

**1. General information****Course:** PUBLIC ADMINISTRATION AT WORK AND ADMINISTRATIVE PROCEDURE**Code:** 43307**Type:** BASIC**ECTS credits:** 6**Degree:** 326 - UNDERGRADUATE DEGREE IN LABOUR RELATIONS AND HUMAN RESOURCES DEVELOPMENT (CR)**Academic year:** 2022-23**Center:** 403 - FACULTY OF LAW AND SOCIAL SCIENCES OF C. REAL**Group(s):** 20**Year:** 1**Duration:** C2**Main language:** Spanish**Second language:** English**Use of additional languages:****English Friendly:** Y**Web site:****Bilingual:** N**Lecturer:** LUIS FRANCISCO MAESO SECO - Group(s): 20

Building/Office	Department	Phone number	Email	Office hours
Módulo A/ Despacho N°4	DERECHO PÚBLICO Y DE LA EMPRESA	3590	luis.maeso@uclm.es	It shall be established at the beginning of the four-month period.

2. Pre-Requisites

They are **not needed**. However, it is recommended to have previously completed and passed the subject "Introduction to Law: normative system and effectiveness".

3. Justification in the curriculum, relation to other subjects and to the profession

According the Report on the Degree in Labor Relations and Human Resources, the importance of human work in the economic, political and cultural spheres, as well as the complexity of this phenomenon, require approaching it from very different scientific perspectives: economic, the psychological, the sociological; but also and of course the administrative legal.

Therefore, and taking into account this premise, the subject "The activity of the Administration and the administrative procedure", which is taught in the first year of the Degree in Labor Relations and Human Resources, tries to offer a theoretical and practical approach to the concept, historical evolution, system of sources and organization of the Administration, without forgetting, of course and above all, the administrative procedure and act, as well as the mechanisms of control of these acts (administrative).

In addition, and all of the above, we must add that the basic knowledge that is learned in this subject will serve students to better understand other academic subjects other than strictly legal (and that must also be approved by students of the Degree in Relationships Labor and Human Resources); At the same time, it will offer you some tools for the proper development of your profession.

In short, and either because of its "direct" importance (as a branch of law in itself considered) or "indirect" (in relation to other branches of law and extra-legal or professional realities), include the subject "The activity of Administration and the administrative procedure" in the Degree of Labor Relations and Human Resources is amply justified.

4. Degree competences achieved in this course**Course competences**

Code	Description
E21	Advisory and technical representation capacity in the administrative field.
G01	Ability to seek, analyze and summarize information allowing to establish arguments and make judgments in the different areas of professional activity.
G02	Ability to present and defend, orally and/or in writing, issues or topics related to their specialty.
G04	Ability to use ICT appropriately, in different areas of professional activity.

5. Objectives or Learning Outcomes**Course learning outcomes**

Description

Administrative law advice.

Performance of professional activities in accordance with ethical standards and principles of respect for fundamental rights.

Presentation and defense of related matters.

Seeking, analyzing and summarizing information.

Familiarity with basic rules on administrative procedures and remedies.

Appropriate use of ICTs.

Additional outcomes**6. Units / Contents****Unit 1: Origin and concept of Administrative Law**

Unit 2: The concept of Public Administration and its constitutional bases

Unit 3: The regulatory power and its location in the normative system of the Administrative Law

