



## Information about the subject

**Degree:** Bachelor of Science Degree in Criminology

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

**Code:** 1300403 **Name:** Documentoscopy and Graphology

**Credits:** 6,00 **ECTS Year:** 4 **Semester:** 1

**Module:** Methodology. Scientific-technical.

**Subject Matter:** Criminalistics **Type:** Compulsory

**Department:** Criminology

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

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

### Lecturer/-s:

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## Module organization

### Methodology. Scientific-technical.

Subject Matter	ECTS	Subject	ECTS	Year/semester
Social	6,00	Research Methodology and Techniques in Social Sciences	6,00	1/2
Criminalistics	18,00	Applied Criminalistics	6,00	3/2
		Criminalistics Laboratory. Scientific Police	6,00	2/2
		Documentoscopy and Graphology	6,00	4/1
Forensic Science	24,00	Forensic Psychiatry	6,00	3/1
		Human Anatomy and Physiology	6,00	1/2
		Legal Medicine	6,00	2/1
		Techniques of Forensic Analyses	6,00	2/2

## Recommended knowledge

Pre-requisites: NONE



## 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 The ability to analyze the grafomotricity of manuscripts (speed). Analyzing pressure and structure.
- R2 Handle strokes in handwriting.
- R3 Mastering Alterations in Writing. Forgery.
- R4 Handling the signature and initialing with ease.
- R5 Being able to analyze the inks.
- R6 Knowing and studying paper.
- R7 Mastering the types of printing.
- R8 The ability to carry out graphological analysis of writings.



## 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
CB1	Showing a command and understanding of knowledge in an area of study that is based on the general secondary education and that is usually at a level that implies the support on advanced textbooks but also the inclusion of knowledge from the cutting edge of their field of study.				X
CB2	Being able to apply their knowledge to their jobs or vocational activities professionally and holding the competences that are demonstrated through the elaboration and defence of arguments as well as the solution of problems within their area of study.				X
CB3	The ability to gather and interpret relevant data (normally within their area of study) so as to make judgements that include a reflection on relevant social, scientific or ethical issues.			X	
CB4	Being able to convey information, ideas, problems and solutions to a specialised or non-specialised public.				X
CB5	Having developed the learning abilities necessary to pursue postgraduate studies with a high degree of autonomy.				X
GENERAL		Weighting			
		1	2	3	4
CG1	Understanding and integrating the different theories and scientific knowledge developed by Social, Legal and Behavioural Sciences through a critical lens in order to understand the sociocultural and personal context of all the elements that integrate the crime sphere.	X			
CG2	Being able to assess the complexity and diversity of the criminal phenomenon in a global context.		X		



CG3	The capacity to apply the knowledge, skills and abilities acquired from an ethical and intellectually upright perspective with the aim of achieving a society whose fundamental pillars are Freedom, Justice, Pluralism and Equality.	X			
CG6	The capacity to establish explanatory hypotheses, using predictive and operative relationships that offer responses to the criminal phenomenon in a criminological context.	X			
CG7	The capacity to take decisions and to design programs and strategies for both prevention and treatment of the criminal phenomenon.	X			
CG9	Knowing the key concepts and theoretical approaches developed about the criminal phenomenon, the victimisation and responses to crime and deviation	X			
CG12	The capacity to analyse and synthesize relevant data within the area of Criminology in order to make judgements that include a reflection on relevant social, scientific or ethical issues.	X			
CG16	Oral and written communication skills in the native language with regards to Criminological Science in order to present, circulate and validate the outcomes of criminological and criminalistic research both through scientific development and through the proposal of specific policies and lines of action.	X			

SPECIFIC		Weighting			
		1	2	3	4
CE7	Study and elaboration of reports in the field of minors with regards to risk situations, measures applicable to the minor offender and other types of measures applicable to minors at serious risk.	X			
CE8	Design and analysis of measures and programs in the field of criminal policy.	X			
CE10	Explanatory management from a socio-anthropological perspective of the concepts of violence, inequality and difference, delinquency, crime, social control, stigmatisation, and social deviation.	X			
CE11	Understanding, from an integrating perspective, of the scientific nature of Criminology and its objective, as well as of the multidisciplinary complexity of criminological science.		X		



