

**MINISTRY OF EDUCATION AND SCIENCE OF UKRAINE
SUMY NATIONAL AGRARIAN UNIVERSITY**

**International Relations Department
Faculty of Law**

MODULE SYLLABUS

Comparative constitutional and administrative law

(compulsory)

Implemented in the « International Law» academic program

Area of specialization 293. International Law

at the first (bachelor's) level of higher education

Syllabus review data:

The academic year in which changes are made	The Academic program attachment number with changes description	Changes revised and approved		
		Minutes No and date of the department meeting	Head of Department	Guarantor of the Academic program

1. MODULE OVERVIEW

1.	Title	Comparative constitutional and administrative law		
2.	Faculty/Department	Faculty of Law / International Relations Department		
3.	Type (compulsory or optional)	Compulsory		
4.	Program(s) to which module is attached (to be filled in for compulsory types)	293. International Law		
5.	Module can be suggested for (to be filled in for optional types)	-		
6.	Level of the National Qualifications Framework	The first (bachelor's) level of higher education, NQF -8		
7.	Semester and duration of module	3,4 semester, week 1-15		
8.	ECTS credits number	8 credit ECTS		
9.	Total workload and time allotment	Directed study		Self-directed study
		Lectures	Practicals	Labs
	3 semester	16	14	-
	4 semester	14	16	120
10.	Language of instruction	Foreign language (English)		
11.	Module leader	Ivan Kravchenko		
12.	Module leader contact information	J. dr., Ass. prof. of the Department of administrative and information law; r.123, phone number: 8(066)2670815; e-mail: ikk3kki@gmail.com ;		
13.	Module description	<p>The course forms in students knowledge of the interaction problems of constitutional and administrative law with other branches of law and their place in the legal system of state. Proposed discipline is closely connected with the study of constitutional and administrative law of foreign countries and constitutional and administrative law of Ukraine, but its study is based not on the basic presentation of material but on the principles of comparative law. In addition, the study of this discipline involves the assimilation of constitutional and legal principles of the formation of legal statehood in Ukraine, the acquisition of in-depth knowledge of the constitutional theory and practice of organization and implementation of state power, the ability to analyze the main regularities and trends of constitutional and legal development of Ukraine, defining ways to improve the national constitutional and legal legislation on the basis of positive foreign experience.</p>		
14.	Module aim	The module is aimed at student's attention about the legal institutions of government and other structures and a wide range of		

		public relations, consisting of the field of public administration with regard to their administrative and legal regulation.
15.	Module Dependencies (prerequisites, co-requisites, incompatible modules)	<p>Prerequisites are necessary knowledge and skills which is based on courses such as General Theory of Law.</p> <p>The educational component is the basis for such course as Administrative law, Constitutional Law.</p>
16.	The policy of academic integrity	<p>Applicants for higher education will adhere to the principles of academic integrity, aware of the consequences of its violation, which is determined by the regulations of Sumy National Agrarian University, including the Code of Academic Integrity, Regulations on Prevention and Detection of Academic Plagiarism in SNAU https://snau.edu.ua/viddil-zabezpechennya-yakosti-osviti/zabezpechennya-yakosti-osviti/akademichna-dobrochesnist/).</p> <p>The following forms of academic dishonesty (academic integrity violation) are distinguished between copying; submitting another person's work as your own or submitting another person's work without proper citation; unauthorized test possession, purchase, or supplying; ghosting; altering exams or assignments; improper use of technology; facilitating academic dishonesty by others; submitting work previously used without permission; unauthorized collaboration; unauthorized use of study aids.</p> <p>Depending on the nature of the violation, the teacher will assign one of the following penalties:</p> <p>Copying - reduced exam or assignment grade to 0 for assignment or exam</p> <p>Cheating - requiring the student to redo the assignment for a reduced grade - assigning the student a failing grade for the assignment</p> <p>Information Falsification or Fabrication -verbal or written reprimand -reduction in course grade -failure (no credit) or reduction in grade given for paper, exam, or assignment without privilege of make-up</p> <p>Deception -a mark of zero (0) should be awarded for the assessment in which the deception was found to occur</p> <p>Facilitating academic dishonesty -reduced assignment grade for what the student submitted -a mark of zero (0) for assignment student submitted -reduced grade in module</p> <p>Plagiarism -a mark of zero (0) should be awarded for the assessment in which the plagiarism was found to occur -rewriting a paper; retaking an exam, test, or quiz; or redoing an assignment -reduction in course grade; failure (no credit); or reduction in grade given for paper, exam, or assignment without privilege of make-up.</p>
17.	Link in Moodle	https://cdn.snau.edu.ua/moodle/course/view.php?id=1794

