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**SYLLABUS**  
**PROGRAM OF PUBLIC MANAGEMENT AND POLICY IN ENGLISH**  
**(E-PMP)**

LEVEL OF EDUCATION: UNDERGRADUATE

TYPE OF EDUCATION: FULL-TIME

**1. GENERAL INFORMATION**

- *Course title (Vietnamese):*        **Luật hành chính**
- *Course title (English):*        **Administrative Law**
- *Course code:*                    **EPMP1135**
- *Knowledge group:*            **Professional education**
- *Credit:* **3**
- *Prerequisite courses:*        **No**

**2. THE DEPARTMENT IN CHARGE: Social Management**

**3. DESCRIPTION**

Administrative Law is concerned with controlling the misuse of public power, by laying down general norms of administrative behaviour. This course will deal with the nature, scope and functions of Administrative Law, the nature and control of delegated legislative power, regulation of discretionary powers and general principles of Administrative adjudication. The course further deals with the role played by courts in the development of Administrative Law. Additionally, adjudicatory powers of the administration and liability of administrative authorities are also thoroughly examined.

**4. REFERENCES**

**Required textbooks**

Ian Elis-Jones (2001), Essential Administrative Law, Cavendish Publishing Limited.  
Rosenbloom, David H. (2015), **Administrative Law for Public Managers**, 2<sup>nd</sup> Ed, Westview Press.

**Other references**

General Law Textbook, Dr. Nguyen Hop Toan, National Economics University Publisher 2011  
Vietnam Administrative Law, Prof. Dr. Pham Hong Thai, National University Publisher 2017  
Administrative Law, P. Well, 1995

**5. COURSE OBJECTIVES:**

<b>Goal (Gx)</b>	<b>Description</b>	<b>PLO</b>	<b>Level</b>
<b>[1]</b>	<b>[2]</b>	<b>[3]</b>	<b>[4]</b>
G1 (Knowledge)	Understand the basic concepts and principles of the Administrative Law to apply the necessary legal documents for each specific case and explain the system of administrative legal documents and by-law documents	KT 1	3
G2 (Skill)	Have skills to use administrative procedures to address the specific case and á p use of the legal basis in the settlement of complaints and denunciations in English	KN 5	3
G3 (Level of autonomy and responsibility)	Be meticulous, sincere and in compliance with the professional regulations and laws	NLTC1	4

**6. COURSE LEARNING OUTCOME:**

<b>Goal</b>	<b>CLO (CLOx.x)</b>	<b>Description</b>	<b>Level</b>
<b>[1]</b>	<b>[2]</b>	<b>[3]</b>	<b>[4]</b>
G1 (Knowledge)	CLO1.1	Understand basic concepts and principles of Administrative Law	2
	CLO1. 2	Applying necessary legal documents for each specific case	3
	CLO1. 3	Describe and explain the system of legal documents and administrative documents, by-law documents	3
G2 (Skill)	CLO2.1	Have skills in applying administrative procedures to solve specific cases	3
	CLO2.2	To be able to use legal grounds in the English language resolution of complaints and denunciations	3

G3 (Level of autonomy and responsibility)	CLO3.1	Be meticulous, sincere and in compliance with the professional regulations and laws	4
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## 7. COURSE ASSESSMENT

Form of evaluation	Content	Time	CLO	Evaluation criteria	Ratio (%)
[1]	[2]	[3]	[4]	[5]	[6]
Evaluate the learning process		From week 1 to week 12	CLO1.1, CLO1.2, CLO1.3, CLO3.1	<ul style="list-style-type: none"> <li>- Full class participation level.</li> <li>- The level of lesson preparation at home (fully, thoroughly)</li> <li>- Level of participation in answering lecturers' questions (quantity and quality of answers)</li> <li>- Level of participation in questioning lecturers (quantity and quality of questions)</li> </ul>	10%
Individual exercises	Chapter 1: Introduction to Administrative Law Chapter 2: Subordinate Legislation Chapter 3: Procedural Fairness Chapter 4: <i>Ultra vires</i>	Week 5	CLO 1.1, CLO 1.2, CLO 2.1, CLO 3.1	The level of completion of the individual test (on-time, the quality of the assignment is associated with the level of knowledge, skills and capacity to be autonomous and responsible for the learning outcomes of the course)	20%

Mid-term review	Chapter 5: Administrative sanctions Chapter 6: Public interest immunity	Week 7	CLO 1.2, CLO 2.2, CLO 3.1	The level of completion of group assignments, presentations (on time, quality of content and presentations, responses to questions of lecturers and classmates associated with the level of knowledge, skills and level of autonomy and responsibility of this course)	20%
End-of-term evaluation	Chapter 3: Procedural Fairness Chapter 4: <i>Ultra vires</i> Chapter 5: Administrative sanctions Chapter 7: Administrative Procedures		CLO 1.2, CLO 1.3, CLO 2.2 , CLO 3.1	The level of completion of the individual test at the end of the term  (The quality of the test is associated with the attainment of knowledge, skills as well as the capacity of autonomy and self-responsibility for the learning outcomes of the course)	50%

\* The module uses Turnitin software to assess academic integrity.