CE13	The capacity to design an empirical research project that involves the application of quantitative and qualitative techniques, the use of published data sources, statistic analyses and interpretation of results obtained.	X		
CE14	Understanding the basic principles of the criminal phenomenon, its spatial, cultural, social, economic, legal, political, labour, and anthropological dimensions.	X		
CE16	Knowing and applying the suitable research techniques for the prosecution of crime in its various modalities, guaranteeing citizen security, fundamental rights, and the resolution of social conflicts.			X
CE17	The capacity to explain diversity and social inequality, victimisation and the responses to crime and social deviation and their interrelationships from an analytic perspective and developing programs and strategies to assess and predict deviant behaviour.		X	
CE18	Attention to victims of hatred, be it at individual, group or community levels, with particular sensibility towards those collective groups that are particularly victimised or at grave risk such as gender violence victims, minors or people with a disability.	X		
CE20	A command of the research methodology in social science, design of social integration plans, preventive urbanistic actions and comprehensive training of individuals, with special sensitivity to those groups at greatest risk of social exclusion, immigration, drug addiction and others.	X		
CE22	The capacity to understand and describe the fundamental concepts of psychology that are necessary to analyse both globally as well as specifically the criminal phenomenon and deviant behaviour.		X	
CE23	Knowledge and application of scientific research techniques in the medical-legal and criminalistic field, as well as the basis and preparation of various expert reports.			X
CE24	Training in the elaboration of criminologist expert reports as well as in expert intervention in the different phases of the procedures.			X



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

Assessed learning outcomes	Granted percentage	Assessment method
R1, R2, R3, R4, R5, R6, R7, R8	50,00%	Analysis and resolution of case studies.
R1, R2, R3, R4, R5, R6, R7, R8	15,00%	Attendance and participation in class.
R1, R2, R3, R4, R5, R6, R7, R8	35,00%	Exam or objective test to measure obtained competences.

### Observations

All of this in accordance with the general regulations which indicate that only one honoursonone honourable mention for every 20 students, not for a fraction of 20, with the exception of groups of less than 20 students.in the case of groups of less than 20 students in total, in which one honourable mention may be awarded.

CRITERIA FOR THE FINAL GRADE: A 5 in the final exam will be necessary in order for the percentages obtained in the final exam to be applied the percentages obtained from the marks of the practical part, as well as those obtained for attendance and participation, will be applied.obtained for attendance and participation in class and, thus, obtain the final mark for the course, which will obviously have to be equal to or higher than 5.

In accordance with article 9 of the General Regulations on Assessment and Grading of UCV Official Studies and UCV-specific degrees, the continuous assessment system is the preferred system of assessment at the UCV.

However, art. 10 allows, for those students who, in a justified and accredited manner, show their inability to attend in person (or to synchronous communication activities for virtual and/or hybrid teaching modalities), their extraordinary assessment in the so-called single assessment. This single assessment must be requested within the first month of each semester to the Dean's Office of the Faculty through the Vice-Dean's Offices or Master's Degree Departments, with the latter being responsible for the express decision on the admission of the student's request.

For the subject of DOCUMENTSCOPIA AND GRAPHOLOGY, the evidence to be presented and/or the test/s to be taken in the single evaluation by the student are established according to PRACTICES SUBMITTED (50%) EXTRA PRACTICES TO COMPENSATE PART OF THE ATTENDANCE PERCENTAGE (15%) AND FITNAL TEST EXAM (35%)

OBSERVATIONS:For those students who do not pass the course in the first exam, in order to pass the course in the second exam, subject in the second call may occur in two cases:--- students who pass the final exam, but after adding the 3 evaluable parameters (practical,students who do not achieve a 5 in the final exam.--- students who have passed the practicals but do not achieve a 5 in



