



## 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:** Public Law

**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 the concept of institutional administration, as well as its typology.
- R2 To understand and value the historical formation of the Administration and Administrative Law and its constitutional bases in the Spanish legal system
- R3 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.
- R4 To identify the administrative powers and their limits.
- R5 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.
- R6 To know how to define and distinguish the position of the citizen in the administrative legal system, and his/her rights before the Administration.
- R7 To identify the different administrative bodies, to distinguish them from their owner, and to know the effects of the exercise of organizational power.
- R8 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.
- R9 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
CE22 Ability to make legal arguments.		X		
CE23 Ability to write legal texts. Basic knowledge of legal argumentation.	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, R7, R8	40,00%	Practical tests
	20,00%	Attendance, active participation and favourable attitude in the subject/ course/ module
R2, R3, R4, R5, R6, R7, R8, R9	40,00%	Written theoretical tests

### Observations

#### Evaluation system.

##### 1. Ordinary call.

During the official examination period, a theoretical test will be carried out, consisting of a written exam, and a **practical test**, which will consist of a written exam in which, given a factual assumption, the questions asked in relation to it must be answered. The theoretical test and the practical test will each account for 40%.

The theoretical test and the practical test will be valued from 0 to 10 points. To pass the subject, a minimum of 5 points must be obtained in the theoretical test, and a minimum of 5 points in the sum of all the evaluation instruments.

Attendance will count 10%, and active participation 10%. The evaluation of attendance will be carried out through attendance tracking records; the participation will be made by the teacher. The student will have 7 calendar days to justify a lack of attendance.

##### 2. Extraordinary call.

The evaluation system together with its percentages is maintained in the extraordinary call. For the extraordinary call, the assessment obtained in attendance and participation in the ordinary call will be maintained.

##### 3. Single evaluation.

In accordance with article 9 of the General Regulations for the Evaluation and Qualification of Official Education and UCV-specific Degrees, the **single evaluation** is linked to the impossibility of attendance of students enrolled in a face-to-face degree. It is, therefore, an extraordinary and exceptional evaluation system that may be opted for by those students who, in a justified and accredited manner, cannot undergo the continuous evaluation system, and request it from the professor responsible for the subject, who will expressly decide on the admission of the student's request for a single evaluation and will be informed of the acceptance/refusal.

As far as the subject of Administrative Law I is concerned, the minimum percentage of attendance



required is 70%, this being therefore the limit to be taken into consideration for the potential request for a single evaluation. This, if granted, will be articulated based on the following criteria in the 1st and 2nd call: The 20% corresponding to attendance and active participation in the subject, will increase the percentage of the theoretical (by 10%) and practical (by 10%) final tests carried out during the official exam period.

### **Use of AI in the subject:**

- Students will be able to use AI for any query related to the subject and even provide them with statements, practices or assessment tests to obtain automatic answers, as long as these are contrasted and validated by the students themselves. To this end, the teaching staff may make the appropriate checks.
- Students will not be able to use AI:
  - To record or transcribe, in whole or in part, any activity carried out in the classroom, in order to obtain summaries or notes made by AI.
  - To enter notes or any other material authored by the teachers who have provided it in AI tools such as ChatGPT or other non-institutional tools whose information is not found in controlled environments.
- Citation and attribution criteria:
  - Any use of AI tools must be explicitly declared in the submitted document (e.g. in a footnote or in an annex).
  - The name of the tool, the purpose of use (e.g. grammar check, organization of ideas, writing example) and where of the work it has been used will be indicated.
  - The responsible use of AI will be evaluated as part of the criteria of originality and academic honesty.



## CLASS ATTENDANCE IN FACE-TO-FACE DEGREES

In accordance with the development guidelines of the General Regulations for the Evaluation and Qualification of Official Teachings and Own Degrees of the UCV, in face-to-face degrees, class attendance with a minimum of 80% of the sessions of each subject will be required as a requirement to be evaluated. This means that, if a student does not attend the sessions of each subject, in a percentage greater than 20%, he/she will not be able to be evaluated, neither in the first nor in the second call, unless the person responsible for the subject, with the approval of the person responsible for degree, in view of duly justified exceptional circumstances, exempt from the minimum attendance percentage. The same criterion will be applicable for hybrid or virtual degrees in which teachers must maintain the same percentage in the requirement of "presence" in the different training activities, if any, even if these are carried out in virtual environments.

### MENTION OF DISTINCTION:

The mention of "Honors" may be awarded to students who have obtained a grade equal to or greater than 9.0. Their number may not exceed five percent of the students enrolled in a group in the corresponding academic year, unless the number of students enrolled is lower.

## 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	R3, R4, R5, R7	18,00	0,72
Theoretical classes. M8	R2, R3, R4, R5, R6, R7, R8, R9	27,00	1,08
Presentation of group work. M10	R3, R4, R5, R6, R8, R9	5,00	0,20
Tutorial. M11	R2, R3, R4, R5, R6, R7, R8, R9	5,00	0,20
Assessment M12	R2, R3, R4, R5, R6, R7, R8, R9	5,00	0,20
<b>TOTAL</b>		<b>60,00</b>	<b>2,40</b>

## LEARNING ACTIVITIES OF AUTONOMOUS WORK

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



## 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, 6ª edición, octubre de 2023, ISBN 978-84-9890-462-8. **Éste es el libro guía de esta asignatura.**

### COMPLEMENTARY BIBLIOGRAPHY:

- BERMEJO VERA, J.** *Derecho Administrativo básico*, Vol I, Parte General. Navarra: Aranzadi, 13ª edición, 2019, ISBN 9788491979845.
- BLANQUER CRIADO, D.** *Introducción al Derecho administrativo*. Valencia: Tirant lo Blanch, 5ª edición, 2023, ISBN 9788411699471.
- COSCULLUELA MONTANER, L.** *Manual de Derecho Administrativo*. Parte general II: La actividad de la Administración. Modalidades. Medios. Control. Responsabilidad. Madrid: Civitas, 34ª edición, 2023, ISBN 9788411259590.
- ESCUIN PALOP, V.** *Elementos de Derecho público*. Madrid: Tecnos, 10ª edición, 2019, ISBN 978-84-309-7731-4. 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*. Vol. I. Madrid: Civitas, 21ª edición, 2024 (ISBN 978-84-10296-24-4).
- MUÑOZ MACHADO, S.** *Tratado de Derecho Administrativo y Derecho Público General*. Madrid: Boletín Oficial del Estado, 2015, ISBN 978-84-340-2441-0.
- PAREJO ALFONSO, L.** *Lecciones de Derecho Administrativo*. Valencia. Tirant lo Blanch. 13ª ed. 2024 (ISBN: 9788410713734).