

TEACHING GUIDE

BASIC LEGAL PRINCIPLES

GRADO EN PROTOCOLO, ORGANIZACIÓN DE EVENTOS Y COMUNICACIÓN CORPORATIVA (INGLÉS)

ACADEMIC YEAR 2024-25

Date: 03-07-2024



 **Q2803011B UNIVERSIDAD REY JUAN CARLOS**
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I.-Subject Identification	
Type	FORMACIÓN BÁSICA
Teaching period	1 course, 2Q semester
Nº of credits	6
Language in wich the subject is taught	English

II.-Presentation
<p>The subject "Basic Legal Principles" aims to offer first-year students of the Degree in Protocol, Event Organization and Corporate Communication an overview of the basic principles that govern the Spanish legal system.</p> <p>It is important, both for citizens and for professionals, to know the basic principles that inspire our legal system and the fundamental rules that help us relate to other citizens and public powers. Starting from this perspective, the subject begins by providing students with an approach to the concept of Law. Next, it focuses on two perspectives, each of them collected in a separate part of the program: firstly, the general framework of the basic legal principles governing the Spanish system is established, giving a general overview of the system of legal sources. Spanish, with the Constitution at the top of the pyramid; Within it, there are many of the basic principles and values of our legal system, among which the fundamental rights of Spaniards and foreigners included in our Constitution stand out. These are studied in detail, also mentioning the principle of equality, which is the origin of an important anti-discrimination law, whose importance today is indisputable; All of the above is completed, from the detailed study of the basic legal principles analyzed, with the practical and theoretical application to a sector of the Spanish legal system made up of highly topical issues that connect with the different branches of public and private law: Civil Law , commercial, labor and administrative. This is a detailed analysis of the application of these principles to one of the key issues of the 21st century, made up of the sectors of nationality, immigration and European citizenship.</p> <p>Based on the above, the second part of this subject focuses on the exhaustive analysis of the specific regulations regarding Protocol, especially the State Protocol Regulations, understanding that it is the legal regulation solemnizing the acts and Decisions of the State that makes him visible as the holder of the sovereign exercise of power in the name of the people. Highlights in this regulation are the set of provisions such as the General Order of State Precedences, approved by Royal Decree 2099/1983, August, 4th.</p> <p>The study is carried out from an eminently practical perspective and includes the analysis of legal and jurisprudential texts in which the principle of equality, anti-discriminatory measures and everything related to the fundamental rights of Spaniards and foreigners is analyzed and specified. This makes it easier for the student to begin to develop critical legal reasoning regarding legal and jurisprudential texts and to have in their hands the necessary tools to carry out basic legal activities in relation to the Administration, such as requests, petitions, contracts, administrative writings, etc...</p> <p>We can consider the Protocol as a discipline with varied profiles, without ignoring the presence of a purely legal component in the territory of the Administration. It is the Law that determines everything related to the precedences, the symbols, the treatments, the labels, the presidencies of the acts. In the field of the particular sphere, in the so-called Company Protocol, the protocol applied to the organization of events lacks rules but not common principles or objectives of its internal organization.</p> <p>This subject is basic training. Their knowledge will facilitate the understanding of the rest of the subjects. There are no prerequisites to take it.</p>

III.-Competences
Generic competences



CG2. Ability to apply knowledge to practice
CG3. Ability to analyse, gather and summarise information and data
CG5. Development of autonomous learning in the field of study
CG6. Planning and organisation skills
CG9. Ability to gather, evaluate and interpret information from different sources
CG10. Decision-making and problem-solving skills
CG14. Critical-thinking and self-criticism skills
CG15. Ability to coordinate, manage and motivate work teams in order to gain benefits and achieve results for other people

Specific competences

CE11. Knowledge of the professional and business environment related to the practice of the profession
CE37. Ability to analyse and make decisions regarding the organisational structure of the work, as well as put into practice organisational strategies that improve the use and performance of available human resources
CE46. Knowledge of the legal and business frameworks, of their objective and subjective aspects, identifying the concept of entrepreneur and its characteristics, as well as the legal status it involves, especially regarding accounting duties and official register publication



IV.-Contents		
IV.A.-Syllabus		
PART I.- BASIC LEGAL PRINCIPLES IN SPANISH CONSTITUTION	Unit 1. Origin, concept and sources of Law. Introduction to Basic Legal Principles	Concept and sources of Spanish Law Fundamental Rights and Public Liberties in Spnsh legal system. Equality before the Law.
	Unit 2. Application of Basic Legal Principles in a certain sector of Sapanish legal system	Nationality European citizenship Equality principle and foreing residents.
		PART II: BASIC LEGAL PRINCIPLES AND PROTOCOL
Unit 3. Legal treatment of business and entrepreneur	Concept of business and entrepreneur. Separate accounting and publicity	
Unit 4. Protocol legislation and State institutions	Protocol: sources system; customary; rules about precedences. State institutions and its relationship with ceremonial environment Legislation and rules about ceremonial.	

