STUDY COURSE DESCRIPTION

APPROVED
Biznesa vadīcba koledža
15.06.2018 meeting of Council of Studies
Protocol No 02-02.2017/2018_04

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
Lecturer(s) of the course	LL.M. Valts Nerets
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):	The final evaluation is calculated: Moodle discussion/task – 30% Exam – 70% *For obtaining final evaluation, both activities should hold successful evaluation – not below 4 points.* *Final evaluation is the average grade in 10-point system, in proportion of percentage distributed amongst both activities*

Study Results

1. *Knowledge:*
1.1. Students will understand the meaning of administrative act, will be able to navigate in administrative process courts in all their instances, will be able to apply the principles of administrative process rights and other sources of administrative rights, as well as will understand the essence of administrative process reimbursement.
2. *Skills:*
2.1. The skill to translate and apply the norms of the Administrative Procedure Law will be strengthened, particularly challenging and appeal of the administrative acts.
3. *Competency*:
3.1. Students are able to apply theoretical knowledge in their professional career and real problem-situations. They are able to create appeals against administrative acts and file lawsuits, improved skills to represent in administrative processes in all instances of the court.
3.2. Students are able to understand and solve different complexity issues and independently make informed decisions.

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.	Administrative Process Law		4	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	8	6	2	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

		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.	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, 17th 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.