**DESCRIPTION OF A STUDY COURSE – SYLLABUS**

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| **Title of a course** | **Administrative procedure** | | | | |
| **Study programme** | **Specialist professional graduate study Occupational Safety** | | | | |
| **Status of a course** | Obligatory | | | | |
| **Year of study** | 1. | **Semester** | W | **ECTS credits** | 6 |
| **Teaching plan**  **(L + E + S+ Pr)** | 2+0+2+0 | | | | |
| **Goals of a course** | | | | | |
| The aim of the course is to understand the importance of public law measures to ensure the life, health and property of workers and entrepreneurs, to analyze solutions as an instrument of decision-making by the competent administrative authority in individual cases in the implementation of supervision of the legality of work and conduct of companies and craftsmen, and to take the necessary measures in the administrative procedure. | | | | | |
| **Conditions for enrolling course** | | | | | |
| No conditions | | | | | |
| **Expected learning outcomes on a level of a course** | | | | | |
| 1. Define and explain the basic concepts of administrative law. 2. Distinguish and explain the basic concepts of administrative procedure. 3. Judge the content and impact of submissions and documents. 4. Take actions in an administrative procedure. 5. Write a request for an administrative procedure, conclusion, decision, appeal and second instance decision. | | | | | |
| **Content of a course** | | | | | |
| Legal rules in administrative procedure. Principles of administrative procedure. Parties. The rights and obligations of the parties in the procedure. Types of administrative procedure. Jurisdiction. Statements. Appealing. Minutes. Time limits. Evidence. Expenses. Settlement. Special procedures to the rights of occupational safety and fire protection. Implementation. Administrative dispute. | | | | | |
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