

## Public Management Bachelor Programme

<b>Module</b>	<b>14 – Issuing Administrative Decisions I</b>		
Semester	3 <sup>rd</sup> semester (winter semester)		
Course	Assessment Techniques (L/E) [DE]		
Workload	2 SPW	3 credits	90 workload hours (22.5 attendance hours, 67.5 self study hours)
Admission prerequisites	–		
Module coordinator	Dr. Thomas Hertrich		

### 1. Learning outcomes

Students will be able to draw up legally binding written administrative records. They will be able to deal with the issue of amendment and annulment of notifications by the relevant authority. They will be able to identify when a notification should include an order of immediate compliance or when the threat of coercive measures is necessary. They will also be able to integrate the two components mentioned above into the notification, or a demand for payment of the administrative costs incurred.

### 2. Recommended prior knowledge and skills

General Administrative Law (module 13)

### 3. Contents

- Components of a notification (tenor, reasons, information about legal remedies available)
- Issue of notifications
- Original rulings
- Remedial decisions
- Revocation and withdrawal of notifications
- Order of immediate compliance
- Threat of coercive measures
- Order for payment of costs
- Notifications in various fields of law

Relevant legal norms: VwGO, ThürVwVfG, ThürVwZVG, ThürVwKostG.

### 4. Modes of teaching and learning, workload

Seminar/project studies (22.5 hrs); preparation and revision of lectures (17.5 hrs); practical exercises, mock exam and written papers (25 hrs), discussion in class; exam preparation (25 hrs).

### 5. Type of examination

1. Written exam
2. Written exam on a PC

### 6. Literature

LINHART, Helmut: *Der Bescheid*, 4. Auflage, Heidelberg 2013; VOLKERT, Werner: *Die Verwaltungsentscheidung*, 5. Auflage, Stuttgart 2010; SCHMIDT, Klaus: *Bescheide richtig abfassen*, München 2010; HOFMANN, Harald; GERKE, Jürgen: *Allgemeines Verwaltungsrecht mit Bescheidtechnik, Verwaltungsvollstreckung und Rechtsschutz*, 10. Auflage, Stuttgart 2010.