

Yaroslav Mudryi National Law University

Department of Administrative Law

**WORK PROGRAM OF THE ACADEMIC DISCIPLINE
"ADMINISTRATIVE LAW"**

Level of higher education – first (bachelor's) level

Higher education degree – bachelor's degree

Field of knowledge – 08 “Law”

Specialty – 081 “Law”

The status of the academic discipline is mandatory.

Recruitment year – 2024

Work program of the academic discipline "Administrative Law" for higher education applicants of the first (bachelor's) level of higher education in the field of knowledge 08 "Law" of the specialty 081 "Law". Kharkiv: Yaroslav Mudryi National Law University, 2025. 38 p.

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Head of the Department – V.M. Garashchuk, Doctor of Law, Professor

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1. *Description of the academic discipline*

The working program of the academic discipline "Administrative Law" is developed in accordance with the educational and professional program "Law" of the first (bachelor's) level of higher education in the field of knowledge 08 "Law" of the specialty 081 "Law".

Name of indicators	Field of knowledge, specialty, level of education	Didactic structure of the academic discipline	
		full-time education	correspondence form of study
Number of ECTS credits – 5.5	Field of knowledge – 08 “Law”	Required	Required
Number of modules – 6	Specialty – 081 “Law”	Year of preparation: 2020–2024	Year of preparation: 2020–2024
		semester	semester
Total hours - 165	Education level – first (bachelor's)	3.4	3.4
Weekly hours for full-time study: classrooms – 2–4, student's independent work - 2–6.		Lectures	Lectures
		42 hours.	8 hours.
		Practical/seminar classes	Practical/seminar classes
		48 hours	6 hours.
		Independent work	Independent work
		75 hours.	151 hours.
		Types of control: current control; final knowledge test (exam)	Types of control: current control; final knowledge test (exam)

Goal academic discipline - the formation of both a system of knowledge about the legal regulation of administrative relations in Ukraine, their relationship with changes occurring in the field of public administration in the present day; features of administrative legal norms and relations; subjects of administrative law and elements of their status; functions, forms and methods of public administration; administrative procedure and administrative services; administrative coercion and administrative responsibility, and a system of scientific views on the mechanism of legal regulation of administrative relations in Ukraine; activation of analytical activity of higher education students; development of skills and abilities in the application of administrative legislation in legal activities.

Task:

- providing a system of theoretical knowledge about administrative law as a branch of law, its substantive content;
- mastering the administrative and legal terminology of the main provisions of administrative law;
- developing skills and abilities in analyzing regulatory legal acts regulating the sphere of public administration, as well as applying administrative coercion measures.

Prerequisites : "Theory of Law", "History of the State and Law of Ukraine", "Constitutional Law", "Philosophy", "History of the State and Law of Foreign Countries" .

Corequisites : " Criminal Law (General Part)", "Constitutional Law", "International Law", "Civil Law (Part 1)", "Labor Law and Social Security Law".

Post-requisites : "Criminal Law (Special Part)", "European Convention for the Protection of Human Rights and Fundamental Freedoms and Legal Practice", "Criminal Procedure", "Administrative Justice", "Financial Law".

2. Expected learning outcomes

As a result of mastering the academic discipline, a higher education student must demonstrate the following learning outcomes:

RN-1.	Analyze the nature and content of administrative law.
PH 2.	Discuss complex legal problems of administrative and legal regulation.
RN-3.	Clearly formulate and justify your legal position regarding the content of the public administration system and the features of the administrative and legal regulation of its elements.
RN-4	Carry out legal analysis of administrative legislation.
RN-5	Integrate knowledge about the essence of state and government management activities.
RN-6	Demonstrate understanding of the content of the legal status of subjects of administrative law, the features of their participation in administrative legal relations.
RN-7	Analyze the content of the functions, forms (tools) and methods of public administration, methods of protecting the rights and interests of individuals in the field of public administration, in particular the essence of administrative justice.

RN-8	Determine the nature and content of the administrative procedure, individual types of administrative proceedings (in particular, upon citizens' appeals, regarding the provision of administrative services, special regimes, etc.), stages and stages of the administrative procedure, procedural decisions adopted at each stage of the administrative procedure.
RN-9	Demonstrate skills in preparing draft acts of an individual nature, in particular administrative acts, provide their justification, and indicate the methods and procedure for appealing them.
RN-10	To reveal the concepts and main features of administrative coercion and administrative responsibility, the features of their legal regulation, the concept and composition of an administrative offense, the system and types of administrative penalties, the rules and terms of their imposition.
RN-11	Demonstrate knowledge of the rules of procedure in cases of administrative offenses, the application of measures to ensure such proceedings.
RN-12	To characterize the legal foundations and organization of public administration in the sphere of economics, socio-cultural construction, and in the administrative-political sphere.

