

## PUBLIC ADMINISTRATION I/1

<b>Module number:</b> AP101	<b>Module title: GENERAL THEORY OF LAW</b>
<b>Level/semester:</b>	first level/semester I
<b>Professor:</b>	Tomescu Ioan
<b>Credit hours:</b>	<b>Thereof lecture hours:</b> 28
	<b>Thereof practical hours:</b> 28
	<b>Thereof self-study hours:</b> 69
<b>Language:</b>	ROMANA
<b>Learning outcomes/goals/skills of the module:</b>	<p><b>Overall objective:</b> Knowledge of the notions, basic concepts of law, fundamental, branch and institutional principles of law.</p> <p><b>Specific objectives:</b></p> <ul style="list-style-type: none"> <li>- The study of the legal phenomenon as a whole or through the abstract and generalized reflection of knowledge in the sphere of law;</li> <li>- Knowledge of the fundamental institutions of law;</li> <li>- Knowledge of the basic conceptual apparatus - notions, concepts, principles, general definitions of law;</li> <li>- Training of legal vocabulary and practical skills for working with the legal act;</li> <li>- Ensuring that students have mastered basic legal concepts.</li> </ul>
<b>Content of the module:</b>	<p><b>Course:</b></p> <p><b>The object of general legal theory and its methods:</b></p> <ol style="list-style-type: none"> <li>1. The importance of studying law;</li> <li>2. The system of legal sciences and the place of general legal theory in this system;</li> <li>3. Methods of scientific legal research.</li> </ol> <p><b>Principles of law (I):</b></p> <ol style="list-style-type: none"> <li>1. Concept, importance, classification;</li> <li>2. General principles of law.</li> </ol> <p><b>Principles of law (II):</b></p> <ol style="list-style-type: none"> <li>1. Branch fundamentals;</li> <li>2. Principles specific to certain legal institutions.</li> </ol> <p><b>Functions of law:</b></p> <ol style="list-style-type: none"> <li>1. The notion of function of law;</li> <li>2. Presentation of the functions of law.</li> </ol> <p><b>The system of law:</b></p> <ol style="list-style-type: none"> <li>1. The notion and concept of the system of law;</li> <li>2. System components of law;</li> <li>3. Branches of law.</li> </ol> <p><b>Legal standard:</b></p> <ol style="list-style-type: none"> <li>1. The system of norms in society;</li> </ol>

2. Concept of legal norm; features of the legal norm;
3. Structure of the legal norm;
4. Classification of legal rules.

**Action of the legal norm:**

1. The action of the legal norm over time;
2. The action of the legal norm in space and on subjects;
3. Interpretation of legal rules.

**Sources of law:**

1. The notion of source of law;
2. The system of sources of contemporary Romanian law;
3. Characterization of the sources of Romanian law;
4. Judicial practice in the contemporary Romanian legal system;
5. Legal science (doctrine).

**Legal report (I):**

1. Concept of legal relationship;
2. Features (characteristics) of the legal relationship;
3. Elements (structure) of the legal relationship;

**Legal report (II)**

1. Classification of legal relationships;
2. Formation, modification and termination of legal relationships;
3. Legal acts and facts.

**Legal liability:**

1. Concept of legal liability;
2. Conditions of legal liability.

**Forms of legal liability:**

1. Forms of legal liability;
2. Causes excluding the unlawful nature of the act;
3. Causes that remove legal liability.

**Realising the right:**

1. The notion of the realisation of the right;
2. The notion of enforcement;
3. Phases of the enforcement process.

**The technique of drafting legislation:**

1. Principles of normative activity;
2. Legal technique;
3. The technique of drafting legislation;
4. Technique of drafting individual legal acts;
5. Systematisation of normative acts.

**Seminar:**

- Presentation of the subject sheet, how the seminars will be conducted, the specific requirements, the material base to be used;
- Detailing and fixing the notions of science, legal science, branch of law and method of research of law;
- Analysis of the normative specificity of social relations through law;
- Relationship between state and law; elements and form of the state;
- Discussion of the notion of the rule of law and its characters;
- Discuss the legal force of principles of law and how they have been formed in the evolution of legal systems;
- Discussion of principles specific to certain legal institutions;
- Enumeration of state functions and their development;
- Fixing the notion of system of law and branch of law;
- Discussions on the subject matter of the various branches of law;

	<ul style="list-style-type: none"> <li>- Fixing the notion of legal norm by comparison;</li> <li>- Discussion on the structure of the norm - examples, classification - examples;</li> <li>- Detailing the notion of application of the legal norm;</li> <li>- Exercises in the interpretation of legal rules in order to establish the concept and methods of legal interpretation;</li> <li>- Exemplification of the notion of analogy in law;</li> <li>- Analysis of the sources of law, in particular the Romanian judicial practice in the light of the case law of the European Court of Human Rights;</li> <li>- Discussion of the notion of legal relationship, its features and structure;</li> <li>- Discussing the correlation between breach of legal rules and liability;</li> <li>- Analysis of the notion of the realisation of the right;</li> <li>- Description of the phases of enforcement;</li> <li>- Conditions of legal liability;</li> <li>- Forms of legal liability;</li> <li>- Systematisation of normative acts;</li> <li>- Recap.</li> </ul> <p><b>Bibliography:</b></p> <ol style="list-style-type: none"> <li>1. Bobos G., (1999), <i>General Theory of Law</i>, Argonaut Publishing House, Cluj-Napoca;</li> <li>2. Ceterchi I., Craiovan I., (1999), <i>Introduction to General Theory of Law</i>, Editura. All Beck, Bucharest;</li> <li>3. Craiovan I., (1999), <i>General Theory of Law</i>, Sibils Publishing House, Craiova;</li> <li>4. Djuvara M., (1994), <i>General Theory of Law</i>, ALL Publishing House, Bucharest;</li> <li>5. Popa C., (2001), <i>General Theory of Law</i>, Lumina Lex Publishing House, Bucharest;</li> <li>6. Popa N., (1998), <i>General Theory of Law</i>, Actami Publishing House, Bucharest;</li> <li>7. Popa N., (2012), <i>General Theory of Law</i>, C.H. Beck Publishing House, Bucharest, 2012;</li> <li>8. Popescu S., (2000), <i>General Theory of Law</i>, Lumina Lex Publishing House, Bucharest;</li> <li>9. Tomescu Ioan, (2015), <i>General Theory of Law</i>, lecture notes, electronic format;</li> <li>10. *** Civil Code of Romania;</li> <li>11. *** Labour Code;</li> <li>12. *** Criminal Code of Romania;</li> <li>13. *** Romanian Constitution;</li> </ol>
<b>Examination:</b>	Written test 70%, evaluation of activities 30%.

<b>Module number:</b> AP102	<b>Module title: SOCIOLOGY</b>
<b>Level/semester:</b>	first level/semester I
<b>Professor:</b>	Stăiculescu Ana Rodica
<b>Credit hours:</b>	<b>Thereof lecture hours:</b> 28
	<b>Thereof practical hours:</b> 14
	<b>Thereof self-study hours:</b> 83
<b>Language:</b>	ROMANA
<b>Learning outcomes/goals/skills of the module:</b>	<p><b>Overall objective:</b> Sociological knowledge and understanding of social realities.</p> <p><b>Specific objectives:</b></p> <ul style="list-style-type: none"> <li>- The distinction between sociological knowledge and common knowledge.</li> <li>- Understand and master the conceptual framework specific to sociology;</li> <li>- Understand and master the theoretical framework specific to sociology;</li> <li>- Sociological deciphering of social reality;</li> <li>- Gaining a sociological perspective on social reality.</li> </ul>
<b>Content of the module:</b>	<p><b>Course:</b> <b>What is sociology?</b> Formalising the study of human societies as a science. The emergence and establishment of Sociology among the socio-human sciences. Definition of Sociology and its object of study. Branches of Sociology and its relationship with other socio-human sciences.</p> <p><b>Perspectives and theoretical orientations in sociological approach:</b> Evolutionism. Structural functionalism. Conflictualism. Symbolic interactionism.</p> <p><b>General considerations on sociological research:</b> Functions of Sociology. Aspects of social research methodology. Main methodological guidelines in sociological research. Quantitative and qualitative in sociological research. Sociological investigation. Main methods of empirical sociological investigation.</p> <p><b>Man and society 1:</b> The man, the family, the community.</p> <p><b>Man and society 2:</b> Society. Institutions and organisations.</p> <p><b>Culture and civilisation:</b> Notions of culture and civilisation. Layers of culture. Cultural-civilizational perspectives on the world.</p> <p><b>Dynamics of social interactions:</b> Original pattern. Evolution of original patterns.</p> <p><b>Constructing social reality 1:</b> Phenomenological sociology and the concept of construct. Generation of the</p>

	<p>social environment. Socialisation. Institutionalization.</p> <p><b>Constructing social reality 2:</b> Collective representations. Theory of social representations. Structure, functioning and forms of manifestation of social representation. Construct-representation dynamics.</p> <p><b>Social influence, anomie and deviance:</b> Social control. Social influence. Anomie. Deviance.</p> <p><b>Political societies:</b> The socio-political models identified by Aristotle. The social contract and contractualist theories. Historical perspective on the evolution of socio-political structures.</p> <p><b>Open and closed companies:</b> Open Society. Closed society. Comparison of open and closed companies.</p> <p><b>The public, the private and the communicational universe:</b> Public and private space. Mediated communication. Authority between public and private.</p> <p><b>Globalisation and global society:</b> Globalisation, phenomenon or process? Globalisation, construct and representation. Globalisation, social construction.</p> <p><b>Seminar:</b></p> <ul style="list-style-type: none"> <li>- Arguments in favour of studying Sociology;</li> <li>- Sociological knowledge and main sociological perspectives;</li> <li>- Methodology of sociological research: designing and conducting sociological research, writing the research report;</li> <li>- Presentation of the topics chosen to support the projects/references and the project/reference structure;</li> <li>- Man and society 1;</li> <li>- Man and society 2;</li> <li>- Culture and civilisation;</li> <li>- Constructing social reality;</li> <li>- Presentation/presentation of reports/projects;</li> <li>- Social influence/anomie/deviance;</li> <li>- Open and closed companies;</li> <li>- The public, the private and the communicational universe;</li> <li>- Synthesis of the material taught, preparation of the final assessment.</li> </ul> <p><b>Bibliography:</b></p> <ol style="list-style-type: none"> <li>1. Chelcea, S. (2007), <i>Methodology of Sociological Research</i>, Editura Economică, Bucharest;</li> <li>2. Mihăilescu, I. (2003), <i>General Sociology</i>, Polirom Publishing House, Iasi;</li> <li>3. Stăiculescu, Ana Rodica, (2002), <i>Legal Sociology: Methodology, Research Methods and Techniques</i>, Ed. Libri Maris, Constanta.</li> <li>4. Stăiculescu, Ana Rodica, (2021), <i>Sociology</i>, Lecture Notes (ppt).</li> <li>5. Stăiculescu, Ana Rodica, Jitcov, Daniela, (2003), <i>Sociology</i>, Ed. Ovidius University Press, Constanta;</li> </ol>
<b>Examination:</b>	Written test 70%, evaluation of activities 30%.

