

Name of university, Name of faculty: Trnava University
Faculty of Health Care and Social Work

INFORMATION SHEET OF THE SUBJECT

Code: SPM21		Name: A/B - Administrative procedure			
Cover: Department of Social Work					
Type of educational activity: Practise Scope of educational activity (in hours): Weekly: 3 For term of study: ZS 69 Method of educational activity:				Number of credits: 4	Recommended semester: WT Study grade: Master
Recommended semester	Study programme				
2.year WT	Social Work (D2-SP-22) Social Work (D2-SP-22-K)				
Underlie subjects:					
Conditions for passing the course:					
Method of evaluation: Completion by taking an examination					
Continuous evaluation:					
Final evaluation: Student assessment consists of two parts: a) from the oral final exam (70% of the evaluation). b) from a seminar paper (30%), which includes the elaboration of an example of a decision of an administrative body. At least 95% must be obtained to obtain an A rating, at least 89% must be obtained to obtain a B rating, at least 83% must be obtained to obtain a C rating, at least 77% must be obtained to obtain a D rating, obtain at least 71% of the total rating. Finished: exam					
Learning outcomes:					
After completing this course, the student should be able to: - define the basic principles of administrative decision-making - describe the course of the administrative procedure - identify the participants in the administrative procedure, the forms of decisions and remedies - apply the above in accordance with the Administrative Procedure Code (Law No. 71/1967 Coll. on Administrative Procedure) as a general legal regulation, as well as taking into account special laws - prepare a draft decision of the administrative body.					
Schedule of subject:					
Administrative order, Administrative body and principles of decision-making of administrative bodies. The course of administrative proceedings (initiation of administrative proceedings, suspension of proceedings, proving, delivery, suspension of proceedings, administrative file, minutes). Parties to the administrative proceedings. Rights and obligations of the parties. Decision issued in administrative proceedings (prescribed requirements of the decision, notification of the decision, entry into force of the decision, settlement) Remedies. Extraordinary remedies. Administrative order and special laws; Law no. 448/2008 Coll. on social services; Law no. 305/2005 Coll. on the social protection of children and social guardianship; Law no. 447/2008 Coll. on cash benefits to compensate for severe disabilities.					
Recommended reading:					
POTASCH, P. - HAŠANOVÁ, J.: Zákon o správnom konaní (správny poriadok), komentár. 2. vydanie. Praha: C. H. Beck, 2015. SOBIHARD, J.: Správny poriadok. 6. vydanie. Bratislava: Iura edition, 2013. VRABKO, M.: Správne právo procesné. Všeobecná časť. Praha: C. H. Beck, 2013. Zákon c. 71/1967 Zb. o správnom konaní. Zákon c. 448/2008 Z.z. o sociálnych službách. Zákon c. 305/2005 Z.z. o sociálnoprávnej ochrane detí a sociálnej kuratele. Zákon č. 447/2008 Z.z. o peňažných príspevkoch na kompenzáciu ťažkého zdravotného postihnutia.					
Language requirements: Slovak, English					
Notes:					
Course evaluation:					
Assessed students in total: 41					
A	B	C	D	E	FX
17%	34%	32%	7%	5%	5%
Lecturers:					
JUDr. Tatiana Begányiová, PhD., lecturer, examiner, instructor, seminary supervisor Mgr. Ľubica Nicolussi, PhD., lecturer, examiner, instructor, seminary supervisor					

Date of last change: 01.09.2026

Approved by: doc. PhDr. Miriam Slaná, PhD., univer. prof.