2. CORRELATION BETWEEN MODULE LEARNING OUTCOMES (MLOs) AND PROGRAM LEARNING OUTCOMES (PLOs)

MLOs: On successful completion of the module the student will be able to:	PLO																	How assessed			
	PLO 1	PLO 2	PLO 3	PLO 4	PLO 5	PLO 6	PLO 8	PLO 9	PLO 10	PLO 11	PLO 16	PLO 17	PLO 20	PLO 21	PLO 22	PLO 25	PLO 26		PLO 27		
	Determine the persuasiveness of arguments in the process of evaluating previously unknown conditions and circumstances	Analyze social processes in the problem analyzed context and demonstrate their own vision of solution ways	Conduct collection and integrated analysis of materials from different sources	Formulate own judgments based on analysis of a known problem	Give a brief conclusion regarding individual factual circumstances (data) with sufficient justification	Evaluate the shortcomings and advantages of arguments by analyzing a known problem	Make and coordinate a plan of own research and independently collect materials from certain sources	Use a variety of information sources for full and comprehensive establishment of certain circumstances	Independently determine the circumstances according to which the help is needed, and act accordingly recommendations	Anticipate broad public consequences for an international agreement concluding or another action with diplomatic or international law character, acceptance of domestic regulations, etc.	Use statistical information obtained from primary and secondary sources for your professional activities	Freely use available information technologies and databases for professional activities	Demonstrate knowledge and understanding of basic modern legal doctrines, values and principles of national and international legal systems' functioning	Demonstrate the necessary knowledge and understanding of the essence and the content of basic legal institutions and fundamental norms of international public and private international law; European law and law of the European Union	Explain the nature and content of major international legal phenomena and processes	Apply the acquired knowledge and skills from international relations, international law in solving practical problems	Prepare drafts of necessary acts of application international law in accordance with the legal opinion, done in different legal situations	Provide advice on possible ways to protect the rights and interests of clients at the national and international levels in various legal situations			
MLOs 1. use knowledge in order to know your rights and responsibilities as a member of society			X				X	X			X		X	X						Practical work 1.	
MLOs 2. assess the legal consequences of the functioning of organizations	X		X			X	X	X		X	X	X		X							Practical work 2.
MLOs 3. communicate effectively both orally and in writing;	X			X									X	X		X	X				Practical work 3.

1. Elections` notions and their social function. 2. Types of elections. 3. Election rights and electoral system.					
Topic 4. Elements of mechanism of administrative and legal regulation. Sources of administrative law. 1. Definition, subject and method of administrative law. 2. Principles and system of administrative law. 3. Essence, main features and structure of public administration. Principles of public administration.	4	2		20	1,2,3,12,15,17.
Topic 5. Administrative jurisdiction. 1. Jurisdiction of administrative cases and administrative jurisdiction. 2. Concept, task and principles of administrative proceedings.	4	4		20	1,2,3,9, 11,12,16.
Total hours/semester:	16	14		120	
<i>Spring semester</i>					
Topic 6. Legislative process and other parliamentary procedures. 1. Legislative process and other special parliamentary procedures. 2. Stages of the legislative process. 3. The concept of legislative initiative. Subjects of the law of legislative initiative.	4	4		20	1,2,3,8, 12,15,16,17.
Topic 7. Central and local executive bodies. 1. Ministries and other central bodies of executive power: system, procedure of formation. 2. Main tasks and functions of the ministries. 3. The system of local executive bodies.	2	2		30	1,4,5,6,10,12,13,16.
Topic 8. Evidence and terms in the administrative process. 1. Proof of belonging. 2. Admissibility of evidence.	2	2		30	1,2, 3,6,12, 15.16.
Topic 9. Proceedings in the court of first instance. 1. Stages of trial. 2. Opening a case.	4	2		20	

Topic 10. Administrative Offenses and Administrative Responsibility. 1. Concept, features and composition of an administrative offense.	4	4		20	
Total hours/semester:	16	14		120	
Total hours/academic year:	32	28		240	

4. TEACHING AND LEARNING METHODS

MLOs	Teaching methods (directed study)	Hours	Learning methods (self-directed study)	Hours
MLOs 1. use knowledge in order to know your rights and responsibilities as a member of society	Conducting lectures and practical lessons with multimedia presentations	3	Processing of strangers (new terms), additional processing of lecture material. Preparation for the practical tasks.	2
MLOs 2. assess the legal consequences of the functioning of organizations	Conducting lectures and practical lessons with multimedia presentations	3	Reading, information search. Literature review. Preparation for the practical tasks.	2
MLOs 3. communicate effectively both orally and in writing; ability to work in groups	Conducting lectures and practical lessons with multimedia presentations Discussions in class. Conversation, explanation.	3	Presentation. Demonstration. Reading texts, articles. Preparation for the defense of practical tasks.	2
MLOs 4. demonstrate their knowledge and skills based on ethical considerations	Conducting lectures and practical lessons with multimedia presentations Case studies, round table discussions.	3	Testing, Questionnaires. Preparation for the defense of practical tasks.	2
MLOs 5. adapt to new situations, be ready to defend their rights	Conducting lectures and practical lessons with multimedia presentations Thematic discussion in class.	4	Intermediate multiple choice test (written / oral test).	

