



## Information about the subject

**Degree:** Official Master's Degree in Administrative Management

**Faculty:** Faculty of Legal, Economic and Social Sciences

**Code:** 1710001 **Name:** Administrative Aspects of Business Activity

**Credits:** 6,00 **ECTS Year:** 1 **Semester:** 2

**Module:** MERCANTILE-ADMINISTRATIVE AREA

**Subject Matter:** ADMINISTRATIVE ASPECTS OF MERCANTILE ACTIVITY **Type:** Compulsory

**Field of knowledge:** Social and Legal Sciences

**Department:**

**Type of learning:** Classroom-based learning / Online

**Languages in which it is taught:** Spanish

**Lecturer/-s:**



## Module organization

### MERCANTILE-ADMINISTRATIVE AREA

Subject Matter	ECTS	Subject	ECTS	Year/semester
ADMINISTRATIVE ASPECTS OF MERCANTILE ACTIVITY	6,00	Administrative Aspects of Business Activity	6,00	1/2

## Recommended knowledge

Is not required



## Learning outcomes

At the end of the course, the student must be able to prove that he/she has acquired the following learning outcomes:

- R1 Perfect knowledge of the regulation and legal operation of companies.
- R2 Knowledge of maritime, air and land customs legislation and the different aspects of the wide range of transport.
- R3 Handling procedures of the traffic headquarters.
- R4 Knowledge of the recruitment methods of the different public administrations.
- R5 Knowledge of the administrative procedures to create a company.
- R6 Identifying the situations of the national and international company's mercantile traffic.
- R7 Delimiting the corporate realities of the company: shareholders' meetings, participations, shares, administrative bodies.
- R8 Setting up, modifying and dissolving a company.
- R9 Securing national and international mercantile transactions by knowing the computer tools to carry them out.
- R10 Development of the student's critical and reflective capacity.
- R11 Assessing the competition in a globalized world.
- R12 Knowledge of the rights of consumers as the final links in the business activity.
- R13 The ability to make legal-commercial decisions.



## Competencies

Depending on the learning outcomes, the competencies to which the subject contributes are (please score from 1 to 4, being 4 the highest score):

BASIC		Weighting			
		1	2	3	4
B6	Having and understanding knowledge that provides a basis or opportunity to be original in the development and/or application of ideas, often in a research context.				X
B7	Being able to apply acquired knowledge and problem-solving skills in new or unfamiliar environments within broader (or multidisciplinary) contexts related to their area of study.			X	
B8	The ability to integrate knowledge and deal with the complexity of making critical judgements on the basis of information which, being incomplete or limited, includes reflections on the responsibilities and ethics linked to the application of their knowledge and judgements.			X	
B9	The ability to communicate their findings and the ultimate knowledge and reasons behind them to specialized and non-specialized audiences in a clear and unambiguous manner.		X		
B10	The learning skills that enable them to continue studying in a largely self-directed or autonomous manner.				X

GENERAL		Weighting			
		1	2	3	4
G1	Being able to apply acquired knowledge and problem-solving skills in new or unfamiliar environments within broader (or multidisciplinary) contexts related to their area of study.			X	
G2	The ability to integrate knowledge and deal with the complexity of making critical judgements on the basis of information which, being incomplete or limited, includes reflections on the social and ethical responsibilities linked to the application of their knowledge and judgements.				X



G3	The ability to communicate their findings and the ultimate knowledge and reasons behind them to specialized and non-specialized audiences in a clear and unambiguous manner.				X
G4	The learning skills that enable them to continue studying in a largely self-directed or autonomous manner.		X		
G5	Promoting, requesting and carrying out all kinds of procedures that do not require the application of the legal technique reserved for lawyers, relating to those matters that, in the interest of natural or legal persons, and at their request, are followed before any body of the Public Administration, informing their clients of the state and vicissitudes of the procedure by which they are carried out.				X
G6	Promoting, requesting and carrying out all kinds of procedures that do not require the application of the legal technique reserved for lawyers, relating to those matters that, in the interest of natural or legal persons, and at their request, are followed before any body of the Public Administration, informing their clients of the state and vicissitudes of the procedure by which they are carried out.			X	
G7	Knowledge of the regulations of the Colegio Oficial de Gestores Administrativos de Valencia (Official Institute of Administrative Management of Valencia).				X

