

Academic Year: (2023 / 2024)

Review date: 13-02-2024

Department assigned to the subject: Public State Law Department

Coordinating teacher: FONSECA FERRANDIS, FERNANDO

Type: Compulsory ECTS Credits : 3.0

Year : 3 Semester : 2

REQUIREMENTS (SUBJECTS THAT ARE ASSUMED TO BE KNOWN)

Those provided with a general character for the Course.

OBJECTIVES

The objectives to be met are the following:

- Correctly apply the methods, procedures and techniques of action of the Public Administration.
- Obtain basic knowledge about the administrative procedure and its institutions.
- Know the administrative resources and their operation.
- Identify the administrative acts, requirements, validity and effectiveness of the same.

DESCRIPTION OF CONTENTS: PROGRAMME

1. The administrative act.
2. The administrative procedure
3. The internal control of the public Administration.
4. The procedure sanction and the patrimonial responsibility of the Administrations.

LEARNING ACTIVITIES AND METHODOLOGY

Formative Activities

Theoretical-practical classes.

Search for training materials, such as jurisprudence, resolutions, etc. And works of understanding and exposition of the same

Individual or group student work, presentation, defense, etc.

It is important that students participate actively in the sessions. Your participation will be essential to qualify the student.

The academic activities are divided into Master Lessons and Practice Sessions.

1. Lectures in which the general lines of the matter of the corresponding topic will be exposed.
2. Practical sessions in which specific activities are developed and through which a practical vision of the content of the topics will be offered. The activities to be developed will consist of solving practical exercises. Depending on the development of the course, other control activities will be developed to check the level of knowledge. These activities will be duly announced in Aula Global and / or Virtual.

Each of these sessions will take place in accordance with the calendar approved by the CUGC. The tutorials will be carried out at the time and by the means determined by the teacher in Aula Global and / or Virtual.

ASSESSMENT SYSTEM

Ordinary evaluation:

The overall evaluation of the subject will be carried out based on the weighting of the marks obtained in the continuous evaluation activities (which in any case will include the realization of practical cases) and that is equivalent to 40% of the final mark. The final exam grade equals the remaining 60%.

Unrealized activities will be scored with zero (0). The final grade obtained can be adjusted by the teacher (up to a maximum of one point) depending on the participation and the interventions in class.

Extraordinary evaluation.

Students who do not take the final exam, whether in the ordinary or extraordinary call, will be qualified as not presented.

% end-of-term-examination:	60
% of continuous assessment (assignments, laboratory, practicals...):	40

BASIC BIBLIOGRAPHY

- GAMERO CASADO Y OTROS DERECHO ADMINISTRATIVO PARA ESTUDIOS NO JURÍDICOS, Tecnos, 2019
- GARCÍA DE ENTERRIA E. y FERNANDEZ RODRIGUEZ T.R. Curso de Derecho Administrativo, Civitas Thomson Reuters , 2020
- MARTÍN REBOLLO LUIS Leyes Administrativas. Manual y Normas básicas (Dúo), edit Aranzadi, 2021
- PAREJO ALFONSO L. Derecho Administrativo, Tirant lo Blanch, 2021

ADDITIONAL BIBLIOGRAPHY

- MARTÍN REBOLLO L. Leyes Administrativas, Aranzadi , 2020

BASIC ELECTRONIC RESOURCES

- ADMINISTRACIÓN GENERAL DEL ESTADO . AGE:
http://https://administracion.gob.es/pag_Home/espanaAdmon/comoSeOrganizaEstado/Administracion_Gral_Estado.ht
- GUARDIA CIVIL . WEB OFICIAL GC: <http://https://www.guardiacivil.es/es/index.html>
- OPENCOURSEUC3M . DERECHO PÚBLICO: <http://http://ocw.uc3m.es/derecho-administrativo>