



UNIVERSIDAD DE CASTILLA - LA MANCHA

GUÍA DOCENTE

1. General information

Course: ADMINISTRATIVE LAW I

Type: BASIC

Degree: 337 - UNDERGRADUATE DEGREE PROGRAMME IN LAW (CR)

Center: 403 - FACULTY OF LAW AND SOCIAL SCIENCES OF C. REAL

Year: 1

Main language: Spanish

Use of additional languages:

Web site:

Code: 35304

ECTS credits: 9

Academic year: 2022-23

Group(s): 20 21 29

Duration: AN

Second language: English

English Friendly: Y

Bilingual: N

Lecturer: MIGUEL BELTRAN DE FELIPE - Group(s): 20 21 29				
Building/Office	Department	Phone number	Email	Office hours
A 6	DERECHO PÚBLICO Y DE LA EMPRESA	3587	miguel.beltran@uclm.es	

2. Pre-Requisites

Not established

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

This subject is an **introduction to administrative law**, a subject of **great importance** for the formation of the jurist, **especially in Spain**, a country where the Administration has a prominent social role. **It is related to the rest of public law subjects**, for example, Constitutional Law, European Union law or financial law. **The most frequent professional opportunities** for jurists who study Administrative Law are the private practice of the legal profession and the oppositions to any public, national or international (State Advocacy, lawyers of constitutional bodies and territorial entities, legal services of the institutions of the Union). Regarding to **jurisdiction**, there is a specialized career in the **contentious-administrative** order related to this subject of administrative law.

4. Degree competences achieved in this course

Course competences

Code	Description
E04	Ability to search, identify and use legal sources (legal, jurisprudential and doctrinal).
E08	Work on dialogue, debate, argumentation and the proposal of reasonable solutions in different contexts.
E12	Analyze the Law and its main public and private legal institutions from their genesis to their current reality.
E18	To be able to critically evaluate the framework within which State action is carried out and public policies are defined and implemented.
G01	Knowledge of a second foreign language, preferably English, at Level B1 of the Common European Framework of Reference for Languages.
G02	Knowledge at the user level of Information and Communication Technologies
G03	A correct oral and written communication.
G04	Incorporate the sense and ethical principles in their professional activity
G05	Commitment to the culture of peace, democratic values, human rights and the principles of equal opportunity, non-discrimination and universal accessibility for persons with disabilities, as well as gender issues.
G06	Understanding of social, economic and environmental problems.

5. Objectives or Learning Outcomes

Course learning outcomes

Description

Identify the forms of action and procedure of the public administration and the possibilities for citizen participation

Ability to engage in informed dialogue and debate on the key issues addressed in the course

Understand the constitutional bases and the system of sources that govern the actions of the public administration, as well as the organization and structure of the territorial (state, regional and local) and institutional public administration.

Acquire from the institutions and basic principles of Administrative Law as State, European and global law.

Apply the knowledge acquired to the solution of problems or practical assumptions on the subjects of the programme.

6. Units / Contents

Unit 1: The bases of Administrative Law

Unit 2: The normative system in Administrative Law

Unit 3: The administrative organization (national, regional or of the "federal state", local and institutional)

Unit 4: Administrative action (administrative powers, act and procedure)

Unit 5: The "ex officio review" and the administrative appeals

Unit 6: Administrative sanctions

7. Activities, Units/Modules and Methodology							
Training Activity	Methodology	Related Competences	ECTS	Hours	As	Com	Description
Class Attendance (theory) [ON-SITE]	Lectures	E12 E18 G01 G03 G05 G06	1.64	41	N		In the theoretical lessons, we expose the fundamental contents of the program topics.
Class Attendance (practical) [ON-SITE]	Problem solving and exercises	E08 E12 G04	0.9	22.5	N		In the practical lessons or classes, we will apply the contents of the program topics through cases. For these classes, we will duplicate the theoretical group in two practice groups.
Problem solving and/or case studies [ON-SITE]	Problem solving and exercises	E04 E08	0.08	2	Y	Y	Individual resolution in classroom of a practical case regarding a theoretical subject that it will have been explained previously in the classroom as well.
Final test [ON-SITE]	Assessment tests	E08 E12 G03	0.08	2	Y	Y	This is the time reserved to take the exam on the subject of the program.
Study and Exam Preparation [OFF-SITE]	Self-study	G01 G02 G04 G06	6.3	157.5	N		This is the time that the student must dedicate to the preparation of practical tests and the final test.
Total:			9	225			
Total credits of in-class work: 2.7			Total class time hours: 67.5				
Total credits of out of class work: 6.3			Total hours of out of class work: 157.5				

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%	See the evaluation criteria.
Assessment of problem solving and/or case studies	30.00%	30.00%	See the evaluation criteria.
Total:	100.00%	100.00%	

According to art. 6 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. 13.2) 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:

1) General rule: the final grade of the course will be equal to the average grade resulting from the sum of the first and second quarter divided between two; i. e., the final grade of the course or of the subject = grade of the 1Q + grade of the 2Q / 2.

