

**COURSE DATA****DATA SUBJECT**

Code: 33857
Name: Organizational Regulation
Cycle: Undergraduate Studies
ECTS Credits: 6
Academic year: 2026-27

STUDY (S)

Degree	Center	Acad. year	Period
1007 - Degree in Information and Documentation	Facultat de Geografia i Història	1	First quarter

SUBJECT-MATTER

Degree	Subject-matter	Character
1007 - Degree in Information and Documentation	Law	BASIC

COORDINATION

MELCHOR LLOPIS LORENA

SUMMARY

The subject Regulation of Organizations allows the student, after studying the sources of the Law, to know the rules that regulate the various information management activities carried out by organizations, both private and, especially, public.

PREVIOUS KNOWLEDGE**RELATIONSHIP TO OTHER SUBJECTS OF THE SAME DEGREE**

There are no specified enrollment restrictions with other subjects of the curriculum.

OTHER REQUIREMENTS

It is not considered necessary to meet specific requirements to study this subject.

COMPETENCES / LEARNING OUTCOMES**1007 - Degree in Information and Documentation**



Be able to work in a team and to integrate into multidisciplinary teams.

Capacity to write analytical reports and summaries with regard to management and organisation of information.

Have oral and written communication skills in one's own language.

Have problem-solving skills.

Show motivation for quality.

DESCRIPTION OF CONTENTS

1. THE ORGANISATION OF PUBLIC POWERS.

1. The powers of the State. 1.1. The legislative power. 1.2. The executive power. 1.3. The judicial power. 2. The organisation of powers in Spain. 2.1. The organisation of State power. 2.2. The autonomous communities. 2.3. Local authorities. 3. The European Union.

2. SOURCES OF LAW

1. The Constitution. The relationship between State and regional law. 2. Norms with the force of law. 2.1. Acts of Parliament. 2.2. Legislative Decrees and Decree-Laws. 3. Regulations. 4. European Union law. Types of rules. Guiding principles of the relationship between EU law and domestic law. 5. International treaties and their relationship with national law. 6. Forms of publication. 7. Custom and general principles of law. 8. Case law

3. GENERAL INTRODUCTION ON DOCUMENTS IN SPANISH LAW.

1. The concept of document. 2. Public and private documents. 3. Some public administrative documents. Notarial documents. 3.1 Scriptures. 3.2 Minutes. 3.3. Testimonious. 4. Court documents. 4.1 Judgments. 4.2. ¿Autos¿. 4.3. ¿Providencias¿. 4.4 Measures of ordination. 5. Legislative documents. 5.1 Motion. 5.2 Resolution. 5.3 Law.

4. OTHER ADMINISTRATIVE DOCUMENTS.

1. Forms of manifestation of the legal activity of the Administration. 1.1. Administrative act. 1.2. Convention/Deal. 1.3. Contract. 2. The procedure and the administrative file. 2.1. Stages of the procedure. 2.2 Acts of procedure and resolution. 3. Administrative documentation of the material activity of the Administration. Particular analysis of medical documentation.



5. ADMINISTRATIVE INFORMATION IN MEANS OF PUBLIC ACCESS.

1. Content of the right of access to public information. 1.1. Subjective scope of the obligation to provide public information. 1.2. Limits to the right of access to public information. 1.2.1. Damage to public or private interests. 1.2.2. Protection of personal data. 2. Administrative management of information: information units. 3. Exercise of the right of access to public information. 3.1. Application and grounds for inadmissibility. 3.2. processing and resolution. 3.3. Complaint to the Transparency and Good Governance Council. 4. The impact of Artificial Intelligence and the automation of procedures on administrative documentation

6. PUBLIC ACCES TO ADMINISTRATIVE INFORMATION ON REQUEST.

1. Directive 2003/98/EC. 2. Law 37/2007 on the re-use of public sector information. 2.1 The open data. 2.2 Legal regime for re-use.

7. PROTECTION OF PERSONAL DATA.

1. Constitutional basis. 2. Concept of personal data. 3. Purpose of protection: personal data. 4. Rights relating to the protection of personal data. 5. The Data Protection Agency.

8. INTELLECTUAL PROPERTY RIGHTS.

1. Ownership of documents held by public authorities. 2. Protection of the intellectual property of private documents in administrative files and archives. 3. Creative commons. 4. The reproduction of monographs and journals by public institutions.

WORKLOAD

PRESENCIAL ACTIVITIES

Activity	Hours
Theory	60,00
Total hours	60,00

NON PRESENCIAL ACTIVITIES

Activity	Hours
Attendance at other activities	0,00
Individual or group project	20,00
Independent study and work	0,00
Preparation of lessons	55,00
Preparation for assessment activities	15,00
Resolution of case studies	0,00
Total hours	90,00



TEACHING METHODOLOGY

Approximately two thirds of hours in a classroom will be devoted to the teaching of theoretical classes by the teacher. If necessary, students must have read certain materials beforehand, which shall be indicated or, where appropriate, provided in good time in order to promote optimal use of them, as well as their intelligent participation in them. The rest of the face to face classes will be devoted to public debate about certain practical problems that will be raised throughout the course. The statement of practical problems will be \"hung\" in the virtual classroom well in advance so that each of the students can analyze them and to draft a reply, duly reasoned and based on right, to the specific questions raised, written which will serve as a basis for further discussion.

Critical work will be carried out on the subject and with the formal requirements that at the time are indicate.

EVALUATION

The overall rating will be determined as follows:

Examen teòric	50%
Participació a classe i qualificació dels problemes pràctics	30%
Qualificació dels treballs crítics	20%
Total	100%

In order to pass the course, it is essential to have obtained at least 5 out of 10 points in the theory exam.

This assessment starts from the premise that teaching at the University of Valencia is, by definition, oncampus lecture delivery method. In this sense, the student should be aware that attendance at both the



theoretical and practical lectures is essential for proper monitoring of the contents of the course. The student must also consider the possibility to enroll part time when it is unable to attend all courses (60 credits). However, there is an exception for those students that justify it and request it. They have the possibility of being assessed without attending to all or part of the lectures. For these cases, students should proceed as follows:

- At the beginning of the course, student should inform to lecturer responsible for the course, the incidence that makes her/him unable to attend the class. This must be adequately justified in documentary form.
- The lectures in charge, in the light of this information, will decide the possibility of evaluation without full or partial assistance to the lectures.

Students who are in this situation must submit for evaluation all work required by the lecturer (not necessarily the same to those required for the course) and may also be called to defend them orally to the lecturer, and conduct a knowledge test. The weight of the final grade work will be 50% and the test the remaining 50% knowledge. Students who do not attend Theoretical activities and / or practices, and individual and collective practical work, will read a series of supplementary texts.

Regarding the obligations that students have when using AI in assessable activities, and concerning the declaration of responsible AI use, please refer to the "Guidelines for the Responsible Use of Artificial Intelligence (AI) in Teaching and Assessment Activities at the University of Valencia" at the following link: https://www.uv.es/graus/normatives/Guia_actuacio_IA_UV.pdf.

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