

# ECTS

## EUROPEAN COURSE CREDIT TRANSFER SYSTEM

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## PART I: THE ECTS SYSTEM.

### A. ECTS AND THE UNIVERSITY OF GRANADA.

#### A.1. What is ECTS?.

ECTS, the European Course Credit Transfer System, was developed by the Commission of the European Communities in order to provide common procedures for the academic recognition of coursework carried out in study abroad programmes. It provides a way to measure and compare learning achievements and transfer them from one institution to another, generally the host institution and the home institution..

The ECTS system is based on the principle of mutual confidence and trust between the participating institutions of higher learning. The few rules of ECTS, regarding Information (on the classes available), Agreements (between the home and host institutions) and the use of Credits (to indicate the workload the student will face) exist in order to reinforce this mutual confidence. Each ECTS Department or Faculty describes the courses it offers not only in terms of content but also assigning credits to each course.

#### A.2. ECTS credits.

ECTS credits are values assigned to the subjects making up an academic year in order to describe the student's workload. They reflect the quantity of work required for each subject in relation to the total amount of work required to complete an academic year at that institution. This includes classes, practical assignments, seminars, individual assignments –in the library or at home– and exams and other activities. ECTS credits express a relative value.

In ECTS, 60 credits represent the workload of one year of study; normally 30 credits per semester and 20 per quarter. It is important that ECTS courses not be specially programmed; they should be normal courses at the participating institutions, taken alongside students at the host institution in accordance with current regulations.

Each institution can divide the credits freely among the different courses. The practical placements and elective courses that form an integral part of the programme will receive academic credit. Those that do not form part of the programme will not receive credit, but may be mentioned in the academic transcript.

The credits of a course will be recognised only when all of the exams have been passed and the established requirements have been fulfilled.

### **A.3. ECTS students.**

Students taking part in the ECTS programme will receive full academic recognition for the courses passed in any ECTS institution and they can transfer these credits from one institution to another, provided there is a prior agreement regarding the content of the programmes between the students and the institutions involved.

All students at the ECTS institutions can take part in the ECTS pilot programme provided their institution agrees and space is available.

Most ECTS students will study in only one host institution in a single E.U. member state for a limited period of time and will then return to their home university. However, some may decide to stay on at the host university, perhaps to obtain a degree. Still others may decide to study at a third institution. In all three of these cases, students must fulfil the current legal and institutional requirements in the country and university in which the degree is obtained.

When the student returns to his or her home university having passed all of the courses required and previously agreed by the home and host universities, the transfer of credits will be immediate. The student can continue his or her studies in the home university without losing time or credits. But if the student decides to stop studying in the home university, he or she will have to adapt to the legal and institutional dispositions currently in force at the university and in the country where study is to take place.

The students selected by each institution to participate in ECTS can obtain a student mobility grant only if the following general requirements for obtaining an Erasmus grant are met:

- The student must be a citizen of an E.U. member state or a citizen of one of the EFTA countries (or have been granted official status as refugee, stateless, or permanent resident by an E.U. member state or an EFTA country). As regards members of EFTA, students from these countries may participate provided they travel, within the framework of the ERASMUS programme, from their respective home countries to an E.U. member state. Citizens of EFTA countries enrolled as students in institutions participating in the ECTS programme, whether in E.U. member states or in other countries belonging to EFTA, will only have the right to participate in the said programme if they have the benefit of permanent residency in that country.

- The student will not have to pay academic fees at the host university, but may be required to pay regular academic fees at the home university while studying abroad.
- The grants or national loans to which the student has a right in his or her home university cannot be interrupted, suppressed or reduced during the time that the student is studying in another Member state with the assistance of a SOCRATES grant.
- The length of a period of study abroad will be no less than a quarter and no more than a year. SOCRATES grants are not granted to students in their first year of post-graduate studies.

## PART II: THE COUNTRY AND THE INSTITUTION.

### A. INFORMATION ABOUT THE COUNTRY AND THE INSTITUTION.

#### A.1. Location.

UNIVERSITY OF GRANADA  
EL RECTORADO.  
HOSPITAL REAL. Cuesta del Hospicio s/n.  
Granada 18071 (SPAIN)  
Tel: 34 958 244035. Fax: 34 958 243009.

#### A.2. Institutional ECTS Co-ordinator.

Fernando Matías Reche  
Faculty of Labour and Industrial Sciences  
Address: Calle Rector López Argüeta s/n  
18071 GRANADA.  
e-mail: fmatias@ugr.es

International Relations Office  
Ms Adelina Sánchez Espinosa  
Calle San Jerónimo 27  
18071 Granada  
Tel. 34958243011  
Fax. 34 958 243009  
E-mail: INVES1@ELVIRA.UGR.ES

Director of Socrates programmes: Ms Antonia García Lledo.

### **A.3. Academic Calendar.**

The academic year begins the first week of October and ends the first week of June. There are four official exam periods.

- Final exams for first semester classes: February.
- Final Exams for second semester classes: June/July.
- Extraordinary exam periods: September and December.

In general, the academic system is based on exams given on pre-determined dates. They are normally written exams based on the official syllabus.

### **A.4. General Description.**

#### **4. 1.- The city of Granada.**

The city of Granada is situated in the eastern part of Andalusia, in southern Spain. It has a population of approximately three hundred thousand and is the capital city of the province of the same name. A variety of unique characteristics make it one of the most important tourist destinations in Spain.

Famous for its monuments and places of historical interest, Granada also occupies a privileged geographical position, as the Mediterranean coast is only about 60 km away, while the ski resorts of Sierra Nevada are about 30 km. away. Worthy of special note is Granada's mixture of the different cultures which have flourished here throughout history: Iberian settlers, Visigoths, Muslims, Jews and Christians.

Granada is definitely not to be missed by tourists from abroad or from other parts of Spain. It is linked to the main Spanish cities by train, coach and daily flights. The Granada airport and the International Airport of Malaga make it easy to get here. The Malaga airport has extensive flight service linking it to many European countries and is much closer to Granada (less than two hours by road) than the Madrid-Barajas airport.

#### **Granada Airport**

Located 18 km from Granada, the airport is on the road to Malaga and its telephone number is +34 958 245200. IBERIA airlines has offices in Granada (Plaza Isabel la Católica, 2, telephone +34 958 221452), although tickets can also be purchased in one of the many travel agencies found throughout the city. There are daily flights connecting Granada to Madrid and Barcelona.

#### **Trains**

Granada's train station is very easily accessible. It is located on Avenida de Andaluces, very near Avenida de la Constitución. The main train routes are those connecting Granada to Almería, Málaga, Córdoba and Seville, as well as the Expreso and Talgo trains that take passengers to Madrid. Tickets are sold in the station itself (+34 985 271272) and at certain travel agencies. Tickets can be purchased up to two months before the date of travel.

### **City buses**

The bus network serving Granada extends through the entire city. Buses run from 7 a.m. to 11 p.m. In addition to the possibility of buying individual tickets (the current price of which is 85 cents) there exists the option of buying a single ticket (bono-bus) good for 15 trips, with a reduction in cost. The following buses serve the Faculty of Labour and Industrial Sciences: 5, U, 8, C, 3. Information regarding buses can be obtained by calling the consumer information line at 900 710 900. The call is free of charge.

### **Other buses**

Regular bus lines connect Granada to the various towns in the province, as well as to other cities in Spain and abroad. Of special interest is the excellent connection existing between Málaga and Granada, ideal for travellers arriving at the Malaga airport. The telephone number of the Granada bus station is +34 958 185010.

### **Taxis**

Taxis are the easiest and fastest means of transport and they are available 24 hours a day. Be aware that regular taxi fares go up on holidays, at night and when luggage is involved. To have a taxi pick you up at home, you can call the radio-taxi service at 958 280654.

### **Telephones**

To obtain local and national directory information, dial 1003. For international directory information dial 025. In order to make international calls you must first dial 00. In addition to the coin and card operated public telephone boxes found throughout the city, there are many privately run *locutorios*, with metres to calculate the cost of the call.

### **The post office**

The post office, *Correos y Telégrafos*, is located at Puerta Real and its telephone number is 958 224835. Its opening hours vary according to the different services provided. Here you can send telegrams, money orders, wire transfers, etc. The telephone number for general information is 902 197 197.

## **4.2.- The University of Granada**

### **A brief history**

The creation of the University of Granada testifies to the intense intellectual activity taking place in Spain during the Renaissance and also illustrates the importance of religion and culture during the reign of Charles V. The University of Granada was founded during a College of Bishops and Magistrates held in the Royal Chapel under the auspices of the Emperor. It was presided by Alonso Maririque, the Archbishop of Seville.

Pope Clement VII approved the founding of the University of Granada in a Papal Bull dated 14 July 1531, granting it privileges similar to those of the Universities of Bologna, Paris, Salamanca and Alcalá. The University of Granada combined the aristocratic style of the University of Alcalá and the traditional and democratic style of the University of Salamanca.

The University of Granada is currently a state institution, defined in its by-laws as “an autonomous institution established according to public law, having legal personality and its own patrimony.” The University of Granada comprises many Centres and Services located in the cities of Granada, Ceuta and Melilla. Currently it consists of 14 Faculties, 5 Superior Technical Schools, 6 University Schools, 4 Associated Centres, and 11 University Institutes. The 101 existing departments organise the teaching and research which take place within the University.

More than 2000 professors and lecturers make up the University's teaching staff. Starting in the 1960s the University of Granada experienced rapid expansion, growing from 6000 students enrolled in 5 faculties to more 60,000 students in the 2001/2002 academic year. The student body at the University of Granada is one of the largest of all Spanish universities.

The University of Granada operates 3 residence halls, called *Colegios Mayores*, which provide accommodations to 400 students. There are also various private residence halls run by different religious institutions. Each Faculty has its own café and dining hall. There is also a University Dining Hall located on the University Campus of Fuentenueva and another one on the Campus of Cartuja, in the Faculty of Philosophy and Letters (*Facultad de Filosofía y Letras*) next to the Faculty of Economics and Business Sciences (*Facultad de Ciencias Económicas y Empresariales*).

### **Admission and enrolment**

Enrolment takes place in September. There are two types of enrolment: ordinary enrolment (*matrícula ordinaria*), valid for obtaining an academic degree, and special enrolment (*matrícula extraordinaria*), which does not lead to an academic degree.



Current Spanish legislation allows for the awarding of official degrees valid in the entire Spanish territory and also certificates and diplomas issued at university-only level.

### **Language requirements for foreign students**

There are no formal requirements for SOCRATES and TEMPUS students, although it is strongly recommended that these students acquire a level of Spanish which will allow them to follow the content of the classes from the beginning of the academic year.

### **The University Rectorate**

The Rector's Office is located in Hospital Real, a building founded by Queen Isabella in the 16<sup>th</sup> Century. Its address and telephone number are as follows:

Cuesta del Hospicio s/n. E-18071 Granada

+34 958 243004.

Rector: Mr David Aguilar Peña.

Secretary General: Mr Manuel Díaz Carrillo.

The International Relations Office is centrally located, next to the Faculty of Law. Its address and telephone number are as follows:

Calle San Jerónimo 27

Tel. +34 958 249030

Fax. +34 958 243009

STUDENTS PARTICIPATING IN INTERNATIONAL PROGRAMMES  
MUST REGISTER AT THIS OFFICE UPON THEIR ARRIVAL IN  
GRANADA

### **A.5. Accommodations.**

Granada offers several possibilities:

- Residences halls operated by the University or private institutions. Their prices include full board and range from 400-550 Euros per month, depending on the type of room (single or double).
- Living in rented apartments, usually shared with other students. The rent varies according to the characteristics of the apartment. The rent for a typical apartment for four students might be around 400-500 Euros per month.
- Lodging with families, with full or half board. The price is approximately 450 Euros.

The following are residences halls (*Colegios Mayores*) operated by the University:

-Carmen de la Victoria (for visiting professors and lecturers only)

Cuesta del Chapiz 9.

E-18071 Granada.

Tel. +34 958 223129

- Fray Luis de Granada

Camino de Ronda s/n.

E- 18071 Granada.

Tel. +34 95 8 204511

- Isabel la Católica

Rector López Argüeta s/n.

E-18071 Granada.

Tel. +34 958 244166

- San Bartolomé y Santiago

San Jerónimo 31.

E- 18071 Granada.

Tel. +34 958 279850/54

STUDENTS INTERESTED IN RENTING AN APARTMENT SHOULD ARRIVE IN GRANADA BEFORE THE END OF SEPTEMBER, in order to have a larger variety of apartments from which to choose. The market for rental apartments is not under any official control. The University can orient students in the search for an apartment but it cannot finalise the details of a rental contract for them.

For more information, contact as early as possible the University accommodations service, located in the University Dining Hall building (*Comedores Universitarios*):

University Accommodations Service

Servicio de Alojamiento

Vicerrectorado de Estudiantes

Calle Severo Ochoa

Tel. +34 958 244072

Fax. +34 958 243134

This office will provide a list of all the different possibilities.

#### **A.6. Spanish courses for foreign students.**

The University of Granada offers a 60-hour Spanish course, free of charge and through the Centro de Lenguas Modernas, for those ERASMUS students who

already have an intermediate level of Spanish. At the beginning of each course a test is given to determine the level of each student. Students who have less than an intermediate level or who have advanced Spanish cannot participate in this course.

The dates for the test (required for all wishing to participate) are as follows:

**FIRST COURSE:** Level test: first week of October 2001.

**SECOND COURSE:** Level test: first week of February 2002.

**THIRD COURSE:** Level test: first week of April 2002. Course is from 4-30 of April.

Each student must register in person at the Centro de Lenguas Modernas at least three days before the test is to be held.

## **B. INFORMATION ON THE FACULTY**

### **B.1. THE FACULTY OF LABOUR AND INDUSTRIAL SCIENCES**

#### **INTRODUCTION.**

The Faculty of Labour and Industrial Sciences was created during the academic year 2000/2001 upon the decision of the Governing Board of the University of Granada to transform the University School of Labour Relations into the Faculty that it is today.

During the academic year 2002/2003, the Faculty of Labour and Industrial Sciences will teach classes leading to a three-year degree, *Diplomatura en Relaciones Laborales*, and also to a five-year degree, *Licenciatura en Ciencias del Trabajo*.

This duality supports the vocational spirit present in the students receiving education in our classrooms. Students are aware that the professional options available to those receiving three-year degree co-exist with the options available to students who choose to go on to the five-year degree and also with the possibility of further penetrating in the scientific study of work in its many aspects through the graduate studies programme which will be created in its day.

We hope to live up to your expectations and will do our best to see that your efforts are rewarded. To do so, we offer our students the support of the Administrative and Service Personnel, who are here to assure that the Faculty functions properly and also to guide and advise you during your stay here.

Visiting students may also become a part of the Student Delegation, whose involvement in and commitment to Faculty affairs increase each year. The delegation enables students to get support at a closer level. You are encouraged to join this delegation and participate in our improvement process.

#### **A BRIEF HISTORY.**

The Faculty of Labour and Industrial Sciences has its origins in the *Escuela Universitaria de Relaciones Laborales*, the University School of Labour Relations, which in turn has its origins in the *Escuela Universitaria de Graduados Sociales*, the University School of Social and Economic Studies. Roots from even earlier times are found in the *Escuela Social de Granada*, which also must be considered if we are to have a broad and accurate vision of the Faculty as it exists today.

By virtue of a Royal Decree of 17 August 1925, the Social and Cultural Division of the Ministry of Labour, Trade and Industry was transformed into *Escuela Social*, and was commissioned to provide bibliographical services, create an archive for studies involving social, industrial and trade matters, and organise courses, lectures, excursions, exhibits, museums, conferences, publications and any other type of activity aimed at the dissemination of information and increased public awareness regarding economic and social issues.

To follow through with the tasks commended to it, the *Escuela Social* would organise, over a period of three years, a variety of courses in the following areas: social policy, human geography, worker protection, social welfare institutions, etc. The plan also included a variety of practical assignments and a final project consisting of a monographic work, along with the study of a modern language, stenography and typing.

The Ministry of Labour awarded certificates for having completed the courses. These were considered merits for the promotion of Civil Servants within the Ministry.

The above-mentioned Royal Decree brought about the creation of various of these institutions all over Spain, but it was under Article 39 of the Royal Decree of 7 September 1929, which modified the previous one, that the *Escuela Social de Granada* was founded, on 9 November 1929. The director was Antonio Molina de Haro. The course began on 18 November 1929 and classes were taught from 7:30 to 8:30 p.m. in the building, located in the Plaza de la Universidad, that the school shared with the faculties of Law, Science, Philosophy and Letters, and also the Rectorate and Central Services.

The activities performed by the *Escuela Social* were interrupted in 1935-36 as a result of the Civil War that plagued this country, bringing with it a sadly desolate situation.

In the years following the Civil War, a Governmental Order of 29 December 1941 authorised the creation of Seminars in Social and Economic Studies in selected University Districts, to be attributed the same functions as the *Escuela Social*.

Prompted by this Order, a group of University students in Granada undertook the series of administrative steps leading to the re-establishment of the *Escuela Social* of Granada, keeping in mind the precedent of its existence between 1929 and 1935. By virtue of the Governmental Order dated 19 June 1943, the Ministry of Labour created the Granada Seminar in Social and Economic Studies, thus re-activating the old *Escuela*. Mr Antonio Mesa Segura was appointed Director.

When the first cycle of studies was complete, a Governmental Order of 5 November 1946 changed the classification of the University Seminar, raising it once again to *Escuela Social*.

Thus the *Escuela Social de Granada* came into existence. The long road it had to travel before becoming part of the University would see the creation of a series of Seminars in Social and Economic Studies under its tutelage, not only in all of Andalusia (Cádiz, Huelva, Osuna, Seville, Córdoba, Jaén, Almería, Jerez de la Frontera, Algeciras and Lucena) but also in northern Africa (Ceuta, Melilla and Tetuán) and even what was then Spanish Guinea (the island of Bioko). As a result of its extension, the number of enrolled students increased progressively until it reached 9478 in 1989/90 academic year.

The incorporation of Social and Economic Studies to the University was addressed in decrees dated June 1986 and July 1989. These decrees called for the end of the activities organised by the Seminars in Social and Economic Studies which were not to become an attached Centre upon the integration of Social and Economic Studies to the University.

Decree 139/1990 of 15 May 1990 created the *Escuela Universitaria de Graduados Sociales* (University School of Social and Economic Studies) of the University of Granada, through the integration of the *Escuela Social* of Granada to the University. The Director was Jorge Riezu Martínez.

By then, and in fact starting in the 1980/1981 academic year, the *Escuela Social* had moved its headquarters from the Plaza de la Universidad to a building on the Carretera de Málaga (where the University School of Computer Sciences is currently located). It would remain there until the beginning of the year 1993/94, when once again it would change location, this time to its current enclave, in the building called Edificio San Jerónimo, on Calle Rector López Argüeta. The building is shared with the University School of Social Work.

As a consequence of Royal Decree 1429/1990 of 26 October 1990, which established the 3-year University degree in Labour Relations and set forth the guidelines for the curricula corresponding to this degree programme, at the beginning of the 1991/92 academic year a Committee was set up, comprised of professors and lecturers of different specialities. Its mission was to develop a curriculum which would serve as the basis for debate at the school's Assembly.

The elaboration process for the new curriculum lasted until 28 July 1994, date upon which a University Resolution was passed, making public the curriculum for the 3-year *Diplomatura en Relaciones Laborales*. The Director was, and still is, Francisco Abad Montes. The curriculum took effect in the 1994/1995 academic year.

Curriculum for the degree programme in Labour and Industrial Sciences.

The Rectorate of the University entrusted the development of the curriculum for the 5-year University degree in Labour and Industrial Sciences to Francisco Abad Montes, who, following the creation of an advisory committee, completed the mission assigned to him. The curriculum for the *Licenciatura en Ciencias Laborales* was approved by the Governing Board of this University in the 2000/2001 academic year.

## **GOVERNING BODIES.**

The Faculty of Labour and Industrial Sciences is in charge of the organisation and teaching of studies leading to the *Licenciatura en Ciencias del Trabajo* and the *Diplomatura en Relaciones Laborales/Graduado Social*, as well as other certifications and accreditations which correspond to it under current legislation.

The structure of the faculty is as follows:

- Dean
- Secretary
- Governing Board
- Faculty Assembly
- Faculty Committees

## **THE DEAN OF THE FACULTY.**

The Dean of the Faculty represents the Faculty and directs its functioning. Among others, the dean's duties include the following:

- To officially represent the Faculty before the public authorities and any other public or private person or entity.
- To preside over, in the absence of representation by the Rectorate, the academic events in which it participates.
- To preside over the meetings held by the Faculty Assembly and its Committees, and to execute the agreements made therein.
- To direct Faculty policies.

The Dean is elected for a term of four years. Candidates are to be selected from among all the members of the University Community belonging to the Faculty.

The Vicedeans fulfil the responsibilities assigned to them under the authority of the Dean, who may delegate functions in them as he or she sees fit.

## **THE SECRETARY**

The Secretary's role is to attest to the validity of the agreements made by the Governing Bodies in which the Secretary is present and also to that of the acts in which the Secretary is present as such. The duties of the Secretary include the following:

- Receiving, compiling, safeguarding and certifying the proceedings issued by the various official bodies of the Faculty, the General Archives, the decrees and general instructions from the Rectorate or the Faculty, academic and personal transcripts, the seal of the Faculty and the Degree Register.
- Organising the official acts at the Faculty and assuring that the appropriate protocol is respected.
- Guaranteeing that the agreements adopted by the Faculty Assembly are made public.
- Drawing up the Faculty's Annual Report.

## **THE GOVERNING BOARD**

The governing board is comprised of the Dean of the Faculty, who acts as President, the Vicedeans and the Secretary of the Faculty.

The posts are currently held by the following people:

**Dean:** Francisco Abad Montes

**Secretary:** Antonio Delgado Padial

**Vicedean of Academic Affairs and Curricula:** Miguel Ángel Almendros González.

**Vicedean of Work Placement Studies and Complementary Programmes:** María Ángeles Castellano Montes.

**Vicedean of Students and Infrastructure:** Fernando Matías Reche

## **FACULTY ASSEMBLY.**

The Faculty Assembly is the highest representational and governing body at the Faculty, as regards the capacities attributed to it according to the by-laws of the University of Granada and any other applicable legal dispositions.



The Assembly adopts and oversees the general directives of the Faculty, supervises the actions of other governing or consulting bodies, and assures compliance with the functions assigned in the Faculty to members of the same. The Assembly guarantees freedom of action and independence on the part of the bodies and persons who are subject to its control.

The members of the Assembly are elected for a period of two years. Elections are held during the first quarter of each academic year to cover the vacancies which may have arisen. The members thus elected will remain members until the end of the Assembly to which they belong.

### **SECRETARIAT.**

The functions of the Secretariat of this Faculty include, among others: student enrolment, academic certificates, degree processing and in general all of the Faculty's administrative tasks.

It is **open to the public** from 9 a.m. to 2 p.m., Monday through Friday.