the final exam. In the first case, students will have to take a practical exam in the second call, which will consist of one or several practical cases to be carried out in full in writing (which may be on any of the subjects of the deal with one of the topics of the practicals that have been carried out during the course e.g: preparation of an expert report on forgery of documents, an expert graphoscopic report, a description of handwriting, etc.). You must obtain at least a 5 in order to proceed to the sum of the 3 evaluable parameters (final exam, practical exam and attendance-participation). The course will be passed when the total final grade is 5 or higher. In the second case, students will sit a new multiple-choice exam of 50 questions on the theoretical content of the course. on the theoretical content of the subject, having to obtain at least a 5 in this exam in order to proceed to the Sum of the 3 evaluable parameters (final exam, practical exam and attendance-participation). The course will be passed when the total final grade is 5 or higher. All of them, if they do not pass the course in the second sitting, will sit the exam in the extraordinary sitting. will be examined in two parts: a first part consisting of a 50-question multiple-choice exam on of 50 questions on the theoretical content and one or more practical cases to be completed in full in writing (which may be on the theoretical content). (which may deal with any of the topics of the practical exercises that have been carried out during the course, e.g.: 'preparation of an expert report on forgery of documents, an expert graphoscopic report, an expert forgery expert report, a handwriting description...'). In order to pass the course and take the average, it will be necessary to obtain a minimum of 5 points in each of the exams.

## 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 teacher, analysis of competencies, explanation and demonstration of abilities, skills and knowledge in the classroom.
- M2 Specific instructions about group and individual assignments for each topic.
- M3 Group work sessions supervised by the teacher. Study of legal cases, both real and fictitious, analysis, diagnosis, 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.
- M4 Application of interdisciplinary knowledge.
- M5 Supervised monographic sessions with shared participation
- M6 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.
- M7 Set of oral and/or written tests used in the initial, formative or summative evaluation of the student.
- M8 Group preparation of readings, assumptions and problem -olving to present, discuss or deliver in class or tutorial.
- M9 Student's study: Individual reading preparation, case studies, jurisprudence. Writings and papers to be presented or delivered in the classes or tutorials.



## IN-CLASS LEARNING

### IN-CLASS LEARNING ACTIVITIES

	LEARNING OUTCOMES	HOURS	ECTS
In-person class M1	R1, R2, R3, R4, R5, R6, R7, R8	15,00	0,60
Practical class M2, M3, M6, M9	R1, R2, R3, R4, R5, R6, R7, R8	30,00	1,20
Seminar M5	R1, R2, R3, R4, R5, R6, R7, R8	2,50	0,10
Group work presentation M2, M3, M4, M6	R1, R2, R3, R4, R5, R6, R7, R8	5,00	0,20
Tutorial M6	R1, R2, R3, R4, R5, R6, R7, R8	5,00	0,20
Evaluation M7	R1, R2, R3, R4, R5, R6, R7, R8	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 M2, M3, M8	R1, R2, R3, R4, R5, R6, R7, R8	30,00	1,20
Individual work M9	R1, R2, R3, R4, R5, R6, R7, R8	60,00	2,40
<b>TOTAL</b>		<b>90,00</b>	<b>3,60</b>



## Description of the contents

Description of the necessary contents to acquire the learning outcomes.

Theoretical contents:

Content block	Contents
TOPIC 1. INTRODUCTION TO THE DOCUMENTOSCOPY.	Concept of document. Concept and types of forgery. Dubitated and indubitable documents. Classification of documents.
TOPIC 2. THE PAPER. SECURITY MEASURES.	History of the appearance of paper. Security paper and commercial paper. Security measures that documents may contain.
TOPIC 3. PRINT SYSTEMS.	Types of printing systems. Examples.
TOPIC 4. SPANISH DOCUMENTS	Spanish national identity cards, passports and driving licences (old and current models). (old and current models). CARDS FOR COMMUNITY AND NON-COMMUNITY CITIZENS
TOPIC 5. PAPER CURRENCY	EURO
TOPIC 6. PRACTICAL ASPECTS.	PRACTICAL ASPECTS. NATIONAL AND INTERNATIONAL DATABASES TECHNICAL INSTRUMENTS USED FOR DOCUMENT ANALYSIS OF DOCUMENTS. FORGERIES OF DOCUMENTS.
TOPIC 7. EXPERT REPORT	EXPERT'S REPORT. THE EXPERT IN THE LEGAL FIELD. EXPERT REPORT ON DOCUMENTS
TOPIC 8. INTRODUCTION TO GRAPHOSCOPY AND FORENSIC FORENSIC HANDWRITING.	Introduction. Sciences related to handwriting. Gesture . Laws of handwriting. Scientific basis of of handwriting identification. Scriptural identification's methods.
TOPIC 9. HANDWRITING IDENTIFICATION METHODS.	DOCTRINAL SCHOOLS. METHOD USED BY STATE SECURITY FFYCC TECHNICIANS.