Teaching an academic discipline ensures the formation of general and special competencies in a higher education applicant and the achievement of learning outcomes determined by the higher education standard of the relevant specialty and the educational and professional program "Law", namely:

General competencies :

GC1. Ability for abstract thinking, analysis and synthesis.

GC2. Ability to apply knowledge in practical situations.

GC3. Knowledge and understanding of the subject area and understanding of professional activity.

GC6. Skills in using information and communication technologies.

GC7. Ability to learn and master modern knowledge.

GC1.1. Ability to be creative in subject-based practical activities in accordance with social statuses and modes.

GC1.2. The ability to competently and accurately formulate and express one's positions, and to properly substantiate them.

GC1.3. Skills in collecting and analyzing information from national and international sources.

GC1.6. Ability to be a leader, take responsibility, and motivate to achieve a common goal.

Special competencies :

SK8. Ability to apply legal principles and doctrines.

SK9. Ability to use databases of justice bodies and information technologies necessary for carrying out legal activities.

SK12. Ability to analyze legal problems and justify legal positions.

SK13. Ability to critically and systematically analyze legal phenomena.

SK14. Ability to advise on legal issues, in particular, possible ways to protect the rights and interests of clients, in accordance with the requirements of professional ethics, proper compliance with the norms regarding the non-disclosure of personal data and confidential information.

SK16. Ability to logically, critically and systematically analyze documents, understanding their legal nature and meaning.

SK1.1. Knowledge of the system of law and legislation, as well as mechanisms of legal regulation in various branches of law.

SK1.2. Ability to determine the specifics of private and public law in accordance with their subject matter and methods of legal regulation.

Learning outcomes:

PRN 3. Conduct collection and integrated analysis of materials from various sources.

PRN 5. Provide a brief legal opinion on individual factual circumstances with sufficient justification.

PRN 12. Communicate material on a specific issue to the respondent in an accessible and understandable manner.

P RN 13. Know and understand the features of the implementation and application of substantive and procedural law.

PRN 15. Freely use available information technologies and databases for professional activities.

PRN 20. Identify and analyze legally significant facts and draw well-founded legal conclusions. PRN21. Apply acquired knowledge in various legal

situations, identify legally significant facts and formulate well-founded legal conclusions.

PRN 22. Provide advice on possible ways to protect the rights and interests of clients in various legal situations.

PRN1.1. Identify problems in legal regulation and propose ways to solve them in accordance with the principles of protecting human rights and fundamental freedoms.

PRN1.4. Demonstrate the ability to apply acquired legal knowledge in the context of independent legal decision-making in accordance with their professional statuses.

3. Content of the academic discipline program

Module 1. Administrative law as a branch of public law

Public administration, essence and types . Management as a social phenomenon. Purpose and types of management. Concept, essence and features of public administration. Public administration and state administration: common and specific features. Subjects and objects of public administration. Principles of public administration. Public interest. Essence of executive power. Correlation of public administration, executive power and administrative law.

Subject, method, system and principles of administrative law . Administrative law as a branch of law. Science of administrative law. Administrative law as an academic discipline. Subject of administrative law. Relations of administrative law with other branches of law. Method of administrative law. Principles of administrative law, peculiarities of their classification. System of administrative law. Delimitation of administrative law from other branches of law. Principles in administrative law. European principles of administrative law, their types and sources of normative consolidation. Principle of rule of law (" rule of law "), its meaning and components (legality, legal certainty, prohibition arbitrariness, access to justice, respect for human rights,

prohibition of discrimination, equality before the law). Principles (standards) of "good administration" (" good administration "), their meaning and relationship with the principles of administrative law . The system of administrative law (general and special administrative law; institutions of administrative law).

Administrative legal norms and sources of administrative law. The concept of "administrative legal norm". Features of administrative law norms law. Structure of administrative law norms. Types of administrative legal norms. Implementation of administrative legal norms. Sources of administrative law, their types. Constitution of Ukraine as the main source of administrative law. International treaties of Ukraine as sources of administrative law. Practice of the European Court of Human Rights. Directives of the European Union. European acts of "soft" law . Adaptation of administrative legislation of Ukraine to European standards. Systematization of administrative law. Types of systematization of administrative law.

Administrative-legal relations. The concept of "administrative-legal relations". Features of administrative-legal relations. Types of administrative-legal relations. Administrative legal personality. Subjects and objects of administrative-legal relations. Grounds for the emergence, change or termination of administrative-legal relations.

Module 2. Subjects of administrative law

Individuals are subjects of administrative law. Private individuals as subjects of administrative law, their types. The concept and components of the administrative and legal status of a citizen. Administrative legal capacity of a citizen. Administrative legal capacity of a citizen. Rights and obligations of citizens in the sphere of public administration. Peculiarities of the administrative and legal status of foreigners and stateless persons.