Unit 4: The administrative organization

Unit 5: The Government and the General State Administration

Unit 6: The "Autonomous Communities" (or regions) and Local Entities

Unit 7: The administrative procedure

Unit 8: Administrative acts

Unit 9: The administrative appeals

7. Activities, Units/Modules and Methodology

Training Activity	Methodology	Related Competences (only degrees before RD 822/2021)	ECTS	Hours	As	Com	Description
Class Attendance (theory) [ON-SITE]	Lectures	E21	1.2	30	N	-	In this kind of class, it is given to the students a theoretical lesson about the most important points of the course topics.
Class Attendance (practical) [ON-SITE]	Project/Problem Based Learning (PBL)	G01 G02	0.4	10	Y	Y	In this kind of class, the students have to resolve a case that the professor will design with base in a real problem concerning to a topic of the theoretical programme. To work more easier, the students will be divided in two groups.
Progress test [ON-SITE]	Combination of methods	G01 G02	0.64	16	Y	N	The purpose of this activity is to verify if the student assimilates the knowledge acquired through the theoretical classes, as well as their level of participation in class.
Study and Exam Preparation [OFF-SITE]	Self-study	G01 G02 G04	3.6	90	N	-	This is the time that the students has got to prepare all the course (the theoretical lessons, the practical classes and the exams).
Final test [ON-SITE]	Assessment tests	E21 G01 G02	0.16	4	Y	Y	This is the four hours that the students will has got to complete the final exam (the theoretical part and the practical part) in the ordinary appeal (2 h) and in the extraordinary appeal (2 h).
Total:			6	150			
Total credits of in-class work: 2.4			Total class time hours: 60				
Total credits of out of class work: 3.6			Total hours of out of class work: 90				

As: Assessable training activity

Com: Training activity of compulsory overcoming (It will be essential to overcome both continuous and non-continuous assessment).

8. Evaluation criteria and Grading System

Evaluation System	Continuous assessment	Non-continuous evaluation*	Description
Final test	70.00%	70.00%	This activity, both for students who opt for continuous assessment and for those subject to non-continuous assessment, will consist of a single test-type exercise consisting of answering a questionnaire on the theoretical content of the subject matter. Maximum estimated duration: 1 hour.
Assessment of problem solving and/or case studies	15.00%	30.00%	This activity, both for students who opt for continuous assessment and for those who are subject to non-continuous assessment, will consist of a single practical exercise consisting of responding in a correct and reasoned manner to the questions that will be asked about a fact, real or fictitious, posed by the teacher responsible for the subject. Maximum estimated duration: 1 hour.
Assessment of active participation	15.00%	0.00%	This activity or activities, only for students who opt for continuous assessment, will be developed throughout the course and its evaluation will result from the combination of several different methods (open tests, closed tests, participation and interventions in the classroom, etc.).
Total:	100.00%	100.00%	

According to art. 4 of the UCLM Student Evaluation Regulations, it must be provided to students who cannot regularly attend face-to-face training activities the passing of the subject, having the right (art. 12.2) to be globally graded, in 2 annual calls per subject, an ordinary and an extraordinary one (evaluating 100% of the competences).

Evaluation criteria for the final exam:

Continuous assessment:

ERASMUS students and/or other foreign students (if any), will be subject to the same evaluation systems or criteria as Spanish students (see electronic

guide for this subject in Spanish), but adapted to their specific and special circumstances, according to the established UCLM English Friendly Program in which this subject is included. For this purpose, it is recommended to talk to the Professor responsible for the subject at the beginning of the course.

Non-continuous evaluation:

ERASMUS students and/or other foreign students (if any), will be subject to the same evaluation systems or criteria as Spanish students (see electronic guide for this subject in Spanish), but adapted to their specific and special circumstances, according to the established UCLM English Friendly Program in which this subject is included. For this purpose, it is recommended to talk to the Professor responsible for the subject at the beginning of the course.

Specifications for the resit/retake exam:

ERASMUS students and/or other foreign students (if any), will be subject to the same evaluation systems or criteria as Spanish students (see electronic guide for this subject in Spanish), but adapted to their specific and special circumstances, according to the established UCLM English Friendly Program in which this subject is included. For this purpose, it is recommended to talk to the Professor responsible for the subject at the beginning of the course.

Specifications for the second resit / retake exam:

ERASMUS students and/or other foreign students (if any), will be subject to the same evaluation systems or criteria as Spanish students (see electronic guide for this subject in Spanish), but adapted to their specific and special circumstances, according to the established UCLM English Friendly Program in which this subject is included. For this purpose, it is recommended to talk to the Professor responsible for the subject at the beginning of the course.