Its **contact information** is as follows:

Information: 958 244395

Fax: 958 244397

E-mail: [eurelab@goliat.ugr.es](mailto:eurelab@goliat.ugr.es)

The personnel comprising it are the following:

**Administrator:** Mr Gerardo Benavides López

**Deputy Administrator:** Mr Amadeo Mingorance Gómez

**Economic Affairs:** Ms María José García Rubio

**Information and Attention to the public:** Ms María Isabel Morales Gómez

**Support to Governing Bodies:** Mr Joaquín Rodríguez Varón

Ms Carmen Medina Alaminos

Ms Carmen Gallego Rico

Mr Luis Gijón Pérez

With regard to consultations regarding academic matters, there are various ways to consult student transcripts and marks:

- At the computer terminal found in the hall next to the Secretariat, using the student's Spanish National Identification number and a secret code provided in the Secretariat.
- At the computer terminal found next to the Porter's Office, using the student's University ID card.

- Through the Web page of the University, using the identified access system.

### **PORTER'S OFFICE.**

The Porter's Office has two areas, located next to each of the main entrances to the building. Its **telephone number** is: 958 244394

This service is in charge of the opening and closing of the building, equipment maintenance, mail and memo distribution, access to classrooms, etc.

Among the tasks it performs in relation to students are the furnishing of the forms used for enrolment, requests for academic certificates, etc.

### **TEACHING SYSTEM AND ASSESSMENT METHODS**

In general, teaching is based upon lectures and tutorials, although other methods are also used, such as guided projects, case studies, practical placements, etc., depending on the subject and the professor's judgement.

The evaluation method depends on the teaching method used in the class. The most common method, although not the only one, involves written exams (normally a mid-term and a final exam) which last between two and four hours.

The marking system is that used in Spanish Universities:

Points	Mark
0-4.9	<i>Suspenso</i> (Fail)
5-6.9	<i>Aprobado</i> (Pass)
7-8.9	<i>Notable</i> (Good)
9-9.9	<i>Sobresaliente</i> (Outstanding)
10	<i>Matricula de Honor</i> (Cum Laude)

The distribution of marks in the different categories varies a great deal, a mark of 10 being exceptional and a mark of 9 also being uncommon. A mark under 5 means that the student has not passed the class and must take the exam again in the next exam sit.

### **DEPARTMENTS TEACHING IN THE FACULTY:**

**Department of Business Administration and Marketing.**

Faculty of Economics and Business Sciences.

*Director:* Dr. Teodoro Luque Martínez.

*Secretary:* Dr. Javier Llorens Montes.

Tel. 958-244268

**Department of Administrative Law.**

Faculty of Law.

*Director:* Dr. Rafael Barranco Vela

*Secretary:* Dr. Francisco L. López Bustos.

Tel. 958-243434

**Department of Civil Law.**

Faculty of Law.

*Director:* Dr. Juan Miguel Ossorio Serrano

*Secretary:* Dr. Ana López Frías.

Tel. 958-243415.

**Department of Constitutional Law.**

Faculty of Law.

*Director:* Dr. Francisco Balaguer Callejón.

*Secretary:* Dr. Baldomero Oliver León.

Tel. 958-243455.

**Department of Financial and Tax Law.**

Faculty of Law.

*Director:* Dr. Ernesto Eseverri Martínez.

*Secretary:* Dr. María José Fernández Pavés.

Tel. 958-243462.

**Department of Private International Law and the History of Law.**

Faculty of Law.

*Director:* Dr. Sixto Sánchez Lorenzo.

*Secretary:* Dr. José Garrido Arredondo.

Tel. 958-243461/03.

**Department of Procedural and Ecclesiastical Law.**

Faculty of Law.

*Director:* Dr. Fernando González Montes

*Secretary:* Dr. Carmen Ordoño Artes

Tel. 958-243427/17.

**Department of Roman Law and Company Law.**

Faculty of Law.

*Director:* Dr. José Luis Pérez-Serrabona González.

*Secretary:* María Rosa López-Barajas Miras

Tel. 958-243440/37.

**Department of Public International Law and International Relations.**

Faculty of Law.

*Director:* Dr. Diego Javier Liñan Noguerras.

*Secretary:* Dr. Rossana González González.

Tel. 958-243459

**Department of Labour and Social Security Law.**

Faculty of Law.

*Director:* Dr. José Vida Soria.

*Secretary:* Dr. María Nieves Moreno Vida.

Tel. 958-243420.

**Department of Applied Economics.**

Faculty of Economics and Business Sciences.

*Director:* Dr. Miguel Ángel Rubio Gandía.

*Secretary:* Dr. José Miguel Reyes Mesa.

Tel. 958-244180.

**Department of Financial Economics and Accounting.**

Faculty of Economics and Business Sciences.

*Director:* Dr. Antonio López Hernández.

*Secretary:* D<sup>o</sup>. María José González López.

Tel. 958-243707.

**Department of Statistics and Operations Research.**

Faculty of Science.

*Director:* Dr. Ramón Gutierrez Jaimez.

*Secretary:* Dr. Patricia Román Román.

Tel. 958-243267.

**Department of Sociology.**

Faculty of Political Science and Sociology

*Director:* Dr. Pedro Castón Boyer

*Secretary:* Dr. Diego Ruiz Becerril.

Tel. 958-246198.

**Department of Social Psychology and Methodology of the Behavioural Sciences.**

Faculty of Psychology.

*Director:* Dr. Emilia Inmaculada de la Fuente Solana.

*Secretary:* Dr. Emilio Sánchez Santabarbara.

Tel. 958-243748.

**Department of English Philology.**

Faculty of Philosophy and Letters.

*Director:* Dr. Luis Martínez-Dueñas Espejo.  
*Secretary:* Dr. Miguel A. Martínez-Cabeza.  
Tel. 958-243678.

All of these departments have offices in the Faculty, either individual or shared. They are located on the first floor of the building, except for the Departments of Sociology, Social Psychology and Methodology of the Behavioural Sciences, which are on the second floor, next to Classroom 27.

## **THE LIBRARY.**

The library located in the San Jerónimo building is comprised of the monograph and serial collections of the Faculty of Labour and Industrial Sciences and the University School of Social Work. It is situated in the basement and occupies an area of 320 m<sup>2</sup>.

It is a library with free access, which means that the collections are directly available to users, who can take the books or journals right off the shelves, consult them and if they wish, borrow them by showing their library card at the check-out counter.

There are **80 seats available for reading** in the Hall, reserved for people working with the Library's collection. Our intention is that there should always be space available for consultation and research with the available library materials. For people who wish to study but not use library materials, there is a **study room** on the ground floor of the building, with **106 seats** available.

Opening hours are as follows:

- From 8:30 a.m. to 8:30 p.m. from Monday to Friday, during the academic year.
- From 9:00 a.m. to 2 p.m. during the months of July and August, and the holiday seasons of Christmas, Easter and Corpus Christi.

The library's telephone numbers are as follows:

- Library Hall: 958 246203 (**to renew book loans**)
- Librarian: 958 244206
- Fax: 958 244213

It e-mail addresses are:

[Bibsje01@azahar.ugr.es](mailto:Bibsje01@azahar.ugr.es)  
[bibsje05@azahar.ugr.es](mailto:bibsje05@azahar.ugr.es)

## THE LIBRARY'S COLLECTION

The Library's collection are comprised of **monographs** (books) and **serial publications** (journals), as well as a **reference section** shared by the Faculty and the School of Social Work. All of the bibliographic material corresponding to Labour and Industrial Sciences is found on the left side of the Reading Hall, with books occupying the first shelves and the journals further back.

- 1) **Monographs.** There are approximately 3,800 volumes related to the subjects taught in this Faculty. They are on shelves 1 through 6 and are classified by subject in accordance with the Universal Decimal System.

To find out whether or not the Library has a particular book, the computerised catalogue can be checked through the University's web page (<http://www.ugr.es>) on any of the four terminals available for this purpose. The catalogue contains the entire University Library collection, and entries indicate the libraries in which the book is found as well as the number of copies and whether or not they are available. Ask the library personnel for information on how to use the database.

- 2) **Serial publications.** The Faculty has in its collection 119 different journals. Eighty of these are received on a regular basis, while the rest are from the former *Escuela Social de Granada* or represent donations from various sources. The journals now occupy shelves 7 through 10. We also receive the BOE, the Official Spanish State Bulletin and the BOJA, the Official Bulletin of the Andalusian Government.

The names of the journals and the years appearing in our collection can also be consulted through the Library catalogue on the University's web page.

- 3) **Reference Section.** Comprised of dictionaries, atlas, encyclopaedias, catalogues, guides, periodical indexes, etc.

## BORROWING BOOKS

To be able to check out books, it is **absolutely necessary** to have a **University of Granada Library Card**. The library card can be obtained in the

Library for the charge of approximately 1 Euro and upon presentation of the following items:

- Photocopy of National Identification Document
- Document certifying registration at the University (receipt of having paid the fees, student ID, etc.)
- Passport size photo

This Library Card is valid for all the libraries of the University of Granada, and allows students to check out a maximum of **3 books** for a period of **14 days, renewable for another 14 days**, provided no other user has requested the book. Books can be renewed by phone at the number specified above.

Certain works **cannot** be checked out:

- 1) Journals: copies of the articles can be made with the photocopy machine located within the Hall.
- 2) Books marked with a red dot: one copy of the most requested works bears a red dot. In this way there is always a copy available for consultation in the Hall.
- 3) Works comprising the reference section.

## **OTHER SERVICES**

The Library also offers the following services:

- Database access: The University has several databases in CD-ROM format, which can be accessed from terminals connected to the Library's computer network. Specialised by topics, these databases offer different types of information (bibliographic, legislative, jurisprudential, etc.).
- Interlibrary loan. This service allows students to obtain works belonging to other Universities, research centres and different types of libraries, both in Spain and abroad. To make use of this service, contact the librarian.
- Photodocumentation. It is also possible to obtain a photocopy (or other type of copy) of any magazine article belonging to another library or documentation centre.
- Courses on how to use the library. These courses inform students on library use, rules on book borrowing, how to use the computer system to locate books, etc.

## **SADDIS**

### **(DOCUMENTATION SUPPORT FOR THE HANDICAPPED)**

This service is available to the entire University community, but its headquarters are in this building (Edificio San Jerónimo) on the ground floor. It consists of a specialised library service for those members of the University community with some type of handicap. It has its own reading room, with four seats available for reading, with computers adapted to different types of handicaps. The services provided are basically the same as those offered at other University libraries (reading, book borrowing, etc.) but here they are adapted to special cases. The telephone number is **958 244208**. Opening hours are from 9 am to 2 pm and from 5 to 9 pm, Monday through Friday.

## **STUDENT DELEGATION**

It is located on the ground floor of the building, next to the Photocopy Room (Classroom 06, door 3).

### **What it is comprised of:**

Student Representatives at Assemblies and various Committees.  
Representatives at University Senate meetings.  
Student delegates.

### **What it does:**

It provides information to students on academic and non-academic matters. It also assists in Faculty decision-making on such matters.

It keeps in touch with the various Delegations, national Associations of Students of Labour and Industrial Sciences, the pertinent Professional Association of Granada, and other institutions of interest.

It organises and participates in the various academic and non-academic events, such as:

- Lectures, courses, seminars, conferences, etc.
- Sports activities
- Festivities celebrating the Patron Saint of Work “San José Obrero.” (Festivities include competitions for the best regional dish, a pioneer concept in our University and a great way to enjoy delicious home-made specialties.)

It is available to respond to any kind of question students may have about academic life or representational bodies at the Faculty.



**Address:** Calle Rector López Argüeta s/n.  
Edif. San Jerónimo  
Granada 18071

**Telephone:** 958-248521

**e-mail:** [darl@goliat.ugr.es](mailto:darl@goliat.ugr.es)

Association of Students of Labour and Industrial Sciences: AC1900.

## **B.2. ECTS CO-ORDINADOR:**

Fernando Matías Reche  
Faculty of Labour and Industrial Sciences.  
Calle Rector López Argüeta s/n  
18071 GRANADA.  
e-mail: [fmatis@ugr.es](mailto:fmatis@ugr.es)

## **B.3. OTHER FACULTY SERVICES.**

### **Computer facilities:**

3 computer rooms with 85 computers available to students of the Faculty.

### **Photocopying service:**

The building offers photocopy and binding services available to students as well as the various departments and secretariats located here. The following services are available at reasonable prices:

#### *Photocopies*

A-4 Format:  
A-3 Format:  
A-4 Format (colour):  
A-3 Format (colour):  
Copy of ID doc  
Transparencies:

Various types of binding are also available and are reasonably priced.

The photocopying service is open from 9 am 2 pm and from 4:30 to 8 pm.

Telephone and Fax: 958-282051

**Café/Dining Hall.**

For quick nourishment without having to leave the building, there is a café/dining hall with affordable prices (overseen by the central services of the University of Granada).

It is open from 8 am to 9 pm.

**Automatic Cash Point.**

The agreement between the University of Granada and the savings institution LA GENERAL now includes Automatic Cash Points, both for the payment of enrolment fees and for usual banking services. One of these automatic teller machines is located on the ground floor (next to the café). For information about the services provided, please contact La General.

There are also two terminals belonging to LA GENERAL where students can obtain information about all kinds of academic matters and where they can request transcripts, carry out the enrolment procedures, etc.

In order to have access to the services which are not exclusively informational, students must have a University ID card.

## PART III: UNDERGRADUATION PROGRAMMES

### A.LICENCIATURA IN LABOUR AND INDUSTRIAL SCIENCES

#### First Year

¡Error! Marcador no definido.First Semester		Second Semester	
Classes	Credits	Classes	Credits
THEORY OF LABOUR RELATIONS	6	HUMAN BEHAVIOUR IN ORGANISATIONS	6
PUBLIC POLICY ON LABOUR AND INDUSTRY	7.5	LABOUR RELATIONS SYSTEMS	6
ELECTIVES	9	STATISTICS FOR THE LABOUR AND INDUSTRIAL SCIENCES	6
Year-long classes			Credits
STRATEGIC MANAGEMENT OF COMPANIES			9
ECONOMICS OF WORK			9

#### Second Year

¡Error! Marcador no definido.First Semester		Second Semester	
Classes	Credits	Classes	Credits
HUMAN RESOURCES MANAGEMENT POLICIES	6	REGULATORY FRAMEWORK OF POLICIES ON LABOUR AND INDUSTRY	4.5
WORKPLACE AUDIT	4.5	LABOUR MARKET IN SPAIN AND THE EU	4.5
NEGOTIATION THEORY	4.5	NEGOTIATION AND CONFLICT RESOLUTION TECHNIQUES	4.5
ELECTIVES	15	EXTRAJUDICIAL RESOLUTION OF DISPUTES	6



## CORE CLASSES

Year	Name of Class	Annual Credits			Brief description of content
		Total	Theoretical	Practical / Clinical	
2°	Workplace auditing <i>Auditoría Sociolaboral</i>	9+1.5 A	7	3.5	Information and communication systems for workplace auditing. Instruments and techniques for workplace auditing. The audit report: diagnostics and plan of action. Integration of policies pertaining to human resource management.
2°	Human Resources Management Policies <i>Políticas de Gestión de Recursos Humanos</i>	4.5	3	1.5	
		6	4	2	
1°	Strategic management of companies <i>Dirección Estratégica de la Empresa</i>	9	6	3	Analysis of general and specific environments. Internal analysis of resources and decision-making. Options for strategy formulation: generic strategies and alternative methods. Strategy evaluation. Elements for strategy implementation.
1°	Economics of Work <i>Economía del Trabajo</i>	12+1.5A	9	4.5	Theories on the labour market. Dynamics of the labour market. The labour market in Spain; general, territorial, sectorial. State intervention in the labour market. Employment policies.
2°	Labour market in Spain and the EU <i>Mercado de Trabajo en España y la UE</i>	9	6	3	
		4.5	3	1.5	
1°	Public policies on Labour and Industry <i>Políticas Públicas sociolaborales</i>	12	7.5	4.5	General characteristics of public policies on labour and industry. Their elaboration and development process. Local, regional, national and international policies. Regulatory framework of policies on labour and industry: employment and intermediation, health at the workplace and the environment, professional training. Analysis and evaluation of policies on labour and industry. Spain as a specific case.
2°	Regulatory framework of public policies on Labour and Industry <i>Marco normativo de las Políticas sociolaborales</i>	7.5	4.5	3	
		4.5	3	1.5	

## COMPULSORY CLASSES

Year	Name of Class	Annual Credits			Brief description of content
		Total	Theoretical	Practical	
1º	Statistics for Labour and Industrial Sciences <i>Statistics for Labour and Industrial Sciences</i>	6	2	4	Sampling methods and multivariate techniques for the analysis of labour and industrial data and its demographic aspects.
2º	Extrajudicial resolution of disputes <i>Solución extrajudicial del Conflicto</i>	6	4.5	1.5	Typology of extrajudicial means. Legal means of extrajudicial resolution of collective disputes. The collective dispute process. Public mediation, arbitration and conciliation services. Means of extrajudicial resolution in collective bargaining. Dispute resolution through company and sectorial agreements.
1º	Human Behaviour in Organisations <i>Comportamiento Humano en las organizaciones</i>	6	4.5	1.5	Foundations of organisational behaviour. The evolution of organisation. Analysis of human behaviour: individual, group and organisation.

## ELECTIVE CLASSES

Name of Class	Annual Credits			Brief description of content
	Total	Theoretical	Practical	
Competency Management <i>Gestión por Competencias</i>	4.5	3	1.5	Characteristics and types of competencies. Competency management. Applications of competency management in Human Resources policies. Consequences of the implementation of a competency management system.
Total Quality and Human Resources <i>Calidad Total y Recursos Humanos</i>	4.5	3	1.5	Importance of quality for the organisation and human resources. Tools and tangible components in quality management. Psychosocial and cultural components in quality. Competencies and quality management.
Compensation management <i>Gestión de la retribución</i>	4.5	3	1.5	Evaluation and management of compensation. Design of compensation system. Compensation based on performance. Design and administration of employee benefits.
Immigration policies and the labour market <i>Políticas de inmigración y mercado de trabajo</i>	4.5	3	1.5	Immigration and the labour market in Spain. Analysis and evaluation of immigration policies. Plans involving immigrant workers in Spain. The return of emigrants to their home country. Racism, xenophobia and immigration.
Team management <i>Dirección de equipos de trabajo</i>	4.5	3	1.5	Teamwork and work teams. High-performance teams. Leading, managing and co-ordinating teams. Basic processes in teamwork. Team meetings.
Quantitative models of the labour market <i>Modelos cuantitativos del mercado laboral</i>	4.5	3	1.5	Models of pay discrimination. Models of entry and exit to the labour market. Models of retirement. Education and learning. Mobility models. The labour market and the public sector. Models of inflation and unemployment.
Demography and socio-economic development <i>Demografía y desarrollo socioeconómico</i>	4.5	3	1.5	Population and employment in advanced societies. Impact of labour and industry policies. Population movement and its repercussions on the labour market. Employment and marginalised groups. Migratory balance and social conflict. New technologies and employment.
Employment Law <i>Derecho del empleo</i>	4.5	3	1.5	Regulatory framework of measures aimed at increasing employment. Regulation of the domestic employment demand. (Regulation of employee working life). Selection and placement of employees (placement agencies and employment services). Intermediation. Temporary employment agencies. Employment of foreigners.
Complementary Social Security <i>La seguridad social complementaria</i>	4.5	3	1.5	Discretionary social benefits. Mutual funds. Insurance policies. Retirement plans and pension funds.
Selection and training of personnel <i>Selección y formación de Personal</i>	4.5	3	1.5	The personnel selection process. Phases of the process. Drawing up a Training Plan. Selection and training in Spain.
Information systems for the management of Human Resources <i>Sistemas de información para la gestión de los</i>	4.5	3	1.5	Models of Human Resources appraisal in companies. Accounting systems.

Name of Class	Annual Credits			Brief description of content
	Total	Theo- retical	Practical	
<i>RR.HH.</i>				
EU social law <i>Derecho social comunitario</i>	4.5	3	1.5	Modulation of the sources of EU Law regarding labour and industry. Regulatory authority of the EU in labour and industry matters. Directives, regulations and EU decisions on employment.
Labour relations and Social Security in the public sector <i>Las relaciones laborales y la Seguridad Social en el sector público</i>	4.5	3	1.5	Personnel at the service of the Public Administrations. Law and jurisdiction. Specialities. Temporary hiring in the public sector. Collective relations in the public sector. The social security of civil servants.
Economic analysis of collective relations. <i>Análisis económico de las relaciones colectivas</i>	4.5	3	1.5	Collective relations, salaries and productivity. Collective bargaining: dynamics and balancing solutions. Union economics: effect on macroeconomic variables. Asymmetrical information and strategies in collective relations.



