

## DEGREE IN PUBLIC MANAGEMENT & ADMINISTRATION (2022-23)

<b>Código:</b> C101	<b>Fecha de aprobación:</b> 22/03/2012	<b>Precio:</b> 12,79 1st-registration credits
<b>Créditos:</b> 240	<b>Título:</b> Undergraduate 3-5 years (ECTS)	

### RAMA

Social and Legal Sciences

### PLAN

DEGREE IN PUBLIC MANAGEMENT & ADMINISTRATION

### TIPO DE ENSEÑANZA

Face-to-face

### CENTROS DONDE SE IMPARTE

Faculty of Law

### ESTUDIO IMPARTIDO CONJUNTAMENTE CON

Solo se imparte en esta universidad

### FECHAS DE EXAMEN

[Acceda al listado de fechas de examen para esta titulación.](#)

## PLAN DE ESTUDIOS OFERTADO EN EL CURSO 2022-23

Leyenda: No ofertada Sin docencia

### FIRST YEAR

CORE SUBJECTS				60 créditos
Curso	Título	Créditos	Subject	
1	CORE	6	<a href="#">18000 - CONSTITUTIONAL LAW I</a>	
1	CORE	6	<a href="#">18001 - INTRODUCTION TO ECONOMICS</a>	
1	CORE	6	<a href="#">18002 - INTRODUCTION TO SOCIOLOGY</a>	
1	CORE	6	<a href="#">18003 - COMPUTER TECHNIQUES</a>	
1	CORE	6	<a href="#">18004 - THEORY OF LAW</a>	
1	CORE	6	<a href="#">18005 - ADMINISTRATIVE LAW I</a>	
1	CORE	6	<a href="#">18006 - INTRODUCTION TO POLITICAL SCIENCE</a>	
1	CORE	6	<a href="#">18007 - INTRODUCTION TO ACCOUNTANCY</a>	
1	CORE	6	<a href="#">18008 - INTRODUCTION TO STATISTICS</a>	
1	CORE	6	<a href="#">18009 - PRINCIPLES OF ORGANISATION AND ADMINISTRATION</a>	

### SECOND YEAR

COMPULSORY SUBJECTS				60 créditos
Curso	Título	Créditos	Subject	
2	COMPULSORY	6	<a href="#">18010 - SCIENCE OF ADMINISTRATION AND PUBLIC POLICIES</a>	
2	COMPULSORY	6	<a href="#">18011 - ACCOUNTANCY APPLIED TO PUBLIC ADMINISTRATION</a>	
2	COMPULSORY	6	<a href="#">18012 - CONSTITUTIONAL LAW II</a>	
2	COMPULSORY	6	<a href="#">18013 - TAX LAW</a>	
2	COMPULSORY	6	<a href="#">18014 - STATISTICS APPLIED TO PUBLIC ADMINISTRATION</a>	
2	COMPULSORY	9	<a href="#">18015 - ADMINISTRATIVE LAW II</a>	
2	COMPULSORY	9	<a href="#">18016 - CONSTITUTIONAL LAW III</a>	
2	COMPULSORY	6	<a href="#">18017 - INTERNATIONAL PUBLIC LAW</a>	
2	COMPULSORY	6	<a href="#">18018 - LEGAL BUDGET MANAGEMENT</a>	

### THIRD YEAR

COMPULSORY SUBJECTS				60 créditos
Curso	Título	Créditos	Subject	
3	COMPULSORY	9	<a href="#">18019 - ANALYSIS OF THE PUBLIC SECTOR</a>	
3	COMPULSORY	9	<a href="#">18020 - LABOUR LAW</a>	
3	COMPULSORY	6	<a href="#">18021 - PROCEDURAL LAW AND THE JUDICIAL REVIEW PROCESS</a>	
3	COMPULSORY	6	<a href="#">18022 - PUBLIC MANAGEMENT</a>	
3	COMPULSORY	6	<a href="#">18023 - PUBLIC BUREAUCRACY</a>	
3	COMPULSORY	6	<a href="#">18024 - ADMINISTRATIVE LAW III</a>	
3	COMPULSORY	6	<a href="#">18025 - ADMINISTRATIVE INFORMATION AND DOCUMENTATION</a>	
3	COMPULSORY	6	<a href="#">18026 - TAXATION SYSTEM</a>	
3	COMPULSORY	6	<a href="#">18027 - APPLIED SOCIAL RESEARCH TECHNIQUES</a>	

