



SCANDINAVIAN ACADEMY
For Training and Development

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Course: Administrative law

Code	City	Hotel	Start	End	Price	Language - Hours
666	Geneva (Switzerland)	Hotel Meeting Room	2025-11-10	2025-11-14	5450 €	En - 25

Introduction

This programme has been developed for civil servants and staff working in public sector agencies, offices and local authorities. The course will introduce participants to the core principles and legal rules that govern judicial review and the legal process involved in administrative law. It will also examine specific instances in which judicial review arises, with an emphasis on how litigation can be avoided.

Objectives

Upon completion of this course, participants will:

- Have a practical understanding of administrative law
- Understand how a judicial review case is run
- Appreciate the limits that the law places on their decision making powers
- Be able to identify potential areas of litigation within their decision making powers
- Understand how judicial review litigation may be avoided

Outline

Day One:

- Definition of administrative law.
- The emergence of administrative law.



- Administrative law properties.
- Relationship of administrative law and other laws.
- Sources of administrative law.

Day Two:

- Administrative regulation (Central administration)
- Definition of administrative mandate.
- Definition of administrative convention.
- Estimate of administrative decentralization.

Day Three:

- Exactly administrative definition.
- Setting administrative goals.
- The difference between the adjustment of administrative and judicial control.
- Methods and means of administrative seizure.
- Forms of administrative regulations.

Day Four :

- The administrative decision.
- The characteristics of the administrative decision.
- Principles governing the conduct of public utilities administrative control.
- Application of the theory of emergency conditions in administrative contracts.
- Validity of the administrative decision in the right management and the right of individuals.

Day Five:

- Exceptions to the principle of non-retroactivity of administrative decisions.
- Definition of public service.
- Structural organization of public office.



- General conditions for appointment to public office.
- The end of the employee`s service.



The Scandinavian Academy for Training and Development employs modern methods in training and skills development, enhancing the efficiency of human resource development. We follow these practices:

• **Theoretical Lectures:**

- We deliver knowledge through advanced presentations such as PowerPoint and visual materials, including videos and short films.

• **Scientific Assessment:**

- We evaluate trainees skills before and after the course to ensure their progress.

• **Brainstorming and Interaction:**

- We encourage active participation through brainstorming sessions and applying concepts through role play.

• **Practical Cases:**

- We provide practical cases that align with the scientific content and the participants specific needs.

• **Examinations:**

- Tests are conducted at the end of the program to assess knowledge retention.

• **Educational Materials:**

- We provide both printed and digital scientific and practical materials to participants.

• **Attendance and Final Result Reports:**

- We prepare detailed attendance reports for participants and offer a comprehensive program evaluation.

• **Professionals and Experts:**

- The programs scientific content is prepared by the best professors and trainers in various fields.

• **Professional Completion Certificate:**

- Participants receive a professional completion certificate issued by the Scandinavian Academy for Training and Development in the Kingdom of Sweden, with the option for international authentication.

• **Program Timings:**

- Training programs are held from 10:00 AM to 2:00 PM and include coffee break sessions during lectures.