

Academic Year/course: 2022/23

## 28535 - Administrative Procedure and Procedural Labour Law Practice

### Syllabus Information

**Academic Year:** 2022/23

**Subject:** 28535 - Administrative Procedure and Procedural Labour Law Practice

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

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

**ECTS:** 6.0

**Year:**

**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.

The approach, methodology and evaluation of this guide is prepared to be the same in any teaching scenario.

They will be adjusted to the socio-sanitary conditions of each moment, as well as to the indications given by the competent authorities.

#### 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. Textbook readings, doctrinal articles and reference books.
2. Searching and analysis of legislation and jurisprudence.
3. Completion of forms of the corresponding administrations.
4. Preparation of administrative and judicial documents
5. Resolution of practical cases
6. Exams

#### 4.3. Syllabus

Didactic unit 1: Administrative procedures in the labor field.

Didactic unit 2: Procedures for the imposition of sanctions for infringements of social order.  
Didactic unit 3: Administrative Procedures in the field of Social Security.  
Didactic unit 4: In-depth study of Labor Judicial Proceedings.

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

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.