

Syllabus Information

Academic Year: 2021/22

Subject: 63183 - Prácticas externas

Faculty / School: 102 - Facultad de Derecho

Degree: 574 - Master's in Administrative Management

ECTS: 12.0

Year: 1

Semester: Second semester

Subject Type: External Placements

Module:

1. General information

2. Learning goals

3. Assessment (1st and 2nd call)

4. Methodology, learning tasks, syllabus and resources

4.1. Methodological overview

The learning process that has been designed for this subject is based on the following:

The teaching methodology in external practices is structured in three phases or moments:

Preactive moment: the academic tutor will elaborate the methodological guidelines that allow him to know the student's learning progress.

Teaching intervention: the academic tutor will monitor the student, providing advice and guidance, during interviews with the student.

Postactive moment: The academic tutor will carry out a reflection of the process carried out and the results based on the report of the external tutor and the final report presented by the student.

4.2. Learning tasks

Practical teaching based on carrying out activities outside the classroom.

Dynamic activity of the student with the academic tutor based on orientation interviews.

Personal study of the student and preparation of the final report.

4.3. Syllabus

Participation, at least, in the management of files related to the areas listed below, as well as any other area that may be of interest to the profession:

1. Administrative: management of a vehicle registration file.
2. Civil: management of an immigration file
3. Mercantile: processing of an inscription before the Mercantile Registry.
4. Labor: management of a registration / withdrawal file in Social Security.
5. Fiscal: management of a tax file.

4.4. Course planning and calendar

Planning of practices:

In any case, the timetables for the internships will be established according to their characteristics and the availability of external collaborators.

Delivery of the final report of the practices to the academic tutor:

The student will deliver to the academic tutor the final report of the practices when they conclude the activities carried out in the collaborating agency. The date of delivery of the report must be indicated by the academic tutor, taking into account that the deadline for transferring the grade to the minutes is the one indicated each year in the academic calendar for the call in question.

Announcements:

The student will have two calls for evaluation per course.

If in the first call the student approves the report of the external tutor, but suspends or does not present the final report of the practices, they will be able to pass the latter in the second call of the course, and therefore the subject, without the need to repeat the practices.

The destinations offered to carry out the external internships will be published. The student can choose between one of them or propose a destination (this modality is called "autopracticum"), which will be authorized by the coordinator of the master, provided that certain requirements are met.

In the first case, the student enrolled in the External Internship subject must select those destinations where they wish to do the internships, indicating the order of preference, through a standardized instance. When there are more applications than places available for a given destination, the student with the best grade on the academic record will be preferred. On the other hand, the student must bear in mind that there are destinations that require a prior interview. If the student wants to choose one of these destinations, she must submit her application within the period established for that purpose. The provisional resolution will be published on. A period of two days will be granted to formulate allegations and the final resolution will be published.

The "autopracticum" consists of the proposal by the student of the destination in which they will carry out the practices. The proposal will be presented to the Secretariat of the Faculty of Law, through a standardized instance, in advance of the period determined for the presentation of ordinary applications. The coordinator of the master will resolve the authorization of him, with the approval of the vice-rector with competences in the field of external academic practices.

The autopracticum proposal must contain the following documents:

- a) Application for autopracticum in a standardized instance
- b) Acceptance of the autopracticum by the entity or administrative manager with which the student will carry out the practices, stamped and signed.
- c) List, by the external tutor, of the activities that the student is going to carry out.
- d) Signature of the person who will act as guardian who must be registered as a practicing administrative manager.
- e) Sworn statement of the student in which the absence of contractual or family relationship between the student and the external tutor is evident.