

Name of university, Name of faculty: Trnava University
Faculty of Law

INFORMATION SHEET OF THE SUBJECT

Code: XNSPb215		Name: Administrative Procedural Law – Administrative Proceedings	
Cover: Department of Administrative, Environmental and Financial Law			
Type of educational activity: Lecture, Practise		Number of credits: 4	Recommended semester: ST
Scope of educational activity (in hours): Weekly: 2/1 For term of study: LS 60,30/,36			Study grade: Bachelor
Method of educational activity: Combined			
Recommended semester	Study programme		
2.year ST	Law (XDŠBc-PR) Law (XEŠBc-PR-23)		
Underlie subjects:			
Conditions for passing the course: Method of evaluation: Completion by taking an examination			
Continuous evaluation: Final evaluation: Final examination: the exam consists of: - from a written exam, from which a maximum of 100 points can be obtained (100% of the total assessment) and which will be held during the examination period. In the written exam, the student will answer two open questions, with each question being assessed separately (50 points for the first question and 50 points for the second question). The student must obtain at least 30 points for each question in the exam, otherwise the entire exam will be assessed with a grade of FX. Evaluation scale: A: 100-92; B: 91-84; C: 83-76; D: 75-68; E: 67-60; FX: less than 60 points. Finished: By exam.			
Learning outcomes: After completing the course, the student is able to define the correct procedural law, explain the nature and meaning of administrative proceedings, administrative court proceedings and administrative execution and use related technical terms. The student is able to reproduce the conclusions of important court decisions in relation to these administrative proceedings, these and other court decisions can formulate and take their own opinion on them and critically evaluate them. S/he can explain the methods of delivery of documents in administrative proceedings and choose the correct method of delivery in a specific procedural situation. The student is able to define periods and deadlines in administrative proceedings, can explain the calculation of deadlines and can calculate the expiration of a specific deadline. Furthermore, the student is able to determine the correct procedural procedure in specific cases. The student can calculate the correct administrative fee. The student is able to name and define measures against inactivity of the administrative body and use the most appropriate in a specific procedural situation. The student is also able to name and define ways of correcting maladministration in these administrative processes and is able to choose the most appropriate and legally possible in a particular situation.			
Schedule of subject: 1. The right to a fair trial in public administration. 2. Procedural procedures in public administration. 3. Administrative proceedings - the concept, subject. 4. Administrative authority - the subject of administrative proceedings. 5. Participant in administrative proceedings, the participating person and persons participating in administrative proceedings. 6. Procedural rights of the participant in the proceedings. 7. Proceedings before the administrative authority. 8. Finding out the basis for the decision of the administrative authority. 9. Ensuring the course and purpose of the proceedings. 10. Completion of administrative proceedings before the administrative authority. 11. Means of reviewing the decision of the administrative authority. 12. Enforcement of the decision.			
Recommended reading: Basic recommended literature: KOŠIČIAROVÁ, S. Správne právo procesné. Všeobecná časť. 2nd ed. Šamorín: Heuréka, 2017. Act No. 71/1967 Coll. on administrative proceedings (Administrative Code). Act No. 153/2001 Coll. on the prosecutor's office. Act No. 9/2010 Coll. on complaints. Act No. 162/2015 Coll. Administrative Code of Judicial Procedure. Other recommended literature: Potásch, P. - Hašanová, J. - Vallová, J. - Milučký, J. - Medžová, D.: Správny poriadok: komentár. 4th ed. Praha: C.H. Beck, 2022. Píry, M.: Správny poriadok. Veľký komentár. Žilina: Eurokódex, 2022. Košičiárová, S.: Repetitórium správneho práva procesného. Šamorín: Heuréka, 2017.			
Language requirements: Slovak			
Notes: Student's workload: 100 hours Combined study (lectures, seminars, consultations): 36 hours			

Study for seminars and the exam, study of received materials and documents in Moodle (individual study): 64 hours

Teaching takes into account the requirements of applied practice in the field of judiciary, prosecution, and legal professions, supervised by the Ministry of Justice of the Slovak Republic.

Course evaluation:

Assessed students in total: 1000

A	B	C	D	E	FX
31%	14%	15%	13%	10%	17%

Lecturers:

doc. JUDr. Michal Maslen, PhD., lecturer, examiner, instructor

prof. JUDr. Soňa Košičiarová, PhD., lecturer, examiner, instructor

Mgr. Samuel Rybníkář, PhD., examiner, instructor

Date of last change: 01.09.2026

Approved by: prof. PhDr. JUDr. Tomáš Gábriš, PhD., LL.M., MA