3 CG4 CG6 CE5 CE8 CE9 CE14 CT1 CT2 CT4 CT5 CT6
Essay questions exam	Final exam that features of two parts: theoretical and practical exam.	60	CB1 CB2 CB3 CB4 CB5	CG1 CG2 CG3 CG4 CG6 CE5 CE8 CE9 CE14 CT1 CT2 CT4 CT5 CT6

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. Regular attendance is required.

3.- The students that do not follow the continuous assessment process shall be graded in the following way: theoretical exam (70%) and practical exam (30%). This final exam will be different that the exam carried out by the students that follow the continuous assessment process.

4.- The final exam will be held on the date, time and place indicated in the exam calendar for the 2021/2022 academic year, approved by the Faculty Board.

Second call:

1.- Students must pass a final 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 obtained 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 that the exam carried out by the students that follow the continuous assessment process.

4.- Students who had followed the system of "continuous evaluation", and did not pass the subject at the first opportunity nor at the second one, are entitled to keep the qualification obtained through that system for the following academic year (2022-2023).

5.- The final exam will be held on the date, time and place indicated in the exam calendar for the 2021/2022 academic year, approved by the Faculty Board.

FINAL CALL:

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

Sources of information

Basic Bibliography

PÉREZ ROYO, F., **Derecho financiero y tributario. Parte General**, Aranzadi, 2021

MERINO JARA, I., **Derecho financiero y tributario. Parte General. Lecciones adaptadas al EEES**, Tecnos, 2021

MARTÍN QUERALT, J.; LOZANO SERRANO, C; TEJERIZO LÓPEZ, J.M.; y CASADO OLLERO, G., **Curso de Derecho financiero y tributario**, Tecnos, 2021

SIMÓN ACOSTA, E. y otros, **Código Tributario**, Aranzadi, 2021

Complementary Bibliography

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

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

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

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

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

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

Recommendations

Subjects that continue the syllabus

Finance and Tax Law II: Tax Management and Taxation System/P04G092V01209

Subjects that it is recommended to have taken before

Law: Administrative Law I/P04G092V01106

Contingency plan

Description

=== EXCEPTIONAL PLANNING ===

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

=== ADAPTATION OF THE METHODOLOGIES ===

TEACHING ACTIVITIES

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

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

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

EXAMS:

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

IDENTIFYING DATA				
Management of People: Organization and Functions				
Subject	Management of People: Organization and Functions			
Code	P04G092V01205			
Study programme	Grado en Dirección y Gestión Pública			
Descriptors	ECTS Credits	Type	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. Matter of the program *English *Friendly: The/ace international students will be able to request to the *profesorado: to) material and bibliographic references for the follow-up of the matter in English, *b) attend the *tutorías in English, *c) proofs and evaluations in English.			

Competencies	
Code	
CB1	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.
CB2	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.
CB3	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.
CB4	Students will be able to present information, ideas, problems and solutions both to specialist and non-specialist audiences.
CB5	Students will acquire the learning skills that are required to pursue further studies with a high degree of independence.
CG1	Analysis, synthesis, problem-solving, decision-making, information- and time-management skills.
CG2	Organizing and planning their own professional careers in the best possible way
CG4	Commitment to ethical values and public service vocation.
CG5	Critical thinking skills.
CG6	To put their knowledge on public management and administration into practice.
CE7	To design and implement mechanisms for the management of human resources in organizations.
CT1	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.
CT2	To be able to communicate, both orally and in writing, in the two official languages (Spanish and Galician) and in a foreign language.
CT4	To master the specific ICT techniques in their respective academic and professional fields.
CT5	To acquire independent learning skills.
CT6	Ability to adapt to new situations.

Learning outcomes	
Learning outcomes	Competences

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.	CB1
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	CB2
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.	CB3
Students will be able to present information, ideas, problems and solutions both to specialist and non-specialist audiences.	CB4
Students will acquire the learning skills that are required to pursue further studies with a high degree of independence.	CB5
Analysis, synthesis, problem-solving, decision-making, information- and time-management skills.	CG1
Organizing and planning their own professional careers in the best possible way	CG2
Commitment to ethical values and public service vocation.	CG4
Critical thinking skills.	CG5
To put their knowledge on public management and administration into practice.	CG6
To design and implement mechanisms for the management of human resources in organizations.	CE7
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.	CT1
To be able to communicate, both orally and in writing, in the two official languages (Spanish and Galician) and in a foreign language.	CT2
To master the specific ICT techniques in their respective academic and professional fields.	CT4
To acquire independent learning skills.	CT5
Ability to adapt to new situations.	CT6

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. Work management	2.1. Introduction 2.2. Previous concepts 2.3. Work management and organisational structure 2.4. Approaches for the design of work 2.6. Flexibility
3. Analysis and description of work	3.1. Introduction 3.2. Analysis and description of work 3.3. Plan of performance for the analysis and description of work 3.4. How obtain the information of work? 3.5. Description of work 3.6. Specifications of work 3.7. Main utilities
4. Human resources planning	4.1. Introduction 4.2. Optimisation of the staff 4.3. Process of human resources strategic planning
5. Contracting of personnel	5.1. Introduction 5.2. Recruitment 5.2. Selection of personnel 5.3. Process of integration: socialisation
6. Professional careers planning	6.1. Introduction 6.2. Process of professional careers planning
7. Assessment of work	7.1. Introduction 7.2. Aims 7.3. Technicians of assessment of work
8. Performance management	8.1. Introduction 8.2. Phases of the performances management and evaluation system 8.3. Participants in the process 8.4. Technicians of performance evaluation 8.5. Biases 8.6. Performance management 8.7. Control

9. Reward management	9.1. Introduction 9.2. General principles of reward management 9.3. Aims of reward management 9.4. Reward management design
10. Training management	10.1 Introduction 10.2. Basic principles of training 10.3. Types of training 10.4. Training planning

Planning			
	Class hours	Hours outside the classroom	Total hours
Lecturing	31	33	64
Case studies	12	48	60
Autonomous problem solving	0	24	24
Learning-Service	1	0	1
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	The professor will present the contents of the subject of human resources management that have been included in the subject's agenda. It will be done in person, through the remote campus and / or Moovi
Case studies	The student will develop exercises or case studies under the guidelines and supervision of the professors.
Autonomous problem solving	Activity in which exercises and multiple choice tests related to the subject are formulated. Students must carry out these activities autonomously and be delivered through the Moovi platform for evaluation
Learning-Service	The learning service is inside the plan of promotion of the Lis included in the promotion plan of the learning service in the University of Vigo promoted by the Vice-rectory of Social Responsibility, Internationalization and Cooperation. The Learning service is voluntary.