## 8. TEACHING PLAN

Week/ Session	Contents	CLO	Activities	Assessment
[1]	[2]	[3]	[4]	[5]

1	Chapter 1. Introduction to the course and Administrative Law Small exercise chapter 1	CLO 1.1, CLO 3.1	<b>Study at home:</b> Pre-study the document of Chapter 1 <b>Teaching and learning in class</b> - Introduction about the course and how to evaluate the course: 1 period - Lecture: 2 periods - Class discussion (individual) : 1 period	
2	Chapter 2: Subordinate Legislation Small exercise chapter 2	CLO 1.3 , CLO 2.1, CLO 3.1	<b>Study at home:</b> Study the document of Chapter 2 in advance <b>Teaching and learning in class</b> - Lecture: 3 periods - Class discussion (individual): 1 period	Evaluate the learning process, attitude, level of initiative and positivity in learning 10% - Personal exercises 20% - Exercise theory the group 20%
3	Chapter 3: Procedural Fairness Small exercise chapter 3	CLO 1.1, CLO 2.1, CLO 3.1	<b>Study at home:</b> Study the document of Chapter 3 in advance <b>Teaching and learning in class</b> - Lecture: 3 periods - Class discussion (individual): 1 period	

4	Chapter 4: <i>Ultra vires</i> Small exercises chapter 4	CLO 1.2, CLO 2.1, CLO 3.1	<b>Study at home:</b> Study the document of Chapter 4 in advance <b>Teaching and learning in class</b> - Lecture: 3 periods - Class discussion (individual): 1 period
5	Chapter 5: Jurisdictional Error	CLO 1.2, CLO 2.2, CLO 3.1	<b>Study at home:</b> Study the document of Chapter 5 in advance <b>Teaching and learning in class</b> - Lecture: 3 periods - Class discussion (individual): 1 period - Submit personal essay 20%
6	Chapter 6: Public interest immunity Group presentations	CLO 1.2 , CLO 2.2, CLO 3.1	Studying at home: Research the document of Chapter 6 Study in class Lecture: 2 periods Group presentation: 2 periods
7	Group presentations	CLO 1.2, CLO 2.2, CLO 3.1	Group presentation: 4 periods

8	Group presentations (continued)	CLO 1.2, CLO 2.2, CLO 3.1	Group presentation: 4 periods	
9	Chapter 7: Administrative Procedures	CLO 1.2, CLO 1.3, CLO 2.2, CLO 3.1	<b>Study at home:</b> Pre-study the document Chapter 7 <b>Teaching and learning in class</b> - Lecture: 3 periods - Class discussion (individual): 1 period	
10	Chapter 7: Administrative Procedures (2)	CLO 1.2, CLO 1.3, CLO 2.2, CLO 3.1	<b>Study at home:</b> Pre-study the document Chapter 7 <b>Teaching and learning in class</b> - Lecture: 3 periods - Class discussion (individual): 1 period	
11	Chapter 7: Administrative Procedures (3)	CLO 1.2, CLO 1.3, CLO 2.2, CLO 3.1	<b>Study at home:</b> Pre-study the document Chapter 7 <b>Teaching and learning in class</b> - Lecture: 3 periods - Class discussion (individual): 1 period	
12	Revision	CLO 1.1, CLO 1.2, CLO 1.3, CLO 2.1,	<b>Study at home:</b> Review the chapters learned. Prepare	

		CLO 2.2, CLO 3.1	questions that need answers <b>Teaching and learning in class</b> - System : 2 periods - Troubleshooting : 2 periods	
	Examination at the end of the period	CLO 1.1, CLO 1.2, CLO 1.3, CLO 2.1, CLO 2.2, CLO 3.1	Written exam: 90 minutes	Final exam: 50%

## 9. COURSE REQUIREMENT

### 9.1. Rules of class participation

- Students are responsible for attending all classes. In case of absence from school due to force majeure reasons, there must be sufficient and reasonable proofs.

- Students are responsible for actively researching documents, proactively preparing lessons before going to class according to the instructions and requests of lecturers.

- Students who miss more than 20% of the lessons of the subject will be considered as not complete the course and have to enroll again.

- Students who submit individual and group assignments late compared with the prescribed time of the instructors will receive a score of 0 for that assignment.

- Students will be randomly asked to answer questions during 12 sessions

- Regarding the communication between lecturers and students: Encourage students to participate in discussions (groups and individuals), give direct feedback to teachers about the content of the course, teaching and learning methods, teaching materials and handouts. Lecturers also encourage students to give feedback on the form, methods and contents of the tests to evaluate students' learning results. Students can communicate with lecturers in class, during office hours or via email. The valuable feedback from students contributes to improve the teaching and learning quality of the course

### 9.2. Rules of classroom behavior



- The module is conducted on the principle of respect for students and lecturers. All behaviors that interfere with the teaching and learning process are strictly prohibited.
- Students need to actively participate in lectures through discussions with lecturers (answer and ask questions) and group discussions, presentations
- Students must go to school on time. Students who are late more than 10 minutes after class starts will not be able to attend the class.
- Do not make noise, disturbing other students in the learning process.
- Do not eat, drink, chew gum, use devices such as phones, music players during class.
- Laptops and tablets are only used for the purpose of recording lectures, calculating, doing exercises. Absolutely do not use them for other purposes.

*Hanoi, 6<sup>th</sup> January 2020*

**DEAN OF FACULTY**

**(Signed)**

**UNIVERSITY PRINCIPAL**

**(Signed)**