

Law and Legal Status of Records

Code: 42108
ECTS Credits: 10

Degree	Type	Year	Semester
4312208 Archival and Records Management	OB	1	2

Contact

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Teachers

Montserrat Iglesias Lucía

Use of Languages

Principal working language: catalan (cat)

Prerequisites

There are no prerequisites for taking this module.

Objectives and Contextualisation

The training line of Introduction to Law:

The legal concepts of Public Law are an approximation. In it, the student intends to familiarize and incorporate into their knowledge all those essential concepts and procedures for the operation of the public sector.

The result that we must achieve throughout the course is that it has a resource to understand the principles of operation of the public sector and the purposes that justify it.

It is especially necessary that you have knowledge of the administrative procedure so that you can know the content of the administrative file.

The training line Law and legal system of the documents:

It intends to illustrate the students on the foundations and bases of the legal system, in order to be able to study in depth the legal regime applicable to archives and documentation, both public and private, as well as the liability regime.

Competences

- Argue critically and demonstrate ethical and social commitment to and respect for diversity and multiculturalism.
- Carry out team work in interdisciplinary ways.
- Demonstrate an understanding of the bases of law and the legal system applicable to documents in public and private organisations.
- Update and recycle knowledge through continuous training.
- Use acquired knowledge as a basis for originality in the application of ideas, often in a research context.

Learning Outcomes

1. Apply the legal system affecting documents.
2. Argue critically and demonstrate ethical and social commitment to and respect for diversity and multiculturalism.
3. Carry out team work in interdisciplinary ways.
4. Describe the concepts and regulations of administrative law.
5. Explain regulations on archives and documentation.
6. Identify the administrative procedures of public administration.
7. Recognise and identify responsibilities regarding documentation.
8. Recognise intellectual-property legislation.
9. Recognise the structure and organisation of public administration.
10. Update and recycle knowledge through continuous training.
11. Use acquired knowledge as a basis for originality in the application of ideas, often in a research context.

Content

Training Line: Introduction to Law:

1. Concept of Administrative Law

2.1 Origin

2.2 General principles

2. Public Sector

2.1 Classes

2.2 Structure and bodies

2.3 The concept of organ, elements and classes. The competition Deconcentration Delegation, assignment of management, substitution, substitution and avocation. Regime applicable to collegiate bodies

2.4 The citizen and his rights

2.5 Electronic functioning of the public sector

3. Administrative acts

3.1 Elements, requirements and characteristics

3.2 The notification, and the publication of administrative acts

3.3 Obligation to resolve. The alleged acts: estimates and dismissals

3.4 Nullity and nullity of administrative acts: causes and consequences

3.5 Limits to disability

4. The general and special administrative procedure

4.1 General and special

4.2 Principles

4.3 Phases: initiation, ordering, instruction and completion

Responsible statement and prior communication

4.4 Execution

4.5 Review of administrative acts

5. Administrative and contentious-administrative resources

5.1 Administrative resources:

5.1.1.Replacement proposal

5.1.2 Height

5.1.3 Extraordinary review

5.2 Contentious-administrative appeal

Formative line: Law and legal regime of the document

Block 1:

Public intervention in the regime of documents

Block 2:

Private intervention in the regime of documents

Block 3:

legal responsibilities

Methodology

The methodology will involve 1 theoretical explanation by the teacher. This explanation will always lead to the concretion in practical assumptions.

Activities

Title	Hours	ECTS	Learning Outcomes
Type: Directed			
L1 Teaching in the classroom	45	1.8	4, 6, 9, 11
L1 practical activities in the classroom	28	1.12	4, 6, 9, 11
L2. Teaching in the classroom	42	1.68	1, 5, 7, 8
Type: Supervised			

L2. Tutorials	10	0.4	10, 1, 7, 8
Type: Autonomous			
L! L2. Study and elaboration of practical activities	80	3.2	1, 2, 7, 8, 11, 3

Assessment

L1 Introduction to law The evaluation will involve three different types of tests and all of them can be evaluated:

· Classwork and assistance (3) ·

Case studies (2 or 3) ·

Final exam

The maximum note that can be obtained in the recovery of the L1 is a 5.

The student must obtain a minimum of 5 in the average of the two lines of training, to be able to pass the module.

L2.Law and Legal System of Documents:

Throughout the course there will be 3 theoretical tests that will have a weight of 20% each on the final grade of the training line. As well as different theoretical tests that will involve 40% of the final mark of the training line as a whole. It is necessary to obtain at least 3.5 out of 10 of the average theoretical tests to be able to add the mark obtained to the practices.

The note that can be obtained at the maximum recovery of L2 is 5.

The student must obtain a minimum of 5 in the average of the two lines of training, to be able to pass the module

Assessment Activities

Title	Weighting	Hours	ECTS	Learning Outcomes
L1 Individual practices	20	15	0.6	4, 6, 9, 11
L1 examen	35	1.5	0.06	4, 6, 9, 11
L1 practical cases in classe	10	6	0.24	10, 4, 9, 11, 3
L2. 1rst. Theoretical tests	20	2	0.08	1, 5, 7, 8
L2. 2N. Theoretical tests	20	2	0.08	1, 5, 7, 8
L2. 3rst. Theoretical tests	20	2	0.08	1, 5, 7, 8
L2. Practical tests	40	15	0.6	1, 5, 2, 7, 8, 11, 3
Theoretical test 2	35	1.5	0.06	4, 6, 9, 11

Bibliography

L1:

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