<b>Module number:</b> AP103	<b>Module title: OFFICE APPLICATIONS TECHNOLOGY</b>
<b>Level/semester:</b>	first level/semester I
<b>Professor</b>	Manu Radu
<b>Credit hours:</b>	<b>Thereof lecture hours:</b> 28
	<b>Thereof practical hours:</b> 14
	<b>Thereof self-study hours:</b> 83
<b>Language:</b>	ROMANA
<b>Learning outcomes/goals/skills of the module:</b>	<p><b>Overall objective:</b> Develop the ability to manage a database and use applications and software in the economic field.</p> <p><b>Specific objectives:</b> Develop the ability to carry out a work/project, taking on role-specific tasks responsibly in a multi-specialised team.</p>
<b>Content of the module:</b>	<p><b>Course:</b></p> <p><b>Word processing: WORD - general:</b> general concepts, features; description of the workspace (quick menus, toolbar); basic working techniques: creating, saving, editing documents; reviewing the document - examination before printing. Using basic printing options. Printing the document using one of the installed printers or in a file.</p> <p><b>WORD word processing - document formatting:</b> character formatting, paragraph formatting. styles and pagination - applying existing styles to a document, page numbering; pagination, footnotes and endnotes; arranging text in columns; equation editor.</p> <p><b>3. EXCEL spreadsheet - general:</b> general concepts, features; description of the workspace (quick menus, toolbar); basic working techniques: creating, saving, editing documents; working with registers and spreadsheets;</p> <p><b>- entering data into cells; using formulas.</b></p> <p><b>Tabular calculation</b> - formatting a cell: formatting cells according to the type of data they will contain; entering information in a cell: numbers, text, symbols; formatting text: font, size, style, colour, orientation; copying/moving the contents of a cell to another cell of the same or another active spreadsheet or between registers; deleting a cell or a group of adjacent cells, a line, a row; searching/replacing the contents of a cell; sorting data by one or more criteria; formats for representing numerical values; formatting values in the worksheet; filtering data.</p> <p><b>Spreadsheet - formulas and calculations:</b> inserting a simple formula into a cell; arithmetic and logical formulas for addition, subtraction, multiplication and division; autofill; using functions: min, max, count, sum, average; if function; using relative, absolute or mixed cell reference in formulas or functions.</p> <p><b>Tabular calculation - economic formulae:</b> PV, PV, PMT, RATE, NPER,</p>

	<p>NPV, VDB, SYD, DB, DDB.</p> <p><b>Tabular calculation charts:</b> charts and graphs made using data from the spreadsheet ledger; editing and modifying a chart or graph; changing chart type; moving/copying, deleting charts or graphs. Import image files, charts, etc. into a workbook; copy, move and resize imported object.</p> <p><b>Presentation application - Power Point:</b> general concepts, features; description of the workspace (quick menus, toolbar); basic working techniques: creating, saving, editing documents; working with templates.</p> <p><b>Presentation application - Prezi:</b> general notions, features; description of the workspace (quick menus, toolbar); basic working techniques: creating, saving, editing documents; working with templates.</p> <p><b>Databases:</b> database modeling, tables, relationships, normalization</p> <p><b>Databases - Microsoft Access:</b> Database management; Database administration; Creating a database; Access tables.</p> <p><b>Databases - Access Functions:</b> Queries</p> <p><b>Databases:</b> Windows, forms and reports</p> <p><b>Summary</b></p> <p><b>Seminar:</b></p> <ul style="list-style-type: none"> <li>• Launch a word processing application, edit an existing document and save it.</li> <li>• Applications of styling and colour use. Formatting paragraphs, inserting page borders Using the equation editor.</li> <li>• Launch a spreadsheet application, modify an existing document and save it. Worksheet operations</li> <li>• Excell functions</li> <li>• Excell functions</li> <li>• Excell functions</li> <li>• Excell functions</li> <li>• Excell functions</li> <li>• Excell functions</li> <li>• Semester testing.</li> <li>• Power Point</li> <li>• Prezi</li> <li>• Introduction to databases.</li> <li>• Database queries.</li> <li>• Review - the topic approach for the exam. Review of important applications made during the semester.</li> </ul> <p><b>Bibliography:</b></p> <ol style="list-style-type: none"> <li>1. Miloşescu, M. - <i>Computing Systems</i>, Teora Publishing House, 2005;</li> <li>2. Rancea, D. (coordinator): <i>Informatica</i>, Computer Libris Agora Publishing House, Cluj 2004.</li> <li>3. <a href="http://office.microsoft.com/ro-ro/?CTT=97">http://office.microsoft.com/ro-ro/?CTT=97</a>.</li> <li>4. <a href="http://www.cursuri-microsoft.ro/video.html">http://www.cursuri-microsoft.ro/video.html</a></li> <li>5. Microsoft® Excel® 2010 Step by Step By: Curtis D. Frye;</li> <li>6. Microsoft® PowerPoint® 2010 Step by Step By: Joyce Cox, Joan Lambert.</li> <li>7. Microsoft® Word 2010 Step by Step By: Joyce Cox, Joan Lambert;</li> </ol>
<b>Examination:</b>	Written test 70%, evaluation of activities 30%.

<b>Module number:</b> AP104	<b>Module title: CONSTITUTIONAL LAW 1</b>
<b>Level/semester:</b>	first level/semester I
<b>Professor:</b>	Ilincuta Darius
<b>Credit hours:</b>	<b>Thereof lecture hours: 28</b>
	<b>Thereof practical hours: 28</b>
	<b>Thereof self-study hours: 69</b>
<b>Language:</b>	ROMANA
<b>Learning outcomes/goals/skills of the module:</b>	<p><b>Overall objective:</b> Students will learn to identify, describe and analyse the main concepts of constitutional law. In doing so, they will acquire theoretical and practical knowledge of the fundamentals of constitutional law.</p> <p><b>Specific objectives:</b></p> <ul style="list-style-type: none"> <li>- Knowledge and appropriate use of concepts specific to constitutional law</li> <li>- Knowledge and understanding of the main theories and principles of constitutional law</li> <li>- Explaining and interpreting constitutional law issues through the prism of legal schools</li> </ul>
<b>Content of the module:</b>	<p><b>Course:</b>  <b>Law and the state in the system of power.</b>  Society. Society-law relationship. The state. State-law relationship.  Moral. The law-morality relationship.  <b>Constitutional law - definition, emergence, evolution.</b>  Constitutional law - an integral part of the Romanian public law system.  Constitutional law - branch of law and science of law.  <b>The legal relationship of constitutional law.</b>  The legal relationship of constitutional law.  Subjects of constitutional law.  Legal rule of constitutional law.  <b>Sources of Romanian constitutional law.</b>  Formal sources of constitutional law.  Doctrine. Custom.  <b>Theory of the constitution.</b>  The notion of "constitution". The emergence of the constitution.  Constitutionalism.  <b>Adoption, amendment, suspension and abrogation of the constitution.</b>  Adoption of the constitution - initiative, modes of adoption.  Amending the constitution - initiative, modes of amendment.  Provisional termination of constitutional rules.</p>



Abrogation of the constitution.

**Constitutionality review of laws.**

The notion of constitutionality. Competent state bodies.

Classification of the constitutionality review of laws.

Constitutional Court of Romania - structure, organization, functioning.

**Romania's Constitutions.**

Romanian Constitutions - important moments in the history of Romanian constitutionalism.

The historical, social and economic context and its influence in determining the content of constitutions.

Normative content. Elements of novelty

**Constitution of Romania of 8 December 1991**

Historical, social, economic context of the adoption of the Romanian Constitution in 1991.

The normative content of the Romanian Constitution of 1991.

**Romanian Constitution of 8 December 1991, republished in 2003, revised by Law No 429/2003, approved by national referendum of 18-19 October 2003.**

Legislative changes of the Constitution revised in 2003 compared to the text of the 1991 Constitution

**State theory. Territory.**

The constituent elements of the state.

Territory. Population. Power.

**Population - element of the state.**

Legal nature of citizenship.

Ways of acquiring citizenship. Loss of citizenship.

**Romanian citizenship. Principles of Romanian citizenship. Romanian citizenship legislation.**

Double cetățenie. European citizenship. Honorary citizenship.

**Seminar:**

- A diachronic analysis of the relationship between state and law, law and morality.
- Constitutional law - legal science and branch of public law. Short report
- Specificity of the legal relationship of constitutional law.
- Hierarchy of sources of constitutional law.
- Features of the constitution. Short report
- Procedure for amending the constitution. Short report
- Other forms of control of the constitutionality of laws. Short report
- Analyses on legal texts from a double perspective: historical and comparative. Short paper
- Cuza's statute, between law and Constitution. Short report.
- Similarities and differences between the Constitutions of Romania. Short report
- Organisation of the referendum to revise the Constitution. Case study
- Current administrative-territorial organisation.
- Differences in the constitutional legal status of citizens, foreigners and stateless persons.
- Differences in the constitutional legal status of citizens, foreigners and stateless persons.

	<p><b>Bibliography</b></p> <ol style="list-style-type: none"> <li>1. Dănişor, Dan Claudiu, (2009), <i>Annotated Constitution of Romania, Title I - General Principles</i>, Universul Juridic Publishing House, Bucharest;</li> <li>2. Muraru, Ioan, Tănăsescu, Elena Simina, (2015), <i>Constitutional Law and Political Institutions</i>, C.H. Beck Publishing House, Bucharest;</li> <li>3. Muraru, Ioan, Tănăsescu, Elena Simina, (2003), <i>The Constitution of Romania commented</i>, C.H. Beck Publishing House, Bucharest;</li> <li>4. Ilincuţa Darius, (2021), <i>Lecture Notes. Constitutional Law</i>, Constanta, 2021.</li> </ol>
<b>Examination:</b>	Written test 70%, evaluation of activities 30%.

<b>Module number:</b> AP105	<b>Module title: MICROECONOMICS</b>
<b>Level/semester:</b>	first level/semester I
<b>Professor:</b>	Papari George Daniel
<b>Credit hours:</b>	<b>Thereof lecture hours: 28</b>
	<b>Thereof practical hours: 28</b>
	<b>Thereof self-study hours: 69</b>
<b>Language:</b>	ROMANA
<b>Learning outcomes/goals/skills of the module:</b>	<p><b>Overall objective:</b> To develop the skills and competences needed to use microeconomics concepts appropriately and effectively in the context of the competitive environment.</p> <p><b>Specific objectives:</b></p> <ul style="list-style-type: none"> <li>- Learning and understanding basic microeconomic concepts such as: needs, resources, goods, demand, supply, factors of production, break-even point, monopoly, oligopoly, etc.</li> <li>- Understand, based on knowledge of microeconomics, how economic agents make decisions.</li> </ul>
<b>Content of the module:</b>	<p><b>Course:</b> <b>Economics and economic science</b> Political economy - object of study, the importance of economic knowledge; Needs - definition, classification and characteristics; Economic resources - definition and classification; Efficient resource management; Economic activity.</p> <p><b>The market economy: a general overview</b> The natural economy and the exchange economy; Types of economic systems: market economy system, command economy system; Ownership in a market economy; Economic agents, economic flows and the economic circuit; Money in the market economy.</p> <p><b>Consumer. Economic utility</b> Economic utility; Decreasing marginal utility law; The rational consumer.</p> <p><b>Consumer. consumer behaviour</b> Consumer choice; Marginal rate of substitution; Consumer balance.</p> <p><b>Manufacturer. The producer and the factors of production</b></p>

Manufacturer;  
Production factors.

