

## Public Management Bachelor Programme

<b>Module</b>	<b>15 – Issuing Administrative Decisions II</b>		
Semester	6 <sup>th</sup> semester (summer semester)		
Course	Assessment Techniques (L/E) <span style="border: 1px solid black; padding: 0 2px;">DE</span>		
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 acquire in-depth knowledge of assessment techniques. They will be able to complete an administrative process with legal certainty by means of a written administrative act. They will have mastered how to compose an official notification and be capable of producing notifications for each stage of the proceedings (original ruling, remedial decision and notice of appeal). 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. Students will be able to produce notifications for various different authorities and fields of activity.

### 2. Recommended prior knowledge and skills

General Administrative Law (module 13), Assessment Techniques I (module 14).

### 3. Contents

- Components of a notification
- Original rulings
- Remedial decisions
- Notices of appeal
- Restitutio in intergrum
- Reopening of proceedings
- 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.