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

Assessment						
	Description	Qualification	Evaluated	Competences		
Autonomous problem solving	It will evaluate the participation and the realisation of the distinct activities programmed of individual form and/or in group. These activities will be delivered through tMoovi, not to admitting the delivery by any another way	40	CB1 CB2 CB3 CB4 CB5	CG1 CG2 CG4 CG5 CG6	CE7	CT1 CT2 CT4 CT5 CT6
Essay questions exam	Activity at the end of the course aimed at the application of the concepts developed in the subject.	60	CB1 CB2 CB3 CB4 CB5	CG1 CG2 CG4 CG5 CG6	CE7	CT1 CT2 CT4 CT5 CT6

Other comments on the Evaluation

LEARNING SERVICE This subject is included in the promotion plan of the learning service in the University of Vigo

promoted by the Vice-rectory of Social Responsibility, Internationalization and Cooperation. The learning service is voluntary, allowing only 5 students face it. Either the form for the adherence to the plan will be indicated in sufficient time by the teachers. The learning service involves developing some activities, guided by teachers. Students will be able to obtain a maximum of 1.5 points and will be exempt from part of continuous assessment activities (case studies). Adherence to this plan implies giving up qualification for these exempt activities.

FINAL NOTE. It is indispensable requirement to add the part "Autonomous problem solving" at least have taken out a 4 on 10 points in the final proof.

2ª CALL The form of evaluation in the announcement of June is the same that in January. a) Its not possible to improve the note of the "Autonomous problem solving" part for the announcement of June, since it treats of activities programmed along the course. b) If the matter is not surpassed in this announcement, the student or student will have to make it again adapting to the educational guide that was in force in the academic course in question and, therefore, will not conserve any of the qualifications obtained in the present course

Sources of information

Basic Bibliography

GOMEZ-MEJIA, L. R., BALKIN, D. B. y CARDY, R. L., **Gestión de recursos humanos.**, 9788490352984, Prentice-Hall, 2019

GOMEZ-MEJIA, L. R., BALKIN, D. B. y CARDY, R. L., **Managing Human Resources**, 9780132729826, 7, Pearson, 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**, 978-84-8322-307-9, Pearson, 2006

Fernández Sánchez, E. y Junquera Cimadevilla, B., **Iniciación a los recursos humanos.**, 9788415279990, Septem Ediciones, 2013

Rubió Sanchez, T., **Recursos humanos: dirección y gestión de personas en las organizaciones.**, 978-84-9921-823-6, Ediciones Octaedro, S.L., 2016

SILVA GONZÁLEZ, M.M. et al., **Las Relaciones humanas en la empresa**, 978-84-283-3169-2, 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**, 9798689165295, 2020

Recommendations

Subjects that continue the syllabus

Management of Human Resources: Lists of Posts and Multilevel Public-Sector Job Offers/P04G092V01206

Contingency plan

Description

=== SCHEDULED EXCEPTIONAL MEASURES ==

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

=== METHODOLOGY ADAPTATION ===

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

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

=== EVALUATION ADAPTATION ===

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

IDENTIFYING DATA**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	P04G092V01206			
Study programme	Grao en Dirección e Xestión Pública			
Descriptors	ECTS Credits	Type	Year	Quadmester
	6	Mandatory	2	2c
Teaching language	Galego			
Department	Socioloxía, ciencia política e da administración e filosofía			
Coordinator	Briones Gamarra, Óscar			
Lecturers	Briones Gamarra, Óscar			
E-mail	oscarbriones@uvigo.es			
Web				
General description	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.			

Competencias

Code	
CB1	Que o alumnado demostre posuir e comprender coñecementos nunha área de estudo que parte da base da educación secundaria xeral, e adoita encontrarse a un nivel que, se bien se apoia en libros de texto avanzados, inclúe tamén algúns aspectos que implican coñecementos procedentes da vangarda do seu campo de estudo
CB2	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
CB3	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
CB4	Que o alumnado poida transmitir información, ideas, problemas e solucións a un público tanto especializado como non especializado
CB5	Que o alumnado desenvolva aquelas habilidades de aprendizaxe necesarias para emprender estudos posteriores cun alto grao de autonomía
CG1	Analizar, sintetizar, resolver problemas e tomar decisións xestionando a información e o tempo
CG2	Organizar e planificar a actividade profesional de maneira óptima
CG3	Traballar en equipo e en contornas multidisciplinares
CG4	Comprometerse eticamente e ter vocación de servizo público
CG5	Razonar criticamente
CG6	Aplicar o coñecemento relacionado coa dirección e xestión pública na práctica
CG8	Ter iniciativa e espírito emprendedor
CG9	Xenerar novas ideas relacionadas coa dirección e xestión pública
CG10	Deseñar e xestionar proxectos
CE1	Identificar as principais teorías e enfoques da Ciencia Política, da Administración e Xestión Pública
CE2	Recoñecer a estrutura e o funcionamento dos sistemas políticos e das institucións políticas
CE3	Identificar os fundamentos da política comparada nun contexto de globalización
CE4	Analizar o comportamento dos actores e procesos políticos e sociais e aplicar as técnicas de comunicación política
CE5	Describir a estrutura, a organización e o funcionamento das Administracións Públicas multinivel, analizando a súa relación coa cidadanía
CE6	Aplicar os coñecementos relacionados coa planificación e a xestión administrativa para unha óptima gobernanza
CE7	Deseñar e implementar ferramentas de xestión dos recursos humanos nas organizacións
CE9	Identificar e aplicar o marco normativo da actividade que realizan as Administracións Públicas
CE10	Valorar o entorno económico e a dimensión económica do sector público
CE15	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.
CE16	Desenvolver habilidades para a resolución de problemas institucionais complexos
CT1	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

CT4 Dominar as TIC relacionadas coa titulación no ámbito académico e profesional

CT5 Integrar a aprendizaxe autónoma

CT6 Adaptarse a novas situacións

Resultados de aprendizaxe

Learning outcomes	Competences			
Nova	CB1	CG1	CE1	CT1
	CB2	CG2	CE2	CT4
	CB3	CG3	CE3	CT5
	CB4	CG4	CE4	CT6
	CB5	CG5	CE5	
		CG6	CE6	
		CG8	CE7	
		CG9	CE9	
		CG10	CE10	
			CE15	
			CE16	

