

**Instruments per a l'Estudi**

Code: 102251  
ECTS Credits: 6

Degree	Type	Year	Semester
2500786 Law	FB	1	1

**Contact**

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**Use of Languages**

Principal working language: catalan (cat)  
Some groups entirely in English: No  
Some groups entirely in Catalan: Yes  
Some groups entirely in Spanish: No

**Teachers**

María del Carmen Cueto Faus  
Tomas Gil Márquez  
Roser Martínez Quirante  
José Gracia Casamitjana  
José María de Dios Marcer  
Juan Emilio Nieto Moreno  
Zuley Fernández Caballero  
Josep Cañabate Pérez  
Alex Bas Vilafranca  
Milagros Orozco Hermoso  
Montserrat Iglesias Lucía  
Santiago Robert Guillen  
Begoña Casado Moreno

**Prerequisites**

There is not prerequisites.

**Objectives and Contextualisation**

Tools for the study is a law degree first year's subject (first semester). This subject teaches to students useful tools for their legal training such information search, argumentation, oral and written expression, legal writing, etc.

These tools try to ensure that the student achieves skills that are not specifically legal. These skill, however, are essential for the development of their training (search for legislation and jurisprudence, for example) and

for the work of the jurist ( oral and written expression, writing of documents, etc.). On the other hand, students become familiar with the use of information and legaltech.

Regarding oral and written expression will be held the following sessions: a session on how to speak in public, legal language and legal argumentation. On the other hand, these skills will be put into practice with the realization of a "league of legal debate" among all the groups of Instruments for the study.

Finally, the aim is to provide students with a series of transversal skill, necessary for acquire their legal education.

## Competences

- Drawing up and formalising works, reports, documents, rulings.
- Drawing up legal texts (contracts, judgements, sentences, writs, rulings, wills, legislation...).
- Managing bibliographic and documentary resources: databases, browsing, etc.
- Mastering the computing techniques when it comes to obtaining legal information (legislation databases, jurisprudence, bibliography...) and in data communication.
- Memorising and utilising legal terminology.
- Students must be capable of demonstrating a critical awareness of the analysis of the legal system and development of legal dialectics.
- Working in teams, being either a member or a coordinator of working groups, as well as making decisions affecting the whole group.

## Learning Outcomes

1. Analysing, in a critical way, key aspects of some branches of the legal system.
2. Applying appropriate legal dialectics.
3. Distinguishing the most frequent databases in the legal practice.
4. Drawing up and formalising works, reports, documents, rulings.
5. Managing bibliographic and documentary resources: databases, browsing, etc.
6. Preparing or forging networks for the communication of the obtained data.
7. Selecting through computing networks the appropriate bibliographical sources for a concrete work.
8. Using in a practical way the theoretical concepts that will be later developed in some of the degree's subjects.
9. Using the legal terminology through preparatory materials.
10. Working in teams, being either a member or a coordinator of working groups, as well as making decisions affecting the whole group.

## Content

1. Legal data bases: identification and use of databases of legislation, jurisprudence and bibliography.
2. Methodology for the preparation of research papers and academic essays.
3. Acquisition of legal language.
4. Study techniques and time organization.
5. Critical commentary and analysis of legal texts.
6. Discourse and written communication.
7. Communication and oral argumentation.
8. Group work in the legal field.
9. Participation in a "league of legal debate" among all the groups of Instruments for the Study. Debates will be organized in each group with predetermined topics by all professors of the subject. The winning team of each group will participate in a final from which a single winning team.

## Methodology

The course is developed through a weekly session lasting three hours and a quarter (this time may vary in double degrees). Here is what sessions will be developed. The order of the sessions will vary depending on the group.

1. Subject presentation, organization of group activities, written level test realization.
2. Session on study techniques and time organization.
3. Session on legal language (special reference to the gender perspective).
4. Session on discourse and written communication.
5. Session on comment and analysis of legal texts.
6. Session on communication and oral argument.
7. Session on methodology for the preparation of papers and academic essays.
8. Session on the realization of recensions.
9. Session on management of information sources (legal databases, on-line resources, etc.).
10. First session of legal debate to each group.
11. Second session of legal debate to each group.
12. Final phase of the legal debate.

## Activities

Title	Hours	ECTS	Learning Outcomes
Type: Directed			
Lectures and principal active participation of professor (Sessions 1, 2, 3 (two thirds) 4 (two thirds), 5, 8 (two thirds), 9 (half), 10 (half))	20	0.8	1, 2, 3, 5, 6, 4, 7, 10, 8
Lectures and principal active participation of students	25	1	1, 2, 3, 5, 6, 4, 7, 10, 8
Type: Autonomous			
Documentation and bibliography search	25	1	1, 2, 3, 5, 6, 4, 7, 10, 8, 9
Study	20	0.8	
Work group out of classroom	25	1	1, 2, 3, 5, 6, 4, 7, 10, 8
Writing and preparation of works	35	1.4	1, 3, 5, 4, 7, 10, 8, 9

## Assessment

**SYSTEM OF EVALUATION OF THE ACQUISITION OF THE SKILLS AND SYSTEM OF RATINGS** The evaluation is based on the follow-up of the student's work throughout the course. Each activity (in class or out of class) is evaluated and integrated into the final grade. Specifically, the different activities and works that make up the evaluation are the following:

Dossier on legal language: up to 1 point.

Exercise on methodology for the preparation of research papers and legal essays: up to 2 points.