**Manufacturer. Manufacturer's behaviour**

Combining and substituting factors of production;  
Factor productivity.

**Cost of production**

Concept and typology of production cost;  
Size and type of cost;  
Break-even point.

**Demand and its elasticity**

Demand and its influencing factors: price, population income;  
Elasticity of demand - definition, forms.

**Supply and its elasticity**

Elasticity of supply;  
Interaction between supply and demand. Market equilibrium.

**Competition and its forms**

Competition: content, forms, functions;  
Types of competition;  
Perfect competition;  
Imperfect competition;  
Monopolistic competition;  
Monopolistic competition;  
Oligopolistic competition;  
Monopsony competition.

**Types of markets and price formation mechanisms**

The market with perfect competition and equilibrium price formation;  
Market with imperfect competition;  
Monopoly and price. Monopoly equilibrium;  
Monopolistic market and price;  
Oligopoly and price.

**Basic incomes in the economy(I)**

Rewarding factors of production;  
Salary;  
Interest.

**Basic income in the economy(II)**

Income - the mechanism of income formation;  
Profit.

**Summary**

Discussing the most important aspects of the material taught

**Seminar:**

- Introductory seminar: presentation of the seminar activity, presentation of the subject sheet, how the seminars will be conducted, specific requirements (e.g. papers), the material base to be used, etc.
- Opportunity cost calculation. Comparative analysis of the main types of economy.
- Calculation of marginal utility, total utility and marginal rate of substitution. Indifference curve.
- Calculation of the consumption schedule and the marginal rate of substitution.
- Debate - General characterisation of classical factors of production - with reference to their situation in Romania. Applications.

	<p>Evaluation test.</p> <ul style="list-style-type: none"> <li>- Test</li> <li>- Applications: costing.</li> <li>- Factors determining elasticity of demand - with examples from everyday business. Calculating the elasticity coefficient.</li> <li>- Calculating the equilibrium price.</li> <li>- Debate - General characterisation of the main types of competition.</li> <li>- Applications: price formation mechanisms in different types of markets.</li> <li>- Applications: calculation of the real wage index and interest.</li> <li>- Applications: calculation of the profit rate.</li> <li>- Review - fixing the knowledge acquired in the first semester and approaching the topic for the exam.</li> </ul> <p><b>Bibliography:</b></p> <ol style="list-style-type: none"> <li>1. Bucur, I., Cornescu, V., Crețoiu, Ghe., (2008) - <i>Economics</i>, 2nd edition, Ed. CH Beck, Bucharest;</li> <li>2. Coșa, M., Mărgineanu, D., (2007) - <i>Microeconomics Course Notes</i>, Lumina Lex Publishing House, Bucharest;</li> <li>3. Dolțu, C. - <i>Microeconomics and macroeconomics</i>, ASE Publishing House, Bucharest, <a href="http://www.biblioteca-digitala.ase.ro">www.biblioteca-digitala.ase.ro</a>.</li> <li>4. Iovițu, M. - <i>Microeconomics and macroeconomics</i>, ASE Publishing House, Bucharest, <a href="http://www.biblioteca-digitala.ase.ro">www.biblioteca-digitala.ase.ro</a>.</li> <li>5. Marin, D., Dumitrescu, D., (2013) - <i>Advanced Microeconomics. Theoretical aspects and applications</i>, ASE Publishing House, Bucharest;</li> <li>6. Mărgineanu, D., Bălăceanu, C., (2012) - <i>Microeconomics. Applications</i>, CH Beck Publishing House, Bucharest;</li> <li>7. Moraru, L., (2009) - <i>Economics - Fundamentals</i>, Ed. Antet, Bucharest;</li> <li>8. Papari, G., (2016) - <i>Political Economy</i>, lecture notes in electronic format, "Andrei Saguna" University, Constanta;</li> <li>9. Stancu, S., (2012) - <i>Microeconomics. The behaviour of economic agents under conditions of certainty, uncertainty and risk. Theory and applications</i>, ASE Publishing House, Bucharest.</li> </ol>
<b>Examination:</b>	Written test 70%, evaluation of activities 30%.

<b>Module number:</b> APX106	<b>Module title: ACADEMIC WRITING</b>
<b>Level/semester:</b>	first level/semester I
<b>Professor</b>	Seceleanu Andra
<b>Credit hours:</b>	<b>Thereof lecture hours: 28</b>
	<b>Thereof practical hours: 28</b>
	<b>Thereof self-study hours: 69</b>
<b>Language:</b>	ROMANA
<b>Learning outcomes/goals/skills of the module:</b>	<p><b>Overall objective:</b> The subject aims at acquiring knowledge and skills for the production of academic papers that constitute assessment methods during the years of study (project, review, essay, etc.) and familiarization with the profession of psychologist.</p> <p><b>Specific objectives:</b></p> <ul style="list-style-type: none"> <li>• Practise self- and inter-awareness techniques</li> <li>• Differentiate the main areas of work specific to the psychology profession</li> <li>• Practice working skills in</li> <li>• Know the main elements of a presentation</li> </ul>
<b>Content of the module:</b>	<p><b>Course:</b></p> <ul style="list-style-type: none"> <li>• A series of individual and group exercises will be carried out in order to: o facilitate the students' adaptation to the new environment, o make seminar group formation more dynamic, o develop self- and interchange, o shape a realistic representation of the future profession, o provide a model of group activity, acquire a personal experience in an activity of this kind.</li> <li>• Making a seminar presentation</li> <li>• Using the library and the internet and writing academic material - International citation standards</li> <li>• Specialist articles - main source of information</li> <li>• Plagiarism and academic writing - International citation standards</li> </ul> <p><b>Bibliography:</b></p> <ol style="list-style-type: none"> <li>1. Bogathy and C. Sulea (coord.). <i>Handbook of academic skills and techniques</i>;</li> <li>2. Graff G, 2015, <i>Handbook for academic writing</i>;</li> <li>3. Sava, F. (2008), <i>International standards of writing and citation. In Z.</i></li> </ol>
<b>Examination:</b>	Practical presentation 70%, evaluation of activities 30%.

## PUBLIC ADMINISTRATION I/2

<b>Module number:</b> AP201	<b>Module title: CONSTITUTIONAL LAW 2</b>
<b>Level/semester:</b>	first level/semester II
<b>Professor:</b>	Ilincuta Darius
<b>Credit hours:</b>	<b>Thereof lecture hours:</b> 28
	<b>Thereof practical hours:</b> 28
	<b>Thereof self-study hours:</b> 69
<b>Language:</b>	ROMANA
<b>Learning outcomes/goals/skills of the module:</b>	<p><b>Overall objective:</b> Students will learn to identify, describe and analyse the main concepts of constitutional law. In doing so, they will acquire theoretical and practical knowledge of the fundamentals of constitutional law.</p> <p><b>Specific objectives:</b></p> <ul style="list-style-type: none"> <li>• Knowledge and appropriate use of concepts specific to constitutional law</li> <li>• Knowledge and understanding of the main theories and principles of constitutional law</li> <li>• Explaining and interpreting constitutional law issues through the prism of legal schools</li> </ul>
<b>Content of the module:</b>	<p><b>Course:</b>  <b>Fundamental rights, freedoms and duties of citizens (I).</b>  Definitions.  Legal nature.  Classification.  <b>Fundamental rights, freedoms and duties of citizens (II).</b>  Principles.  Inviolabilities. Duties.  <b>Power - element of the state.</b>  Political power.  Form of government.  <b>State organisation of power.</b>  The people-state relationship.  Separation of powers in the state.  <b>Political parties.</b>  The notion of political party.  The functions of political parties.  Political party systems.  <b>Electoral system (I).</b>  Electoral rights of Romanian citizens.</p>

	<p>The ballot.  Week 7  <b>Electoral system (II).</b>  Organisation and conduct of elections.  Establishing the results of the vote.  <b>Legislative power (I).</b>  Functions of the Parliament  Structure of Parliament  Parliament's powers.  <b>Legislative power (II).</b>  Functioning of the Parliament. Deputies and Senators.  <b>Legislative power (III).</b>  Acts of Parliament: laws, regulations, resolutions, motions.  <b>Executive power. Government.</b>  Terminology clarification. Structure of the executive.  Legislative-executive relations.  <b>Executive power. President.</b>  The institution of the Head of State. Features.  Powers of the Head of State. Appointment of the Head of State.  <b>Executive power. President.</b>  Procedures, solemnities, protocol.  Responsibility of the Head of State. Acts of the Head of State.  <b>Jurisdictional authority.</b>  Terminology and concepts.  Specifics of jurisdictional activity.  Relations with the legislature and the executive.</p> <p><b>Seminar:</b></p> <ul style="list-style-type: none"> <li>• The sphere of human rights and citizens' rights.</li> <li>• Socio-political rights and freedoms.</li> <li>• Sovereignty of the Romanian state. Short report.</li> <li>• The relationship between state and state powers, public powers.</li> <li>• The purpose of associating citizens in political parties. Short report.</li> <li>• Advantages and disadvantages of list voting.</li> <li>• Organisers of elections. Short report.</li> <li>• Status of the opposition in Parliament.</li> <li>• Incompatibilities and immunities of parliamentarians. Short report.</li> <li>• Government-President relations.</li> <li>• The evolution of the institution of the Head of State in Romania. Short report.</li> <li>• Promulgation of laws by the President.</li> <li>• Structure of the Romanian judicial system. Short report.</li> </ul> <ol style="list-style-type: none"> <li>1. Dănişor, Dan Claudiu, <i>Annotated Constitution of Romania, Title I - General Principles</i>, Universul Juridic Publishing House, Bucharest, 2009</li> <li>2. Muraru, Ioan, Tănăsescu, Elena Simina, <i>Constitutional Law and Political Institutions</i>, C.H. Beck Publishing House, Bucharest, 2015.</li> <li>3. Ilincuţa, Darius, <i>Lecture Notes. Constitutional Law</i>, Constanta, 2022</li> </ol>
<b>Examination:</b>	Written test 70%, evaluation of activities 30%.