## B. DIPLOMATURA IN LABOUR RELATIONS

### CLASS SCHEDULE:

First Year: 6 groups, distributed as follows:

Morning groups:

Group A: Classroom 18

Group B: Classroom 13

Group C: Classroom 12

Afternoon groups:

Group D: Classroom 18

Group E: Classroom 13

Group F: Classroom 12

Second Year : 4 groups, distributed as follows:

Morning groups:

Group A: Classroom 14

Group B: Classroom 16

Afternoon groups:

Group C: Classroom 14

Group D: Classroom 16

Third Year: 4 groups, distributed as follows:

Morning groups:

Group A: Classroom 05

Group B: Classroom 03

Afternoon groups:

Group C: Classroom 05

Group D: Classroom 03

#### FIRST YEAR GROUP A FIRST SEMESTER

2001/002  
CLASSROOM 18

TIME	MONDAY	TUESDAY	WEDNES DAY	THURS DAY	FRIDAY
9 - 10	HISTORY OF WORK	STATISTICS	BUSINESS ADMINISTRATION	STATISTICS	STATISTICS
10 - 11	PERSONNEL MGMT AND ADMINISTRATION	PERSONNEL MGMT AND ADMINISTRATION	PERSONNEL MGMT AND ADMINISTRATION	ECONOMICS	ECONOMICS
11 - 12	ELEMENTS OF PUBLIC AND PRIVATE LAW I (CIVIL LAW)	ELEMENTS OF PUBLIC AND PRIVATE LAW I (CONSTITUTIONAL LAW)	ELEMENTS OF PUBLIC AND PRIVATE LAW I (CIVIL LAW)	ELEMENTS OF PUBLIC AND PRIVATE LAW I (CONSTITUTIONAL LAW)	BUSINESS ADMINISTRATION
12 - 13	ECONOMICS	SOCIAL HISTORY AND CONTEMPORARY POLITICS	SOCIAL HISTORY AND CONTEMPORARY POLITICS	SOCIAL HISTORY AND CONTEMPORARY POLITICS	SOCIAL HISTORY AND CONTEMPORARY POLITICS
13 - 14	HISTORY OF WORK	HISTORY OF WORK	BUSINESS ADMINISTRATION	STATISTICS	

**FIRST YEAR GROUP A**

**SECOND SEMESTER**

**2001/2002  
Classroom 18**

<b>TIME</b>	<b>MONDAY</b>	<b>TUESDAY</b>	<b>WEDNES DAY</b>	<b>THURS DAY</b>	<b>FRIDAY</b>
<b>9 – 10</b>	PERSONNEL MGMT AND ADMINISTRATION	ELEMENTS OF PUBLIC AND PRIVATE LAW II	ELEMENTS OF PUBLIC AND PRIVATE LAW II	ECONOMIC STRUCTURE OF SPAIN	COMPUTER- ASSISTED STATISTICS
<b>10 – 11</b>	PERSONNEL MGMT AND ADMINISTRATION	ECONOMIC STRUCTURE OF SPAIN	PERSONNEL MGMT AND ADMINISTRATION	PERSONNEL MGMT AND ADMINISTRATION	COMPUTER- ASSISTED STATISTICS
<b>11 – 12</b>	COMPUTER- ASSISTED STATISTICS	ELEMENTS OF PUBLIC AND PRIVATE LAW II	SOCIOLOGY DE INDUSTRIAL RELATIONS	ELEMENTS OF PUBLIC AND PRIVATE LAW II	COMPUTER- ASSISTED STATISTICS
<b>12 – 13</b>	COMPUTER- ASSISTED STATISTICS	ECONOMIC STRUCTURE OF SPAIN	ECONOMIC STRUCTURE OF SPAIN	SOCIOLOGY OF INDUSTRIAL RELATIONS	SOCIOLOGY AND SOCIAL RESEARCH TECHNIQUES
<b>13 – 14</b>	COMPUTER- ASSISTED STATISTICS	SOCIOLOGY AND SOCIAL RESEARCH TECHNIQUES	SOCIOLOGY AND SOCIAL RESEARCH TECHNIQUES	SOCIOLOGY OF INDUSTRIAL RELATIONS	SOCIOLOGY AND SOCIAL RESEARCH TECHNIQUES

**FIRST YEAR GROUP B  
FIRST SEMESTER**

**2001/2002  
Classroom 13**

TIME	MONDAY	TUESDAY	WED.	THURSDAY	FRIDAY
<b>9 B 10</b>	ELEMENTS OF PUBLIC AND PRIVATE LAW I (CIVIL LAW)	PERSONNEL MGMT AND ADMINISTRATION	PERSONNEL MGMT AND ADMINISTRATION	ECONOMICS	ECONOMICS
<b>10 B 11</b>	ECONOMICS	SOCIAL HISTORY AND CONTEMPORARY POLITICS	BUSINESS ADMINISTRATION	STATISTICS	STATISTICS
<b>11 B 12</b>	PERSONNEL MGMT AND ADMINISTRATION	STATISTICS	BUSINESS ADMINISTRATION	SOCIAL HISTORY AND CONTEMPORARY POLITICS	STATISTICS
<b>12 B 13</b>	HISTORY OF WORK	ELEMENTS OF PUBLIC AND PRIVATE LAW I (CONSTITUTIONAL LAW)	ELEMENTS OF PUBLIC AND PRIVATE LAW I (CIVIL LAW)	ELEMENTS OF PUBLIC AND PRIVATE LAW I (CONSTITUTIONAL LAW)	BUSINESS ADMINISTRATION
<b>13 - 14</b>	HISTORY OF WORK	SOCIAL HISTORY AND CONTEMPORARY POLITICS	HISTORY OF WORK		SOCIAL HISTORY AND CONTEMPORARY POLITICS

**FIRST YEAR GROUP B  
SECOND SEMESTER**

**2001/2002  
Classroom 13**

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<b>8 - 9</b>	COMPUTER-ASSISTED STATISTICS				
<b>9 - 10</b>	COMPUTER-ASSISTED STATISTICS		PERSONNEL MGMT AND ADMINISTRATION	ELEMENTS OF PUBLIC AND PRIVATE LAW II	
<b>10 - 11</b>	COMPUTER-ASSISTED STATISTICS	ELEMENTS OF PUBLIC AND PRIVATE LAW II	ELEMENTS OF PUBLIC AND PRIVATE LAW II	ELEMENTS OF PUBLIC AND PRIVATE LAW II	SOCIOLOGY AND SOCIAL RESEARCH TECHNIQUES
<b>11 - 12</b>	PERSONNEL MGMT AND ADMINISTRATION	ECONOMIC STRUCTURE OF SPAIN	SOCIOLOGY OF INDUSTRIAL RELATIONS	PERSONNEL MGMT AND ADMINISTRATION	SOCIOLOGY AND SOCIAL RESEARCH TECHNIQUES
<b>12 - 13</b>	ECONOMIC STRUCTURE OF SPAIN	SOCIOLOGY AND SOCIAL RESEARCH TECHNIQUES	SOCIOLOGY AND SOCIAL RESEARCH TECHNIQUES	PERSONNEL MGMT AND ADMINISTRATION	COMPUTER-ASSISTED STATISTICS
<b>13 - 14</b>	SOCIOLOGY OF INDUSTRIAL RELATIONS	SOCIOLOGY OF INDUSTRIAL RELATIONS	ECONOMIC STRUCTURE OF SPAIN	ECONOMIC STRUCTURE OF SPAIN	COMPUTER-ASSISTED STATISTICS
<b>14 - 15</b>					COMPUTER-ASSISTED STATISTICS

**FIRST YEAR GROUP C  
FIRST SEMESTER**

**2001/2002  
Classroom 12**

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
9 B 10	PERSONNEL MGMT AND ADMINISTRATION	PERSONNEL MGMT AND ADMINISTRATION	SOCIAL HISTORY AND CONTEMPORARY POLITICS		BUSINESS ADMINISTRATION
10 B 11	ELEMENTS OF PUBLIC AND PRIVATE LAW I (CIVIL LAW)	PERSONNEL MGMT AND ADMINISTRATION	ELEMENTS OF PUBLIC AND PRIVATE LAW I (CIVIL LAW)	ELEMENTS OF PUBLIC AND PRIVATE LAW I (CONSTITUTIONAL LAW)	SOCIAL HISTORY AND CONTEMPORARY POLITICS
11 B 12	ECONOMICS	STATISTICS	STATISTICS	STATISTICS	SOCIAL HISTORY AND CONTEMPORARY POLITICS
12 B 13	HISTORY OF WORK	STATISTICS	BUSINESS ADMINISTRATION	ECONOMICS	ECONOMICS
13 B 14	HISTORY OF WORK	ELEMENTS OF PUBLIC AND PRIVATE LAW I (CONSTITUTIONAL LAW)	HISTORY OF WORK	SOCIAL HISTORY AND CONTEMPORARY POLITICS	BUSINESS ADMINISTRATION

The class History of Work is taught in Classroom 13.

**FIRST YEAR GROUP C  
SECOND SEMESTER**

**2001/2002  
Classroom 12**

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8 - 9				COMPUTER-ASSISTED STATISTICS	
9 - 10	PERSONNEL MGMT AND ADMINISTRATION	ELEMENTS OF PUBLIC AND PRIVATE LAW II	COMPUTER-ASSISTED STATISTICS	COMPUTER-ASSISTED STATISTICS	SOCIOLOGY OF INDUSTRIAL RELATIONS
10 - 11	PERSONNEL MGMT AND ADMINISTRATION	PERSONNEL MGMT AND ADMINISTRATION	COMPUTER-ASSISTED STATISTICS	COMPUTER-ASSISTED STATISTICS	SOCIOLOGY OF INDUSTRIAL RELATIONS
11 - 12	ECONOMIC STRUCTURE OF SPAIN	PERSONNEL MGMT AND ADMINISTRATION	ESTADÍSTICA ASISTIDA POR ORDENADOR	ECONOMIC STRUCTURE OF SPAIN	SOCIOLOGY AND SOCIAL RESEARCH TECHNIQUES
12 - 13	SOCIOLOGY AND SOCIAL RESEARCH TECHNIQUES	SOCIOLOGY OF INDUSTRIAL RELATIONS	ELEMENTS OF PUBLIC AND PRIVATE LAW II	ECONOMIC STRUCTURE OF SPAIN	SOCIOLOGY AND SOCIAL RESEARCH TECHNIQUES
13 - 14	SOCIOLOGY AND SOCIAL RESEARCH TECHNIQUES	ECONOMIC STRUCTURE OF SPAIN	ELEMENTS OF PUBLIC AND PRIVATE LAW II	ELEMENTS OF PUBLIC AND PRIVATE LAW II	

**FIRST YEAR GROUP D**  
**FIRST SEMESTER**

**2001/2002**  
**Classroom 18**

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<b>16 B 17</b>	ELEMENTS OF PUBLIC AND PRIVATE LAW (CIVIL LAW)	ELEMENTS OF PUBLIC AND PRIVATE LAW (CONSTITUTIONAL LAW)	ELEMENTS OF PUBLIC AND PRIVATE LAW (CIVIL LAW)	PERSONNEL MGMT AND ADMINISTRATION	ADMINISTRACIÓN EMPRESAS
<b>17 B 18</b>	STATISTICS	STATISTICS	STATISTICS	PERSONNEL MGMT AND ADMINISTRATION	SOCIAL HISTORY AND CONTEMPORARY POLITICS
<b>18 B 19</b>	HISTORY OF WORK	STATISTICS	BUSINESS ADMINISTRATION	HISTORY OF WORK	SOCIAL HISTORY AND CONTEMPORARY POLITICS
<b>19 B 20</b>	ECONOMICS	SOCIAL HISTORY AND CONTEMPORARY POLITICS	BUSINESS ADMINISTRATION	HISTORY OF WORK	ELEMENTS OF PUBLIC AND PRIVATE LAW (CONSTITUTIONAL LAW)
<b>20 B 21</b>	ECONOMICS	SOCIAL HISTORY AND CONTEMPORARY POLITICS	PERSONNEL MGMT AND ADMINISTRATION	ECONOMICS	

**FIRST YEAR GROUP D**  
**SECOND SEMESTER**

**2001/2002**  
**Classroom 18**

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<b>15 - 16</b>					COMPUTER-ASSISTED STATISTICS
<b>16 - 17</b>	COMPUTER-ASSISTED STATISTICS	PERSONNEL MGMT AND ADMINISTRATION	SOCIOLOGY OF INDUSTRIAL RELATIONS	ELEMENTS OF PUBLIC AND PRIVATE LAW II	COMPUTER-ASSISTED STATISTICS
<b>17 - 18</b>	COMPUTER-ASSISTED STATISTICS	SOCIOLOGY OF INDUSTRIAL RELATIONS	ECONOMIC STRUCTURE OF SPAIN	ELEMENTS OF PUBLIC AND PRIVATE LAW II	COMPUTER-ASSISTED STATISTICS
<b>18 - 19</b>	COMPUTER-ASSISTED STATISTICS	SOCIOLOGY OF INDUSTRIAL RELATIONS	PERSONNEL MGMT AND ADMINISTRATION	SOCIOLOGY AND SOCIAL RESEARCH TECHNIQUES	SOCIOLOGY AND SOCIAL RESEARCH TECHNIQUES
<b>19 - 20</b>	ECONOMIC STRUCTURE OF SPAIN	ECONOMIC STRUCTURE OF SPAIN	ELEMENTS OF PUBLIC AND PRIVATE LAW II	PERSONNEL MGMT AND ADMINISTRATION	SOCIOLOGY AND SOCIAL RESEARCH TECHNIQUES
<b>20 - 21</b>	SOCIOLOGY AND SOCIAL RESEARCH TECHNIQUES	ECONOMIC STRUCTURE OF SPAIN	ELEMENTS OF PUBLIC AND PRIVATE LAW II	PERSONNEL MGMT AND ADMINISTRATION	

**FIRST YEAR GROUP E  
FIRST SEMESTER**

**2001/2002  
Classroom 13**

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<b>16 B 17</b>		PERSONNEL MGMT AND ADMINISTRATION	BUSINESS ADMINISTRATION	PERSONNEL MGMT AND ADMINISTRATION	ECONOMICS
<b>17 B 18</b>	ELEMENTS OF PUBLIC AND PRIVATE LAW (CIVIL LAW)	HISTORY OF WORK	ELEMENTS OF PUBLIC AND PRIVATE LAW (CIVIL LAW)	PERSONNEL MGMT AND ADMINISTRATION	BUSINESS ADMINISTRATION
<b>18 B 19</b>	STATISTICS	HISTORY OF WORK	STATISTICS	STATISTICS	BUSINESS ADMINISTRATION
<b>19 B 20</b>	SOCIAL HISTORY AND CONTEMPORARY POLITICS	ECONOMICS	STATISTICS	SOCIAL HISTORY AND CONTEMPORARY POLITICS	SOCIAL HISTORY AND CONTEMPORARY POLITICS
<b>20 B 21</b>	HISTORY OF WORK	ECONOMICS	ELEMENTS OF PUBLIC AND PRIVATE LAW (CONSTITUTIONAL LAW)	SOCIAL HISTORY AND CONTEMPORARY POLITICS	ELEMENTS OF PUBLIC AND PRIVATE LAW (CONSTITUTIONAL LAW)

**FIRST YEAR GROUP E  
SECOND SEMESTER**

**2001/2002  
Classroom 13**

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<b>16 - 17</b>	SOCIOLOGY OF INDUSTRIAL RELATIONS	SOCIOLOGY OF INDUSTRIAL RELATIONS	ECONOMIC STRUCTURE OF SPAIN	PERSONNEL MGMT AND ADMINISTRATION	SOCIOLOGY AND SOCIAL RESEARCH TECHNIQUES
<b>17 - 18</b>	ECONOMIC STRUCTURE OF SPAIN	PERSONNEL MGMT AND ADMINISTRATION	SOCIOLOGY OF INDUSTRIAL RELATIONS	PERSONNEL MGMT AND ADMINISTRATION	SOCIOLOGY AND SOCIAL RESEARCH TECHNIQUES
<b>18 - 19</b>	ECONOMIC STRUCTURE OF SPAIN	PERSONNEL MGMT AND ADMINISTRATION	ECONOMIC STRUCTURE OF SPAIN	ELEMENTS OF PUBLIC AND PRIVATE LAW II	COMPUTER- ASSISTED STATISTICS
<b>19 - 20</b>	SOCIOLOGY AND SOCIAL RESEARCH TECHNIQUES	ELEMENTS OF PUBLIC AND PRIVATE LAW II	COMPUTER- ASSISTED STATISTICS	ELEMENTS OF PUBLIC AND PRIVATE LAW II	COMPUTER- ASSISTED STATISTICS
<b>20 - 21</b>		ELEMENTS OF PUBLIC AND PRIVATE LAW II	COMPUTER- ASSISTED STATISTICS	SOCIOLOGY AND SOCIAL RESEARCH TECHNIQUES	COMPUTER- ASSISTED STATISTICS
<b>21-22</b>			COMPUTER- ASSISTED STATISTICS		

**FIRST YEAR GROUP F  
FIRST SEMESTER**

**2001/2002  
Classroom 12**

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<b>16 B 17</b>	SOCIAL HISTORY AND CONTEMPORARY POLITICS	SOCIAL HISTORY AND CONTEMPORARY POLITICS	*	STATISTICS	ELEMENTS OF PUBLIC AND PRIVATE LAW (CONSTITUTIONAL LAW)
<b>17 B 18</b>	SOCIAL HISTORY AND CONTEMPORARY POLITICS	*	STATISTICS	STATISTICS	*
<b>18 B 19</b>	ELEMENTS OF PUBLIC AND PRIVATE LAW (CIVIL LAW)	*	ELEMENTS OF PUBLIC AND PRIVATE LAW (CIVIL LAW)	PERSONNEL MGMT AND ADMINISTRATION	*
<b>19 B 20</b>	STATISTICS	ELEMENTS OF PUBLIC AND PRIVATE LAW (CONSTITUTIONAL LAW)	PERSONNEL MGMT AND ADMINISTRATION	SOCIAL HISTORY AND CONTEMPORARY POLITICS	ECONOMICS
<b>20 B 21</b>	*	PERSONNEL MGMT AND ADMINISTRATION	ECONOMICS		ECONOMICS

\* The elective classes of this Group are taught with Group E in Classroom 13. See schedule for Group E.

**ELECTIVES FIRST SEMESTER:**

BUSINESS ADMINISTRATION  
HISTORY OF WORK

**FIRST YEAR GROUP F  
SECOND SEMESTER**

**2001/2002  
Classroom 12**

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<b>16 - 17</b>	*	*			ELEMENTS OF PUBLIC AND PRIVATE LAW II
<b>17 - 18</b>	*	PERSONNEL MGMT AND ADMINISTRATION	*	PERSONNEL MGMT AND ADMINISTRATION	ELEMENTS OF PUBLIC AND PRIVATE LAW II
<b>18 - 19</b>	*	PERSONNEL MGMT AND ADMINISTRATION	ECONOMIC STRUCTURE OF SPAIN	PERSONNEL MGMT AND ADMINISTRATION	*
<b>19 - 20</b>	SOCIOLOGY AND SOCIAL RESEARCH TECHNIQUES	ELEMENTS OF PUBLIC AND PRIVATE LAW II	*	SOCIOLOGY AND SOCIAL RESEARCH TECHNIQUES	*
<b>20 - 21</b>	SOCIOLOGY AND SOCIAL RESEARCH TECHNIQUES	ELEMENTS OF PUBLIC AND PRIVATE LAW II	*	SOCIOLOGY AND SOCIAL RESEARCH TECHNIQUES	*
<b>21-22</b>			*		

\*The elective classes of this Group are taught with Group E in Classroom 13. See schedule for Group E.

**SECOND SEMESTER ELECTIVES:**

COMPUTER ASSISTED STATISTICS  
ECONOMIC STRUCTURE OF SPAIN  
SOCIOLOGY OF INDUSTRIAL RELATIONS

**SECOND YEAR GROUP A  
FIRST SEMESTER**

**2001/2002  
Classroom 14**

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
9 - 10	LABOUR LAW	LABOUR LAW		FURTHER PUBLIC AND PRIVATE LAW	FURTHER PUBLIC AND PRIVATE LAW
10 - 11	LABOUR LAW	LABOUR LAW	SAFETY AT THE WORKPLACE	FURTHER PUBLIC AND PRIVATE LAW	FURTHER PUBLIC AND PRIVATE LAW
11 - 12	SOCIAL SECURITY LAW	SAFETY AT THE WORKPLACE	SAFETY AT THE WORKPLACE	WORK ORGANISATION AND METHODS	WORK ORGANISATION AND METHODS
12 - 13	SOCIAL SECURITY LAW	SAFETY AT THE WORKPLACE	INTRODUCCIÓN AL PROCEDURAL LAW	WORK ORGANISATION AND METHODS	WORK ORGANISATION AND METHODS
13 - 14	INTRODUCCIÓN AL PROCEDURAL LAW	SOCIAL SECURITY LAW	INTRODUCCIÓN AL PROCEDURAL LAW		INTRODUCCIÓN AL PROCEDURAL LAW

**SECOND YEAR GROUP A  
SECOND SEMESTER**

**2001/2002  
Classroom 14**

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
9 - 10	LABOUR LAW	LABOUR LAW	STRATEGIC MANAGEMENT OF HUMAN RESOURCES	WORK ORGANISATION AND METHODS	WORK ORGANISATION AND METHODS
10 - 11	LABOUR LAW	LABOUR LAW	STRATEGIC MANAGEMENT OF HUMAN RESOURCES	WORK ORGANISATION AND METHODS	WORK ORGANISATION AND METHODS
11 - 12	COMPANIES AND TAXATION	STRATEGIC MANAGEMENT OF HUMAN RESOURCES	COMPANIES AND TAXATION	INTEGRATED PRACTICAL WORK I	INTEGRATED PRACTICAL WORK I
12 - 13	COMPANIES AND TAXATION	COMPANIES AND TAXATION	INTEGRATED PRACTICAL WORK I	SOCIAL SECURITY LAW	SOCIAL SECURITY LAW
13 - 14			INTEGRATED PRACTICAL WORK I	SOCIAL SECURITY LAW	SOCIAL SECURITY LAW



**SECOND YEAR GROUP B  
FIRST SEMESTER**

**2001/2002  
Classroom 16**

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
9 - 10	LABOUR LAW	LABOUR LAW		WORK ORGANISATION AND METHODS	WORK ORGANISATION AND METHODS
10 - 11	LABOUR LAW	LABOUR LAW	INTRODUCTION TO PROCEDURAL LAW	WORK ORGANISATION AND METHODS	WORK ORGANISATION AND METHODS
11 - 12	SAFETY AT THE WORKPLACE	SOCIAL SECURITY LAW	INTRODUCTION TO PROCEDURAL LAW	FURTHER PUBLIC AND PRIVATE LAW	FURTHER PUBLIC AND PRIVATE LAW
12 - 13	SAFETY AT THE WORKPLACE	SOCIAL SECURITY LAW	SAFETY AT THE WORKPLACE	FURTHER PUBLIC AND PRIVATE LAW	FURTHER PUBLIC AND PRIVATE LAW
13 - 14	SOCIAL SECURITY LAW	INTRODUCTION TO PROCEDURAL LAW	SAFETY AT THE WORKPLACE	INTRODUCTION TO PROCEDURAL LAW	

**SECOND YEAR GROUP B  
SECOND SEMESTER**

**2001/2002  
Classroom 16**

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
9 - 10	LABOUR LAW	LABOUR LAW		INTEGRATED PRACTICAL WORK I	INTEGRATED PRACTICAL WORK I
10 - 11	LABOUR LAW	LABOUR LAW	INTEGRATED PRACTICAL WORK I	SOCIAL SECURITY LAW	SOCIAL SECURITY LAW
11 - 12	STRATEGIC MANAGEMENT OF HUMAN RESOURCES	COMPANIES AND TAXATION	INTEGRATED PRACTICAL WORK I	SOCIAL SECURITY LAW	SOCIAL SECURITY LAW
12 - 13	STRATEGIC MANAGEMENT OF HUMAN RESOURCES	STRATEGIC MANAGEMENT OF HUMAN RESOURCES	COMPANIES AND TAXATION	WORK ORGANISATION AND METHODS	WORK ORGANISATION AND METHODS
13 - 14	COMPANIES AND TAXATION	COMPANIES AND TAXATION		WORK ORGANISATION AND METHODS	WORK ORGANISATION AND METHODS

**SECOND YEAR GROUP C  
FIRST SEMESTER**

**2001/2002  
Classroom 14**

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
16 - 17			FURTHER PUBLIC AND PRIVATE LAW	WORK ORGANISATION AND METHODS	WORK ORGANISATION AND METHODS
17 - 18	LABOUR LAW	LABOUR LAW	FURTHER PUBLIC AND PRIVATE LAW	WORK ORGANISATION AND METHODS	WORK ORGANISATION AND METHODS
18 - 19	LABOUR LAW	LABOUR LAW	SAFETY AT THE WORKPLACE	FURTHER PUBLIC AND PRIVATE LAW	FURTHER PUBLIC AND PRIVATE LAW
19 - 20	INTRODUCTION TO PROCEDURAL LAW	INTRODUCTION TO PROCEDURAL LAW	SOCIAL SECURITY LAW	SOCIAL SECURITY LAW	SAFETY AT THE WORKPLACE
20 - 21	INTRODUCTION TO PROCEDURAL LAW	INTRODUCTION TO PROCEDURAL LAW	SOCIAL SECURITY LAW	SAFETY AT THE WORKPLACE	SAFETY AT THE WORKPLACE

The class "Further Public and Private Law is taught in Classroom 16.