### FOURTH YEAR

COMPULSORY SUBJECTS				36 créditos
Curso	Título	Créditos	Subject	
4	END OF DEGREE WORK	6	<a href="#">18042 - FINAL PROJECT</a>	
4	COMPULSORY	6	<a href="#">18028 - EUROPEAN UNION LAW</a>	
4	COMPULSORY	6	<a href="#">18029 - ETHICS AND GENDER EQUALITY IN PUBLIC ADMINISTRATION</a>	
4	COMPULSORY	6	<a href="#">18030 - REGIONAL TREASURY DEPARTMENTS</a>	
4	COMPULSORY	6	<a href="#">18031 - COMMERCIAL LAW GOVERNING PUBLIC SECTOR COMPANIES</a>	
4	COMPULSORY	6	<a href="#">18032 - COMPARATIVE ADMINISTRATIVE AND LEGAL SYSTEMS</a>	

  

OPTIONAL SUBJECTS				24 créditos
Curso	Título	Créditos	Subject	
4	OPTIONAL	6	<a href="#">18033 - PUBLIC EMPLOYMENT LAW</a>	
4	OPTIONAL	6	<a href="#">18034 - LOCAL LAW</a>	
4	OPTIONAL	6	<a href="#">18035 - CRIMINAL LAW AND PUBLIC ADMINISTRATION</a>	
4	OPTIONAL	6	<a href="#">18036 - PUBLIC SECTOR AND REGIONAL ENTITY ECONOMY</a>	
4	OPTIONAL	6	<a href="#">18037 - MANAGING THE QUALITY AND PROVISION OF PUBLIC SERVICES</a>	
4	OPTIONAL	6	<a href="#">18038 - FINANCIAL MANAGEMENT</a>	

4	OPTIONAL	6	<u>18039 - GOVERNMENT AND LOCAL MANAGEMENT</u>
4	OPTIONAL	6	<u>18040 - NEW TECHNOLOGIES AND PUBLIC ADMINISTRATION</u>
4	OPTIONAL	12	<u>18041 - TRAINEESHIP</u>

LANGUAGE

Superado este bloque se obtiene

**DEGREE IN PUBLIC MANAGEMENT AND ADMINISTRATION**

## AIMS

Public servants specialised in legal-administrative and financial management tasks are an essential component of civil life. The constitutional demands of efficacy and service in the general interest require a decentralised, modern, efficient Administration, giving citizens free access to public services and ensuring that they can enjoy their rights. Public servants must have a thorough knowledge of administrative procedures and public policies, a vocation to serve the public and a sense of ethical commitment. They must also have the right skills and techniques to support public work (IT, accounts, economics, sociology, etc.). In short, the aims of this course are established with particular regard to the needs of public organisations, while also developing competent professional knowledge of the private sector, including the use of technological and administrative tools common to both.

Through this course, many contacts have been made with public servants in many branches of State, Regional and local authorities, administrative agents and others, particularly as many of the associate lecturers on the current Diploma Course in Public Administration are professionals with a thorough knowledge of legal and financial management and of the educational needs of Public Administration Graduates.



- [Credit structure of the degree course](#)
- [Distribution of credits per subject type](#)
- [General description of the course programme](#)

## CREDIT STRUCTURE OF THE DEGREE COURSE

Subjects in the Degree in Management and Public Administration, each worth 6 European ECTS credits, are organised into semesters. Specifically, students are required to take 5 subjects each semester, to complete 30 credits per semester and 60 credits per year, for a total of 240 credits over four years.

In order to make the course compatible with other activities, students are allowed to take a part-time course consisting of 30 credits per academic year.

## DISTRIBUTION OF CREDITS PER SUBJECT TYPE

Subject type	Credits
Core	60
Compulsory	150
Optional	24
Final Project	6
<b>Total credits</b>	<b>240</b>

## GENERAL DESCRIPTION OF THE COURSE PROGRAMME

The course has been structured around three main areas:

In line with the specifications of Royal Decree 1393/2007, the first half of the course programme contains the **core subjects**, the aim of which is to provide students with Law-based learning and skills, along with complementary contents corresponding to a solid training in public management: economics, accountancy, statistics, IT and, logically, the origin and bases of the Spanish legal system and the ethical principles of public service and public management.

These are followed by **150 compulsory ECTS credits**, aimed at ensuring that students acquire the necessary skills, in addition to 6 ECTS credits corresponding to the Final Project, which is carried out in the final semester. Prior to evaluation for the final project, the student must provide evidence of ability in a foreign language. Among other forms of accreditation, the minimum necessary requirement at the University of Alicante is to have attained level B1 of the European Framework of Reference for Languages, and this requirement may be raised in the future.