<b>Module number:</b> AP202	<b>Module title: MACROECONOMICS</b>
<b>Level/semester:</b>	first level/semester II
<b>Professor:</b>	Papari George Daniel
<b>Credit hours:</b>	<b>Thereof lecture hours:</b> 28
	<b>Thereof practical hours:</b> 14
	<b>Thereof self-study hours:</b> 83
<b>Language:</b>	ROMANA
<b>Learning outcomes/goals/skills of the module:</b>	<p><b>Overall objective:</b> To develop the skills and competences needed to use microeconomics concepts appropriately and effectively in the context of the competitive environment.</p> <p><b>Specific objectives:</b> Knowledge and understanding of the economic mechanism based on the market economy and the factors influencing economic activity. Explanation of economic concepts and their relationships (cost - price - profit, economic rationality - economic efficiency - profit, etc.).</p>
<b>Content of the module:</b>	<p><b>Course:</b>  <b>Introduction to macroeconomics</b>  Macroeconomics, macroeconomic issues and policies  Global demand and global supply  Economic data. Data sources. Development indicators  Macroeconomic performance and its measurement  <b>Money market</b>  Types of banks  Money supply. Monetary aggregates  Money supply and demand  Account currency; account currency multiplier  Money market balance  <b>Capital market (financial)</b>  Capital market focus  Demand for long-term securities  Long-term securities offer  Financial market institutions  <b>Labour market</b>  Job offer  Demand for work  Labour market balance  Labour market segmentation  Wage formation in imperfect labour markets</p>

Economic income and labour transfer income

**Foreign exchange market**

Market focus and features of the foreign exchange market

Exchange rate

Foreign exchange market operations

External balance of payments

**Income, consumption and investment**

Production, distribution and use of national income

Consumption and the laws of its evolution

Savings and investments

Multiplier and accelerator principles

**Economic growth and development**

National System of Accounts

Macroeconomic indicators

Economic growth and development

Types of economic growth

**Economic balance and imbalance**

Theory of economic equilibrium - concept, forms, equilibrium conditions, objectives

Forms of economic imbalance

Macroeconomic equilibrium models

**Fluctuations in economic activity**

Cyclicity - form of economic movement

Long cycles and medium-term cycles

The crisis and the causes of cyclical developments

Anti-cyclical policies

**Inflation**

Define

The genesis and nature of contemporary inflation

Causes of inflation

Measuring inflation

Anti-inflation policies

**Employment and unemployment**

Unemployment and its causes

Types of unemployment

Characteristics of unemployment

The effects of unemployment

Measures to reduce unemployment and its effects

**Macroeconomic policies. Political budgetary policy**

Economic policy: concept, content, typology

State budget

Budgetary policy

Tax policy

**Macroeconomic policies. Monetary policy**

Monetary policy

Monetary policy instruments

Monetary policy instruments used in Romania

**Macroeconomic policies. Fiscal policy**

Tax policy

Tax policy instruments

**Seminar:**

Introductory seminar: presentation of the subject sheet, how the seminars

	<p>will be conducted, specific requirements (e.g. papers), the material base to be used.</p> <p>Money market applications and issues.</p> <p>Capital market applications and issues</p> <p>Debates on the particularities of the labour market. Applications.</p> <p>Applications on export and import economic operations.</p> <p>Discussions on the criteria for the decision to invest and the factors that determine the dynamics of investment.</p> <p>Applications on the calculation of macroeconomic indicators.</p> <p>Applications on macroeconomic balances and imbalances.</p> <p>Analysis of the conditions and factors of the current crisis. Debate on necessary economic measures.</p> <p>Comparative analysis between the effects of moderate controlled and strong uncontrolled inflation.</p> <p>Applications on how to calculate unemployment indicators.</p> <p>The state budget in Romania: general characterization of its evolution.</p> <p>Debate on monetary policy in Romania.</p> <p>Review - fixing the knowledge acquired in the first semester and approaching the topic for the exam.</p> <p><b>Bibliography:</b></p> <ol style="list-style-type: none"> <li>1. BUCUR, I., CORNESCU, V., CREȚOIU, Ghe., (2008) - <i>Economics</i>, 2nd edition, Ed. CH Beck, Bucharest;</li> <li>2. COȘA, MIRCEA, MĂRGINEANU, D., (2007) - <i>Microeconomics</i>. Course Notes, Nomina Lex Publishing House, Bucharest;</li> <li>3. DOLȚU, C. - <i>Microeconomics and macroeconomics</i>, ASE Publishing House, Bucharest, <a href="http://www.biblioteca-digitala.ase.ro">www.biblioteca-digitala.ase.ro</a>.</li> <li>4. OPREA, AL., PAPARI, G. (2008) - <i>Political Economy</i>, "Andrei Saguna" Foundation Publishing House, Constanta;</li> <li>5. PAPARI, G., (2022) - <i>Political Economy</i>, Course Summary, "Andrei Saguna" University.</li> </ol>
<b>Examination:</b>	Written test 70%, evaluation of activities 30%.

<b>Module number:</b> AP203	<b>Module title:</b> <b>MANAGEMENT</b>
<b>Level/semester:</b>	first level/semester II
<b>Professor:</b>	Păun Oana
<b>Credit hours:</b>	<b>Thereof lecture hours:</b> 28
	<b>Thereof practical hours:</b> 14
	<b>Thereof self-study hours:</b> 83
<b>Language:</b>	ROMANA
<b>Learning outcomes/goals/skills of the module:</b>	<p><b>Overall objective:</b> Students' understanding of the main theoretical foundations of management.</p> <p><b>Specific objectives:</b> Knowledge and application of management functions. Knowledge of the manager's role within the organisational structure. Provide a knowledge base on the efficient use of material, human, financial and information resources.</p>
<b>Content of the module:</b>	<p><b>Course:</b> INTRODUCTORY ELEMENTS IN MANAGEMENT</p> <ul style="list-style-type: none"> <li>▪ Definition of management concept</li> <li>▪ Management evolution</li> <li>▪ Schools in management</li> </ul> <p>INTRODUCTORY ELEMENTS IN MANAGEMENT</p> <ul style="list-style-type: none"> <li>▪ Management functions</li> <li>▪ Management levels</li> <li>▪ Systemic approach to management</li> <li>▪ General management principles</li> </ul> <p>MANAGEMENT FUNCTIONS - Forecasting function</p> <ul style="list-style-type: none"> <li>▪ Meaning, content</li> <li>▪ Forecasting methods</li> <li>▪ Planning</li> <li>▪ Plan, types of plans</li> <li>▪ Week 4</li> </ul> <p>MANAGEMENT FUNCTIONS - Organisational function</p> <ul style="list-style-type: none"> <li>▪ Define</li> <li>▪ Elements of function</li> </ul> <p>MANAGEMENT FUNCTIONS - Organisational function</p> <ul style="list-style-type: none"> <li>▪ Organisational structure</li> <li>▪ Elements of the organisational structure</li> </ul> <p>MANAGEMENT FUNCTIONS - Organisational function</p> <ul style="list-style-type: none"> <li>▪ Development of the organisational structure</li> <li>▪ Types of organisational structures</li> <li>▪ Major organisational problems</li> </ul>

#### MANAGEMENT FUNCTIONS - Organisational function

- Informal organisation
- Components of informal organisation
- Causes of informal organisation
- Week 8

#### MANAGEMENT FUNCTIONS - Coordination function

- Define
- Forms, instruments and procedures
- Communication - supporting coordination

#### MANAGEMENT FUNCTIONS - Coaching-motivation function

- Define
- Motivation - the foundation of the training function
- Week 10

#### MANAGEMENT FUNCTIONS - Control and evaluation function

- Define
- Control and evaluation process
- Types of control

#### MANAGEMENT DECISION

- Definition and role
- Elements of the decision
- Types of decisions

#### MANAGERS AND MANAGEMENT STYLES

- Defining the manager
- Defining characteristics of managers' work
- Typology of management styles

#### LEADERSHIP-UL

- Defining leadership
- The role of leadership

#### LEADERSHIP-UL

- The leadership - management relationship
- Leadership styles

#### **Seminar:**

- Introductory seminar: presentation of the subject sheet, how the seminars will be conducted, specific requirements (e.g. papers), the material base to be used.
- Analysis of classical management theories.
- Discuss the importance of the foresight function within the form and identify ways to improve.
- Discuss the importance of the organisational function within the form and identify ways of improvement.
- Analysis of the organisational structure and its components.
- Seminar. Testing.
- Analysis of informal organisation and the causes of its emergence. Case study.
- Seminar. Session. Case study.
- Seminar. Discussing the importance of the coaching-motivation function within the form and finding ways to improve.
- Seminar. Analysis of the importance of the control-evaluation function within the form. Applications.
- Application of decision methods in management

	<ul style="list-style-type: none"> <li>• Analysis of different management styles . Applications.</li> <li>• Analysis of charismatic and traditional leaders. Framing the leader in the main variables of leadership.</li> <li>• Review - fixing the knowledge acquired in the first semester and approaching the topic for the exam.</li> </ul> <p><b>Bibliography:</b></p> <ol style="list-style-type: none"> <li>1. Păun, O., (2022) - <i>General Management</i> - Course summary, electronic format, "Andrei Saguna" University;</li> <li>2. Burduș, E., Popa, I., (2018) - <i>Fundamentele managementului organizației</i>, Editura Universitară, București;</li> <li>3. Burduș, E., Popa, I., (2014) - <i>Management tests, problems, exercises, case studies, evaluation grids</i>, Pro Universitaria Publishing House, Bucharest;</li> <li>4. Deac, V., (coord.), (2014) - <i>Management</i>, ASE Publishing House, Bucharest.</li> </ol>
<b>Examination:</b>	Written test 70%, evaluation of activities 30%.

<b>Module number:</b> AP204	<b>Module title: STATISTICS</b>
<b>Level/semester:</b>	first level/semester II
<b>Professor:</b>	Manu Radu
<b>Credit hours:</b>	<b>Thereof lecture hours:</b> 28
	<b>Thereof practical hours:</b> 14
	<b>Thereof self-study hours:</b> 83
<b>Language:</b>	ROMANA
<b>Learning outcomes/goals/skills of the module:</b>	<p><b>Overall objective:</b> The subject aims to study the management of a database and the use of computer applications in the field of finance and accounting.</p> <p><b>Specific objectives:</b> The course aims to carry out a work/project, assuming with responsibility tasks specific to the role in a multidisciplinary team.</p>
<b>Content of the module:</b>	<p><b>Course:</b>  <b>Statistical fundamentals</b>  Definition and role of statistics;  The usefulness of statistics in practice;  Measurement in statistics;  Fundamental statistical concepts: dependent variables and independent variables; continuous variables and discrete variables; descriptive statistics and inferential statistics; parametric statistics and non-parametric statistics; experimental studies and observational studies.</p> <p><b>Descriptive statistics (I)</b>  Overall descriptive statistics  Graphical representation of data</p> <p><b>Descriptive statistics(II)</b>  Descriptive statistical indicators: modulus, median, arithmetic mean;  Indicators of central tendency</p> <p><b>Descriptive statistics(III)</b>  Dispersion indicators: absolute amplitude, relative amplitude, quartile deviation, semi-interquartile deviation, mean deviation, dispersion, standard deviation, coefficient of variation;  Distribution shape indicators;  Distribution extremes.</p> <p><b>Inferential statistics (I)</b>  Standard scores;  Normal distribution (Gaussian);  Sampling distribution.</p> <p><b>Inferential statistics (II)</b>  Standardised z-scores for samples (groups);</p>

Statistical assumptions and decisions;  
 Single sample z-test;  
 Statistical errors; Statistical test power; Effect size.

**Parametric statistical tests (I)**  
 Testing the difference between the means of two independent samples.

**Parametric statistical tests (II)**  
 Analysis of variance (more than two independent samples);  
 Conceptual framework for unifactorial analysis of variance.

**Parametric statistical tests (III)**  
 Rationale for the ANOVA calculation procedure;  
 Interpretation of the F report.

**Parametric statistical tests (IV)**  
 Post-hoc analysis;  
 T-test for difference between means for dependent samples.

**Testing the association between two variables measured on the same subjects (I)**  
 Linear correlation coefficient (Pearson);  
 Linear correlation.

**Testing the association between two variables measured on the same subjects (II)**  
 Graphical representation of correlation;  
 Calculation of the Pearson linear correlation coefficient;  
 Correlation and causation.

**Testing the association between two variables measured on the same subjects (III)**  
 Linear nature of Pearson correlation;  
 The size of the effect of the correlation coefficient;  
 Coefficient of determination.

**Testing the association between two variables measured on the same subjects (IV)**  
 Confidence limits for the correlation coefficient  $r$ ;  
 The significance of the difference between two correlation coefficients.