SPECIFIC		Weighting			
		1	2	3	4
E1	Applying the necessary knowledge to act effectively before the Public Administration at any level of the Public Administration .				X
E6	Using the notions and functioning of the financial market according to the advisory needs of potential clients.			X	
E7	Using data and laws to constitute a company with legal personality capable of intervening in commercial traffic with full efficiency to comply with any orders that customers may request.				X
E10	Using the necessary knowledge to advise clients on leasing matters.	X			
E12	Planning the constitution of a commercial company, knowing the rights and obligations of the board of directors, the partners and the social creditors, as well as knowing the tax obligations and those related to the Treasury Department.				X



- E16 Determining and solving the actions before the Traffic Headquarters and other competent Administrations including all the proceedings related to vehicles (registrations, transfers, cancellations, etc.), and knowing the transport regulations.

x



## Assessment system for the acquisition of competencies and grading system

### In-class teaching

Assessed learning outcomes	Granted percentage	Assessment method
R1, R2, R3, R4, R6, R7, R8, R9, R11, R12	40,00%	Objective tests and final in-person exam.
R5, R10, R13	40,00%	Completion of theoretical and practical activities.
R10, R11, R12, R13	20,00%	Class attendance and participation.

### Observations

### Online teaching

Assessed learning outcomes	Granted percentage	Assessment method
R1, R2, R3, R4, R5, R6, R7, R9, R11, R12	10,00%	Attendance and participation in synchronous communication activities, which will account for 10% of the total final mark.
R1, R5, R7, R10	20,00%	Completion of deliverable activities, which will account for 20% of the total final mark.
R3, R4, R5, R6, R7, R8, R9, R10, R12	35,00%	Periodic evaluations by means of multiple-choice questionnaires that will account for 35% of the total final mark.
R1, R2, R3, R4, R5, R6, R7, R8, R9, R10, R11, R12, R13	35,00%	Final evaluation with essay questions and case studies that will account for 35% of the total final mark.

### Observations



## CLASS ATTENDANCE IN FACE-TO-FACE DEGREES

In accordance with the development guidelines of the General Regulations for the Evaluation and Qualification of Official Teachings and Own Degrees of the UCV, in face-to-face degrees, class attendance with a minimum of 80% of the sessions of each subject will be required as a requirement to be evaluated. This means that, if a student does not attend the sessions of each subject, in a percentage greater than 20%, he/she will not be able to be evaluated, neither in the first nor in the second call, unless the person responsible for the subject, with the approval of the person responsible for degree, in view of duly justified exceptional circumstances, exempt from the minimum attendance percentage. The same criterion will be applicable for hybrid or virtual degrees in which teachers must maintain the same percentage in the requirement of "presence" in the different training activities, if any, even if these are carried out in virtual environments.

### MENTION OF DISTINCTION:

The mention of "Honors" may be awarded to students who have obtained a grade equal to or greater than 9.0. Their number may not exceed five percent of the students enrolled in a group in the corresponding academic year, unless the number of students enrolled is lower.

## Learning activities

The following methodologies will be used so that the students can achieve the learning outcomes of the subject:

- M1 Presentation of contents by the professor, analysis of competencies, explanation and demonstration of capacities, skills and knowledge in the classroom (in-person).
- M2 Student's study: Individual reading preparation, case studies, jurisprudence. Composition of writings and papers to be presented or delivered in classes or tutorials (in-person modality).
- M10 Specific instructions about group and individual assignments for each topic (in-person modality).
- M11 Group work sessions supervised by the teacher. Study of legal cases, both real and fictitious, diagnostic tests, problems, field study, computer room, visits, data search, libraries, network, Internet, etc. Significant construction of knowledge through student interaction and activity. Critical analysis on values and social commitment (in-person modality).
- M12 Application of interdisciplinary knowledge (in-person modality).