The final **24 ECTS optional credits** correspond to specialisation-aimed subjects and, where appropriate, work experience. These are taken in the final year of the course programme and allow students to choose their own line of specialisation. These credits have not been grouped into routes. Accordingly, students may specialise in accordance with their own interests, having access to basic complementary subjects.

The student will have to have guaranteed the possibility to obtain academic recognition of until a maximum of six credits optativos of the total of the plan of studies cursado, by the participation in cultural university activities, sportive, of representation estudiantil, solidarias and of cooperation. Before the beginning of each academic course, the Council of Government will define the nature of the activities that will have this academic recognition. The plans of studies will have to include the system of recognition of said credits.

### LANGUAGE REQUIREMENT (IN A FOREIGN LANGUAGE)

Students who study an **undergraduate degree** at the University of Alicante must **confirm** a minimum **level of B1 in a foreign language** (a B2 is recommended) in order to **obtain the diploma**.

The required language level is in accordance with the Common European Framework of Reference for Languages.

The language accreditation requirement can be obtained previously or at any time during university studies. However, the language requirement will be necessary in order to be able to **assess the final year project**.

The **different forms** of obtaining such language requirement can be consulted in the additional information in this section.

[+info](#)

### LANGUAGE TEACHING COMPETENCE CERTIFICATE

Students who want to have a career in non-university **teaching** when they finish their studies are **recommended** to obtain the **teaching competence certificate** (Valencian and/or foreign languages).

This certificate can be obtained by taking specific itineraries in your university studies or by taking the **UA teaching competence course in Valencian, German, French and English**.

[+info](#)

### FINAL YEAR PROJECT (TFG)

All the official undergraduate degrees must be completed by preparing and defending a final year project, which must be done in the final phase of the studies and be aimed at the assessment of competences associated to the degree.

The final year project must be an original, independent and personal work. The elaboration of it may be individual or coordinated. Each student will prepare this project under the supervision of a tutor, allowing students to show the received training content in an integrated way, as well as the acquired competences associated to the undergraduate degree.

In order to **register in the final year project**, students must comply with the requirements established in the "Regulations for continuation studies for students registered in undergraduate degrees at the University of Alicante". Among the requirements established to be able to register in the final year project, a minimum of 168 credits must be passed in undergraduate degrees with a total of 240 credits, and a minimum of 228 credits in undergraduate degrees with a total of 300 credits or more.

In order for **the final year project to be assessed**, a B1 level of a foreign language (B2 is recommended) must be confirmed.

[+info](#)

- [Access routes](#)
- [Procedure for applying for admission](#)
- [Recommended applicant profile](#)
- [Number of places and court notes](#)

## ACCESS ROUTES

Admission to this degree course is open to any applicant who meets one of the following entrance requirements:

1. **SPANISH BACCALAUREATE (LOMCE) UNIVERSITY ENTRANCE EXAM (PAU):** Although students can access university by means of any Baccalaureate specialization, the recommended one is **Humanities and Social Sciences**.

## ADMISSION SCORES FOR THIS DEGREE CAN BE IMPROVED BY TAKING THE SPECIFIC MODULES OF THE UNIVERSITY ENTRANCE EXAM (PAU) AS INDICATED IN THE TABLE BELOW WITH THEIR RESPECTIVE WEIGHTINGS.

TABLE 1

 GAP

2. **PREVIOUS BACCALAUREATES WITH OR WITHOUT A PASS IN THE UNIVERSITY ENTRANCE EXAM (PAU):** Students who have completed their Baccalaureate under previous education systems and have passed the PAU will be able to use the mark obtained in their application.

**HOWEVER, STUDENTS CAN TAKE SPECIFIC EXAM MODULES DURING THE VOLUNTARY PAU EXAM PERIOD IN ORDER TO IMPROVE THEIR ADMISSION SCORE AS SHOWN IN TABLE 1. THEY CAN ALSO SIT FOR THE OBLIGATORY PAU EXAMS, IN WHICH CASE THEY WILL HAVE TO TAKE ALL THE EXAMS SCHEDULED DURING THIS PERIOD.**

3. **VOCATIONAL EDUCATION:** Vocational educational qualifications such as senior technician, senior technician of plastic arts and design, or senior technician in sports is the preferred professional area although access to this degree may be through any professional field.

