

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

<b>Code</b>	34983
<b>Name</b>	Administrative procedure
<b>Cycle</b>	Grade
<b>ECTS Credits</b>	4.5
<b>Academic year</b>	2021 - 2022

**Study (s)**

<b>Degree</b>	<b>Center</b>	<b>Acad. year</b>	<b>Period</b>
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**

<b>Degree</b>	<b>Subject-matter</b>	<b>Character</b>
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**

<b>Name</b>	<b>Department</b>
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
<b>TOTAL</b>	<b>112,00</b>	

**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**

#### **HYBRID TEACHING**

If the academic authority determines it, this subject will be adapted to the hybrid teaching model established by the Faculty of Law, through which face-to-face theoretical-practical classes will be taught in discontinuous weeks for the student. To this end, the Secretary of the Faculty will divide the group into as many subgroups as necessary, teaching in the classroom, at the time established for the subject, to one of the subgroups each week in accordance with the calendar established by the Faculty, providing for the others, as a priority, follow-up of the class through synchronous VIDEO CONFERENCE. The contents, volume of work and evaluation are maintained in the terms initially foreseen in the academic guide.

#### **NON-PRESENTIAL TEACHING**

If the academic authority establishes the change in non-classroom teaching, this subject will be taught to all students under the same conditions as those indicated for the non-classroom teaching part of the hybrid system. The contents, volume of work and evaluation are maintained in the terms initially foreseen in the academic guide.