**SECOND YEAR GROUP C  
SECOND SEMESTER**

**2001/2002  
Classroom 14**

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
16 - 17		INTEGRATED PRACTICAL WORK I	STRATEGIC MANAGEMENT OF HUMAN RESOURCES	WORK ORGANISATION AND METHODS	INTEGRATED PRACTICAL WORK I
17 - 18	LABOUR LAW	LABOUR LAW	STRATEGIC MANAGEMENT OF HUMAN RESOURCES	WORK ORGANISATION AND METHODS	WORK ORGANISATION AND METHODS
18 - 19	LABOUR LAW	LABOUR LAW	INTEGRATED PRACTICAL WORK I	STRATEGIC MANAGEMENT OF HUMAN RESOURCES	WORK ORGANISATION AND METHODS
19 - 20	SOCIAL SECURITY LAW	SOCIAL SECURITY LAW	INTEGRATED PRACTICAL WORK I	COMPANIES AND TAXATION	COMPANIES AND TAXATION
20 - 21	SOCIAL SECURITY LAW	SOCIAL SECURITY LAW		COMPANIES AND TAXATION	COMPANIES AND TAXATION

**SECOND YEAR GROUP D  
FIRST SEMESTER**

**2001/2002  
Classroom 16**

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
16 - 17			FURTHER PUBLIC AND PRIVATE LAW	SOCIAL SECURITY LAW	SAFETY AT THE WORKPLACE
17 - 18	INTRODUCTION TO PROCEDURAL LAW	INTRODUCTION TO PROCEDURAL LAW	FURTHER PUBLIC AND PRIVATE LAW	SOCIAL SECURITY LAW	SAFETY AT THE WORKPLACE
18 - 19	INTRODUCTION TO PROCEDURAL LAW	INTRODUCTION TO PROCEDURAL LAW	SOCIAL SECURITY LAW	FURTHER PUBLIC AND PRIVATE LAW	FURTHER PUBLIC AND PRIVATE LAW
19 - 20	LABOUR LAW	LABOUR LAW	SAFETY AT THE WORKPLACE	WORK ORGANISATION AND METHODS	WORK ORGANISATION AND METHODS
20 - 21	LABOUR LAW	LABOUR LAW	SAFETY AT THE WORKPLACE	WORK ORGANISATION AND METHODS	WORK ORGANISATION AND METHODS

**SECOND YEAR GROUP D  
SECOND SEMESTER**

**2001/2002  
Classroom 16**

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
16 - 17	INTEGRATED PRACTICAL WORK I	INTEGRATED PRACTICAL WORK I	INTEGRATED PRACTICAL WORK I	STRATEGIC MANAGEMENT OF HUMAN RESOURCES	
17 - 18	SOCIAL SECURITY LAW	SOCIAL SECURITY LAW	INTEGRATED PRACTICAL WORK I	COMPANIES AND TAXATION	COMPANIES AND TAXATION
18 - 19	SOCIAL SECURITY LAW	SOCIAL SECURITY LAW	STRATEGIC MANAGEMENT OF HUMAN RESOURCES	COMPANIES AND TAXATION	COMPANIES AND TAXATION
19 - 20	LABOUR LAW	LABOUR LAW	STRATEGIC MANAGEMENT OF HUMAN RESOURCES	WORK ORGANISATION AND METHODS	WORK ORGANISATION AND METHODS
20 - 21	LABOUR LAW	LABOUR LAW		WORK ORGANISATION AND METHODS	WORK ORGANISATION AND METHODS

**THIRD YEAR GROUP A**  
**FIRST SEMESTER**

**2001/2002**  
**Classroom 05**

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8 - 9	INTRODUCTION TO EU LAW				
9 - 10	GENERAL ACCOUNTING	LABOUR LAW PROCEDURE	UNION LAW	INTRODUCTION TO EU LAW	INTEGRATED PRACTICAL WORK II
10 - 11	GENERAL ACCOUNTING	GENERAL ACCOUNTING	INTEGRATED PRACTICAL WORK II	INTRODUCTION TO EU LAW	INTEGRATED PRACTICAL WORK II
11 - 12	UNION LAW	GENERAL ACCOUNTING	INTEGRATED PRACTICAL WORK II	LABOUR LAW PROCEDURE	PSYCHOLOGY OF WORK
12 - 13	TAXATION OF ECONOMIC ACTIVITIES. INDIR. AND LOCAL ASSESSMENT	UNION LAW	LABOUR LAW PROCEDURE	PSYCHOLOGY OF WORK	PSYCHOLOGY OF WORK
13 - 14	TAXATION OF ECONOMIC ACTIVITIES. INDIR. AND LOCAL ASSESSMENT	UNION LAW	LABOUR LAW PROCEDURE		TAXATION OF ECONOMIC ACTIVITIES. INDIR. AND LOCAL ASSESSMENT
14 - 15					TAXATION OF ECONOMIC ACTIVITIES. INDIR. AND LOCAL ASSESSMENT

**THIRD YEAR GROUP A**  
**SECOND SEMESTER**

**2001/2002**  
**Classroom 05**

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8 - 9			TAX ASSESSMENT PROCEDURES	SOCIAL SECURITY ORGANISATION AND FINANCING	SOCIAL SECURITY ORGANISATION AND FINANCING
9 - 10		SOCIAL ACTION IN COMPANIES	PSYCHOLOGY OF WORK	FINANCIAL ACCOUNTING	FINANCIAL ACCOUNTING
10 - 11	PSYCHOLOGY OF WORK	SOCIAL ACTION IN COMPANIES	UNION LAW	FINANCIAL ACCOUNTING	PUBLIC LAW OF ANDALUSIA
11 - 12	PSYCHOLOGY OF WORK	TAX ASSESSMENT PROCEDURES	UNION LAW	ADMINISTRATIVE PROCEDURE	PUBLIC LAW OF ANDALUSIA
12 - 13	UNION LAW	TAX ASSESSMENT PROCEDURES	SOCIAL ACTION IN COMPANIES	PUBLIC LAW OF ANDALUSIA	ADMINISTRATIVE PROCEDURE
13 - 14	SOCIAL SECURITY ORGANISATION AND FINANCING	LAW AND JURISDICTION OF FOREIGN WORKERS	LAW AND JURISDICTION OF FOREIGN WORKERS	SOCIAL SECURITY ORGANISATION AND FINANCING	ADMINISTRATIVE PROCEDURE
14 - 15	SOCIAL ACTION IN COMPANIES	LAW AND JURISDICTION OF FOREIGN WORKERS	LAW AND JURISDICTION OF FOREIGN WORKERS		

**THIRD YEAR GROUP B**  
**FIRST SEMESTER**

2001/2002  
Classroom 03

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8 - 9	INTRODUCTION TO EU LAW				
9 - 10	UNION LAW	GENERAL ACCOUNTING		INTRODUCTION TO EU LAW	PSYCHOLOGY OF WORK
10 - 11	UNION LAW	UNION LAW	GENERAL ACCOUNTING	INTRODUCTION TO EU LAW	PSYCHOLOGY OF WORK
11 - 12	GENERAL ACCOUNTING	UNION LAW	GENERAL ACCOUNTING	PSYCHOLOGY OF WORK	INTEGRATED PRACTICAL WORK II
12 - 13	TAXATION OF ECONOMIC ACTIVITIES. INDIR. AND LOCAL ASSESSMENT	LABOUR LAW PROCEDURE	INTEGRATED PRACTICAL WORK II	LABOUR LAW PROCEDURE	INTEGRATED PRACTICAL WORK II
13 - 14	TAXATION OF ECONOMIC ACTIVITIES. INDIR. AND LOCAL ASSESSMENT	LABOUR LAW PROCEDURE	INTEGRATED PRACTICAL WORK II	LABOUR LAW PROCEDURE	TAXATION OF ECONOMIC ACTIVITIES. INDIR. AND LOCAL ASSESSMENT
14 - 15					TAXATION OF ECONOMIC ACTIVITIES. INDIR. AND LOCAL ASSESSMENT

The First Semester elective classes will be taught in Classroom 05.

**THIRD YEAR GROUP B**  
**SECOND SEMESTER**

2001/2002  
Classroom 03

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8 - 9			TAX ASSESSMENT PROCEDURES	SOCIAL SECURITY ORGANISATION AND FINANCING	SOCIAL SECURITY ORGANISATION AND FINANCING
9 - 10	SOCIAL ACTION IN COMPANIES	UNION LAW	SOCIAL ACTION IN COMPANIES	FINANCIAL ACCOUNTING	FINANCIAL ACCOUNTING
10 - 11	SOCIAL ACTION IN COMPANIES	UNION LAW	SOCIAL ACTION IN COMPANIES	FINANCIAL ACCOUNTING	PUBLIC LAW OF ANDALUSIA
11 - 12	UNION LAW	TAX ASSESSMENT PROCEDURES	PSYCHOLOGY OF WORK	ADMINISTRATIVE PROCEDURE	PUBLIC LAW OF ANDALUSIA
12 - 13	PSYCHOLOGY OF WORK	TAX ASSESSMENT PROCEDURES	PSYCHOLOGY OF WORK	PUBLIC LAW OF ANDALUSIA	ADMINISTRATIVE PROCEDURE
13 - 14	SOCIAL SECURITY ORGANISATION AND FINANCING	LAW AND JURISDICTION OF FOREIGN WORKERS	LAW AND JURISDICTION OF FOREIGN WORKERS	SOCIAL SECURITY ORGANISATION AND FINANCING	ADMINISTRATIVE PROCEDURE
14 - 15		LAW AND JURISDICTION OF FOREIGN WORKERS	LAW AND JURISDICTION OF FOREIGN WORKERS		

**THIRD YEAR GROUP C  
FIRST SEMESTER**

**2001/2002  
Classroom 05**

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
16 - 17	TAXATION OF ECONÓMIC ACTIVITIES. INDIR. AND LOCAL ASSESSMENT	GENERAL ACCOUNTING		GENERAL ACCOUNTING	UNION LAW
17 - 18	TAXATION OF ECONÓMIC ACTIVITIES. INDIR. AND LOCAL ASSESSMENT	GENERAL ACCOUNTING	LABOUR LAW PROCEDURE	GENERAL ACCOUNTING	UNION LAW
18 - 19	INTEGRATED PRACTICAL WORK II	LABOUR LAW PROCEDURE	LABOUR LAW PROCEDURE	TAXATION OF ECONÓMIC ACTIVITIES. INDIR. AND LOCAL ASSESSMENT	PSYCHOLOGY OF WORK
19 - 20	INTEGRATED PRACTICAL WORK II	LABOUR LAW PROCEDURE	INTEGRATED PRACTICAL WORK II	TAXATION OF ECONÓMIC ACTIVITIES. INDIR. AND LOCAL ASSESSMENT	PSYCHOLOGY OF WORK
20 - 21	PSYCHOLOGY OF WORK	UNION LAW	INTEGRATED PRACTICAL WORK II	INTRODUCTION TO EU LAW	INTRODUCTION TO EU LAW
21 - 22		UNION LAW		INTRODUCTION TO EU LAW	

**THIRD YEAR GROUP C**  
**SECOND SEMESTER**

**2001/2002**  
**Classroom 05**

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
16 - 17	FINANCIAL ACCOUNTING	ADMINISTRATIVE PROCEDURE	TAX ASSESSMENT PROCEDURES	SOCIAL SECURITY ORGANISATION AND FINANCING	TAX ASSESSMENT PROCEDURES
	SOCIAL SECURITY ORGANISATION AND FINANCING				
17 - 18	FINANCIAL ACCOUNTING/	SOCIAL ACTION IN COMPANIES	PSYCHOLOGY OF WORK	FINANCIAL ACCOUNTING/	TAX ASSESSMENT PROCEDURES
	SOCIAL SECURITY ORGANISATION AND FINANCING			SOCIAL SECURITY ORGANISATION AND FINANCING	
18 - 19	UNION LAW	SOCIAL ACTION IN COMPANIES	PSYCHOLOGY OF WORK	SOCIAL ACTION IN COMPANIES	PSYCHOLOGY OF WORK
19 - 20	UNION LAW	LAW AND JURISDICTION OF FOREIGN WORKERS IN SPAIN	PUBLIC LAW OF ANDALUSIA	SOCIAL ACTION IN COMPANIES	ADMINISTRATIVE PROCEDURE
		PUBLIC LAW OF ANDALUSIA	LAW AND JURISDICTION OF FOREIGN WORKERS IN SPAIN EN ESPAÑA		
20 - 21		LAW AND JURISDICTION OF FOREIGN WORKERS IN SPAIN	PUBLIC LAW OF ANDALUSIA LAW AND JURISDICTION OF FOREIGN WORKERS IN SPAIN	UNION LAW	ADMINISTRATIVE PROCEDURE

Second Semester elective classes:

- Social Security Organisation and Financing
- Public Law and Companies.

are taught in Classroom 03.

**THIRD YEAR GROUP D  
FIRST SEMESTER**

**2001/2002  
Classroom 03**

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
16 - 17	TAXATION OF ECONÓMIC ACTIVITIES. INDIR. AND LOCAL ASSESSMENT	INTEGRATED PRACTICAL WORK II		UNION LAW	INTEGRATED PRACTICAL WORK II
17 - 18	TAXATION OF ECONÓMIC ACTIVITIES. INDIR. AND LOCAL ASSESSMENT	INTEGRATED PRACTICAL WORK II	GENERAL ACCOUNTING	UNION LAW	INTEGRATED PRACTICAL WORK II
18 - 19	GENERAL ACCOUNTING	PSYCHOLOGY OF WORK	GENERAL ACCOUNTING	TAXATION OF ECON. ACTIVITIES. INDIR. AND LOCAL ASSESSMENT	UNION LAW
19 - 20	GENERAL ACCOUNTING	PSYCHOLOGY OF WORK	LABOUR LAW PROCEDURE	TAXATION OF ECON. ACTIVITIES. INDIR. AND LOCAL ASSESSMENT	UNION LAW
20 - 21	PSYCHOLOGY OF WORK	LABOUR LAW PROCEDURE	LABOUR LAW PROCEDURE	INTRODUCTION TO EU LAW	INTRODUCTION TO EU LAW
21 - 22		LABOUR LAW PROCEDURE		INTRODUCTION TO EU LAW	

**THIRD YEAR GROUP D  
SECOND SEMESTER**

**2001/2002  
Classroom 03**

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
16 - 17	FINANCIAL ACCOUNTING	ADMINISTRATIVE PROCEDURE	TAX ASSESSMENT PROCEDURES	SOCIAL SECURITY ORGANISATION AND FINANCING	TAX ASSESSMENT PROCEDURES
	SOCIAL SECURITY ORGANISATION AND FINANCING				
17 - 18	FINANCIAL ACCOUNTING	PSYCHOLOGY OF WORK	SOCIAL ACTION IN COMPANIES	FINANCIAL ACCOUNTING	TAX ASSESSMENT PROCEDURES
	SOCIAL SECURITY ORGANISATION AND FINANCING			SOCIAL SECURITY ORGANISATION AND FINANCING	
18 - 19	SOCIAL ACTION IN COMPANIES	PSYCHOLOGY OF WORK	SOCIAL ACTION IN COMPANIES	UNION LAW	PSYCHOLOGY OF WORK
19 - 20	SOCIAL ACTION IN COMPANIES	LAW AND JURISDICTION OF FOREIGN WORKERS IN SPAIN	PUBLIC LAW OF ANDALUSIA	UNION LAW	ADMINISTRATIVE PROCEDURE
		PUBLIC LAW OF ANDALUSIA	LAW AND JURISDICTION OF FOREIGN WORKERS IN SPAIN		
20 - 21	UNION LAW	LAW AND JURISDICTION OF FOREIGN WORKERS IN SPAIN	PUBLIC LAW OF ANDALUSIA		ADMINISTRATIVE PROCEDURE
			LAW AND JURISDICTION OF FOREIGN WORKERS IN SPAIN		
The elective classes: Financial Accounting and Law and Jurisdiction of Foreign Workers in Spain are taught in Classroom 05.					

**EXAM PERIOD.**



General observations:

- Due to space limitations, final exams during the ordinary exam periods of February and June will be given maintaining the morning and afternoon group division, except in those departments expressing their intention to examine all the groups in a single session. For the other exam periods, September and December, exams will be given at the same time for all students without regard to groups.
- For the 2001-2002 academic year, the year-long classes listed below may have a mid-term exam before or after the ordinary exam period corresponding to the First Semester (January-February)

*First Year:     - Personnel management and administration*

*Second Year:   - Labour Law  
                  - Work Organisation and Methods  
                  - Social Security Law*

*Third Year:     - Union Law  
                  - Psychology of Work*

**For these classes, the exam date will be set by common accord between the teacher and the students.**

These mid-term exams are to be given in such a way that they do not affect the normal development of the theoretical classes being taught at the time. Therefore, when the exams are to be written they will be given on Saturdays.

When the exams are to be oral, the morning groups will have the exam in the afternoon and the afternoon groups will have the exam in the morning.

As regards the giving of exams, this Faculty has established the following criteria and recommendations, in accordance with the guidelines adopted by the Governing Board in its session of 30 June 1997:

- The exam calendar established and approved by the Faculty Assembly must be respected.
- The following recommendations are made for oral exams:
  - The duration of the exam for each group shall not exceed three days.
  - The professor shall make available the names of the students who will be examined each day, indicating morning or afternoon session and if possible a time slot.

- Under no circumstances will a student be forced to take an exam on the same day as another officially-programmed exam.

### **EXTRAORDINARY EXAMS OF DECEMBER**

Dates will be set according to requests for extraordinary exams in December (the end of career exam) by students having at least 85% (167.5 credits) of the required credits completed and who have a maximum of 29.5 credits remaining to complete the degree programme (classes for which students are already enrolled).

### **ORDINARY EXAMS OF FEBRUARY:**

<b>FIRST YEAR CLASSES FIRST SEMESTER</b>	<b>DAY</b>	<b>GROUPS</b>	<b>TIME</b>	<b>DEPARTMENT</b>
STATISTICS	16 Feb Sat.	morning and afternoon	9	Dept. of Statistics and Operations Research
HISTORY OF WORK (Labour Law)	5 Feb Tues.	morning and afternoon	9	Dept. of Labour and Social Security Law
HISTORY OF WORK (History of Law)	5 Feb Tues.	morning and afternoon	9	Dept. of History of Law and Private International Law
ELEMENTS OF PUBLIC AND PRIVATE LAW (Civil Law)	31 Jan Thurs.	morning	9	Dept. of Civil Law
		after- noon	16	
ECONOMICS	7 Feb Thurs.	morning	9	Dept. of Applied Economics
		afternoon	16	
SOCIAL HISTORY AND CONTEMPORARY POLITICS	28 Jan Mon.	morning	9	Dept. of Applied Economics
		after- noon	16	
BUSINESS ADMINISTRATION	13 Feb Wed.	morning and afternoon	9	Business Administration and Marketing
ELEMENTS OF PUBLIC AND PRIVATE LAW (Constitutional Law)	11 Feb Mon.	morning	9	Dept. of Constitutional Law
		afternoon	16	

<b>SECOND YEAR CLASSES FIRST SEMESTER</b>	<b>DAY</b>	<b>GROUPS</b>	<b>TIME</b>	<b>DEPARTMENT</b>
SAFETY AT THE WORKPLACE	30 Jan Wed.	morning	9	Dept. of Labour and Social Security Law
		afternoon	16	
FURTHER PUBLIC AND PRIVATE LAW ( Financial and Tax Law)	6 Feb Wed.	morning and afternoon	9 a 11	Dept. of Financial and Tax Law
FURTHER PUBLIC AND PRIVATE LAW (Company Law)	6 Feb Wed.	morning and afternoon	11,30 a 14	Dept. of Company Law
INTRODUCTION TO PROCEDURAL LAW	14 Feb Thurs.	morning	9	Dept. of Procedural Law.
		afternoon	16	
<b>THIRD YEAR CLASSES FIRST SEMESTER</b>	<b>DAY</b>	<b>GROUPS</b>	<b>TIME</b>	<b>DEPARTMENT</b>
GENERAL ACCOUNTING	29 Jan Tues.	morning and afternoon	9,30	Accounting
INTEGRATED PRACTICAL WORK II	4 Feb Mon.	morning	9	Dept. of Labour and Social Security Law
		afternoon	16	
INTRODUCTION TO D. COMUNITARIO	8 Feb Fri.	morning and afternoon	9	Dept. of Public International Law
LABOUR LAW PROCEDURE	12 Feb Tues.	morning and afternoon	9	Dept. of Labour and Social Security Law
TAXATION OF ECONOMIC ACTIVITIES. INDIRECT AND LOCAL ASSESSMENT	15 Fri.	morning	9	Dept. of Financial and Tax Law
		afternoon	16	

**ORDINARY EXAMS OF JUNE:**

<b>FIRST YEAR CLASSES SECOND SEMESTER</b>	<b>DAY</b>	<b>GROUPS</b>	<b>TIME</b>	<b>DEPARTMENT</b>
SOCIOLOGY AND SOCIAL RESEARCH TECHNIQUES	5 July Fri.	morning and afternoon	9	Dept. of Sociology and Social Research Techniques
COMPUTER-ASSISTED STATISTICS	10 June Mon.	morning and afternoon	9	Dept. of Statistics and Operations Research
PERSONNEL MANAGEMENT AND ADMINISTRATION	19 June Wed.	morning and afternoon	9	Dept. of Social Psychology
SOCIOLOGY OF INDUSTRIAL RELATIONS	14 June Fri.	morning	9	Dept. of Sociology and Social Research Techniques
		afternoon	16	Dept. of Sociology and Social Research Techniques
ECONOMIC STRUCTURE OF SPAIN	2 July Tues.	morning and afternoon	9	Dept. of Applied Economics
ELEMENTS OF PUBLIC AND PRIVATE LAW II	24 June Mon.	morning	9	Dept. of Administrative Law
		afternoon	17	Dept. of Administrative Law

<b>SECOND YEAR CLASSES SECOND SEMESTER</b>	<b>DAY</b>	<b>GROUP</b>	<b>TIME</b>	<b>DEPARTMENT</b>
LABOUR LAW	11 June Tues.	morning and afternoon	9	Dept. of Labour and Social Security Law
INTEGRATED PRACTICAL WORK I	4 July Thurs.	morning and afternoon	11,30	Dept. of Business Administration and Marketing

STRATEGIC MANAGEMENT OF HUMAN RESOURCES	21 June Fri.	morning and afternoon	11,30	Dept. of Business Administration and Marketing
COMPANIES AND TAXATION	18 June Tues.	morning	9	Dept. of Financial and Tax Law
		afternoon	17	Dept. of Financial and Tax Law
SOCIAL SECURITY LAW	27 June Thurs.	morning and afternoon	9	Dept. of Labour and Social Security Law
WORK ORGANISATION AND METHODS	25 June Tues.	morning and afternoon	9	Dept. of Business Administration and Marketing

