



Information about the subject

Degree: Bachelor of Arts Degree in Law

Faculty: Faculty of Legal, Economic and Social Sciences

Code: 311103 **Name:** Administrative Law I

Credits: 6,00 **ECTS Year:** 1 **Semester:** 2

Module: Constitutional and Administrative Law

Subject Matter: Public Law **Type:** Basic Formation

Field of knowledge: Social and Legal Sciences

Department: -

Type of learning: Classroom-based learning

Languages in which it is taught: Spanish

Lecturer/-s:

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Module organization

Constitutional and Administrative Law

Subject Matter	ECTS	Subject	ECTS	Year/semester
Public Law	30,00	Administrative Law I	6,00	1/2
		Administrative Law II	6,00	2/1
		Administrative Law III	6,00	2/2
		Constitutional Law	6,00	1/1
		Economic Administrative Law	6,00	3/2

Recommended knowledge

To study Administrative Law I, it is recommended that the student take Constitutional Law first, though having done so or having passed this subject is not a prerequisite.



Learning outcomes

At the end of the course, the student must be able to prove that he/she has acquired the following learning outcomes:

- R1 To understand and value the historical formation of the Administration and Administrative Law and its constitutional bases in the Spanish legal system
- R2 To know the content and effects of the principle of legality and the principles of administrative action, so that the student can assess its constitutionality.
- R3 To identify the administrative powers and their limits.
- R4 To identify the sources of administrative law, to distinguish them from other institutions and to know their procedure of elaboration and their causes of invalidity.
- R5 To know how to define and distinguish the position of the citizen in the administrative legal system, and his/her rights before the Administration.
- R6 To identify the different administrative bodies, to distinguish them from their owner, and to know the effects of the exercise of organizational power.
- R7 To understand the particularities of the civil service in Spain and its legal regime and distinguish the different types of personnel in the service of the Administration.
- R8 To know the basic typology of public administrations and to be able to identify the fundamental bodies of territorial administrations.



Competencies

Depending on the learning outcomes, the competencies to which the subject contributes are (please score from 1 to 4, being 4 the highest score):

GENERAL	Weighting			
	1	2	3	4
CG1 Knowledge of the Science being studied, in this case of the science of Law, fundamentally of the most practical branches, with their international and economic implications and their specialized language.				X
CG2 Analysis and synthesis capacity			X	
CG3 Capacity for organization and planning			X	
CG4 Problem-solving capacity.				X
CG5 Computer skills related to the field of knowledge.			X	
CG6 To be able to effectively obtain information from books and specialized journals, and from other sources.				X
CG7 Critical reasoning when analysing information.			X	
CG8 Ethical commitment to information management.			X	
CG9 Oral and written communication skills in their native language in relation to the Science of Law.		X		
CG11 Professional relationships: be able to establish and maintain relationships with other relevant professionals and institutions.			X	
CG12 To be able to develop audiovisual presentations.		X		
CG13 Information management capacity.			X	
CG14 Ability to work as a team and collaborate effectively with others.			X	
CG15 Ability to work in interdisciplinary teams.				X



CG16 Ability to develop and maintain one's own competencies, skills and knowledge according to the standards of the profession.

X

SPECIFIC	Weighting			
	1	2	3	4
CE1 To become aware of the Law as an orderly system of legal norms regulating social relations.				X
CE2 Understanding of the different ways of creation of Law in its historical evolution and in its current reality, assimilating the existence of subordinate and supranational legal systems and the forms in which they are articulated.				X
CE3 Ability to use constitutional principles and values as a working tool in the interpretation of the legal system.				X
CE4 Ability to understand and know how local, regional, state, community, and international institutions work, in their genesis and as a whole, and to identify the competent institution or administration in each case as well as the sectoral law applicable in each case.				X
CE16 Acquisition of a critical conscience in the analysis of the legal system and acquisition of values and ethical principles.				X
CE18 To learn how to use the existing legal bibliographic information.		X		
CE19 Ability to handle the different legal sources (legal, jurisprudential and doctrinal).		X		
CE20 Mastery of computer techniques in obtaining legal information and communication of legal data (Internet, databases of legislation, jurisprudence, bibliography).		X		
CE21 Ability to read and interpret legal texts.				X
CE25 Development of the ability of working in teams.				X
CE26 Assumption of the necessary interdisciplinary vision of legal problems.			X	



