



Universidad  
Politécnica  
de Cartagena



Centro  
Universitario  
de la Defensa

# Administrative and Labour Law

## Syllabus

**Industrial Organization Engineering Degree**

**Academic year 2012-2013**

## 1. Course details

<b>Name</b>	Administrative and Labour Law				
<b>Course field</b>	Administrative and Labour Law				
<b>Code</b>	511103008				
<b>Degree Course</b>	Industrial Organization Engineering Degree				
<b>Programme</b>	2009 (Decreto 269/2009 de 31 de julio)				
<b>Faculty</b>	Centro Universitario de la Defensa en la Academia General del Aire				
<b>Type</b>	Compulsory				
<b>Duration</b>	Four-month course	<b>Year</b>	2012-2013		
<b>Language</b>	Spanish				
<b>ECTS</b>	4,5	<b>Hours / ECTS</b>	25	<b>Total workload (hours)</b>	112,5
<b>Lectures Timetable</b>	Tuesdays. 10:50-11:40 Wednesdays. 10:50-12:40			<b>Room</b>	1
<b>Classes/Practicals/Seminars timetable</b>				<b>Building</b>	Pabellón 3

## 2. Teaching Staff contact details

<b>Head of the course</b>	Roberto Rosino Calle		
<b>Department</b>	Department of integrated areas		
<b>Area of expertise</b>	Law and International Relations		
<b>Office location</b>	Office 12 – CUD		
<b>Phone</b>	968189902	<b>Fax</b>	968189970
<b>E-mail</b>	roberto.rosino@ cud.upct.es		
<b>URL / WEB</b>	<a href="http://moodle.upct.es/">http://moodle.upct.es/</a>		
<b>Office hours (for supervisions)</b>	Tuesdays. 12:00-14:00 Wednesdays. 16:00-16:00		
<b>Office hours location (for supervisions)</b>	Office 12 - CUD		

### 3. Course outline

#### 3.1. Presentation

This course is intended to introduce students to the basic concepts in order to understand the function of the administrative regulations in the Spanish legal system. The course also makes an overview of the Labour Law as backbone of the labour relations system, both the Spanish General Scheme and the special one of the Armed Forces Personnel.

#### 3.2. Year and duration within the degree programme

Administrative and Labour Law is a 4.5 ECTS course taught in the 3<sup>rd</sup> year of the Industrial Organization Engineering Degree. It is taught along a four-month period.

#### 3.3. Description of the course

Industrial Organization Engineering Degree is aimed at training students in material and human resources management. Administrative and Labour Law is a key piece for achieving this objective, offering an overview of both running of organizational environment and labour relations within the field of the Armed Forces Personnel.

#### 3.4. Related courses. Prerequisites and recommendations

Administrative and Labour Law is related to remaining legal courses. This relationship is particularly clear regarding Constitutional Law, taught in the 2<sup>nd</sup> year. For this reason it is highly recommended to review these contents, specially the sources of the legal order.

### 4. Competences

#### 4.1. Specific competences of the course

Knowledge of the Spanish administrative structure, its organization, procedures and regulatory scheme. Knowledge and practical skill in Spanish Labour Law and Social Security scheme.

#### 4.2. Generic and transversal competences

##### INSTRUMENTAL COMPETENCES

- T1.1 Analytical and summary skills
- T1.2 Organizational and planning skills
- T1.3 Oral and written communication skills in their mother tongue
- T1.4 Oral and written comprehension skills in a foreign language
- T1.5 Basic computer skills
- T1.6 Information management ability
- T1.7 Problem solving skills
- T1.8 Decision making ability

#### PERSONAL COMPETENCES

- T2.1 Critical and self-critical ability
- T2.2 Teamwork
- T2.3 Interpersonal skills
- T2.4 Ability to work in an interdisciplinary team
- T2.5 Ability to communicate with experts in other fields
- T2.6 Ability to deal with diversity and multiculturalism
- T2.8 Ethical commitment

#### SYSTEMIC COMPETENCES

- T3.1 Ability to apply theory to practice
- T3.2 Learning ability
- T3.3 Ability to adapt to new situations
- T3.4 Creativity
- T3.5 Leadership
- T3.6 Knowledge about other cultures and customs
- T3.7 Ability to work autonomously
- T3.8 Initiative and entrepreneurship
- T3.9 Quality concern
- T3.10 Motivation for success

### 4.3. General aims/ Degree specific competences

#### SPECIFIC COMPETENCES OF THE FIELD

- E1.3 Knowledge about basic matters on the material and human resources management, within a safe legal environment of industrial or public organization.