Legal entities of private law as subjects of public administration. Concept and types of legal entities of private law as subjects of administrative law. Associations of citizens, forms of their participation in the implementation of public administration. Concept and types of public associations. Administrative and legal

status of public associations. Administrative and legal status of political parties. Collective entities without the status of a legal entity.

Public administration bodies and municipal administration. Public administration, its types. Concept, features and legal status of public administration bodies. Correlation of the concepts of “public administration body”, “administrative body” and “executive body”. Executive bodies: system, types, features. Principles of construction and place of executive bodies in the system of the state apparatus. Types and system of executive bodies. Municipal administration. Budgetary institutions. Competence of public administration bodies and prospects for its transformation in the event of Ukraine’s acquisition of full membership in the European Union.

Public servants as subjects of administrative law. Public service: essence, features and types. Legal regulation of public service. Concept and classification of public servants. Public service as a type of public service. Legal status of public servants. Entry into public service, its completion and termination. Service in local government bodies as a type of public service. Legal status of local government officials. Entry into service in local government bodies, its completion and termination. Prevention of corruption in public service and. European standards of public service (political neutrality, integrity, stability, etc.) and the main ways of reforming the public service in Ukraine on the path of adaptation to such standards.

Module 3. Forms and methods of public administration

Forms and methods of public administration. Acts of public administration. The concept and types of forms of public administration. Instruments of public administration: concepts and types. Legal and non-legal forms of public administration. Lawmaking as a form of public administration. Normative and legal acts, their types, features and legal significance. The procedure for adopting acts of public administration. Requirements for acts of public administration and the consequences of their non-compliance. Classification of acts of public administration. Normative and individual acts. Administrative contract: concept,

features and types. "Electronic governance" as a form of public administration. The essence, features and significance of administrative and legal methods of public administration. Classification of methods of public administration. Persuasion as a method of public administration, its relationship with administrative coercion.

Administrative procedure. Administrative services. Administrative procedure: concept, features and types. Legal regulation of administrative procedure. Principles of administrative procedure. Subjects of administrative procedure. Administrative body. Administrative discretion and discretionary powers. Participants in administrative procedure. (addressee and interested person) their rights and obligations. Persons supporting the consideration of the case. Administrative proceedings. Proceedings at the request of a person. Proceedings at the initiative of an administrative body. Beginning of administrative proceedings. Preparation for consideration of the case. Study of evidence. Consideration of the case (urgent, in written proceedings, in automatic mode, with a hearing). Administrative services: essence, types and scope. Legal regulation of the provision of administrative services. Subjects of relations in the provision of administrative services. Center for the provision of administrative services. Administrator of the ASC. Unified state portal of electronic services.

Legality in the sphere of public administration. Components of legality in the sphere of public administration. Ways of ensuring legality and discipline in public administration.

Module 4. Administrative coercion in the activities of bodies public administration

The concept and types of administrative coercion measures. The essence and types of state coercion. Administrative coercion as a type of state coercion. The concept and features of administrative coercion. Classification of administrative coercion measures. The concept, types and features of the application of administrative prevention and administrative termination measures. Bodies authorized to take measures to terminate offenses.

Administrative responsibility. Administrative offense: concept and composition.

Concept and features of administrative responsibility, its legislative basis. Main features of administrative responsibility, its difference from other types of legal responsibility. Legislative basis of administrative responsibility. Legislation on administrative offenses, its features and place in the system of national legislation. Content and objectives of the Code of Ukraine on Administrative Offenses. Powers of state bodies and local councils to make decisions, the violation of which entails administrative responsibility. Validity of the law on liability for administrative offenses.

The concept of “administrative offense”, its features and difference from other types of offenses. Composition of an administrative offense. General, generic and direct objects of an administrative offense. Object of an administrative offense. Objective side of an administrative offense. Subject of an administrative offense. Subjective side of an administrative offense. Circumstances excluding liability for an administrative offense. Transfer of materials on an administrative offense for consideration by a public organization or labor collective. Exemption from administrative liability in case of minor offense. Circumstances excluding administrative liability.

Administrative penalties: concept, types, procedure for imposition. Concept and classification of administrative penalties. Objectives and types of administrative penalties. Measures of influence applied to minors. General rules and terms of imposing administrative penalties for administrative offenses. Circumstances that mitigate or aggravate liability for an administrative offense. Imposition of a penalty when committing several administrative offenses. Terms of imposing administrative penalties. The term after which a person is considered not to have been subjected to administrative penalty. Imposition of an obligation to compensate for the damage caused.

European approaches to understanding administrative liability (administrative sanction, its legal nature, features and distinction from other

measures; concept and signs of administrative misconduct; principles (guarantees) of applying administrative sanctions) .