Assessment system for the acquisition of competencies and grading system

Assessed learning outcomes	Granted percentage	Assessment method
R2, R3, R4, R5, R6	40,00%	Practical tests
	20,00%	Attendance, active participation and favourable attitude in the subject/ course/ module
R1, R2, R3, R4, R5, R6, R7, R8	40,00%	Written theoretical tests

Observations

Las pruebas teóricas se valorarán de 0 a 10 puntos. **Para aprobar la asignatura debe obtenerse un mínimo de 5 puntos en cada una de estas pruebas teóricas.**

Asistencia y participación: Se computa 10% la asistencia y 10% la participación. Su evaluación se realizará mediante registros de seguimiento de la asistencia y de la participación por parte del profesor. El estudiante dispondrá de 10 días naturales para justificar una falta de asistencia.

Convocatoria extraordinaria: el sistema de evaluación y sus porcentajes de nota de prácticas (40%) y asistencia y participación (20%) se mantiene en la convocatoria extraordinaria.

CRITERIOS PARA LA CONCESIÓN DE MATRÍCULA DE HONOR:

Según el artículo 22 de la Normativa Reguladora de la Evaluación y Calificación de las Asignaturas de la UCV, la mención de "Matrícula de Honor" podrá ser otorgada por el profesor responsable de la asignatura a estudiantes que hayan obtenido la calificación de "Sobresaliente". El número de menciones de "Matrícula de Honor" que se pueden otorgar no podrá exceder del cinco por ciento de los alumnos incluidos en la misma acta oficial, salvo que éste sea inferior a 20, en cuyo caso se podrá conceder una sola "Matrícula de Honor".

MENTION OF DISTINCTION:

According to Article 22 of the Regulations governing the Evaluation and Qualification of UCV Courses, the mention of "Distinction of Honor" may be awarded by the professor responsible for the course to students who have obtained, at least, the qualification of 9 over 10 ("Sobresaliente"). The number of "Distinction of Honor" mentions that may be awarded may not exceed five percent of the number of students included in the same official record, unless this number is lower than 20, in which case only one "Distinction of Honor" may be awarded.



Learning activities

The following methodologies will be used so that the students can achieve the learning outcomes of the subject:

- M1 Group work sessions supervised by the teacher. Study of legal cases, both true and fictitious. Significant construction of knowledge through student interaction and activity. Critical analysis of values and social commitment.
- M8 Exposition of contents by the teacher, analysis of competences, explanation and demonstration of capacities, skills and knowledge in the classroom.
- M9 Supervised monographic sessions with shared participation.
- M10 Application of interdisciplinary knowledge.
- M11 Personalised attention and in small groups. Period of instruction and/or orientation carried out by a tutor with the aim of reviewing and discussing the materials and topics presented in the classes, seminars, readings, completion of assignments, etc.
- M12 Set of written and/or oral tests used in the initial, formative or summative evaluation of the student.
- M13 Group preparation of readings, essays, resolution of problems, seminars, papers, dossiers, etc., to be presented or delivered in theory classes, practical classes, and/or small group tutorials.
- M14 Student's study: individual preparation of readings, essays, problem-solving, seminars, works, reports, etc. to present or deliver in the theoretical classes, practical classes and/or small group tutorials.



