



FINAL WORK OF THE MASTER
Universidad Católica de Valencia



Year 2020/21

COURSE GUIDE OF THE FIELD AND/OR SUBJECT

		ECTS
SUBJECT: Final Work of the Master		12
Field: Final Work of the Master		12
Module: Final Work of the Master		12
Type of Learning¹: Compulsory	YEAR: 2020/21 Semester: 2º	
Lecturers: D. Enrique Badimon	Final Work of the Master	
	E-mail:	

MODULE ORGANIZATION

Final Work of the Master			Nº ECTS	
Duration and timing of the module: The module develops on the 2 nd semester of the Master.				
Field and Subjects				
Course	ECTS	SUBJECT	ECTS	Semester
Final Work of the Master	12	Final Work of the Master	12	2

¹ Basic formation (common subject), Compulsories, Optional, External practices, final grade's work.

**COURSE GUIDE FIELD/SUBJECT: Final Work of the Master**

Prerequisites: The final work of the master is oriented to the assessment of competences related to the title. Its public defense can't be made until have exceeded the 85% of the total amount of ECTS credits of the Master.

GENERAL GOALS

The aim of this work is that the student, future professional, integrates the acquired knowledge and shows that has develop the necessary competences to exercise the profession. For that reason, the final work of the master should be a work in accordance to what is expected of a professional with that title will be able to carry out.

The objectives of that final work are the following ones:

- a) Integrate and apply with professional criteria, creativity, initiative and methodology, the knowledge and acquired techniques during the master.
- b) Consolidate and increase the knowledge and received competences during the master in the criteria that should apply during its professional life.
- c) Provide effective and efficient solutions to the problems that appear on the final work of the master, using the knowledge, techniques, competences and skills reached and developed during the master.

CROSS-SECTIONAL COMPETENCES²**Competence Measuring Scale****Instrumental**

1 2 3 4

1. Know to apply the acquired knowledge and its capacity of resolution of problems in known or few known environments inside wider contexts (or multi-disciplinary ones) related with its study area.

		X	
--	--	---	--

2. Be able to integrate knowledge and face the complexity of formulating trials from an information that, being incomplete and limited, include thoughts about the social and ethic responsibilities linked to the application of knowledge and trials.

			X
--	--	--	---

3. Ability to communicate its findings (and last knowledge and reasons that sustain them) to specialist and non-specialist public on a clear way without ambiguities.

		X	
--	--	---	--

4. That students own the traineeship skills that allows to continue studying on a way that would have to be on a big measure autonomous or self-directed..

	X		
--	---	--	--

5. Promote, apply for and make all kind of processes that don't require the juridical technique application reserved to the law career, relative to those issues that concerning interest of natural or juridical people, and by them own application, be continued in front of any public administration organ, reporting to the clients the condition and difficulties of the process by which it develops.

			X
--	--	--	---

6. Know the regulating normative from the Administrative Advisors Official College of Valencia

		X	
--	--	---	--

Interpersonal

1 2 3 4

² Count consecutively all the competences. Each of them should be weighted from 1 to 4 using as criteria the grade of contribution of the subject/field to the acquisition and development of the competence.



1. Know to apply the acquired knowledge and its capacity of resolution of problems in known or few known environments inside wider contexts (or multi-disciplinary ones) related with its study area.			X	
2. Be able to integrate knowledge and face the complexity of formulating trials from an information that, being incomplete and limited, include thoughts about the social and ethic responsibilities linked to the application of knowledge and trials.				X
3. Ability to communicate its findings (and last knowledge and reasons that sustain them) to specialist and non-specialist public on a clear way without ambiguities.			X	
4. That students own the traineeship skills that allow to continue studying on a way that would have to be on a big measure autonomous or self-directed.		X		
5. Promote, apply for and make all kind of processes that don't require the juridical technique application reserved to the law career, relative to those issues that concerning interest of natural or juridical people, and by them own application, be continued in front of any public administration organ, reporting to the clients the condition and difficulties of the process by which it develops.				X
6. Know the regulating normative from the Administrative Advisors Official College of Valencia			X	

Systematic	1	2	3	4
1. Know to apply the acquired knowledge and its capacity of resolution of problems in known or few known environments inside wider contexts (or multi-disciplinary ones) related with its study area.			X	
2. Be able to integrate knowledge and face the complexity of formulating trials from an information that, being incomplete and limited, include thoughts about the social and ethic responsibilities linked to the application of knowledge and trials.				X
3. Ability to communicate its findings (and last knowledge and reasons that sustain them) to specialist and non-specialist public on a clear way without ambiguities			X	
4. That students own the traineeship skills that allow to continue studying on a way that would have to be on a big measure autonomous or self-directed.		X		
5. Promote, apply for and make all kind of processes that don't require the juridical technique application reserved to the law career, relative to those issues that concerning interest of natural or juridical people, and by them own application, be continued in front of any public administration organ, reporting to the clients the condition and difficulties of the process by which it develops.				X
6. Know the regulating normative from the Administrative Advisors Official College of Valencia.			X	