Proceedings in cases of administrative offenses. The concept of “proceedings in cases of administrative offenses”. Tasks and principles of proceedings in cases of administrative offenses. Circumstances that exclude proceedings in cases of administrative offenses. Stages of proceedings in cases of administrative offenses. Persons participating in proceedings in a case of administrative offense. Protocol on an administrative offense.

Jurisdiction of cases on administrative offenses: concept and criteria for definition. Bodies of administrative jurisdiction in cases on administrative offenses. System of bodies (officials) authorized to consider cases on administrative offenses .

Persons entitled to draw up a protocol on an administrative offense. Place, terms and procedure for considering a case on an administrative offense. Types and content of resolutions on cases on administrative offenses. Appealing a resolution on a case on an administrative offense. Enforcement of a resolution on the imposition of an administrative penalty.

Measures to ensure proceedings in cases of administrative offenses, the purpose of their application and types. The right to appeal measures to ensure proceedings in cases of administrative offenses, ways of its implementation.

Module 5. Administrative proceedings

Administrative process. Concept and types of administrative proceedings.
Administrative justice. General characteristics and types of administrative proceedings. Essence and goals of administrative proceedings, their place in the administrative process. Scope of application of administrative proceedings. Features of administrative proceedings, their legal regulation and grounds for their occurrence. Types of administrative proceedings. Subjects of administrative proceedings. General and special subjects of administrative proceedings.

Administrative justice, prerequisites for its emergence and types. Models of administrative justice. Peculiarities of the formation of administrative justice in Ukraine.

Proceedings on citizens' appeals. Citizens' appeals as a way of ensuring legality and discipline in public administration. Types of citizens' appeals. Requirements for citizens' appeals. Procedure for considering citizens' appeals in accordance with the Law of Ukraine "On Citizens' Appeals" and other regulatory acts. "Electronic petition" as a form of citizens' appeal, its features.

Special regimes and the procedure for their introduction. Types of regimes in the sphere of public administration. Special regimes and their features. Types of special regimes, grounds and procedure for their introduction. Regulatory framework of special regimes. Legal regime of a state of emergency: conditions for introduction, list and limits of emergency measures. Guarantees of ensuring legality in conditions of a state of emergency. Regime of a zone of an ecological emergency. Legal regime of martial law. State secret regime. Border regime.

Module 6. Public administration in the economic, socio-cultural and administrative-political spheres

Legal principles and organization of public administration in the sphere of economy, socio-cultural construction and in the administrative-political sphere. Legal principles and organization of public administration in the socio-cultural sphere. Essence, tasks, forms and methods of public administration in the socio-cultural sphere. Components of the socio-cultural sphere in Ukraine. Legal regulation of the socio-cultural sphere. System of public administration bodies in the socio-cultural sphere. Essence, tasks, forms and methods of public administration of administrative-political activity. Components of the sphere of administrative-political activity in Ukraine. Legal regulation of public administration of administrative-political activity. System of public administration bodies of administrative-political activity.

4. Scope and structure of the academic discipline

4.1. For full-time higher education students

No. s/n	Date of the event (according to the schedule)	Course topics	Volume in hours			
			Total	Including		
				Lectures	Practical classes, seminars, colloquiums, etc.	Independent work
		Module 1. Administrative law as a branch of public law				
		Topic 1. Public administration: essence and types	8	2	2	4
		Topic 2. Subject, method, system and principles of administrative law	10	2	2	6
		Topic 3. Administrative legal norms and sources of administrative law	8	2	2	4
		Topic 4. Administrative and legal relations	10	2	2	6
		<i>Together</i>	36	8	8	20
		Module 2. Subjects of administrative law				
		Topic 1. Individuals – subjects of administrative law	10	2	2	6
		Topic 2 Legal entities under private law as subjects of public administration	8	2	2	4
		Topic 3 Public administration and municipal administration	10	2	2	6
		Topic 4 Public servants as subjects of administrative law	8	2	2	4
		<i>Together</i>	36	8	8	20
		Module 3. Forms and methods of public administration				
		Topic 1. Forms and methods of public administration. Acts of public administration	6	2	2	2
		Topic 2. Administrative procedure. Administrative services	8	2	2	4
		Topic 3. Legality in the field of public administration	6	2	2	2
		<i>Together</i>	20	6	6	8
		Module 4. Administrative coercion in the activities of bodies public administration				
		Topic 1. The concept and types of administrative coercion measures	6	2	2	2
		Topic 2. Administrative liability. Administrative	12	4	4	4