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. As ofertas de emprego público	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. Planificación 7.2. Selección, reclutamento, provisión e carreira 7.3. Organización dos procedementos de traballo 7.4. A negociación colectiva 7.5. Formación e actualización 7.6. Control e avaliación 7.7. 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	32	0	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	Evaluated	Competences
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	6	CG3 CG5 CG6 CG8	
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	17	CB1 CB2 CB3 CB4 CB5 CG6 CG8 CG9 CG10	CG1 CG2 CG3 CG4 CG5 CE6 CE7 CE9 CE10 CE15 CE16
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	17	CB1 CB2 CB3 CB4 CB5 CG6 CG8 CG9 CG10	CG1 CG2 CG3 CG4 CG5 CE6 CE7 CE9 CE10 CE15 CE16
Foros de discusión	Participación nos foros de discusión, realizándose unha avaliación global das participacións do estudantado	10	CB1 CB2 CB3 CB4	CG5 CE5 CT1 CT5
Exame de preguntas obxectivas	Exame de preguntas obxectivas tipo test multiresposta	50	CB1 CB2 CB3	CG1 CG4 CG6 CE1 CE2 CE3 CE4 CE5 CE6 CE9

Other comments on the Evaluation

O exame configúrase como unha actividade final da avaliación continua, de xeito que para ir ao exame é necesario ir tendo un mínimo de actividades de avaliación continua entregadas (mínimo dous puntos), e en ningún caso se poderá superar a materia solo co exame final sen ningunha outra actividade.

Bibliografía. Fontes de información

Basic Bibliography

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

Complementary Bibliography

JIMENEZ ASENSIO, **DIRECCIÓN PÚBLICA**,

BRIONES GAMARRA, OSCAR, **FUNCIÓN DE RECURSOS HUMANOS**, INAP, 2014

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

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

LONGO, PACO, **GESTIÓN DE RECURSOS HUMANOS**, ESADE, 2005

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

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

Recomendacións

Plan de Continxencias

Description

=== MEDIDAS EXCEPCIONAIS PLANIFICADAS ===

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

=== ADAPTACIÓN DAS METODOLOXÍAS ===

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

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

=== ADAPTACIÓN DA AVALIACIÓN ===

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

IDENTIFYING DATA				
Xestión da documentación pública				
Subject	Xestión da documentación pública			
Code	P04G092V01207			
Study programme	Grao en Dirección e Xestión Pública			
Descriptors	ECTS Credits	Type	Year	Quadmester
	6	Mandatory	2	2c
Teaching language	Galego			
Department	Socioloxía, ciencia política e da administración e filosofía			
Coordinator	Martinez Arribas, Fernando			
Lecturers	Martinez Arribas, Fernando			
E-mail	fernando.martinez@uvigo.es			
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.			

Competencias	
Code	
CB4	Que o alumnado poida transmitir información, ideas, problemas e solucións a un público tanto especializado como non especializado
CB5	Que o alumnado desenvolva aquelas habilidades de aprendizaxe necesarias para emprender estudos posteriores cun alto grao de autonomía
CG4	Comprometerse eticamente e ter vocación de servizo público
CG8	Ter iniciativa e espírito emprendedor
CE15	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.
CT2	Comunicarse de forma oral e escrita tanto nas linguas oficiais (castelán e galego) como nunha lingua estranxeira
CT5	Integrar a aprendizaxe autónoma
CT6	Adaptarse a novas situacións

Resultados de aprendizaxe	
Learning outcomes	Competences
Capacidade para transmitir información, ideas, problemas e solucións sobre a xestión documental e a información administrativa	CB4
Capacitación para emprender estudos posteriores cun alto grao de autonomía	CB5
Manexo a través de Internet e de ferramentas multimedia das distintas tipoloxías de documentos	CG4
Adquisición da capacidade de adaptación a novos entornos ou circunstancias, e cambios normativos	CG8
Manexo dos métodos de xestión dos documentos administrativos e de información das administracións públicas e os seus soportes físicos e telemáticos	CE15
Adquisición de capacidade de organización, planificación e utilización do tempo e de autocontrol ante situacións de presión	CT2
Adquisición da capacidade para a toma de decisións autónoma e independente	CT5
Adquisición de habilidades que favorezan a eficacia interpersonal	CT6

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 3- A información administrativa	3.1. Transparencia da información e documentación nas Administracións Públicas. 3.2. O marco normativo de acceso á información administrativa e transparencia. A Administración Xeral do Estado e a Xunta de Galicia.
Tema 4- As fontes de información nas administracións públicas	4.1 Como as administracións públicas informan á cidadanía. 4.2 Fontes de información para a administración pública.
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	28	50	78
Resolución de problemas	24	44	68
Exame de preguntas obxectivas	1	0	1
Debate	3	0	3

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

Metodoloxía docente

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

Atención personalizada

Methodologies	Description
Lección maxistral	O alumnado tanto da modalidade presencial como semipresencial poderá resolver dúbidas con relación a algún aspecto da materia, así como atención ás súas necesidades e consultas relacionadas co estudo e/ou temas vinculados coa disciplina, proporcionándolle orientación, apoio e motivación no proceso de aprendizaxe
Resolución de problemas	O alumnado tanto da modalidade presencial como semipresencial poderá resolver dúbidas con relación a algún aspecto da materia, así como atención ás súas necesidades e consultas relacionadas co estudo e/ou temas vinculados coa disciplina, proporcionándolle orientación, apoio e motivación no proceso de aprendizaxe
Tests	Description
Debate	Charla aberta entre un grupo de estudantes. Pode centrarse nun tema dos contidos da materia, na análise dun caso, no resultado dun proxecto, exercicio ou problema desenvolvido previamente nunha sesión maxistral...

Avaliación

	Description	Qualification	Evaluated Competences			
Resolución de problemas	Nos grupos de práctica o alumnado deberá solucionar unha serie de problemas e/ou exercicios, nun tempo e condicións establecidos pola docente, aplicando os coñecementos que adquire no Grupo Grande.	40	CB4	CG4 CG8	CE15	CT2 CT5 CT6
Exame de preguntas obxectivas	Test para avaliar as competencias adquiridas do alumnado. Por cada 3 preguntas mal contestadas restarase 1 pregunta ben. O alumnado deberá obter no exame un mínimo de 2 puntos para sumar o resto dos criterios de avaliación continua.	50	CB4 CB5	CG4 CG8	CE15	CT2 CT5 CT6

Debate	Asistencia e participación activa no desenvolvemento da clase.	10	CB4 CB5	CG4 CG8	CE15	CT2 CT5 CT6
	Charla aberta entre un grupo de estudantes. Pode centrarse nun tema dos contidos da materia, na análise dun caso, no resultado dun proxecto, exercicio ou problema desenvolvido previamente nunha sesión maxistral...					