SPECIFIC COMPETENCES³				
Conceptual	1	2	3	4
E1 Apply the necessary knowledge to act with efficacy in front of the Public Administration facing any resort of the Public Administration.				X
E2 Use the necessary knowledge to solve with efficacy the client's issues.				X
E3 Relate the Spanish Constitution fundamental knowledge.			X	
E4 Apply the state regulation in relation with the European regulation.		X		
E5 Control the Intrastat system to fulfill with certain tributary and custom duties obligations that the administrative advisor should complete.			X	
E6 Use the notions and the financial market's running in function of the advising necessities to the potential clients that can appear.		X		
E7 Use data and laws to construct a society with juridical personality able to intervene in the commercial traffic with whole efficacy to give to the orders that clients could ask for.			X	
E8 Control the non-resident Spanish regulation, residence and work visas with the Civil Register and all processes that are made with it.			X	
E9 Relate the taxable events, taxable base and tax rates. With special reference to the tax on property transfer and certified legal documents, the succession and donation tax and the vehicle transmission.		X		
E10 Use the necessary knowledge to advise the clients on leasing matters.			X	
E11 Use the accounting principle to solve any circumstance that, in relation with the accounts, can be presented to the student in its future professional activity.			X	
E12 Project the Constitution of a commercial society knowing the rights and duties of the Administration Council, partners y social creditors as well as how to know the tributary duties and with the tax administration.			X	
E13 Apply the insolvency law warning the different circumstances and situations, also previous before the declaration and also necessary questions and processes to defend the participated commercial rights with the members, administrators and those affected by the participation declaration, depending on who is the client, a creditor or participated one.				X
E14 Administrate the procedure knowledge in front of the Public Register specially in front of the Commercial and Property Register and the derived effects of the inscription.			X	
E15 Control the electronic signature, its regularization and issue with the aim of speeding up the administrative procedures improving the performance with the administration and satisfying the client's necessities.		X		
E16 Determine and solve the performances in front of the traffic authorities and competent administrations all relating to vehicles		X		

³ Seguir correlativamente con la anterior numeración. Las competencias específicas se ponderan de 1 a 4 siguiendo el mismo criterio que con las transversales.



(registrations, transfers, drops, etc.) and that know the transport regulation.				
E17 Use the worker's statute, as well as rights and obligations of the employer and employee, and the relation between them in function of the different kind of work contract as well as in the trade union representation and collective agreement.				X
E18 Determine the Social Security general regulation, employer and employee obligations, the different regimes, work registration and liquidations, as well as the special regimes, labor incapacity and its modalities, retirement, unemployment and non-contributory benefits.			X	
E19 Use the Professional Practice Deontological Code with respect to the different actions in front of the administration, with the colleagues and the clients.				X
E20 Produce neighborhood associations with special relation to the regulating act of horizontal property, cultural, ONG and of every other kind of nature.		X		
E21 Apply the legislation relative to the defense of the consumers on the different spheres where the users and consumers can see affected those rights.				x
Skills	1	2	3	4
E1 Apply the necessary knowledge to act with efficacy in front of the Public Administration facing any resort of the Public Administration.				X
E2 Use the necessary knowledge to solve with efficacy the client's issues.				X
E3. Relate the Spanish Constitution fundamental knowledge.			X	
E4 Apply the state regulation in relation with the European regulation.		X		
E5 Control the Intrastat system to fulfill with certain tributary and custom duties obligations that the administrative advisor should complete.			X	
E6. Use the notions and the financial market's running in function of the advising necessities to the potential clients that can appear.		X		
E7 Use data and laws to construct a society with juridical personality able to intervene in the commercial traffic with whole efficacy to give to the orders that clients could ask for.			X	
E8. Control the non-resident Spanish regulation, residence and work visas with the Civil Register and all processes that are made with it.			X	
E9 Relate the taxable events, taxable base and tax rates. With special reference to the tax on property transfer and certified legal documents, the succession and donation tax and the vehicle transmission.		X		
E10 Use the necessary knowledge to advise the clients on leasing matters.			X	
E11 Use the accounting principle to solve any circumstance that, in relation with the accounts, can be presented to the student in its future professional activity.			X	
E12 Project the Constitution of a commercial society knowing the rights and duties of the Administration Council, partners y social creditors as well as how to know the tributary duties and with the tax administration.			X	