		offense: concept and composition				
		Topic 3. Administrative penalties: concept, types, procedure for imposition	8	2	4	2
		Topic 4. Proceedings in cases of administrative offenses	8	2	4	2
		<i>Together</i>	34	10	14	10
		Module 5. Administrative proceedings				
		Topic 1. Administrative process. Concept and types of administrative proceedings. Administrative justice	12	4	4	4
		Topic 2. Proceedings on citizens' appeals	10	2	4	4
		Topic 3. Special regimes and the procedure for their introduction	8	2	2	4
		<i>Together</i>	30	8	10	12
		Module 6. Public administration in the economic, socio-cultural and administrative-political spheres				
		Topic 1. Legal principles and organization of public administration in the sphere of economy, socio-cultural construction and in the administrative-political sphere	9	2	2	5
		<i>Together</i>	9	2	2	5
		Total hours/ECTS credits	165/5.5	42	48	75

4.2. For students of higher education in the part-time form of study

No. s/n	Date of the event (according to the schedule)	Course topics	Volume in hours			
			Total	Including Lectures	Practical classes, seminars, colloquiums, etc.	Independent work
		Module 1. Administrative law as a branch of public law				
		Topic 1. Public administration: essence and types	7	–	–	7
		Topic 2. Subject, method, system and principles of administrative law	8	2	2	4
		Topic 3. Administrative legal norms and sources of administrative law	7	–	–	7
		Topic 4. Administrative and legal relations	7	–	–	7

		<i>Together</i>	29	2	2	25
		Module 2. Subjects of administrative law				
		Topic 1. Individuals – subjects of administrative law	8	2	–	6
		Topic 2 Legal entities under private law as subjects of public administration	6	–	–	6
		Topic 3 Public administration and municipal administration	10	2	2	6
		Topic 4 Public servants as subjects of administrative law	7	–	–	7
		<i>Together</i>	31	2	2	25
		Module 3. Forms and methods of public administration				
		Topic 1. Forms and methods of public administration. Acts of public administration	8	–	–	8
		Topic 2. Administrative procedure. Administrative services	8	–	–	8
		Topic 3. Legality in the field of public administration	8	–	–	8
		<i>Together</i>	24	–	–	24
		Module 4. Administrative coercion in the activities of bodies public administration				
		Topic 1. The concept and types of administrative coercion measures	7	–	–	7
		Topic 2. Administrative liability. Administrative offense: concept and composition	10	2	2	6
		Topic 3. Administrative penalties: concept, types, procedure for imposition	6	–	–	6
		Topic 4. Proceedings in cases of administrative offenses	6	–	–	6
		<i>Together</i>	29	2	2	25
		Module 5. Administrative proceedings				
		Topic 1. Administrative process. Concept and types of administrative proceedings. Administrative justice	8	–	–	8
		Topic 2. Proceedings on citizens' appeals	8	–	–	8
		Topic 3. Special regimes and the procedure for their introduction	8	–	–	8
		<i>Together</i>	24		–	24
		Module 6. Public administration in the				

		economic, socio-cultural and administrative-political spheres				
		Topic 1. Legal principles and organization of public administration in the sphere of economy, socio-cultural construction and in the administrative-political sphere	28	–	–	28
		<i>Together</i>	28	–	–	28
		Total hours/ECTS credits	165/5.5	8	6	151

5. Independent work of students

Independent work of students is carried out in the following forms:

- processing of new scientific and educational literature, legislative acts of Ukraine and foreign countries;
- preparation for practical (seminar, laboratory) classes;
- work on individual topics of academic disciplines, which, according to the work program of the academic discipline, are assigned to students for independent study;
- work on cases on the adoption and implementation of regulatory legal acts;
- creation of a portfolio on the topics of the academic discipline and its presentation;
- self-testing ;
- participation in student research paper competitions;
- preparation for all types of current control tests (colloquiums, testing, etc.);
- preparation of individual works (abstract, article, theses, essays, etc.), etc.

6. Forms of pedagogical control and means of assessing learning outcomes

Assessment of the results of mastering the academic discipline "Administrative Law " involves conducting current and final control and is carried out on the basis of a cumulative point-rating system.

Current knowledge control includes:

- quality control of students' assimilation of the program material of the academic discipline in *practical classes* using the following means: oral, written or express survey, solving practical tasks or problems, participation in the development of a case, defense of an essay or abstract at the initiative of the student. Current control aims to check the level of preparation of the student for studying the current material. During the practical class, the student can receive a grade on a four-point scale (0, 3, 4, 5). Based on the results of practical classes, a general arithmetic number of points is calculated (maximum score of 30 points for 6 modules), which is included in the final rating score;

- quality control of students' mastery of the program material of the academic discipline, which is carried out at the end of modules in the form of a test or colloquiums, etc.

During the semester, students perform *independent work* in the form of preparing individual work (abstract, article, report abstract, essay , etc.) . The maximum number of points for individual work (abstract, article, report abstract, essay, etc.) is 10 points.