THIRD YEAR CLASSES SECOND SEMESTER	DAY	GROUPS	TIME	DEPARTMENT
UNION LAW	20 June Thurs.	morning and afternoon	9	Dept. of Labour and Social Security Law
PUBLIC LAW OF ANDALUSIA (Constitutional Law)	12 June Wed.	morning	9 a 11	Dept. of Constitutional Law
		afternoon	17 a 19	
PUBLIC LAW OF ANDALUSIA (Administrative Law)	12 June Wed.	morning	11,30	Dept. of Administrative Law
		afternoon	19,30	Dept. of Administrative Law
SOCIAL SECURITY ORGANISATION AND FINANCING	25 June Tues.	morning	9	Dept. of Labour and Social Security Law
		afternoon	17	Dept. of Labour and Social Security Law
FINANCIAL ACCOUNTING	6 July Sat.	morning and afternoon	9	Dept. of Financial Economics and Accounting

PSYCHOLOGY OF WORK	8 June Sat.	morning and afternoon	9	Dept. of Social Psychology
SOCIAL ACTION IN COMPANIES	1 July Mon.	morning	9	Dept. of Sociology and Social Research Techniques
		afternoon	17	
LAW AND JURISDICTION OF FOREIGN WORKERS IN SPAIN	17 June Mon.	morning and afternoon	9	Dept. of Private International Law
ADMINISTRATIVE PROCEDURE	28 June Fri.	morning	9	Dept. of Procedural Law
		afternoon	17	
TAX ASSESSMENT PROCEDURES	3 July Wed.	morning	9	Dept. of Tax Law
		afternoon	17	

### EXTRAORDINARY EXAMS OF SEPTEMBER

FIRST YEAR CLASSES	DAY	TIME	DEPARTMENT
PERSONNEL MANAGEMENT AND ADMINISTRATION	2 Mon.	9	Dept. of Social Psychology
HISTORY OF WORK (Labour Law)	5 Thurs.	9 a 11	Dept. of Labour and Social Security Law
HISTORY OF WORK (History of Law)	5 Thurs.	11:30	Dept. of Private International Law and the History of Law.
SOCIOLOGY OF INDUSTRIAL RELATIONS	4 Wed.	9	Dept. of Sociology and Social Research Techniques
ELEMENTS OF PUBLIC AND PRIVATE LAW I (Constitutional Law)	12 Thurs.	9	Dept. of Constitutional Law
ECONOMICS	7 Sat.	9	Dept. of Applied Economics
BUSINESS ADMINISTRATION	9 Mon.	9	Dept. of Business Administration and Marketing
SOCIAL HISTORY AND CONTEMPORARY POLITICS	10 Tues.	9	Dept. of Applied Economics
SOCIOLOGY AND SOCIAL RESEARCH TECHNIQUES	18 Wed.	9	Dept. of Sociology and Social Research Techniques
ELEMENTS OF PUBLIC AND PRIVATE LAW II	13 Fri.	9	Dept. of Administrative Law
ECONOMIC STRUCTURE OF SPAIN	17 Tues.	9	Dept. of Applied Economics
COMPUTER-ASSISTED STATISTICS	9 Mon.	11,30	Dept. of Statistics and Operations Research
ELEMENTS OF PUBLIC AND PRIVATE LAW I (Civil Law)	19 Thurs.	9	Dept. of Civil Law

STATISTICS	21 Sat.	9	Dept. of Statistics and Operations Research
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SECOND YEAR CLASSES	DAY	TIME	DEPARTMENT
INTEGRATED PRACTICAL WORK I	2 Mon.	12	Dept. of Business Administration and Marketing
LABOUR LAW	3 Mon.	9	Dept. of Labour and Social Security Law
FURTHER PUBLIC AND PRIVATE LAW (Financial and Tax Law)	6 Fri.	9 to 11	Dept. of Financial and Tax Law
FURTHER PUBLIC AND PRIVATE LAW (Company Law)	6 Fri.	11:30	Dept. of Company Law
SAFETY AT THE WORKPLACE	9 Mon.	9	Dept. of Labour and Social Security Law
STRATEGIC MANAGEMENT OF HUMAN RESOURCES	11 Wed.	9	Dept. of Business Administration and Marketing
INTRODUCTION TO PROCEDURAL LAW	20 Fri.	9	Dept. of Procedural and Ecclesiastical Law
COMPANIES AND TAXATION	13 Fri.	17	Dept. of Financial and Tax Law
WORK ORGANISATION AND METHODS	16 Mon.	12	Dept. of Business Administration and Marketing
SOCIAL SECURITY LAW	18 Wed.	9	Dept. of Labour and Social Security Law

THIRD YEAR CLASSES	DAY	TIME	DEPARTMENT
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PSYCHOLOGY OF WORK	2 Mon.	17	Dept. of Social Psychology
PUBLIC LAW OF ANDALUSIA (Administrative Law)	5 Thurs.	16 to 18	Dept. of Administrative Law
PUBLIC LAW OF ANDALUSIA (Constitutional Law)	5 Thurs.	18:30	Dept. of Constitutional Law
LABOUR LAW PROCEDURE	12 Thurs.	9	Dept. of Labour and Social Security Law
TAX ASSESSMENT PROCEDURES	17 Tues.	17	Dept. of Financial and Tax Law
GENERAL ACCOUNTING	14 Sat.	9	Dept. of Accounting
INTEGRATED PRACTICAL WORK II	6 Fri.	17	Dept. of Labour and Social Security Law
FINANCIAL ACCOUNTING	18 Wed.	17	Dept. of Accounting
UNION LAW	10 Tues.	10	Dept. of Labour and Social Security Law
INTRODUCTION TO EU LAW	3 Tues.	9	Dept. of Public International Law
ORGANISATION AND FINANCING OF SOCIAL SECURITY	16 Mon.	17	Dept. of Labour and Social Security Law
ADMINISTRATIVE PROCEDURE	21 Sat.	12	Dept. of Procedural and Ecclesiastical Law
SOCIAL ACTION IN COMPANIES	20 Fri.	17	Dept. of Sociology
LAW AND JURISDICTION OF FOREIGN WORKERS IN SPAIN	19 Thurs.	17	Dept. of Private International Law
TAXATION OF ECONOMIC ACTIVITIES	11 Tues.	17	Dept. of Tax Law

## **COURSE DESCRIPTIONS.**

### **1. First year classes**

**COURSE: PERSONNEL MANAGEMENT AND ADMINISTRATION**  
***DIRECCIÓN Y GESTIÓN DEL PERSONAL***

First Year  
First and Second Semester  
Core subject  
Credits: 6 theoretical and 4 practical.

**DEPARTMENT:** Social Psychology and Methodology of the Behavioural Sciences.

**TEACHING STAFF:**

Group A and B: Antonio Delgado Padial  
Group C: María Pilar Díaz Conde.  
Group D and E: María Angustias Martín Quirós

**ASSESSMENT METHODS:**

A mid-term exam will be given covering programme topics 1 through 10, and students who pass this exam will be finished with the corresponding material. If this exam is not taken or if the student does not pass it, s/he will take an exam on the entire course during the regular final exam period. Similarly, those students who pass the mid-term but do not pass the final exam will have to take an exam over the whole course in the September exam period.

Additionally, evaluation of student practical work will be based on participation in practical sessions and in-class presentations to fellow students or, if appropriate, on the marks obtained in an exam covering practical work.

Student practical work, which is required for all students enrolled in this course, will affect the final mark in proportion to the number of practical credits assigned to the course.

**COURSE AIMS:**

To provide students with a comprehensive vision of the role that human resources play in organisations.

To give students a precise theoretical and practical knowledge of different techniques of personnel administration and of the different functions that a Director of Human Resources carries out.

**PROGRAMME TOPIC TITLES:**

- The Organisation: Concept, types and structure.

- Introduction to Personnel Management and Administration.
- Method and techniques in Personnel Management and Administration.
- Description and analysis of job positions.
- Evaluating job positions.
- Performance evaluation.
- The process of selecting personnel.
- Fitting the person to the job.
- Career development.
- Formation plan.
- Motivation.
- Communication.
- Leadership and directing styles.
- Process and strategy in decision making.
- Conflict and negotiation strategies.
- Satisfaction, climate and quality of work life.
- Absenteeism, turnover and productivity.
- Workplace stress.

**BASIC BIBLIOGRAPHY:**

- Rodríguez, A. (Coord.) (1998): *\*Introducción a la Psicología del Trabajo y de las Organizaciones+*. Madrid: Pirámide.
- Ernest & Young (1998): *\*Manual del director de Recursos Humanos+*. Madrid: Cinco Días.
- Barranco, F.J. (1993): *\*Planificación estratégica de Recursos Humanos. Del marketing interno a la planificación+*. Madrid: Pirámide.
- Pereda, S y Berrocal, F. (1993): *\*Valoración de puestos de trabajo+*. Madrid: Endema.
- Puchol, L. (1995): *\* Dirección y Gestión de Recursos Humanos+*. Madrid: ESIC.



**COURSE:        ELEMENTS OF PUBLIC AND PRIVATE LAW**  
**ELEMENTOS DE DERECHO PÚBLICO Y PRIVADO**

Course consisting of two subjects: Constitutional Law and Civil Law.  
 First Year  
 First Semester  
 Core subject  
 Credits: 4 theoretical and 2 practical.

**DEPARTMENTS:** Constitutional Law and Civil Law.

**TEACHING STAFF:***Constitutional Law:*

Group A: José Sánchez López. Practical: María Concepción Pérez Villalobos.

Group B: José María Porras Ramírez. Practical: José Sánchez López

Group C: Concepción Pérez Villalobos. Practical: José María Porras Ramírez.

Group D: Enrique Guillén López. Practical: María Dolores Martínez Cuevas.

Group E: María Dolores Martínez Cuevas. Practical: Enrique José Guillén.

*Civil Law:*

Groups A, B, C: María Amparo Moreno del Valle. Practical: Carmen Jaimez.

Groups D, E: Juna de Vicente Luna. Practical: María Amparo Moreno del Valle.

**ASSESSMENT METHODS :***Constitutional Law:*

Students will choose an evaluation method from between the following:

- Oral exposition on work developed during the year, or
- Written exam on the material included in the programme.

*Civil Law:*

Theoretical-practical exam.

**COURSE AIMS :***Constitutional Law:*

In view of the fact that the Constitution represents a way of organising social life where legal order is the norm fundamental to everything, the goal proposed for this course is to familiarise students with the current Spanish Constitution and especially with the value system that it embodies, its transformative function, the rights that it establishes as well as the guarantees, and the organs and institutions that are established by the Social and Democratic State of Law.

*Civil Law:*

Basic knowledge of the institutions of Civil Law.

**PROGRAMME TOPIC TITLES :***Constitutional Law:*

I.- The Spanish Constitution of 1978. The Source system. Law and Liberties.

Lesson 1.- The Spanish Constitution of 1978. Antecedents and most relevant characteristics. General or basic principles.

Lesson 2.- Sources of Law in the Spanish legal system. The Constitution as a legal norm. The statute as a source of Law. Normative regulations with the force of law. Regulations. Other sources of law. Community law and the system of origins.

Lesson 3.- Fundamental rights and liberties. Fundamental rights and liberties in the Spanish Constitution. Special consideration of economic, social and cultural rights.

Lesson 4. The system of protection of rights and liberties. Jurisdictional and extra-jurisdictional guarantees of rights and liberties. The suspension of guarantees of rights and liberties.

## **II.- Constitutional organs and autonomous institutions.**

Lesson 5.- The Crown. Functions and powers. The institution of countersignature. Succession to the throne.

Lesson 6.- Legislative power. The composition and operation of the Congress of Deputies and the Senate. The function of the General Courts.

Lesson 7.- Executive Power. The government and the Administration. The investiture of the President of the Government. The censure motion. The question of trust..

Lesson 8.- Judicial power. Judicial organisation in Spain. The Attorney General's office. Popular participation in the Administration of Justice.

Lesson 9.- The Constitutional Tribunal. The functions of the Constitutional Tribunal. The recourse of unconstitutionality. The question of unconstitutionality. Actions for infringement of fundamental rights and freedoms. Conflicts of jurisdiction.

Lesson 10.- Territorial organisation of the State in the Spanish Constitution of 1978. The different avenues to autonomy. The distribution of jurisdiction between the State and the Autonomous Communities. The autonomous process in Andalusia, most relevant aspects. Institutions and jurisdiction of the Autonomous Community of Andalusia.

### *Civil Law:*

I.- Civil Law

II.- The legal relationship

III.- Obligation

IV.- Contract

V.- Civil liability

VI.- Property and other real rights.

## **BASIC BIBLIOGRAPHY:**

### *Constitutional Law:*

- García Pelayo, M. (1987): Derecho constitucional comparado, Alianza Universidad, Madrid.

- García Pelayo, M. (1992): Obras completas, Centro de Estudios Constitucionales, Tres Volúmenes.

- Álvarez Conde, E. (1985): El Régimen Político Español, Tecnos, Madrid.
- Álvarez Conde, E. (1992): Curso de Derecho Constitucional, Tecnos, Madrid, Dos Volúmenes.

*Civil Law:*

- Moreno Quesada, B., Bustos Valdia, C. y Trijillo Calzada, I.:  
\**Derecho Civil Patrimonial. Conceptos y Normativa Básica*+



**COURSE :      SOCIAL HISTORY AND CONTEMPORARY POLITICS**  
***HISTORIA SOCIAL Y POLÍTICA CONTEMPORÁNEA***

First Year  
 First Semester  
 Core subject  
 Credits: 5 theoretical and 1 practical

**DEPARTMENTS :** Applied Economics and Economic History. Area: History and Economic Institutions.

**TEACHING STAFF :**

Groups A, B and C: María Angeles Castellano Montes  
 Groups D and E: Luis González Ruiz

**PROGRAMME TOPIC TITLES :**

- Part One: Ancien Regime Europe, the reforms and crises of the 18<sup>th</sup> Century.
1. The great transformations of the 17<sup>th</sup> Century in Europe and America.
  2. The great political revolutions. Concepts and development of the bourgeois revolutions, 1773-1815.
- Part Two: The apogee of the bourgeoisie. Economy, society and politics in the 19<sup>th</sup> Century.
3. Consolidation and expansion in bourgeois Europe: 1815-1870.
  4. Apogee and global arrogance of European bourgeoisie: 1870-1914.
- Part Three: Crisis and transformation in the 20<sup>th</sup> century.
5. The great crisis of 1914 and its consequences.
  6. The interwar period, 1919-1945.
  7. The current world. Adjustments and transformations: 1945-1993.
  8. The great global axes at the end of the century.

**BASIC BIBLIOGRAPHY :**

- Paredes Alonso, J: *\*Historia Universal Contemporánea+*, 1994.
- Calero Amor, M. y otros: *\*Historia del Mundo Contemporáneo+*.  
Bruño.



**COURSE :     STATISTICS  
                  ESTADÍSTICA**

First Year  
First Semester  
Core subject  
Credits: 4 theoretical and 2 practical

**DEPARTMENT :** Statistics and Operations Research.

**TEACHING STAFF :**

Dr. Francisco Abad Montes (Co-ordinator)  
Maravillas Vargas Jiménez  
Dr. Esteban Navarrete Álvarez  
José M Quesada Rubio  
Ramón Gutiérrez Sánchez  
Eva Ramos Ábalos

**PROGRAMME TOPIC TITLES:**

**THEORETICAL PROGRAMME :**

**TOPIC 1: DATA ANALYSIS. GRAPHIC REPRESENTATION. 4 hrs (T+P).**

- 1.1 Deterministic and random phenomena.
- 1.2 Descriptive statistics.
- 1.3 Forms of data representation.
- 1.4 Stem and leaf diagram.

**TOPIC 2: NUMERICAL SYNTHESIS OF A ONE-DIMENSIONAL  
VARIABLE STATISTIC..... 6 hrs (T+P).**

- 2.1 Introduction.
- 2.2 Measures of central location.
- 2.3 Other measures of location. Quantiles.
- 2.4 Diffusion measurements.
- 2.5 Other diffusion measurements.
- 2.6 Measures of relative diffusion.
- 2.7 Synthesis in explorative data analysis.

- 2.8 Form measurement.
- 2.9 Concentration indicators.

**TOPIC 3: TWO-DIMENSION DISTRIBUTIONS. CONTINGENCY TABLES.....6 hrs (T+P).**

- 3.1 Concept of two-dimensional variable statistics.
- 3.2 Distribution of two-dimensional frequencies.
- 3.3 Marginal distributions.
- 3.4 Conditioned distributions.
- 3.5 Statistical dependence and independence.
- 3.6 Conditioned and marginal distribution parameters.
- 3.7 Diffusion diagram or scatter diagram.
- 3.8 Contingency tables.
- 3.9 Association.

**TOPIC 4: REGRESSION AND CORRELATION..... 8 hrs (T+P).**

- 4.1 Introduction.
- 4.2 Concept of regression.
- 4.3 Tukey Line.
- 4.4 Linear correlation.
- 4.5 Linearisable functions.

**TOPIC 5: INDEX NUMBERS..... 3 hrs (T+P).**

- 5.1 Introduction.
- 5.2 Simple index (elementary or analytical).
- 5.3 Compound indexes.
- 5.4 Chain indexes.
- 5.5 Practical problems in the construction of indexes.
- 5.6 Deflation of series expressed as monetary values.
- 5.7 Consumer price indexes.

**TOPIC 6: PROBABILITY..... 4 hrs (T+P).**

- 6.1 Introduction.
- 6.2 Concept of probability.
- 6.3 Conditional probability.
- 6.4 Independent events.



**TOPIC 7: PROBABILITY DISTRIBUTION MODELS..... 10 hrs (T+P).**

- 7.1 Introduction.
- 7.2 One-dimensional random variable.
- 7.3 Types of random variables.
- 7.4 Probability distribution.
- 7.5 Distribution function.
- 7.6 Mean parameters and variance in a random variable.
- 7.7 Probability models.
- 7.8 Relationships between the models: approximations in the distributions of random variables.

**TOPIC 8: SAMPLE DISTRIBUTIONS..... 12 hrs (T+P).**

- 8.1 Introduction.
- 8.2 General concepts.
- 8.3 Brief introduction to sampling.
- 8.5 Specific cases of sample distribution.
  - A) QUANTITATIVE Character X.
    - 1) Sample distribution parameters of the sample total:  $t$ .....
    - 2) Sample distribution parameters of the mean of the sample.
    - 3) Sample distribution parameters of the quasi-variance of the sample.
    - 4) Sample distribution of the statistic  $u_{chi} = (n-1)/s^2$ .
    - 5) Sample distribution of the statistic  $u_{t,u}$ .
  - B) QUALITATIVE Character X.
    - 6) Sample distribution of the total of successes.
    - 7) Sample distribution of the sample proportion.
- 8.6 Sample distributions of statistics (random sample without replacement).
  - 1) Sample distribution of the total of the sample:  $t$ .
  - 2) Sample distribution of the total of successes.
  - 3) Sample distribution of the mean of the sample.
  - 4) Sample distribution of the sample proportion.
- 8.7 Sampling statistics regarding two samples.
  - A) Independent samples.
    - 1) Sample distribution of mean differences.
    - 2) Sample distribution of the statistical difference of proportions.
    - 3) Sample distribution of statistic  $u_{t,m+n-2}$ .
    - 4) Sample distribution of the statistical quotient of sampling variances  $u_c$ .
  - B) Paired samples: mean differences.

**TOPIC 9: ESTIMATION THEORY..... 7 hrs (T+P).**

- 9.1 Introduction.
- 9.2 Point estimation.
- 9.3 Interval estimation.
- 9.4 Confidence interval for measurement.
  - 1) Variance in known population.
  - 2) Variance in unknown population.
  - 3) Normal pop. with unknown variance and sample size  $n < 30$ .
- 9.5 Confidence interval for a proportion.
- 9.6 Confidence interval for variance.
- 9.7 Confidence interval for measurement differences.
  - 1) Normal pop., with known variance (independent samples).
  - 2) Populations with unknown distributions, with unknown variances and large sample sizes  $n$  and  $m$  (independent samples).
  - 3) Populations with normal distributions, with unknown variances and sample sizes  $n$  and/or  $m$ , fewer than 30 independent samples.
- 9.8 Confidence interval for proportion difference.
- 9.9 Confidence interval for the quotient of normal population variances.
- 9.10 On precision in estimating. Sample size.

#### **PRACTICAL WORK PROGRAMME :**

Same as above. Practical classes consist of problem-solving within cited topics.

#### **BASIC BIBLIOGRAPHY:**

Abad, F.; Huete, M.D.; Vargas, M. ESTADÍSTICA PARA LAS CIENCIAS SOCIALES Y LABORALES. Urbano. Granada 2001.

Abad, F.; Vargas, M. ESTADISTICA vol. 1 JÚFER, Granada 1992.

Abad, F.; Vargas, M. ESTADISTICA vol. 2. JÚFER, Granada 1992.

Calot, G.; CURSO DE ESTADÍSTICA DESCRIPTIVA.. Paraninfo, Madrid, 1974.

Peña, D.; Romo, J. INTODUCCIÓN A LA ESTADÍSTICA PARA LAS CIENCIAS SOCIALES. McGraw Hill. Madrid, 1997.

#### **ASSESSMENT METHODS:**

A non-elimatory assessment examination will be held halfway through the semester. The exam will consist of theoretical portion and a problem portion taken together, with separate marks for each section.

The exam will be taken by all of the groups together except when room availability makes this impossible.

It will not be possible to use any material other than that authorised in each case.

Usually, calculators and distribution tables are permitted.

**PREREQUISITES :**

It is assumed that the students possess the level of statistics knowledge obtained from a secondary school degree geared to the study of Labour Relations. However, a review of the fundamental issues will be given to refresh students.

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**COURSE :**     **ECONOMICS**  
                  ***ECONOMÍA***

First Year  
First semester  
Compulsory subject  
Credits: 3 theoretical and 1.5 practical.

**DEPARTMENT :** Applied Economics

**TEACHING STAFF :**

Groups A, B, C and D: Juan Herrera Vegara  
Group E: Ignacio Santiago Martín-Cobos Puebla.

**ASSESSMENT METHODS :**

**COURSE AIMS :**

**PROGRAMME TOPIC TITLES :**

**BASIC BIBLIOGRAPHY :**

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**COURSE :**     **BUSINESS ADMINISTRATION**  
                  ***ADMINISTRACIÓN DE EMPRESAS***

First Year  
First Semester

Elective Subject  
Credits 4.5

**DEPARTMENT :** Business Administration and Marketing.

**TEACHING STAFF :**

Groups A, B and C: Victor Jesús García Morales  
Groups D and E: Antonio Verdú Jover

**ASSESSMENT METHODS :**

Exam with multiple choice and essay questions.  
Practical cases and projects.

**COURSE AIMS :**

Introduction to the administrative perspective and its value to a business, with an analysis of the different historical currents concerning administration.

**PROGRAMME TOPIC TITLES :**

- Administration and its perspectives.
- Historical antecedents of administration.
- Classical approach to administration (I): Scientific administration of work.
- Classical approach to administration (II): Classical administration theory.
- School of human relations.
- Structuralist school of administration.
- Approach to administrative behaviour: Theory of organisational development.
- Systematic approach to administration.
- Neo-classical administration theory.
- Contingency approach to administration: Contingency theory.
- Recent trends in current administration.

**BASIC BIBLIOGRAPHY :**

- Hernández y Rodríguez, S. (1995): *\*Introducción a la Administración. Un enfoque teórico-práctico+*. McGraw-Hill, México.
- Chiavenato, L. (1989): *\*Introducción a la teoría general de la Administración+*. McGraw-Hill, México.