IV.B.-Training activities	
Type	Title
Reading	Studying basic contents of subject
The professor will determine the practices and comments on legal texts that will be carried out during the course, depending on the teaching needs.	To be determined, where appropriate, by the course teacher, based on teaching needs

V.-Student workload	
Lecture classes	45
Practical classes/resolution of exercises, case studies, etc.	11
Practical sessions in technological laboratories, hospitals, etc.	0
Tests	4
Academic tutorials	32
Related activities: conferences, seminars, etc.	16
Preparation of lecture classes	30
Preparation of practices, exercises, cases studies work	20
Test preparation	22
Total student workload	180

VI.-Methodology and academic programme		
Type	Period	Content
Week 1 to Week 14	Exercises and practices that are proposed to carry out or solve the practical sessions of the subject and as a complement to the theoretical classes	Master classes
Week 1 to Week 14	Seminar-type class format that encourages oral discussion of legal problems with a basic problem-solution scheme. Teaching Parts I and II	Week 1 to Week 7
Resolution of practical cases to be determined by the professor.	Group work	Week 7 to Week 14

VII.-Assessment methods

VII.A.-Assessment weighting

Continuous ordinary assessment:

The distribution and characteristics of the assessment tests are those described below. Only in exceptional case and for special reasons may the teacher add changes to the Guide. These changes will require the prior consultation with the Subject Head and the prior and explicit authorisation of the Degree Programme Coordinator, who will notify the Vice-Rector's office in charge of Academic Affairs of the modifications made. In any case, the changes proposed must take into account the stipulations of the verified report. In order for these changes to take effect, they must be duly communicated at the start of the course to the students using Aula Virtual.

The combination of activities that are not re-assessable cannot exceed 50% of the subject grade and, in general, cannot have a minimum grade (except for the case of laboratory or clinical work placements, where duly justified), and tests which exceed 60% of the subject weighting cannot be added.

Extraordinary assessment: Students who do not manage to pass the ordinary assessment, or who did not attend, will be subject to completion of an extraordinary assessment to verify their acquisition of the skills established in the guide, only for activities that are re-assessable.

Description of the tests for assessment and their weights.



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Description of the tests for assessment and their weights.

1.- General observations. Without prejudice to the rights and duties of students included in the Student Statute (RD 1791/2010), in the Statutes of the URJC and its internal regulations, the student must attend to the following clarifications:

- SPELLING AND EXPRESSION.**- The qualification of written tests includes aspects such as spelling and university expression.
- UNIVERSITY WORKS.**- They must be original. When foreign fragments are used, they will be cited. Its use cannot be indiscriminate. The teacher will be able to guide you in this regard and will determine the correction criteria. Remember: plagiarism is a crime.

EVALUATION CALENDAR.- Evaluation and reevaluation may be carried out, at the professor's discretion, throughout the school period. The ordinary and extraordinary periods are optional. The official dates will be set by the University. There is no possibility of taking the exam individually on a date different from the one set for all students.

2.- Evaluation system: the general evaluation system is continuous evaluation.

3.- Class attendance: Attendance and active participation in classes is evaluable

4.- Weighting for evaluation: throughout the course the following tests will be carried out: Part I and part II:

- Multiple choice test: Weighting: 50% (minimum grade 5).
- Practice: group work weighting 20% not revaluable and individual work (solution of practical exercises) revaluable 20% with a minimum grade of 5: Total weighting 40%.
- Evaluation of attendance and active participation in learning: Weighting: 10%.

The multiple choice test can be reassessed in June, with a minimum grade of 5 out of 10. Individual work (solution of practical exercises) can be reassessed in June, with a minimum grade of 5 out of 10.

Group practice is not reassessable, nor is attendance and active participation in learning.

5.- Adaptation of tests: extraordinary plan. In the event that circumstances require it and so determined by the University, the evaluation tests will be carried out remotely, respecting the basic parameters included in the teaching guide. Carrying out online tests may include, at the discretion of the teacher, that the exam questions be presented sequentially, without the possibility of going back, as well as the possibility of video monitoring the exam and asking the student to show their ID through any of the forms of videoconferencing accepted by the University.

VII.B. Assessment of students with an academic exemption. Student who wish to opt for this assessment will have to get an academic exemption for the subject, which they will have to request from the Dean or Director of the Centre which teaches their course. An academic exemption may be granted where the subjects own characteristics allow for it. Once the granting of the Academic exemption has been notified, the professor must inform the student through the Virtual Classroom about the evaluation plan established in each case.

Subject with the possibility of an exemption: Yes

VII.C. Review of assessment tests. In accordance with the exam appeal regulations of the Universidad Rey Juan Carlos.

VII.D.-Students with a disability or special educational needs. Curricular adaptations for students with a disability or special educational needs will be determined by the Disabled Students Support Department, in accordance with the regulations governing the Disabled Students Support service, approved by the Universidad Rey Juan Carlos Council, in order to guarantee equal opportunities, inclusive treatment, universal accessibility and a greater guarantee of academic success. For this purpose, this Department will have to issue a curricular adaptation report, therefore students with disabilities or special educational needs must contact the Department to analyse the different alternatives together.

VII.E.-Academic behaviour, academic integrity and honesty. The Universidad Rey Juan Carlos is completely committed to the highest standards of academic integrity and honesty. Therefore, studying at the URJC means you accept and agree to the



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- <https://www.protocolo.org>
- R.D. 2099/1983 <https://www.boe.es/buscar/pdf/1983/BOE-A-1983-21534-consolidado.pdf>

IX.-Lecturers/Teachers/Professors

Lecturer/teacher/professor´s name

ANGEL ALONSO MUÑOZ PEREZ

E-mail address

alonso.munoz@urjc.es



Department/field	Artes y Humanidades
Category	Profesor/a Asociado/a
Academic qualifications	Doctor
Subject Coordinator	No
Academic tutorial timetable	Para consultar las tutorias póngase en contacto con el/la profesor/a a través de correo electrónico
Nº of Quinquenios	0
Nº of Sexenio	0
Nº period for technology transfer	0
Stretch Docentia	0
Lecturer/teacher/professor´s name	RAUL LOPEZ MARTINEZ
E-mail address	raul.lopez.martinez@urjc.es
Department/field	Artes y Humanidades
Category	Profesor/a Asociado/a
Academic qualifications	Doctor
Subject Coordinator	No
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