- M13 Supervised monographic sessions with shared participation (in-person modality).
- M14 Personalized attention and in small groups. Period of instruction and/or orientation carried out by a tutor with the objective of reviewing and discussing the materials and topics presented in the classes, seminars, readings, completion of assignments, etc. (in-person modality).
- M15 Set of oral and/or written tests used in the initial, formative or summative evaluation of the student (in-person modality).
- M16 Group preparation of readings, assumptions and problem-solving to be presented, discussed or delivered in class or tutorial (in-person modality).
- M17 Presentation of contents by the professor, analysis of competencies, explanation and demonstration of abilities, skills and knowledge in the virtual classroom.
- M18 Group work sessions supervised by the professor. Study of legal cases, both real and fictitious. Significant construction of knowledge through student interaction and activity. Critical analysis on values and social commitment.
- M19 Monographic sessions throughout the course designed to address current aspects and applications of the subject.
- M20 Set of oral and/or written tests used in the initial, formative or summative evaluation of the student.
- M21 Student's study: individual preparation of readings, essays, problem solving, seminars, papers, memoirs, etc. for discussion or delivery in electronic format.
- M22 Individual attention for follow-up and guidance of the learning process, carried out by a tutor, with the aim of reviewing and discussing the materials and topics, seminars, readings, completion of assignments.
- M23 Group preparation of readings, essays, problem solving, seminars, papers, memoirs, etc. for dissemination or delivery.
- M24 Participation and contributions to the discussion forums referred to the subject, moderated by the subject's professor.
- M25 Problem solving, comments, reports, to be delivered on due dates throughout the course.



## IN-CLASS LEARNING

### IN-CLASS LEARNING ACTIVITIES

	LEARNING OUTCOMES	HOURS	ECTS
Face-to-face class. M1	R1, R2, R3, R4, R5, R6, R7	15,00	0,60
Practical class. M11	R8, R9, R13	30,00	1,20
Seminar. M13	R12	2,50	0,10
Group project presentation. M12	R10, R13	5,00	0,20
Tutorial. M14	R10	5,00	0,20
Evaluation. M15	R1, R2, R3, R4, R5, R6, R7, R8, R9, R10, R11, R12, R13	2,50	0,10
<b>TOTAL</b>		<b>60,00</b>	<b>2,40</b>

### LEARNING ACTIVITIES OF AUTONOMOUS WORK

	LEARNING OUTCOMES	HOURS	ECTS
Group work. M16	R3, R8, R13	35,00	1,40
Individual work. M2	R2, R6, R7, R10, R13	55,00	2,20
<b>TOTAL</b>		<b>90,00</b>	<b>3,60</b>



## ON-LINE LEARNING

### SYNCHRONOUS LEARNING ACTIVITIES

	LEARNING OUTCOMES	HOURS	ECTS
Synchronous virtual session. M17	R1, R2, R3, R4, R5, R6, R7, R9	4,00	0,16
Synchronous virtual practical session. M18	R8, R9, R10, R12	4,00	0,16
Synchronous virtual seminar and videoconference. M19	R8	4,00	0,16
Face-to-face evaluation. M20	R1, R2, R3, R4, R5, R6, R7, R8, R9, R10, R11, R12, R13	3,00	0,12
<b>TOTAL</b>		<b>15,00</b>	<b>0,60</b>

### ASYNCHRONOUS LEARNING ACTIVITIES

	LEARNING OUTCOMES	HOURS	ECTS
Individual work. M21	R1, R2, R3, R4	60,00	2,40
Group work. M23	R10, R13	10,00	0,40
Individual tutorials. M22	R6	5,00	0,20
Discussion forums. M24	R7, R10	10,00	0,40
Continuous assessment activities. M25	R1, R2, R3, R4, R5, R6, R7, R8, R9, R10, R11, R12, R13	50,00	2,00
<b>TOTAL</b>		<b>135,00</b>	<b>5,40</b>



## Description of the contents

Description of the necessary contents to acquire the learning outcomes.

