

Title of the Course		ADMINISTRATIVE PROCEDURE 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 procedure rights, types of administrative acts and their features, basic stages of administrative procedure and additional stages in state institutions, rules of legal proceedings in first instance, appellate and cassation courts as well as reimbursement in the proceedings of an administrative court.		
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 explains the meaning of administrative act, navigates in administrative process courts in all their instances, applies the principles of administrative process rights and other sources of administrative rights, as well as understands the essence of administrative process reimbursement. 2. Skills: 2.1. the student legally translates and applies the norms of the Administrative Procedure Law will be strengthened, particularly challenging and appeal of the administrative acts. 3. Competency: 3.1. the student applies theoretical knowledge in professional career and real problem-situations, creates appeals against administrative acts and files lawsuits, demonstrates improved skills to represent in administrative processes in all instances of the court. 3.2. the student interprets and solves different complexity issues and independently makes informed 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.	Administrative Process Law	8	4	2	2	2
2.	Administrative act		5	2	2	
3.	Administrative Process in institution		6	2	2	
4.	Additional stages of administrative process		4	2	2	
5.	Administrative process in court		6	2	2	
6.	Legal proceedings in first instances		6	2	2	
7.	Legal proceedings in appellate and cassation courts		5	1	2	
8.	Reimbursement during administrative court process		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	1.1.	2.1	3.1.	3.2.
Evaluation Method				
Moodle discussion/task	X	X	X	X
Exam	X	X	X	X

Core Literature

1.	Administrative Process in Court. Briede J. (Red.). Riga: Latvijas Vestnesis, 2008.
2.	Commentaries of Administrative Process Law. Part A and B. Author collective. Riga: TNA, 2013, page 1058.
3.	Briede J. Overall terms of Administrative Process and Administrative Process in Institution Tables. - Riga: Tiesu namu agentura, 2003.

Additional Literature

1.	Collection of Articles. Administrative Process: Law, Practice, Commentaries. – Riga: Latvijas Vestnesis, 2005.
2.	Briede J. Administrative Act. - Riga: Latvijas Vestnesis, 2003.
3.	Administrative Process Law: LR Law. Latvijas Vestnesis, No. 164 (2551), 14.11.2001.
4.	Law on Compensation of Damages Caused by the National Regulatory Authorities. LR Law. Latvijas Vestnesis, 17 th of June, 2005. No.96 (3254).
5.	Constitutional Court judgments and decisions www.satv.tiesa.gov.lv .
6.	Judgments and decisions of the Supreme Court of the Republic of Latvia www.at.gov.lv .
7.	State Administration Structure Law: LR Law. Latvijas Vestnesis, No. 94 (2669), 21.06.2002.

Recommended Periodicals

1.	Jurista Vards www.juristavards.lv .
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