TOPIC 10. ELEMENTS  
GRAFOSCÓPICOS.

Essential elements. Complementary and accessory elements.

TOPIC 11. GRAPHOSCOPIC ANALYSIS

Development of the method. Collation and identification of scriptures. Doubtful and undoubted documents.

TOPIC 12: THE SIGNATURE

Parts of the signature. Types of signature. Analysis of its different elements. Comparison of signatures.

TOPIC 13: ALTERATIONS OF THE  
WRITING.

Study of the different alterations that can be found in handwriting and analysis of their possible causes.

TOPIC 14: EXPERT REPORT  
CALIGRAPHIC

Structure of the handwriting expert report, preparation of the report and its defence.

TOPIC 15: GRAPHOLOGY

Basic notions of graphological analysis.



## Temporary organization of learning:

Block of content	Number of sessions	Hours
TOPIC 1. INTRODUCTION TO THE DOCUMENTOSCOPY.	1,00	2,00
TOPIC 2. THE PAPER. SECURITY MEASURES.	2,00	4,00
TOPIC 3. PRINT SYSTEMS.	4,00	8,00
TOPIC 4. SPANISH DOCUMENTS	1,00	2,00
TOPIC 5. PAPER CURRENCY	2,00	4,00
TOPIC 6. PRACTICAL ASPECTS.	1,00	2,00
TOPIC 7. EXPERT REPORT	1,00	2,00
TOPIC 8. INTRODUCTION TO GRAPHOSCOPY AND FORENSIC FORENSIC HANDWRITING.	1,50	3,00
TOPIC 9. HANDWRITING IDENTIFICATION METHODS.	1,00	2,00
TOPIC 10. ELEMENTS GRAFOSCÓPICOS.	3,00	6,00
TOPIC 11. GRAPHOSCOPIC ANALYSIS	3,00	6,00
TOPIC 12: THE SIGNATURE	3,00	6,00
TOPIC 13: ALTERATIONS OF THE WRITING.	1,00	2,00
TOPIC 14: EXPERT REPORT CALIGRAPHIC	4,00	8,00



TOPIC 15: GRAPHOLOGY

1,50

3,00

## References

### BASIC BIBLIOGRAPHY:

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Lo Blanch. Robles Llorente, Miguel Ángel and Vega Ramos, Antonio. GRAPHOSCOPY, IDENTIFICATION OF HANDWRITING AND SIGNATURES. CEDECS, 2000. ISBN: 9788495027894.

ANALYSIS OF HANDWRITTEN TEXTS, SIGNATURES AND ALTERATIONS. DOCUMENTARY ALTERATIONS. Antón y Barberá, F. Editorial Tirant Lo Blanch, 2005.

Martín Ramos, Rafael. DOCUMENTOSCOPIA: MÉTODO PARA EL PERITAJE CIENTIFICO DE DOCUMENTOS. La Ley-Actualidad, 2010 ISBN 9788481266184.

### COMPLEMENTARY BIBLIOGRAPHY

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UNODC (United Nations Office on Drugs and Crime). 'Guide for the development of forensic document examination capacity'. United Nations, New York 2010.

GRAPHOLOGIA ELEMENTAL AUTHOR: MAURICIO XANDRO PUBLISHER: HERDER OFFICIAL WEBSITE OF THE EUROPEAN CENTRAL BANK

<https://www.ecb.europa.eu/ecb/html/index.es.html>

PRADO. CONSILIUM WEBSITE (<https://www.consilium.europa.eu/prado/es/>)

Quaestio facti. International Journal on Evidential Reasoning Quaestio facti. International Journal on Evidential Legal Reasoning Section: Science for the Process 2023 | N. 4 pp. 275-303 Madrid, 2023 DOI: 10.33115/udg\_bib/qf.i1.22841

Marcial Pons Ediciones Jurídicas y Sociales © Sergio Luis Cando Shevchukova ISSN: 2604-6202 Received: 27/10/22 | Accepted: 12/01/23 | Published online: 01/02/23 Published under Creative Commons Attribution 4.0 International License

GRAPHOTECHNICAL TESTING: FUNDAMENTALS, VALIDITY AND

RELIABILITY\*. Sergio Luis Cando Shevchukova Lawyer of the Courts of Justice of the

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