

MASTER'S DEGREE IN EUROPEAN UNION STUDIES AND HUMAN RIGHTS

FACULTY OF SOCIAL SCIENCE AND COMMUNICATION

TEACHING SYLLABUS



MODULE NAME: MANAGEMENT OF EUROPEAN FUNDS

MATERIALS: MANAGEMENT OF EUROPEAN FUNDS

NUMBER OF CREDITS: 3 ECTS

TEACHING MODALITY AND LANGUAGE: Face to Face in English

DESCRIPTION:

This module provides a comprehensive overview of the management of European funds, focusing on the tools, techniques, and methodologies necessary for effective project planning and implementation. Students will explore the entire lifecycle of European projects, from proposal development and funding acquisition to execution, monitoring, and evaluation. Through a combination of theoretical knowledge and practical case studies, students will learn how to navigate EU funding programs, comply with regulatory frameworks, and apply best practices in project management. Emphasis will be placed on financial planning, reporting requirements, risk management, and impact assessment to ensure the successful execution of European-funded initiatives. By the end of the module, students will be equipped with the necessary skills to manage European projects effectively, maximizing their impact and sustainability within the EU funding ecosystem.

LEARNING OUTCOMES:

- Ability to manage the project cycle of European-funded Projects using appropriate tools and techniques.

CONTENT OF THE MODULE

1. Budget Programs
2. The Projects: Content, Objectives and budgets
3. Development of eligible projects
4. International tenders

TEACHING APPROACH

- *Lecture/seminar*

The theoretical part of the course consists of both seminars and lectures. Discussions between course attendants and lecturers are essential for this part, therefore participation is encouraged either during or after the lecture to share perspectives and address questions or comments.

- *Practical Case analysis and group discussion*

MASTER'S DEGREE IN EUROPEAN UNION STUDIES AND HUMAN RIGHTS



FACULTY OF SOCIAL SCIENCE AND COMMUNICATION

TEACHING SYLLABUS

The second part of the course is comprised of case studies, and experiential. Case analysis is carried out in a group of 3 students.

- *Tutorial*

Two kinds of tutorials available: (1) Peer-to-peer mentoring, and (2) tutorial with a tutor, where students will reflect on learnings from the course, share questions and understanding, and explore further interests.

LEARNING METHODOLOGY

IN-CLASS ACTIVITIES	IN-PERSON	HOURS	NON-CLASS ACTIVITIES	IN-PERSON	HOURS
	%			%	
Theoretical/Practical Classes	100	24	Personal Study	0	10
Academic Tutorials	100	3	Preparation of papers, exercise, problems and/or case studies	0	25
In-class assessment	100	3	Recommended readings and bibliographic Research	0	10
TOTAL	100	30	TOTAL	0	45

COURSE ASSESSMENTS

Practices and /or seminars will be evaluated through different assessment methods (exercise, completion and presentation of assignments, practical clases, etc.) that reflect the practical content covered.

In general, the grading system established in R.D. 1125/2003 of September 5th will be followed, which is as follows:

- 0 – 4,9: Fail (SS)
- 5,0 – 6,9: Pass (AP)
- 7,0 – 8,9: Good (Notable)
- 9,0 – 10: Outstanding (SB)

The mention of “Honors” may be granted to students who have obtained a grade equal or higher than 9.0. The number of honors awarded cannot exceed 5% of the students enrolled in a subject in the corresponding academic year, unless the number of enrolled students is less than 20, in which case only one honor may be granted.

Study Recommendations

Students are recommended to dedicate a total of 90 hours of independent work to the course, excluding the time spent in face-to-face classes. Considering a semester of

approximately 15 weeks, this corresponds to an average of 6 hours per week for studying, reading, and preparing individual and group assignments.

The e-learning system will serve as the main platform for continuous contact and course management, and it will include the following sections:

- **Resources:** This section will provide students with materials directly related to the course content in PDF format, including theoretical and practical documents, scientific articles, images, templates, and guides to facilitate and deepen learning.
- **Assignments:** Here, students will have access to any mandatory or optional exercises proposed during the course.
- **Announcements:** This section will be used for posting grades, exam calls, and important communications for students.

Teaching Material

For the proper follow-up and successful completion of the course, students must have the following materials and infrastructure:

Virtual Campus

The Virtual Campus will be the main reference platform for the development of the course. Through this tool, students will have access to all the necessary documentation, organized into the following sections:

Modules:

This tab will include:

- The academic guide of the course.
- Thematic folders with supporting material for studying each topic.
- A folder dedicated to seminars, which will include essential resources for active participation in debates and group activities.

Assignments:

This section will contain:

- Detailed instructions for completing each assignment.
- Supplementary materials and guidelines to facilitate the development of practical work.

Announcements:

Through this tab, relevant updates, important dates, and students' grades will be communicated.

Technological Resources

MASTER'S DEGREE IN EUROPEAN UNION STUDIES AND HUMAN RIGHTS

FACULTY OF SOCIAL SCIENCE AND COMMUNICATION

TEACHING SYLLABUS



- **Computer with internet connection:**
This will be essential for accessing the Virtual Campus, conducting bibliographic searches, developing individual or group work, participating in practical seminars, and submitting evaluable activities.
- **Resources for videoconferencing:**
If participation in virtual sessions is required, students must have the necessary technical means (camera, microphone, and stable internet connection).
- **University facilities:**
The university provides computer rooms (API rooms) as an alternative resource for those who do not have adequate personal means.

Tutorials

Academic tutoring sessions will serve as a complement to clarify doubts that arise throughout the semester. The main objective of these sessions is to reinforce the theoretical content and practical aspects of the course. Due to their personalized nature, they will address the specific needs of each student with the aim of strengthening those areas of their learning (knowledge, skills, abilities, and attitudes) that may present greater difficulty. The teaching methodologies used in these sessions will be the same as those regularly employed in class.

Similarly, academic tutoring will include the completion, monitoring, and evaluation of practical assignments, as well as support for the student's autonomous learning.

SCHEDULE:

6 lecture sessions (from 16h00 to 20h00) would be delivered in May.