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5. ASSESSMENT

5.1. Diagnostic assessment

5.2. Summative assessment

5.2.1. Intended learning outcomes methods:

No	Summative assessment methods	Grades	Deadline
	<i>Autumn semester</i>		
1.	Practical work 1.	10 grades / 10%	After studying the topics
2.	Practical work 2.	10 grades/ 10%	After studying the topics
3.	Intermediate multiple choice test (written / oral test) (Module control)	20 grades/ 20%	After studying the topics According to the schedule of the educational process
4.	Attestation (multiple choice test)	10 grades / 20%	According to the schedule of the educational process
5.	Practical work 3.	10 grades/ 10%	After studying the topics
6.	Practical work 4.	10 grades / 10%	After studying the topics
7.	Intermediate multiple choice test (written / oral test) (Module control)	10 grades/ 10%	After studying the topics
8.	End-of-semester written test (Exam - multiple choice test)	20 grades / 20%	After studying the topics According to the schedule of the educational process
	<i>Spring semester</i>		
1.	Practical work 1.	10 grades / 10%	After studying the topics
2.	Practical work 2.	10 grades/ 10%	After studying the topics

3.	Intermediate multiple choice test (written / oral test) (Module control)	20 grades/ 20%	After studying the topics According to the schedule of the educational process
4.	Attestation (multiple choice test)	10 grades / 20%	According to the schedule of the educational process
5.	Practical work 3.	10 grades/ 10%	After studying the topics
5.	Practical work 4.	10 grades / 10%	After studying the topics
7.	Intermediate multiple choice test (written / oral test) (Module control)	10 grades/ 10%	After studying the topics
8.	End-of-semester written test (Exam - multiple choice test)	20 grades / 20%	After studying the topics According to the schedule of the educational process

5.2.2. Grading criteria

No	Summative assessment method	Unsatisfactory	Satisfactory	Good	Excellent
1.	Practical work 1.	<6 <60% practical work is not done or done incorrectly	6-7 60-74% not all tasks of practical work are performed, or performed with errors	8-9 75-89% tasks are performed with minor errors, the student is sufficiently oriented in the theoretical material	10 90-100% all the tasks of practical work are done, the student is well versed in the theoretical material
2.	Practical work 2.	<6 <60% practical work is not done or done incorrectly	6-7 60-74% not all tasks of practical work are performed, or performed with errors	8-9 75-89% tasks are performed with minor errors, the student is sufficiently oriented in the theoretical material	10 90-100% all the tasks of practical work are done, the student is well versed in the theoretical material

3.	Intermediate multiple choice test (written / oral test) (Module control)	<12 <60% correct answers	12-15 60-74% correct answers	15-19 75-89% correct answers	20 90-100% correct answers
4.	Attestation (multiple choice test)	<6 <60% correct answers	6-7 60-74% correct answers	8-9 75-89% correct answers	10 90-100% correct answers
5.	Practical work 3.	<6 <60% practical work is not done or done incorrectly	6-7 60-74% correct answers not all tasks of practical work are performed, or performed with errors	8-9 75-89% correct answers tasks are performed with minor errors, the student is sufficiently oriented in the theoretical material	10 90-100% correct answers all the tasks of practical work are done, the student is well versed in the theoretical material
6.	Practical work 4.	<12 <60% practical work is not done or done incorrectly	12-15 60-74% not all tasks of practical work are performed, or performed with errors	15-19 75-89% tasks are performed with minor errors, the student is sufficiently oriented in the theoretical material	20 90-100% all the tasks of practical work are done, the student is well versed in the theoretical material
7.	Intermediate multiple choice test (written / oral test)(Module control)	<12 <60% correct answers	12-15 60-74% correct answers	15-19 75-89% correct answers	20 90-100% correct answers
8.	End-of-semester written test (Exam - multiple choice test)	<12 <60% correct answers	12-15 60-74% correct answers	15-19 75-89% correct answers	20 90-100% correct answers

5.3. Formative assessment

Formative exercises are designed to enable students to develop particular aspects of their learning, prior to summative assessments. Formative exercises are designed to help students use feedback and self-reflection to manage and develop their learning so that they can see how to improve their work.

