

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

INFORMATION SHEET OF THE SUBJECT

Code: ZSPd501		Name: Administrative Law Substantive	
Cover: Department of Administrative, Environmental and Financial Law			
Type of educational activity: Lecture		Number of credits: 5	Recommended semester: WT
Scope of educational activity (in hours):			Study grade: PhD. Study
Weekly: -			
For term of study: ZS 10			
Method of educational activity: Attendance			
Recommended semester	Study programme		
2.year WT	Labour Law (ZPrP-DŠ) Labour Law (ZPrP-EŠ) Theory and History of State and Law (ZTDŠP-DŠ) Theory and History of State and Law (ZTDŠP-EŠ) Criminal Law (ZTrP-DŠ) Criminal Law (ZTrP-EŠ)		
Underlie subjects:			
Conditions for passing the course:			
Method of evaluation: Completion by a continuing assessment			
Continuous evaluation: Continuous evaluation is carried out in the form of a written answer to one open question (lasting 30 minutes) twice per semester according to the schedule. Each answer is evaluated with an individual mark. The final evaluation of the course is the average of the values of two marks obtained for both questions.			
Final evaluation: Completion by a continuing assessment			
Finished: By continuing assessment.			
Learning outcomes:			
After completing the course, the student is able to: - explain the general principles of good public administration by international standards applied in the framework of EU and Council of Europe law and apply them in the framework of legislative and application activities of public administrative bodies, - explain and clarify the content of the principle of transparency in public administration, - explain and apply the rulings of the European Court of Human Rights in the field of substantive (non-procedural) regulation, - apply the recommendations of the Committee of Ministers of the Council of Europe concerning the Slovak legislation in the field of public administration			
Schedule of subject:			
1. Recommendation CM / Rec (2007) 7 of the Committee of Ministers on good administration			
1. 1 Principle of lawfulness			
1. 2 Principle of equality and non-discrimination			
1. 3 Principle of impartiality and objectivity			
1. 4 Principle of proportionality			
1. 5 Principle of legal certainty			
1. 6 Principle of taking action in a reasonable time limit			
1. 7 Principle of participation			
1. 8 Principle of respect for privacy			
1. 9 Principle of transparency			
2. The principle of transparency of public administration in the Council of Europe documents			
2.1 Requirements according to Recommendation Rec (2002) 2 of the Committee of Ministers on access to official documents			
2. 2 Transposition of the requirements of Recommendation Rec (2002) 2 of the Committee of Ministers and their application in the practice of the member states of the Council of Europe			
2. 3 Official documents			
2. 4 Form of an official document			
2. 5 Obligation to have an official document available			
2. 6 Entities obliged to make official documents available			
2. 7 Interests justifying the refusal of access to official documents and criteria for their definition			
2. 8 Requirements for requests for access to an official document			
2. 9 Requirement to process a request for access to an official document within a reasonable time			
2. 10 The right to review the decision and procedure of a public administration body			
2. 11 Obligation to contribute to the costs of making the official document available			
2. 12 Dissemination of information			
3. Recommendation R (91) 10 of the Committee of Ministers on the provision of personal data held by public authorities to third parties			
3.1 Basic rules of personal data protection			
3.2 The right of access to information and the protection of personal data			
3. 3 Protection of personal data in administrative proceedings			

4. Recommendation R (91) 1 of the Committee of Ministers on administrative sanctions
 4. 1 Nullum crimen sine lege, nulla poena sine lege
 4. 2 Ne bis in idem
 - 4.3 The obligation of the administrative authority to take into account the sanction imposed on others administrative authority
 4. 4 Principle of administrative tort proceedings within a reasonable time
 4. 5 Right to terminate proceedings on administrative tort by decision
 - 4.6 Special procedural principles in the hearing of administrative offenses
5. Recommendation R (84) 15 of the Committee of Ministers on public liability
 - 5.1 Responsibility for the legitimate performance of public administration
 5. 2 Principles applicable to damages
 5. 3 Preliminary hearing of the claim for damages
 5. 4 Time limit for claiming damages
6. Recommendation R (2000) 6 of the Committee of Ministers on the situation of public officials in Europe. Recommendation R (2000) 10 of the Committee of Ministers on a code of ethics for public officials.
7. Subject matter and objectives of Recommendation Rec (2003) 16 of the Committee of Ministers on the enforcement of administrative and judicial decisions in the field of administrative law
 - 7.1 Enforcement of decisions of administrative bodies
 7. 2 Enforcement of judgments concerning administrative authorities
8. Recommendation Rec (2004) 20 of the Committee of Ministers on judicial review of administrative acts
 - 8.1 Scope of judicial review
 8. 2 Access to judicial inquiry
 8. 3 Procedural and legal conditions for initiating proceedings in court
 8. 4 Independence and impartiality of the court
 8. 5 The right to a fair trial

Recommended reading:

Basic recommended literature:

Košičiarová, S.: Princípy dobrej verejnej správy a Rada Európy. IURA EDITION 2012, Bratislava.

Kolektív autorov. Verejná správa. Základné práva a slobody. Krakow: Spolok Slovákov v Poľsku – Towarzystwo Słowaków w Polsce. 2015. 440 p.

Other recommended literature:

Maslen, M.: Slovak Administrative Law. Trnava: Trnavská univerzita v Trnave, Právnická fakulta, 2013.

Language requirements: Slovak

Notes:

Course evaluation:

Assessed students in total: 15

A	B	C	D	E	FX
67%	0%	0%	0%	0%	33%

Lecturers:

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

Date of last change: 01.09.2026

Approved by: prof. JUDr. Soňa Košičiarová, PhD.