Other comments on the Evaluation

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,

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

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

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

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

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

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

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

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

Rico Vereá, 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

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

Plan de Continxencias

Description

=== MEDIDAS EXCEPCIONAIS PLANIFICADAS ===

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

=== ADAPTACIÓN DAS METODOLOXÍAS ===

Non se contemplan modificacións nas metodoloxías docentes coa única salvedade e que os contidos teóricos poderán ser impartidos de xeito non presencial. Os mecanismos non presenciais de atención ao alumnado (titorías) serán o despacho virtual do campus remoto no horario indicado e o correo electrónico.

=== ADAPTACIÓN DA AVALIACIÓN ===

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

IDENTIFYING DATA				
Dereito do traballo e da seguridade social				
Subject	Dereito do traballo e da seguridade social			
Code	P04G092V01208			
Study programme	Grao en Dirección e Xestión Pública			
Descriptors	ECTS Credits	Type	Year	Quadmester
	6	Mandatory	2	2c
Teaching language				
Department	Dereito público especial			
Coordinator	Pazos Perez, Alexandre			
Lecturers	Pazos Perez, Alexandre Rodríguez Rodríguez, Emma			
E-mail	alexpazos@uvigo.es			
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.			

Competencias	
Code	
CB1	Que o alumnado demostre posuir e comprender coñecementos nunha área de estudo que parte da base da educación secundaria xeral, e adoita encontrarse a un nivel que, se bien se apoia en libros de texto avanzados, inclúe tamén algúns aspectos que implican coñecementos procedentes da vangarda do seu campo de estudo
CB2	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
CB3	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
CB4	Que o alumnado poida transmitir información, ideas, problemas e solucións a un público tanto especializado como non especializado
CB5	Que o alumnado desenvolva aquelas habilidades de aprendizaxe necesarias para emprender estudos posteriores cun alto grao de autonomía
CG1	Analizar, sintetizar, resolver problemas e tomar decisións xestionando a información e o tempo
CG2	Organizar e planificar a actividade profesional de maneira óptima
CG3	Traballar en equipo e en contornas multidisciplinares
CG4	Comprometerse eticamente e ter vocación de servizo público
CG6	Aplicar o coñecemento relacionado coa dirección e xestión pública na práctica
CE9	Identificar e aplicar o marco normativo da actividade que realizan as Administracións Públicas
CE13	Aplicar os métodos e as técnicas de investigación e política social e operar con métodos de investigación cuantitativos e cualitativos
CT1	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
CT2	Comunicarse de forma oral e escrita tanto nas linguas oficiais (castelán e galego) como nunha lingua estranxeira
CT4	Dominar as TIC relacionadas coa titulación no ámbito académico e profesional
CT5	Integrar a aprendizaxe autónoma
CT6	Adaptarse a novas situacións

Resultados de aprendizaxe	
Learning outcomes	Competences
1. Recoñecer o significado e contido das relacións laborais con obxecto de coñecemento do Dereito do Traballo e da Seguridade Social.	CB1 CG1 CE9 CT1
2. Identificar os institutos esenciais do Dereito do Traballo e da Seguridade Social.	CB2 CG2 CE13 CT2
3. Describir as fontes do ordenamento laboral español.	CB3 CG3 CT4
4. Integrar o Dereito laboral nacional co Dereito internacional e o Dereito da Unión Europea.	CB4 CG4 CT5
5. Aplicar as normas laborais a supostos concretos	CB5 CG6 CT6
6. Identificar e resolver problemas reais ou ficticios en relación co réxime jurídicolaboral, argumentando xuridicamente.	
7. Utilizar as bases de datos especializadas en materia laboral, obtendo información útil para as persoas especialistas no ámbito laboral.	
8. Aplicar os métodos e as técnicas de investigación laborais e política social	

Contidos

Topic

Tema 1. Concepto da disciplina.	DEREITO DO TRABALLO
Tema 2. Exclusiones legais, relacións laborais especiais e singulares.	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.
Tema 3. O contrato de traballo.	2.- Relacións excluídas do ámbito de aplicación do Estatuto dos Traballadores. Relacións laborais especiais. Traballos singulares (a distancia, traballo en grupo,
Tema 4. Modalidades de contrato de traballo.	o auxiliar asociado e socios de cooperativas de traballo asociado e de sociedades laborais).
Tema 5. O Salario e as garantías salariais.	3.-O Contrato de Traballo: Concepto. As Partes do contrato: traballador, empresario persoal e empresario público.
Tema 6. Tempo de Traballo.	Elementos do contrato de traballo: Consentimento, Obxecto e Causa.
Tema 7. Vicisitudes da relación de traballo.	Forma do contrato de traballo.
Tema 8. Suspensión do contrato.	Descentralización produtiva (contratas e subcontratas). Cesión ilegal de Traballadores. Sucesión de empresas.
Tema 9. A extinción do contrato. Tipoloxías. O despedimento disciplinario e a potestade disciplinaria.	4.-Modalidades de contrato: Contratos indefinidos. Contratos formativos: Contratos para a formación e aprendizaxe e Contrato en prácticas. Contratos Temporais: Contrato para obra ou servizo determinado, Contrato Eventual e Contrato de Interinidade. Especial referencia a contratación temporal nas Administracións públicas. Contratos temporais de fomento de emprego: discapacitados, de relevo
Tema 10. Prevención de riscos laborais. Dereito colectivo: liberdade sindical, representación e participación na empresa, negociación colectiva e conflitos colectivos.	Regulas xerais aplicables a todos os contratos temporais. Contrato A tempo parcial.
Administración de Traballo e xurisdición social	5.- O Salario: Concepto. Presunción de salario. Estrutura salarial: Salario base e complementos salariais. Percepcións extrasalariais. 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.
DEREITO DA SEGURIDADE SOCIAL	6.- Tempo de Traballo: Xornada anual. Distribución. O horario. O calendario laboral. Xornadas especiais. Traballo nocturno, quendas e ritmo de traballo.
Lección 1. Concepto e Fontes da Seguridade Social.	Horas
Lección 2. Suxeitos incluídos no sistema de Seguridade Social. Estrutura.	extraordinarias. Descansos semanais e festivos. Vacacións anuais. Permisos e outras ausencias do traballo.
Lección 3. Sistema público de Seguridade Social.	7.-Vicisitudes da relación de traballo: O poder de Dirección. Clasificación Profesional. Mobilidade Funcional. Modificación substancial das condicións de traballo. Mobilidade xeográfica.
Modalidade contributiva e non contributiva.	8.- Suspensión do contrato de Traballo. Causas de suspensión previstas nos arts. 45 e 48 do ET. A situación de excedencia: forzosa, voluntaria, e por coidado de fillos e familiares. Excedencia voluntaria por funcións sindicais. Suspensión de contrato. Redución de xornada por causas económicas, organizativas ou de produción. A suspensión de contrato na situación folga ou peche patronal. A suspensión disciplinaria.
	9.-A Extinción do contrato: Concepto. Causas: 1.- por vontade conxunta de ambas partes; 2.- por circunstancias sobrevindas relacionadas coa persoa do traballador ou empresario, que fan imposible o cumprimento contractual; 3.- por vontade do empresario: despedimento do traballador; causas obxectivas, despedimento colectivo 4.- por vontade do traballador. Especial referencia ao despedimento disciplinario. Forma e Efectos.
	Tema 10. Prevención de riscos laborais. Dereito colectivo: liberdade sindical, representación e participación na empresa, negociación colectiva e conflitos colectivos. Administración de Traballo e xurisdición social
	DEREITO DA SEGURIDADE SOCIAL
	Lección 1. Concepto e Fontes da Seguridade Social.
	Lección 2. Suxeitos incluídos no sistema de Seguridade Social. Estrutura.
	Lección 3. Sistema público de Seguridade Social. Modalidade contributiva e non contributiva.