E13 Apply the insolvency law warning the different circumstances and situations, also previous before the declaration and also necessary questions and processes to defend the participated commercial rights with the members, administrators and those affected by the participation declaration, depending on who is the client, a creditor or participated one.				X
E14 Administrate the procedure knowledge in front of the Public Register especially in front of the Commercial and Property Register and the derived effects of the inscription.			X	
E15 Control the electronic signature, its regularization and issue with the aim of speeding up the administrative procedures improving the performance with the administration and satisfying the client's necessities.		X		
E16 Determine and solve the performances in front of the traffic authorities and competent administrations all relating to vehicles(registrations, transfers, drops, etc.) and that know the transport regulation.		X		
E17 Use the worker's statute, as well as rights and obligations of the employer and employee, and the relation between them in function of the different kind of work contract as well as in the trade union representation and collective agreement.				X
E18 Determine the Social Security general regulation, employer and employee obligations, the different regimes, work registration and liquidations, as well as the special regimes, labor incapacity and its modalities, retirement, unemployment and non-contributory benefits.			X	
E19 Use the Professional Practice Deontological Code with respect to the different actions in front of the administration, with the colleagues and the clients.				X
E20 Produce neighborhood associations with special relation to the regulating act of horizontal property, cultural, ONG and of every other kind of nature.		X		
E21 Apply the legislation relative to the defense of the consumers on the different spheres where the users and consumers can see affected those rights.				x

Professional	1	2	3	4
E1 Apply the necessary knowledge to act with efficacy in front of the Public Administration facing any resort of the Public Administration.				X
E2 Use the necessary knowledge to solve with efficacy the client's issues.				X
E3 Relate the Spanish Constitution fundamental knowledge.			X	
E4 Apply the state regulation in relation with the European regulation.		X		



E5 Control the Intrastat system to fulfill with certain tributary and custom duties obligations that the administrative advisor should complete.			X	
E6. Use the notions and the financial market's running in function of the advising necessities to the potential clients that can appear.		X		
E7 Use data and laws to construct a society with juridical personality able to intervene in the commercial traffic with whole efficacy to give to the orders that clients could ask for.			X	
E8 Control the non-resident Spanish regulation, residence and work visas with the Civil Register and all processes that are made with it.			X	
E9 Relate the taxable events, taxable base and tax rates. With special reference to the tax on property transfer and certified legal documents, the succession and donation tax and the vehicle transmission.		X		
E10 Use the necessary knowledge to advise the clients on leasing matters.			X	
E11 Use the accounting principle to solve any circumstance that, in relation with the accounts, can be presented to the student in its future professional activity.			X	
E12 Project the Constitution of a commercial society knowing the rights and duties of the Administration Council, partners y social creditors as well as how to know the tributary duties and with the tax administration.			X	
E13 Apply the insolvency law warning the different circumstances and situations, also previous before the declaration and also necessary questions and processes to defend the participated commercial rights with the members, administrators and those affected by the participation declaration, depending on who is the client, a creditor or participated one.				X
E14 Administrate the procedure knowledge in front of the Public Register especially in front of the Commercial and Property Register and the derived effects of the inscription.			X	
E15 Control the electronic signature, its regularization and issue with the aim of speeding up the administrative procedures improving the performance with the administration and satisfying the client's necessities.		X		
E16 Determine and solve the performances in front of the traffic authorities and competent administrations all relating to vehicles(registrations, transfers, drops, etc.) and that know the transport regulation.		X		
E17 Use the worker's statute, as well as rights and obligations of the employer and employee, and the relation between them in function of the different kind of work contract as well as in the trade union representation and collective agreement.				X
E18 Determine the Social Security general regulation, employer and employee obligations, the different regimes, work registration and liquidations, as well as the special regimes, labor incapacity and its modalities, retirement, unemployment and non-contributory benefits.			X	
E19 Use the Professional Practice Deontological Code with respect to the different actions in front of the administration, with the colleagues and the clients.				X
E20 Produce neighborhood associations with special relation to the regulating act of horizontal property, cultural, ONG and of every other kind of nature.		X		
E21 Apply the legislation relative to the defense of the consumers on the different spheres where the users and consumers can see affected those				X