**Seminar:**  
 Presentation of the subject sheet, how the laboratories will be carried out, the specific requirements, the material base to be used.  
 Knowledge assessment.  
 Structure of the final note.  
 Basics of statistical introduction and analysis  
 Description of variables. Tables and charts.  
 Numerical description of variables: mean, variance and dispersion  
 Forms of score distribution  
 Standard deviation  
 Relationships between two or more variables. Diagrams and tables.  
 Correlation coefficients. Pearson and Spearman correlation coefficients.  
 Regression. Accurate prediction. Semester testing  
 Standard error. t-test. Comparison of two samples of correlated/related purposes.  
 T-test. Comparison of two samples of uncorrelated/unrelated scores.  
 Performing t-test for independent samples. Interpretation of the output.  
 Reporting the output.  
 Chi-Square test. Differences between sample frequencies.  
 Recode variables



	<p>Calculation of new variables Summary</p> <p><b>Bibliography:</b></p> <ol style="list-style-type: none"> <li>1. Anderson D., Sweeney D., Williams T., <i>Statistics for Business and Economics</i>, Thomson South Western, 2008;.</li> <li>2. Ghiță S., <i>Statistics</i>, Meteor Press, Bucharest, 2006.</li> <li>3. Isaic-Maniu Al., Mitruț C., Voineagu V., <i>Statistics</i>, University Publishing House, Bucharest, 2003.</li> <li>4. Țițan, E., <i>Statistics. Theory and applications in the tertiary sector</i>, Meteor Press, Bucharest,</li> <li>5. Voineagu V., Țițan E., <i>Sondaje și anchete</i>, Editura Fundației "Andrei Șaguna", Constanța 2004, (vol. I and II);</li> <li>6. Voineagu V., Țițan E., Ghiță S., Boboc C., Todose D., <i>Statistics. Theoretical foundations and applications</i>, Editura Economică, Bucharest, 2007.</li> <li>7. Wonnacott T.H., Wonnacott R.J., <i>Statistique, Economica</i>, Paris, 1995;</li> <li>8. Manu, R., <i>Course summary</i>, "Andrei Saguna" University, 2022.</li> </ol>
<b>Examination:</b>	Written test 70%, evaluation of activities 30%.

<b>Module number:</b> AP205	<b>Module title: INTRODUCTION TO ADMINISTRATIVE SCIENCE</b>
<b>Level/semester:</b>	first level/semester II
<b>Professor:</b>	Papari George Daniel
<b>Credit hours:</b>	<b>Thereof lecture hours: 28</b>
	<b>Thereof practical hours: 14</b>
	<b>Thereof self-study hours: 83</b>
<b>Language:</b>	ROMANA
<b>Learning outcomes/goals/skills of the module:</b>	<p><b>Overall objective:</b> Studying, learning and understanding the main theoretical aspects concerning: the notion and functions of public administration within the global social system, the relations of public administration with the main elements of the political system, the tools for investigating administration and the problem of administrative models.</p>
<b>Content of the module:</b>	<p><b>Course:</b>  <b>. Notes and concepts</b>  About the state  The notion of executive power  The concept of public administration  <b>The role of public administration</b>  1. General characteristics  2. Public administration functions  3. Brief overview of the relationship between public administration and the main elements of the social system  <b>3. General aspects of investigative tools and types of analysis of administrative phenomena</b>  1. Administrative law  2. Management science  3. Formalist philosophy on the organisation of administration  4. The main types of analysis of administrative phenomena  <b>4. Interdisciplinarity in public administration research</b>  1. The origins of public administration research  2. Juxtaposition of disciplines and multidisciplinary  <b>5. Past and present in public administration research</b>  1. The liberal model  2. The Weberian model  3. New methods of analysis in public administration research  4. neoliberal model  <b>6. Perspectives in public administration research</b></p>

	<p>1. some preliminary ideas</p> <p>2. the aspiration towards new models of public administration model functions</p> <p><b>7. Public administration and European integration</b></p> <p>1. From national to European administration</p> <p>2. From internal decentralisation to European integration</p> <p>3. The ideal of the European model of public administration</p> <p>4. Adhesion factors between European public administrations</p> <p>5. Elements of a potential outline of a European model of public administration</p> <p><b>8. History of public administration in Romania</b></p> <p><b>Bibliography:</b></p> <ol style="list-style-type: none"> <li>1. A. Profiroiu, Administrative Science, Editura Economica, 2007</li> <li>2. I. Alexandrescu, Administrative Law, Ed. Lumina Lex, 2007</li> <li>3. V. Vedinas, Administrative Law and Political-Administrative Institutions, Ed. Lumina Lex, 2002</li> </ol>
<b>Examination:</b>	Written test 70%, evaluation of activities 30%.

<b>Module number:</b> APX206	<b>Module title: EUROPEAN UNION LAW</b>
<b>Level/semester:</b>	first level/semester II
<b>Professor:</b>	Popa Tache Cristina
<b>Credit hours:</b>	<b>Thereof lecture hours: 28</b>
	<b>Thereof practical hours: 28</b>
	<b>Thereof self-study hours: 69</b>
<b>Language:</b>	ROMANA
<b>Learning outcomes/goals/skills of the module:</b>	<p><b>Overall objective:</b></p> <ul style="list-style-type: none"> <li>• knowledge and understanding by second year students of the main characteristics and specific elements of the constitution and evolution of the European Communities and the European Community law generated within them;</li> <li>• familiarise yourself with the importance of the principles of EU law and the methods of interpretation used by the Court of Justice of the European Union;</li> <li>• to know the types of actions before the Court of Justice of the European Union and to acquire knowledge of EU law and its application to concrete cases.</li> </ul> <p><b>Specific objectives:</b></p> <ul style="list-style-type: none"> <li>• a comparative approach to the institutions and principles of European Community law in relation to public international law and the domestic law of the Member States</li> <li>• knowledge of the means, institutions and procedures for carrying out the work of the European Union</li> <li>• training a legal vocabulary necessary to approach Romanian law from the perspective of European Community law</li> </ul>
<b>Content of the module:</b>	<p><b>Course:</b></p> <p><b>Introductory course</b> The European context of the emergence of the European Communities Definition and principles of European Union law</p> <p><b>Sources of Community law</b> The theoretical and political-historical premises of the integration process Applicability of European Union law in the domestic law of the Member States</p> <p><b>Procedure for the adoption of legal acts of the European Union</b> Procedure for adopting EU acts Competences at EU level under the Treaty of Lisbon and the Treaty establishing a Constitution for Europe</p> <p><b>Institutional Architecture of the European Union</b> The institutional system of the European Union - overview</p>

Institutional Architecture of the European Union - analysis  
**Stages of Economic Integration of the European Union**  
General considerations  
European Economic Area  
**Freedom of movement within the European Union**  
Free movement of goods  
Free movement of persons  
Free movement of capital and payments  
Freedom of establishment and freedom to provide services  
**Policies at EU level**  
General considerations  
Categories of Community funds  
**Competition law in the European Union**  
Rules for businesses  
Rules addressed to States or public authorities  
**Treaty of Lisbon**  
Changes in the legal order and institutional framework  
What's new in the Treaty of Lisbon  
**Justice and Home Affairs - after the entry into force of the Lisbon Treaty**  
Border control, asylum and immigration policies  
Judicial cooperation in criminal matters and police cooperation  
**Court of Justice of the European Union**  
Organisation, powers and duties  
**Application for a preliminary ruling**  
**Romania's accession and integration into the European Union**  
Summary course  
  
**Seminar:**  
**Introductory course**  
The European context of the emergence of the European Communities  
Definition and principles of European Union law  
**Sources of Community law**  
The theoretical and political-historical premises of the integration process  
Applicability of European Union law in the domestic law of the Member States  
**Procedure for the adoption of legal acts of the European Union**  
Procedure for adopting EU acts  
Competences at European Union level under the Treaty of Lisbon and the Treaty on European Union  
**Institutional Architecture of the European Union**  
The institutional system of the European Union - overview  
Institutional Architecture of the European Union - analysis  
**Stages of Economic Integration of the European Union**  
General considerations  
European Economic Area  
**Freedom of movement within the European Union**  
Free movement of goods  
Free movement of persons  
Free movement of capital and payments  
Freedom of establishment and freedom to provide services  
**Policies at EU level**  
General considerations

	<p>Categories of Community funds</p> <p><b>Competition law in the European Union</b></p> <p>Rules for businesses</p> <p>Rules addressed to States or public authorities</p> <p><b>Treaty of Lisbon</b></p> <p>Changes in the legal order and institutional framework</p> <p>What's new in the Treaty of Lisbon</p> <p><b>Justice and Home Affairs - after the entry into force of the Lisbon Treaty</b></p> <p>Border control, asylum and immigration policies</p> <p>Judicial cooperation in criminal matters and police cooperation</p> <p><b>Court of Justice of the European Union</b></p> <p>Organisation, powers and duties</p> <p><b>Application for a preliminary ruling</b></p> <p><b>Romania's accession and integration into the European Union</b></p> <p><b>Summary course</b></p> <p><b>Bibliography:</b></p> <ol style="list-style-type: none"> <li>1. Augustin Fuerea, <i>European Union Handbook</i>, Universul Juridic Publishing House, Bucharest, 2016;</li> <li>2. Augustin Fuerea, <i>Handbook of the European Union</i>, 5th edition, revised and added after the Lisbon Treaty (2007/2009), Universul Juridic Publishing House, Bucharest, 2011;</li> <li>3. Augustina Dumitraşcu, Roxana-Mariana Popescu, <i>European Union Law - Summaries and Applications</i>; 2nd edition, revised and added, Universul Juridic Publishing House, Bucharest, 2015;</li> <li>4. Augustina Dumitraşcu, Roxana-Mariana Popescu, (coordinator Augustin Fuerea), <i>European Community Law - Seminar booklet</i>, Pro Universitaria Publishing House, Bucharest, 2004.</li> </ol>
<b>Examination:</b>	Practical presentation 70%, evaluation of activities 30%.