**ADMISSION SCORES CAN BE IMPROVED BY TAKING THE PAU EXAM IN UP TO 4 OF THE MODULES IN TABLE 1.**

4. **STUDENTS FROM EDUCATION SYSTEMS IN COUNTRIES OF THE EUROPEAN UNION OR OTHER STATES WITH WHICH SPAIN HAS AN INTERNATIONAL AGREEMENT:** Accreditation is required and issued by *Universidad Nacional de Educación a Distancia* (UNED).

**STUDENTS CAN SIT FOR EXAMS IN SUBJECTS INCLUDED IN THE PRUEBAS DE COMPETENCIAS ESPECÍFICAS (PCE), ORGANISED BY THE UNED, IN ORDER TO IMPROVE THEIR ADMISSION SCORE UP TO 14 POINTS AS INDICATED IN THE WEIGHTINGS IN TABLE 1.**

5. **STUDENTS FROM FOREIGN EDUCATION SYSTEMS:** Prior to applying for the validation of their foreign Baccalaureate, students may sit for up to 4 exams in subjects offered by the *Pruebas de Competencias Específicas* (PCE) organised by UNED (at least one subject from the core subjects).

**THE WEIGHTINGS INDICATED IN TABLE 1 WILL BE APPLIED TO CORE AND/OR OPTIONAL SUBJECTS.**

6. **OTHER:** University degrees and other similar qualifications. University entrance exam for students over 25 (preferential option: **Social and Legal Sciences**). Access on the basis of professional experience (applicants over 40 years of age). Access to applicants aged 45 years or more by means of an exam.

### Weightings of the subjects of the specific phase of the Proof of Access to the University (PAU) in the previous years

High School Diploma Subjects	Weighting parameters	Music Analysis II	Biology	Earth and Environmental Sciences	Drawing II	Technical Drawing II	Design	Business Economics	Electronics	Physics	Geography	Greek II	History of Music and Dance	Art History	Latin II	Musical Language and Practice	World Literature	Mathematics Applied to the Social Sciences II	Mathematics II	Chemistry	Expressive techniques in the Arts and Crafts	Industrial Technology II	
Academic Years 2010-11	0.1																						
2011-12	0.2	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x





## PROFESSIONAL PROFILES

The aim of the Degree in Management and Public Administration is to offer students a comprehensive training in theoretical and practical aspects, providing them with a solid grounding in the necessary and relevant legal, administrative, political, financial, economic and social contexts in which Public Administration operates. This education extends beyond the scope of Administration, thus enabling future graduates in Management and Public Administration to enter Public Administration-related areas of the private sector, should they so desire.

The foregoing is conducted within the framework of the following general principles, which are applied to all the Degree course contents:

- Respect for fundamental rights and for equality between men and women. The Degree incorporates an innovative subject which looks specifically at “Ethics and Gender Equality in public administration”, complementing the general subject area of public policies and management, and expressly incorporating a value now given great weight by the Spanish Legal System.
- Respect and promotion of Human Rights and the principles of universal accessibility and design for all in accordance with Royal Legislative decree 1/2013, by which approves the Text of the General Law of rights of the people with disability and of his social inclusion.
- In accordance with the values of a culture of peace and democracy, prioritising a vocation for public service.

### Professions for graduates

The proposed degree will provide graduates with the professional profile of a manager specialising particularly in public, administrative and financial law. Thus, to a greater or lesser extent, the degree is also of significant value to those private and business sectors requiring an employee highly qualified to work in areas of management dealing with Public Administration. All of this highlights, as mentioned previously, the relevance of the degree for professional practice as administrative managers, to the extent that these were consulted during the process of planning the Degree course and, we are pleased to say, returned favourable reports.

## IMPLEMENTATION

YEAR	ACADEMIC YEAR			
	2010/2011	2011/2012	2012/2013	2013/2014
First	Degree	Degree	Degree	Degree
Second		Degree	Degree	Degree
Third			Degree	Degree
Fourth				Degree

## TIMESCALE

Academic Year	Implementation of the Degree in Management and Public Administration	Phasing out of the Diploma in Management and Public Administration
2010/2011	1 <sup>st</sup> Year	1 <sup>st</sup> Year
2011/2012	2 <sup>nd</sup> Year	2 <sup>nd</sup> Year
2012/2013	3 <sup>rd</sup> Year	3 <sup>rd</sup> Year
2013/2014	4 <sup>th</sup> Year	

The Degree Course will be implemented year by year, in order to take possible problems of space or infrastructure into account. Additionally, bearing in mind the similarity between the contents, credits may be transferred between the Diploma course and the new Degree course, as will be explained.