rights.				
---------	--	--	--	--

LEARNING OUTCOMES ⁴		COMPETENCES	
R-1 Be able to reflect in the Final Work of the Master the learning outcomes associated to the study plan of the Master on Administrative management.		(CB6-CB10; G1-G7; E1-E21)	
R-2 Communicate efficiently, ordered and structured, the most relevant aspects of the final work of the Master.		(CB6-CB10; G1-G7; E1-E21)	
R-3 Be able to integrate and apply with professional criteria, creativity, initiative y methodology, the acquired knowledge and techniques during the Master		(CB6-CB10; G1-G7; E1-E21)	
EDUCATIONAL ACTIVITIES OF THEORETICAL WORK			
ACTIVITY	Teaching-Learning Methodology	Relationship with learning outcomes	ECTS ⁵
SEMINAR	Monographic sessions supervised with shared participation.	All (1-3)	0.3
TUTORING	Customized attention and in slight group. Education period and/or orientation made by a tutor with the objective of revising and discussing the materials and topics introduced in the classes, seminars, readings and fulfillment of works.	All (1-3)	0.5

⁴Enumerate consecutively the traineeship results following the proposed naming.

Important note: The competences are expressed on a generic sense, so it is necessary to include in the teacher's book the traineeship results. Those results constitute a concision of one or more competences, making explicit the grade of dominium or performed that should acquire the student and contains on its formulation the criteria with the one will be evaluate .The traineeship results evidence the aspect that the student will be able to demonstrate at the end of the subject or field and reflects, additionally, the acquisition grade of the competence or gathering of competences.

⁵ The subject and/or field, organized by in-person works training activities and by student's autonomous work inside the training activities, with a valued percentage in ECTS. A suitable distribution is the following: 35-40% for the in-person training activities and 65-60% for the autonomous work ones. (For a subject of 6 ECTS: 2,4 and 3,6 respectively).

The traineeship-teaching methodology is describe don this guide on a generic mode, gathering on the didactic units in which is organized the subject and/or field.



ASSESSMENT	Set of oral and/or written tests used during initial, formative or additive assessment of the student.	All (1-3)	0.4
Total			1.2

TRAINING ACTIVITIES OF THE STUDENT'S AUTONOMOUS WORK			
ACTIVITY	Teaching-Learning Methodology	Relationship with the Learning Outcomes	ECTS
AUTONOMOUS WORK	Student's study: Reading's individual preparation, essays, problem resolutions, seminars, works, memories, etc. To expose or handle on theoretical classes, practical classes and/or tutorial of small groups Work fulfilled on the university platform. (www.plataforma.ucv.es)	All (1-3)	10.8
Total			10.8

ASSESSMENT SYSTEM OF THE ACQUISITION OF THE COMPETENCES AND QUALIFICATION SYSTEM		
Assessment tools ⁶	LEARNING OUTCOMES ASSESSED	Allocated percentage
Final work of the Master general rate by a (Project originality; quality of it and oral defense carried out)	All (1-3)	30%

⁶ Assessment techniques and tools: Oral exam-exposition, written tests (objective proofs, of development, conceptual maps.), directed works, projects, cases study, observation notebooks, briefcase, etc.



Active assistance and participation on interviews, typical activities of seminars and practical activities.	All (1-3)	20%
Handling of the Final Work of the Master.	All (1-3)	70%

CRITERIA FOR GRANTING A MARK OF DISTINCTION:

Specify concrete criteria agreed for the subject and faculty to the one that title is assigned and in accordance with the general regulation that indicates that only can be given one mark of distinction per each 20 students with the exception of the case of groups composed of at least 20 students in total, on where can be given a mark of distinction.

DESCRIPTION OF THE CONTENTS OF THE COURSE	COMPETENCES
<p>The Master final work will address over the proposal, fulfilling and rating of an original and specific theoretical or empirical over the content of the Master, developing a monographic aspect of the contents from an alongside perspective.</p> <p>The final work of the Master is given on a written way, also will be defended in person in front of a tribunal composed by university professors.</p> <p>The final work of the Master could be theoretical or empirical. If it was theoretical, will address about referred original content, or that, being known, add characteristics that improves the existing general knowledge about the topic.</p> <p>Are not excluding the jobs of legal-analytical character of development and personal findings of linked topics to the profession specialty.</p> <p>If it was empirical would consist of:</p> <ul style="list-style-type: none"> • Juridical cases analysis, with a personal design of the unique case. • Evaluation and analysis of a juridical procedure of special importance. 	All (1-21)

**Final Work of the Master**

PCA-27-F-01 Ed.00

- Fulfillment of an own and original investigation work based on qualitative methodology and/or experimental quantitative.

Students will be supervised on every moment by an academic tutor who will carry out the next action's gathering for granting the quality of the Final Work of the Master.