

Valid from 2025.FS

<b>Module description: Interdisciplinary Focus: Administrative Law &amp; Management</b>		
<b>Module Code</b>	w.BA.XX.2ISPVRMmgt.XX	
<b>ECTS Credits</b>	6	
<b>Language of Instruction/Examination</b>	German	
<b>Module Description</b>	<p>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.</p>	
<b>Organizational Unit</b>	ZOW Ltg.	
<b>Module Coordinator</b>	Christian Meyer	
<b>Program and Specialization</b>	<ul style="list-style-type: none"> <li>• Business Law</li> </ul>	
<b>Legal Framework</b>	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	
<b>Module Category</b>	<b>Module Type</b> Compulsory Elective	<b>Program Phase</b> Main Study Period
<b>Prerequisite Knowledge</b>	None	
<b>Contribution to Program Learning Objectives (by the concerned Module)</b>	<ul style="list-style-type: none"> <li>• Professional Competence</li> <li>• Methodological Competence</li> <li>• Social Competence</li> <li>• Self-Competence</li> </ul>	
<b>Contribution to Program Learning Objectives</b>	<p><b>Professional Competence</b></p> <ul style="list-style-type: none"> <li>• Knowing and Understanding Content of Theoretical and Practical Relevance</li> <li>• Apply, Analyze, and Synthesize Content of Theoretical and Practical Relevance</li> <li>• Evaluate Content of Theoretical and Practical Relevance</li> </ul> <p><b>Methodological Competence</b></p> <ul style="list-style-type: none"> <li>• Problem-Solving &amp; Critical Thinking</li> <li>• Scientific Methodology</li> <li>• Work Methods, Techniques, and Procedures</li> <li>• Information Literacy</li> <li>• Creativity &amp; Innovation</li> </ul> <p><b>Social Competence</b></p> <ul style="list-style-type: none"> <li>• Written Communication</li> <li>• Oral Communication</li> <li>• Teamwork &amp; Conflict Management</li> <li>• Intercultural Insight &amp; Ability to Change Perspective</li> </ul> <p><b>Self-Competence</b></p> <ul style="list-style-type: none"> <li>• Self-Management &amp; Self-Reflection</li> <li>• Ethical &amp; Social Responsibility</li> <li>• Learning &amp; Change</li> </ul>	

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Module Learning Objectives	Students... <ul style="list-style-type: none"><li>• are able to explain the structure and functions of Swiss administrative law within the tripartite federal state.</li><li>• are able to describe the legal possibilities and limitations of the administrative organization and integrate them into the everyday activities of public administration.</li><li>• 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.</li><li>• are able to explain the instruments of administrative activity and apply them in a legally correct manner to specific problems.</li><li>• make decisions in the public interest and justify said decisions.</li><li>• are able to estimate the extent to which legally compliant solutions can be found through appellants and complainants.</li><li>• are able to explain how final decisions can be enforced and implement state decisions in a legally compliant manner.</li></ul>																															
Module Content	<ul style="list-style-type: none"><li>• Organization of public administration</li><li>• Principles of administrative activity and types of activity in public administration</li><li>• Labor law</li><li>• Communal law</li><li>• Entrepreneurial activity of public administration</li><li>• Property law of public administration - the liability of the state and of civil servants</li><li>• Planning, coordinating, and providing information in public administration and management in municipal administrations</li><li>• Administrative procedures (internal)</li><li>• Complaints procedures (external)</li><li>• Implementation and enforcement of administrative decisions (sanctions)</li></ul>																															
Links to other modules	This module is linked to the following modules: <ul style="list-style-type: none"><li>• w.BA.XX.2RöU.XX</li><li>• w.BA.XX.2BPR.XX</li><li>• w.BA.XX.2ÖR-BL.XX</li><li>• w.BA.XX.2SVR-BL.XX</li></ul>																															
Digital Learning Resources	<ul style="list-style-type: none"><li>• Practice and Application Exercises (with Key)</li><li>• Self-study: The lecturer is available as a contact person during the semester and for a question and answer session in SW14 (MS Teams)</li></ul>																															
Methods of Instruction	<ul style="list-style-type: none"><li>• Case Studies</li><li>• Exercises</li><li>• Interactive Instruction</li><li>• Literature Review</li></ul>		Social Settings Used: <ul style="list-style-type: none"><li>• Individual Work</li></ul>																													
Type of Instruction	<table><tr><th></th><th>Classroom Instruction</th><th>Guided Self-Study</th><th>Autonomous Self-Study</th></tr><tr><td>Large Class</td><td>-</td><td>-</td><td></td></tr><tr><td>Small Class</td><td>56 h</td><td>40 h</td><td></td></tr><tr><td>Group Instruction</td><td>-</td><td>-</td><td></td></tr><tr><td>Practical Work</td><td>-</td><td>-</td><td></td></tr><tr><td>Seminar</td><td>-</td><td>-</td><td></td></tr><tr><td>Total</td><td>56 h</td><td>40 h</td><td>84 h</td></tr></table>					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	84 h
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Performance Assessment	End-of-module exam		Form	Length (min.)	Weighting
	Oral exam			20	100.00
	Permitted Resources				
	Others	Assessment	Format	Length (min.)	Weighting
-	-	-	-	-	
Classroom Attendance Requirement	None				
Compulsory Reading	<ul style="list-style-type: none"><li>• Müller, G. &amp; Uhlmann, F. &amp; Häfelin, U. (2020). Häfelin, Ulrich; Müller, Georg; Uhlmann, Felix, Allgemeines Verwaltungsrecht. 8. Edition. Zürich: Dike Verlag AG. ISBN 978-3-03751-769-7.</li></ul>				
Recommended Reading	<ul style="list-style-type: none"><li>• Plüss, K. &amp; Mosimann, H. &amp; Völger Winsky, M. (2017). Öffentliches Recht, ein Grundriss für Studium und Praxis. 3. Edition. Zürich: Schulthess. ISBN 978-3-7255-7624-1.</li></ul>				
Comments					