### Theoretical contents:

#### Content block

#### Contents

#### MERCANTILE LAWS

Commercial companies and other related legal entities: typology, general panorama, development and practical life of commercial companies. The contest: theoretical and practical problems. Foreign trade: current legal and economic situation. Free Competition: development and guarantees. The Commercial Registry: configuration, casuistry, practical applications, guarantee. The stock market; problematic and practical casuistry to date; latest developments and trends.



## ADMINISTRATIVE LAW- GENERAL PART

Administrative Law. The sources. Regulation and administrative act. Configuration, casuistry, practical problems and guarantees. General principles of administrative procedure. Rights of the administered, representation, special consideration of the casuistry of the initiation of the procedure and of the administrative notifications, more important practical problems. The current situation of the regulation of administrative, state and autonomous silence. Prospects for the future, in light of Law 25/2009, of December 23; problematic and jurisprudence of positive silence. Administrative resources and their casuistry, operational mechanics of resources. Problematic practice of the terms, precautionary suspension of the appealed law. The ex officio review of administrative acts and their applications; the action for annulment. Electronic Administration: current regulations and their development; Practical applications. Administrative organization of the State. Legal regime of the Autonomous Communities. Legal Regime of the Local Administration. Problems of administrative organization, effectiveness, efficiency; organization-citizen relations. The principle of legality and its consequences; administrative discretion and its limits. Authorizations and licenses. Administrative concessions. Casuistry; main problems. Developments provided for in Law 25/2009, of December 24. Problems of the sanctioning power of the Administration: procedure, principles and main casuistry. The activity of the Administration within the market society: contracts, grants and subsidies. Public services. Relations of the Administration and individuals in these activities. Responsibility and guarantees. Main casuistry.



## ADMINISTRATIVE LAW- SPECIAL PART (TRAFFIC LAW)

Regulatory framework Administrative processing Traffic. Special administrative procedures. Management Entrustment Agreement, General Administrative Management Council and DGT. Action Protocol. Regulatory framework. Assumptions and Specialties. Document Management. Ordinary Vehicle Registration Procedure. Specific assumptions. Processing. Vehicle Re-registration Procedure. Telematic Enrollment Procedure. MATE Provisional Authorizations. Special enrollment procedures. Diplomatic vehicle registration procedure. Tourist registration procedure. Historical vehicle registration procedure. Associated documentation. Temporary Circulation Authorizations. Temporary Permits for Individuals. Assumptions and Procedures. Temporary Permits for Companies. Types, conditions and procedures. Associated Documentation. E-itv card and Vehicle Registration. Characteristics. Regulatory framework. Associated documentation. Vehicle categories and associated cards. Reports. Telematic Access. Annotations, charges and encumbrances. Administrative Change of Ownership Procedure. Legal framework. Classes of Procedures. Change of Ownership and Notification of sale. Telematic ownership changes. ITICI. ATMV. Document Management. Duplicates and Renewals of Administrative Authorizations. Regulatory news. Duplicate and Renewal Assumptions. Administrative Processing. Roadside Assistance Service. Definitive and Temporary Discharges. Telematic Processing. Specific Procedures. Type of Temporary Dismissal and Administrative Processing. Casuistry, Processing of Files. Low Telematics Procedure. Residual Treatment application procedure and possibility of Adjudication. Penalty procedure and Resources. Principles of the sanctioning authority and sanctioning procedure. Classes of special sanctioning procedures. Administrative Resources. Deadlines. Suspension of Execution. Representation interested in administrative procedures. Your accreditation. The mandate. Electronic Registry of Power of Attorney. Telematic Notifications. DEV. Unique Edictal Board, TEU and TESTRA. Communication Habitual Driver and Long Term Tenant.



