

**COURSE DATA****Data Subject**

Code	34983
Name	Administrative procedure
Cycle	Grade
ECTS Credits	4.5
Academic year	2020 - 2021

Study (s)

Degree	Center	Acad. year	Period
1300 - Degree in Political and Public Administration Sciences	Faculty of Law	4	First term
1924 - D.D. in Political and Public Admin. Sciences-Sociology	Faculty of Law	4	First term
1925 - D.D. in Sociology-Political and Public Admin. Sciences	Faculty of Social Sciences	4	First term

Subject-matter

Degree	Subject-matter	Character
1300 - Degree in Political and Public Administration Sciences	24 - Administrative procedure	Obligatory
1924 - D.D. in Political and Public Admin. Sciences-Sociology	6 - Year 4 compulsory subjects	Obligatory
1925 - D.D. in Sociology-Political and Public Admin. Sciences	6 - Year 4 compulsory subjects	Obligatory

Coordination

Name	Department
VICENTE DOMINGO, RICARDO DE	45 - Administrative and Procedural Law

SUMMARY



English version is not available

La asignatura pretende el estudio del procedimiento administrativo como cauce de actuación de la Administración pública y garantía de los derechos de los administrados.

Comprenderá el estudio del procedimiento administrativo común y de algunos de los procedimientos especiales por razón de la materia o actividad administrativa.

PREVIOUS KNOWLEDGE

Relationship to other subjects of the same degree

There are no specified enrollment restrictions with other subjects of the curriculum.

Other requirements

OUTCOMES

1300 - Degree in Political and Public Administration Sciences

- Be able to relate and structure information from diverse sources and to integrate relevant ideas and knowledge in the field of political science and public administration.
- Be able to effectively communicate, both in writing and orally, knowledge, procedures, results and ideas to both specialised and non-specialised audiences.
- Have knowledge and ability to understand essential facts, concepts, principles and theories relating to political science and public administration, and to the spectrum of other reference disciplines.
- Be able to use the theories, procedures and tools of political science and public administration in real-life professional practice (specification, design, implementation, deployment and evaluation of solutions).
- Develop the learning skills needed to complete further studies or training with some degree of autonomy.
- Know the main theories and approaches of political science and public administration, as well as ideas and forms of political organisation.
- Know and be able to analyse the structure and functioning of public administrations.
- Know and be able to analyse administrative and financial planning, management and assessment in public services, and be able to design strategies for organisational improvement and quality assurance.
- Know and be able to interpret historical political and social frameworks so as to have a better understanding of current reality and future prospects; be able to manage historical documentary sources and to conduct comparative analyses of continuity and discontinuity in situations of change.

**LEARNING OUTCOMES****English version is not available****WORKLOAD**

ACTIVITY	Hours	% To be attended
Theoretical and practical classes	45,00	100
Attendance at events and external activities	4,00	0
Readings supplementary material	2,00	0
Preparation of evaluation activities	30,00	0
Preparing lectures	16,00	0
Preparation of practical classes and problem	15,00	0
TOTAL	112,00	

TEACHING METHODOLOGY**English version is not available****EVALUATION****English version is not available****REFERENCES****Basic**

- José BERMEJO VERA, Derecho Administrativo básico, Civitas, Madrid, 11ª ed., 2013.
- Luis COSCULLUELA MONTANER, Manual de Derecho administrativo, Civitas, Madrid, 23ª ed. 2012.
- Santiago MUÑOZ MACHADO, Lecciones y materiales para el estudio del Derecho Administrativo, Volumen IV (Las garantías de los ciudadanos y el control de las Administraciones Públicas), Tomás CANO CAMPOS (Coord), Iustel, Madrid 2009.
- Luciano PAREJO ALFONSO, Lecciones de Derecho Administrativo, Editorial Tirant lo Blanch, Valencia, 5ª ed., 2012.
- Miguel SÁNCHEZ MORÓN, Derecho Administrativo. Parte General, Tecnos, Madrid, 8ª ed., 2012.

Para la preparación del programa es imprescindible la utilización de las normas jurídicas españolas que regulan las materias comprendidas en el Programa.



Additional

- La bibliografía específica se indicará en el Anexo a la Guía docente, así como a través de las recomendaciones del profesor.

ADDENDUM COVID-19

This addendum will only be activated if the health situation requires so and with the prior agreement of the Governing Council

TEACHING METHOD

1. If health conditions permit it according to instructions of health authorities or when the size of the group allows it respecting the safety distance determined by the health authorities, the teaching will be carried out on-site.
2. In case not, we will have to opt for a semi-attendance model by turns, with theoretical classes given by the teaching staff to the corresponding subgroup, while at the same time ensuring that the content of the class is accessible to the rest of the group (synchronously or asynchronous, or both simultaneously), always at the discretion of the teaching staff (who will determine it in the corresponding Annex to the Teaching Guide).
3. Student support and mentoring will be done in a non-presential way (throughout the corporate mail of the UV) or by appointment with the corresponding teaching staff.
4. If, due to health conditions, it is not possible academic on-site activity, teaching and mentoring/student support will take place in a nonpresential way. In this case, the theoretical classes will be at disposal of the student body by one of the above-designed means, at the discretion of the teaching staff in charge.

ASSESSMENT

5. As far as evaluation is concerned, continuous evaluation will involve between 30 and 100% of the final grade. This continuous evaluation can be done through of resolution of practices, accomplishment of works, test of pursuit during the course, participation and preparation of the classes, delivery of outlines or summaries, control of enlargement works and readings, among others. The remaining percentage of the assessment will be done by a final exam (that can be oral or written), as stated in the Annex to the teaching guide for each teacher, detailing the percentages and the concrete way in which it intends to carry out the evaluation.
6. If, on the dates which are set out in the official calendar for the final examination in person, access to the facilities of the University of Valencia won't be possible because health conditions, the on-site examination will be replaced by a exam to be carried out in distance mode.