## PUBLIC ADMINISTRATION II/3

<b>Module number:</b> AP301	<b>Module title: ADMINISTRATIVE LAW 1</b>
<b>Level/semester:</b>	first level/semester I
<b>Professor:</b>	Tomescu Ioan
<b>Credit hours:</b>	<b>Thereof lecture hours:</b> 28
	<b>Thereof practical hours:</b> 14
	<b>Thereof self-study hours:</b> 58
<b>Language:</b>	ROMANA
<b>Learning outcomes/goals/skills of the module:</b>	<p><b>Overall objective:</b> The students will learn some of the main institutions of administrative law, the dynamics of social relations in the current context of the social development of Romania, regarding the knowledge of the legal relations of administrative law, as subject of the legal relations of administrative law.</p> <p><b>Specific objectives:</b></p> <ul style="list-style-type: none"> <li>- Acquiring knowledge of all the legal rules governing the social relations that form the subject of administrative law.</li> <li>- Learning and use of basic principles and concepts specific to administrative law;</li> <li>- Acquiring the necessary skills to analyse, interpret and solve possible legal problems in the field of administrative law;</li> <li>- Knowledge of the role and powers of the main legal institutions operating in the field of administrative law.</li> </ul>
<b>Content of the module:</b>	<p><b>Course:</b></p> <p><b>Introduction to public administration</b></p> <ol style="list-style-type: none"> <li>1. Society - state relationship;</li> <li>2. Executive and public administration;</li> <li>3. The notion of public administration;</li> <li>4. Authorities carrying out public administration.</li> </ol> <p><b>Introduction to Administrative Law</b></p> <ol style="list-style-type: none"> <li>1. The subject matter of administrative law;</li> <li>2. Sources of administrative law.</li> </ol> <p><b>Administrative law rules</b></p> <ol style="list-style-type: none"> <li>1. Definition, characteristics;</li> <li>2. Action over time;</li> <li>3. Structure of the administrative law norm.</li> </ol> <p><b>Introduction to public administration</b></p> <ol style="list-style-type: none"> <li>1. Society - state relationship;</li> <li>2. Executive and public administration;</li> <li>3. The notion of public administration;</li> </ol>

4. Authorities carrying out public administration.

### **Introduction to Administrative Law**

1. The subject matter of administrative law;
2. Sources of administrative law.

### **Administrative law rules**

1. Definition, characteristics;
2. Action over time;
3. Structure of the administrative law norm.

### **Administrative control**

1. Controlling the legality of public administration activity;
2. Forms of administrative control;
3. Parliamentary scrutiny;
4. Judicial review;
5. Executive control;
6. Hierarchical administrative control;
7. Specialised administrative control;
8. Administrative control of local government action: administrative guardianships;
9. Administrative control exercised by ombudsman-type authorities in the EU Member States;
10. Petition;
11. How to register;
12. Procedure for the allocation and settlement of petitions;
13. Free access to public information
14. Regulation;
15. Insurance arrangements;
16. Judicial review of administrative acts.
17. Definition and features of administrative litigation;
18. Conditions for admissibility of direct actions in administrative proceedings;
19. Jurisdiction of administrative courts;
20. Procedure before the first administrative court;
21. Subject-matter of the action;
22. Provisional measures that may be ordered by the administrative court;
23. The solutions that the administrative court can pronounce;
24. The plea of illegality.
25. Contraventional liability
26. Concept and definition of contravention;
27. Jurisdiction to regulate and sanction contraventions;
28. Contravention penalties;
29. The subjects of the misdemeanour liability and the causes that remove the misdemeanour character of the act;
30. The procedure for establishing the contravention and the application of penalties;
31. Causes that remove the contravention liability;
32. Complaint against the administrative offence report.
33. Patrimonial liability
34. Concept and legal nature;
35. Conditions of patrimonial liability.

### **Seminar:**

- Authorities carrying out public administration;
- Sources of administrative law;



	<ul style="list-style-type: none"> <li>- Action over time of administrative law rules;</li> <li>- Classification of administrative law relationships;</li> <li>- Content of the principle of inalienability of the public domain;</li> <li>- Features of the administrative act;</li> <li>- Analysis of forms of administrative control;</li> <li>- Ways of carrying out administrative control by local and ombudsman authorities;</li> <li>- Petition resolution;</li> <li>- How to ensure free access to public information;</li> <li>- Analysis of the forms of judicial review of administrative acts;</li> <li>- Jurisdiction of the administrative courts;</li> <li>- Complaint against the administrative offence report.</li> </ul> <p><b>Bibliography:</b></p> <ol style="list-style-type: none"> <li>1. Alexandru, Ioan, (2006), <i>Administrative Law in the European Union</i>, Lumina Lex Publishing House, Bucharest;</li> <li>2. Coman-Kund, Florin; Ciobanu, Alexandru-Sorin, (2007), <i>Administrative Law (Part I) - Theoretical syntheses and practical exercises for seminar activity</i>, Universul Juridic Publishing House, Bucharest;</li> <li>3. Coman-Kund, Florin; Ciobanu, Alexandru-Sorin, (2007), <i>Administrative Law (Part I) - Theoretical syntheses and practical exercises for seminar activity</i>, Universul Juridic Publishing House, Bucharest;</li> <li>4. Dragoş, Dacian Cosmin, (2009), <i>Administrative Litigation Law. Comments and explanations</i>, C.H. Beck Publishing House, Bucharest;</li> <li>5. Iorgovan, Antonie, (2005), <i>Administrative Law Treatise</i>, vol. I, C.H. Beck Publishing House, Bucharest;</li> <li>6. Manda, Corneliu; Manda Cezar, (2008), <i>Local Authorities Law</i>, Universul Juridic Publishing House, Bucharest;</li> <li>7. Neagu Niculae, (2010), <i>Administrative Law</i>, vol. I, "Andrei Saguna" University, Constanta;</li> <li>8. Podaru, Ovidiu, (2010), <i>Administrative Law. University course</i>, vol. I, Hamangiu Publishing House, Bucharest;</li> <li>9. Tomescu Ioan, (2015), <i>Administrative Law</i>, course notes, "Andrei Saguna" University, Constanta;</li> <li>10. Trăilescu, Anton, (2010), <i>Administrative Law</i>, C.H. Beck Publishing House, Bucharest;</li> <li>11. Trăilescu, Anton; Trăilescu, Alin, (2013), <i>Administrative Litigation Law. Comments and explanations</i>, C.H. Beck Publishing House, Bucharest;</li> <li>12. Vedinaş, Verginia, (2012), <i>Administrative Law</i>, Universul Juridic Publishing House, Bucharest.</li> </ol>
<b>Examination:</b>	Written test 70%, evaluation of activities 30%.

<b>Module number:</b> AP302	<b>Module title: ETHICS AND DEONTOLOGY</b>
<b>Level/semester:</b>	first level/semester III
<b>Professor:</b>	Mircica Nela
<b>Credit hours:</b>	<b>Thereof lecture hours:</b> 28
	<b>Thereof practical hours:</b> 14
	<b>Thereof self-study hours:</b> 58
<b>Language:</b>	ROMANA
<b>Learning outcomes/goals/skills of the module:</b>	<p><b>Overall objective:</b> The course will involve a minimum amount of reading in order to familiarise yourself with the main theoretical concepts. The seminar is built around practical applications, involving individual and team work.</p> <p><b>Specific objectives:</b> Familiarisation with a conceptual apparatus and language that will raise their level of understanding of specific business ethics issues. Learning interpreting skills to stimulate their critical thinking and professional development, to successfully use certain communication techniques and strategies. Identify business ethics case studies that stimulate their critical thinking and professional development</p>
<b>Content of the module:</b>	<p>CURS:</p> <p>Ethical implications of the concept of public administration. Defining ethics Concepts of ethics Moral norms and values; morality and legality in business. Structure of moral values The specifics of moral norms Fundamental ethical theories and their implications for public administration . Religious ethics Utilitarianism Deontologism Fundamental ethical theories and their implications for public administration</p> <p>II. comparative evaluation of utilitarianism and deontologism virtue ethics Competence and ethical consistency. Theory of incompatibility between business and ethics The free market perspective Competition and cooperation.</p>

	<p>Informed consent</p> <p>Shareholders and stakeholders</p> <p>    Social responsibility theory</p> <p>The concept of moral responsibility</p> <p>social responsibility pyramid</p> <p>    Specific ethical issues in the field</p> <p>Discrimination</p> <p>Occupational safety and health</p> <p>Employee's right to privacy</p> <p>Ethical issues concerning the pay system)</p> <p>Trends towards increasing ethical awareness in public administration</p> <p>    The relevance of globalisation for business ethics.</p> <p>Cultural aspects</p> <p>Legal aspects</p> <p>    Ethical issues specific to international economic affairs.</p> <p>Public administration and human rights</p> <p>Public administration and corruption</p> <p>Ethical issues related to the workforce</p> <p>Ethical issues on environmental protection</p> <p><b>Bibliography:</b></p> <p>CRĂCIUN, Dan, (2012), <i>Business ethics. Basic concepts and principles. Theory and cases</i>, Editura ASE, Bucharest.</p> <p>CRISAN, Camelia, (2013), <i>Corporations and Society. Corporate responsibility between voluntary act and obligation</i>, Tritonic Publishing House, Bucharest.</p> <p>MORAR, Vasile; CRĂCIUN, Dan; MACOVICIUC, Vasile, (2017), <i>Ethics in business Concepts, theories, moral situations</i>, Paideia Publishing House, Bucharest.</p> <p>Shaw, William, (2016), <i>Business ethics</i>, Cengage Learning, Boston, USA.</p> <p>Bortun, Dumitru (coord.), (2012), <i>Corporate Social Responsibility</i>, Tritonic Publishing House, Bucharest.</p> <p>MORAR, Vasile, (2012), <i>Ethics in business and politics. Elementary morality and social responsibility</i>, University of Bucharest Publishing House, Bucharest.</p> <p>BĂGU, Dragoș, (2014), <i>Ethics in business: conceptual structures and applications</i>, ASE Publishing House, Bucharest.</p> <p>GURGU, Elena, (2018), <i>Ethics in Business</i>, Romania of Tomorrow Foundation Publishing House, Bucharest.</p> <p>JENNINGS, Marianne, (2015), <i>Business, ethics: case studies and selected readings</i>, Cengage Learning, Mason, USA.</p> <p>POTINCU, Laura, POTINCU, Cristian-Romeo, (2019), <i>Ethics in business and corporate social responsibility - second edition</i>, C.H. Beck Publishing House, Bucharest.</p> <p>MIRCICĂ, Nela, (2020), <i>Course summary - Ethics in business</i>, "Andrei Șaguna" University, Constanta.</p>
<b>Examination:</b>	Written test 70%, evaluation of activities 30%.

<b>Module number:</b> AP304	<b>Module title: COMMUNICATION AND PUBLIC RELATIONS</b>
<b>Level/semester:</b>	first level/semester I
<b>Professor:</b>	Mircica Nela
<b>Credit hours:</b>	<b>Thereof lecture hours:</b> 28
	<b>Thereof practical hours:</b> 14
	<b>Thereof self-study hours:</b> 58
<b>Language:</b>	ROMANA
<b>Learning outcomes/goals/skills of the module:</b>	<p><b>Overall objective:</b> Students will learn to identify, describe and analyse the main techniques and processes involved in interpersonal communication. This will enable them to communicate more effectively in their personal and professional lives. The course will involve a minimum amount of reading in order to familiarise yourself with the main theoretical concepts. The seminar is built around practical applications, involving individual and team work.</p> <p><b>Specific objectives:</b> Familiarise them with a conceptual apparatus and language likely to raise their level of understanding of the specific issues of business communication and public relations. Learning interpreting skills to stimulate their critical thinking and professional development, to successfully use certain communication techniques and strategies</p>
<b>Content of the module:</b>	<p><b>Course:</b>  <b>Communication process: definition, elements, forms</b>  Difficulties in defining communication  Stages of the communication process  Message delivery channel  <b>Verbal and non-verbal communication.</b>  Characteristics of verbal communication  Nonverbal communication and persuasion  <b>Interpersonal communication. Inter and intra-group communication</b>  Group communication or communication in organisations  Functions of communication at group level  <b>Barriers, persuasion and manipulation in communication</b>  Communication barriers  Communication and manipulation  <b>Making organisational and business communication more effective</b>  Communication channels and networks  Group cohesion  Communication and social change  <b>Staged and multifunctional communication in the negotiation process</b>  Basic types of negotiation  Negotiation tactics, techniques, schemes and tricks  <b>Communication in organisational change processes</b></p>

Methods of dealing with change in organisations  
Types of organisational change  
**Public relations: definition and theoretical foundations**  
Public relations - public communication strategy  
Public relations - organisational communication strategy  
**Public relations: organisational, imagological, ethical, legal, media foundations**  
Public relations media support  
Imaging support for Public Relations  
Legal support for Public Relations  
**Management and strategy in public relations: setting objectives, planning, public relations techniques, evaluation**  
Public relations techniques  
Methods for evaluating the public relations plan and strategy  
**Public relations campaigns. types, stages, effects**  
Types of campaigns  
**Crisis management in public relations**  
Crisis management  
Mistakes in crisis management  
**Image, identity and brand in public relations**  
Branding/brand identity strategy  
Identity structures  
**Public relations activities**  
Integrated profile of the public relations specialist

**Seminar:**

- Introductory seminar: presentation of the subject sheet, how the seminars will be conducted, specific requirements (e.g. papers), the material base to be used.
- Psychological factors of communication. Meanings of some elements of nonverbal behaviour.
- The right attitude in communication. Adaptation to concrete communication situations. Debate.
- Communication barriers. Examples and ways to overcome communication barriers.
- Formal and informal communication: description, specifics, differences, importance.
- Customer-oriented communication. Negotiation debates.
- Communicating and adapting to change. The need for organisations to adapt to new realities. Case study.
- Public discourse. Rules of speech making and capturing public attention.
- Image building in partnership with the media. Case study.
- The functional structure of a successful presentation. Comments on models presented by students.
- Models of public relations, adapted to the type of organisation.
- The public relations specialist and his role in crisis management.
- Debate possible ways out of the crisis.
- Advertising campaigns. Debates
- Summary seminar, exam preparation.