## Temporary organization of learning:

Block of content	Number of sessions	Hours
MERCANTILE LAWS	10,00	20,00
ADMINISTRATIVE LAW- GENERAL PART	10,00	20,00
ADMINISTRATIVE LAW- SPECIAL PART (TRAFFIC LAW)	10,00	20,00

## References

? Código del Régimen Jurídico de las Administraciones Públicas y Procedimiento Administrativo . Ed. Thomson Reuters – Aranzadi. ? Comentarios a la Ley de Régimen Jurídico de las Administraciones Públicas y Procedimiento Administrativo común . Ed. Dykinson. ? Administración Pública Electrónica. Ed. Civitas ? Contratación Administrativa. Editorial Aranzadi. ? Código de la responsabilidad patrimonial del Estado. Editorial Aranzadi. ? Memento Administrativo 2015. Ed. Francis Lefebvre ? Formularios Prácticos Administrativo-Contencioso Administrativo 2015 (Internet) Lefebvre-el Derecho ? Los recursos Administrativos. Civitas Ediciones. ? Formularios de Procedimiento Administrativo. Editorial Lex Nova. ? Sistemas de garantías de ciudadanos frente a las Administraciones Públicas . Iustel Publicaciones. ? Silencio administrativo: estudio general y procedimientos sectoriales. Ed. Tirant lo Blanch. ? Autorizaciones y licencias, hoy: un análisis sectorial tras la directiva de servicios. Ed. Tirant lo Blanch. ? Legislación sobre Tráfico, Circulación y Seguridad Vial y Normativa Complementaria. Ed. Aranzadi. ? Memento práctico Sociedades Mercantiles Ed. Francis Lefebvre ? Memento Pyme Ed. Francis Lefebvre ? Guías Jurídicas – Base de Datos Ed. Wolters Kluwer ? Practicum Concursal Ed. Thomson Reuters – Aranzadi



## Addendum to the Course Guide of the Subject

Due to the exceptional situation caused by the health crisis of the COVID-19 and taking into account the security measures related to the development of the educational activity in the Higher Education Institution teaching area, the following changes have been made in the guide of the subject to ensure that Students achieve their learning outcomes of the Subject.

**Situation 1: Teaching without limited capacity** (when the number of enrolled students is lower than the allowed capacity in classroom, according to the security measures taken).

In this case, no changes are made in the guide of the subject.

**Situation 2: Teaching with limited capacity** (when the number of enrolled students is higher than the allowed capacity in classroom, according to the security measures taken).

In this case, the following changes are made:

### 1. Educational Activities of Onsite Work:

All the foreseen activities to be developed in the classroom as indicated in this field of the guide of the subject will be made through a simultaneous teaching method combining onsite teaching in the classroom and synchronous online teaching. Students will be able to attend classes onsite or to attend them online through the telematic tools provided by the university (videoconferences). In any case, students who attend classes onsite and who attend them by videoconference will rotate periodically.

In the particular case of this subject, these videoconferences will be made through:

☒ Microsoft Teams

☐ Kaltura





## **Situation 3: Confinement due to a new State of Alarm.**

In this case, the following changes are made:

### **1. Educational Activities of Onsite Work:**

All the foreseen activities to be developed in the classroom as indicated in this field of the guide of the subject, as well as the group and personalized tutoring, will be done with the telematic tools provided by the University, through:

☒ Microsoft Teams

☐ Kaltura

Explanation about the practical sessions:



## 2. System for Assessing the Acquisition of the competences and Assessment System

### ONSITE WORK

#### Regarding the Assessment Tools:

☒

The Assessment Tools will not be modified. If onsite assessment is not possible, it will be done online through the UCVnet Campus.

☐

The following changes will be made to adapt the subject's assessment to the online teaching.

Course guide		Adaptation	
Assessment tool	Allocated percentage	Description of the suggested changes	Platform to be used

The other Assessment Tools will not be modified with regards to what is indicated in the Course Guide.

#### Comments to the Assessment System:



## ONLINE WORK

### Regarding the Assessment Tools:

☒ The Assessment Tools will not be modified. If onsite assessment is not possible, it will be done online through the UCVnet Campus.

☐ The following changes will be made to adapt the subject's assessment to the online teaching.

Course guide		Adaptation	
Assessment tool	Allocated percentage	Description of the suggested changes	Platform to be used

The other Assessment Tools will not be modified with regards to what is indicated in the Course Guide.

### Comments to the Assessment System: