		Teachin	g Guide		
Identifying Data				2020/21	
Subject (*)	Landscape and Sustainable Habitat Code			630G02056	
Study programme	Grao en Estudos de Arquitectura		1		'
		Descr	riptors		
Cycle	Period	Year Type Credits			Credits
Graduate	2nd four-month period	Fit	fth	Optional	6
Language	SpanishGalician		'		,
Teaching method	Face-to-face				
Prerequisites					
Department	Proxectos Arquitectónicos, Urbar	nismo e Compo	sición		
Coordinador	Rodriguez Alvarez, Jorge		E-mail	jorge.ralvarez@	Qudc.es
Lecturers	Rodriguez Alvarez, Jorge		E-mail	jorge.ralvarez@	udc.es
	Rodriguez Blanco, Emilio			emilio.rblanco@	@udc.es
Web	http://paisaxeetsac.blogspot.com.es/ https://www.facebook.com/pages/Paisaxe-e-Habitat				oitat
General description	Landscape is not equal to nature. The concept of landscape implies the development of a mentality strongly influenced by			a mentality strongly influenced by	
	the sum of cultural experiences. Nature is an entity in itself, while the landscape must be interpreted or experienced. Only			interpreted or experienced. Only	
	through the knowledge of the relationships established between landscape and experience, as well as those of the				
	causative agents of these relationships, will it be possible to understand the existing landscape and its creative process.				
	The course tries to introduce the student into the knowledge of the elements that compose the landscape and the				
	relationships between them. The objective is to provide students with the necessary tools to integrate landscape and				
	environmental aspects into their architectural and urban designs. The subject's approach defines the landscape as a result				defines the landscape as a result
	of human interaction within its habitat. Habitat is understood as the environment where human activities are developed. It			uman activities are developed. It	
	will study the analytic tools and m	nethods that ca	n be applied to inform a	nd evaluate proje	ect decisions, trying to minimize the
	impact on the environment.				

## Contingency plan

- 1. Modifications in the contents
- -No realize changes
- 2. Methodologies

\*teaching Methodologies that keep

ANALYSIS OF DOCUMENTARY SOURCES.

INITIAL ACTIVITIES.

\*Teaching methodologies that modify

SESSION MAXISTRAL. Adaptation of the form presencial traditional to the form no presencial through the platform Teams WORKS TUTELADOS. It realized the guardianship of said work through the digital platforms aportadas by the UDC.

(Teams) By means of titorias agreed with each team

MIXED PROOF. No it will realize the mixed proof final. The evaluation of this knowledge incorporates the methodology of the Works Tutelados

Mechanisms of attention customized to the students will be by Teams or Moodle

3. Mechanisms of attention customized to the students

%u2013 Email: Daily, of Monday to Friday and in time lectivo. Of use pra do queries, request virtual meetings to resolve doubts and do the tracking of the works tutelados.

%u2013 Moodle: Daily, of Monday to Friday and in time lectivo. Second the need of the alumando. They have of %u201Cforos thematic associated to the modules%u201D of the subject, to formulate the necessary queries. Also there is %u201Cforos of specific activity%u201D to develop the %u201CDiscusións directed%u201D, through the that puts in practice the development of theoretical contents of the subject.

%u2013 Teams: 1 weekly session in big group stop the advance of the contained theoretical and of the works tutelados in the franxa time that has assigned the subject in the calendar of classrooms of the school. Of 1 to 2 weekly sessions in small group (tie 6 people), stop the tracking and support in the realization of the %u201Ctraballos tutelados%u201D. This dynamics allows to do a tracking normalized and adjusted the needs of the learning of the alumando to develop the work of the subject.

4. Modifications in the evaluation

Works tutelados (100%): In relation with the works tutelados will value:

%u2013 The adecuación methodological of the proposals of work.

%uF02D To depth of the contained.

%uF02D The dominance of the applications used in the manufacture of the proposals.

%uF02D The treatment of an own language of the disciplinary context.

%uF02D To utilization of complementary documentary sources and current.

%uF02D To presentation and the clarity of the exhibition.

\*Observations of evaluation:

they Keep the same that figure in the teaching guide, except that:

%uF02D- The references to the cómputo of the assistance, that only will realize concerning the sessions that there was tie the moment in the that suspended the activity presencial.

1. SITUATIONS:

IT) Students with dedicación complete:

Assistance/participation in the activities of minimum kind of 80%:

- it) Manufacture and presentation of the works of small group (100%).
- B) Students with recognition of dedicación in time partial and metes out academic of exemption of assistance, second establishes the "NORM THAT REGULATES The REGIME OF DEDICACIÓN To The STUDY DOS STUDENTS OF DEGREE IN The UDC (Arts. 2.3; 3.b And 4.5) (29/5/212):

Assistance/participation in the activities of minimum kind of 80%:

- it) Manufacture and presentation of the works of small group (100%).
- 2. REQUIREMENTS TO SURPASS The SUBJECT:
- 1. Assist and take part regularly in the activities of the kind.
- 2. Obtain a punctuation of 50% of the weight of each of the parts object of evaluation.
- 3. Deliver and expose the works tutelados in the date that indicate .



- 4. The opportunity of July will be subjected to the same criteria that it of June.
- 5. Modifications of the bibliography or webgrafía No will realize changes.
- 5. Modifications to the bibliography or webgraphy



	Study programme competences				
Code	Study programme competences				
A2	Ability to conceive and represent the visual attributes of objects and master proportion and drawing techniques, including digital ones (T)				
А3	Knowledge of spatial representation systems and projections adapted and applied to architecture				
A4	Knowledge of the analysis and the theory of form and the laws of visual perception adapted and applied to architecture and urbanism				
A17	Ability to apply technical and construction standards and regulations				
A19	Ability to maintain the finished work				
A20	Ability to assess the construction works				
A34	Ability to design, implement and develop sketches and drafts, concept designs, developed designs and technical designs (T)				
A35	Ability to design, implement and develop urban projects (T)				
A36	Ability to design, implement and develop construction management (T)				
A37	Ability to develop functional programs for buildings and urban spaces (T)				
A39	Ability to remove architectural barriers (T)				
A40	Ability to practise architectural criticism				
A41	Ability to solve the passive environmental conditioning, including thermal and acoustic insulation, climate control, energy efficiency and				
	natural lighting (T)				
A44	Ability to develop civil work projects (T)				
A45	Ability to design and execute urban layouts and urbanization, gardening and landscape design projects (T)				
A46	Ability to apply standards and urban regulations				
A47	Ability to develop environmental, landscape and environmental impact correction studies (T)				
A51	Adequate knowledge of the methods of studying the social requirements, living conditions, habitability and basic housing programmes				
A52	"Adequate knowledge of ecology, sustainability and the principles of conservation of energy and environmental resources. "				
A53	Adequate knowledge of the architectural, urban and landscape traditions of Western culture, as well as their technical, climatic, economic				
	social and ideological foundationsxicos.				
A54	Adequate knowledge of aesthetics and theory and history of fine arts and applied arts				
A55	Adequate knowledge of the relationship between cultural patterns and social responsibilities of the architect				
A57	Adequate knowledge of urban sociology, theory, economics and history				
A58	Adequate knowledge of the methodological foundations of territorial, metropolitan and urban planning.				
A59	Knowledge of the mechanisms of development and management of urban planning at all scales				
A67	Coñecemento avanzado de aspectos específicos da materia de Proxectos no contemplados expresamente na Orde EDU/2075/2010				
A69	Coñecemento avanzado de aspectos específicos da materia de Urbanismo no contemplados expresamente na Orde EDU/2075/2010				
B1	Students have demonstrated knowledge and understanding in a field of study that is based on the general secondary education, and is				
	usually at a level which, although it is supported by advanced textbooks, includes some aspects that imply knowledge of the forefront of				
	their field of study				
B2	Students can apply their knowledge to their work or vocation in a professional way and have competences that can be displayed by mea				
	of elaborating and sustaining arguments and solving problems in their field of study				
В3	Students have the ability to gather and interpret relevant data (usually within their field of study) to inform judgements that include				
	reflection on relevant social, scientific or ethical issues				
B4	Students can communicate information, ideas, problems and solutions to both specialist and non-specialist public				
B5	Students have developed those learning skills necessary to undertake further studies with a high level of autonomy				
B6	Knowing the history and theories of architecture and the arts, technologies and human sciences related to architecture				
B7	Knowing the role of the fine arts as a factor that influences the quality of architectural design				
B8	Knowing the urbanism and techniques applied in the planning process				
C1	Adequate oral and written expression in the official languages.				
C3	Using ICT in working contexts and lifelong learning.				
	Exercising an open, educated, critical, committed, democratic and caring citizenship, being able to analyse facts, diagnose problems,				
C4					
C4	formulate and implement solutions based on knowledge and solutions for the common good				
C4 C5	formulate and implement solutions based on knowledge and solutions for the common good  Understanding the importance of entrepreneurial culture and the useful means for enterprising people.				



C7 Assuming as professionals and citizens the importance of learning throughout life
C8 Valuing the importance of research, innovation and technological development for the socioeconomic and cultural progress of society.

Learning outcomes				
Learning outcomes	Study	/ progra	amme	
		competences		
Environmental analysis	A34	B1	C1	
	A35	B2	C3	
	A41	В3	C4	
	A45	B4	C5	
	A47	B5	C6	
	A51		C7	
	A52		C8	
	A55			
	A58			
	A67			
	A69			
Landscape representation for regional planning	A2	В7	C6	
	А3	В8		
	A4			
Key aspects of urban ecology	A44			
	A45			
	A46			
	A47			
Environmental impact assessment on urban and architectural projects	A17			
	A19			
	A20			
	A36			
	A40			
	A53			
Environmental design criteria integrated in the design process of gardens, public spaces, streets, outdoors and recreation	A40	B4	C1	
areas		B5	C5	
			C6	
	A37	В6		
	A39			
	A54			
	A57			
	A59			

Contents		
Topic	Sub-topic	
BASIC PRINCIPLES AND INTRODUCTION	Introduction: Environmental values	
	Drawing as a tool	
	Analysis tools	
THEORIES AND METHODS IN THE LANDSCAPE AT THE	Environmental analysis and assessment	
TERRITORIAL SCALE	Landscape ecology	
	Sustainable cities	

THE LANDSCAPE PROJECT	The landscape of men: from the garden of paradise to the ecological garden
	The landscape as realm of art
	The public space as a project
LANDSCAPE OF METROPOLIS	Urban mobility
	Urban shape and energy

	Planning			
Methodologies / tests	Competencies	Ordinary class	Student?s personal	Total hours
		hours	work hours	
Guest lecture / keynote speech	A51 A52 A53 A55	13	26	39
	A58 A67 A69 B8			
Supervised projects	A17 A19 A20 A34	30	60	90
	A35 A36 A41 A44			
	A45 A46 A47 B3 B4			
	B5 C1 C4 C6			
Document analysis	A40 B1 B2 C7 C8	1	4	5
Mixed objective/subjective test	A37 A39 A40 A45	4	8	12
	A46 A47 A51 A52			
	A53 A54 A55 A57			
	A58 A59 A67 A69 B2			
	B3 B6 B7 B8 C1			
Introductory activities	A2 A3 A4 B7 C3 C5	2	1	3
Personalized attention		1	0	1
*)The information in the planning table is fo	r guidance only and does not to	ake into account the	heterogeneity of the stud	lents.

	Methodologies		
Methodologies	Description		
Guest lecture /	Each week, a topic will be introduced by the lecturers. The student will have to supplement this presentation with the reading		
keynote speech	of recommended bibliography extracts. Attendance to lectures is mandatory, with a maximum of 20% of unexcused absences		
	admitted. Sessions will be strictly timely. The use of mobile devices (such as computers, tablets or phones) will not be allowed		
	during the course of the class		
Supervised projects	Two hours a week will be dedicated to the practical work in the classroom. Short practices will be alternated with the course		
	work. The latter will consist of an analysis project in intervention in a field with environmental interest. It will be done in groups,		
	with an individual part.		
Document analysis	An important part of coursework consists in selecting the relevant information and data. Therefore, the student should be		
	familiar with the instruments of the discipline.		
Mixed	Questions raised with the contents seen in the classroom and multiple response options where only one is correct and a test,		
objective/subjective	based on a possible real case of intervention on the landscape. It will be done individually in the designated classroom		
test			
Introductory activities	The first two weeks of class will consist of the presentation of the contents, the development of the topic and the kick off team		
	coursework		

Personalized attention			
Methodologies Description			
Supervised projects	sed projects The coursework will be carried out according to the tutor's guidelines. The workshops will be developed in the classroom		
Introductory activities	ory activities where the tutor will be available to answer the doubts. The follow-up of activities will be carried out in tutorials . Common		
Occument analysis questions can be resolved through moodle			

Assessment

Methodologies	Competencies	Description	Qualification	
Supervised projects	A17 A19 A20 A34	Valorarase o coñecemento e comprensión dos principios introducidos no curso.	40	
	A35 A36 A41 A44	Demostración de pensamento innovador e creativo. Coherencia cos enunciados do		
	A45 A46 A47 B3 B4	exercicio. Clara presentación dos resultados. Capacidade gráfica de ilustrar os		
	B5 C1 C4 C6	resultados de xeito visual e capacidade de comunicación verbal e non verbal		
Mixed	A37 A39 A40 A45	Uso responsable das ferramentas e coñecementos impartidos no curso.Pensamento	40	
objective/subjective	A46 A47 A51 A52	innovador creativo. Observación e capacidade crítica. Presentación gráfica.		
test	A53 A54 A55 A57			
	A58 A59 A67 A69 B2			
	B3 B6 B7 B8 C1			
Introductory activities	A2 A3 A4 B7 C3 C5	Habilidade para seleccionar e organizar a información. Capacidad para analizar o	5	
		lugar segundo as variables ambientáis máis relevantes		
Guest lecture /	A51 A52 A53 A55	Valorarase a asistencia e a participación activa así coma a lectura da bibliografía	10	
keynote speech	A58 A67 A69 B8	proposta en cada tema		
Document analysis	A40 B1 B2 C7 C8	Habilidade para seleccionar e organizar a información. Deseño gráfico e ilustración	5	
		dos resultados da análise		

## **Assessment comments**

## To pass the subject it is

necessary to attend the classes and workshops, as well as to achieve the minimum mark in the coursework according to the assessment criteria listed above. The course work will be developed within the workshop and complemented outside the classroom, the corrections will be made in the workshops.

To opt for second opportunity the student will have to deliver 100% of the practices carried out in the course and reach a level of approval in the same one week before the designated examination date. The second opportunity exam will cover the subjects introduced in the course, but in greater depth, considering the bibliography referred to as the source of information necessary to pass the test.

In case of a lockdown or adaptation to remote learning due to COVID 19, the contingency plan will apply

Sources of information



## **Basic**

[B] Disponible en la biblioteca de la UDC Ábalos, I. (2008) Atlas pintoresco .Vol. 1: el observatorio. Gustavo Gili [B] Ábalos, I. (2008) Atlas pintoresco .Vol. 2: los viajes. Gustavo Gili [B] Ábalos, I. (2009) Naturaleza y artificio : el ideal pintoresco en la arquitectura y paisajismo contemporáneos. Gustavo Gili [B] Álvarez, D. (2007) El Jardín en la arquitectura del siglo XX. Editorial Reverté [B] Batlle, E. (2011) El jardin de la metrópoli. Gustavo Gili. Barcelona Dorothée, I. (1993) The modernist garden in France . Yale University (2008) Cusveller, S. Dijk, O. Schipper, K. ed. (2000) Remaking NL City, Landscape, Infrastructure. Amsterdam: S@M [B] Galí-Izard, T. (2005) Los mismos paisajes ideas e interpretaciones . Gustavo Gili [B] Jellicoe G. y S. (1995) El Paisaje del Hombre Barcelona G.G. [B] Laurie, M. (1995) Introducción a la Arquitectura del Paisaje Barcelona G.G. [B] Levy, Leah (1998) Kathryn Gustafson. Sculpting the land . Spacemakers Press [B] Lynch, K. (1980) La Planificación del Sitio Barcelona G.G. 1980 [B] McGrath, B. (2008) Digital Modelling for Urban Design. Wiley [B] Mertens, E. (2010) Visualizing Landscape Architecture . Birkhäuser [B] Molinari, L. ed. (2000) West 8 . Skira [B] Montero, M. I. (2001) Burle Marx el paisaje lírico . GG [B] Navés Viñas, F. (1992) El Arbol en la Jardineriay el Paisajismo Barcelona Omega 1992 [B] Nielsen, B. Dam, T. Thompson, L. (2007) European Landscape architecture: best practice in detailing. Rouletdge [B] Reid, G.W. (2002) Landscape Graphics . Plan, section and Perspective Drawing of Landscape Spaces. Watson Guptill. New York [B] Rodríguez Álvarez, J. (2015) Apuntes de paisaje: el análisis ambiental. Repronor [disponibles en reprografía] Shannon, K. Smets, M. (2010) The Landscape of Contemporary Infrastructure . Nai Publishers Simonds, J. O. (1978) Earthscape . A Manual of Environmental Planning. McGrawHill [B] Simonds, J.O. (1961) Landscape Architecture New York McGraw Hill 1961 [B] Steenbergen, C. (2008) Composing Landscapes . Analysis, Typology and Experiments for design. Birkhäuser Steenbergen, C. Reh, W. (2001) Arquitectura y Paisaje . La proyectación de los grandes jardines europeos. Gustavo Gili [B] Swaffield, S. (2002 ed.) Theory in Landscape Architecture . University of Pennsylvania PressVaccarino, R. (2000) Roberto Burle Marx. Landscapes Reflected . Princeton Architectural Press [B] Waterman, T. (2009) Principios Básicos de la Arquitectura del Paisaje. Nerea Académica [B]



Complementary

[B] Disponible en la biblioteca de la UDC- Ábalos, I. (2008) Atlas pintoresco .Vol. 1: el observatorio. Gustavo Gili [B]-Ábalos, I. (2008) Atlas pintoresco .Vol. 2: los viajes. Gustavo Gili [B]· Ábalos, I. (2009) Naturaleza y artificio : el ideal pintoresco en la arquitectura y paisajismo contemporáneos. Gustavo Gili [B]· Álvarez, D. (2007) El Jardín en la arquitectura del siglo XX. Editorial Reverté [B]. As Paisaxes do Home. Bell, P.A. Greene, T.C. Fisher, J.D. Baum, A. (2001) Environmental Psychology. Harcourt [B]. Bell, S. (1999) Landscape: Patttern, Perception and Process. London E.& Spon [B]· Bruse, M. (v.2009) Envi-met 3.1 Manual· Celik, Z. Favro, D. Ingersotl, R. (1994) Streets. Critical perspectives on Public Space . University of California Press [B]. Constant, C. (1994) The woodland cemetery toward a spiritual landscape, Erik Gunnar Asplund and Sigurd Lewerentz, 1915-1961. Byggförlget [B]. Corner, J. ed. (1999) Recovering Landscape . Essays in Contemporary Landscape Architecture. Princeton University Press [B]. Forman, R.T.T. (1999) Land mosaics. The ecology of landscapes and regions. Cambridge University Press [B]. Givoni, B. (1998). Climate Considerations in Building and Urban Design . Van Nostrand Reinhold. [B]. Givoni, B. (1998). Climate Considerations in Building and Urban Design . Van Nostrand Reinhold. [B]. Habitar a paisaxe. Kirschenmann, J.C. (1984) Vivienda y Espacio Público. Rehabilitación Urbana y Crecimiento de la Ciudad. Gustavo Gili [B]· Krier, R. (2003) Town Spaces. Contemporary Interpretations in Traditional Urbanims. Birkhäuser Laurie, M. (1995) Introducción a la Arquitectura del Paisaje Barcelona G.G. [B]· López de Asiaín, J. (2001) Arquitectura, ciudad, medio ambiente . Sevilla: Universidad de Sevilla [B]. Lynch, K. (1966) La Imagen de la Ciudad Ed. Infinito 1966 [B]. Lynch, K. (1980) La Planificación del Sitio Barcelona G.G. 1980 [B]. Marshall, S. (2005) Street Patterns . Spon Press [B]. McGrath, B. (2008) Digital Modelling for Urban Design . Wiley [B]- Mertens, E. (2010) Visualizing Landscape Architecture . Birkhäuser [B]· Montero, M. I. (2001) Burle Marx el paisaje lírico . GG [B]· Moughtin, C. (1992) Urban Design. Street and Square. Butterworth Architecture [B]. Nielsen, B. Dam, T. Thompson, L. (2007) European Landscape architecture: best practice in detailing. Rouletdge [B]. Pozueta Echavarri, J. dir. (2009) La Ciudad Paseable. CEDEX [B]. Prinz, D. (1983) Planificación y configuración Urbana Barcelona G.G. 1983 [B]. Reid, G.W. (2002) Landscape Graphics . Plan, section and Perspective Drawing of Landscape Spaces. Watson Guptill. New York [B]. Simonds, J. O. (1978) Earthscape. A Manual of Environmental Planning. McGrawHill [B]. Simonds, J.O. (1961) Landscape Architecture New York McGraw Hill 1961 [B]. Steenbergen, C. (2008) Composing Landscapes . Analysis, Typology and Experiments for design. Birkhäuser· Steenbergen, C. Reh, W. (2001) Arquitectura y Paisaje . La proyectación de los grandes jardines europeos. Gustavo Gili [B]· Szokolay, S. (1996). Solar Geometry. PLEA Note 1. PLEA International / University of Queensland. Tillman Lyle, J. (1985) Design for Human Ecosystems . Landscape, Land Use and Natural Resources. Van Nostrand Reinhold Co.· Vaccarino, R. (2000) Roberto Burle Marx. Landscapes Reflected . Princeton Architectural Press [B]. Viljoen, A. ed. (2005) CPLUS Continuous Productive Urban Landscapes . Designing Urban Agriculture for Sustainable Cities. Architectural Press. Waterman, T. (2009) Principios Básicos de la Arquitectura del Paisaje. Capítulo 4. Representaciones. Nerea Académica [B]. Waterman, T. (2009) Principios Básicos de la Arquitectura del Paisaje . Nerea Académica [B]· Weilacher, U. (2008) Syntax of landscape . The landscape architecture of Peter Latz and Partners. Brikhauser [B]Bibliografía complementaria. Álvarez, S. (1991) Architecture and Urban Space Proceedings of the Ninth International PLEA Conference, Seville Spain September 24-27, 1991. Klwer Academic Publishers [B]. Anderson, S. (1978) On Streets . MIT Press. Chatzidimitriou, A. and S. Yannas (2004). Microclimatic Studies of Urban Open Spaces in Northern Greece . Proc. PLEA 2004, Eindhoven, Vol. 1 pp83-88. Dorothée, I. (1993) The modernist garden in France. Yale University (2008) Cusveller, S. Dijk, O. Schipper, K. ed. (2000) Remaking NL City, Landscape, Infrastructure. Amsterdam: S@M [B]- Jacobs, A.B. (1993) Great Streets . MIT Press [B]· Jenks, M. and N. Dempsey (2005). Future Forms and Design for Sustainable Cities . Architectural Press. Knaack, U. Klein, T. Bilow, M. (2008) Imagine deflateables . Delft University of Technology [B]. Levy, Leah (1998) Kathryn Gustafson. Sculpting the land . Spacemakers Press [B]. Lim, C.J. Liu, E. (2010) Smartcities+Eco-warriors . Routledge- Magalef, R. (1998) Ecología . Ediciones Omega [B]- Marshall, S. (2005) Street Patterns . Spon Press [B]· Molinari, L. ed. (2000) West 8 . Skira [B]· Reas, C. Fry, B. (2007) Processing : a programming handbook for visual desingers and artists.MIT Press [B]. Spuybroek, L. (2009 ed.) Research&Design: the architecture of variation . Thames & Hudson [B]- Staub, U. Geiser, R. (2008) Explorations in architecture: teaching, design research. Birkhauser [B]. Swaffield, S. (2002 ed.) Theory in Landscape Architecture . University of Pennsylvania Press · Terzidis, K. (2006) Algorithmic Architecture . Elsevier [B] · Yannas, S. (2000) Toward More Sustainable Cities. Solar Energy JournalVol. 70 No. 3 pp281-294, Elsevier Science Limited. Yannas, S. (2000). Solar Control. En Designing for Summer Comfort . EC Altener Programme. Environment & Company (2000).



Energy Studies Programme, AA Graduate School, London



Recommendations
Subjects that it is recommended to have taken before
Urbanism 1/630G02018
Urbanism 4/630G02032
Architectural Design 4/630G02016
Architectural Design 2/630G02006
Architectural Design 3/630G02011
Architectural Design 1/630G02001
Urbanism 3/630G02029
Urbanism 2/630G02024
Subjects that are recommended to be taken simultaneously
Subjects that continue the syllabus
Other comments

(\*)The teaching guide is the document in which the URV publishes the information about all its courses. It is a public document and cannot be modified. Only in exceptional cases can it be revised by the competent agent or duly revised so that it is in line with current legislation.