Planificación

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

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

Metodoloxía docente

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

Atención personalizada

Methodologies Description

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

Avaliación

	Description	Qualification	Evaluated Competences			
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	CB1 CB2 CB3 CB4 CB5	CG2	CE13	CT1 CT5
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	CB1 CB2 CB3 CB4 CB5	CG2	CE13	CT1 CT5
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	CB1 CB2 CB3 CB4 CB5	CG2	CE13	CT1 CT5

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	CB2 CB5	CG2	CE13	CT1 CT5
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	CB1 CB2 CB3 CB4 CB5	CG2	CE13	CT1 CT5

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 terá 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

GOSELLI 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

Plan de Continxencias

Description

=== MEDIDAS EXCEPCIONAIS PLANIFICADAS ===

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

=== ADAPTACIÓN DAS METODOLOXÍAS ===

No caso de que as condicións sanitarias obriguen a suspender a docencia presencial, continuarase a docencia de xeito virtual a través da plataforma de Teledocencia Faitic e das aulas virtuais da Universidade de Vigo. Na medida do posible os contidos da asignatura non se alterarán e, se fose necesaria bibliografía adicional, o profesorado a colgará en Faitic. Os estudantes serán atendidos de xeito personalizado a través do correo electrónico ou ben de tutorías virtuais.

=== ADAPTACIÓN DA AVALIACIÓN ===

A avaliación poderá ser adaptada, tendo sempre en conta o obxectivo de favorecer o aprendizaxe do alumnado. As adaptacións dependerán do momento en que se produza a cancelación da docencia presencial. En todo caso, se conservarán as notas obtidas en probas presenciais ou ben na asistencia e participación nas clases.

IDENTIFYING DATA				
Dereito financeiro e tributario II: Xestión tributaria e sistema fiscal				
Subject	Dereito financeiro e tributario II: Xestión tributaria e sistema fiscal			
Code	P04G092V01209			
Study programme	Grao en Dirección e Xestión Pública			
Descriptors	ECTS Credits	Type	Year	Quadmester
	6	Mandatory	2	2c
Teaching language	#EnglishFriendly Castelán Galego			
Department	Dereito público especial			
Coordinator	Aneiros Pereira, Jaime			
Lecturers	Aneiros Pereira, Jaime Mosquera Pena, Juan Antonio Rodríguez Losada, Soraya			
E-mail	janeiros@uvigo.es			
Web				
General description	O Dereito Financeiro e a rama do Dereito que ten como obxectivo a ordenación da actividade financeira pública. Neste sentido, os ingresos públicos máis importantes veñen constituídos polos impostos, tanto a nivel estatal como autonómico e local. Este estudo é un dos obxectivos da materia deste curso xunto co coñecemento e estudo dos procedementos de aplicación dos citados impostos.			

Competencias

Code	
CB1	Que o alumnado demostre posuir e comprender coñecementos nunha área de estudo que parte da base da educación secundaria xeral, e adoita encontrarse a un nivel que, se bien se apoia en libros de texto avanzados, inclúe tamén algúns aspectos que implican coñecementos procedentes da vangarda do seu campo de estudo
CB2	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
CB3	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
CB4	Que o alumnado poida transmitir información, ideas, problemas e solucións a un público tanto especializado como non especializado
CB5	Que o alumnado desenvolva aquelas habilidades de aprendizaxe necesarias para emprender estudos posteriores cun alto grao de autonomía
CG1	Analizar, sintetizar, resolver problemas e tomar decisións xestionando a información e o tempo
CG4	Comprometerse eticamente e ter vocación de servizo público
CG5	Razonar criticamente
CG6	Aplicar o coñecemento relacionado coa dirección e xestión pública na práctica
CG9	Xenerar novas ideas relacionadas coa dirección e xestión pública
CE5	Describir a estrutura, a organización e o funcionamento das Administracións Públicas multinivel, analizando a súa relación coa cidadanía
CE8	Identificar, interpretar, planificar e xestionar os recursos económico-financeiros das Administracións Públicas
CE9	Identificar e aplicar o marco normativo da actividade que realizan as Administracións Públicas
CE14	Utilizar as tecnoloxías da información e da comunicación (TIC) aplicables á xestión pública
CT1	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
CT2	Comunicarse de forma oral e escrita tanto nas linguas oficiais (castelán e galego) como nunha lingua estranxeira
CT3	Sensibilizarse con temas medioambientais
CT5	Integrar a aprendizaxe autónoma
CT6	Adaptarse a novas situacións

Resultados de aprendizaxe

Learning outcomes	Competences
-------------------	-------------

O alumnado estará en condicións de:

- Identificar os dereitos e garantías dos contribuíntes.
- Analizar, sintetizar e relacionar os fundamentos dos procedementos tributarios.
- Recoñecer os procedementos de aplicación dos tributos e as infraccións e sancións tributarias.
- Recoñecer os mecanismos de defensa xurídica dos obrigados tributarios.
- Identificar os principais impostos do sistema tributario estatal, autonómico e local, así como recoñecer os elementos esenciais de ditos impostos.
- Aplicar as regras de cuantificación e de determinación da débeda tributaria respecto dos principais impostos do sistema tributario.
- Integrar o Dereito tributario nacional co Dereito internacional e o Dereito da Unión Europea.
- Identificar e solucionar problemas reais, ou ficticios, argumentando xurídicamente.
- Elaborar informes jurídicos sobre cuestións tributarias.
- utilizar bases de datos especializadas en materia fiscal e demais ferramentas dixitais, obtendo información útil para as persoas especialistas do ámbito financeiro e tributario.