2) Exceptions and other matters of interest:

a) We will not apply the previous general rule to the students who have failed one of the two quarters (the first one or the second one), and this even if the result of the average grade it is approved or passed 5 (ex., grade 9 points in 1Q + grade 1 point in 2Q = failed, or not approved 4,9, max.). However, in these cases and to not damage the student's record, the grade of failed or not approved will be 4,9 points, like max.).

b) The note of each semester will be the result of the sum of the practice (30%), the test or theoretical final exam (70%) and, where appropriate, the voluntary work or VW (0.5 points, like max.). In other words, the note of each semester = Practice (30%) + Theory (70%) + where applicable, VW (0,5 points like max.).

c) The practical cases are activities of a mandatory, evaluable and non-recoverable nature and we will do min., one to each quarter. If you do not do it, you will take a zero in this kind of activities in the quarter.

d) To take into account the grade of each quarter, the students have to obtain a grade higher than 3.5 out of 10 (important) in each one of quarter. Otherwise, the corresponding grade of the quarter it not will take into account.

e) Finally, we would like to clarify that the voluntary work do not serve or can be used to pass the course or the subject. So, we will only sum or add the 0,5 points of the voluntary work to the student who have passed the course with 5 points or more.

Non-continuous evaluation:

Evaluation criteria not defined

Specifications for the resit/retake exam:

None; we will apply the evaluation criteria to the retake exam.

Specifications for the second resit / retake exam:

None; we will apply the evaluation criteria to the retake exam.

9. Assignments, course calendar and important dates	
Not related to the syllabus/contents	
Hours	hours
Problem solving and/or case studies [PRESENCIAL][Problem solving and exercises]	2
Final test [PRESENCIAL][Assessment tests]	2
Study and Exam Preparation [AUTÓNOMA][Self-study]	140.5
Unit 1 (de 6): The bases of Administrative Law	

Activities	Hours
Class Attendance (theory) [PRESENCIAL][Lectures]	6
Class Attendance (practical) [PRESENCIAL][Problem solving and exercises]	3.5
Group 20:	
Initial date: 26-09-2022	End date: 18-10-2022
Group 21:	
Initial date: 26-09-2022	End date: 18-10-2022
Group 29:	
Initial date: 26-09-2022	End date: 18-10-2022
Unit 2 (de 6): The normative system in Administrative Law	
Activities	Hours
Class Attendance (theory) [PRESENCIAL][Lectures]	7
Class Attendance (practical) [PRESENCIAL][Problem solving and exercises]	3.5
Group 20:	
Initial date: 24-10-2022	End date: 15-11-2022
Group 21:	
Initial date: 24-10-2022	End date: 15-11-2022
Group 29:	
Initial date: 24-10-2022	End date: 15-11-2022
Unit 3 (de 6): The administrative organization (national, regional or of the "federal state", local and institutional)	
Activities	Hours
Class Attendance (theory) [PRESENCIAL][Lectures]	7
Class Attendance (practical) [PRESENCIAL][Problem solving and exercises]	3.5
Group 20:	
Initial date: 21-11-2022	End date: 20-12-2022
Group 21:	
Initial date: 21-11-2022	End date: 20-12-2022
Group 29:	
Initial date: 21-11-2022	End date: 20-12-2022
Unit 4 (de 6): Administrative action (administrative powers, act and procedure)	
Activities	Hours
Class Attendance (theory) [PRESENCIAL][Lectures]	7
Class Attendance (practical) [PRESENCIAL][Problem solving and exercises]	4
Group 20:	
Initial date: 30-01-2023	End date: 28-02-2023
Group 21:	
Initial date: 30-01-2023	End date: 28-02-2023
Group 29:	
Initial date: 30-01-2023	End date: 28-02-2023
Unit 5 (de 6): The "ex officio review" and the administratives appeals	
Activities	Hours
Class Attendance (theory) [PRESENCIAL][Lectures]	7
Class Attendance (practical) [PRESENCIAL][Problem solving and exercises]	4.5
Group 20:	
Initial date: 06-03-2023	End date: 25-04-2023
Group 21:	
Initial date: 06-03-2023	End date: 25-04-2023
Group 29:	
Initial date: 06-03-2023	End date: 25-04-2023
Unit 6 (de 6): Administrative sanctions	
Activities	Hours
Class Attendance (theory) [PRESENCIAL][Lectures]	7
Class Attendance (practical) [PRESENCIAL][Problem solving and exercises]	3.5
Group 20:	
Initial date: 02-05-2023	End date: 06-06-2023
Group 21:	
Initial date: 02-05-2023	End date: 06-06-2023
Group 29:	
Initial date: 02-05-2023	End date: 06-06-2023
Global activity	
Activities	hours
Class Attendance (theory) [PRESENCIAL][Lectures]	41
Class Attendance (practical) [PRESENCIAL][Problem solving and exercises]	22.5
Problem solving and/or case studies [PRESENCIAL][Problem solving and exercises]	2
Final test [PRESENCIAL][Assessment tests]	2
Study and Exam Preparation [AUTÓNOMA][Self-study]	140.5
Total horas: 208	

10. Bibliography and Sources

Author(s)	Title/Link	Publishing house	City	ISBN	Year	Description
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Miguel Sánchez Morón	Derecho Administrativo. Parte General	Tecnos	Madrid		Este es el MANUAL DE REFERENCIA de la asignatura. Se recomienda utilizar y/o adquirir la última edición disponible del mismo.
Ortega, Luis, Arroyo, Luis, Plaza, Carmen (eds.)	Spanish Administrative Law under European Influence	Europa Law Publishing		2010	Manual adicional para alumnos/as interesados en realizar una aproximación transnacional al Derecho Administrativo.
Vv. Aa.,	Código Universitario de Derecho Administrativo	BOE	Madrid	2021	Compendio de la normativa administrativa más relevante en la materia.
	https://www.boe.es/biblioteca_juridica/index.php?tipo=U				