#### PROFESSIONAL COMPETENCES

- E2.2 Ability to use compulsory specifications and binding normative

### 4.4. Learning objectives

At the end of this course students will be able to:

- Outline the sources of Spanish legal order in both Administrative and Labour fields.
- Describe the Spanish administrative structure.
- Explain the basic elements of the administrative procedure.
- Identify the distinctive features of the labour relations.
- Understand both the Spanish Social Security scheme and the special one of the Armed Forces Personnel currently in effect.
- Give legal arguments.
- Tackle legal problems.

## 5. Contents

### 5.1. Contents according to the Degree programme

#### SECTION I. ADMINISTRATIVE LAW

UNIT 1.- Concept and features of public law entities and the Administrative Law

UNIT 2.- Sources of administrative legal order: regulatory provisions and other sources

UNIT 3.- The administrative structure

UNIT 4.- The administrative procedure. The administrative act

UNIT 5.- Control of administrative acts

#### SECTION II. LABOUR LAW

UNIT 6.- Specific sources of the labour legal order

UNIT 7.- The employment contract

UNIT 8.- The salary

UNIT 9.- The public employment relationship: the legal status of the public employee

UNIT 10.- The end of the employment relationship

UNIT 11.- The Spanish Social Security scheme. The special scheme of the Armed Forces Personnel

### 5.3. Classes/Seminars/practicals/tutorials programme

Portfolio tasks will be given to the students sufficiently in advance.

## 6. Teaching methodology

### 6.1. Learning activities

Activity	Lecturer role	Student role	ECTS
Classes	Explanation of the subject. Clearing up doubts about it.	<u>Attendance</u> : attendance to classes and participation	<b>1,64</b>
		<u>Non-attendance</u> : exam preparation	<b>1,76</b>
Practicals	Planning of practicals programme. Supervision of student's work	<u>Attendance</u> : explanation of the tasks	<b>0,06</b>
		<u>Non-attendance</u> : solving of portfolio tasks	<b>0,54</b>
Supervisions	Student's individual supervisions on request	<u>Attendance</u> : attendance to supervisions	<b>0,4</b>
Individual written exam	Final examination	<u>Attendance</u> : Exam taking	<b>0,1</b>
<b>TOTAL</b>			<b>6</b>

## 7. Assessment

### 7.1. Assessment system

Methods	Criteria	Weighting	Generic competences
<b>Individual written exam</b>	Exam will consist of short-answering theory questions. It assesses students learning and written communication skills in their mother tongue.	80 %	T1.1., T1.3, T1.6, T1.8, T2.5, T2.6, T2.8, T3.2, E1.3c, E2.2
<b>Practicals</b>	Compulsory presentation of portfolio tasks on time. Taking an active part in practicals class discussions. It assesses students analytical and summary skills and their ability to apply theory to practice.	20 %	T1.1, T1.3, T1.6, T1.7, T1.8, T2.1, T2.3, T2.4, T2.8, T3.1, T3.5, E1.3c, E2.2
		100%	T1.1, T1.3, T1.6, T1.7, T1.8, T2.1, T2.3, T2.4, T2.5, T2.6, T2.8, T3.1, T3.2, T3.5, E1.3c, E2.2

In order to pass the course, a minimum combined practicals and final exam mark of 50% will have to be attained. It is also required to pass the individual written exam.

### 7.2. Learning process monitoring

- **Individual written exam:** Exam consists in short-answering questions arranged in two parts: Administrative and Labour Law. In order to pass the exam, a mark of 5 points will have to be achieved. In addition, a minimum mark of 2.5 points must be attained in each of the aforementioned parts.
- **Practicals and supervisions:** Classroom participation will be assessed. Particular attention will be paid to participations in practicals.
- **Portfolio tasks:** Portofolio must be presented before the deadline in order to pass the course in the June exam.
- In order to pass the course, is required to pass both Administrative and Labour Law parts. Under no circumstance shall the mark obtained in any of them be considered for the August exam.
- Practical marks shall be added to the August exam. Students retaking the course will have to rewrite this part.
- Copying any of the proposed task will be punished with the failing of the June exam.

