

## 29006 - General Administrative Law

### Syllabus Information

**Academic year:** 2024/25

**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 objective of this course is to provide an introduction to the general part of Administrative Law. It is about knowing and understanding the organization and functioning of the various public administrations in their context, knowing how to apply the knowledge acquired for the resolution of conflicts, fluently handling 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 program of the subject (ODS 16).
2. Applies their theoretical knowledge and the rules of the legal-administrative system to the resolution of practical cases (ODS 4).
3. Uses the legal terminology proper to Administrative Law, both in written and oral expression.
4. Performs administrative procedures by means of the corresponding documents addressed to the competent Administration.
5. Reads with fluency documents of the administrative procedure and of the contentious-administrative process.

### 3. Syllabus

#### **BLOCK I. INTRODUCTION AND SYSTEM OF SOURCES**

Unit 1. Public Administration and Administrative Law.

Unit 2. Administrative legal system. Regulations.

#### **BLOCK II. ADMINISTRATIVE ORGANIZATION**

Unit 3. Theory of the administrative organization.

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

Unit 5. Instrumental entities.

#### **BLOCK III. ADMINISTRATIVE ACTS AND ADMINISTRATIVE PROCEDURE**

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

Unit 7. Principle of legality and powers.

Unit 8. Administrative act. Invalidity and effectiveness of administrative acts.

Unit 9. The common administrative procedure.

Unit 10. The inactivity of the Administration and the forced execution.

#### **BLOCK IV. GUARANTEES OF THE CITIZEN BEFORE THE PUBLIC ADMINISTRATION**

Unit 11. Internal and external controls of the administrative action. Administrative appeals.

Unit 12. Contentious-administrative jurisdiction.

Unit 13. Patrimonial liability of the Public Administrations.

#### **BLOCK V. ACTIVITIES AND MEANS OF ACTION OF THE ADMINISTRATION**

Unit 14. Modalities of the administrative activity.

Unit 15. Subsidies.

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

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

Unit 18. Public assets.  
Unit 19. Sanctioning power.  
Unit 20. Forced expropriation.

## 4. Academic activities

### 4.1. FACE-TO-FACE ACADEMIC ACTIVITIES

**Lectures:** 75 hours (theoretical and practical sessions in which the contents of the course will be explained).  
**Practical exercises:** 45 hours (resolution of problems and cases, completion of assignments and face-to-face tutorials).  
**Personal study and preparation of practical assignments:** 170 hours.  
**Evaluation tests:** 10 hours.

### 4.2. VIRTUAL ACADEMIC ACTIVITIES

**Synchronous and asynchronous activities:** 30 hours (theoretical-practical sessions [videoconferences and/or learning pills] in which the contents of the course 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.  
**Evaluation tests:** 10 hours.

## 5. Assessment system

### 5.1. GENERAL EVALUATION CONSIDERATIONS

Evaluation criteria: In the theoretical tests the following will be assessed: degree of coincidence with the theoretical reference texts and conceptual rigor. In the practical activities the following will be assessed: comprehension of texts, relation with the content of the subject, critical contribution of the student, reflection of what has been learned in the theory sessions and rigor in the approach to the debate questions, knowledge acquired, the adequacy of the question-answer, the clarity and precision of the answers, the adequacy of the arguments used, the capacity for synthesis and analysis, and the quality of the written expression, reasoning and application of legal principles.

#### 5.1.1. Classroom group

The on-site student who chooses the continuous evaluation system must accredit a minimum attendance of 70% of the sessions, as well as an active participation in them.

Punctuality in class attendance and correct behavior in the classroom are basic rules of coexistence. The use of electronic devices in the classroom (cell phone, tablet or computer) is prohibited, unless specifically authorized by the teacher for pedagogical use.

#### 5.1.2. Virtual group

The virtual student who chooses to attend the synchronous sessions must connect with the camera on during the entire duration of the class, unless the teacher expressly authorizes otherwise for justified reasons.

The virtual student who chooses the continuous evaluation system and whose attendance to the voluntary synchronous sessions is not accredited, may be required by the teacher, at his/her discretion, for a specific tutorial in which a dialogue on the practices that he/she has to carry out will be established, in which he/she will be able to discuss with the teacher the practices that he/she has carried out.

### 5.2. FACE-TO-FACE MODE

#### 5.2.1. CONTINUOUS ON-SITE EVALUATION

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

**B. Periodic theoretical-practical exercises:** case studies, reports and analysis of documents. Delivery in due time and form of the exercises proposed by the teacher (30%, minimum 5 out of 10 in each term).

**5.2.2. ON-SITE GLOBAL EVALUATION:** students who do not opt for continuous evaluation, who do not pass the course 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).

### 5.3. VIRTUAL MODE

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

## 6. Sustainable Development Goals

4 - Quality Education  
16 - Peace, Justice and Strong Institutions