**COURSE : HISTORY OF WORK**  
***HISTORIA DEL TRABAJO***

First Year  
First semester  
Elective subject  
Credits: 2 theoretical and 1 practical

**DEPARTMENTS:** Joint course between the Department of Private International Law and History of Law and the Department of Labour and Social Security Law

**TEACHING STAFF:**

Dept. of Private International Law and History of Law- Groups A and C.  
Groups A and C: José Garrido Arredondo and María Francisca Gamez Montalvo.

Department of Labour and Social Security Law- Groups D and E  
Group D: Juan Antonio Maldonado Molina  
Group E: To be hired.

**ASSESSMENT METHODS :**

**COURSE AIMS :**

**PROGRAMME TOPIC TITLES :**

**BASIC BIBLIOGRAPHY :**



**COURSE : SOCIOLOGY AND TECHNIQUES OF SOCIAL RESEARCH**  
***SOCIOLOGÍA Y TÉCNICAS DE INVESTIGACIÓN SOCIAL***

First Year  
Second Semester  
Core subject  
Credits: 3.5 theoretical and 1.5 practical

**DEPARTMENT:** Sociology

**TEACHING STAFF:**

José Ocón Domingo,  
José Antonio Medina López  
Juan López Doblas

**ASSESSMENT METHODS:**

Evaluation will include class discussions as well as a basic Sociology text. Practical work and voluntary projects will also be considered. The final exam will consist of a multiple choice test and essay questions on the class material, basic text and complementary reading.

**COURSE AIMS:**

- 1.- The student will understand the particular vision that sociology offers of social reality.
- 2.- The student will become familiar with the main fields and concepts of sociology, as well as with the processes of institutionalisation and social change.
- 3.- S/he will learn the main theoretical-methodological perspectives that shape the sociological discipline.
- 4.- S/he will become aware of those special characteristics of the sociological science that lead to a new look at the process of scientific investigation.

**PROGRAMME TOPIC TITLES:**


- Sociology as science and ideology; culture and society, personality and socialisation.
- Politics, Government and State.
- Social stratification.
- Social mobility.
- Social deviance and order.
- Social motivation.
- Kinship, marriage and family.
- Education.
- Demographic dynamics.
- Sociology of mass communication.

**BASIC BIBLIOGRAPHY:**

Basic Text: Giddens, A. (1991): Sociología. Madrid. Alianza.

Complementary Texts:

García Ferrando, M. (1991). *\*Pensar nuestra. Sociedad+*. Valencia.  
Tirant lo Blanch Slauch. Giner, S. (1990) *\*España: Sociedad y política+*. Madrid. Espasa Calpe.  
Berger, P. L. (1988): *\*Introducción a la Sociología+*. México  
Limusa.



**COURSE : ELEMENTS OF PUBLIC AND PRIVATE LAW II**  
***ELEMENTOS DE DERECHO PÚBLICO Y PRIVADO II***

First Year  
Second semester  
Core subject  
Credits: 4 theoretical and 2 practical

**DEPARTMENT :** Administrative Law.

**TEACHING STAFF :**

Groups A, B and C: José Manuel Pallarés Ayala  
Group D: Francisca Martínez Martínez  
Group E: Pablo Pallarés Ayala

**ASSESSMENT METHODS :**

**COURSE AIMS :**

**PROGRAMME TOPIC TITLES :**

- I.- Introduction
- II.- The system of sources in Administrative Law.
- III.- Theory of administrative organisation.
- IV.- Administration as an activity.
- V.- Resources of Public Administrations.
- VI.- The rights of the object of administration.

**BASIC BIBLIOGRAPHY :**

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**COURSE : ECONOMIC STRUCTURE OF SPAIN**  
***ESTRUCTURA ECONÓMICA DE ESPAÑA***

First Year  
Second Semester  
Elective Subject  
Credits: 4 theoretical and 2 practical

**DEPARTMENT :** Applied Economics

**TEACHING STAFF :**

Groups A, B and C: María Sol Ostos Rey

Groups D and E: Elías Mechor Ferrer

**ASSESSMENT METHODS :**

**COURSE AIMS :**

**PROGRAMME TOPIC TITLES :**

- Topic 1.- Retrospective view: From the stabilisation plan to entry in EC.
- Topic 2.- The Spanish economy within the European framework: from integration in the EC to the convergence programme of 1997.
- Topic 3.- Changes in the productive structure of the Spanish economy.
- Topic 4.- Agriculture in Spain.
- Topic 5.- Secondary activity in the Spanish economy.
- Topic 6.- Services in the Spanish economy.
- Topic 7.- Factorial funding of the Spanish economy.
- Topic 8.- The external sector of the Spanish economy.
- Topic 9.- The public sector of the Spanish economy.
- Topic 10.- The monetary and financial sphere of the Spanish economy.
- Topic 11.- The Spanish job market.
- Topic 12.- Distribution and use of the national income.
- Topic 13.- Regional disparity and axes of growth in the Spanish economy.

**BASIC BIBLIOGRAPHY :**



**COURSE : COMPUTER ASSISTED STATISTICS**  
***ESTADÍSTICA ASISTIDA POR ORDENADOR***

First Year  
Second Semester  
Elective subject  
Credits: 1.5 theoretical and 3 practical.

**DEPARTMENT:** Statistics and Operations Research

**TEACHING STAFF :**

Abad Montes, Francisco.  
Gutierrez Sánchez, Ramón.  
Huete Morales, María Dolores.  
Ocaña Peinado, Francisco.  
Ramos Ábalos, Eva.



**PROGRAMME TOPIC TITLES:**

- 1. Introduction to operating systems and the world of Windows. (2P)**
  - 1.1. Starting up a computer; computer hardware.
  - 1.2. Using the disc drives.
  - 1.3. Creating files and direct access, managing the windows and personalising the desktop.
  - 1.4. Using files and diskette units with Windows.
  - 1.5. Using the accessories that come with Windows: calculator, Word Pad, etc.
- 2. Using and managing information in a database: SIMA (Multi-territorial Information System of Andalusia) (2P)**
  - 2.1. Self-management of topical-provisional lists.
  - 2.2. Graphic representation of inquiry data.
- 3. Presentation of the Statgraphics statistics package, operating files and types of windows, first calculations using the operators and functions available with Statgraphics. (2P)**
  - 3.1. Statgraphics windows and their uses.
  - 3.2. Data entry.
  - 3.3. Operators, data generation and column modification.
  - 3.4. Frequency table, some descriptive measurements.
- 4. Descriptive one-dimensional statistics. (2T,5P)**
  - 3.1. Interpreting a frequency table and associated descriptive measurements.
  - 3.2. Re-coding data.
  - 3.3. Subgroup analysis.
  - 3.4. Graphics: bars, sectors, histogram, box, etc.
  - 3.5. Comparing two or more distributions using a variation coefficient, quantiles, asymmetry coefficient and kurtosis. Box graphic.
- 5. Probability, distributions. (1T,3P)**
  - 5.1. Distribution models for discrete and continuous variables: Bernouilli, Binomial, Poisson, Normal, t-Student, Chi-squared and F-Snedecor.
  - 5.2. Graphic representation of distributions and comparison according to different parameter values.
  - 5.3. Obtaining probabilities.
  - 5.4. Percentiles.
  - 5.5. Random number generation.
  - 5.6. Study of the normality of a sample by histogram and normality graphic.
- 6. Estimation of population parameters and significance test. (2T,3P)**
  - 6.1. Point estimation of the mean, variance and population proportion.

- 6.2. Interval estimation of the mean, variance and population proportion.
- 6.3. Hypothesis contrast for the mean, variance and population proportion.

**7. Simple regression. (4T,5P )**

- 7.1. Scatter diagram. Interpretation.
- 7.2. Covariance and correlation matrix.
- 7.3. Expression of the simple linear regression line. Interpretation of estimated coefficients.
- 7.4. Pearson's correlation coefficient and goodness-of-fit coefficient. Interpretation.
- 7.5. Obtaining predicted and remainder values.
- 7.6. Study of normality and randomness of remainders.
- 7.7. Anomalous and influencing values.
- 7.8. Explained sum of squares, remainder and total.
- 7.9. Significance contrast of the estimated coefficients of the model.
- 7.10. Prediction.
- 7.11. Other simple non-linear regression models in cases where the goodness of the simple model is not high enough.

**8. Multiple regression with qualitative variables. (3T,4P)**

- 8.1. Estimation of multiple fit coefficients and their interpretation.
- 8.2. Significance contrast of coefficients, individually and by group.
- 8.3. Interpretation of the variance analysis table.
- 8.4. Goodness-of-fit.
- 8.5. Graphics.
- 8.6. Linearisation of some functions.
- 8.7. Including qualitative variables in the model: "dummy" variables.

**9. Categorical data analysis. (1T,1P)**

- 9.1. Constructing contingency tables.
- 9.2. Marginal and conditioned distributions.
- 9.3. Independence.
- 9.4. Measures of association: Chi-squared coefficient.
- 9.5. Chi-squared test for independence contrast.

**10. Temporary variable analysis. (2T,1P)**

- 10.1. Representation of a temporary series and identification of its components.
- 10.2. Trend study: elimination by linear adjustment.
- 10.3. Seasonal component study: additive or multiplicative model.
- 10.4. Breaking the series down into its components.
- 10.5. Calculation of seasonal indexes and interpretation.
- 10.6. Prediction.

**11. Introduction to spreadsheets. (2P)**

- 11.1. Editing elements of a spreadsheet.
- 11.2. File management.

### 11.3. Statistical calculation and graphic representation.

#### **ASSESSMENT METHODS:**

The course will be held in the computer room. The student's final mark will be derived from the theoretical/practical projects carried out by the student in class and an exam that will consist of two parts, one theoretical and the other on the computer.

#### **COURSE AIMS:**

Acquisition of general statistical knowledge, sufficient for the elementary treatment of data, using statistical packages and other applications in order to handle information in a computerised way.

#### **BASIC BIBLIOGRAPHY:**

-CURSO GENERAL SOBRE STATGRAPHICS (I y II). Mate Jiménez, Carlos. Universidad Pontificia de Comillas (ICAI-ICADE).

-SISTEMA DE INFORMACION INTERTERRITORIAL DE ANDALUCIA. Instituto de Estadística de Andalucía.

-ANÁLISIS ESTADÍSTICO CON STATGRAPHICS. González A. Ollero J. et. al. Colección Estadística Multivariable y Procesos Estocásticos. Grupo Editorial Universitario. Granada 1997.

- EXCEL manuals.



#### **COURSE: SOCIOLOGY OF INDUSTRIAL RELATIONS** ***SOCIOLOGÍA DE LAS RELACIONES INDUSTRIALES***

First Year  
Second Semester  
Elective subject  
Credits: 3 theoretical and 1.5 practical.

**DEPARTMENT:** Sociology

#### **TEACHING STAFF:**

Groups A, D and E: Cecilia Hita Alonso  
Group B: Rafael Martínez Martín  
Group C: Adolfo Torres

**ASSESSMENT METHODS:**

Groups: A, D and E: Final exam with the following structure: a) students will choose one out of two broad questions and write an essay of no more than one page. Maximum of 4 points. b) four questions on general concepts all of which must be answered in no more than one page. Maximum of 1.5 points per question. c) text commentary in relation to practical classes.

Written exam.

**COURSE AIMS:**

To provide the student with a social-economic vision of the relationships existing between workers, companies and the State from the first Industrial Revolution up to the present.

**PROGRAMME TOPIC TITLES:**

Groups A, D, E.

**Part One:** Sociology as a science.

I.- The origins of sociology.

II.- Sociology of industrial relations.

**Part Two:** Industrial relations throughout History.

III.1.- Industrial relations and the Industrial Revolution: Characteristics.

III.2.- The role of the three social partners.

III.3.- The era of great expectations. The second Industrial Revolution.

**Part Three:** Industrial relations in today's world.

IV.1.- The third Industrial Revolution: the end of modern era and the beginning of the post-modern era.

IV.2.- The role of the three social partners.

IV.3.- Current dynamics.

Groups B, C.

Topic 1.- Delimitation of the concept of industrial relations.

Topic 2.- Socio-economic and political analysis of the 20<sup>th</sup> century.

Topic 3.- Socio-economic environment of the 80s. Analysis of labour market.

Topic 4.- Technology and industrial development.

Topic 5.- Union organisations (I).

Topic 6.- Union organisations (II).

Topic 7.- Employers and employers organisations.

Topic 8.- Collective bargaining.

Topic 9.- Conflict.

**BASIC BIBLIOGRAPHY:**

- Hita Alonso, C.: *\*Introducción a la Sociología de las Relaciones Industriales\**. Andalucía. Granada, 1999.

- Miguelez, F. y Prieto, C. (1991): *\*Las relaciones laborales en España\**. Siglo XXI, Madrid.

- Lucas Marín, J. (1994): *\*Sociología para la empresa+*. McGraw-Hill, Madrid.
- Riezu Martínez, J.: *\*Lecciones de Relaciones Industriales+*. T.A.T. Granda, 1992.
- Sarries Sanz, L.: *\*Sociology of las Relaciones Industriales en la sociedad postmoderna+*. Mira, Zaragoza, 1993.



## **2. Second year classes**

**COURSE: SOCIAL SECURITY LAW**  
***DERECHO DE LA SEGURIDAD SOCIAL***

Second Year  
 First and second semesters  
 Core subject  
 Credits: 6 theoretical and 4 practical.

**DEPARTMENT:** Labour and Social Security Law

**TEACHING STAFF:**

Groups A and B: Juan A. Maldonado Molina  
 Groups C and D: José María Viñas Armada

**ASSESSMENT METHODS:**

Oral exam.

**COURSE AIMS:**

To acquaint students with the legal regime of the Social Security System.

**PROGRAMME TOPIC TITLES:**

- I.- General configuration.
- II.- The subjective realm of Social Security.
- III.- The administration of Social Security and its law and jurisdiction
- IV.- Acts and legal relations enrolment.
- V.- Financing Social Security - Contributions.
- VI.- The objective realm of Social Security.
- VII.- The legal instrumentation of the objective realm of Social Security: general law and jurisdiction of the right to social benefits and the system of the social benefits.

- VIII.- Specifics of the law and jurisdiction affecting social benefits.
- IX.- Specifics of special regimes.
- X.- Voluntary social assistance.
- XI.- Retirement plans and funds.
- XII.- The jurisdictional regime of Social Security.

#### **BASIC BIBLIOGRAPHY:**

##### ***Textbooks:***

There is no textbook coinciding with the programme. Some textbooks are similar in content and are listed below:

- Alonso Olea y Tortuero Plaza: *\*Instituciones de la Seguridad Social+*, Civitas, Madrid, 1998, 16<sup>th</sup> ed. Revisada.
- Almansa Pastor: *\*Derecho de la Seguridad Social+*, Gtecno, Madrid, 1991, 7<sup>th</sup> ed.
- Blasco Lahoz, López Gandía y Momparler Carrasco: *\*Curso de Seguridad Social+*, 5<sup>th</sup> Ed. Tirant Lo Blanch, Valencia, 1998.
- De La Villa, L. E. (Dirección): *\*Derecho de la Seguridad Social+*, Tirant Lo blanch, Valencia, 1997.

##### ***Legislation:***

- Borraj, E. Rivero, J., Sala, T., Vida soria, J.: *\*Leyes Laborales y de la Seguridad Social*, 8<sup>th</sup> edc. Tirant lo Blanch, Valencia, 1998.
- Sempere Navarro y otros: *\*Código de la Seguridad Social+* Aranzadi, Pamplona, 1998.
- Ojeda Avilés y otros: *\*Legislación de Seguridad Social+*, Tecno, 1998.



#### **COURSE : LABOUR LAW**

##### ***DERECHO DEL TRABAJO***

Second Year

First and second semesters

Core subject

Credits: 8 theoretical and 4 practical.

**DEPARTMENT:** Labour and Social Security Law

#### **TEACHING STAFF:**

Groups A, B: Rosa Moya Amador

Group C: Ángel Gallego Morales

Group D: Miguel Ángel Almendros González

**ASSESSMENT METHODS :**

Oral exam

**COURSE AIMS:**

To provide students with understanding of the law and jurisdiction of sources of Labour Law and individual labour relations.

**PROGRAMME TOPIC TITLES:**

- I.- Legal configuration of Labour Law.
  - 1.- An approach to the concept of work and to work as an object of Labour Law.
  - 2.- The appearance and formation of Labour Law.
  - 3.- Technical configuration of Labour Law.
  
- II.- General theory and the law and jurisdiction of sources of Labour Law.
  - 1.- Introduction.
  - 2.- International sources.
  - 3.- Constitutional sources.
  - 4.- The State and state sources.
  - 5.- Professional sources (representation and the defence of collective professional interests).
  - 6.- Other sources.
  - 7.- The problem of determining the applicable norm.
  
- III.- The law and jurisdiction of labour relations. Institutions involved in the employment contract.
  - 1.- Introduction: the concept of labour relations.
  - 2.- Legal norms of individual labour relations and employment policies.
  - 3.- Positive law for the regulation of labour relations.
  - 4.- Regulation of the parties to labour relations.
  - 5.- The formation and legal configuration of the employment contract.
  - 6.- Legal norms of labour relations.
  - 7.- Vicissitudes of labour relations (modifications, suspension and extinction of labour relations )
  - 8.- Performance or non-performance of obligations and the exercise of rights derived from the legal norms affecting labour relations.

**BASIC BIBLIOGRAPHY :**

*Textbooks:*

There is no textbook coinciding with the programme. Some textbooks are similar in content and are listed below::

- Alonso Olea, M.: *\*Derecho del Trabajo+*, Faculty of Derecho, Universidad de Madrid. 1999, 17<sup>th</sup> Ed.
- Martín Valverde, Rodríguez Sañudo y García Murcia: *\*Derecho del Trabajo+*, Tecnos, 1999.
- Montoya Melgar, A.: *\*Derecho del Trabajo+*, Tecnos, Madrid, 1999.
- Palomeque López, y Álvarez de la Rosa: *\*Derecho del Trabajo+*, Centro de Estudios Ramón Areces, Madrid, 1999
- Ramirez Martínez y otros: *\*Curso de Derecho del Trabajo+*, Valencia, 1999.

***Legislation:***

- Vida Soria, F.J. Prados de Reyes, J.L. Monereo Pérez: *\*Compendio de normas laborales+*, Comares, Granada, 1999.



**Course: SAFETY AT THE WORKPLACE**  
***SEGURIDAD EN EL TRABAJO***

Second Year  
First Semester  
Core subject  
Credits: 4 theoretical and 2 practical.

**DEPARTMENT:** Labour and Social Security Law

**TEACHING STAFF:**

Groups A and B: María Teresa Alameda Castillo.  
Groups C and D: Antonio José Millán Villanueva.

**ASSESSMENT METHODS:**

Oral exam

**COURSE AIMS:**

To understand the law and jurisdiction of Safety at the Workplace.

**PROGRAMME TOPIC TITLES:**

- I.- Background.
- II.- Harm resulting from work and work accidents.
- III.- The law and jurisdiction of the prevention of labour risks.
  - 1.- International sources.



- 2.- Constitutional sources.
- 3.- State sources.
- 4.- Professional sources.
- 5.- State involvement in the prevention of labour risks.
- IV.- Principal risk factors and applicable sciences and techniques.
- V.- Responsibilities and sanctions. Different types.

**BASIC BIBLIOGRAPHY:**

***Legislation:***

-Ley 31/1995, de 8 de noviembre, de Prevención de Riesgos Laborales y su normativa de desarrollo.



**COURSE : WORK ORGANISATION AND METHODS**  
***ORGANIZACIÓN Y MÉTODOS DE TRABAJO***

Second Year  
 First and second semesters  
 Core subject  
 Credits: 8 theoretical and 3 practical.

**DEPARTMENT:** Business Administration and Marketing.

**TEACHING STAFF:**

Group A: Amparo Casado Mateos  
 Group B: Lorenza López Moreno  
 Groups C and D: Román Arranz Ortíz

**ASSESSMENT METHODS :**

Evaluation of the knowledge acquired by the student throughout the year will be through two mid-term exams, it being necessary to obtain a mark of at least 5 (out of 10). The students who obtain the minimum mark or higher in the first exam will have a second exam including only material corresponding to the second semester; students who do not receive the minimum mark will have a second exam which includes class material from both semesters. Passing mid-term marks will not be saved for students who take the exam in the September exam sit.

**COURSE AIMS:**

The course Organisation of Companies and Personnel Administration that appeared in the old curriculum to obtain the *Diplomatura de Graduado Social*, is now separated into five courses: Personnel Management and Administration,

Business Administration, Integrated Practical Work, Strategic Management of Human Resources and Work Organisation and Methods.

Thus the intention of the Work Organisation and Methods class consists of complementing the other four classes to achieve a full understanding of the realm of Administration.

**PROGRAMME TOPIC TITLES:**

The course structure has five parts.

In the first part (Topics 1 and 2) the objective is to situate the organisation function within the administrative process. In the second part (Topics 3 and 4) the main and complementary elements of all organisations are analysed, as well as the different perspectives through which organisations can be considered, using as a base the different types of flows making up the organisation. The course then looks at the different parameters of organisational design; that is, the basic tools which must be used to design a structure. In the third part (Topics 5 to 9) we will analyse a series of contingency factors which can influence the organisational structure. In the fourth part (Topics 10 to 14) our intention will be to “distil” the material previously covered in order to obtain a series of basic structural configurations characterised by certain design parameters, contingency factors and co-ordination mechanisms. Lastly, in the fifth part (Topics 15 to 17) a more detailed study will be performed of the factors, both internal and external, which promote change and adaptation of structures.

- Topic 1. Introduction.
- Topic 2. Companies as organisations.
- Topic 3. The main parts of an organisation.
- Topic 4. The organisation as a flow system.
- Topic 5. Parameters of design (I): Design of posts.
- Topic 6. Parameters of design (II): Design of the superstructure.
- Topic 7. Parameters of design (III): Design of Lateral Links.
- Topic 8. Parameters of design (IV): Design of decision-making systems.
- Topic 9. Contingency factors.
- Topic 10. The simple structure.
- Topic 11. The machine bureaucracy
- Topic 12. The professional bureaucracy
- Topic 13. The divisional form
- Topic 14. Adhocracy
- Topic 15. The external environment of organisations.
- Topic 16. The theory of organisation and technology.
- Topic 17. Directing change. Adaptation of structures.

**METHODOLOGY:**

The teaching system used has two components: theoretical and practical.

Theoretical topics: students must assimilate a body of theoretical knowledge through class explanations. The professor will also specify appropriate bibliographic material.

To achieve satisfactory theoretical knowledge, a system of practical cases will also be used to complement the programme topics. They will be discussed and analysed in class.

**ASSESSMENT METHODS :**

Evaluation of the knowledge acquired by the student throughout the year will be through two mid-term exams, it being necessary to obtain a mark of at least 5 (out of 10). The students who obtain the minimum mark or higher in the first exam will have a second exam including only material corresponding to the second semester; students who do not receive the minimum mark will have a second exam which includes class material from both semesters. Passing mid-term marks will not be saved for students who take the exam in the September exam sit.



