

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

INFORMATION SHEET OF THE SUBJECT

Code: XNSPb216

Name: Administrative Procedural Law – Special Administrative Proceedings

Cover: Department of Administrative, Environmental and Financial Law

Type of educational activity: Lecture, Practise

Scope of educational activity (in hours):

Weekly: 2/2

For term of study: ZS 46,46/48

Method of educational activity: Combined

Number of credits: 5

Recommended semester: WT

Study grade:
Bachelor

Recommended semester

Study programme

3.year WT

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 three parts:

- a written test, from which a maximum of 25 points can be obtained (25 % of the total assessment). The student must obtain at least 15 points from this part of the exam, otherwise the whole exam is evaluated with the FX grade;
- a written analysis of the published court decision, from which a maximum of 25 points can be obtained (25 % of the total grade). The student must obtain at least 15 points from this part of the exam, otherwise the whole exam is evaluated with the FX grade;
- an oral exam, from which a maximum of 50 points can be obtained (50 % of the total assessment) and which will take place during the examination period. From the oral exam the student answers two open-ended questions, each question being evaluated separately (25 points for first question and 25 points for second question). The student must obtain at least 15 points for each question, otherwise the whole exam is evaluated with the FX grade;

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 can explain the nature and importance of selected administrative processes, can define and explain the basic legal terms specific to these administrative processes and can name, describe and analyse the basic principles of these administrative processes at selected procedural institutes. 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. The student is able to describe the course of selected administrative processes, while correctly using legal terms related to them. The student is able to give examples of important procedural actions in these administrative processes and explain them, they can also name and explain the ways of starting and ending selected administrative processes and in specific cases determine the correct procedural procedure, including the choice of legally possible and effective remedy. The student can work with important public registers of public administration in relation to selected administrative processes.

Schedule of subject:

1. Administrative processes according to the Spatial Planning and Building Regulations Act, Part I (basic concepts, building authorities and affected authorities, territorial proceedings and territorial decisions).
2. Administrative processes according to the Spatial Planning and Building Regulations Act, Part II (execution and permitting of constructions, construction notification procedure, construction procedure, use of constructions, early use of constructions, approval procedure, procedure on change in use of construction).
3. Administrative processes according to the Spatial Planning and Building Regulations Act, Part III (construction maintenance, necessary modifications, regulation of security works, proceedings on the demolition of the construction, proceedings on the removal of the construction, proceedings on the additional building permit).
4. Administrative processes under the law on expropriation of land and buildings.
5. Administrative processes according to the Cadastral Act I (basic terms, principles of the Real Estate Cadastre, registration of real estate rights in the Real Estate Cadastre, proceedings on a proposal for an entry into the Real Estate Cadastre).
6. Administrative processes according to the Cadastral Act II (procedure of registration in the real estate cadastre by a record, registration of a note in the real estate cadastre, updating of the cadastral register - investigation and implementation of changes in cadastral data, proceedings on change of cadastral area boundaries, correction of cadastral errors).
7. Administrative processes according to the Trade Licensing Act.
8. Administrative proceedings under the Offenses Act I (basic principles of proceedings on offenses, investigation of an offense, adjournment of a case by an administrative authority).
9. Administrative proceedings under the Offenses Act II (proceedings on offenses in the first and second instance, investigation of offenses, correction of the decision on the offense, abbreviated forms of proceedings on offenses, enforcement of the decision on the offense).
10. Administrative proceedings under the Freedom of Information Act.
11. Administrative proceedings under the Complaints Act.
12. Administrative proceedings under the Asylum Act.

Recommended reading:

Basic recommended literature:

KOŠIČIAROVÁ, S. Správne právo procesné. Všeobecná časť. 2nd ed. Šamorín: Heuréka, 2017.

KOŠIČIAROVÁ, S. Repetitórium správneho práva procesného. Šamorín: Heuréka, 2017.

Act No. 50/1976 Coll. on Spatial Planning and Building Regulations (Building Act).

Act No. 282/2015 Coll. on expropriation of land and buildings and on the forced restriction of ownership rights to them.
Act No. 162/1995 Coll. on land registry and on registration of ownership and other property rights (Cadastral Law).
Act No. 455/1991 Coll. on trade licensing (Trade Licensing Act).
Act No. 372/1990 Coll. on offenses.
Act No. 211/2000 Coll. on free access to information (Freedom of Information Act).
Act No. 9/2010 Coll. on complaints.
Act No. 480/2002 Coll. on asylum.
Other relevant legislation.
Additional materials will be provided to students in the e-learning system Moodle.

Language requirements: Slovak

Notes:

Student's workload: 125 hours
Combined study (lectures, seminars, consultations): 48 hours
Study for seminars, preparation of the assigned task, study of received materials and documents in Moodle (individual study): 77 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: 803

A	B	C	D	E	FX
29%	16%	15%	9%	10%	21%

Lecturers:

prof. JUDr. Soňa Košičiarová, PhD., lecturer, examiner, instructor
doc. JUDr. Michal Maslen, PhD., lecturer
Mgr. Samuel Rybníkář, PhD., lecturer, examiner, instructor
Mgr. Katarína Kremser, PhD., lecturer, examiner, instructor

Date of last change: 01.09.2026

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