CB1	CG1	CE5	CT1
CB2	CG4	CE8	CT2
CB3	CG5	CE9	CT3
CB4	CG6	CE14	CT5
CB5	CG9		CT6

Contidos

Topic

Xestión tributaria e procedementos de aplicación dos tributos (I)	1. Declaración, autoliquidación e comunicación de datos. 2. A Liquidación. 3. Notificación de actos tributarios 4. Procedementos de comprobación tributaria: verificación de datos, comprobación limitada e comprobación de valores. 5. O procedemento de recadación.
Xestión tributaria e procedementos de aplicación dos tributos (II)	1. Procedementos de comprobación tributaria. 2. verificación de datos 3. Comprobación limitada 4. Comprobación de valores.
Xestión tributaria e procedementos de aplicación dos tributos (III)	1. A Inspección tributaria: funcións, potestades e facultades. 2. Lugar e tempo das actuacións inspectoras. 3. Inicio do procedemento de inspección. 4. Documentación das actuacións inspectoras.
Xestión tributaria e procedementos de aplicación dos tributos (IV)	1. Recadación en período voluntario e período executivo. 2. Formas e medios de pago. 3. Plazos de pago. 4. Aplazamento e fraccionamento.
Dereito sancionador tributario	1. Delimitación das infraccións dos recargos do período executivo e por presentación extemporánea. 2. Infraccións tributarias. 3. Sancións tributarias 4. Procedemento por delito fiscal.
Revisión dos actos da administración tributaria	1. Procedementos especiais de revisión e procedementos de revisión mediante recurso. 2. Recurso de reposición 3. Reclamación económico-administrativa. 4. Os recursos fronte a actos tributarios firmes en vía administrativa.
Imposto sobre a Renda das Persoas Físicas	1. Contribuintes e residencia fiscal. 2. Feito imponible e clases de rentas suxeitas. Rentas exentas. 3. Suxeito pasivo. Tributación individual e tributación conxunta. Réxime especial para traballadores desplazados. 4. Determinación da base imponible e cuantificación do imposto.
Imposto sobre Sociedades	1. Contribuintes e residencia fiscal. 2. Feito imponible e exencións. 3. Réxime xeral de cuantificación do imposto. Regras para a determinación da base imponible e tipo de gravame. 4. Deduccións e bonificacións

Imposto sobre a Renta dos Non Residentes	1. Contribuintes e rentas suxeitas. Os Convenios para Evitar a Doble Imposición. 2. O Establecemento Permanente. 3. Rentas obtidas a través de Establecemento Permanente. 4. Rentas obtidas sen establecemento permanente
Impostos directos cedidos ás Comunidades Autónomas.	1. Imposto sobre o Patrimonio. Feito imponible, suxeito pasivo, base imponible. 2. Imposto sobre Sucesións e Doazóns. Feito imponible, suxeito pasivo, base imponible. 3. Competencias autonómicas.
Imposto indirecto cedido ás Comunidades Autónomas: Imposto sobre Transmisións Patrimoniais e Actos Xurídicos Documentados	1. Transmisións Patrimoniais Onerosas. Suxeción e delimitación respecto do IVE. 2. Operacións societarias. 3. Actos Xurídicos Documentados. 4. Competencias autonómicas.
Imposición indirecta sobre as actividades empresariais e profesionais.	1. Imposto sobre o Valor Engadido. Concepto de empresario ou profesional e delimitación do suxeito pasivo. Feitos impositivos e criterios de sujeción. Regras xerais de cuantificación do imposto. A repercusión e a deducción. 2. Impostos Especiais: materia gravada e feitos impositivos 3. Renta de Aduanas: concepto de importación.
Impostos das Comunidades Autónomas e das Corporacións Locales.	1. Réxime xurídico dos impostos propios das Comunidades Autónomas. 3. Réxime xurídico dos Impostos Locais.

Planificación

	Class hours	Hours outside the classroom	Total hours
Lección maxistral	0	52	52
Traballo tutelado	0	96	96
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	Comprende a realización de clases, conferencias e técnicas expositivas na modalidade a distancia que permitan ao alumnado coñecer os principais aspectos que plantexa a materia, así como os medios necesarios para a súa completa comprensión e coñecemento
Traballo tutelado	Na modalidade a distancia, o alumnado terá un seguimento e apoio no estudo da materia

Atención personalizada

Methodologies	Description
Lección maxistral	Tanto na fase síncrona como asíncrona se realizará un fomento da participación activa, nun caso a través de debates e, noutro, a través de titorías
Traballo tutelado	As guías e titorías contribuirán a un completo coñecemento da materia
Tests	Description
Exame de preguntas de desenvolvemento	A preparación do exame terá como soporte a posibilidade previa de titorías, tanto presenciais como a través de campus remoto

Avaliación

	Description	Qualification	Evaluated Competences
Lección maxistral	Os contidos impartidos nas clases serán obxecto de avaliación no exame de preguntas de desenvolvemento	0	CB1 CB2 CB3 CB4 CB5 CG1 CG5 CE9 CT2
Traballo tutelado	A realización das actividades programadas e a participación nos foros e debates será obxecto de avaliación	20	CB1 CB2 CB3 CB4 CB5 CG1 CG5 CE9 CT2

Exame de preguntas obxectivas	Durante o desenvolvemento do curso, realizaranse probas de coñecemento para que o alumnado teña a oportunidade de coñecer o nivel de comprensión e dominio da materia.	20	CB1 CB2 CB3 CB4 CB5	CG1 CG5	CE9	CT2
Exame de preguntas de desenvolvemento	Os contidos das leccións maxistras, que teñen que ser completados de xeito autónomo polo alumnado, serán obxecto de avaliación na proba final xunto coas demais competencias avaliadas.	60	CB1 CB2 CB3 CB4 CB5	CG1 CG5	CE9	CT2

Other comments on the Evaluation

1. O alumnado matriculado na modalidade semipresencial comprométese co equipo docente a seguir un réxime de "avaliación continua semipresencial", que implica a participación presencial ou virtual nas actividades que o profesorado deseña para a dita modalidade.
2. A modalidade semipresencial supón a avaliación continua da aprendizaxe do alumnado. A tal fin establécese con carácter xeral, que a proba final obrigatoria terá lugar de modo presencial na data e hora establecidas no calendario de exames aprobado pola Xunta de Facultade, supoñendo o 60% da nota global. Este exame final estará integrado por unha proba teórico-oral e unha proba práctica escrita. O 40% restante corresponderase coa avaliación continua, que pode realizarse ben a través de medios virtuais (empregando a plataforma FAITIC) ou ben asistindo ás sesións prácticas presenciais distribuídas ao longo do cuatrimestre.
3. O alumnado que non participe en máis do 80% das actividades [de avaliación continua semipresencial] propostas polo profesorado, será avaliado nun 100% en función dos resultados obtidos na proba final teórico-práctica.

