

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

INFORMATION SHEET OF THE SUBJECT

Code: ZSPd502		Name: Administrative Law Procedural	
Cover: Department of Administrative, Environmental and Financial Law			
Type of educational activity: Lecture Scope of educational activity (in hours): Weekly: - For term of study: LS 10 Method of educational activity: Attendance		Number of credits: 5	Recommended semester: ST Study grade: PhD. Study
Recommended semester	Study programme		
1.year ST	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 the regulation of public administration decision-making and the protection of the individual by international standards applied in the framework of EU law and based on the Convention on the Protection of Human Rights in Decision-Making of the European Court of Human Rights, - explain and clarify the content of the right to a fair trial in public administration and the relationship of the legal regulation to the Constitution of the Slovak Republic and to the international treaties by which the Slovak Republic is bound, - explain and apply the rulings of the European Court of Human Rights in the field of procedural regulation			
Schedule of subject: 1. Recommendation CM / Rec (2007) 7 of the Committee of Ministers on good administration and the right to a fair trial 1. Right of disposal 2. Right to be heard 3. Right to representation and assistance 4. Right to terminate the proceedings by decision 5. Right to state reasons for the decision 6. Right to information about the appeal 7. Right to publish the administrative decision 8. Enforcement of the decision (execution) 9. Revocation of the decision 10. Right to review the decision 11. Right to compensation for damage caused by an illegal decision or inaction of a public administration operator 12. Right to a fair and reasonable contribution to the costs of the procedure of a public administration body 2. Resolution (77) 31 of the Committee of Ministers on the protection of individuals in relation to the acts of administrative authorities 1. Right to be heard 2. Access to information 3. Statement of reasons 4. Indication of remedies 5. Assistance and representation 3. Recommendation R (80) 2 of the Committee of Ministers concerning the exercise of discretionary powers by administrative authorities 1. Principles governing the discretion of the administrative authority 2. Principle of pursuing the intended purpose 3. Principle of objectivity and impartiality 4. Principle of equality and non-discrimination 5. Proportionality principle 6. Principle of action within a reasonable time 7. Principle of binding of the administrative body by internal guidelines 8. Principle of control of decisions of administrative bodies issued in the framework of discretion			

4. Recommendation R (87) 16 of the Committee of Ministers on administrative procedures affecting a large number of persons
1. Right to information on the content of an administrative act in preparation
2. Obligation to jointly represent including persons of the second and third category
3. Right of data subjects to information
4. Forms of participation of the persons concerned
5. Obligation of the public authority to take into account the comments and submissions of the persons concerned
6. Obligation of a public administration body to publish an administrative act
7. Reviewability of the administrative act
8. The right to information and the participation of the persons concerned by a neighbouring State in proceedings involving a large number of persons
9. Right of the persons concerned of a neighbouring State to review an administrative act issued in procedures with a large number of persons
10. Principle of reciprocity
11. Application of international conventions concluded between neighbouring states

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: 35

A	B	C	D	E	FX
63%	0%	3%	0%	0%	34%

Lecturers:

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

Date of last change: 01.09.2026

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