

Valid for 2023.FS

Module Name: Interdisciplinary Focus: Administrative Law & Management	
Module Code	w.BA.XX.2ISPVRMmgt.XX
Module Description	The structure and functions of Swiss administrative law at federal, cantonal, and municipal level are presented from a legal point of view. The module discusses the types and legal principles of administrative activity as well as the possibilities and limitations of the administrative organization, including the consequences of outsourcing administrative tasks to third parties. Special emphasis is placed on opinion-forming within an administration and its importance to third parties, the possibilities of contesting administrative acts, and the legal enforcement of decisions. The module also covers aspects of labor law and the purpose/duty of administrative bodies to provide information. Legal issues concerning assets and the liability of communities are also addressed. The module focuses on the legal issues a civil servant/administrator employed in a legal capacity has to solve together with other specialist departments. Students can correctly assign administrative issues to the legal framework and apply the relevant sources of law to specific problems.
Program and Specialization	Business Law
Legal Framework	Academic Regulations BSc dated 29.01.2009, for the degree programs in Business Administration, International Management, Business Information Technology, Business Law, Business Law and Applied Law, first adopted on 12.05.2009
Module Category	Module Type: Compulsory Elective
	Program Phase: Main Study Period
ECTS	6
Organizational Unit	W Abteilung Business Law
Module Coordinator	Daniel Arne Wyss (wysn)
Deputy Module Coordinator	-
Prerequisite Knowledge	None
Contribution to Program Learning Goals (Affected by Module)	§ Professional Competence § Methodological Competence § Social Competence § Self-Competence
Contribution to Program Learning Objectives	Professional Competence § Knowing and Understanding Content of Theoretical and Practical Relevance § Apply, Analyze, and Synthesize Content of Theoretical and Practical Relevance § Evaluate Content of Theoretical and Practical Relevance Methodological Competence § Problem-Solving & Critical Thinking § Scientific Methodology § Work Methods, Techniques, and Procedures § Information Literacy § Creativity & Innovation Social Competence § Written Communication § Oral Communication § Teamwork & Conflict Management § Intercultural Insight & Ability to Change Perspective Self-Competence § Self-Management & Self-Reflection § Ethical & Social Responsibility § Learning & Change
Module Learning Objectives	Students... § are able to explain the structure and functions of Swiss administrative law within the tripartite federal state. § are able to describe the legal possibilities and limitations of the administrative organization (incl. NPM) and integrate them into the everyday activities of public administration. § are able to correctly assess the significance of the key terms, principles, institutions, and procedures of public administration and analyze and question the legal effect of state and administrative legal norms. § are able to explain the instruments of administrative activity and apply them in a legally correct manner to specific problems. § make decisions in the public interest and justify said decisions. § are able to estimate the extent to which legally compliant solutions can be found through appellants and complainants.

	§ are able to explain how final decisions can be enforced and implement state decisions in a legally compliant manner.		
Module Content	§ Organization of public administration § Principles of administrative activity and types of activity in public administration § Labor law § Communal law § Entrepreneurial activity of public administration § Property law of public administration - the liability of the state and of civil servants § Planning, coordinating, and providing information in public administration and management in municipal administrations § Administrative procedures (internal) § Complaints procedures (external) § Implementation and enforcement of administrative decisions (sanctions)		
Links to other modules	The content of this module is linked to the following modules: w.BA.XX.2BPR.XX w.BA.XX.2ÖR-BL.XX w.BA.XX.2RöU.XX w.BA.XX.2SVR-BL.XX		
Methods of Instruction	§ Lecture § Case Studies § Exercises § Literature Review	Social Settings Used: § Individual Work § Pair Work § Group Work	
Digital Resources	§ Practice and Application Exercises (with Key) § Teaching with the software teams		
Type of Instruction	Classroom Instruction	Guided Self-Study	Autonomous Self-Study
Large Class	-	-	
Small Class	56 h	40 h	
Group Instruction	-	-	
Practical Work	-	-	
Seminar	-	-	
Total	56 h	40 h	
Performance Assessment			
End-of-module exam	Form	Length (min.)	Weighting
Oral exam		15	100,00 %
Permitted Resources	Permitted resources to be communicated.		
Others	Assessment	Length (min.)	Weighting
-	-	-	-
Classroom Attendance Requirement	Mandatory Attendance: 50%		
Language of Instruction/Examination	German		
Compulsory Reading	Häfelin, U., Müller, G. & Uhlmann, F. (2020). Häfelin, Ulrich; Müller, Georg; Uhlmann, Felix, Allgemeines Verwaltungsrecht. 8. Aufl edition. Zürich: Dike Verlag AG. ISBN 978-3-03751-769-7.		
Recommended Reading	Mosimann, H., Völger Winsky, M. & Plüss, K. (2017). Öffentliches Recht, ein Grundriss für Studium und Praxis. 3. Aufl edition. Zürich: Schulthess. ISBN 978-3-7255-7624-1.		
Comments	The oral end-of-module exam is taken in pairs.		