

29006 - General Administrative Law

Syllabus Information

Academic year: 2023/24

Subject: 29006 - General Administrative Law

Faculty / School: 228 - Facultad de Empresa y Gestión Pública

Degree: 429 - Degree in Public Management and Administration

ECTS: 12.0

Year: 2

Semester: Annual

Subject type: Compulsory

Module:

1. General information

The main goal of this subject is to provide an introduction to the general part of Administrative Law. It is to know and understand the organization and functioning of the various public administrations in their context, to know how to apply the knowledge acquired for the resolution of conflicts, handling with fluency the legal terminology of the discipline and the techniques of legal argumentation. The approaches of this subject are oriented towards the achievement of SDGs 4.7 and 16.6.

2. Learning results

1. Knows and accurately explains the topics of General Administrative Law included in the syllabus of the subject (ODS 16).
2. Apply their theoretical knowledge and the rules of the legal-administrative system to the resolution of practical cases (ODS 4).
3. Use the legal terminology proper to Administrative Law, both in written and oral expression.
4. It carries out administrative procedures by means of the corresponding writings addressed to the competent Administration.
5. Fluently reads documents of the administrative procedure and the contentious-administrative process.

3. Syllabus

BLOCK I. INTRODUCTION AND SOURCE SYSTEM

Unit 1. Public Administration and Administrative Law.

Unit 2. Legal-administrative system. The regulations.

BLOCK II. ADMINISTRATIVE ORGANIZATION

Unit 3. Theory of administrative organization.

Unit 4. General Administration of the State. Reference to Autonomous Communities and Local Administration.

Unit 5. Instrumental entities.

BLOCK III. PROCEDURE AND GUARANTEES

Unit 6. Legal position of citizens in their relations with the Administration.

Unit 7. Principle of legality and powers.

Unit 8. Administrative act. Validity and efficacy.

Unit 9. Review of acts.

Unit 10. Inactivity of the Administration and forced execution.

Unit 11. Administrative procedure.

Unit 12. Administrative appeals.

Unit 13. Contentious-administrative jurisdiction.

Unit 14. Public Administration's liability for financial loss.

BLOCK IV. MEANS OF ADMINISTRATIVE ACTION

Unit 15. Modalities of administrative activity.

Unit 16. Public procurement (i). General regime.

Unit 17. Public procurement (ii). Procedures. Execution and extinction.

Unit 18. Public assets.

BLOCK V. SPECIFIC POWERS

Unit 19. Sanctioning power.

Unit 20. Compulsory expropriation.

4. Academic activities

4.1. FACE-TO-FACE ACADEMIC ACTIVITIES

Master class: 75 hours (theoretical-practical sessions in which the contents of the subject will be explained).

Practical exercises: 45 hours (problem solving and case studies, assignments and face-to-face tutorials).

Personal study and preparation of practical assignments: 170 hours.

Assessment tests. 10 hours.

4.2. VIRTUAL ACADEMIC ACTIVITIES

Synchronous and asynchronous activities: 30 hours (theoretical-practical sessions [videoconferences and/or learning pills] at where the contents of the subject will be explained).

Distance learning activities: 30 hours (virtual network work or activities on the Moodle platform or online tutorials).

Personal study and preparation of practical assignments: 230 hours.

Assessment tests. 10 hours.

5. Assessment system

5.1. PRESENCE-BASED MODALITY

5.1.1. CONTINUOUS ON-SITE ASSESSMENT

A. Intermediate tests: consisting of 4 individual written exams, 2 per term, 1 in the middle of the term and 1 at the end of the term (70%, minimum 5 out of 10). The exams will consist of multiple choice and/or short answer questions or development related to the content of the program.

B. Periodic theoretical and practical exercises: case studies, reports and document analysis. Delivery in due time and form of the exercises set by the teacher, with a minimum of 6 per term (30%, minimum 5 out of 10).

5.1.2. GLOBAL PRESENT ASSESSMENT: students who do not opt for continuous evaluation, who do not pass the subject through continuous evaluation or who wish to improve their grade, will have the right to take the global test, which has the same structure as the intermediate tests, and consists of a global final test in the official calls (100% of the grade [70% theory, 30% practical], minimum 5 out of 10, in both sections).

Assessment criteria: The knowledge acquired, the adequacy of the question-answer, the clarity and precision of the answers, the suitability of the arguments used, the capacity for synthesis and analysis, and the quality of the written expression, reasoning and application of legal principles will be evaluated.

5.2. VIRTUAL MODE

The evaluation system for the virtual modality is the same as for the face-to-face modality. The main difference lies in the fact that the intermediate continuous assessment tests will necessarily be carried out online, through ADD-Moodle, with the tools tasks and questionnaires.