**COURSE : INTRODUCTION TO PROCEDURAL LAW**  
***INTRODUCCIÓN AL DERECHO PROCESAL***

Second Year

First Semester

Compulsory subject

Credits: 4.5 theoretical and 0.5 practical.

**DEPARTMENT :** Procedural and Ecclesiastical Law

**TEACHING STAFF :**

Group A and B: Antonio López García-Torres

Group C: José Luis González Montes

Group D: Nuria Torres Rosell

**ASSESSMENT METHODS :**

Multiple choice tests, relationships among concepts, meaning of an expression or paragraph, commentary on a precept... The objective is that the student be able to understand the various procedural institutions and concepts; mere memorisation is relegated to a secondary position.

**COURSE AIMS :**

To provide students with knowledge, understanding and the ability to use in a practical sense the concepts, categories and institutions of Procedural Law.

**PROGRAMME TOPIC TITLES:**

**Unit One:** Procedural Law and Sources

Lesson 1. Procedural Law within the legal system as a whole.

Lesson 2. Sources of Procedural Law.

**Unit Two:** Jurisdictional bodies, jurisdiction and jurisdictional authority.

Lesson 3. Judicial power, organisation and arrangement of the courts and tribunals.

Lesson 4. Parties making up the courts and tribunals and parties co-operating in the administration of justice.

Lesson 5. Jurisdictional *potestas* and function. Essential principles and guarantees.

Lesson 6. Jurisdictional scope of courts and tribunals.

Lesson 7. Jurisdictional authority in the Social Courts and Tribunals.

**Unit Three:** Parties involved in action under labour law, parties who represent and defend them, bodies able to set in motion jurisdictional activity.

Lesson 8. The right to due process and the parties to the action.

Lesson 9. The parties and collaborators in the action.

**Unit Four:** Action under labour law.

Lesson 10. Action as an instrument and/or form of jurisdiction.

Lesson 11. The acts involved in action under labour law.

Lesson 12. Object and effects of action.

**BASIC BIBLIOGRAPHY:**

Legal texts: Spanish constitution, current legislation regarding jurisdictional organisation, legislation regarding labour law process.

Doctrinal texts:

- Valencia Mirón, A.J.: *\*Introducción al Derecho Procesal +*, Granada, 1999.



**COURSE : FURTHER PUBLIC AND PRIVATE LAW**

***AMPLIACIÓN DE DERECHO PÚBLICO Y PRIVADO***

Second Year

First Semester

Elective subject

Credits: 4 theoretical and 2 practical.

Behind this course title two different legal disciplines are to be found, one corresponding to Public Law, under which Financial and Tax law falls, and the other, to Private Law, under which Company Law falls.

The teaching of each discipline has led to the sharing of the course by the respective departments, thus, of the 6 total credits, 3 credits correspond to each legal discipline.

**DEPARTMENTS:** Financial and Tax Law / Company Law and Roman Law.

**TEACHING STAFF:**

Financial and Tax Law: María José Fernández Pavés and Miguel Crespo Meguimolle. Practical: José Manuel Pérez Lara  
Company Law:

**ASSESSMENT METHODS :**

Since this is an elective course shared by two different University departments, the final mark will be determined by both departments, after the student has taken the examinations that correspond to each of the parts which make up the course.

Two mid-term tests will be given during the semester, one corresponding to Financial and Tax Law and the other to Company Law, and it will be necessary to pass both exams to pass the course. These tests are held jointly or separately, depending on the teacher who is selected for the current academic year.

There are two exam periods for the students enrolled in this course: in February and in September. For students who pass only one part of the two exams, the pass will be valid only for that school year, meaning until the September exam period, pending a passing mark for the other part.

Financial and Tax Law: Written exam.

Company Law: Written exam.

**COURSE AIMS:**

The Company Law part of this class seeks to provide students in Labour and Industrial Relations with some basic but solid knowledge concerning the entrepreneur's legal-commercial status, paying special attention to the types of companies that are most common in Spanish business practice.

The material in the Financial and Tax Law section will deal with basic, introductory concepts of Tax Law, which will serve as a foundation for the other two courses taught by this department.

**PROGRAMME TOPIC TITLES:***Financial and Tax Law:*

- Topic 1: Tax law and the taxation authority.
- Topic 2: Constitutional legal principles concerning the establishment of taxes.
- Topic 3: Taxation categories.
- Topic 4: The taxable transaction.
- Topic 5: Taxpayers.
- Topic 6: Quantification of tax: tax payable .

*Company Law:*

- Topic 1. The company.
- Topic 2. The commercial entrepreneur and his/her legal status.
- Topic 3. The individual entrepreneur.
- Topic 4. The collective entrepreneur.
- Topic 5. Companies with capital: Limited liability companies. Public limited-liability companies. Co-operatives. Fundamental features and financial organisation of these companies.
- Topic 6. Companies with capital: Limited liability companies. Public limited-liability companies. Co-operatives. The corporate organisation of these companies (I).
- Topic 7. Incorporated companies: Limited liability companies. Public limited-liability companies. Co-operatives. The corporate organisation of these companies (II).
- Topic 8. Sole-partner companies.
- Topic 9. Workers' companies.
- Topic 10. Structural modifications of companies.
- Topic 11. Dissolving and liquidating companies.
- Topic 12. Unions of companies or businesses.

**BASIC BIBLIOGRAPHY:****A) General works:**

- Eseverri Martínez, E.; López Martínez, J.: *Temas Prácticos de Derecho Financiero -Parte General-*, 5<sup>th</sup> Ed. Aranzadi, Pamplona, 2000.
- Ferreira Lapatza, J.J.: *Curso de Derecho Financiero Español*. 21<sup>st</sup> Ed. Marcial Pons, Madrid, 2000.
- Martín Queralt, J.; Lozano Serrano, C.; Casado Ollero, G.; Tejerizo López, J.M.: *Curso de Derecho Financiero y Tributario*. Tecnos, Madrid, 2000
- Pérez Royo, F.: *Derecho Financiero y Tributario. Parte General*. Civitas, Madrid, 1999.

**B) Legislation**

- Eseverri Martínez, E.; Herrero Madariaga, J.; Sánchez Galiana, J.a.; Pérez Lara, J.M.: *Compendio Básico de Normas Financieras y Tributarias (Parte General)*. 9<sup>th</sup> Ed. Comares, Granada, 2000.
- Casado Ollero, G.; Falcón Y Tella, R.; Peña Velasco, G. De La Y Simón Acosta, E.: *Código Tributario*, Aranzadi, 2000.
- *Leyes Generales del Derecho Financiero y Tributario*. Civitas. Madrid 2000.



**COURSE : INTEGRATED PRACTICAL WORK I**  
***PRÁCTICAS INTEGRADAS I***

Second Year  
 Second Semester  
 Core subject  
 Credits: 5.5 practical.

**DEPARTMENT:** Business Administration and Marketing.

**TEACHING STAFF:**

Groups A and B: Francisco J. López Martín  
 Group C: Mario Montecatine Barcenas  
 Group D: Román Arranz Ortiz

**ASSESSMENT METHODS :**

In order to pass the course:

- 1) Final exam at the end of the semester.
- 2) Group project carried out during the semester.

The final mark will be derived from these two marks: exam mark 50% and project mark 50%.

**COURSE AIMS:**

- 1.- To provide students with an understanding of companies from the perspective of management, middle management and persons with decision-making powers.
- 2.- To engage in practical training in the disciplines studied in previous years.
- 3.- To develop teamwork capabilities.
- 4.- To provide knowledge that will enable students to lose their fear of setting up a company.

**PROGRAMME TOPIC TITLES:**

- Topic 1.- Process of setting up a company.
- Topic 2.- Planning.
- Topic 3.- Problem-solving and decision-making.
- Topic 4.- Organisation.
- Topic 5.- Management.
- Topic 6.- Control.
- Topic 7.- Improving productivity.
- Topic 8.- Treatment of information.
- Topic 9.- Managing change and innovation.

#### **BASIC BIBLIOGRAPHY:**

- Harold Koontz, Heinz Weihrich: *\*Administración+*. McGraw Hill.
- Andrea Zerilli: *\*Fundamentos de organización y dirección general+*, Deusto.
- Lucila Finkel: *\*La organización social del trabajo+*, Pirámida.
- Henry Mintzberg: *\*La estructura de las organizaciones+*, Ariel Economía.
- José Díez de Castro y Carmen Redondo López: *\*Business Administration+*. Pirámide.
- Idalberto Chiavenato: *\*Introducción a la teoría general de la administración+*. McGraw Hill.
- Hernández y Rodríguez, Sergio: *\*Introducción a la administración+*. Un enfoque teórico-práctico. McGraw Hill.
- Navas López, J.E.: *\*Organización de la empresa y nuevas tecnologías+*. Pirámide.
- Stoner, James, A.F.: *\*Administración+*. Prentice Hall hispanoamericano, S.A.
- Donnelly; Gibson; Ivancevich: *\*Dirección y Business Administration+*. Addison Wesley Iberoamericana
- Eduardo Bueno y Patricio Morcillo: *\*Fundamentos de economía y organización industrial+*. Pirámide.
- Miguel Costa, Ernesto Lope: *\*Manual práctico para dirigir organizaciones y equipos+*. Pirámide.



#### **COURSE : COMPANIES AND TAXATION** ***EL RÉGIMEN FISCAL DE LA EMPRESA***

Second Year  
 Second Semester  
 Elective subject  
 Credits: 4.5 theoretical and 1.5 practical.



**DEPARTMENT:** Financial and Tax Law

**TEACHING STAFF:**

Theory groups: Germán Miguel González Sánchez and Miguel Lorenzo Ocaña Peña.

Practical work groups:

Germán Miguel González Sánchez.

José Manuel Pérez Lara and Miguel Crespo Miegumolle.

**ASSESSMENT METHODS :**

In principle, written exams will be the method used for evaluating the students in the courses given by this department. There will be at least two marks to take into consideration in the student's final evaluation. The appropriate information regarding the exam will be made available in advance, on the department's notice board, pursuant to the applicable regulations. The tentative list of marks obtained by the students will also be made available, on the department's notice board, and it will be possible for students to review the marks before the official proceedings are given to the Secretary of the Faculty.

**COURSE AIMS:**

The objective is to study the effects that different taxes, especially individual and corporate income tax, have on companies and employees, both independently and mutually. Here, the practical cases studied throughout the semester will play an important role.

Each professor will make further clarifications as seen fit at the beginning of the course.

**PROGRAMME TOPIC TITLES:**

- Topic 1. Taxation and Small and Medium Enterprises (the tax system in Spain).
- Topic 2. Tax regulation as it affects the sole proprietor and employees in direct taxation: income tax.
- Topic 3. Tax regulation as it affects artificial persons in direct taxation Corporate income tax.
- Topic 4. Tax regulation as it affects sole proprietors and employees in direct taxation: net worth tax.

**BASIC BIBLIOGRAPHY:**

**A) General Works**

- AA.VV., (Co-ordinator: García Añoveros): *Manual del Sistema Tributario Español. Parte Especial*. Civitas. Madrid. 1998.
- AA.VV., (Coordinador: Berché Moreno, E.): *Manual de Impuestos Directos*, 3rd Ed. CISS, Valencia, 2000.

- Cayón Galiardo, A.; Álvarez Martínez, J.; Bueno Maluenda, M.c.; García Gómez, A., Jiménez Compaired, I. Y Ruiz Baña, M.l.: *Los Impuestos En España*. Aranzadi. 2000.
- Ferreiro Lapatza, J.j.; Martín Queralt, J.; Clavijo Hernández, F.; Pérez Royo, F. y Tejerizo López, J.m.: *Curso De Derecho Tributario. Parte Especial. Sistema Tributario: Los Tributos en Particular*. Marcial Pons. 15<sup>th</sup> Ed., Madrid. 2000.
- AA.VV., El Impuesto sobre la Renta de las personas físicas (comentarios a la ley 40/1998, de 9 de diciembre, y al R.D. 214/1999, de 5 de febrero, que desarrolla su Reglamento). Department of Financial and Tax Law of the University of Granada. Comares, October, 2000.

#### **B) Legislation**

- Eseverri Martínez, E.; Herrero Madariaga, J.; Sánchez Galiana, J.A.; Pérez Lara, J.M.: *Compendio Básico de Normas Tributarias (Parte Especial)*. 9th Ed. Comares, Granada, 2000.
- Calero, J.; Escribano, F. y Navas, R.: *Legislación Básica Del Sistema Tributario Español*, 13th Ed. Civitas, 2000.
- Casado Ollero, G.; Falcón Y Tella, R.: Peña Velasco, G. De La Y Simón Acosta, E.: *Código Tributario*. Aranzadi, 2000.
- Legislación Básica del Sistema Tributario Español. Civitas. Madrid. 2000.



### **Course: STRATEGIC MANAGEMENT OF HUMAN RESOURCES GESTIÓN ESTRATÉGICA DE RECURSOS HUMANOS**

Second Year  
Second Semester  
Elective subject  
Credits: 3 theoretical and 1.5 practical

**DEPARTMENT:** Business Administration and Marketing

#### **TEACHING STAFF:**

Group A: Fernando Matías Reche.  
Group B: Luis Miguel Molina Fernández.  
Groups: C and D: María Teresa Ortega Egea.

#### **COURSE AIMS:**

The general objective consists of transmitting the concepts necessary for students to acquire a broad vision of all the techniques and tools habitually

used in human resources management and which are used in different types of organisations.

**PROGRAMME TOPIC TITLES:**

- Topic 1.- General concepts in strategic management.
- Topic 2.- Strategic management of human resources.
- Topic 3.- Company culture and project as basis for strategic management of human resources.
- Topic 4.- Diagnostic of external environment.
- Topic 5.- Internal diagnostic of the company in its social environment.
- Topic 6.- The formulation of objectives and strategies in human resources.
- Topic 7.- Typology of strategies with the company.
- Topic 8.- Practices in human resources management.
- Topic 9.- Pro-active management of human resources.
- Topic 10.- The implementation of action plans.
- Topic 11.- The strategic workplace audit.

**ASSESSMENT METHODS:** The final mark will be the result of the mark obtained in the exam, the mark given to the assigned project and notes taken by the professor in class.

**BASIC BIBLIOGRAPHY:**

- Barranco F.J.: *\*Planificación Estratégica de Recursos Humanos del Marketing Interno a la Planificación+*. Pirámide. Madrid, 1993
- Besseyre Des Horts, C.H.: *\*Administración de Recursos Humanos+*. Ediciones Deusto. Bilbao, 1989.
- Chiavenato, I.: *\*Administración de Recursos Humanos+*. McGraw-Hill, Méjico, 1992.
- Elorduy Mota, J.I.: *\*Estrategía de Empresa y Recursos Humanos+*. McGraw-Hill, Méjico, 1993.
- Finkel, I.: *\*La organización social del trabajo+*. Pirámide, Madrid, 1994.
- Valle, R. (1995): *La gestión estratégica de los recursos humanos*, Ed. Addison-Wesley Iberoamericana, Wilmington, Delaware.
- Gómez-Mejía, L., Balkin, D. y Cardy, R. (1996): *Gestión de recursos humanos*, Ed. Prentice Hall, Madrid.

### **3. Third Year Classes**

#### **COURSE: UNION LAW *DERECHO SINDICAL***

Third Year  
First and second semesters  
Core subject  
Credits: 6 theoretical and 4 practical.

**DEPARTMENT:** Labour and Social Security Law

#### **TEACHING STAFF:**

Groups A and B: María Teresa Díaz Aznarte  
Group C: José Antonio Fernández Avilés

#### **ASSESSMENT METHODS:**

Oral exam.

#### **COURSE AIMS:**

To acquaint students with the law and jurisdiction pertaining to collective labour relations.

#### **PROGRAMME TOPIC TITLES:**

- I.- Introduction . Union law.
- II.- The collective professional interest and unionism.
- III.- Unionism, the union and the law and jurisdiction pertaining to unions. Models of the union-state relationship(the State and the Union phenomenon).
- IV.- The law and jurisdiction pertaining to unions.
- V.- Unitary representation of professional interests within the company. Participation. Labour-Management Committees.
- VI.- The right of assembly within the company.
- VII.- The expression of social authorities with regulatory power. The collective bargaining agreement as professional standard.
- VIII.-Legal norms and labour disputes.
- IX.- Positive law pertaining to labour disputes: disputes regarding interests.
- X.- Positive law pertaining to labour disputes: disputes regarding rights.

#### **BASIC BIBLIOGRAPHY:**

- Ojeda Aviles, A: *\*Derecho Sindical+*, 7<sup>th</sup> Ed., Tecnos, Madrid, 1995.

- Palomeque López, M.C.: *\*Derecho Sindical+*, 5<sup>th</sup> Ed. Tecnos, Madrid, 1994.
- Sala Franco, T. (coord.) Y otros: *\*Derecho Sindical+*, 4<sup>th</sup> Ed., Tirant lo Blanch, Valencia 1996.
- Vida Soria, J.; Prados de Reyes, F.J.; Monereo Pérez, J.L.: *\*Compendio de normas laborales*, 6<sup>th</sup> Ed., Comares. Granada, 1999.
- Vida Soria, J.; Prados de Reyes, F.J.; Monereo Pérez, J.L.; Almendros González, M.A.; Díaz Aznarte, M.T.; Fernández Avilés, J.A.; García Valverde, M.D.; Maldonado Molina, J.A.: *\*Manual de casos prácticos y materiales de Derecho del Trabajo+*. Comares, Granada.



**COURSE : PSYCHOLOGY OF WORK**  
**PSICOLOGÍA DEL TRABAJO**

Third Year  
 First and second semesters  
 Core subject  
 Credits: 6 theoretical and 3 practical.

**DEPARTMENT:** Social Psychology and Methodology of the Behavioural Sciences.

**TEACHING STAFF:**

Groups A and B: María Teresa García Gómez  
 Group C: José Manuel García García.  
 Group D: To be hired.

**ASSESSMENT METHODS:**

Evaluation will be continuous with two exams, one in February and another in June. Practical sessions are required.

**COURSE AIMS:**

To provide students with the knowledge, skill and competency necessary to engage in both professional activity and scientific activity.

**PROGRAMME TOPIC TITLES:**

- Psychology and work (Introductory aspects).
- Epistemological aspects in Psychology of Work.
- Theoretical tendencies.
- The design of the work setting (ergonomics).
- Group processes (groups and teams).
- Power in organisations.

- Decision making.
- Development and change.
- Culture.
- Climate.
- Techniques for Redesign.
- Flexibility.
- Participation.

**BASIC BIBLIOGRAPHY :**

- Rodríguez, A. 1998. *\*Psicología de las Organizaciones+*. Promolibro.
- Rodríguez, A. 1992. *\*Psicología de las Organizaciones+*. Teoría y Métodos. PPU.
- Rodríguez, A. 1998. *\*Introducción a la Psicología del Trabajo y de las Organizaciones+*. Pirámide.



**COURSE : INTEGRATED PRACTICAL WORK II**  
***PRÁCTICAS INTEGRADAS II***

Third Year  
 Core subject  
 First Semester  
 Credits: 6.5 practical

**DEPARTMENT:** Labour and Social Security Law

**PROFESSORS :**

Francisca Granados Gómez  
 María Teresa Alameda Castillo  
 José Manuel Villalobos Vilchez.

**ASSESSMENT METHODS :**

Written exam. Finding solutions to various practical cases. Familiarity with legislation.

**COURSE AIMS:**

Practical application of the knowledge acquired in courses on Labour Law, Union Law and Social Security Law.

**PROGRAMME TOPIC TITLES:**

**BASIC BIBLIOGRAPHY:** Students must be familiar with and capable of using various types of legislation.

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**COURSE : LABOUR LAW PROCEDURE**  
***PROCESO LABORAL***

Third Year  
Compulsory subject  
First Semester  
Credits: 4 theoretical and 2 practical.

**DEPARTMENT:** Labour and Social Security Law

**TEACHING STAFF:**  
Antonio Lorente Rivas

**ASSESSMENT METHODS:**  
Oral exam.

**COURSE AIMS:**  
To acquaint students with the law and jurisdiction pertaining to labour law procedure.

**PROGRAMME TOPIC TITLES:**

- I.- The Social Courts and Tribunals jurisdictional order.
- II.- Jurisdictional organisation of the Social Courts and Tribunals.
- III.- Parties in action under labour law.
- IV.- Basic action under labour law.
- V.- Modalities of action.
- VI.- Means of appeal.
- VII.- Enforcement proceedings.
- VIII.- Provisional remedies

**BASIC BIBLIOGRAPHY:**

- Alonso Olea y Miñambres Puig, C: *\*Derecho Procesal del Trabajo+*, Civitas, Madrid, 1995. 8<sup>th</sup> Ed.
- Baylos Grau, a., Cruz Villalon, J. y Fernández López, M.F.: *\*Instituciones de Derecho Procesal Laboral+*, Trotta, Madrid, 1995. 23 Ed.

- Albiol Montesinos, I., Alfonso Mellado, C.L., Blasco Pellicer, A. y Goerlich Pesset, J.M.: *\*Derecho Procesal y Laboral+* Tirant Lo Blanch, Valencia, 1998.
- Montero Aroca, J.: *\*El proceso laboral+*, Bosch, Barcelona, 1997.
- Montoya Melgar, A., Galiana J., Sempere, A., y Rios, B.: *\*Curso de procedimiento laboral+*, Tecnos; Madrid, 1995.

***Legislation:***

- Vida Soria, Prados De Reyes, Monereo Pérez: *\*Legislación Laboral+*, Comares, Granada.



**COURSE : GENERAL ACCOUNTING  
*CONTABILIDAD GENERAL***

Third Year  
First Semester  
Compulsory subject  
Credits: 4 theoretical and 2 practical.

**DEPARTMENT :** Financial Economics and Accounting.

**TEACHING STAFF:**

Group A and B: Juan Miguel del Cid Gómez  
Group C: Carolina Justicia Jiménez

**ASSESSMENT METHODS :**

To evaluate students a mid-term exam will be given on a previously-established date, according to the progress of the course and the exam schedule set by the Faculty. There will also be a final exam at the end of the semester. Both exams will consist of two parts: one theoretical and one practical section.

**COURSE AIMS :**

To provide students with adequate knowledge of the conceptual foundations of accounting, especially external accounting.

**PROGRAMME TOPIC TITLES:**

Topic 1.- Concept and division of accounting.  
Topic 2.- Corporate assets and economic circulation in companies.  
Topic 3.- Theory of accounts.



- Topic 4.- The accounting cycle.
- Topic 5.- Normalisation and accounting planning.
- Topic 6.- Basic financing.
- Topic 7.- Fixed assets (I).
- Topic 8.- Fixed assets (II).
- Topic 9.- Inventory.
- Topic 10.- Debtors and creditors according to type of transaction.
- Topic 11.- Financial accounts.
- Topic 12.- Purchases and expenses according to their characteristics.
- Topic 13.- Sales and income according to their characteristics.
- Topic 14.- Accounting statements.

