

COURSE SYLLABUS

1. Information about the study program

1.1 University	Babeş-Bolyai University
1.2 Faculty	Faculty of History and Philosophy
1.3 Department	International Studies and Contemporary History
1.4 Field of study	Security Studies
1.5 Study cycle (BA/MA)	BA
1.6 Study program/Qualification	Security Studies

2. Information about the subject

2.1 Course title	Introduction to constitutional and administrative law							
2.2 Course tutor	Dr. Augusta Bora							
2.3 Seminar tutor	Dr. Augusta Bora							
2.4 Year of study	2	2.5 Semester	3	2.6 Type of assessment	E	2.7 Course status	Contents	
							Mandatory	DD

3. Total estimated time (teaching hours per semester)

3.1 Number of hours per week	4	of which: 3.2 course	2	3.3 seminar/laboratory	2
3.4 Total number of hours in the curriculum	42	of which: 3.5 course	28	3.6 seminar/laboratory	14
Time distribution					Hours
Study based on textbook/course manual/recommended reading/personal notes					36
Additional research in the library, by accessing scientific databases, or during field work					40
Preparation for seminars/laboratory classes, essays, portfolios and reports					28
Tutoring					2
Assessment (examinations)					2
Other activities					
3.7 Total hours for individual study		108			
3.8 Total hours per semester		150			
3.9 Number of credits		5			

4. Prerequisites (if necessary)

4.1 Curriculum	Not the case
4.2 Skills	Not the case

5. Conditions (if necessary)

5.1. For delivering lectures	• -
5.2. For teaching seminars/laboratory classes	• -

6. Acquired specific competences

Professional competences	<ul style="list-style-type: none"> • Applying the foundations of social and political theories in understanding, analysing and evaluating socio-political organization - Elaboration of professional projects using established principles and methods in the field - Knowledge and understanding of the basic concepts, theories and methods of the field and area of specialization; their appropriate use in professional communication - Using basic knowledge to explain and interpret various types of concepts, situations, processes, projects, etc. associated with the field
Transversal competences	<ul style="list-style-type: none"> • Management of information specific to solving complex tasks in context (receiving, transmitting, processing, storing information in profile documents), including using an advanced level of an international language and an intermediate or advanced level of a second foreign language • Application of effective work techniques in multidisciplinary teams corresponding to various hierarchical levels

7. Course objectives (derived from the specific competences acquired)

7.1 General objective of course	Knowledge of the main aspects related to administrative and constitutional law
7.2 Specific objectives	<ul style="list-style-type: none"> • Presentation and analysis of the organization and functioning of the central and local public administration; • • Presentation and analysis of the legal forms of activity of the administrative authorities; • • Analysis of the way of organizing the public function, the legal aspects of the activity of the police - civil servants with special status;

8. Contents

8.1 Lectures	Teaching methods	Remarks
The object of constitutional law and the object of administrative law.	Presentation/debate	
The object of constitutional law and the object of administrative law.	Presentation/debate	
Local public administration.	Presentation/debate	
General theory of the administrative act	Presentation/debate	
Conditions of validity of the administrative document	Presentation/debate	
Procedural formalities for issuing the administrative act	Presentation/debate	
Administrative contracts	Presentation/debate	
The civil service. Legal and ethical issues	Presentation/debate	
Civil Service (II)	Presentation/debate	
The administrative dispute I	Presentation/debate	
The administrative dispute II	Presentation/debate	
The administrative dispute III	Presentation/debate	
Public and private domain of the status of territorial administrative units	Presentation/debate	
Recap	Presentation/debate	
Bibliography		
A. 1 Dacian Cosmin Dragos, Drept administrativ, Accent 2005. Cursul se găsește actualizat pe www.apubb.ro ;		

B. Dacian Cosmin Dragos, Legea contenciosului administrativ. Comentarii si explicatii, C.H. Beck 2006;

C. Dana Apostol Tofan, Drept administrativ, 2007-2008, C.H.Beck;

D. Rodica Narcisa Petrescu, Drept administrativ, 2007, Accent;

E. Antonie Iorgovan, Tratat de drept administrativ, 2007, C.H. Beck;

F. A. Trăilescu, Tratat elementar de drept administrativ, AllBeck, 2002;

G. Constantin Draghici, Adrian Iacob, Ciprian Constantin, Cristina Voinic, Drept polițienesc, Sitech, 2008;

H. Suteu, Gheorghe Nicolaie, Drept polițienesc, Ediția a 2-a, Sibiu: Salgo, 2010;

8.2 Seminars	Teaching methods	Remarks
General notions. Concepts	debate/analysis	
Central public administration authorities.	debate/analysis	
Local public administration authorities	debate/analysis	
Comparative analysis of administrative documents - types	debate/analysis	
Conditions of validity of the administrative document	debate/analysis	
Procedural formalities for issuing the administrative act	debate/analysis	
Analysis of the types of administrative contracts	debate/analysis	
The civil service. Legal and ethical issues	debate/analysis	
EU Foreign Policy and the role of the European External Action Service	debate/analysis	
Public function (II). transfer, delegation, suspension, joint commission	debate/analysis	
The administrative dispute. Types	debate/analysis	
The administrative dispute (II). Terms	debate/analysis	
Administrative litigation (III) Procedures. Actions	debate/analysis	
The public and private domain of the state and territorial administrative units	debate/analysis	
Recap	Debate/analysis	

Bibliography

A. 1 Dacian Cosmin Dragos, Drept administrativ, Accent 2005. Cursul se găsește actualizat pe www.apubb.ro;

B. Dacian Cosmin Dragos, Legea contenciosului administrativ. Comentarii si explicatii, C.H. Beck 2006;

C. Dana Apostol Tofan, Drept administrativ, 2007-2008, C.H.Beck;

D. Rodica Narcisa Petrescu, Drept administrativ, 2007, Accent;

E. Antonie Iorgovan, Tratat de drept administrativ, 2007, C.H. Beck;

F. A. Trăilescu, Tratat elementar de drept administrativ, AllBeck, 2002;

G. Constantin Draghici, Adrian Iacob, Ciprian Constantin, Cristina Voinic, Drept polițienesc, Sitech, 2008;

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9. Validating course contents based on the expectations of epistemic communities, professional associations and of potential employers related to the field of study.

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| <ul style="list-style-type: none"> • The discipline was developed in accordance with the works in the field, published in the country and abroad; • Some of the topics in the course include relevant issues that are the subject of concern of relevant institutions or international scientific conferences, including debates in international journals. |
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10. Assessment (examination)

Type of activity	10.1 Assessment criteria	10.2 Assessment methods	10.3 Weight in the final grade
10.4 Lecture	<ul style="list-style-type: none"> • Acquiring the knowledge from the course and from the recommended specialized bibliography Carrying out the course project on strategic planning at the level of an organization / company 	Exam	50%
10.5 Seminar	<ul style="list-style-type: none"> • Knowledge and understanding of key concepts in security governance and their ability to interpret them critically in case studies Read the recommended materials for each topic 	Seminar papers / Debates / Continuous evaluation throughout the semester	50%
10.6 Basic performance standard			
Organizational details, exceptional situation management:			
<ul style="list-style-type: none"> • 5 			

Date	Course tutor's signature	Seminar tutor's signature
Date of department endorsement	Head of department's signature	
Date of Dean's endorsement	Signature of the vice-Dean in charge	Faculty stamp