The form of *final control* of knowledge of higher education applicants in the academic discipline is an exam. The maximum number of points that a student can receive for the exam is 60. The minimum score of the results of the current control and independent work, which allows a student to take the exam, is 25 points.

Distribution of points between forms of organization of the educational
process and
types of control measures:

Current control						Independent work of students in the form of individual work	Final control (exam)	Final knowled ge assessm ent
Module No. 1	Module No. 2	Module No. 3	Module No. 4	Module No. 5	Module No. 6			
p/s, s/s	p/s, s/s	p/s, s/s	p/s, s/s	p/s, s/s	p/s, s/s			

max 5	max 5	max 5	max 5	max 5	max 5	max 10	max 60	max 100
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7. Criteria for assessing learning outcomes

Type of control	Number of points	Criteria (for each assessment)
Current control in a practical lesson	Max 5	Excellent mastery of the educational material on the topic, some minor shortcomings are possible
	4	Good understanding of the topic, but there are some errors
	3	Satisfactory level of mastery of the material, a significant number of errors
	Min 0	Unsatisfactory level of material acquisition
Colloquium	Mach 10	The results of the material processing are high, a small number of insignificant errors are possible.
	8	Good understanding of the topic, but there are some errors.
	6	Satisfactory level of mastery of the material, a significant number of minor errors.
	4	Satisfactory level of mastery of the material, a significant number of significant errors.
	2	Gaps in knowledge, the applicant has a poor grasp of the material.
	Min 0	Unsatisfactory level of material acquisition.
Test task	Mach 10	Excellent mastery of the educational material on the topics, some minor shortcomings are possible.
	8-9	The results of the material processing are high, but there are a small number of minor errors.
	6-7	Good understanding of the material on the topics, but there are some errors.
	4-5	Satisfactory level of mastery of the material, a significant number of errors.
	2-3	Minimum results sufficient to receive a positive assessment.
	Under 0-1	Unsatisfactory level of material acquisition.
	0	The main points of the topic are covered superficially, with a large number of errors; there are no conclusions; the student does not have a grasp of the material of the work.
Assessment of individual work of higher education applicants:		
Scientific report	Mach 10	<p>The results of the conducted scientific research on a specific topic are presented consistently, systematized, logically, competently, and fully. Modern domestic and foreign scientific literature, regulatory sources, judicial practice, law enforcement practice, and official statistics are thoroughly studied. References to the sources used are provided.</p> <p>The chosen topic is relevant from both a practical and theoretical point of view.</p> <p>The work is properly structured, has an introduction (justification of the relevance of the research, statement of its goal and objectives), fully covers the state of scientific development of the problem, provides a summary of scientific literature, legislation and other sources. In addition to presenting the material, the work contains its own author's approach to solving the problem under consideration and conclusions. The scientific report is illustrated with the help of a presentation.</p>

	8	<p>The results of the conducted scientific research on a certain topic are presented consistently, systematically, logically, and competently. The author used the main modern domestic and foreign scientific literary sources, legislation, and relevant law enforcement practice. The work contains references to the information sources used.</p> <p>The chosen topic is relevant both from a practical and theoretical point of view. The work is well structured, has a justification for the relevance of the research; the general state of scientific development of the problem is highlighted. In addition to the presentation of the material, the work contains reasoned author's conclusions. The scientific report is illustrated with the help of a presentation.</p>
	6	<p>The results of the conducted scientific research on a specific topic are consistently and competently presented. The author used a small number of modern domestic and foreign scientific literary sources, legislation, and law enforcement practice. The work contains references to the sources used.</p> <p>The chosen topic is relevant both from a practical and theoretical point of view. The work is structured, has a justification of the relevance of the research, highlights the state of scientific development of the problem. In addition to presenting the material, the work contains separate author's conclusions.</p>
	5	<p>The work is not sufficiently structured, lacks consistency and logic in the presentation of the material. The author used modern domestic sources. There is a small number of references to judicial and / or law enforcement practice. The presented work does not fully meet the requirements for works of this level, does not contain a sufficient volume that would allow us to understand the essence of the issue or problem for the disclosure of which it was carried out. The chosen topic is relevant, but there is no author's approach in the study of most issues.</p>
	3	<p>The work is not sufficiently structured, does not have a meaningful logic in the presentation of the material. The author used modern domestic sources, but did not refer to law enforcement practice. The presented work does not fully meet the requirements for works of this level, is performed carelessly, does not contain a sufficient volume that would allow to understand the essence of the issue or problem, for the disclosure of which it was performed; there are no author's conclusions.</p>
	Min 0	<p>The submitted work does not meet the requirements for works of this level; it contains signs of academic dishonesty .</p>
Abstract	Mach 5	<p>The issues of the abstract plan are fully covered. The views presented in the educational and scientific literature on the subject of the study are analyzed; based on their comparative assessment, the author's personal attitude to each of them is expressed, and his own assessment is given to the proposals proposed in the literature regarding ways to solve such problematic issues related to the topic, and (or) the author's suggestions are expressed. The abstract is completed independently and does not contain incorrect borrowings. The abstract is illustrated with the help of a presentation.</p>