IN-CLASS LEARNING ACTIVITIES

	LEARNING OUTCOMES	HOURS	ECTS
Practical cases. M1	R2, R3, R4, R6	18,00	0,72
Theoretical classes. M8	R1, R2, R3, R4, R5, R6, R7, R8	27,00	1,08
Presentation of group work. M10	R2, R3, R4, R5, R7, R8	5,00	0,20
Tutorial. M11	R1, R2, R3, R4, R5, R6, R7, R8	5,00	0,20
Assessment M12	R1, R2, R3, R4, R5, R6, R7, R8	5,00	0,20
TOTAL		60,00	2,40

LEARNING ACTIVITIES OF AUTONOMOUS WORK

	LEARNING OUTCOMES	HOURS	ECTS
Group work.		45,00	1,80
Individual work.		45,00	1,80
TOTAL		90,00	3,60



Description of the contents

Description of the necessary contents to acquire the learning outcomes.

Theoretical contents:

Content block	Contents
SECTION I. THE FOUNDATIONS OF ADMINISTRATIVE LAW.	UNIT 1 PUBLIC ADMINISTRATIONS. Historical evolution, general characteristics. Territorial administrative bodies. The outer limits of the Public Administrations. UNIT 2 CONCEPT OF ADMINISTRATIVE LAW. ORIGIN, Definition and delimitation. The asymmetry between the concepts of Public Administration and Administrative Law. UNIT 3. CONSTITUTIONAL FOUNDATIONS OF ADMINISTRATIVE LAW. The principle of legality. The principle of effectiveness. The principle of hierarchy. The principle of objectivity. The principle of legal protection. The principle of assets guarantee. UNIT 4 . PUBLIC POWERS. Notion and types. Public administration's compliance and enforcement powers. UNIT 5. TRANSPARENCY AND PARTICIPATION. Active and passive participation. Public participation: concept and participation experiences.
SECTION II. NORMATIVE SYSTEM AND GENERAL THEORY OF ADMINISTRATIVE ORGANIZATION	UNIT 6. THE NORMATIVE SYSTEM AND ADMINISTRATIVE REGULATION. Historical formation of regulatory power. General features of the regulatory systems. The legal status of regulatory power. UNIT 7. SUBJECTIVE STRUCTURES. Public law persons. Administrative bodies. Citizens. Contributors to the administration. UNIT 8. RELATIONS BETWEEN SUBJECTS. The subjective legal situations. Organizational relations. Coherence in the Public Administration system. UNIT 9. CIVIL SERVICE.



SECTION III. THE SPANISH ADMINISTRATIVE ORGANIZATION.

UNIT 10. THE ADMINISTRATION OF THE STATE.

The central organization. The peripheral organization. Specialized administrative organizations.

UNIT 11. THE AUTONOMOUS COMMUNITIES.

The autonomic system. The Statutes of autonomy. The structure of the Autonomous Communities. The powers of the Autonomous Communities.

UNIT 12. LOCAL ADMINISTRATION. Concept.

The municipal administration. The provincial administration. Relations between Local Administration and the higher territorial entities.

UNIT 13. INSTRUMENTAL ADMINISTRATION.

Introduction. Concept and typology.

Temporary organization of learning:

Block of content	Number of sessions	Hours
SECTION I. THE FOUNDATIONS OF ADMINISTRATIVE LAW.	11,00	22,00
SECTION II. NORMATIVE SYSTEM AND GENERAL THEORY OF ADMINISTRATIVE ORGANIZATION	11,00	22,00
SECTION III. THE SPANISH ADMINISTRATIVE ORGANIZATION.	8,00	16,00



References

MANDATORY REFERENCE TO PASS THE THEORETICAL CONTENT OF THE COURSE:

SANTAMARÍA PASTOR, J. A. Principios de Derecho administrativo general, Vol. I. Madrid: Iustel, 5ª edición, noviembre de 2018. **This is the guidebook to this subject.**

FURTHER READING:

