

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

Code	34983
Name	Administrative procedure
Cycle	Grade
ECTS Credits	4.5
Academic year	2022 - 2023

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
SORIANO ARNANZ, ALBA	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

The thematic units are developed in the first semester period of the academic year, with a total of 45 classroom hours.

The teaching methodology will combine lectures with the resolution of exercises and problems proposed by the professor.

Likewise, the corresponding complementary and applied activities will be formulated, whose attendance will be compulsory, and will take place on the dates that are announced sufficiently in advance.

EVALUATION

The overall test will be held at the place and on the date determined by the official timetable. It will be public and, if it is oral, the student who so wishes may request a recording of the exercise for the appropriate purposes.

The evaluation will assess the contents, the ability to relate legal-administrative concepts, the ability to reason legally, as well as the clarity of the exposition, in accordance with the following proportions:

CONTINUOUS ASSESSMENT 30%

Applied activities 20%



Applied activities 10%

GLOBAL TEST 70%

TOTAL 100%

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.