Bibliografía. Fontes de información

Basic Bibliography

PÉREZ ROYO, F. (DIRECTOR), GARCÍA BERRO, F., PERÉZ ROYO, I., ESCRIBANO, F., CUBERO TRUYO, A., **Curso de Derecho Tributario. Parte Especial**, 2021

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**, 2021

MARTIN QUERALT, J, CASADO OLLERO, G, TEJERIZO LÓPEZ, LOZANO SERRANO, C, **Curso de Derecho financiero y tributario**, 2021

PÉREZ ROYO, F, **Curso de Derecho Tributario**, 2021

MERINO JARA, I, **Procedimientos tributarios**, 2021

RODRIGUEZ RODRIGUEZ, L, **Manual de procedimientos de gestión y recaudación**, El Consultor, 2021

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

Complementary Bibliography

Recomendacións

Subjects that it is recommended to have taken before

Dereito financeiro e tributario I: Institucións e fontes/P04G092V01204

Other comments

A materia se refire a unha rama do Dereito Público, polo que o coñecemento das institucións públicas e do réxime xurídico-administrativo aplicable constitue unha base indispensable para a comprensión dos procedementos tributarios ante a Administración e as competencias normativas e de cesión de facultades aos distintos niveis de goberno.

O coñecemento das institucións do Dereito Financeiro, do seu sistema de fontes, as regras de interpretación e aplicación dos tributos e os elementos esenciais que compoñen o tributo forman parte dos presupostos para o entendemento, comprensión e aplicación da materia. Do mesmo xeito, na realidade actual non se pode descoñecer que moitos dos procedementos de aplicación dos tributos se desenvolven a través de medios electrónicos e telemáticos, polo que o completo entendemento da materia se completará coa asignatura Administración electrónica.

Plan de Continxencias

Description

=== MEDIDAS EXCEPCIONALES PLANIFICADAS ===

Ante la incierta e imprevisible evolución de la alerta sanitaria provocada por el COVID-19, la Universidad de Vigo establece una planificación extraordinaria que se activará en el momento en que las administraciones y la propia institución lo determinen atendiendo a criterios de seguridad, salud y responsabilidad, y garantizando la docencia en un escenario no presencial o parcialmente presencial. De existir otra circunstancia que lo requiriese, también se podrá realizar una medida de traslado a la docencia a campus remoto

Estas medidas ya planificadas garantizan, en el momento que sea preceptivo, el desarrollo de la docencia de un modo más ágil y eficaz al ser conocido de antemano (o con una amplia antelación) por el alumnado y el profesorado a través de la herramienta normalizada e institucionalizada de las guías docentes.

DOCENCIA:

En el caso de que la docencia no se pueda llevar a cabo de forma presencial por motivos sanitarios, las clases se impartirán de manera remota a través de las Aulas virtuales y con el apoyo de la plataforma de Teledocencia Faitic.

Las sesiones magistrales y los seminarios prácticos se impartirán por el profesorado responsable utilizando el complemento del Aula Virtual habilitada en el Campus remoto de la Universidad de Vigo. El profesorado estará a disposición para apoyar la resolución de dudas y las sesiones de tutorización se realizarán a través de medios telemáticos (correo electrónico o videoconferencia), bajo la modalidad de concertación previa. Para los seminarios, desde la plataforma Faitic se facilitará al alumnado una serie de supuestos prácticos con una semana de antelación, debiéndose preparar por su parte para la sesión correspondiente. A través del aula virtual el docente llevará a cabo una explicación de los supuestos prácticos planteados y se hará una puesta en común entre el profesor y el alumnado para establecer las pautas de solución, lo que permitirá verificar la adquisición de las correspondientes competencias y asimilación de contenidos. La evaluación continua se desarrollará conforme a lo previsto en la guía docente y el cronograma, estableciéndose como medios para evaluar las competencias del alumnado las actividades descritas a continuación. Las pruebas de evaluación continua se realizarán a través de la plataforma Faitic conforme a lo señalado en el cronograma. Por otra parte, las entregas de los supuestos prácticos indicados se harán al docente responsable y se valorarán a efectos de la calificación de la evaluación continua, con arreglo a lo previsto en la guía docente. Asimismo, para la evaluación continua se valorará la participación activa y de calidad por parte del alumnado, a tenor de lo establecido en la guía docente.

EXAMEN

Cuando las razones sanitarias impidan la celebración de los exámenes presencialmente, el examen final se realizará según lo establecido en la guía docente y consistirá en un examen práctico escrito para el que se utilizará la plataforma Faitic con un sistema de tiempos controlados que garantice que el trabajo se realice de forma individual.

IDENTIFYING DATA				
Economía do sector público				
Subject	Economía do sector público			
Code	P04G092V01210			
Study programme	Grao en Dirección e Xestión Pública			
Descriptors	ECTS Credits	Type	Year	Quadmester
	6	Mandatory	2	2c
Teaching language	#EnglishFriendly Castelán Galego			
Department	Economía aplicada			
Coordinator	Andrés Mosquera, Andrés de			
Lecturers				
E-mail				
Web				
General description	Economía del sector público es una asignatura de 6 créditos, obligatoria de 2º curso, en la que se abordan los aspectos económicos, los fundamentos y las consecuencias de la intervención de las administraciones públicas en la economía de un país.			