- **BERMEJO VERA, J.** Derecho Administrativo básico. Cizur Menor (Navarra): Thomson Civitas, 13th edition, 2019.
- **BLANQUER CRIADO, D.** Introducción al Derecho Administrativo. Valencia: Tirant lo Blanch, 4th edition, 2018.
- **COSCULLUELA MONTANER, L.** Manual de Derecho Administrativo. Cizur Menor (Navarra): Thomson Civitas, 31st edition, 2020.
- **ESCUIN PALOP, V.** Elementos de Derecho público. Madrid: Tecnos, 10th edition, 2019. Esta lectura se considera oportuna para una introducción general y rápida a este módulo entero.
- **GARCÍA DE ENTERRÍA, E.: FERNÁNDEZ, T.R.** Curso de Derecho administrativo. Vols. I y II. Madrid: Civitas, 20th edition (Vol I); 17th edition (Vol II), 2022.
- **MUÑOZ MACHADO, S.** Tratado de Derecho Administrativo y Derecho Público General. Madrid: Boletín Oficial del Estado, 2015.
- **PARADA VÁZQUEZ, R.** Derecho Administrativo I. Introducción, organización administrativa, empleo público. Madrid: Dykinson, 1st edition, 2019.



Addendum to the Course Guide of the Subject

Due to the exceptional situation caused by the health crisis of the COVID-19 and taking into account the security measures related to the development of the educational activity in the Higher Education Institution teaching area, the following changes have been made in the guide of the subject to ensure that Students achieve their learning outcomes of the Subject.

Situation 1: Teaching without limited capacity (when the number of enrolled students is lower than the allowed capacity in classroom, according to the security measures taken).

In this case, no changes are made in the guide of the subject.

Situation 2: Teaching with limited capacity (when the number of enrolled students is higher than the allowed capacity in classroom, according to the security measures taken).

In this case, the following changes are made:

1. Educational Activities of Onsite Work:

All the foreseen activities to be developed in the classroom as indicated in this field of the guide of the subject will be made through a simultaneous teaching method combining onsite teaching in the classroom and synchronous online teaching. Students will be able to attend classes onsite or to attend them online through the telematic tools provided by the university (videoconferences). In any case, students who attend classes onsite and who attend them by videoconference will rotate periodically.

In the particular case of this subject, these videoconferences will be made through:

☒ Microsoft Teams

☐ Kaltura



Situation 3: Confinement due to a new State of Alarm.

In this case, the following changes are made:

1. Educational Activities of Onsite Work:

All the foreseen activities to be developed in the classroom as indicated in this field of the guide of the subject, as well as the group and personalized tutoring, will be done with the telematic tools provided by the University, through:

☒ Microsoft Teams

☐ Kaltura

Explanation about the practical sessions:

Practical classes will be held through Microsoft Teams so students can follow individual or group work sessions directly supervised by the teacher. Practical activities, whether assessed in practical classes or by the student in terms of autonomous work, will be submitted vía UCVnet (submissions via email will not be accepted). To do so, the teacher will establish deadlines that must be strictly followed.



2. System for Assessing the Acquisition of the competences and Assessment System

ONSITE WORK

Regarding the Assessment Tools:

☐

The Assessment Tools will not be modified. If onsite assessment is not possible, it will be done online through the UCVnet Campus.

☒

The following changes will be made to adapt the subject's assessment to the online teaching.

Course guide		Adaptation	
Assessment tool	Allocated percentage	Description of the suggested changes	Platform to be used
Attendance, active participation and favourable attitude in the subject	20	Active participation and favourable attitude in the subject = 20%	Microsoft Teams, UCVnet

The other Assessment Tools will not be modified with regards to what is indicated in the Course Guide.

Comments to the Assessment System:



1ª) According to the teaching guide of the subject, the percentage of attendance and participation was originally calculated as 10% attendance and 10% participation. In online teaching, attendance is convenient but not compulsory. Therefore, attendance will not be recorded and only students' active participation will be taken into account.

In case of online teaching, active participation will be assessed considering:

- Questions or comments of the students in online classes or during tutoring activities according to the teacher's records;
- Online tutorials on UCVnet Virtual Campus;
- Comments in forums created on UCVnet platform to ask or to answer questions about the subject;
- Emails or messages sent to the teacher asking questions or making comments about the subject.

2ª) The exam will be done through the UCVnet platform (moodle) with time limitation. The exam will be test type.