

# SYLLABUS

## 1. Information about the program

1.1 Higher education institution	Babeş-Bolyai University
1.2 Faculty	Faculty of Political, Administrative and Communication Sciences
1.3 Department	Public Administration Department
1.4 Field of study	Administrative Sciences
1.5 Study cycle	Undergraduate program
1.6 The program of study / specialization	Leadership in the Public Sector

## 2. Discipline data

2.1 Course title	Administrative law						
2.2 The discipline holder	Prof. Dacian Dragos						
2.3 Holder of Workshop activities	Assist. Prof. Ana Ranta						
2.4 Year of study	2	2.5 Semester	3	2.6. Type of evaluation	E	2.7 Discipline regime	Mandatory

## 3. Total estimated time (hours of teaching per semester)

3.1 Number of hours per week	4	Of which: 3.2 course	2	3.3 workshop / laboratory	2
3.4 Total hours	56	Of which: 3.5 course	28	3.6 workshop / laboratory	28
Allocation of time:					hours
Study after handbook, course materials, bibliography and notes					60
Additional documentation in the library, specialized electronic platforms and on field					36
Training Workshops / labs, homework, essays, portfolios and essays					18
Tutoring					28
Examinations					2
Other activities: .....					0
3.7 Total hours of individual study	144				
3.8 Total hours per semester	200				
3.9 Number of credits	8				

## 4. Prerequisites (where applicable)

4.1 curriculum	•
4.2 competence	•

## 5. Conditions (where applicable)

5.1 of the course	•
5.2 to conduct Workshop / laboratory	•

## 6. Specific skills acquired

<b>Professional skills</b>	<ul style="list-style-type: none"> <li>• Description of the main concepts, theories, methodologies and procedures used for the organization and the functioning of the public sector.</li> <li>• Stating hypotheses regarding the explanation and interpretation of the processes and phenomena that the public sector is facing.</li> <li>• Application of the basic principles and methods for researching a certain aspect of medium complexity regarding the functioning of the public sector.</li> <li>• Identification and analysis of the public sector problems.</li> <li>• Identification of the most suited problem solving techniques for specific problems which occur in the public sector.</li> <li>• Establishing, developing and implementing strategies, programs, policies and actions for solving problems.</li> </ul>
<b>Transversal competences</b>	<ul style="list-style-type: none"> <li>• Responsible execution of professional tasks, under conditions of limited autonomy and qualified assistance/support.</li> </ul>

## 7. Course objectives (based on accumulated skills grid)

7.1 General objective of the discipline	Presenting and explaining the legislation and the main theories of literature on how the organization and operation that make up the executive authorities, with regard to legal forms of activity of public administration and public office, and on litigation administration, in order to acquire specialized language and the formation of skills and abilities that are prerequisites of successfully fulfilling specific activities of public servants.
7.2 Specific objectives	Presentation of how the organization and functioning of the central and local public administration; <ul style="list-style-type: none"> <li>• Analyze the legal forms of administrative authorities;</li> <li>• Description of organization and legal aspects of civil servants status;</li> <li>• Presentation and analysis of legal provisions on administrative judicial review</li> <li>• Analysis of the legal framework for public and private state and territorial administrative units.</li> <li>• Develop specialized language</li> </ul>

## 8. Contents

8.1 Course	Teaching methods	Observations
1. Overview of government. Central government	<ul style="list-style-type: none"> <li>• Description, problem-solving, comparison, analysis.</li> </ul>	
2. Local government I	<ul style="list-style-type: none"> <li>• Description, problem-solving, comparison, analysis.</li> </ul>	

3. Local Government. II	• Description, problem-solving, comparison, analysis.	
4. General theory of the administrative activity	• Description, problem-solving, comparison, analysis.	
5. Conditions of validity of the administrative act	• Description, problem-solving, comparison, analysis.	
6. Prior administrative procedural formalities. consultative procedures	• Description, problem-solving, comparison, analysis.	
7. Other procedural formalities	• Description, problem-solving, comparison, analysis.	
8. Administrative contracts	• Description, problem-solving, comparison, analysis.	
9. Public function I	• Description, problem-solving, comparison, analysis.	
10. Public function II	• Description, problem-solving, comparison, analysis.	
11. Administrative proceedings I	• Description, problem-solving, comparison, analysis.	
12. Administrative proceedings II	• Description, problem-solving, comparison, analysis.	
13. Administrative proceedings III	• Description, problem-solving, comparison, analysis.	
14. State and territorial administrative units	• Description, problem-solving, comparison, analysis.	

