



Universidad
Politécnica
de Cartagena



Centro
Universitario
de la Defensa

General Air Force Academy

Course unit description

Administrative and Labour Law

Degree/s: Industrial Organization Engineering

Course: 2014-2015

1. Subject data

| | | | | | | |
|--------------------------|-----|--|-------------------|-------------------------------|-------------------|-------------------|
| Name | | Administrative and Labour Law | | | | |
| Subject area | | Law | | | | |
| Module | | Compulsory subjects | | | | |
| Code | | 511103008 | | | | |
| Degree programme | | Industrial Organization Engineering Degree | | | | |
| Curriculum | | 2009 (Decreto 269/2009 de 31 de julio) | | | | |
| Centre | | Centro Universitario de la Defensa en la Academia General del Aire | | | | |
| Type | | Compulsory | | | | |
| Length of subject | | Four-month course | Four-month course | Four-month course | Four-month course | Four-month course |
| Language | | Spanish/English | | | | |
| ECTS | 4.5 | Hours / ECTS | 25 | Total workload (hours) | | 112.5 |

2. Lecturer data

| | | | |
|---------------------------|---|------------|-----------|
| Lecturer in charge | Ignacio Álvarez Rodríguez | | |
| Department | Department of Economics and Juridical Sciences | | |
| Knowledge area | Law | | |
| Office location | Office n. 09 | | |
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| email | ignacio.alvarez@ cud.upct.es | | |
| URL / WEB | http://www.cud.upct.es | | |
| Office hours | To stipulate | | |
| Location | Office n. 09 / Classroom | | |

| | |
|--------------------------------------|--|
| Teaching and research profile | Since 2008, Lecturer in law subjects settled in Law, Publicity and Public Relations, Computer Engineering and Industrial Organization Engineering Degrees. |
| Teaching experience | University Lecturer (2008-currently) Assistant-Lawyer (2003-2007) |
| Research lines | Gender equality, political representation, parity democracy, immigration and multilevel cooperation. |
| Work experience | University Lecturer (2008-currently) Assistant-Lawyer (2003-2007) |
| Other | |

3. Subject description

3.1. General description

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. How the subject contributes to a professional career

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.

3.3. Relationship with other subjects in the programme

Administrative and Labour Law is related to remaining legal courses. This relationship is particularly clear regarding Constitutional Law, taught in the 2nd year.

3.4. Incompatibilities defined in the programme

There does not exist incompatibilities.

3.5. Recommendations to do the subject

Pay special attention to Constitutional Law

3.6. Special provisions

Special measures allowing simultaneous studies of the subject with military training activities and aeronautics. Specifically, working groups, cooperative learning with their limited availability will be formed, fostering learning track by scheduling tutoring and group planning and delivery of activities through the Virtual Classroom.

4. Competences and learning outcomes

4.1. Basic curricular competences related to the subject

Value the importance of an adequate work organization in an organization to achieve aims and objectives. Timing measurements and analysis processes. Analyze the interests of human resources management in organizations. Know the different tools used in the management Human Resources.

4.2. General curricular competences related to the subject

BC1. Students must know and understand a field of study that has its basis in secondary education for which advanced textbooks are used. In addition, students must also be acquainted with avant-garde knowledge of their field of study.

BC2 Students must know how to professionally apply their knowledge to their work or vocation and have the skills to make and defend arguments and solve problems in their field of study.

BC3 Students must have the ability to collect and interpret important data (normally within their area of study) in order to make judgements considering relevant social, scientific or ethical issues.

BC4. Students must be able to transmit information, convey ideas, and describe problems and solutions to a specialised and non-specialised audience.

BC5. Students must have developed the learning abilities needed to undertake subsequent studies with a high degree of autonomy.

GENERAL

01. The ability to organize and manage companies and institutions, evaluating issues related to organizational behaviour and resource management within a secure legal environment based on the students' knowledge of legal aspects.

4.3. Specific curricular competences related to the subject

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. Transversal curricular competences related to the subject

INSTRUMENTAL COMPETENCES

- ☒ T1.1 Analytical and summary skills
- ☒ T1.3 Oral and written communication skills in their mother tongue
- ☒ 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

4.5. Subject learning outcomes

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

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

5. Contents

5.1. Curricular contents related to the subject

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.- Employee & employer rights: the salary

UNIT 9.- The end of the employment relationship

UNIT 10.- The public employment relationship: the legal status of the public employee

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

5.2. Theory syllabus (teaching modules and units)

SECTION I. ADMINISTRATIVE LAW

SECTION II. LABOUR LAW

5.3. Practice syllabus (name and description of every practical)

Portfolio tasks will be given to the students sufficiently in advance

5.4. Theory syllabus in English (teaching modules and units)

SECTION I. ADMINISTRATIVE LAW

SECTION II. LABOUR LAW

5.5. Detailed description of learning goals for every teaching module

1. Outline the sources of Spanish legal order in both Administrative and Labour fields
2. Describe the Spanish administrative structure
3. Identify the distinctive features of the Labour relations
4. Understand both the Spanish Social Security scheme and the special one of the Armed Forces Personnel currently in effect
5. Give legal arguments
6. Tackle legal problems

6. Teaching method

| 6.1. Teaching method | | | |
|---|--|---|-------|
| Teaching activity | Teaching techniques | Student workload | Hours |
| Classes | Explanation of the subject. Clearing up doubts about it. | <u>Attendance</u> : attendance to classes and participation | 29 |
| | | <u>Non-attendance</u> : exam preparation | 28 |
| Practicals | Planning of practicals programme. Supervision of student's work | <u>Attendance</u> : explanation of the tasks | 23 |
| | | <u>Non-attendance</u> : solving of portfolio tasks | 5 |
| Supervisions Individual written exam | Student's individual supervisions on request Final examination | <u>Attendance</u> : attendance to supervisions | 5 |
| | | <u>Attendance</u> : Exam taking | 22,5 |
| | | | 112,5 |

| 6.2. Learning outcomes (4.5) / teaching activities (6.1) (optional) | | | | | | | |
|---|---|---|---|---|---|---|---|
| Learning outcomes (4.5) | | | | | | | |
| Teaching activities (6.1) | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| Classes | X | X | X | X | X | X | X |
| Practicals | X | X | X | X | X | X | X |
| Supervisions | X | X | X | X | X | X | X |
| Individual Written Exam | X | X | X | X | X | X | X |

7. Assessment method

7.1 Assessment method

| Assesment activity | Type | | Assessment methods and criteria | Percentage (%) | Assessed learning outcomes (4.5) |
|------------------------|-----------|-----------|---|----------------|----------------------------------|
| | Summative | Formative | | | |
| Individual exam | x | | Exam will consist of short-answering theory questions. | 80% | 1-7 |
| Practicals | x | x | Presentation of portfolio tasks on time. Taking an active part in practicals class discussions. | 20 % | 1-7 |

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 exam.

7.2. Control and monitoring methods (optional)

- **Individual 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.
- **Portfolio tasks:** This volunteer work must be presented before the deadline.
- 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 course.**

8. Bibliography and resources

8.1. Basic bibliography

- 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.

8.2. Supplementary bibliography

- 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.

8.3. On-line resources and others

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