UNIVERSIDAD DE CASTILLA - LA MANCHA

GUÍA DOCENTE

1. General information

Course:	PUBLIC ADMINISTRATION AT WORK AND ADMINISTRATIVE PROCEDURE	**Code:**	43307
Type:	BASIC	**ECTS credits:**	6
Degree:	327 - DEGREE P. IN LABOUR RELATIONS AND HUMAN RESOURCES DEVELOPMENT (CU)	**Academic year:**	2022-23
Center:	401 - FACULTY OF SOCIAL SCIENCES OF CUENCA	**Group(s):**	30
Year:	1	**Duration:**	C2
Main language:	Spanish	**Second language:**	
Use of additional languages:		**English Friendly:**	Y
Web site:		**Bilingual:**	N

Lecturer: **JAVIER MIRANZO DÍAZ** - Group(s): **30**

Building/Office	Department	Phone number	Email	Office hours
Facultad de Ciencias Sociales / 4.13	DERECHO PÚBLICO Y DE LA EMPRESA	969179100	Javier.Miranzo@uclm.es	Tuesday and Wednesday: 9 a.m. to 12 p.m

2. Pre-Requisites

No previous studies needed. However, it is advisable to have previously completed and passed the subject "Introduction to Law: regulations and effectiveness".

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

As stated in the Report of the Degree in Labor Relations and Human Resources, the importance of work in the economic, political and cultural spheres, as well as the complexity of this phenomenon, gives rise to the need to approach it from very different scientific perspectives: economic, psychological, sociological; but also the legal-administrative one.

Thus, and based on 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, aims to offer a theoretical-practical approach to the concept, evolution, history, system of sources and organization of the Administration, moving through the administrative procedure and acts, as well as the control mechanisms of public acts and decisions.

To the above we must add that the basic knowledge achieved in this subject will allow a better understanding of other academic disciplines other than the strictly legal ones and that they must also be studied by the students of the Degree in Labor Relations and Human Resources. It also offers them valuable horizontal tools for the development of the profession.

On balance, whether due to its "direct" relevance (as a branch of Law) or "indirect" (related to other legal, extra-legal or professional realities), the inclusion of the subject " The activity of the Administration and the administrative procedure" in the Degree of Labor Relations and Human Resources is more than justified.

4. Degree competences achieved in this course

Course competences

Code	Description
E21	Advisory and technical representation capacity in the administrative field.
E22	Familiarity with the main aspects of corporate and labor taxation.
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.
G05	Ability to understand general information in a foreign language, using frequently used expressions.

5. Objectives or Learning Outcomes

Course learning outcomes

Description

To be aware of the basic rules on administrative procedure and appeals.

Advisory and technical representation capacity in the administrative field

Advising on taxation matters.

Comprehension of foreign language materials

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

Exhibition and defense of matters related to the subject.

Appropriate use of ICTs.

Seeking, analyzing and summarizing information.

Additional outcomes

In general, to have an overview and as complete as possible of the Administration and its functioning. In addition, improve oral communication and contribute to the development of critical thinking of the student. In particular, apply the knowledge acquired to the solution of practical problems and real cases.

6. Units / Contents

Unit 1: CONCEPT AND CONSTITUTIONAL BASES OF ADMINISTRATIVE LAW
Unit 2: THE ADMINISTRATIVE LEGAL SYSTEM
Unit 3: THE ADMINISTRATIVE ORGANIZATION
Unit 4: ADMINISTRATIVE DECISIONS AND REGULATIONS
Unit 5: THE RIGHTS OF THE CITIZEN IN HIS RELATIONS WITH THE ADMINISTRATION
Unit 6: THE ADMINISTRATIVE PROCEDURE
Unit 7: REVIEW OF ADMINISTRATIVE DECISIONS AND ADMINISTRATIVE APPEALS

ADDITIONAL COMMENTS, REMARKS

The course contents will be provided on the moodle virtual platform.