9. Assignments, course calendar and important dates	
Not related to the syllabus/contents	
Hours	hours
Study and Exam Preparation [AUTÓNOMA][Self-study]	90
Final test [PRESENCIAL][Assessment tests]	4
General comments about the planning: This planning is subject to changes and / or specific modifications in the event of circumstances of force majeure. In any case, students will be notified of such changes with sufficient notice, whenever possible.	
Unit 1 (de 9): Origin and concept of Administrative Law	
Activities	Hours
Class Attendance (theory) [PRESENCIAL][Lectures]	3.3
Group 20:	
Initial date: 31-01-2023	End date: 06-02-2023
Unit 2 (de 9): The concept of Public Administration and its constitutional bases	
Activities	Hours
Class Attendance (theory) [PRESENCIAL][Lectures]	3.3
Class Attendance (practical) [PRESENCIAL][Project/Problem Based Learning (PBL)]	5
Group 20:	
Initial date: 07-02-2023	End date: 14-02-2023
Unit 3 (de 9): The regulatory power and its location in the normative system of the Administrative Law	
Activities	Hours
Class Attendance (theory) [PRESENCIAL][Lectures]	3.3
Progress test [PRESENCIAL][Combination of methods]	5
Group 20:	
Initial date: 15-02-2023	End date: 01-03-2023
Unit 4 (de 9): The administrative organization	
Activities	Hours
Class Attendance (theory) [PRESENCIAL][Lectures]	3.3
Group 20:	
Initial date: 06-03-2023	End date: 15-03-2023
Unit 5 (de 9): The Government and the General State Administration	
Activities	Hours
Class Attendance (theory) [PRESENCIAL][Lectures]	3.3
Class Attendance (practical) [PRESENCIAL][Project/Problem Based Learning (PBL)]	5
Group 20:	
Initial date: 20-03-2023	End date: 27-03-2023
Unit 6 (de 9): The "Autonomous Communities" (or regions) and Local Entities	
Activities	Hours
Class Attendance (theory) [PRESENCIAL][Lectures]	3.3
Progress test [PRESENCIAL][Combination of methods]	5
Group 20:	
Initial date: 28-03-2023	End date: 11-04-2023
Unit 7 (de 9): The administrative procedure	
Activities	Hours
Class Attendance (theory) [PRESENCIAL][Lectures]	3.3
Group 20:	
Initial date: 12-04-2023	End date: 24-04-2023
Unit 8 (de 9): Administrative acts	
Activities	Hours
Class Attendance (theory) [PRESENCIAL][Lectures]	3.3
Group 20:	
Initial date: 25-04-2023	End date: 09-05-2023
Unit 9 (de 9): The administrative appeals	
Activities	Hours
Class Attendance (theory) [PRESENCIAL][Lectures]	3.6
Progress test [PRESENCIAL][Combination of methods]	6
Group 20:	

Initial date: 10-05-2023		End date: 17-05-2023
Global activity		
Activities		hours
Class Attendance (theory) [PRESENCIAL][Lectures]		30
Class Attendance (practical) [PRESENCIAL][Project/Problem Based Learning (PBL)]		10
Progress test [PRESENCIAL][Combination of methods]		16
Study and Exam Preparation [AUTÓNOMA][Self-study]		90
Final test [PRESENCIAL][Assessment tests]		4
		Total horas: 150

10. Bibliography and Sources						
Author(s)	Title/Link	Publishing house	Citv	ISBN	Year	Description
SÁNCHEZ MORÓN, M.,	Derecho Administrativo	Tecnos	Madrid			Este es el manual (2) de referencia de la asignatura. Se recomienda utilizar y/o adquirir, siempre, la última edición disponible.
Vv. Aa.,	Código Universitario de Derecho Administrativo https://www.boe.es/biblioteca_juridica/index.php?tipo=U&modo=2	BOE	Madrid			Este Código forma parte del material complementario de la asignatura. Se recomienda utilizar y/o descargar, siempre, la última edición disponible.
GAMERO CASADO, E., y FERNÁNDEZ RAMOS, S.,	Derecho Administrativo para estudios no jurídicos	Tecnos	Madrid			Este es el manual (1) de referencia de la asignatura. Se recomienda utilizar y/o adquirir, siempre, la última edición disponible.