No	Formative Assessment elements	Date
1.	Oral feedback from the teacher after studying each topic	After finishing the study of the topic
2.	Oral feedback from the teacher after studying each topic	After finishing the study of the topic
3.	The origin of testing and attestation by means of control and teacher feedback.	According to the schedule of the educational process
4.	Written / oral feedback of the intermediate multiple choice test. Intermediate multiple choice test (written / oral test). (Module control)Tests (detection / correction of errors, true / false, multiple choice, oral answer) by means of control and teacher feedback.	According to the schedule of the educational process
5.	Oral feedback from the teacher after studying each topic.	After finishing the study of the topic
6.	Oral feedback from the teacher after studying each topic.	After finishing the study of the topic
7.	Intermediate multiple choice test (written / oral test). (Module control)Written / oral feedback of the intermediate multiple choice test. Tests (detection / correction of errors, true / false, multiple choice, oral answer) and by means of control and teacher feedback.	According to the schedule of the educational process
8.	Assessment of academic knowledge. End-of-semester written test (Exam - multiple choice test). Oral/ writing feedback from the teacher.	According to the schedule of the educational process

6. LEARNING RESOURCES

Key resources:

1. Адміністративне право. Академічний курс: підруч.: у 2 т. Київ, 2004. 625 с.
2. Галуцько В., Діхтєвський П., Кузьменко О., Стеценко С. Адміністративне право України. Повний курс: підручник. Херсон, 2018. 446 с.
3. Гриценко І. С., Мельник Р. С., Пухтецька А. А. та інші. Загальне адміністративне право. Київ, 2015. 568 с.
4. Коломоєць Т. О. Адміністративне право України. Київ, 2008. 457 с.
5. Кузьменко О. В. Курс адміністративного права України: підручник. Київ, 2018. 904 с.
6. Мельник Р. С., Бевзенко В. М. Загальне адміністративне право. Київ, 2014. 376 с.

Additional resources:

7. Адміністративне право для студентів: просто і зрозуміло: Збірник матеріалів засідання круглого столу, м. Київ, 5 березня 2018 р. Київ, 2018. 76 с.
8. Антологія української юридичної думки: в 6 т. Том 5: Поліцейське та адміністративне право, упоряд.: Ю. І. Римаренко, В. Б. Авер'янов, І. Б. Усенко. Київ, 2003
9. Біла-Тіунова Л. Р. Тестові завдання із дисциплін «Адміністративне право» та «адміністративно-процесуальне право»: практикум. Одеса, 2018. 351 с.
10. Школик А. М. Порівняльне адміністративне право. Львів, 2007. 308 с.

Computer Applications and soft:

11. Executive: Definition, Functions and Types of Executive [Electronic recourse]/ - Access mode: <http://www.yourarticlelibrary.com/political-science/executive-definition-functions-and-types-of-executive/40360/>

12. Vashchenko Y. Legal issues of the public administration in Ukraine in the context of constitutional and public administration reforms / Yuliya Vashchenko // http://www.mruni.eu/en/mokslo_darbai/jurisprudencija/paskutinis_numeris/dwn.php?id=385808

13. Concept of public administration reform In Ukraine [Electronic recourse]/ - Access mode: http://pravo.org.ua/files/administr/Koncept_PRA_23%2012%2005.pdf

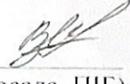
14. LEGISLATION UKRAINE [Electronic recourse]/ - Access mode: <http://www.lexadin.nl/wlg/legis/nofr/oeur/lxweukr.htm>

Рецензія на робочу програму (силабус)

Параметр, за яким оцінюється робоча програма (силабус) освітнього компонента	Так	Ні	Коментар
Загальна інформація про освітній компонент є достатньою	р		
Результати навчання за освітнім компонентом відповідають НРК	р		
Результати навчання за освітнім компонентом відповідають передбаченим ПРН (для обов'язкових ОК)	р		
Результати навчання за освітнім компонентом дають можливість виміряти та оцінити рівень їх досягнення	р		
Результати навчання стосуються компетентностей студентів, а не змісту дисципліни (містять знання, уміння, навички, а не теми навчальної програми дисципліни)	р		
Навчальна активність (методи викладання та навчання) дає змогу студентам досягти очікуваних результатів навчання	р		
Освітній компонент передбачає навчання через дослідження	р		
Стратегія оцінювання в межах освітнього компонента відповідає політиці Університету/факультету	р		
Передбачені методи оцінювання дозволяють оцінити ступінь досягнення результатів навчання за освітнім компонентом	р		
Навантаження студентів є адекватним обсягу освітнього компонента	р		
Рекомендовані навчальні ресурси є достатніми для досягнення результатів навчання	р		
Література є актуальною	р		

Рецензенти:

Член проектної групи ОП лінійного проєкту (назва)  (ПІБ) А.М. Ковалюк (підпис)

Викладач кафедри лінійного проєкту (назва)  (посада, ПІБ) Н.В. Василько (підпис)