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]	Combination of methods	G01 G02	1.32	33	N	-	This activity offers the students an overview of each topic and emphasizes those contents that present greater difficulty.
Class Attendance (practical) [ON-SITE]	Problem solving and exercises	E21 G01 G02 G04	0.36	9	Y	N	Various cases and news suitable for each lesson will be proposed in Moddle. They will be resolved, discussied and correctied in the practical classes.
Individual tutoring sessions [ON-SITE]	Other Methodologies	G02	0.56	14	N	-	The student has at his disposal 14 hours of individual meetings to ask the professor the any questions that may arise (it is an estimate of hours that can be increased). This modality will be developed using the 6 weekly hours of individual tutoring sessions that the professor of the subject shall provide.
Other off-site activity [OFF-SITE]	Practical or hands-on activities	E21 E22 G02 G04 G05	1.4	35	N	-	Autonomous reparation and study of the practical cases proposed
Study and Exam Preparation [OFF-SITE]	Self-study	G01 G02 G04	2.12	53	N	-	The student must have a reasonable amount of time to prepare the practical cases proposed during the course, as well as the final exam.
Mid-term test [ON-SITE]	Assessment tests	E21 G01 G02 G04	0.16	4	Y	N	This activity aims to assess the student in relation to the knowledge acquired throughout the course up to the moment of taking the test.
Final test [ON-SITE]	Assessment tests	E21 E22 G01 G02 G04	0.08	2	Y	Y	
		Total:	**6**	**150**			
		Total credits of in-class work: 2.48					**Total class time hours: 62**
		Total credits of out of class work: 3.52					**Total hours of out of class work: 88**

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	70.00%	100.00%	In the case of continuous assessment, two theoretical tests will be carried out, one in the middle of the semester and another at the end of it.
Assessment of problem solving and/or case studies	30.00%	0.00%	Resolution and delivery of the practical cases and the topics of debate provided in the Virtual Campus Forum proposed by the professor.
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:

The students will carry out 2 mid-term tests throughout the course that will consist of a theoretical part (70% of the grade, with test and/or essay questions) and the carrying out of works or resolution of some practical cases in class, as well as participation in the discussions raised.

Non-continuous evaluation:

Students who have not followed the continuous evaluation will be examined for the entire syllabus in the ordinary exam. The exam will consist of multiple choice and/or essay questions.

Specifications for the resit/retake exam:

The resit/retake exam will consist of a test with multiple choice and/or development questions on the entire agenda of the course

Specifications for the second resit / retake exam:

The second resit/retake exam will consist of a test with multiple choice and/or development questions on the entire agenda of the course

9. Assignments, course calendar and important dates

Not related to the syllabus/contents

Hours	**hours**
Individual tutoring sessions [PRESENCIAL][Other Methodologies]	14
Other off-site activity [AUTÓNOMA][Practical or hands-on activities]	35
Study and Exam Preparation [AUTÓNOMA][Self-study]	55

Unit 1 (de 7): CONCEPT AND CONSTITUTIONAL BASES OF ADMINISTRATIVE LAW

Activities	**Hours**
Class Attendance (theory) [PRESENCIAL][Combination of methods]	4
Class Attendance (practical) [PRESENCIAL][Problem solving and exercises]	1

Teaching period: 1st-2nd Week

Comment: 1st introductory block. It will be based on theoretical explanation and the beginning of the practices. Online forums will begin to be held with current issues.

Unit 2 (de 7): THE ADMINISTRATIVE LEGAL SYSTEM

Activities	**Hours**
Class Attendance (theory) [PRESENCIAL][Combination of methods]	5
Class Attendance (practical) [PRESENCIAL][Problem solving and exercises]	1

Teaching period: 3rd-4th weeks

Comment: Block 3. We will deepen in basic matters of Administrative Law. Theoretical exposition continues to be fundamental, but the practices and the realization of directed works and the public exposition of the same will be intensified.

Unit 3 (de 7): THE ADMINISTRATIVE ORGANIZATION

Activities	**Hours**
Class Attendance (theory) [PRESENCIAL][Combination of methods]	5
Class Attendance (practical) [PRESENCIAL][Problem solving and exercises]	1

Teaching period: 5th-6th weeks

Comment: Lesson 3, which studies the activity and the administrative procedure. The scheme of theoretical exposition, resolution of practices and elaboration and presentation of research works is maintained.