**Bibliography:**

1. Dacian Cosmin Dragos, Drept administrativ, Accent 2005. Cursul se gaseste actualizat pe [www.apubb.ro](http://www.apubb.ro)
2. Dacian Cosmin Dragos, Legea contenciosului administrativ. Comentarii si explicatii, C.H. Beck 2006.
3. Dana Apostol Tofan, Drept administrativ, 2007-2008, C.H.Beck.
4. Rodica Narcisa Petrescu, Drept administrativ, 2007, Accent.
5. Antonie Iorgovan, Tratat de drept administrativ, 2007, C.H. Beck;

6. A. Trăilescu, Tratat elementar de drept administrativ, AllBeck, 2002;
7. Articole din reviste de specialitate, indicate la curs.
8. Tudor Drăganu, Actele administrative și faptele asimilate lor supuse controlului judecătoresc pe baza Legii nr. 1/1967, Editura Dacia, Cluj-Napoca, 1970
9. Lucian Chiriac, Activitatea autorităților administrației publice, Accent, Cluj Napoca, 2001,
10. D. C. Dragoș, Recursul administrativ și contenciosul administrativ, Editura All Beck, 2001

8.2 Workshop / laboratory	Teaching methods	Observations
Workshop 1: debate on key concepts and principles of administrative law, updating the discipline studied constitutional law concepts, concepts or institutions also subject to administrative law	discussion, explanation, conversation, systematization	
Workshop 2: debate on the principles of administrative organization, comparison between control forms characteristic patterns of administrative organization.	discussion, explanation, conversation, systematization	
Workshop 3: debate on the principles of organization and functioning of local authorities and the relations between them; assessment of knowledge acquired in previous courses.	discussion, explanation, conversation, systematization	
Workshop 4: case studies on issues related to the organization and functioning of local authorities and the relations between them, especially the mayor and city council;	Exercise, problem solving, oral verification.	
Workshop 5: case studies on issues related to the organization and functioning of local authorities and the relations between them, in particular prefect, president of the county council and county council;	Exercise, problem solving, oral verification.	
Workshop 6: debate on key concepts of the general theory of administrative act, verification and assessment of knowledge acquired in previous courses on administrative act theory by solving multiple choice questions.	discussion, explanation, conversation, systematization	
Workshop 7: verification and assessment of knowledge acquired in previous courses on administrative act theory by solving multiple choice questions.	Exercise, problem solving, oral verification.	
Workshop 8: verification and assessment of knowledge acquired in previous courses on administrative act theory by solving case studies	Exercise, problem solving, oral verification.	
Workshop 9: debate on key concepts, principles, and procedures for administrative contracts, solving case studies.	discussion, explanation, conversation, systematization	
Workshop 10: verification and assessment of knowledge acquired in courses related to the position and public servant, through solving multiple-choice questions, solving case studies.	Exercise, problem solving, oral verification.	

Workshop 11: verification and assessment of knowledge acquired in courses related to the position and public servant, through solving multiple-choice questions, solving case studies.	Exercise, problem solving, oral verification.	
Workshop 12: verification and assessment of knowledge acquired in courses on administrative law through solving case studies.	Exercise, problem solving, oral verification.	
Workshop 13: verification and assessment of knowledge acquired in courses on administrative law through solving case studies.	Exercise, problem solving, oral verification.	
Workshop 14: verification and assessment of knowledge acquired in courses on administrative law through solving case studies.	Exercise, problem solving, oral verification.	
<b>Bibliography</b> 1. Dacian Cosmin Dragos, Drept administrativ, Accent 2005. Cursul se gaseste actualizat pe <a href="http://www.apubb.ro">www.apubb.ro</a> 2. Dacian Cosmin Dragos, Legea contenciosului administrativ. Comentarii si explicatii, C.H. Beck 2006. 3. Dana Apostol Tofan, Drept administrativ, 2007-2008, C.H.Beck. 4. Rodica Narcisa Petrescu, Drept administrativ, 2007, Accent. 5. Antonie Iorgovan, Tratat de drept administrativ, 2007, C.H. Beck; 6. A. Trăilescu, Tratat elementar de drept administrativ, AllBeck, 2002; 7. Articole din reviste de specialitate, indicate la curs. 8. Ovidiu Podaru, Drept administrativ, Caiet de seminarii, Editura Hamangiu, 2008 9. Ovidiu Podaru, Dreptul administrativ al bunurilor, Editura Hamangiu, 2011. 10. Jurisprudenta de specialitate.		

**9. Corroborating course content with the expectations of epistemic community representatives, professional associations and employers representative for the program**

Administrative Law for Public Administration specialization course mainly aims to contribute to the development of specialized language, the skill of interpretation and analysis of legislation, capacity to develop normative acts and ability to analyze the legality of administrative acts. All these issues were highlighted by representatives of public authorities as needs identified among teams of officers they run or they belong to, are also skills and capabilities that future officials will have to hold in order to ensure the performance of public institutions and authorities.

**10. Evaluation**

Activity type	10.1 Evaluation Criteria	10.2 Evaluation Methods	10.3 Proportion of final grade
10.4 Course	The extent to which students have learned and used correctly: -Specialized terminology	Exam	100%

	<ul style="list-style-type: none"> <li>-The principles and rules of organization and functioning of the executive authorities</li> <li>-features documents and administrative procedures</li> <li>- Competence and the role of public authorities</li> <li>-procedures for concluding administrative contracts</li> <li>- Issues related to employment and public office</li> <li>- conditions, procedures for administrative judicial review</li> </ul>		
10.5 Workshop/laboratory	The evaluation criteria is measuring the student's level of understanding of the concepts	Testing, questionnaires	
10.6 Minimum performance standard			
At least half of exam questions in order to pass the exam			

Date

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Signature course holder

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Signature of the holder of Workshop

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Date of approval in the department

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Signature of Department Director

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