Drafting exercise of a legal text (written argument): up to 1.5 point.

Text commentary and critical analysis of a legal text: up to 1.5 point.

Exercise on study techniques and organization of study time: up to 1 point.

Exercise on legal databases and on-line resources (investigation of legislation, jurisprudence and doctrine): up to 2 points.

Group work (legal debate / oral expression): up to 2 points

Exercises 1 and 6 are carried out outside the classroom and will be delivered electronically to the professor before the expiration of the terms established. The absolutely imperative nature of deadlines is an essential characteristic of this subject. In the legal world, deadlines and their fulfillment are of paramount importance; that is why in this subject is never allowed to deliver an exercise after the deadline without there being any reason to justify this late delivery. In the same way, if an exercise should be done in class on a specific day and, for whatever reason, that day the student can not be there is no way to recover that exercise. This inflexible character is part of the education of the future jurist, who from the beginning of his training, must be aware that deadlines are inexorable. This inexorable nature of the terms is compensated to some extent by the fact that the total points that can be obtained are eleven and not ten. In this way, the student has a margin in case there is any circumstance that prevents the realization of any of the evaluable activities. On the other hand, during the course will be carried out in class some activities that will be evaluated and that will allow to upload the student's grade in those cases in which the grade obtained through the programmed exercises is very close to the superior (one or two tenths). In this way, for example, if a student in the final computation has a grade of 4.8, but has satisfactorily completed most of these evaluable activities enclase that are not part of the regular schedule, he could raise his grade to five. Similarly, in the case of students who have a grade of 6.8 or 6.9; or 8.8 or 8.9; the realization of these evaluable activities would allow to reach the notable or excellent respectively.

In the cases in which no work is delivered or any exercise is performed, or they are delivered and / or perform one or two works or exercises the qualification will be "not presented". If three works or more are delivered, the qualification may no longer be "not submitted".

The delivery of works, practices and other activities will be carried out within the maximum term established by the professor. None will be accepted after the deadline. To avoid possible problems of server saturation, etc. it is recommended to make the delivery with sufficient time and before it runs out.

The absence in a practice or activity carried out in class can not be substituted by a work done at home, because they alter its pedagogical objectives. For the reasons stated above, in case of absence, no proof of any kind (illness, driving test, etc.) will be accepted.

Students who arrive late to perform a practice or activity can not do it.

Students who leave an activity, practice or masterclass before its completion are considered as "not presented". For these purposes, the professor has the right to carry out attendance controls at the end of the event.

If it is duly proven that a practice, work or activated has been copied, even in part, the professor has the power to suspend the entire subject, and take the measures it deems appropriate.

The students are informed that the evaluation of Tools for the Study is totally continuous, therefore, there is no final exam or re-evaluation

## Assessment Activities

Title	Weighting	Hours	ECTS	Learning Outcomes
Documentation and Bibliography Search	18,5%	0	0	1, 2, 3, 5,

				6, 4, 7, 10, 8
Lectures and principal active participation of professor (Sessions 1, 2, 3 (two thirds) 4 (two thirds), 5, 8 (two thirds), 9 (half), 10 (half))	14,81%	0	0	1, 2, 3, 5, 6, 4, 7, 10, 8
Lectures and student active participation	18,5%	0	0	1, 2, 3, 5, 6, 4, 7, 10, 8
Study	14,81%	0	0	1, 2, 3, 5, 6, 4, 7, 10, 8, 9
Work out classroom	18,5%	0	0	1, 3, 5, 6, 4, 7, 10, 8
Writting and presentation of works	25,92%	0	0	1, 2, 3, 5, 6, 4, 7, 10, 8

## Bibliography

In class and through the virtual campus the necessary information will be provided in each case, which will depend on the subjects that each student chooses to carry out the dossier of the legal news, and the various topics proposed to carry out the argumentation exercises, university and group work. As general bibliography of the subject the following works can be mentioned:

Atienza, Manuel, *Curso de argumentación jurídica*, Trotta, 2013.

Beas Franco, Josefina, Santa Cruz Valenzuela, Josefina, Thomsem Queirolo, Paulina, Utreras García Soledad, *Enseñar a pensar para aprender mejor*, Ediciones Universidad Católica de Chile, 2003.

Bonomo Hernán, Mamberti, Juan, M., Miller, Jackson, B., *Tolerancia crística y ciudadanía activa: una introducción práctica al debate educativo*, International Education Debate Association, 2010.

Hermosillo Lozano, Judith, Albornoz Barrientos, Jorge, *Manual básico del debatiente*, Mar adentro, 2010.

Lucas, Stephen, E. *The art of public speaking*, McGraw Hill, 2011.

Swatridge, Colin, *Oxford Guide to Effective Argument & Critical Thinking*, Oxford University Press, 2014.

Toulmin, Stephen, E., *Los usos de la argumentación*, Península, 2007.

Turull, Max (Dir.), *Tècniques de treball i comunicació. Instrumentarium per a les ciències socials i jurídiques*. Huygens editorial. 2011 .

Web links:

[www.westlaw.es](http://www.westlaw.es)

[www.tirantonline.es](http://www.tirantonline.es)

[www.uab.cat](http://www.uab.cat)

[www.gencat.cat](http://www.gencat.cat)

[www.congreso.es](http://www.congreso.es)

[www.senado.es](http://www.senado.es)

[www.europa.eu](http://www.europa.eu)

[www.etc.uab.cat/ted](http://www.etc.uab.cat/ted)