



| Teaching Guide   |                                                                                                                                              |        |            |           |
|------------------|----------------------------------------------------------------------------------------------------------------------------------------------|--------|------------|-----------|
| Identifying Data |                                                                                                                                              |        |            | 2021/22   |
| Subject (*)      | Degree Thesis                                                                                                                                |        | Code       | 611G02036 |
| Study programme  | Grao en Administración e Dirección de Empresas                                                                                               |        |            |           |
| Descriptors      |                                                                                                                                              |        |            |           |
| Cycle            | Period                                                                                                                                       | Year   | Type       | Credits   |
| Graduate         | 2nd four-month period                                                                                                                        | Fourth | Obligatory | 12        |
| Language         | SpanishGalicianEnglish                                                                                                                       |        |            |           |
| Teaching method  | Face-to-face                                                                                                                                 |        |            |           |
| Prerequisites    |                                                                                                                                              |        |            |           |
| Department       | Ciencias da Navegación e Enxeñaría MariñaComputaciónDereito PrivadoDereito PúblicoEconomíaEmpresaLetrasSocioloxía e Ciencias da Comunicación |        |            |           |
| Coordinador      |                                                                                                                                              |        | E-mail     |           |



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| Web                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|----------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>General description</b> | O traballo de fin de Grao (TFG) é unha materia do plan de estudos de todas as titulacións da facultade, e supón a realización, por parte e de forma individual, dun proxecto, dunha memoria o un estudo concreto baixo a supervisión dun ou mais directores/as. Neste traballo deben integrarse e desenvolverse os contidos formativos recibidos, así como as capacidades, competencias e habilidades adquiridas durante o período de docencia do grao.                                                          |
| <b>Contingency plan</b>    | <ol style="list-style-type: none"> <li>1. Modifications to the contents</li> <li>2. Methodologies <ul style="list-style-type: none"> <li>*Teaching methodologies that are maintained</li> <li>*Teaching methodologies that are modified</li> </ul> </li> <li>3. Mechanisms for personalized attention to students</li> <li>4. Modifications in the evaluation <ul style="list-style-type: none"> <li>*Evaluation observations:</li> </ul> </li> <li>5. Modifications to the bibliography or webgraphy</li> </ol> |

| Study programme competences |                                                                                                                                                                                                                                                                                       |
|-----------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Code                        | Study programme competences                                                                                                                                                                                                                                                           |
| B1                          | CB1-The students must demonstrate knowledge and understanding in a field of study that part of the basis of general secondary education, although it is supported by advanced textbooks, and also includes some aspects that imply knowledge of the forefront of their field of study |
| B2                          | CB2 - The students can apply their knowledge to their work or vocation in a professional way and have competences typically demonstrated by means of the elaboration and defense of arguments and solving problems within their area of work                                          |
| B3                          | CB3- The students have the ability to gather and interpret relevant data (usually within their field of study) to issue evaluations that include reflection on relevant social, scientific or ethical                                                                                 |
| B4                          | CB4-Communicate information, ideas, problems and solutions to an audience both skilled and unskilled                                                                                                                                                                                  |
| B5                          | CB5-Develop skills needed to undertake further studies learning with a high degree of autonomy                                                                                                                                                                                        |
| B6                          | CG1-Perform duties of management, advice and evaluation in business organizations                                                                                                                                                                                                     |
| B7                          | CG2-Know how to use the concepts and techniques used in the various functional areas of the company and understand the relationships between them and with the overall objectives of the organization                                                                                 |
| B8                          | CG3- Know how to make decisions, and, in general, assume leadership roles.                                                                                                                                                                                                            |
| B9                          | CG4-Learn to identify and anticipate opportunities, allocate resources, organize information, select and motivate people, make decisions under conditions of - uncertainty, achieve the proposed objectives and evaluate results                                                      |
| B10                         | CG5-Respect the fundamental and equal rights for men and women, promoting respect of human rights and the principles of equal opportunities, non-discrimination and universal accessibility for people with disabilities.                                                             |
| C1                          | Express correctly, both orally and in writing, in the official languages of the autonomous region                                                                                                                                                                                     |
| C4                          | To be trained for the exercise of citizenship open, educated, critical, committed, democratic, capable of analyzing reality and diagnose problems, formulate and implement knowledge-based solutions oriented to the common good                                                      |
| C5                          | Understand the importance of entrepreneurial culture and know the means and resources available to entrepreneurs                                                                                                                                                                      |
| C6                          | Assess critically the knowledge, technology and information available to solve the problems and take valuable decisions                                                                                                                                                               |
| C7                          | Assume as professionals and citizens the importance of learning throughout life.                                                                                                                                                                                                      |
| C8                          | Assess the importance of research, innovation and technological development in the economic and cultural progress of society.                                                                                                                                                         |