## 8. Results, learning activities and assessment

8.1. Learning objectives/learning activities/results assessment					
Learning objectives (4.4)	Classes	Practicals	Supervisions	Exam preparation	Portfolio tasks
Outline the sources of Spanish legal order in both Administrative and Labour fields	■			■	■
Describe the Spanish administrative structure	■	■		■	
Identify the distinctive features of the labour relations	■			■	■
Understand both the Spanish Social Security scheme and the special one of the Armed Forces Personnel currently in effect	■	■		■	■
Give legal arguments	■			■	
Tackle legal problems	■	■	■	■	■

## 10. SCHEDULE

		ATTENDANCE ACTIVITIES				NON-ATTENDANCE ACTIVITIES		TOTAL HOURS	DEADLINE
		Conventional		Non-conventional		Exam preparation	Portfolio tasks		
Week	Unit	Classes	Practicals	Supervisions	Exam	Exam preparation	Portfolio tasks		
1	U1,U2	2,5				2		4,5	
2	U2	2,5				2	1	5,5	
3	U2	2,5				2	1	5,5	
4	U3	2,5				2	1	5,5	
5	U3	2,5				2	1	5,5	
6	U3,U4	2,5				2	1	5,5	
7	U4	2,5				2	1	5,5	
8	U4	2,5				2	1,25	5,75	
9	U5	1,7	0.8			2		5,5	P1
10	U6	2,5				2	1	5,5	
11	U7	2,5				2	1	5,5	
12	U7,U8	2,5				2	1	5,5	
13	U8,U9	2,5				2	1	5,5	
14	U9	2,5				2	1	5,5	
15	U10	2,5				2	1,25	5,75	
16	U11	1,7	0,8			2		4,5	P2
17	U11,U12	2,5				2		4,5	

Exams				2,5	10		2,5	
Others			10					
Total hours	40,9	1,6	10	2,5	44	13,5	112,5	

U= Unit

P:Practical

## 11. REFERENCES

### 10.1 Basic references

- Gamero Casado. E y Fernández Ramos, S. *Derecho administrativo para estudios no jurídicos (adaptado al EEES)*. Tecnos, 2011.
- Velasco Portero, T. y otros. *Derecho del trabajo y de la Seguridad Social para titulaciones no jurídicas*. Tecnos, 2011.
- Blasco Lahoz, J.F. y otros. *Regímenes especiales de la Seguridad Social*. Tirant lo Blanch, 2011.

### 10.2 Other references

- Santamaría Pastor, J.A. *Principios de Derecho Administrativo*. Centro de Estudios Ramón Areces.
- Parada Vázquez, J.R. *Derecho Administrativo. Volumen 1: Parte General*. Marcial Pons.
- Entrena Cuesta, R. *Curso de Derecho Administrativo. Volúmenes 1 y 2*. Tecnos.
- Montoya Melgar, E. *Derecho del Trabajo*. Tecnos.
- Alonso Olea, M. y Casas Baamonde, M.E. *Derecho del Trabajo*. Civitas.
- Mercader Uguina, J. *Lecciones de Derecho del trabajo*. Tirant lo Blanch.

### 10.3 Webs and other sources

- Unión Europea: [www.europa.eu](http://www.europa.eu)
- Ministerio de Defensa: [www.defensa.gob.es](http://www.defensa.gob.es)
- Secretaría de Estado de Administraciones Públicas: [www.mpt.gob.es](http://www.mpt.gob.es)
- Ministerio de Empleo y Seguridad Social: [www.empleo.gob.es](http://www.empleo.gob.es)
- Instituto Nacional de Administración Pública: [www.inap.map.es](http://www.inap.map.es)
- Seguridad Social: [www.seg-social.es](http://www.seg-social.es)
- Tribunal Constitucional: [www.tribunalconstitucional.es](http://www.tribunalconstitucional.es)
- Consejo de Estado: [www.consejo-estado.es](http://www.consejo-estado.es)
- Comunidad Autónoma de la Región de Murcia: [www.carm.es](http://www.carm.es)
- Boletín Oficial del Estado: [www.boe.es](http://www.boe.es)
- Boletín Oficial de la Región de Murcia: [www.borm.es](http://www.borm.es)