



## 1. General information

Course: ADMINISTRATIVE LAW  
Type: CORE COURSE  
Degree: 312 - UNDERGRADUATE DEGREE PROGRAMME IN SOCIAL WORK (TA)  
Center: 15 - FACULTY OF SOCIAL SCIENCES AND INFORMATION TECHNOLOGIES  
Year: 2

Main language: Spanish

Use of additional languages:  
Web site:

Code: 50313  
ECTS credits: 6  
Academic year: 2022-23  
Group(s): 60  
Duration: C2  
Second language: English  
English Friendly: Y  
Bilingual: N

Lecturer: FRANCISCO SANCHEZ RODRIGUEZ - Group(s): 60

| Building/Office  | Department                      | Phone number | Email                     | Office hours   |
|--|---------------------------------|--------------|---------------------------|--|
| Facultad de Ciencias Sociales y Tecnologías de la Información (TA) Despacho 2.17 | DERECHO PÚBLICO Y DE LA EMPRESA | 925721010    | francisco.sanchez@uclm.es | Wednesday: 12 pm to 1 pm Thursday: 13 pm to 15 pm 1st) The tutorials will be fixed with a prior request of day and time to facilitate the tutorial meeting to the student and avoid overlaps or problems that prevent the normal holding of the tutorials (meetings, TFG, TFM ...) 2nd). In case of material impossibility to fix a tutorial meeting, there is the option of celebrating tutorials by phone, such as the UNED, providing the Professor with a contact telephone number that is not a mobile. |

## 2. Pre-Requisites

The subject of Administrative Law does not require prerequisites to be taken.

Students who have a disabling illness to attend class regularly are requested to inform the Dean in order to Faculty provides an individualized curricular scholar adaptation.

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

The subject of Administrative Law is included in module D. Legal and organizational tools for Social Work (Memory of the degree title).

It is a compulsory subject and consists of 6 ECTS credits.

The contents of the Administrative Law subject in the memory of the Degree in Social Work, are the following:

"Common administrative procedure: phases and citizen participation. Validity and effectiveness of administrative acts. Legal guarantees against the actions of public administrations".

## 4. Degree competences achieved in this course

## Course competences

| Code | Description  |
|------|--|
| CE03 | Ability to apply the Social Care institutional system resources properly in order to meet different circumstances of need.   |
| CE05 | Ability for the leadership, management, administration and coordination either public, private or third sector Social Care organizations.  |
| CE11 | Proficiency to acquire and promote legal and regulatory development in social, socio-health and socio-educational matters, in regards to the social worker activity.               |
| CG02 | Both critical and self-critical abilities linked to the analysis of social reality, the respect and defense of Human Rights.   |
| CG03 | Becoming mindful of the importance of expressing ethical commitment within a global, fair, cross-cultural, and unfettered society through a professional and accountable practice. |

## 5. Objectives or Learning Outcomes

## Course learning outcomes

Description

## Additional outcomes

CODE 232415 Knows the legal framework of the protection of personal data and its implications in the intervention in Social Work.  
CODE 232416 Knows the legal framework and the procedures for exercising rights in their relationship with the public administration.  
CODE 232435 is able to integrate into Social Work the demands imposed by legal frameworks and service standards (including the nature of authority, practical application of the law, legal responsibility and tensions between legal, political and practices).  
CODE 232508 Knows and understands the fundamentals of human rights and the international standards that guarantee them.  
CODE 232509 Knows and understands the fundamentals of social rights and the basic elements of the Social Security system, its structure and its protective action.  
CODE 232544 Knows and understands the legal framework of personal and family relationships, especially between spouses (marriage, separation and divorce, de facto couples) and in relation to minors (rights and obligations of and towards minors, adoption and foster care, and protection of minors).  
CODE 232553 Knows and understands the basics of the operation of public administrations, especially in their service relationship with citizens.

