



## Teaching Guide

Teaching Guide				
Identifying Data				2022/23
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		

**Lecturers**

Alló Pazos, María  
Alvarez Dominguez, Maria America  
Alvarez Garcia, Begoña  
Barreiro Viñan, Jose Manuel  
Blazquez Lozano, Felix  
Bruna Quintas, Fernando  
Calvo Babío, Nuria Begoña  
Calvo Porral, Cristina  
Calvo Silvosa, Anxo Ramon  
Campo Villares, Manuel Octavio del  
Cancelo de la Torre, Jose Ramon  
Casal Rodríguez, Bruno  
Fernandez Castro, Angel Santiago  
Fernández Fernández, Ignacio  
Fernández Rodríguez, María Teresa  
Gago Cortés, María Carmen  
Garcia Arthus, Emilia Luisa  
Garcia Lorenzo, Antonio  
Garcia Rodriguez, Rafael Maria  
Garcia-Carro Peña, Beatriz  
Gomez Rodriguez, María Luz  
Guillén Solórzano, Eduardo  
Iglesias Antelo, Susana  
Iglesias Gomez, Guillermo  
Juanatey Boga, Oscar  
Lagoa Varela, Maria Dolores  
Llano Paz, Fernando de  
Lois Bastida, María Pilar Fátima  
Losada López, José María  
Mariz Perez, Rosa  
Martínez Barreiro, Ana Maria Angeles  
Martínez Fernández, Paulino  
Martinez Fernandez, Valentin  
Martínez Filgueira, Xose Manuel  
Membiola Pollán, Matías Enrique  
Mendez Naya, Jose  
Mezo Balaca, Ines  
Miras Araujo, Jesus  
Mourelle Espasandín, Estefania  
Nieto Mengotti, Manuel Vicente  
Novo Corti, María Isabel  
Nuñez Gamallo, Ramon Jose  
Orosa Gonzalez, Jose Javier  
Peón Pose, David Olegario  
Picatoste Novo, José María  
Puime Guillén, Félix  
Ramos Pedreira, Antonio  
Rego Veiga, Gustavo  
Rey García, Marta  
Rey Graña, Carlota



Rivera Castiñeira, M. Berta  
Rodríguez Fernandez, Maria Jose  
Rodríguez Fernández, María Magdalena  
Rodríguez Vázquez, Clide  
Ruiz Lamas, Fernando  
Salido Andrés, Noelia  
Sánchez Amboage, Eva  
Sanchez De Paz, Elena  
Sanchez Sello, María del Carmen  
Seijas Diaz, Amparo Dolores  
Sieiro Constenla, María Milagros  
Teijeiro Álvarez, Mercedes  
Vara Arribas, Ricardo Jose  
Varela Candamio, Laura  
Veiga Fernández, Luís Angel  
Vizcaino Gonzalez, Marcos

## E-mail

maria.allo.pazos@udc.es  
america.alvarez@udc.es  
begona.alvarez@udc.es  
jose.barreiro.vinan@udc.es  
felix.blazquez@udc.es  
f.bruna@udc.es  
nuria.calvob@udc.es  
cristina.calvo@udc.es  
anxo.calvo.silvosa@udc.es  
m.campov@udc.es  
jose.cancelo@udc.es  
bruno.casal@udc.es  
angel.fernandez.castro@udc.es  
ignacio.fernandezf@udc.es  
m.fernandezr@udc.es  
m.gago@udc.es  
emilia.garcia.arthus@udc.es  
antonio.garcia.lorenzo@udc.es  
rafael.garcia.rodriguez@udc.es  
beatriz.garcia-carro@udc.es  
luz.gomez@udc.es  
eduardo.guillen@udc.es  
susana.iglesias.antelo@udc.es  
guillermo.iglesias@udc.es  
oscar.juanatey.boga@udc.es  
dolores.lagoa@udc.es  
fernando.de.llano.paz@udc.es  
m.lois@udc.es  
jose.maria.losada@udc.es  
rosa.mariz@udc.es  
ana.mbarreiro@udc.es  
paulino.martinez@udc.es  
valentin.martinez@udc.es  
xose.martinez@udc.es  
matias.membiela@udc.es  
jose.mendez@udc.es  
ines.mezob@udc.es  
jesus.miras@udc.es  
estefania.mourelle@udc.es  
m.nieto1@udc.es  
isabel.novo.corti@udc.es  
ramon.nunez.gamallo@udc.es  
javier.rosa@udc.es  
david.peon@udc.es  
j.pnovo@udc.es  
felix.puime@udc.es  
antonio.ramos@udc.es  
gustavo.rego@udc.es  
marta.reyg@udc.es  
carlota.rey@udc.es



b.rivera@udc.es  
maria.jose.rfernandez@udc.es  
magdalena.rodriuez@udc.es  
c.rodriuezv@udc.es  
fernando.ruiz@udc.es  
noelia.sandres@udc.es  
eva.sanchez.amboage@udc.es  
elena.sanchez@udc.es  
c.sanchez@udc.es  
amparo.seijas@udc.es  
m.sieiro@udc.es  
mercedes.teijeiro@udc.es  
ricardo.vara@udc.es  
laura.varela.candamio@udc.es  
l.veiga@udc.es  
marcos.vizcaino@udc.es



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 ou un estudo concreto baixo a supervisión dun ou máis 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.

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 B3 B5	C1 C4 C7
Integrarse en calquera área funcional dunha empresa ou organización mediana ou grande e desempeñar con soltura calquera traballo de xestión nela encomendada.	B2 B4 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 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 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 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 tutorías personalizado que pode apoiarse a través das tutorías virtuais.
Workbook	Son lecturas que o titor propon ao alumno que lle van a permitir comprender mellor 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 B7 B8 B9 B10	É o traballo escrito presentado polo/a alumno/a. Valorarase os seguintes ítems: adaptación aos contidos/competencias da titulación (30%), organización e estrutura formal (30%), grao de dificultade (20%) e alcance das conclusións (20%).	50
Oral presentation	C1 C7	Corresponde á defensa do traballo de fin de grao (exposición oral). Avaliarase os seguintes ítems: organización e capacidade de síntese (60%) e respostas ás preguntas do tribunal (40%).	50

Assessment comments



Os traballos tutelados poderanse substituír, baixo criterio de cada titor, por un proxecto de aprendizaxe servizo.

Para calquera dos dous procedementos (simplificado e xeral), a avaliación seguirá o establecido no Regulamento dos TFGs da Facultade de Economía e Empresa

[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)

Cada vez que un alumno solicite un procedemento de avaliación fai uso dunha oportunidade.

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.

#### 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

Pode consultarse o Regulamento na páxina

indicada: [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)

(\*)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.