

Title of the Course	ADMINISTRATIVE LAW		
Amount in credit points/ECTS)	2/3	Amount (in hours)	80
Grounding	State and Law Theory, Constitutional Rights		
Science Sector	Legal Science		
Science Subsector	State Law		
Summary of academic hours		Amount (academic hours)	
Distance learning		40	
Contact hours / video lessons		8	
Exercises, self – assessment questions and tests		14	
Individual work/ discussions in distance		16	
Exams/tests		2	
1. level professional study programme	Law		
Author(s) of the course	LL.M. Valts Nerets; Mg.iur. Aleksandrs Potaičuks		
Lecturer(s) of the course	Mg.iur. Aleksandrs Potaičuks		
Goal of the course:	To provide with knowledge about administrative relationships, basic concepts of administrative law, principles of administrative law, to introduce with the system of state administration, its institutional structure and basic principles of operation, activities of the state civil service, as well as public administration.		
Requirements for obtaining credit points (structure of course evaluation):	<u>The final evaluation is calculated:</u> 1) Moodle discussion/task –30% 2) Exam – 70% <i>For obtaining final evaluation, both activities should hold successful evaluation – not below 4 points.</i> <i>Final evaluation is the average grade in 10-point system, in proportion of percentage distributed amongst both activities</i>		
Study Results			
1. Knowledge: 1.1. the student will obtain understanding about concepts and basic principles of administrative law, public administration system, state civil service and local government work organization and control. 2. Skills: 2.1. the student analyses, evaluates administrative legal relations, translates and applys the Law on the State Administration Structure, the State Civil Service Law, etc. regulatory and other legal sources within the framework of the administrative procedure. 3. Competencies: 3.1. the student applies theoretical knowledge in professional career and real problem-situations, navigates through the latest administrative rights information, creates and prepares qualification work by expressing own opinion, based on legal arguments. Widened student’s overall scope in regard to the structure of public administration and processes in general. 3.2. the student understands and solves issues of different level of complexity and are able to make independent decisions.			

Content of the Course

No.	Subjects	Contact hours, video, audio lessons	Distance learning	Exercises, self-assessment questions and tests	Individual task – remote discussion. Description of the individual task is available in the E-studies.	Exams/tests
1.	Concept of administrative law, sources and norms	8	5	2	2	2
2.	Subject of administrative law – administrative relations		5	2	2	
3.	Principles of administrative law		6	2	2	
4.	Institutional system of state administration		6	2	2	
5.	Cabinet of Ministers and ministries		5	2	2	
6.	State Civil Service		5	2	2	
7.	Municipality		4	1	2	
8.	Public administration control		4	1	2	
TOTAL:		8	40	14	16	2
80						

Mastering the course and successfully passing examination, student is capable of (*knowledge, skills and competencies*)

Study Results:	Evaluation Criteria		
	(40-69%)	(70-89%)	(90-100%)
Knowledge	To name and recognise terms	To define and recognise terminology	To understand and offer a solution to a problem-situation
Skills	To use and justify usage of terms	To evaluate and analyse usage of terms in practice	To synthesize, model and discuss about real problem-situations
Competencies	Responsibility, initiative, creativity during evaluation of real problem-situations	Decision-making, critical thinking during real problem-situations, presentations skills	Organisation and planning skills, self-discipline during solving different complexity issues

	STUDY COURSE DESCRIPTION	APPROVED Biznesa vadības koledža 13.01.2020 meeting of Council of Studies Protocol No VAD 4-03/13.01.2020
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		during offering solutions to real problem-situations	and ability to make informed decisions	
Acknowledgement of the obtained study results				
Study results				
Evaluation Method	1.1.	2.1	3.1.	3.2.
Moodle discussion/task	X	X	X	X
Exam	X	X	X	X

Core Literature

1.	Stucka A. Administrative Law. Second revised edition. Riga: Juridiska koledža, 2009, pages 352.
2.	Administratīvā procesa likuma komentāri. A un B daļa. Comments on the Administrative Procedure Law. Parts A and B. Autoru kolektīvs. Rīga: Tiesu namu aģentūra, 2013, 1058 lpp.
3.	Paine F. J. Vācijas vispārīgās administratīvās tiesības. Vācijas Administratīvā procesa likums. Rīga: Tiesu namu aģentūra, 2002. 555 lpp.
4.	Dislers K. Introduction to Administrative Law Science: Ievads administratīvo tiesību zinātnē: General Part of Administrative Course. Riga: Tiesu namu agentura, 2002. pages 274.

Additional Literature

1.	Briede J., Danovskis E., Kovalevska A. Administrative Law. Course book: Tiesu namu agentura, 2016. pages 352.
2.	Vildbergs H. J., Krasts V. Comparative Administrative Law, Cases and Solutions. Second revised edition. Riga: Eurofaculty, 2002. pages 440.
3.	Briede J. Administratīvais akts. - Rīga: Latvijas Vēstnesis, 2003. 176.lpp.
4.	Craig. P. EU Administrative Law (Collected Courses of the Academy of European Law). - Oxford: Oxford University Press, 2012. 840 p.
5.	Schwarze J. European Administrative Law. London, Luxembourg: Sweet & Maxwell, 1992. 1547 p.
6.	Constitution of the Republic of Latvia: LR Law. Latvijas Vestnesis, No. 43, 01.07.1993.
7.	Administrative Procedure Law: LR Law. Latvijas Vestnesis, No. 164 (2551), 14.11.2001.
8.	State Administration Structure Law: LR Law. Latvijas Vestnesis, No. 94 (2669), 21.06.2002
9.	Law on Compensation of Damage Caused by State Administrations: LR Law. Latvijas Vestnesis, 17 th of June, 2005, No.96 (3254).
10.	Constitutional Court of the Republic of Latvia judgments and decisions www.satv.tiesa.gov.lv .
11.	Judgments and decisions of the Supreme Court of the Republic of Latvia www.at.gov.lv .

Recommended Periodicals

1.	Jurista Vards www.juristavards.lv .
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