Once a course has been phased out, the subjects corresponding to the course will no longer be taught. Students who do not wish to take the new degree course subjects are entitled to sit four examinations in the two academic years following the end of each year. Any students wishing to continue their studies after sitting and failing these tests will be required to follow the new plan, according to the adaptation system established in the new plan.

Where appropriate, a credit equivalence procedure has been established for students following the current course programme, in order to guarantee their rights with regard to teaching and assessment as established by the law.

**CREDIT EQUIVALENCE BETWEEN THE PRESENT DIPLOMA AND THE NEW DEGREE**

DIPLOMA IN PUBLIC ADMINISTRATION AND MANAGEMENT		DEGREE IN PUBLIC ADMINISTRATION AND MANAGEMENT	
Code	(Old programme) Subjects	Code	(New programme) Subjects
6899	Accountancy	18007	Introduction to Accountancy
6896	Economics	18001	Introduction to Economics
6898	Introduction to Analysis of Law	18004	Theory of Law
6893	Administrative Law I	18005	Administrative Law I (6)
		18015	Administrative Law II (9)
6894	Constitutional Law I	18000	Constitutional Law I
6901	Theory of the state and the Spanish political system	18012	Constitutional Law II
6895	Administrative Statistics	18008	Introduction to Statistics (6)
		18014	Statistics Applied to the Public Administration (6)
6900	International Public Law and International Relations	18017	International Public Law
6904	Information and Administrative Documentation	18025	Administrative Information and Documentation
6914	European Community Law	18028	European Union Law
6906	Information Technology Techniques	18003	Introduction to Information Technology
6907	Financial Law I	18013	Tax Law
6910	Financial Law II		
6907	Financial Law I	18018	Legal and budgetary management
6910	Financial Law II	18026	Taxation System
6908	Fiscal System		
6917	Comparative Public Administration	18032	Comparative administrative and legal systems
6897	Social Theory	18002	Introduction to Sociology
6913	Regional and local financial management	18030	Regional public finance
6918	Sociology of organisations and political behaviour	18023	Public Bureaucracy
6909	Administrative Function and Management	18024	Administrative Law III

**DEGREE IN PUBLIC MANAGEMENT & ADMINISTRATION. SYLLABUS SUMMARY**

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- [Verified Report](#)
- [Resolution from the Universities Council: Positive verification](#)
- [Resolution from the Universities Council: Accreditation renewal](#)
- [Authorization from the Valencian Government](#)

#### Internal Quality Assurance System (SGIC) of the Title

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- Structure of the Centre for Quality
  - [Comission of Internal Quality Guarantee](#)
  - [Other Commissions](#)
- [Handbook SGIC](#)
- [Procedures](#)
  - [Strategic \(PE\)](#)
  - [Key \(PC\)](#)
  - [Support \(PA\)](#)
  - [Measurement \(PM\)](#)
- [Management of the SGIC](#) (Access to ASTUA)

#### Follow-up of the Title

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- [Self-reports UA](#)
- [External reports AVAP](#)
- [Other reports](#)
- [Improvement Plans](#)
- [Progress and Learning Outcomes](#)



Information about the Centre	General information for students
<ul style="list-style-type: none"> <li>• <b>Faculty of Law</b> Telephone:+ 34 96 590 3573 Fax:+ 34 96 590 9896 <a href="mailto:facu.dret@ua.es">facu.dret@ua.es</a> <a href="http://derecho.ua.es/en/">http://derecho.ua.es/en/</a></li> <li>• <a href="#">Mobility Programmes</a></li> <li>• <a href="#">Work experience with companies and institutions</a></li> <li>• Reception and welcome events</li> <li>• <a href="#">Tutorial Action Programme</a></li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#">Grants and assistance</a></li> <li>• <a href="#">Accommodation</a></li> <li>• <a href="#">Student refectories and cafeterias</a></li> <li>• <a href="#">Transport</a></li> <li>• <a href="#">Emergency medical care</a></li> <li>• <a href="#">Insurance</a></li> <li>• <a href="#">Services for students with special needs</a></li> <li>• <a href="#">Student representation and participation</a></li> <li>• <a href="#">University student identity card (TIU)</a></li> <li>• <a href="#">Frequently asked questions</a></li> </ul>
UA: General Regulations	+ Information about qualifications
<ul style="list-style-type: none"> <li>• <a href="#">Academic regulations and procedures of the University of Alicante</a></li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#">Official State Gazette (BOE) on publication of course programmes</a></li> <li>• <a href="#">Information pamphlet</a></li> <li>• <a href="#">Video presentation of the degree</a></li> </ul>