

Academic Year: (2024 / 2025)

Review date: 16-04-2024

Department assigned to the subject: Public State Law Department

Coordinating teacher: FONSECA FERRANDIS, FERNANDO

Type: Electives ECTS Credits : 3.0

Year : 3 Semester :

REQUIREMENTS (SUBJECTS THAT ARE ASSUMED TO BE KNOWN)

Those determined with general character for the degree.

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 operation.
- Identify the administrative acts, requirements, validity and effectiveness thereof.

DESCRIPTION OF CONTENTS: PROGRAMME

1. The administrative act.
2. The administrative procedure.
3. The internal control of the Public Administration.
4. The administrative right sanction and the patrimonial responsibility of the Government.

LEARNING ACTIVITIES AND METHODOLOGY

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

1. Lectures, in which the general lines of the subject matter of the corresponding topic will be presented.
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 carrying out multiple-choice controls to check the level of knowledge on the subjects and, depending on the development of the course, other activities will be developed. 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

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

The evaluation system will be set by the teacher at the beginning of the semester and will hang in a global classroom. In the absence of that specification by the teacher, the evaluation will be done as follows:

Ordinary evaluation

The overall evaluation of the subject will be carried out from the weighting of the grades obtained in the continuous assessment activities (participation in class, realization of activities indicated by the teacher, performance of test, etc.) and that is equivalent to 40 % of the final grade. The qualification of the final exam is equivalent to the remaining 60%. Unrealized activities will be scored with a zero (0). The final grade obtained can be adjusted by the teacher (up to a maximum of one point) depending on the participation and interventions in class.

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

Extraordinary evaluation

In the extraordinary evaluation there will be a final exam

Students who do not take the final exam, either in the ordinary or extraordinary session, will be classified as not submitted

BASIC BIBLIOGRAPHY

- DIR Concepción Campos Acuña Comentarios a la Ley 39/2015 de procedimiento administrativo común de las administraciones públicas, ISBN: 978-84-7052-736-4, 2018
- Gamero Casado y otros Derecho Administrativo para estudios no jurídicos, Técno, 2019
- García de Enterría E y Fernández Rodríguez T.R. CURSO DE DERECHO ADMINISTRATIVO, CIVITAS, 2020
- PAREJO ALFONSO L. Lecciones de Derecho Administrativo (3ª edic.), Tirant lo Blanch, 2021

ADDITIONAL BIBLIOGRAPHY

- MARTIN REBOLLO L. Leyes Administrativas. , Aranzadi, 2020

BASIC ELECTRONIC RESOURCES

- ADMINISTRACION GENERAL DEL ESTADO . AGE: <http://https://administracion.gob.es/>
- AGE . Registro Electrónico de Apoderamientos: <http://https://sede.administracion.gob.es/apodera/home.htm>
- Administración General del Estado . Administración General del Estado:
http://https://administracion.gob.es/pag_Home/espanaAdmon/comoSeOrganizaEstado/Administracion_Gral_Estado.ht
- DIRECCION GENERAL DE LA GUARDIA CIVIL . GC: <http://www.interior.gob.es/el-ministerio/directorio/.../direccion-general-de-la-guardia-civil2>
- Guardia Civil . Guardia Civil: <https://www.guardiacivil.es/es/index.html>
- MINISTERIO DEL INTERIOR . MI: <http://www.interior.gob.es/>
- OFICINAS DE REGISTRO . RE:
http://https://administracion.gob.es/pag_Home/atencionCiudadana/encuentraTuOficina/OficinasRegistro/QueSonOficinasRegistro.html#.XNMkP44zZPY
- Open Course UC3M . Derecho Público: <http://http://ocw.uc3m.es/derecho-administrativo>