

Syllabus



Provision of administrative services in Ukraine

Higher education degree - bachelor
Field of knowledge - 29 International relations
Specialty - 293 International Law
Educational and Professional Program - International Law

Study year – 4 Semestr – 7
Number of credits: 5, Language of study: english

Head of the course:

PhD, Assoc. Prof. Nataliia CHUDYK

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Description of the discipline

The course is designed to provide students with the necessary knowledge required to practice in the field of administrative services. The provision of administrative services is currently an important element in the system of ensuring the rights and freedoms of individuals and is one of the main tools of public administration.

Therefore, the course offers an overview of the modern concept of the service state, the provision of electronic services, and the study of the processes and tools required to obtain administrative services. Particular attention is paid to electronic administrative services as a convenient and fast way to obtain public services. During the seminars, students will be able to master practical skills of interaction with public administration bodies, in particular, Centers for Administrative Services, and the practice of obtaining administrative services.

Course structure

№	Topic	Learning outcomes	Control measures
1	Concept, content and types of administrative services	Understand the concept, content and types of administrative services	Tests, surveys
2	Quality and accessibility of administrative services.	Understand the quality and availability of administrative services	Tests, surveys
3	The system of administrative service providers.	Analyze the system of administrative service providers.	Tests, surveys, practical assignment
4	General procedures for the provision of administrative services.	Know the general procedures for providing administrative services	Tests, surveys
5	Organizational and legal forms of administrative services.	Distinguish between organizational and legal forms of administrative services.	Tests, surveys
6	Electronic administrative services	Understand electronic administrative services	Tests, surveys, essays
7	Administrative services in the field of economic activity	Know administrative services in the field of business activities	Tests, surveys, practical assignment
8	Administrative services in the field of social security.	Understand administrative services in the field of social security.	Tests, surveys, essays
9	Administrative services in the field of movable and immovable property and urban planning	Understand administrative services in the field of movable and immovable property and urban planning	Tests, surveys, practical assignment

Literary sources

1. The Law of Ukraine "On Administrative Services" of 06.09.2012, No. 5203-VI URL: <https://zakon.rada.gov.ua/laws/show/5203-17#Text>.
2. Administrative services: state and prospects of reforming. Collection of materials. / [Tymoshchuk V.P., Dobrianska N.L., Kurinnyi O.V., Shkolnyi E.O. et al.
3. Motruk T.V. The concept of administrative procedure in relation to the concept of administrative process / T.V. Motruk. Motruk // Scientific Bulletin of Uzhhorod National University. - 2017. - Issue 42. - P. 186-189.
4. Paguta V. Actual features of administrative procedures in the context of administrative legislation of Ukraine. International scientific journal "Internauka". 2018. № 3(1). С. 113-114.
5. Administrative procedure: lecture notes / I. Boyko, O. Zyma, O. Solovyova; edited by I. Boyko. Kharkiv: Pravo, 2017. 132 c.

Internet resources:

1. Unified State Portal of Administrative Services <https://my.gov.ua/>
2. Public Services Portal <https://igov.gov.ua/>
3. Electronic services of the Ministry of Justice of Ukraine <https://kap.minjust.gov.ua>
4. Online House of Justice <https://online.minjust.gov.ua/>
5. Electronic administrative services in the field of the State Architectural and Construction Inspection <https://e-dabi.gov.ua>
6. Electronic services of the State Land Cadastre <https://e.land.gov.ua/services>
7. Services of the State Migration Service <https://dmsu.gov.ua/services/online.html>
8. Online service for filling out an application for biometric passports <https://dmsu.gov.ua/services/qr.html>

Evaluation policy

- Policy on deadlines and rescheduling: Rescheduling of modules takes place with the permission of the dean's office if there are good reasons (for example, sick leave).
- Academic Integrity Policy: Copying during tests and exams is prohibited (including using mobile devices).
- Attendance Policy: Attendance is a mandatory component of assessment. For objective reasons (for example, illness, international internship, and other reasons), training can take place online with the permission of the university administration.

Evaluation

The final grade for the course is calculated as follows:

Credit module 1	Credit module 2	Credit module 3	Total
30	40	30	100%
1. Oral questioning during the class (4 topics of 5 points each - 20 points) 2. Module test - 80	1. Oral questioning during the class (5 topics of 5 points each - 25 points) 2. Module test - 75	Preparation of the CPIT - max. 40 points. Defense of the CPIT - max. 40 points Participation	

points	points	in trainings - max. 20 points	
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Student evaluation scale:

ECTS	Marks	Content
A	90-100	excellent
B	85-89	good
C	75-84	good
D	65-74	satisfactorily
E	60-64	enough
FX	35-59	unsatisfactory with the possibility of reassembly
F	1-34	unsatisfactory with a mandatory repeat course