UAB
Universitat Autònoma de Barcelona

Law and Legal Framework of Records

Code: 44744
ECTS Credits: 6

2025/2026

Degree	Type	Year
Archival Studies and Information Governance	OB	1

Contact

Name: Montserrat Iglesias Lucia

Email: montserrat.iglesias@uab.cat

Teachers

Marta Franch Saguer

Montserrat Iglesias Lucia

Teaching groups languages

You can view this information at the end of this document.

Prerequisites

There are no prerequisites to take this subject.

Objectives and Contextualisation

The training line of Introduction to Law:

The legal concepts of Public Law are an approximation.I

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

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.

Learning Outcomes

1. CA08 (Competence) Adapt archive work to current regulations.
2. CA09 (Competence) Recognise the misuse of information with regard to legislative requirements in real professional situations.
3. CA10 (Competence) Report the legal consequences that apply to documents.
4. KA15 (Knowledge) Recognise the basic fundamental principles and standards of the public and private legal system applicable to archives, documents and data.
5. KA16 (Knowledge) Define the standards of the legal system on aspects related to access to information and intellectual property.
6. KA17 (Knowledge) Define the standards of the legal system on aspects related to administrative procedure.
7. SA11 (Skill) Apply legislation, regulations and standards for the management and use of documents in public and private archives.
8. SA12 (Knowledge) Apply the regulations of administrative law in the field of archives and document management.

Content

Formative line: Law and legal regime of the document

Unit 1: Public intervention in the regime of documents

Unit 2: Regulation of archives and documents in Catalonia

Activities and Methodology

Title	Hours	ECTS	Learning Outcomes
Type: Directed			
master class	43	1.72	
Practical classes	25	1	
Type: Autonomous			
study	50	2	

Lectures will be combined with practical classes highlighting the impact of regulations on document management. "The gender of the regulation" will also be discussed, to analyze whether the regulation is gender neutral and its impact on document management.

Annotation: Within the schedule set by the centre or degree programme, 15 minutes of one class will be reserved for students to evaluate their lecturers and their courses or modules through questionnaires.

Assessment

Continous Assessment Activities

Title	Weighting	Hours	ECTS	Learning Outcomes
Practice avaluation	40	16	0.64	CA08, CA09, CA10, KA15, SA11, SA12
Theorical avaluation	30	8	0.32	CA10, KA16, KA17
Theorical avaluation DRJD	30	8	0.32	CA09, KA15, KA16, KA17

The evaluation is continuous. Students must demonstrate their progress by completing the assessment activities. The schedule of these activities, as well as details about each of them and their weight in the final evaluation will be provided at the beginning of classes.

At the time of delivering the final grade prior to the report, the teacher will communicate in writing a review date and time.

Single evaluation

Students who take the single evaluation must take the exam, which will consist of a practical part (40%), a theoretical part (40%), and a reading part, where it must be demonstrated that they have read the mandatory readings (20 %).

Recovery

Students who have taken activities whose weight is equivalent to 66.6% (two thirds) or more of the final grade and who have obtained a weighted average grade of 3.5 or more will be able to access the recovery. In no case may a reevaluation activity be carried out for the value of 100% of the final grade.

At the time of delivering the final grade prior to the course report, the teacher will communicate the recovery procedure in writing. The teacher can propose a recovery activity for each suspended or not presented activity or can group various activities into one.

Consideration of "not evaluable"

A "not evaluable" will be assigned when the evaluation evidence provided by the student is equivalent to a maximum of a quarter of the total grade for the subject.

Use of AI

In this subject, the use of Artificial Intelligence (AI) technologies is permitted as an integral part of the assignment. Students must clearly identify which parts have been generated with this technology, specify the tools used, and include a critical reflection on how these have influenced the process and the final result of the activity. Lack of transparency in the use of AI may beconsidered an academic irregularity and may result in a penalty on the assignment grade or the application of the consequences provided in the following next section

Irregularities in evaluation activities

In the event that the student makes any irregularity that could lead to a significant variation in the grade of an evaluation act, this evaluation act will be graded 0, regardless of the
disciplinary process that can be instituted. In the event that various irregularities occur in the evaluation acts of the same subject, the final grade for this subject will be 0. Evaluation activities in which irregularities have occurred (such as plagiarism, copying) are excluded from recovery. , identity theft).

Bibliography

Throughout the course the teachers will facilitate the necessary readings.

Software

Preferably the UAB program will be used.

Groups and Languages

Name	Group	Language	Semester	Turn
(TE) Theory	1	Catalan	first semester	afternoon