	<p><b>Bibliography:</b></p> <ol style="list-style-type: none"> <li>1. Carnegie, Dale, (2019), <i>How to communicate effectively</i>, Litera Publishing, Bucharest.</li> <li>2. Dogariu, Eugen, (2018), <i>Public Relations</i>, Politehnica Publishing House, Bucharest.</li> <li>3. Dospinescu, Nicoleta, (2014), <i>Public Relations. Media Communication. Reputation management</i>, Tehnopress Publishing House, Iasi.</li> <li>4. James, J., (2013), <i>Handbook of gestures. What people's gestures and facial expressions hide</i>, Curtea veche Publishing House, Bucharest.</li> <li>5. Josan, Ioana-Julieta, (2016), <i>Communication and Public Relations in Business. Practical guide</i>, University of Bucharest Publishing House.</li> <li>6. Josan, Ioana-Julieta, (2016), <i>Communication and Public Relations in Business. Practical guide</i>, University of Bucharest Publishing House.</li> <li>7. Mircică, Nela, (2020), <i>Course summary</i>, "Andrei Saguna" University, Constanta</li> <li>8. Mucchielli, A., (2015), <i>The art of communicating. Methods, for psychology of communication forms</i>.</li> <li>9. Mucchielli, A., (2015), <i>The Art of Influence. Analysis of manipulation</i>, Polirom Publishing House, Iași.</li> <li>10. Năstase, Gabriel, (2020), <i>Comunicare și relații publice în afaceri</i>, Editura Pro Universitaria, București, (3rd edition, revised and added).</li> <li>11. Pânișoara I.O., (2015), <i>Effective Communication</i>, Polirom Publishing House, Iasi.</li> <li>12. Stanciugelu, I., Tran, V., Tudor, R., Tran, A., (2015), <i>Communication Theory</i>, Tritonic, Bucharest.</li> </ol>
<b>Examination:</b>	Written test 70%, evaluation of activities 30%.

<b>Module number:</b> AP305	<b>Module title: ENGLISH</b>
<b>Level/semester:</b>	first level/semester III
<b>Professor:</b>	Sunda Irina
<b>Credit hours:</b>	<b>Thereof lecture hours: 0</b>
	<b>Thereof practical hours: 28</b>
	<b>Thereof self-study hours: 47</b>
<b>Language:</b>	ROMANA
<b>Learning outcomes/goals/skills of the module:</b>	<p><b>Overall objective:</b> Learning the basic grammatical structures of English; Accumulating and fixing vocabulary fundamentals; Develop the ability to receive written and oral messages; Develop written and oral expression skills.</p> <p><b>Specific objectives:</b> Knowledge and ability to use correctly the grammatical structures studied; Knowledge and use of the vocabulary studied; Ability to express coherent, well-organised information orally or in writing and linguistically correct; Ability to decipher correctly the meaning of a text, the degree of difficulty of which is in line with the level of the course; Ability to interpret correctly the information contained in a verbal message, the degree of difficulty of which is consistent with the level of the course.</p>
<b>Content of the module:</b>	<p><b>Course:</b> Present Simple versus Present Continuous. Past Simple (regular/irregular verbs). USED TO. Past Continuous. Present Perfect Simple. The Future - Future Simple, BE GOING TO. Revision (theory and practice) Relative Pronouns. Relative Adverbs. Possessives. BOTH, NEITHER, ALL/NONE. Modal verbs - CAN, COULD, BE ABLE TO. Modal verbs - MUST, HAVE TO, NEEDN'T. The Infinitive. TOO / ENOUGH. SOME / ANY / NO. A LOT OF / MUCH / MANY. Revision (theory and practice) General Revision (theory and practice)</p> <p><b>Seminar:</b> Present Simple versus Present Continuous. Vocabulary practice.</p>

	<p>Past Simple (regular/irregular verbs). USED TO. Vocabulary practice.  Past Continuous. Vocabulary practice.  Present Perfect Simple. Vocabulary practice.  The Future - Future Simple, BE GOING TO. Vocabulary practice.  Revision (theory and practice)  Relative Pronouns. Relative Adverbs. Vocabulary practice.  Possessives. BOTH, NEITHER, ALL/NONE. Vocabulary practice.  Modal verbs - CAN, COULD, BE ABLE TO. Vocabulary practice.  Modal verbs - MUST, HAVE TO, NEEDN'T. Vocabulary practice.  The Infinitive. TOO / ENOUGH. Vocabulary practice.  SOME / ANY / NO. A LOT OF / MUCH / MANY. Vocabulary practice.  Revision (theory and practice)  General Revision (theory and practice)</p> <p><b>Bibliography:</b></p> <ol style="list-style-type: none"> <li>1. Virginia EVANS, Jenny DOOLEY, Grammarway I, Ed. Express Publishing, Newbury, 2011.</li> <li>2. Virginia EVANS, Jenny DOOLEY, Reading and Writing Targets 1, Ed. Express Publishing Press, Newbury, 1998.</li> <li>3. L.G. ALEXANDER, Longman English Grammar, Ed. Longman Group UK Limited, London, 1994.</li> <li>4. L.G. ALEXANDER, Longman English Grammar Practice, Ed. Longman Group UK Limited, London, 1991.</li> <li>5. J. THOMSON, A. V. MARTINET, A Practical English Grammar, Ed. Oxford University Press, Oxford, 1994.</li> </ol>
<b>Examination:</b>	Practical presentation 70%, evaluation of activities 30%.



<b>Module number:</b> APX306	<b>Module title:</b> ORGANISATIONS AND INTERNATIONAL RELATIONS
<b>Level/semester:</b>	first level/semester III
<b>Professor:</b>	Țical George
<b>Credit hours:</b>	<b>Thereof lecture hours:</b> 28
	<b>Thereof practical hours:</b> 14
	<b>Thereof self-study hours:</b> 58
<b>Language:</b>	ROMANA
<b>Learning outcomes/goals/skills of the module:</b>	<p><b>Overall objective:</b> To provide an effective introduction to the second year course in Public International Law and the course in Institutional Law of the European Union.</p> <p><b>Specific objectives:</b></p> <ul style="list-style-type: none"> <li>• to learn the fundamentals of international organisations;</li> <li>• understanding of the basic concepts of the main international organisations: UN, NATO; Council of Europe, OSCE.</li> <li>• understanding the elements of international organisation as a subject of international law;</li> <li>• explaining the rules on liability of States and international organisations and the relationship between them;</li> <li>• understanding the mechanisms by which the jurisdiction of an international court is established.</li> </ul>
<b>Content of the module:</b>	<p>Course:</p> <p><b>International relations</b></p> <ol style="list-style-type: none"> <li>1. Science of international relations</li> <li>2. The international system and public international law</li> <li>3. Evolution of the international system up to 1914</li> <li>4. The evolution of the international system after 1914</li> <li>5. Definition of the international actor</li> <li>6. Actors performing on the international stage</li> <li>7. Trends in the contemporary international system</li> </ol> <p><b>General information on international intergovernmental organisations</b></p> <ol style="list-style-type: none"> <li>1. International intergovernmental organisations and international non-governmental organisations</li> <li>2. History of international intergovernmental organisations</li> <li>3. Factors leading to the emergence and proliferation of international intergovernmental organisations</li> <li>4. The role of international intergovernmental organisations</li> <li>5. Definition, characteristics and classification of international intergovernmental organisations</li> </ol>

## **Legal personality of international intergovernmental organisations**

1. Preliminary clarifications
2. International legal personality
3. Legal personality under national law
4. Forms of manifestation of legal personality

## **Establishment of international intergovernmental organisations**

1. Constitutive Act
2. Contents of the Constitution
3. Closing of the Constitutive Act
4. Admission of reserves
5. Amendment of the Constitution
6. Interpretation of the Constitution
7. Dissolution of international organisations

## **Participation in the activities of the international organisation**

1. Full membership of an international organisation
2. Special situations for membership
3. Loss of membership
4. Suspension of membership

## **Structure of international organisations**

1. Factors determining the structure of international organisations
2. Classification of organs of international organisations
3. Main and subsidiary bodies
4. Plenary and restricted bodies
5. Political, jurisdictional and administrative bodies

## **Functioning of international intergovernmental organisations**

1. General aspects of sessions of international organisations
2. Conduct of sessions
3. Procedure followed in the sessions
4. Adoption of decisions
5. Legal value of decisions of international organisations

## **Financial means of international intergovernmental organisations**

1. Concept of budget
- Budgetary resources
3. Budget expenditure

## **United Nations**

1. Constitution and purposes of the UN
2. UN Principles
3. Gaining and losing UN membership
4. Main bodies and organisation of UN work
5. UN Security Council
6. Economic and Social Council (ECOSOC)
7. The Trusteeship Council
8. International Court of Justice
9. UN Secretariat
10. Specialised institutions of the UN system

Romania and the UN

## **North Atlantic Treaty Organisation NATO/NATO**

1. The origins and aims of the Alliance
  2. NATO's political and decision-making mechanism
  3. NATO civilian structures
- Permanent Representatives and National Delegations
5. International Secretariat
  6. NATO military structures

7. Military Committee
8. Strategic Commanders
9. International Military Staff
10. Integrated Military Forces

**Seminar:**

- Introduction to the study of the subject, presentation of the subject sheet, the way seminars are conducted, the requirements for the preparation of reports, bibliography, methodological details.
- Actors in the international system.
- International intergovernmental organisations and international non-governmental organisations.
- Legal personality of international intergovernmental organisations.
- Establishment of international intergovernmental organisations.
- Structure of international organisations.
- Test control.
- The legal value of decisions of international organisations.
- Financial means of international intergovernmental organisations.
- Constitution, principles and purposes of the UN.
- UN Security Council.
- Economic and Social Council (ECOSOC).
- North Atlantic Treaty Organisation NATO/NATO.
- Permanent Representatives and National Delegations, NATO Military Structures.

