

TEACHING GUIDE

HERALDRY, VEXILLOLOGY, AND PREMIAL LAW

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

ACADEMIC YEAR 2024-25

Date: 30-06-2024



I.-Subject Identification	
Type	OBLIGATORIA
Teaching period	2 course, 1Q semester
Nº of credits	6
Language in wich the subject is taught	English

II.-Presentation
<p>For a complete formation of the future professionals of this degree, it is necessary to know the symbols of the State, Heraldry, Vexillology, and their use in events. During an event, the correct use and display of flags and symols is essential. This subject also offers the students specific knowledge on premial law so as to be able to apply it to the organization of events. It allows the students to understand the importance of symbols in a world which is increasingly visual and in this respect it is complementary to other subjects of this degree. The students will get familiar with heraldry and vexillology as essential universal languages. The legislative dispositions regarding honors and awards allows the students of the Degree in protocol, the Organization of Events and corporative communication to know and understand the constitution of merit and its civil rewards.</p>

III.-Competences
<p>Generic competences</p> <p>CG2. Ability to apply knowledge to practice CG3. Ability to analyse, gather and summarise information and data CG4. Oral and written communication skills in the language of the degree 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 CG16. Leadership, with a conscious and ongoing commitment to respond constructively to challenges, contributing towards their resolution with experience, knowledge and action CG17. Adequate knowledge of administrations, companies, institutions, government agencies and organisations in general, of the regulations and necessary procedures to carry out work and activities within the scope of protocol and official ceremonies</p>
<p>Specific competences</p> <p>CE1. Knowledge, implementation and use of techniques specific to protocol for all types of functions, and of the staging of institutional and business ceremonies, on an national and international level CE5. Ability to distinguish official awards, titles, flags and treatments. Necessary knowledge of vexillology and heraldry CE10. Acquire precise knowledge of government institutions CE23. Acquire the necessary knowledge of vexillology, its symbols and history. Ability to recognise and distinguish different flags, as well as use them adequately according to the type of ceremony, functions or event CE27. Knowledge of diplomatic usage. How to manage and apply intercultural aspects to the organisation of an event and its communication</p>



IV.-Contents

IV.A.-Syllabus

MODULE 1. (Introduction to the theory of symbolic representation)

1. Theory of the symbol in history and in human societies.

Symbols, signs, logos.

The forms of representation

MODULE II (Heraldry)

2. History of heraldry. From Antiquity to the present day.

Antiquity

Heraldic offices

Evolution of heraldry

3. Heraldic language and its social, political and cultural uses.

Heraldic typologies

Heraldry and protocol

Territorial variables

General rules. Blazoning

MODULE III (Vexillology)

4. Vexillology: historical characterisation of the discipline and its languages.

History and uses of vexillology from antiquity to the present day.

5. Identification, classification, typology and historical situation of flags and banners.

MODULE IV (Premial Law)

6. The history of premial law

Key concepts

Society and its values

Merit/Virtue and the common good

The reward system.

7. Orders, guilds and institutions of merit from the Middle Ages to the present day

Historical orders

Uses of premial law in the Parliamentary Monarchy/Decorations.

IV.B.-Training activities

Type	Title
Reading	One compulsory reading and several manuals will be indicated for the preparation of the subject.
Use of the virtual campus as an instrument of communication to express doubts, participate in forums, and share working material.	Carrying out a collective paper on matters relating to the subject: heraldry, vexillology and premial law.
The students, in the established groups, should present the papers to their classmates.	Exercises on coat of arms and the identification of armouries.



V.-Student workload		
Lecture classes	50	
Practical classes/resolution of exercises, case studies, etc.	7	
Practical sessions in technological laboratories, hospitals, etc.	0	
Tests	3	
Academic tutorials	10	
Related activities: conferences, seminars, etc.	8	
Preparation of lecture classes	40	
Preparation of practices, exercises, cases studies work	40	
Test preparation	22	
Total student workload	180	
VI.-Methodology and academic programme		
Type	Period	Content
Academic Tutorials	Week 1 to Week 15	According to the schedule established by the teacher at the beginning of the course.
Work placements	Week 1 to Week 12	Emblazoning and identification of coats of arms, flags and standards.
Master classes	Week 1 to Week 12	The teacher explains the topics related to the subject.
Group work	Week 12 to Week 15	Presentation of the team works. The students present the results of their works in sessions that will be organised in the last four weeks of the classes.
Master classes	Week 1 to Week 12	Seminars on specific topics related to heraldry, premial law and vexillology. Apart from these, seminars, city tours on heraldry and visits to archives will be organized. Assistance to these activities is voluntary, and will not be evaluated.
Tests	Week 13 to Week 13	essay on a compulsory reading to be carried out in the class room.
Week 1 to Week 15	Use of the virtual classroom to offer questions and propose forums to encourage academic debate.	Group work



Week 12 to Week 15	week 12 to week 15: Exhibition of group work. Students will present the results of their work in sessions in the last weeks of the course in a timetable fixed between	Work placements
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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.



Sistemas de evaluación	Actividad de evaluación	Ponderación	Reevaluable (Sí/No)	Nota mínima	Contenido	Fecha
SE 1 + SE 5	Theoretical Test	40%	Yes	4	Objective test. Questions on the syllabus of the subject (30%) Evaluation of oral and written expression (10%)	Established by the university
SE4	Text comment	30%	Yes	4	An essay must be written in the classroom on the readings proposed by the teacher.	13 week
SE10	Collective paper	25%	No/ Acumulative	0	Exhibition of collective papers on the syllabus of the subject.	December
SE8	Evaluation of assistance and participation in the learning process	5%	No/ Acumulative	0	Active participation in class, debates, discussion forums.	During the school term

EXTRAORDINARY EXAMS.

Students will be subject to an objective test that demonstrates that the student has achieved knowledge of the subject.

Only the following items will be subject to extraordinary assessment: SE1+SE5+SE4.

It will take place on the date set 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.

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 academic integrity and honesty values described in the University's Code of Ethics. In order to monitor this procedure, the University has Regulations on academic behaviour at the Universidad Rey Juan Carlos and uses different tools (anti-plagiarism, supervision?) which provides a collective assurance that these essential values are completely developed

VII.-Bibliography

Reference Generic

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IX.-Lecturers/Teachers/Professors

Lecturer/teacher/professor's name

GIJS VERSTEEGEN

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Department/field	Artes y Humanidades
Category	Profesor/a Contratado/a Doctor/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	2
Nº of Sexenio	1
Nº period for technology transfer	0
Stretch Docentia	3