

<b>Title of the Course</b>	<b>ADMINISTRATIVE LAW</b>		
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		
<b>Summary of academic hours</b>	<b>Amount (academic hours)</b>		
Distance learning	40		
Contact hours / video lessons	8		
Exercises, self – assessment questions and tests	14		
Individual work/ discussions in distance	16		
Exams/tests	2		
<b>1. level professional study programme</b>	Law		
<b>Author(s) of the course</b>	LL.M. Valts Nerets		
<b>Lecturer(s) of the course</b>	LL.M. Valts Nerets		
<b>Goal of the course:</b>	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.		
<b>Requirements for obtaining credit points (structure of course evaluation):</b>	<p><u>The final evaluation is calculated:</u>                      Moodle discussion/task –30%                      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></p>		
<b>Study Results</b>			
<p>1. <i>Knowledge:</i>                      1.1. Students will obtain understanding about concepts and basic principles of administrative law, public administration system, state civil service and local government work organization and control.</p> <p>2. <i>Skills:</i>                      2.1. Strengthened ability to analyse, evaluate administrative legal relations, to translate and apply 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.</p> <p>3. <i>Competencies:</i>                      3.1. Students are able to apply theoretical knowledge in their professional career and real problem-situations. They are able to navigate through the latest administrative rights information, able to create and prepare qualification work by expressing their 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. Students are able to understand and solve issues of different level of complexity and are able to make independent decisions.</p>			

**Content of the Course**

No.	Subjects	Contact hours/ video audio lessons	Distance learning	Exercises, self- assessment questions and tests	Individual work/ discussions in distance	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	
<b>TOTAL:</b>		8	40	14	16	2
<b>80</b>						

**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%)
<b>Knowledge</b>	To name and recognise terms	To define and recognise terminology	To understand and offer a solution to a problem-situation
<b>Skills</b>	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
<b>Competencies</b>	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

		during offering solutions to real problem-situations	and ability to make informed decisions	
<b>Acknowledgement of the obtained study results</b>				
<b>Study results</b>	<b>1.1.</b>	<b>2.1</b>	<b>3.1.</b>	<b>3.2.</b>
<b>Evaluation Method</b>				
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.	Paine F. J. General Administrative Law of Germany. Administrative Procedure Law of Germany. Riga: Tiesu namu agentura, 2002. pages 555.
3.	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.	Craig. P. EU Administrative Law (Collected Courses of the Academy of European Law). - Oxford: Oxford University Press, 2012. 840 p.
4.	Schwarze J. European Administrative Law. London, Luxembourg: Sweet & Maxwell, 1992. 1547 p.
5.	Constitution of the Republic of Latvia: LR Law. Latvijas Vestnesis, No. 43, 01.07.1993.
6.	Administrative Procedure Law: LR Law. Latvijas Vestnesis, No. 164 (2551), 14.11.2001.
7.	State Administration Structure Law: LR Law. Latvijas Vestnesis, No. 94 (2669), 21.06.2002
8.	Law on Compensation of Damage Caused by State Administrations: LR Law. Latvijas Vestnesis, 17 <sup>th</sup> of June, 2005, No.96 (3254).
9.	Constitutional Court of the Republic of Latvia judgments and decisions <a href="http://www.satv.tiesa.gov.lv">www.satv.tiesa.gov.lv</a> .
10.	Judgments and decisions of the Supreme Court of the Republic of Latvia <a href="http://www.at.gov.lv">www.at.gov.lv</a> .

**Recommended Periodicals**

1.	Jurista Vards <a href="http://www.juristavards.lv">www.juristavards.lv</a> .
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