

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

INFORMATION SHEET OF THE SUBJECT

Code: YNSPm595		Name: Practice in the Administrative Law	
Cover: Department of Administrative, Environmental and Financial Law			
Type of educational activity: Lecture, Practise		Number of credits: 3	Recommended semester: WT
Scope of educational activity (in hours): Weekly: 0/1 For term of study: ZS 23/12			Study grade: Master
Method of educational activity: Combined			
Recommended semester	Study programme		
2.year WT	Law (YDŠMgr-PR) Law (YEŠMgr-PR-23)		
Underlie subjects:			
Conditions for passing the course: Method of evaluation: Completion by a continuing assessment Continuous evaluation: Ongoing evaluation: presentation (4 pts.) and assignment preparation (6 pts.). The condition for passing the course is the presentation of the selected legal problem to the students (4 points), evaluation of the assignment determined by the teacher during the semester (6 points). The final evaluation will be performed on the basis of the sum of points from the presentation and assignment (max. 10 points). Evaluation: A - 10 points, B - 9 points, C - 8 points, D - 7 points, E - 6 points, FX - less than 6 points. Final evaluation: Completion by a continuing assessment Finished: By ongoing evaluation.			
Learning outcomes: After completing the course, the student is able to connect (synthesis) the knowledge acquired so far in various areas of public law (e.g.: administrative law, constitutional law) and acquires the ability to apply this knowledge to a specific problem of application practice. The student is able to apply additional skills (soft skills) in the formulation of individual actions of administrative bodies, as well as procedural actions of the addressees of public administration. The course is also focused on improving argumentation abilities, skills and competencies in the management of administrative files, in the preparation and management of administrative proceedings, in the development of administrative acts interfering with fundamental rights and freedoms. The student is able to apply and synthesize the knowledge gained so far to a specific case from practice, comprehensively and systematically assess various controversial legal situations. Analytical and critical thinking skills will be developed in order to evaluate a specific legal situation and take a position on it by selecting appropriate legal means of its solution and correct formulation of legal arguments. At the same time, the student is able to identify, analyse and evaluate the ethical dilemmas of both officials (civil servants) and selected legal professions (lawyer).			
Schedule of subject: 1. Basic analysis of the presented practical example, its assessment from the substantive and procedural point of views, identification of possible starting points for procedural defence. 2. Competences of the graduate related to creating and keeping an administrative file - File keeping, file content, public and non-public part of the file, protection of personal data and classified/confidential and other legally protected information, access to the file and the right to information, identification of the means of defence of the addressee of the performance of the public administration in the event of an illegal action of a public administration body, formulation of specific submissions (e.g. objection in the minutes of the act, complaint). 3. Abilities and skills related to the preparation and conduct of administrative proceedings - initiating proceedings, ensuring its purpose and course, conducting the examination of a witness with emphasis on content and formalities and defects of individual administrative acts (e.g., minutes of oral proceedings, minutes of witness examination, objections of the participant to the contents of the minutes). 4. Competences of the graduate related to administrative acts that can interfere with the right to privacy (home protection, scope of the right to privacy in relation to business premises, secrecy of transported messages, etc.), including respect for ethical standards in their implementation, identification of means of defence during implementation of these administrative acts, in particular in relation to a possible further procedural defence of the person whose rights have been infringed. 5. Model situations focused on acquiring experiences of the graduate in the preparation of legal means of protection against interference with the right to privacy by public authorities - e.g. objection, complaint, complaint to the prosecutor 's office. 6. Skills related to the preparation of legal remedies for judicial protection against illegal decisions, inaction or other intervention of a public administration body. 7. Presentation of selected legal problems by students with an emphasis on argumentation skills. 8. Presentation of selected legal problems by students with an emphasis on argumentation skills. 9. Ethical dilemmas of a civil servant - ethics of civil service, solving specific practical examples (e.g. representation, maintaining dignity, appearing on social networks, lectures, participation in conferences and social events, etc.). 10. Ethical dilemmas of a lawyer in representing a client before public authorities - ethics of advocacy, solving specific practical examples. 11. Administrative judiciary - decision-making activity of the highest judicial authorities. 12. Final evaluation of the analysed case study.			
Recommended reading: Basic recommended literature: POTÁŠCH, P. - HAŠANOVÁ, J. - VALLOVÁ, J. - MILUČKÝ, J. - MEDŽOVÁ, D. Správny poriadok. Komentár. 3rd ed. Bratislava : C.H. Beck, 2019. 624 p. ISBN 978-80-7400-773-6. BARICOVÁ, J. - FEČÍK, M. - ŠTEVČEK, M. - FILOVÁ, A. et al. Správny súdny poriadok. Komentár. Bratislava : C.H. Beck, 2017 (selected parts).			

Language requirements: Slovak

Notes:

Student's workload: 75 hours

Combined study (seminars, consultations): 12 hours

Preparation for seminars and study of documents in Moodle: 32 hours

Preparation of assignments: 31 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: 383

A	B	C	D	E	FX
59%	23%	12%	3%	0%	2%

Lecturers:

JUDr. Ľubica Masárová, PhD., examiner, instructor

Date of last change: 01.09.2026

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