Unit 4 (de 7): ADMINISTRATIVE DECISIONS AND REGULATIONS

Activities	**Hours**
Class Attendance (theory) [PRESENCIAL][Combination of methods]	5
Class Attendance (practical) [PRESENCIAL][Problem solving and exercises]	2
Mid-term test [PRESENCIAL][Assessment tests]	2

Teaching period: 7th-9th Weeks

Comment: Lesson 4 and last part of this block, in which more time will be devoted to carrying out practices and cases. The contents of the entire agenda will be reviewed with an overview of the studied. Realization of a mid semester test.

Unit 5 (de 7): THE RIGHTS OF THE CITIZEN IN HIS RELATIONS WITH THE ADMINISTRATION

Activities	**Hours**
Class Attendance (theory) [PRESENCIAL][Combination of methods]	4
Class Attendance (practical) [PRESENCIAL][Problem solving and exercises]	1

Teaching period: 10th-11th Weeks

Comment: In lesson 5, the rights of the citizen before the administration will be studied, with special emphasis on the use of electronic means or the rights of the interested parties in the procedure.

Unit 6 (de 7): THE ADMINISTRATIVE PROCEDURE

Activities	**Hours**
Class Attendance (theory) [PRESENCIAL][Combination of methods]	5
Class Attendance (practical) [PRESENCIAL][Problem solving and exercises]	1

Teaching period: 12th-13th weeks

Comment: This lesson 6 will study the administrative procedure: initiation, development and termination.

Unit 7 (de 7): REVIEW OF ADMINISTRATIVE DECISIONS AND ADMINISTRATIVE APPEALS

Activities	**Hours**
Class Attendance (theory) [PRESENCIAL][Combination of methods]	5
Class Attendance (practical) [PRESENCIAL][Problem solving and exercises]	2
Mid-term test [PRESENCIAL][Assessment tests]	2

Teaching period: 14th-16th weeks

Comment: In this last lesson (7), the causes of invalidity of administrative acts and the ways of reviewing them will be studied. The second mid-semester test and practical cases will be carried out.

Global activity

Activities	**hours**
Mid-term test [PRESENCIAL][Assessment tests]	4
Class Attendance (practical) [PRESENCIAL][Problem solving and exercises]	9
Class Attendance (theory) [PRESENCIAL][Combination of methods]	33
Individual tutoring sessions [PRESENCIAL][Other Methodologies]	14
Other off-site activity [AUTÓNOMA][Practical or hands-on activities]	35
Study and Exam Preparation [AUTÓNOMA][Self-study]	55
Total horas:	150

10. Bibliography and Sources

Author(s)	Title/Link	Publishing house	Citv	ISBN	Year	Description
Sánchez Morón, Miguel	Derecho Administrativo. Parte General	Tecnos	Madrid	978-84-309-8244-8	2021	Manual Básico para el seguimiento de la asignatura
España. Leyes, etc, de Administración Pública	Legislación Administrativa	Colex		978-84-8342-384-4	2021	Material de apoyo
España. Leyes, etc, de Administración Pública	Legislación Administrativa	Tecnos		978-84-309-5868-9	2021	Material de apoyo
España. Leyes, etc, de Administración Pública	Legislación Administrativa	ThomsonReuters-Aranzadi		978-84-9014-785-6	2021	Material de apoyo
Gamero Casado, Eduardo	Manual básico de Derecho Administrativo	Tecnos		978-84-309-5943-3	2021	Manual complementario
	http://noticias.juridicas.com/					Página web donde se pueden consultar referencias legislativas, doctrinales y jurisprudenciales
Luis Martín Rebollo	Manual de Derecho administrativo: y Guía para el estudio de las Leyes Administrativas	Aranzadi	Pamplona, España	978-84-139-0183-1	2021	Manual básico para el seguimiento de la asignatura