## 6. Units / Contents

## Unit 1: Legality and administrative activity

Unit 1.1 Activity of the Public Administrations

Unit 1.2 Administrative Act

Unit 1.3 Administrative Procedure

Unit 1.4 Administrative resources

Unit 1.5 Expert aid of Social Workers in the Administration of Justice and in the Social Services in Castilla-La Mancha

## Unit 2: Administrative responsibility: nursing homes, public health system and Covid 19

## ADDITIONAL COMMENTS, REMARKS

The explanations of the class together with the syllabus, that can be prepared by any manual, constitutes exam material.

For the preparation of the exams, apart from the bibliography, in some cases it is convenient to consult the legal bases (Spain: <https://www.boe.es/> EU: <https://europa.eu/>) and jurisprudence (Spain: <https://www.tribunalconstitucional.es/> and <http://www.poderjudicial.es> - El

## 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                | CE11  | 1.36   | 34       | N   | -   |             |
| Group tutoring sessions [ON-SITE]         | Group tutoring sessions | CE03 CE05   | 0.88   | 22       | Y   | N   |             |
| Writing of reports or projects [OFF-SITE] | Combination of methods  | CG02  | 1  | 25       | Y   | N   |             |
| Other off-site activity [OFF-SITE]        | Group Work              | CG03  | 0.6  | 15       | Y   | N   |             |
| Study and Exam Preparation [OFF-SITE]     | Self-study              | CE11  | 2  | 50       | N   | -   |             |
| Mid-term test [ON-SITE]                   | Assessment tests        | CE03 CE05 CE11 CG02 CG03                              | 0.16   | 4        | Y   | N   |             |
|   |                         |   | <b>Total:</b>                                  | <b>6</b> | <b>150</b>                                  |     |             |
|   |                         |   | <b>Total credits of in-class work: 2.4</b>     |          | <b>Total class time hours: 60</b>           |     |             |
|   |                         |   | <b>Total credits of out of class work: 3.6</b> |          | <b>Total hours of out of class work: 90</b> |     |             |

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   |
|---|-----------------------|----------------------------|---|
| Mid-term tests                                    | 40.00%                | 0.00%                      | Written exam or test                                      |
| Assessment of problem solving and/or case studies | 40.00%                | 0.00%                      | Resolution of problems or cases (in class and autonomous) |
| Assessment of active participation                | 20.00%                | 0.00%                      | Assessment of active participation in class               |
| <b>Total:</b>                                     | <b>100.00%</b>        | <b>0.00%</b>               |   |

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:

The continuous evaluation corresponds to three PARTIAL tests (40%), resolution of problems or cases (40%) and assessment of active participation in class (20%).

Partial tests are tests that are included in the continuous evaluation and they are given to the students to facilitate the passing of the subject, being equivalent to a final evaluation. Failure to do the partial test and assessment of problem solving and/or case studies, cause the student to switch to a non-continuous modality.

Students will be informed the first day of the classes about the possibility of developing an autonomous work of a voluntary nature. This work will serve to raise the final grade (for example: 4.5-failed- to 5-passed) therefore, no work will be sent to raise the evaluation once the subject has been evaluated in order to not interfere with the ordinary exams in May/June. and the end of the extraordinary exams. The voluntary work will be supervised (preliminary meeting, scheme delivery, work supervision, personal delivery of the work).

## Non-continuous evaluation:

For the non-continuous evaluation, a final evaluation with 100% is foreseen. Passing that single exam, students can get 10/10 without requiring any more accademical work. Whoever does not attend class regularly and does not present problems solving and/or case studies will not be eligible for continuous evaluation.

Every student enrolled at UCLM is an official student of UCLM and corresponds to be evaluated the day officially scheduled as the day of the exam. Student who is in mobility (Erasmus, Sicue...) is a student of the UCLM for all purposes. UCLM has firmly

committed to face-to-face classes since the Covid confinement came out, for this exams are face-to-face at the classrooms. An evaluation of another type would prevent applying the same criteria to all the students, for this reason it is not possible to do written works for these students in mobility as a form of evaluation since the same type of exam must be done to all the students.

However, and precisely to favor mobility, given that sometimes there is a coincidence between the evaluation activities of the UCLM and the University of mobility destination, those students who coincide on the same day exams where they are taking Erasmus, Sicue.UCLM, it will be necessary to provide another day as an alternative exam date within the time timetable established for the exams in the ordinary call. These students will have to send proof of the existence of the exam and when they take the exam they must request a proof of the exam to deliver it when they take the exam in our Faculty.

