

Academic Year/course: 2021/22

## 28535 - Administrative Procedure and Procedural Labour Law Practice

### Syllabus Information

**Academic Year:** 2021/22

**Subject:** 28535 - Práctica del procedimiento administrativo y procesal laboral

**Faculty / School:** 108 - Facultad de Ciencias Sociales y del Trabajo

**Degree:** 428 - Degree in Labour Relations and Human Resources

**ECTS:** 6.0

**Year:** 4 and 3 and 2

**Semester:** Second semester

**Subject Type:** Optional

**Module:**

### 1. General information

### 2. Learning goals

### 3. Assessment (1st and 2nd call)

### 4. Methodology, learning tasks, syllabus and resources

#### 4.1. Methodological overview

The learning process that has been designed for this subject is based on the following aspects:

\*The instructive teaching model with exposition of the concepts and theoretical knowledge and the use of bibliography about the programmed contents.

\*Use of the method of the case focused on the activity and student involvement.

#### 4.2. Learning tasks

The programme offered to the students in order to help them achieve the expected results include the following activities:

Lectures: 15 hours

\* Master class: presentation of the main contents of each didactic unit in order to facilitate its understanding and study.

Practical classes, in lecture room: 45 hours

Student's work: 90 hours

1. Reading of textbooks, doctrinal articles and reference books.
2. Law and precedent search and analysis
3. Questions and problems solving
4. Resolution of practical cases
5. Exams

#### 4.3. Syllabus

Didactic Unit 1: Administrative Procedures in the labour field.

Didactic Unit 2: Administrative Procedures in the field of Social Security.

Didactic Unit 3: Practice of Labour Proceeding.

Didactic Unit 4: social measures and arrangement with creditors.

Didactic Unit 5: Criminal Protection and employees'rights.

#### **4.4. Course planning and calendar**

Calendar of in-person sessions and submission of Works.

Practices and dates for submission of Works will be fixed at the beginning of the semester, according to the academic calendar.

Programme:

Didactic Unit 1: Administrative Procedures in the labour field.

Didactic Unit 2: Administrative Procedures in the field of Social Security.

Didactic Unit 3: Practice of Labour Proceeding.

Didactic Unit 4 Social measures and arrangement with creditors.

Didactic Unit 5: Criminal Protection and employees'rights.

They will be communicated through appropriate means at the beginning of the course period. Final exams dates and timetable are available on the website of the Faculty.