

Academic Year: ( 2022 / 2023 )

Review date: 09-05-2022

Department assigned to the subject: Public State Law Department

Coordinating teacher: SERNA BILBAO, MARIA NIEVES DE LA

Type: Compulsory ECTS Credits : 6.0

Year : 2 Semester : 2

## REQUIREMENTS (SUBJECTS THAT ARE ASSUMED TO BE KNOWN)

Required by grade

## OBJECTIVES

Knowledge of the legal regime of information, publicity and transparency and management of digital documents.  
Knowledge of the legal regime of access, management and protection of digital administrative documents.  
Knowledge of the regime of elaboration and conservation of digital documents.

## DESCRIPTION OF CONTENTS: PROGRAMME

- 1: THE LEGAL FRAMEWORK FOR INFORMATION AND TRANSPARENCY
- 2: BASICS OF ADMINISTRATIVE ORGANIZATION
- 3: INFORMATION, TRANSPARENCY AND DATA PROTECTION
- 4: THE E-GOVERNMENT SYSTEM
- 5: DATA AND DOCUMENTS
- 6: COMMUNICATION, ACCESS, REGISTRATION, FILING, ARCHIVING AND FILING SYSTEM

## LEARNING ACTIVITIES AND METHODOLOGY

The continuous evaluation system is based on a practice-oriented teaching that aims to reinforce the learning of theory through direct experience in cases that should facilitate the understanding and handling of its content.

The academic activities are divided into Lectures (large group) and Practice Sessions (small groups).

1. Master Lessons (Large Groups), in which the general outlines of the subject matter of the corresponding topic will be presented. These sessions will be given remotely through the platform indicated by the professor.
2. Practical Sessions (Small Groups), in which specific activities will be developed in order to offer a practical vision of the content of the topics. The activities to be developed will consist of the resolution of practical exercises, as well as, if necessary, other control activities such as the reading of bibliography or relevant sentences and test or surprise questions to check the level of knowledge on the topics. These activities will be duly announced in Aula Global. The sessions will be given in person, except in exceptional cases for the groups established by the teaching load.

Tutorials will be held at the time and under the conditions determined by the professor in Aula Global.

If new extraordinary measures are adopted that require distance teaching, it will continue to be given under the same conditions as initially planned (with the same schedule, methodology, activities, etc.), although all practical sessions will be given online.

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## ASSESSMENT SYSTEM

The overall evaluation of the course in the ordinary call will be based on the weighting of the grades obtained in the continuous evaluation activities, which is equivalent to 40% of the final grade. The grade of the final exam is equivalent to the remaining 60%.

The final grade obtained may be adjusted by the teacher (up to a maximum of one point) according to

the participation and interventions in class.

Each professor may require in his group a minimum grade in the final exam to perform the global evaluation, provided that he expressly indicates it at the beginning of the term, through Aula Global or any other means. In that case, the final grade will be the one that corresponds to apply according to the agreement of the Board of Faculty of Social and Legal Sciences of December 16, 2014, available at link <https://e-archivo.uc3m.es/handle/10016/21141>.

The evaluation in the extraordinary call, if the student followed continuous assessment will be entitled to have the grade of the same taken into account (provided that it benefits him/her), and if he/she did not follow it will be entitled to take a final exam worth 100% of the total grade of the subject.

Students who do not take the final exam, either in the ordinary or extraordinary call, will be considered as not presented.

In the event that extraordinary measures are adopted that require distance teaching, the evaluation system will be maintained in the same terms, although the professor may adapt the activities of the continuous evaluation initially scheduled. In this situation, the professor will determine the conditions for the final distance examination, which, as far as possible, will continue to be the same as originally planned.

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<b>% end-of-term-examination:</b>	60
<b>% of continuous assessment (assignments, laboratory, practicals...):</b>	40