**BASIC BIBLIOGRAPHY:**

- Rivero Romero, J.: *\*Contabilidad Financiera+*. Trivium, Madrid, 1992.
- Rivero Romero, J.: *\*Supuestos de Contabilidad Financiera+*. Trivium, Madrid, 1992
- Sáez Torrecilla, A.: *\*Contabilidad General+*, vol.1 and 2. McGraw-Hill, Madrid, 1992.
- Sáez Torrecilla, A.: *\*Casos prácticos de Contabilidad General+*, vol. 1 and 2. McGraw-Hill, Madrid, 1992.
- Wanden-Berghe Lozano, J.L.: *\*Manual de Contabilidad General+*. Pirámide, Madrid, 1994.
- Vela Pastor, M., Montesinos Julve. y Serra Salvador, V.: *\*Manual de Contabilidad+*. Ariel, Barcelona, 1991.



**COURSE : TAX ASSESSMENT PROCEDURES**  
***PROCEDIMIENTOS TRIBUTARIOS***

Third Year  
 Second Semester  
 Elective subject  
 Credits: 3 theoretical and 1.5 practical.

**DEPARTMENT:** Financial and Tax Law.

**TEACHING STAFF:**

Group A: José Manuel Pérez Lara.  
 Group C: Francisco Santa-Olalla-Fernández Fígares.

**ASSESSMENT METHODS:**

For this course two exams will be given: one mid-term, which will be non-eliminary, and a second one, which will be the final exam. Both exams will be taken into consideration for the final mark. For the students of groups A and B the exam will be multiple-choice, while for the other groups it will be based on essay questions.

**COURSE AIMS:**

The objective of this course is to analyse the various procedures followed by the Spanish Tax Administration in order to make effective the obligations of taxpayers, such as administration, collection, and inspection. We will also examine the potential review methods involving Administrative Law proceedings which are available to taxpayers, such as ordinary appeal and the appeal through the Economic-administrative courts.

**PROGRAMME TOPIC TITLES:**

- Topic I. Spanish Taxation Administration bodies and their activities.
- Topic II. Procedures in Taxation Administration.
- Topic III. Tax payment.
- Topic IV. Tax inspection.
- Topic V. Tax collection.
- Topic VI. Review through administrative proceedings:
  - A).- Special review proceedings.
  - B).- Ordinary appeal.
  - C).- Economic-administrative appeal.

**BASIC BIBLIOGRAPHY:**

**A) General works.**

- Arias Velasco, J.; Sartorio Albalat, S.: *Procedimientos Tributarios*. Marcial Pons. Madrid 1996.
- Eserverri Martínez, E.; López Martínez, J.: *Temas Prácticos de Derecho Financiero -Parte General-*, 5th Ed. Aranzadi, 2000.
- Lasarte, J. (Coordinador): *Manual General de Derecho Financiero. Derecho Tributario. Parte General*. Comares, Granada, 2000.
- Martín Queralt, J.; Lozano Serrano, C.; Casado Ollero, G.; Tejerizo López, J.M.: *Curso de Derecho Financiero y Tributario*. Tecnos, Madrid, 2000.
- Morillo Mendez, A.: *Procedimientos ante la Administración Tributaria*, Tirant lo Blanch, Valencia, 1997.

**B) Legislation.**

- Eserverri Martínez, E.; Herrero Madariaga, J.; Sánchez Galiana, J.A.; Pérez Lara, J.M.: *Compendio de Normas Financieras y Tributarias (Parte General)*. 9th Ed. Comares. Granada 2000.

- Casado Ollero, G.; Falcón Y Tella, R.: Peña Velasco, G. De La y Simón Acosta, E.: *Código Tributario*, Aranzadi, 2000.
- *Leyes Generales Del Derecho Financiero Y Tributario*. 19th Ed. Civitas. Madrid 2000.

**COURSE : INTRODUCTION TO EU LAW**  
***INTRODUCCIÓN AL DERECHO COMUNITARIO***

Third Year  
Elective subject  
First Semester  
Credits: 3 theoretical and 1.5 practical

**DEPARTMENT :** Public International Law and International Relations.

**TEACHING STAFF :**

Groups A and B: Francisco Cuesta Rico  
Groups C and D: Antonio Segura Serrano

**ASSESSMENT METHODS :**

An oral Final Exam to assess the theoretical and practical knowledge acquired by the student.

**COURSE AIMS :**

To introduce students to those basic legal questions arising in EU Law in relation to Spanish law, with special attention to the issue of jurisdiction.

**PROGRAMME TOPIC TITLES :**

1. The European Union: general and historical questions.
2. General structure of the European Union.
3. The institutional system.
4. The EU legal system.
5. The relations between EU law and internal law.
6. The jurisdiction system of the European Union.
7. EU law and Spanish Law (I).
8. EU law and Spanish Law (II).

**BASIC BIBLIOGRAPHY :**

Recommended textbook:

- A. Mangas Martín y D. J. Liñán Noguera: *Instituciones y Derecho de la Unión Europea*, 2<sup>nd</sup> Ed. McGraw-Hill, Madrid, 1999.

Regulatory Texts:

- A. Mangas Martín: *Tratado de la Unión Europea, Tratados constitutivos de las Comunidades Europeas y otros actos básicos de Derecho Comunitario*, 9<sup>th</sup> Ed. Tecnos, Madrid, 2001.



**COURSE : SOCIAL SECURITY ORGANISATION AND FINANCING**  
**ORGANIZACIÓN Y FINANCIACIÓN DE LA S.S.**

Third Year  
 Second Semester  
 Elective subject  
 Credits: 4 theoretical and 2 practical.

**DEPARTMENT :** Labour and Social Security Law

**TEACHING STAFF:**

Francisco Rodríguez Caracuel

**ASSESSMENT METHODS :** Oral exam

**COURSE AIMS:**

To gain further understanding of the organisation and funding of Social Security Law.

**PROGRAMME TOPIC TITLES:**

**BASIC BIBLIOGRAPHY:** The pertinent legislation will be used.



**COURSE : FINANCIAL ACCOUNTING**  
**CONTABILIDAD FINANCIERA**

Third Year  
 Second Semester  
 Elective subject  
 Credits: 3 theoretical and 1.5 practical.

**DEPARTMENT :** Financial Economics and Accounting.

**TEACHING STAFF:**

Group A: Francisco Lara Sánchez  
Group C: Juan Miguel del Cid Gómez

**ASSESSMENT METHODS :**

At the end of the semester there will be an exam with the following characteristics: one theoretical section and one practical section, each section representing 50 per cent of the mark. Before this exam, there will be at least one other form of evaluation, the characteristics of which will be made available to students at the appropriate time.

**COURSE AIMS:**

The purpose of the course is to make students capable of understanding and using the main accounting statements, using the legislation currently in force and the dispositions of the Spanish General Accounting Plan and additional regulations.

**PROGRAMME TOPIC TITLES:**

- Topic 1.- Accounting statements. Introduction.
- Topic 2.- The balance sheet. (I).
- Topic 3.- The balance sheet. (II).
- Topic 4.- The income statement. (I).
- Topic 5.- The income statement. (II).
- Topic 6.- The accounting report
- Topic 7.- Cost accounting
- Topic 8.- Auditing accounting statements

**BASIC BIBLIOGRAPHY:**

- Cañibano Calvo, L.: *\*Contabilidad. Análisis Contable de la Realidad Económica+*. Pirámide. Madrid, 1992
- López Díaz, A. y Menéndez, M.: *\* Contabilidad Financiera+*. AC. Madrid, 1991.
- Menéndez Menéndez, M: *\*Contabilidad General+*. Civitas. Madrid, 1995.
- Rivero Romero, J.: *\*Contabilidad Financiera+*, Trivium, Madrid, 1992.
- Sierra Molina, G. y otros: *\*Cuentas Anuales: Casos prácticos y fundamentos teóricos+*. Ariel. Barcelona, 1993.
- Urías Valiente, J.: *\*Análisis de estados financieros+*. McGraw-Hill. Madrid, 1991



**COURSE : PUBLIC LAW OF ANDALUSIA**  
***DERECHO PÚBLICO DE ANDALUCÍA***

Third Year  
Elective subject  
Second Semester  
Credits: 3 theoretical and 1.5 practical.

**DEPARTMENTS :** This course is shared by the Departments of Administrative Law and Constitutional Law.

**TEACHING STAFF :**

*Administrative Law:*  
Group: A and C: Pablo Pallarés Moreno.

*Constitutional Law:*  
Group A: Marcelo Huertas Contreras and José Sanchez López  
Group C: José María Porras Ramírez.

**ASSESSMENT METHODS :**

**COURSE AIMS :**

**PROGRAMME TOPIC TITLES :**

*Constitutional Law*  
Lesson 1.- Introduction: Autonomy and the constitution.  
Lesson 2.- Formation of the Autonomous Community of Andalusia.  
Lesson 3.- The Statute of Autonomy for Andalusia.  
Lesson 4.- The system of sources.  
Lesson 5.- Capacities.  
Lesson 6.- The institutions of self-government.

*Administrative Law:*  
Lesson 1.- Administrative organisation in Andalusia.  
Lesson 2.- Personnel at the service of the Autonomous Community of Andalusia.  
Lesson 3.- Administrative action of the Autonomous Community of Andalusia.  
Lesson 4.- Forms of administrative activity. Police, Public Works, Public Service and Economic Administration.  
Lesson 5.- Citizen safety and gambling. Local Police. Gambling and betting.

Lesson 6.- Agriculture, environment and forestry exploitation. Agrarian reform. Conservation of natural areas. Environmental protection.  
 Lesson 7.- Industry, trade, consumption and co-operatives.  
 Lesson 8.- Financial and economic activity. The tax authority and patrimony. Public debt and budgets.  
 Lesson 9.- Transport and tourism  
 Lesson 10.- Education and teaching.  
 Lesson 11.- Culture, Youth and Sports.  
 Lesson 12.- Communication media. Radio/TV of Andalusia.  
 Lesson 13.- Health, Social Security, social benefits and Employment.  
 Lesson 14.- Urban and territorial planning.

**BASIC BIBLIOGRAPHY:**



**COURSE: ADMINISTRATIVE PROCEDURE**  
***PROCESO ADMINISTRATIVO***

Third Year  
 Elective subject  
 Second Semester  
 Credits: 3 theoretical and 1.5 practical.

**DEPARTMENT:** Procedural and Ecclesiastical Law

**TEACHING STAFF:** Marta Artacho Martín-Lagos.

**ASSESSMENT METHODS:**

**COURSE AIMS:**

**PROGRAMME TOPIC TITLES:**

Lesson 1. Jurisdictional control of administrative activity.  
 Lesson 2. Principles of procedure in Contentious-administrative Courts.  
 Lesson 3. The Contentious-administrative Courts and Tribunals.  
 Lesson 4. Powers of the jurisdictional bodies in the Contentious-administrative system.  
 Lesson 5. The parties involved in administrative procedure.  
 Lesson 6. The object of administrative procedure.  
 Lesson 7. Provisional remedies.  
 Lesson 8. Ordinary trials: preparation, allegations, evidence.  
 Lesson 9. The judicial ruling and other ways to terminate process..

- Lesson 10. Particularities of abbreviated procedure.
- Lesson 11. Special trials.
- Lesson 12. Types of appeal.
- Lesson 13. Ordinary appeal.
- Lesson 14. Cassation of judgment.
- Lesson 15. Enforcement proceedings
- Lesson 16. Court costs.

**BASIC BIBLIOGRAPHY:**

- Cordon Moreno, F.: *\*El proceso contencioso-administrativo+*. Navarra, 1999.
- Ruiz Risueño, F.: *\*El proceso contencioso-administrativo+*. Madrid, 1999.



**COURSE : TAXATION OF ECONOMIC ACTIVITIES: INDIRECT AND  
LOCAL ASSESSMENT  
*RÉGIMEN FISCAL DE LAS ACTIVIDADES ECONÓMICAS:  
IMPOSICIÓN INDIRECTA Y LOCAL***

Third Year  
Elective subject  
First Semester  
Credits: 4 theoretical and 2 practical.

**DEPARTMENT:** Financial and Tax Law

**COURSE AIMS:**

To provide understanding of the effect that taxes have on economic activities, whether by companies or professionals, in the realm of local tax assessment. The different taxes that arise during the life of an economic activity in relation to the Local Tax Authority and also the important effect that the Value Added Tax has on the provision of goods and services by entrepreneurs and professionals.

The clear intention of this course is to complete the preparation of students of Labour and Industrial Sciences in the taxation of economic activities from a dynamic perspective; that is, the taxation derived from transactions resulting from the performance of an economic activity.

**PROGRAMME TOPIC TITLES:**



Topic 1: Taxation of small enterprises through the Value Added Tax.  
Topic 2: Taxation of companies through the transfer tax and stamp duty.  
Topic 3: Business activity and the local tax authority.

#### **ASSESSMENT METHODS :**

In principle, written exams will be the method used for evaluating the students in the courses given in this department. There will be at least two marks to take into consideration in the student's final evaluation. The appropriate information regarding the exam will be made available in advance, on the department's notice board, pursuant to the applicable regulations. The tentative list of marks obtained by the students will also be made available, on the department's notice board, and it will be possible for students to review the marks before the official proceedings are given to the Secretary of the Faculty. The professors will make the appropriate clarifications on the matter at the beginning of the semester.

#### **BASIC BIBLIOGRAPHY :**

##### **A) General Works**

- AA.VV., (Coordinador: GARCÍA AÑOVEROS): MANUAL DEL SISTEMA TRIBUTARIO ESPAÑOL. Parte Especial. Civitas. Madrid. 2000.
- AA.VV., (Coordinador: BERCHE MORENO, E.): MANUAL DE IMPUESTOS INDIRECTOS Y HACIENDAS LOCALES, 2.'ed. CISS, Valencia, 2000.
- CAYÓN GALIARDO, A.; ALVAREZ MARTÍNEZ, J.; BUENO MALUENDA, M.C.; GARCÍA GÓMEZ, A., JIMÉNEZ COMPAIRE, I. Y RUIZ BAÑA, M.L.: LOS IMPUESTOS EN ESPAÑA. Aranzadi. 2000.
- FERREIRO LAPATZA, J.J.; MARÚN QUERALT, J. - CLAVIJO HERNÁNDEZ, F.; PÉREZ ROYO, F. y TEJERIZO LÓPEZ, J.M.: CURSO DE DERECHO TRIBUTARIO. Parte Especial. Sistema Tributario: Los tributos en particular. Marcial Pons. Madrid. 2000.

##### **B) Legislation**

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**TEACHING STAFF:**

Group A: José Manuel Pérez Lara  
Group C: Luis García-Royo Muñoz



**COURSE:** LAW AND JURISDICTION OF FOREIGN WORKERS IN  
SPAIN  
*RÉGIMEN JURÍDICO DE LOS TRABAJADORES  
EXTRANJEROS EN ESPAÑA*

Third Year  
Elective subject  
Second Semester  
Credits: 4 theoretical and 2 practical

**DEPARTMENT:** Private International Law and the History of Law

**TEACHING STAFF:** Mercedes Moya Escudero.

**COURSE AIMS:**

Through this highly practical course, the student will become acquainted with Spanish regulations regarding foreign workers' entry, exit, stay, expulsion and their return to their home countries, as well as the legal situation of the foreign worker, whether self-employed or working for somebody. The legal condition of the foreigner will be established, differentiating among the plurality of situations experienced by foreigners in Spain. Attention will also be given to the rights and freedom of foreigners in this country, as well as their duties, obligations and burdens. The free movement of people in the European Union and the entry and establishment of the Schengen territory are also addressed.

**PROGRAMME TOPIC TITLES:**

Lesson 1. Plurality of situations faced by foreign workers and their respective legal treatment.  
Lesson 2. Effect of administrative authorisations on the enjoyment and exercise of rights.  
Lesson 3. Free movement of workers within the European Union and the European Economic Area.

Lesson 4. Entering, staying and working in Spain by nationals from third countries.

Lesson 5. Effects of the absence or failure to renew the work permit.

Lesson 6. Appeal and procedural guarantees available to foreign workers.

**ASSESSMENT METHODS :**

Theoretical and practical exam.



### C. SUMMARISED CHARTS BY YEAR:

FIRST YEAR	TOTAL GROUPS	MORNING	AFTER-NOON	NUMBER OF STUDENTS PER GROUP
<b>BUSINESS ADMINISTRATION</b>	5	3	2	100
PERSONNEL MANAGEMENT AND ADMINISTRATION	5	3	2	
ECONOMICS	5	3	2	
ELEMENTS OF PUBLIC AND PRIVATE LAW II	5	3	2	
ELEMENTS OF PUBLIC AND PRIVATE LAW I	5	3	2	
<b>COMPUTER-ASSISTED STATISTICS</b>	10 (1)	6	4	50
STATISTICS	5	3	2	
<b>ECONOMIC STRUCTURE OF SPAIN</b>	5	3	2	100
<b>HISTORY OF WORK</b>	4	2	2	100
SOCIAL HISTORY AND CONTEMPORARY POLITICS	5	3	2	
<b>SOCIOLOGY OF INDUSTRIAL RELATIONS</b>	5	3	2	100
SOCIOLOGY AND SOCIAL RESEARCH TECHNIQUES	5	3	2	

SECOND YEAR	TOTAL GROUPS	MORNING	AFTER-NOON	NUMBER OF STUDENTS PER GROUP
<b>FURTHER PUBLIC AND PRIVATE LAW</b>	3	2	1	125
LABOUR LAW	4	2	2	
SOCIAL SECURITY LAW I	4	2	2	
SOCIAL SECURITY LAW II	4	2	2	
<b>STRATEGIC MGMT. OF HUMAN RESOURCES</b>	4	2	2	125
INTRODUCTION TO PROCEDURAL LAW	4	2	2	
WORK ORGANISATION AND METHODS	4	2	2	
INTEGRATED PRACTICAL WORK I	4	2	2	

(1) The number of students per group will be limited to 50, due to the practical nature of the class and the capacity of the Computer Room.

COMPANIES AND TAXATION	4	2	2	125
SAFETY AT THE WORKPLACE	4	2	2	

THIRD YEAR	TOTAL GROUPS	MORNING	AFTER-NOON	NUMBER OF STUDENTS PER GROUP
SOCIAL ACTION IN COMPANIES	3	2	1	
FINANCIAL ACCOUNTING	2	1	1	125
GENERAL ACCOUNTING	3	2	1	
UNION LAW	3	2	1	
PUBLIC LAW OF ANDALUSIA	2	1	1	125
LABOUR LAW PROCEDURE	3	2	1	
ADMINISTRATIVE PROCEDURE	2	1	1	125
INTRODUCTION TO EU LAW	2	1	1	125
SOCIAL SECURITY ORGANISATION AND FINANCING	2	1	1	125
INTEGRATED PRACTICAL WORK II	3	2	1	
TAX ASSESSMENT PROCEDURES	2	1	1	125
PSYCHOLOGY OF WORK	3	2	1	
TAXATION OF ECONOMIC ACTIVITIES. INDIRECT AND LOCAL ASSESSMENT	2	1	1	125
LAW AND JURISDICTION OF FOREIGN WORKERS IN SPAIN	2	1	1	125

FIRST YEAR  Classes:	S e m e s t e r	S u b j e c t *	G r o u p s	Credits			DEPARTMENT
				T h e o r e t i c a l	P r a c t i c a l	T o t a l	
Personnel management and administration	1 and 2	C	5	6	4	10	Social Psychology
Elements of Private and Public Law I (Constitutional Law and Civil Law)	1	C	5 (D)	4	2	6	Civil Law - Constitutional Law
Social history and contemporary politics	1	C	5	5	1	6	Applied Economics
Statistics	1	C	5 (D)	4	2	6	Statistics and Operations Research
Economics	1	Cp	5	3	1.5	4.5	Applied Economics
Business Administration	1	El	5	3	1.5	4.5	Business Administration and Marketing
History Of Work (Labour Law and History of Law)	1	El	3	3	1.5	4.5	Labour and S.S. Law, History of Law, Private International Law
Sociology and Social Research Techniques	2	C	5	3.5	1.5	5	Sociology
Elements of Public and Private Law II	2	C	5	4	2	6	Administrative Law
Economic Structure of Spain	2	El	5	4	2	6	Applied Economics
Computer-assisted Statistics	2	El	10	3	1.5	4.5	Statistics and Operations Research
Sociology of industrial relations	2	El	5	3	1.5	4.5	Sociology

\* C = Core Cp = Compulsory El= Elective

(D) These courses have separate practical credits and thus the corresponding hours for practical work will be divided into two practical groups, each taught by a different professor, in a different classroom, but at the same time.

SECOND YEAR  Classes:	S e m e s t e r	S u b j e c t *	G r o u p s	Credits			DEPARTMENT
				T h e o r e t i c a l	P r a c t i c a l	T o t a l	
Social Security Law	1 and 2	C	4	6	4	10	Labour and Social Security Law
Labour Law	1 and 2	C	4	8	4	12	Labour and Social Security Law
Safety at the Workplace	1	C	4	4	2	6	Labour and Social Security Law
Work Organisation and Methods	1 and 2	C	4	8	3	11	Business Ad. and Marketing.
Introducción al Procedural Law	1	Cp	4	4.5	0,5	5	Procedural and Ecclesiastical Law
Further Public and Private Law	1	El	3 (D)	4	2	6	Financial and Tax Law Company Law
Integrated Practical Work I	2	C	4	0	5,5	5,5	Business Ad. and Marketing
Companies and Taxation	2	El	4 (D)	4.5	1.5	6	Financial and Tax Law
Strategic Management of Human Resources	2	El	4	3	1.5	4.5	Business Ad. and Marketing

\* C = Core      Cp = Compulsory      El= Elective

(D) These courses have separate practical credits and thus the corresponding hours for practical work will be divided into two practical groups, each taught by a different professor, in a different classroom, but at the same time

THIRD YEAR  Classes :	S e m e s t e r	S u b j e c t *	G r o u p s	Credits			Department
				T h e o r e t i c a l	P r á c t i c a l	T o t a l	
Union Law	1 and 2	C	3	6	4	10	Labour and Social Security Law
Psychology of Work	1 and 2	C	3	6	3	9	Social Psychology
Integrated Practical Work II	1	C	3 (D)	0	6,5	6,5	Labour and Social Security Law
Labour Law Procedure	1	Cp	3	4	2	6	Labour and Social Security Law
General Accounting	1	Cp	3	4	2	6	Financial Economics and Accounting
Tax Assessment Procedures	1	El	2	3	1.5	4.5	Financial and Tax Law
Introduction to EU Law	1	El	2	3	1.5	4.5	Public International Law
Taxation of Economic Activities. Indirect and local assessment.	1	El	2	4	2	6	Financial and Tax Law
Social Action in Companies	2	C	3	4	1	5	Sociology
Social Security Organisation and Financing	2	El	2	4	2	6	Labour and Social Security Law
Financial Accounting	2	El	2	3	1.5	4.5	Financial Economics and Accounting
Public Law of Andalusia (Administrative and Constitutional Law)	2	El	2	3	1.5	4.5	Administrative Law Constitutional Law
Administrative Procedure	2	El	2	3	1.5	4.5	Procedural Law
Law And Jurisdiction Of Foreign Workers In Spain	2	El	2	4	2	6	Private International Law History of Law

\* C = Core      Cp = Compulsory      El= Elective



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