## Learning outcomes



| Learning outcomes                                                                                                                                                               | Study programme competences |                |                |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------|----------------|----------------|
| Xestionar e administrar una empresa ou organización de pequeno tamaño, entendendo a súa ubicación competitiva e institucional e identificando as súas fortalezas e debilidades. |                             | B1<br>B3<br>B5 | C1<br>C4<br>C7 |
| Integrarse en calquera área funcional dunha empresa ou organización mediana ou grande e desempeñar con soltura calquera traballo de xestión nela encomendada.                   |                             | B2<br>B4<br>B6 | C5             |
| Redactar proxectos de xestión ou de áreas funcionais da empresa.                                                                                                                |                             |                |                |
| Valorar a partir dos rexistros relevantes de información a situación e previsible evolución dunha empresa.                                                                      |                             | B7<br>B8       | C6             |
| Valorar criticamente o coñecemento, a tecnoloxía e a información dispoñible para resolver os problemas cos que deben enfrontarse.                                               |                             |                |                |
| Valorar a importancia que ten a investigación, a innovación e o desenvolvemento tecnolóxico no avance socioeconómico e cultural da sociedade.                                   |                             | B9<br>B10      | C8             |
| Emitir informes de asesoramento sobre situacións concretas de empresas e mercados.                                                                                              |                             |                |                |

| Contents                                  |                                           |
|-------------------------------------------|-------------------------------------------|
| Topic                                     | Sub-topic                                 |
| Adaptarase a cada traballo de fin de grao | Adaptarase a cada traballo de fin de grao |

| Planning                                                                                                                        |                                   |                      |                               |             |
|---------------------------------------------------------------------------------------------------------------------------------|-----------------------------------|----------------------|-------------------------------|-------------|
| Methodologies / tests                                                                                                           | Competencies                      | Ordinary class hours | Student?s personal work hours | Total hours |
| Supervised projects                                                                                                             | B1 B2 B3 B4 B5 B6<br>B7 B8 B9 B10 | 15                   | 150                           | 165         |
| Workbook                                                                                                                        | C5 C6                             | 0                    | 90                            | 90          |
| Oral presentation                                                                                                               | C1 C7                             | 0                    | 1                             | 1           |
| Document analysis                                                                                                               | B3 C4 C8                          | 4                    | 32                            | 36          |
| Personalized attention                                                                                                          |                                   | 8                    | 0                             | 8           |
| (*)The information in the planning table is for guidance only and does not take into account the heterogeneity of the students. |                                   |                      |                               |             |

| Methodologies       |                                                                                                                                                                                  |
|---------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Methodologies       | Description                                                                                                                                                                      |
| Supervised projects | Seguemento polo docente do traballo desenvolvido mediante un plan de titorías personalizado que pode apoiarse a través das titorías virtuais.                                    |
| Workbook            | Son lecturas que o titor propon ao alumno que lle van a permitir comprender millor o fenómeno do problema a analizar.                                                            |
| Oral presentation   | O alumno deberá defender ante un tribunal designado por sorteo o seu traballo final de grao, o ante o seu tutor se escolle a avaliación do mesmo polo procedemento simplificado. |
| Document analysis   | Documentos de apoio ás lecturas da bibliografía como datos, bases de datos, e outras fontes de interés.                                                                          |