	4	The vast majority of the issues of the abstract plan are covered fully and accurately. One of the issues is not fully disclosed or a significant error is made in its coverage. The main literary sources recommended by the department when writing a paper on the relevant topic are analyzed. The abstract is completed independently and does not contain incorrect borrowings. The abstract is illustrated with the help of a presentation.
	3	The issues of the topic plan are covered superficially. When writing the abstract, a small number of monographic and normative sources from among those recommended by the department were used. Gross errors were made when disclosing the issues of the plan.
	Min 0	The topic of the essay is not disclosed or incorrect borrowings (plagiarism) are found in it.
Annotation of additional literature read from the course	Mach 3	<p>The work contains an annotation of sources selected in agreement with the teacher-scientific supervisor. A bibliographical description of the annotated source is provided, a description of its content is provided, the main idea and key provisions are highlighted.</p> <p>The abstract contains not only a review of the material read, but also the analytical position of the higher education applicant regarding the information received.</p> <p>The applicant has demonstrated the ability to work with literature, analyze the norms of current legislation, use scientific sources and law enforcement practice, and draw substantiated conclusions. The abstract meets the requirements for this type of work. The reasons for choosing a certain topic, sources, and works of specific authors are indicated, the relevance of the topic is substantiated, the applicant's opinion on the material studied is given, and a conclusion is formulated.</p>
	2	The abstract is superficial, containing only an overview of the material read. The applicant has not demonstrated the ability to work with literature, thoroughly analyze the norms of current legislation, use the necessary number of scientific sources and law enforcement practice, identify law enforcement problems and the main idea. The conclusions drawn do not fully reflect the content of the annotated material or are erroneous.
	Min 0	The abstract contains only a general overview of the researched material. The conclusions drawn do not reflect its content, are erroneous, or contain signs of academic plagiarism.
Generalization of law enforcement practice	Mach 10	<p>The higher education applicant analyzed 30-50 court decisions, procedural documents, etc., which were summarized by him personally or obtained from relevant registers.</p> <p>The summary is properly formatted, includes references to sources of information, contains an introduction indicating the relevance and purpose of the work, a substantive part that structures procedural documents in accordance with the legal position, and conclusions.</p> <p>The conclusions focus on problems of law enforcement, the presence of discrepancies in the interpretation of the norm and/or in law enforcement, shortcomings and errors in the activities of law enforcement agencies, the existence of gaps in the legislation, differences in the interpretation of evaluative concepts, etc. The generalization is illustrated with the help of a presentation.</p>

	8	<p>The higher education applicant analyzed no more than 30 court decisions, procedural documents, etc., which were summarized by him personally or obtained from the relevant registers.</p> <p>The summary is properly formatted, has an introduction, main body, and conclusions. However, the main body contains a simple listing of sources without highlighting the legal position of the law enforcement agency, and the problems of law enforcement are not properly systematized, or it is done incompletely or inaccurately.</p> <p>The conclusions indicate problems with law enforcement, the presence of discrepancies in the interpretation of the norm and/or in law enforcement, shortcomings and errors of law enforcement agencies, the existence of gaps in the legislation, differences in the interpretation of evaluative concepts, etc.</p>
	6	<p>The higher education applicant analyzed no more than 20 court decisions, procedural documents, etc., which were summarized by him personally or obtained from the relevant registers.</p> <p>The summary is properly formatted, has an introduction, a substantive part, and conclusions. However, the substantive part consists of a simple listing of sources without distinguishing the legal position of the law enforcement officer, the problems of law enforcement are not properly systematized or this is done incompletely or inaccurately. The conclusions do not identify the problems of law enforcement, and do not list the discrepancies that occur in law enforcement practice.</p>
	4	<p>The higher education applicant analyzed no more than 10 court decisions, procedural documents, etc., which were summarized by him personally or obtained from the relevant registers.</p> <p>The summary is properly formatted, has an introduction, a substantive part and conclusions. However, the substantive part consists of a simple listing of sources without distinguishing the legal position of the law enforcement officer, the problems of law enforcement are not properly systematized or this is done incompletely or inaccurately. The conclusions do not distinguish the problems of law enforcement, do not indicate the discrepancies that occur in law enforcement practice, for which the summary was carried out.</p>
	2	<p>The higher education applicant analyzed no more than 5 court decisions, procedural documents, etc., which were summarized by him personally or obtained from the relevant registers.</p> <p>The summary is properly formatted, has an introduction, a substantive part and conclusions. However, the substantive part consists of a simple listing of sources without distinguishing the legal position of the law enforcement officer, the problems of law enforcement are not properly systematized or this is done incompletely or inaccurately. The conclusions do not distinguish the problems of law enforcement, do not indicate the discrepancies that occur in law enforcement practice, for which the summary was carried out.</p>
	Min 0	<p>There is no analysis of selected court decisions or relevant procedural documents, only the content of the collected materials is presented. The summary is not properly formatted and structured; no references are provided to the sources of information used.</p>
Essay	Mach 10	<p>The essay was written independently, conscientiously and with integrity. It contains a key idea that is revealed in the content of the work using specific examples from case law, precedents of the European Court of Human Rights, and approaches of</p>