No exam will be taken outside the timetable provided for the exams in the ordinary call because, as we are informed every year from the Dean's Office, that date is important to facilitate the enrollment period.

Students will be informed the first day of the classes about the possibility of developing an autonomous work of a voluntary nature. This work will serve to raise the final grade (for example: 4.5-failed- to 5-passed) therefore, no work will be sent to raise the grade once the subject has been evaluated so as not to interfere with the ordinary exams in May/June. and the end of the extraordinary exams. The volunteer work will be supervised (preliminary meeting, scheme delivery, work supervision, personal delivery of the work).

**Specifications for the resit/retake exam:**  
Written exam or test (100% of the qualification)

**Specifications for the second resit / retake exam:**  
No peculiarity

| 9. Assignments, course calendar and important dates  |                      |
|--|----------------------|
| Not related to the syllabus/contents   |                      |
| Hours  | hours                |
| Unit 1 (de 2): Legality and administrative activity  |                      |
| Activities   | Hours                |
| Class Attendance (theory) [PRESENCIAL][Lectures]   | 25                   |
| Group tutoring sessions [PRESENCIAL][Group tutoring sessions]                                  | 16                   |
| Writing of reports or projects [AUTÓNOMA][Combination of methods]                              | 20                   |
| Other off-site activity [AUTÓNOMA][Group Work]   | 10                   |
| Study and Exam Preparation [AUTÓNOMA][Self-study]  | 35                   |
| Group 60:  |                      |
| Initial date: 01-02-2023   | End date: 31-03-2023 |
| Unit 2 (de 2): Administrative responsibility: nursing homes, public health system and Covid 19 |                      |
| Activities   | Hours                |
| Class Attendance (theory) [PRESENCIAL][Lectures]   | 9                    |
| Group tutoring sessions [PRESENCIAL][Group tutoring sessions]                                  | 10                   |
| Writing of reports or projects [AUTÓNOMA][Combination of methods]                              | 5                    |
| Other off-site activity [AUTÓNOMA][Group Work]   | 5                    |
| Study and Exam Preparation [AUTÓNOMA][Self-study]  | 15                   |
| Group 60:  |                      |
| Initial date: 03-05-2023   | End date: 18-05-2023 |
| Global activity  |                      |
| Activities   | hours                |
| Group tutoring sessions [PRESENCIAL][Group tutoring sessions]                                  | 26                   |
| Writing of reports or projects [AUTÓNOMA][Combination of methods]                              | 25                   |
| Study and Exam Preparation [AUTÓNOMA][Self-study]  | 50                   |
| Class Attendance (theory) [PRESENCIAL][Lectures]   | 34                   |
| Other off-site activity [AUTÓNOMA][Group Work]   | 15                   |
| Total horas: 150   |                      |

| 10. Bibliography and Sources                          |   |                  |        |                   |      |                            |
|---|---|------------------|--------|-------------------|------|----------------------------|
| Author(s)   | Title/Link  | Publishing house | Citv   | ISBN              | Year | Description                |
| María Jesús García García                             | The basics of Spanish Administrative Law  | Tecnos           | Madrid | 978-84-309-7883-0 | 2020 |                            |
| GAMERO CASADO, E.; FERNÁNDEZ RAMOS, S.; MORA RUIZ, M. | Derecho Administrativo para estudios no jurídicos (Adaptado al EEES)  | Tecnos           |        | 978-84-309-8245-5 | 2021 | New edition september 2023 |
| Eduardo Gamero Casado/ Severiano Fernández Ramos      | Manual básico de Derecho Administrativo   | Tecnos           |        | 978-84-309-8258-5 | 2021 | New edition september 2023 |
| VALERA, Vicente                                       | LPAC versión Maritina Ley 39/2015, de 1 de octubre, del Procedimiento Administrativo Común de las Administraciones Públicas | Tecnos           |        | 978-84-309-7400-9 | 2021 |                            |