

**COURSE DATA****DATA SUBJECT****Code:** 34983**Name:** Administrative procedure**Cycle:** Undergraduate Studies**ECTS Credits:** 4.5**Academic year:** 2026-27**STUDY (S)**

Degree	Center	Acad. year	Period
1300 - Degree in Political and Public Administration Sciences	Facultat de Dret	4	First quarter
1924 - Double Degree Prog. Sociology-Political and Public Administration Sciences	Facultat de Dret	4	First quarter
1924 - Double Degree Prog. Sociology-Political and Public Administration Sciences	Facultat de Ciències Socials	4	First quarter
1925 - Double Degree Prog. Sociology-Political and Public Administration Sciences	Facultat de Dret	4	First quarter

**SUBJECT-MATTER**

Degree	Subject-matter	Character
1300 - Degree in Political and Public Administration Sciences	Administrative procedure	COMPULSORY
1924 - Double Degree Prog. Sociology-Political and Public Administration Sciences	Year 4 compulsory subjects	COMPULSORY
1924 - Double Degree Prog. Sociology-Political and Public Administration Sciences	Year 4 compulsory subjects	COMPULSORY
1925 - Double Degree Prog. Sociology-Political and Public Administration Sciences	Year 4 compulsory subjects	COMPULSORY

**COORDINATION**

SORIANO ARNAZ ALBA

**SUMMARY****PREVIOUS KNOWLEDGE****RELATIONSHIP TO OTHER SUBJECTS OF THE SAME DEGREE**

There are no specified enrollment restrictions with other subjects of the curriculum.

**OTHER REQUIREMENTS**



## COMPETENCES / LEARNING OUTCOMES

### 1300 - Degree in Political and Public Administration Sciences

Be able to effectively communicate, both in writing and orally, knowledge, procedures, results and ideas to both specialised and non-specialised audiences.

Be able to relate and structure information from diverse sources and to integrate relevant ideas and knowledge in the field of political science and public administration.

Be able to use the theories, procedures and tools of political science and public administration in real-life professional practice (specification, design, implementation, deployment and evaluation of solutions).

Develop the learning skills needed to complete further studies or training with some degree of autonomy.

Have knowledge and ability to understand essential facts, concepts, principles and theories relating to political science and public administration, and to the spectrum of other reference disciplines.

Know and be able to analyse administrative and financial planning, management and assessment in public services, and be able to design strategies for organisational improvement and quality assurance.

Know and be able to analyse the structure and functioning of public administrations.

Know and be able to interpret historical political and social frameworks so as to have a better understanding of current reality and future prospects; be able to manage historical documentary sources and to conduct comparative analyses of continuity and discontinuity in situations of change.

Know the main theories and approaches of political science and public administration, as well as ideas and forms of political organisation.

## DESCRIPTION OF CONTENTS

1.

2.

3.



4.

5.

6.

**WORKLOAD****PRESENCIAL ACTIVITIES**

Activity	Hours
Theoretical and practical classes	45,00
<b>Total hours</b>	<b>45,00</b>

**NON PRESENCIAL ACTIVITIES**

Activity	Hours
Attendance at other activities	4,00
Individual or group project	0,00
Independent study and work	2,00
Preparation of lessons	31,00
Preparation for assessment activities	30,00
Resolution of case studies	0,00
<b>Total hours</b>	<b>67,00</b>

**TEACHING METHODOLOGY**

The thematic units are developed in the first semester period of the academic year, with a total of 45 classroom hours.

The teaching methodology will combine lectures with the resolution of exercises and problems proposed by the professor.

Likewise, the corresponding complementary and applied activities will be formulated, whose attendance will be compulsory, and will take place on the dates that are announced sufficiently in advance.

**EVALUATION**



The overall test will be held at the place and on the date determined by the official timetable. It will be public and, if it is oral, the student who so wishes may request a recording of the exercise for the appropriate purposes.

The evaluation will assess the contents, the ability to relate legal-administrative concepts, the ability to reason legally, as well as the clarity of the exposition, in accordance with the following proportions:

CONTINUOUS ASSESSMENT 30%

Applied activities 20%

Applied activities 10%

GLOBAL TEST 70%

TOTAL 100%

## REFERENCES

- José BERMEJO VERA, Derecho Administrativo básico, Civitas, Madrid, 11ª ed., 2013. Luis COSCULLUELA MONTANER, Manual de Derecho administrativo, Civitas, Madrid, 23ª ed. 2012. Santiago MUÑOZ MACHADO, Lecciones y materiales para el estudio del Derecho Administrativo, Volumen IV (Las garantías de los ciudadanos y el control de las Administraciones Públicas), Tomás CANO CAMPOS (Coord), Iustel, Madrid 2009. Luciano PAREJO ALFONSO, Lecciones de Derecho Administrativo, Editorial Tirant lo Blanch, Valencia, 5ª ed., 2012. Miguel SÁNCHEZ MORÓN, Derecho Administrativo. Parte General, Tecnos, Madrid, 8ª ed., 2012. Para la preparación del programa es imprescindible la utilización de las normas jurídicas españolas que regulan las materias comprendidas en el Programa.
- La bibliografía específica se indicará en el Anexo a la Guía docente, así como a través de las recomendaciones del profesor.