Competencias

Code	
CB1	Que o alumnado demostre posuir e comprender coñecementos nunha área de estudo que parte da base da educación secundaria xeral, e adoita encontrarse a un nivel que, se bien se apoia en libros de texto avanzados, inclúe tamén algúns aspectos que implican coñecementos procedentes da vangarda do seu campo de estudo
CB2	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
CB3	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
CB4	Que o alumnado poida transmitir información, ideas, problemas e solucións a un público tanto especializado como non especializado
CB5	Que o alumnado desenvolva aquelas habilidades de aprendizaxe necesarias para emprender estudos posteriores cun alto grao de autonomía
CG1	Analizar, sintetizar, resolver problemas e tomar decisións xestionando a información e o tempo
CG2	Organizar e planificar a actividade profesional de maneira óptima
CG3	Traballar en equipo e en contornas multidisciplinares
CG4	Comprometerse eticamente e ter vocación de servizo público
CG5	Razonar criticamente
CE10	Valorar o entorno económico e a dimensión económica do sector público
CT1	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
CT2	Comunicarse de forma oral e escrita tanto nas linguas oficiais (castelán e galego) como nunha lingua estranxeira
CT3	Sensibilizarse con temas medioambientais
CT4	Dominar as TIC relacionadas coa titulación no ámbito académico e profesional
CT5	Integrar a aprendizaxe autónoma

Resultados de aprendizaxe

Learning outcomes	Competences			
Ao terminar a materia, o/a estudante será capaz de:	CB1	CG1	CE10	CT1
1. Identificar as principais cuestións das que se ocupa a economía do sector público.	CB2	CG2		CT2
2. Recoñecer que actividades realiza o sector público e como están organizadas.	CB3	CG3		CT3
3. Identificar e prever todas as consecuencias das actividades públicas.	CB4	CG4		CT4
4. Describir os principais motivos de discrepancia entre os economistas sobre as medidas que deben adoptar os Gobernos.	CB5	CG5		CT5
5. Analizar os diferentes puntos de vista sobre o papel económico do Estado.				
6. Avaliar as distintas medidas posibles para conseguir os obxectivos da política governamental.				
7. Sensibilizarse cos bens públicos co obxectivo de alcanzar unha sociedade máis xusta e equitativa.				
8. Comprometerse con temas de benestar social.				

Contidos

Topic

Tema 1. Institucións, mercados e estado. O papel da intervención pública.

a) Introducción á Economía Pública
b) Problemas de eficiencia e equidade no funcionamento dos mercados
c) O porqué da intervención pública: "fallos de mercado" e "fallos do Estado".

Revisamos os fundamentos da intervención pública nun sistema de economía de mercado cando este falla, para mellorar a eficiencia, a equidade na distribución da renda, e a estabilidade económica.

Tema 2. Organización e dimensión do Sector Público en España.

a) Introducción ao sector público español
b) Delimitación do sector público, e marco xurídico
c) O peso do sector público na economía

Está dedicado a revisar a estrutura do sector público español e a súa dimensión

Tema 3. Análise do gasto público

a) Evolución do gasto público e teorías explicativas
b) Efectos do gasto público sobre a eficiencia e a distribución
c) Principais programas de gasto

Estudamos os programas máis importantes do gasto público nos orzamentos xerais do estado (LPGE): os sanitarios, a educación, a seguridade social etc.

Tema 4. Análise dos ingresos públicos

a) Tendencias internacionais
b) Os ingresos do sector público español
c) Principais figuras tributarias e impositivas
d) A facenda Pública federal

Revisamos a contía e composición dos ingresos públicos: as tendencias internacionais, as figuras tributarias e a facenda pública federal.

Planificación

	Class hours	Hours outside the classroom	Total hours
Lección maxistral	20	20	40
Estudo de casos	15	15	30
Resolución de problemas de forma autónoma	5	30	35
Foros de discusión	5	25	30
Instrucción programada	5	10	15

*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	Actividade docente na que a iniciativa parte do profesor na que se describe e explica o contido do programa
Estudo de casos	Actividade docente na que se profunda no contido do programa mediante situacións reais ou estilizadas que exemplifican o asunto e mostran contorna e consecuencias
Resolución de problemas de forma autónoma	Actividade formativa na que o alumno se enfrenta a exercicios, modelos, exemplos, supostos, lecturas etc. nas que ha de resolver de forma autónoma o problema proposto utilizando a bibliografía achegada polo profesor
Foros de discusión	Propostas, achegas, críticas, discusións entre alumnos e profesor nas que se debaten temas de forma presencial ou telemática.
Instrucción programada	Metodoloxía ou técnica de aprendizaxe na que o obxectivo é «dirixir a aprendizaxe humana baixo condicións controladas» mediante tres elementos: (1) entrega a información en pequenas píulas, (2) ao ritmo propio do estudante e (3) proporciona retroalimentación inmediata, tanto positiva como negativa.

Atención personalizada

Methodologies	Description
Estudo de casos	As actividades formativas na que se propón a atención personalizada serán, entre outros, o estudo de casos.
Resolución de problemas de forma autónoma	As actividades formativas nas que se propón a atención personalizada serán, entre outros, a resolución de problemas de forma autónoma.
Foros de discusión	As actividades formativas nas que se propón a atención personalizada son, entre outras, os foros de discusión.

Instrucción programada	As actividades formativas nas que se propón a atención personalizada son, entre outras, a instrucción programada a través de materiais docentes (que inclúe o resto do material docente facilitado ao alumnado que implique lectura de documentación científico técnica especializada e que non se poida reconducir á metodoloxía lección maxistral).
------------------------	---

Avaliación			
	Description	Qualification	Evaluated Competences
Lección maxistral	Exame de preguntas obxectivas	20	
	Estudo de casos		
	Exame de preguntas de desenvolvemento		
Estudo de casos	Exame de preguntas obxectivas	20	
	Estudo de casos		
	Exame de preguntas de desenvolvemento		
Resolución de problemas de forma autónoma	Exame de preguntas obxectivas	60	
	Estudo de casos		
	Exame de preguntas de desenvolvemento		

Other comments on the Evaluation

Bibliografía. Fontes de información

Basic Bibliography

Albi, E; González Páramo, JM; Zubiri, I, **Economía pública I, II**, 978-84-344-4509-3, VVEE, Ariel, 2007

Stiglitz, J; Rosengard, JK, **La economía del sector público**, 978-84-941076-7-2, 4ª, Antoni Bosch, 2016

Stiglitz, J; Walsh, I., **Microeconomía**, 8434413167, Ariel, 2009

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

Mochón, F, **Economía: teoría y política**, 9788448170844, 6ª, S.A. MCGRAW-HILL / INTERAMERICANA DE ESPAÑA, 2009

Complementary Bibliography

Recomendacións

Subjects that continue the syllabus

Dereito financeiro e tributario I: Institucións e fontes/P04G095V01204

Dereito financeiro e tributario II: Xestión tributaria e sistema fiscal/P04G095V01209

Estatística administrativa/P04G095V01202

Subjects that it is recommended to have taken before

Economía: Economía pública/P04G095V01103

Plan de Continxencias

Description

=== MEDIDAS EXCEPCIONAIS PLANIFICADAS ===

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

=== ADAPTACIÓN DAS METODOLOXÍAS ===

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

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

=== ADAPTACIÓN DA AVALIACIÓN ===

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