

Course Unit	Administrative Law and Process	Field of study	Law
Bachelor in	Public Management and Administration	School	School of Public Management, Communication and Tourism
Academic Year	2022/2023	Year of study	3
Type	Semestral	Semester	1
Workload (hours)	162	Contact hours	T - , TP 60, PL - , TC - , S - , E - , OT 20, O -
Level	1-3	ECTS credits	6.0
Code	9165-315-3103-00-22		

T - Lectures; TP - Lectures and problem-solving; PL - Problem-solving, project or laboratory; TC - Fieldwork; S - Seminar; E - Placement; OT - Tutorial; O - Other

Name(s) of lecturer(s) Elisa Maria Barata dos Santos

#### Learning outcomes and competences

At the end of the course unit the learner is expected to be able to:

1. Understand the structure of Portuguese Public Administration, legal principles that inspire its way of acting and its legal ways to come to a decision. .
2. Know the definition, meaning, types and regime of administrative acts
3. Identify and distinguish the main legal rights that citizens have towards Public Administration, mainly the right of being informed and the right to contest and impeach administrative acts.
4. Discern key stages of the formation process of administrative acts and the possible defects that it may occur that could affect its validity.
5. To assimilate the concept and scope of administrative regulation, its main characteristics and typologies; to discern the main stages of the process of formation of administrative regulations.
6. List the rights of persons before the Administration.
7. The Legal Regime of Local Authorities.

#### Prerequisites

Before the course unit the learner is expected to be able to:  
not applicable

#### Course contents

1. Administrative Law. 2. The legal principles that shape the performance of the organs and administrative services. 3. Characterization of the Portuguese Public Administration. 4. Systems of administrative organization. 5. Public administration as a state power. 6. The administrative act. 7. The Administrative Regulations. 8. The guarantees of the administrated before the Public Administration. 9. The Legal Regime of Local Authorities.

#### Course contents (extended version)

1. Administrative Law - notion and sources
2. The main principles of Administrative Law
3. The Public Administration Structure
4. The administrative organization systems - direct, indirect, regional and autonomous administration.
5. Public administration as a state power - regulatory power, discretion, privilege of foreclosure.
6. The administrative act -concept, features. The vices of the administrative act.
7. The legal ways to impeach administrative decisions: complaint, required and administrative appeal.
8. The Legal Regime of Local Authorities.

#### Recommended reading

1. Aroso de Almeida, M. (2022). Teoria Geral do Direito Administrativo. Coimbra: Almedina . ISBN: 9789894004165.
2. Fontes, J. (2022). Curso sobre o Código de Procedimento Administrativo. Coimbra: Almedina. ISBN: 9789894003243.
3. Freitas do Amaral, D. (2018). Curso de Direito Administrativo Volume II. Coimbra: Almedina. ISBN: 9789724075693
4. Garcia, A et all (2018). Comentários à Lei nº 75/2013. Lisboa. Rei dos Livros. ISBN: 9789898823755.

#### Teaching and learning methods

All topics will be exposed in classes where students can take part on their analysis and discussion or present written assignments on them (conditions will be settled by the teacher in classes). Students will have to solve case studies related to Public Administration and Procedure. At home, students have to solve oriented exercises

#### Assessment methods

1. Evaluation by final exam. - (Regular, Student Worker) (Final, Supplementary, Special)  
- Final Written Exam - 100%
2. Paper work (only International mobility students) - (Regular, Student Worker) (Final, Supplementary, Special)  
- Development Topics - 100% (Paper work.)

#### Language of instruction

Portuguese, with additional English support for foreign students.

#### Electronic validation

Elisa Maria Barata dos Santos	Bernadete de Lourdes Bittencourt	Catarina Alexandra Alves Fernandes	Luisa Margarida Barata Lopes
11-10-2022	19-10-2022	19-10-2022	24-10-2022