| Personalized attention |                                                                            |
|------------------------|----------------------------------------------------------------------------|
| Methodologies          | Description                                                                |
| Supervised projects    | Seguimento persoalizado do traballo. Pódese apoiar en medios tecnolóxicos. |



| Assessment          |                                   |                                                                                                                                                               |               |
|---------------------|-----------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| Methodologies       | Competencies                      | Description                                                                                                                                                   | Qualification |
| Supervised projects | B1 B2 B3 B4 B5 B6<br>B7 B8 B9 B10 | É o traballo presentado polo alumno. Valorarase a calidade do traballo, o grado de cumprimento dos obxectivos, así como a orixinalidade e a súa presentación. | 50            |
| Oral presentation   | C1 C7                             | O candidato deberá presentar e defender o seu traballo de fin de grao, o cal evaluará as capacidades desenvolvidas polo/la candidato/a.                       | 50            |

| Assessment comments                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>Os traballos tutelados poderanse substituír, baixo criterio de cada titor, por un proxecto de aprendizaxe servizo.</p> <p>Para calquera dos dous procedementos (simplificado e xeral), a avaliación seguirá o establecido no Regulamento dos TFGs da Facultade de Economía e Empresa</p> <p><a href="http://www.economicas.udc.es/subido/FACULTADE%20%C3%93RGANOS%20COLEXIADOS/090620%20TFG%20FEE_Regulamento_TFG_modificado_xu%C3%B1o2020.pdf">http://www.economicas.udc.es/subido/FACULTADE%20%C3%93RGANOS%20COLEXIADOS/090620%20TFG%20FEE_Regulamento_TFG_modificado_xu%C3%B1o2020.pdf</a></p> <p>Cada vez que un alumno solicite un procedemento de avaliación fai uso dunha oportunidade.</p> <p>Os prazos para a solicitude de presentación de TFGs regúlanse tal e como se establece no calendario académico de TFGs da Facultade de Economía e Empresa.</p> |

| Sources of information |                                                                      |
|------------------------|----------------------------------------------------------------------|
| Basic                  | CADA TITOR FACILITARÁ E ORIENTARÁ A BUSQUEDA BIBLIOGRAFICA DO ALUMNO |
| Complementary          |                                                                      |

| Recommendations                                                                                                                                                                                                                                                                                                                                                   |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Subjects that it is recommended to have taken before                                                                                                                                                                                                                                                                                                              |
|                                                                                                                                                                                                                                                                                                                                                                   |
| Subjects that are recommended to be taken simultaneously                                                                                                                                                                                                                                                                                                          |
|                                                                                                                                                                                                                                                                                                                                                                   |
| Subjects that continue the syllabus                                                                                                                                                                                                                                                                                                                               |
|                                                                                                                                                                                                                                                                                                                                                                   |
| Other comments                                                                                                                                                                                                                                                                                                                                                    |
| <p>Pode consultarse o Regulamento na páxina</p> <p>indicada:<a href="http://www.economicas.udc.es/subido/FACULTADE%20%C3%93RGANOS%20COLEXIADOS/090620%20TFG%20FEE_Regulamento_TFG_modificado_xu%C3%B1o2020.pdf">http://www.economicas.udc.es/subido/FACULTADE%20%C3%93RGANOS%20COLEXIADOS/090620%20TFG%20FEE_Regulamento_TFG_modificado_xu%C3%B1o2020.pdf</a></p> |

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| (*)The teaching guide is the document in which the URV publishes the information about all its courses. It is a public document and cannot be modified. Only in exceptional cases can it be revised by the competent agent or duly revised so that it is in line with current legislation. |
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