		scholars, but with the author forming and presenting his own attitude to the issue under study.
	5	The essay reveals the key idea fragmentarily, contains methodological errors, and insufficient substantiation of the research question.
	2	The essay reveals the key idea fragmentarily, does not correspond to the essay style, and does not contain the author's conclusion on the issue under consideration.
	Min 0	The topic of the essay is not disclosed or incorrect borrowings (plagiarism) are found in it.
Compilation of a terminology dictionary	10	The higher education applicant has fully completed the task of creating a pre-agreed list of terms reflecting the terminology of a field (several fields) of knowledge or the vocabulary of a special field. A list of terms related to a specific topic of the discipline being studied has been compiled, and their definitions have been provided. The prepared dictionary contains at least 15 terms. When preparing the dictionary, the applicant relied on current legislation, international regulations, the practice of the European Court of Human Rights, the Constitutional Court of Ukraine and the Supreme Court, as well as modern domestic and foreign scientific literature on the chosen topic.
Development of schemes, tables, diagrams	5	A scheme, table, and diagram have been developed based on a comprehensive analysis of current legislation, generalization of law enforcement practice, and mastery of literary sources on the academic discipline studied by the higher education student. Proper systematization of the material allowed for a thorough analysis of relationships, differences, etc. It is desirable to illustrate this type of individual work with a presentation, which significantly increases its illustrativeness. The work was done accurately, carefully, thoroughly, independently.
Creating a presentation	3	Using Microsoft <i>PowerPoint</i> or other convenient software of the applicant's choice, a presentation of one of the topics of the academic discipline being studied is prepared. The presentation of the material should be dynamic, interesting, illustrative, using various types of images. The presentation should contain at least 10 slides and fully disclose the issue.
Creating a short film	10	A film of at least 2-3 minutes of audio-video or video content is presented. The plot of the film is driven by a single goal, contains an idea that has been discussed in advance with the scientific supervisor. The film is made with high quality, the sound is clear, and is accessible for viewing.
Writing and publishing a scientific article	10	A scientific article is logically complete, thorough, it explores the most relevant problems or a specific issue that is important for deepening the knowledge of a higher education student in the academic discipline he is studying. The article has a scientific style of presentation. In terms of content, it is characterized by accuracy, clarity, coherence (logical consistency), integrity, literacy, completeness of the material and its high scientific level. The structural elements of the article meet the requirements of the publication to which it is submitted. The maximum score is given if the prepared article is published by the publishing house.

Writing and publishing conference paper abstracts	5	Abstracts of a speech at a scientific-practical or scientific conference meet the requirements for this type of work. They concisely formulate the key points that present the report that the higher education student has delivered or wishes to deliver at the conference. Abstracts are designed in accordance with the requirements set by the conference organizers or the publishing house. The maximum score is awarded if they are published.

8. Pedagogical control for higher education students

full-time/part-time teaching

Scale of final pedagogical control

Rating on the ECTS scale	Definition	Rating on a national scale	Rating on the 100-point scale used in the New Zealand Law School
AND	Excellent – excellent performance, with only a small number of errors	5	90–100
IN	Very good – above average with a few errors	4	80–89
WITH	Good – generally correct work with a certain number of minor errors		75–79
D	Satisfactory – not bad, but with a significant number of shortcomings	3	70–74
THERE ARE	Sufficient – performance meets minimum criteria		60–69
FX	Unsatisfactory - needs work before reassembling	2	35–59
F	Unsatisfactory – serious further work is required, mandatory retake		0 – 34

9. Educational, methodological and informational support

academic discipline

Legal acts

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 authorities” of 28.09.1977 URL :
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 11.03.1980 . URL :
https://hcj.gov.ua/sites/default/files/field/rada_yevropy_rekomendaciya_r_80_2_3.pdf

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 No. R (87) 16 “On administrative procedures affecting a large number of persons”
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