**Bibliography:**

1. Bogdan Aurescu, *The System of International Jurisdictions*, Ed. C.H. Beck, Bucharest, 2013.
2. Cristian Jura, *271 International Intergovernmental Organizations*, Ed. C.H. Beck, Bucharest, 2013.
3. Adrian Nastase, Bogdan Aurescu, *Public International Law. Synthesis*, Ed. C.H. Beck, Bucharest, 2012.
4. Valentin Constantin, *Public International Law*, Ed. Universul Juridic, Bucharest, 2010.
5. Magdalena-Denisa Lungu, *The Role of International Organizations in the Peaceful Settlement of International Disputes*, Ed. Universul Juridic, Bucharest, 2010.
6. Beatrice Onica-Jarka, *Structures of institutionalized intergovernmental cooperation*, Ed. C.H. Beck, Bucharest, 2009.
7. Raluca Miga-Besteliu, *International Intergovernmental Organizations*, Ed. C.H. Beck, Bucharest, 2008.
8. Joshua S. Goldstein, Jon C. Pevehouse, *International Relations*, ed. Polirom, Iași, 2008.
9. Mircea Malița, *Cold War Paintings*, Ed. C.H. Beck, Bucharest, 2007.
10. Andrei Miroiu, Radu-Sebastian Ungureanu, *Handbook of International Relations*, Ed. Polirom, Iași, 2006.
11. Ioan Rusu, *Organizations and International Relations*, Ed. Lumina Lex, Bucharest, 2002.
12. Ramona Ciobanu, *Organizations and International Relations*, 2014, <https://www.academia.edu/>.

**Examination:**

Written test 70%, evaluation of activities 30%.

<b>Module number:</b>	<b>Module title: CONTRACTS</b>
<b>Level/semester:</b> APX307	first level/semester III
<b>Professor:</b>	Ilincuța Andreea
<b>Credit hours:</b>	<b>Thereof lecture hours:</b> 28
	<b>Thereof practical hours:</b> 14
	<b>Thereof self-study hours:</b> 58
<b>Language:</b>	ROMANA
<b>Learning outcomes/goals/skills of the module:</b>	<p><b>Overall objective:</b> Preparing students with sound knowledge of the legal institutions of civil law-contracts. The subject <i>Civil Law - Contracts</i> aims at forming a scientific attitude towards the institutions of civil law, the mastering of general principles of civil law, the technical language of civil law, as well as common legal expressions.</p> <p><b>Specific objectives:</b></p> <ul style="list-style-type: none"> <li>– Identify and explain concepts specific to civil law-contracts;</li> <li>– Description and interpretation of ideas, projects, processes, as well as the theoretical and practical contents of this discipline;</li> <li>– Contract of sale. Notions, conditions, varieties;</li> <li>– The donation contract. Concept, legal characteristics, conditions;</li> <li>– Tenancy Agreement, Agency Agreement, Loan Agreement;</li> <li>– Maintenance contract, Transaction contract.</li> </ul>
<b>Content of the module:</b>	<p><b>Course:</b></p> <p><b>Contract of sale (I)</b> Notion. Conditions.</p> <p><b>Contract of sale (II)</b> Varieties.</p> <p><b>Exchange contract</b> Notion. Legal characters.</p> <p><b>Lease agreement</b> Notion. Effects. Termination of tenancy.</p> <p><b>The lease</b> Notion. Conditions. Effects. Termination.</p> <p><b>The contract of ownership</b> Notion. Effects. Termination.</p> <p><b>Insurance contract</b> Notion. Effects. Termination.</p> <p><b>The mandate contract.</b> The free and onerous mandate. Mandate with/without representation.</p>

	<p><b>The supply contract</b> Notion. Effects. Termination.</p> <p><b>Life annuity contract</b> Notion. Legal characters. Effects.</p> <p><b>Maintenance contract</b> Notion. Legal characters. Effects. Termination.</p> <p><b>Contract of transaction</b> Notion. Legal characters. Conditions of validity. Effects.</p> <p><b>The donation contract</b> Notion. Conditions of validity. Effects.</p> <p><b>The loan agreement</b> Consumer loan. Deposit contract.</p> <p><b>Seminar:</b></p> <ul style="list-style-type: none"> <li>- Legal characteristics of the sale-purchase contract. Short report</li> <li>- Models of documents relating to the sale-purchase contract</li> <li>- Exchange contract</li> <li>- Lease agreement</li> <li>- Lease agreement. Short report</li> <li>- The contract of enterprise</li> <li>- Insurance contract</li> <li>- The mandate contract. Mandate with/without representation</li> <li>- The supply contract. Effects of the supply contract</li> <li>- Life annuity contract. Life annuity for valuable consideration</li> <li>- Maintenance contract. Obligations of the maintainer</li> <li>- The contract transaction. Legal characteristics of the transaction contract</li> <li>- The donation contract. Donor's obligations.</li> <li>- The loan agreement. Loan of use.</li> </ul> <p><b>Bibliography:</b></p> <ol style="list-style-type: none"> <li>1. Deak Francisc, Popescu Romeo, (2017), <i>Civil Law Treatise. Special Contracts</i>, Vol. I-IV, Universul Juridic Publishing House, Bucharest;</li> <li>2. Dincă Răzvan, (2013), <i>Special Civil Contracts in the New Civil Code. Course notes</i>, Universul Juridic Publishing House, Bucharest;</li> <li>3. *** Law No 287/2009 on the Civil Code, amended and supplemented by Law No 71/2011.</li> </ol>
<b>Examination:</b>	Written test 70%, evaluation of activities 30%.

<b>Module number:</b> APX308	<b>Module title: ORGANISATIONAL BEHAVIOUR</b>
<b>Level/semester:</b>	first level/semester III
<b>Professor:</b>	Peta Caesar
<b>Credit hours:</b>	<b>Thereof lecture hours:</b> 28
	<b>Thereof practical hours:</b> 14
	<b>Thereof self-study hours:</b> 58
<b>Language:</b>	ROMANA
<b>Learning outcomes/goals/skills of the module:</b>	<p><b>Overall objective:</b> The discipline aims to systematically study the attitudes and behaviors of individuals and groups in organizations, by forming a knowledge base on personality, perception, values, attitudes and job satisfaction, all seen through the lens of the Romanian organizational environment.</p> <p><b>Specific objectives:</b> The course aims to develop the ability to anticipate and model the behaviours that occur in organizations by deepening leadership and interpersonal communication skills, but also by acquiring the skills and abilities to operate and integrate the basic theories, concepts and models related to organizational behaviour (roles, status, motivation, leadership, group behaviour, decision-making, group communication, teamwork, etc.).</p>
<b>Content of the module:</b>	<p><b>Course:</b>  <b>Organisational behaviour - an introduction</b>  Organisational behaviour - definition.  The field of study of organisational behaviour.  Framework organisation of work.  <b>Learning and personality (I)</b>  Definition of learning and its particularities.  Personality and work behaviour.  <b>Learning and personality (II)</b>  Personality types and their influences on the work process.  <b>Perception and attribution (I)</b>  Defining perception.  The role of perception in organisations.  <b>Perception and attribution (II)</b>  Defining attribution.  Attribution and its role in perceiving the causes of work behaviour.  <b>Values and attitudes</b>  Defining values.  Defining, forming and changing attitudes.  Job satisfaction and its factors.</p>

**Motivation and work behaviour**

Psychological approaches to motivation.

Conceptual approaches to work motivation.

**Groups and team (I)**

Definition of groups.

Types of groups; role.

**Groups and team (II)**

Team and teamwork.

Similarities and differences between group and team.

**Leadership**

Definition and features.

Spontaneous leader and designated leader behaviour.

Participatory and transformational leadership.

**Leadership styles**

Theories about driving styles.

Typology of leadership styles.

**Organisational culture**

Types of organisational cultures.

Factors influencing organisational culture.

**Organisational structure**

Defining the organisational structure.

Elements of organisational structure.

The relationship between the size of the organisation and its structure.

**Organisational communication**

Internal communication in the organisation.

Formal communication.

Informal communication.

**Seminar:**

- Presentation of the subject sheet, how the seminars will be conducted, the specific requirements and the material base to be used. Approaches to organisational behaviour.
- Personality and work behaviour.
- Personality types and their influences on the work process.
- Characteristics of the perceived person. Situational characteristics. Characteristics of the perceiver.
- Differences in perception and their importance in influencing work behaviour.
- Factors that determine job satisfaction.
- The relationship between motivation and performance.
- Team and teamwork.
- Team assessment.
- Qualities of a leader. Differences between leaders.
- Semester testing
- Organisational cultures and subcultures - examples.
- Presentation of organisational structures and discussion on how to improve them.
- Advantages and disadvantages of different communication strategies.
- Recap.

**Bibliography:**



	<ol style="list-style-type: none"> <li>1. Moldoveanu, George - <i>Organizational Analysis and Behavior</i>, Editura Economică, Bucharest, 2010.</li> <li>2. Nica, Elvira, <i>Elaboration and use of case studies in MRU</i>, Editura Economică, Bucharest, 2010.</li> <li>3. Peța Cezar - <i>Organizational Behavior</i>, lecture notes, electronic format, 2019;</li> <li>4. Popescu I. Doina - <i>Organizational Behavior</i>, ASE Publishing House, 2010;</li> <li>5. Vlăsceanu, Mihaela - <i>Organizations and Organizational Behavior</i>, Polirom Publishing House, Iasi, 2007;</li> <li>6. Vlăsceanu, Mihaela - <i>Organizations and Organizational Behavior</i>, Polirom Publishing House, Iasi, 2007.</li> </ol>
<b>Examination:</b>	Written test 70%, evaluation of activities 30%.

**PUBLIC ADMINISTRATION II/4**

<b>Module number:</b> AP401	<b>Module title: ADMINISTRATIVE LAW 2</b>
<b>Level/semester:</b>	first level/semester IV
<b>Professor:</b>	Tomescu Ioan
<b>Credit hours:</b>	<b>Thereof lecture hours: 28</b>
	<b>Thereof practical hours: 14</b>
	<b>Thereof self-study hours: 58</b>
<b>Language:</b>	ROMANA
<b>Learning outcomes/goals/skills of the module:</b>	<p><b>Overall objective:</b> To familiarize the student with some of the main institutions of administrative law, with the dynamics of social relations in the current context of social development in Romania, on the knowledge of the legal relations of administrative law, as the subject of legal relations of administrative law.</p> <p><b>Specific objectives:</b></p> <ul style="list-style-type: none"> <li>• Acquiring knowledge of all the legal rules governing the social relations that form the subject of administrative law.</li> <li>• Learning and use of basic principles and concepts specific to administrative law.</li> <li>• Acquiring the necessary skills to analyse, interpret and solve possible legal problems in the field of administrative law.</li> <li>• Knowledge of the role and powers of the main legal institutions operating in the field of administrative law.</li> </ul>
<b>Content of the module:</b>	<p><b>Course:</b>  <b>Civil service</b>            Concept of public office            Principles of public service            Procedures for holding public office  <b>Civil servant</b>            The notion of public official            Rights and obligations of the civil servant            Legal Service Report            Legal liability of the public official.  <b>Central government authorities - A</b>            President of Romania            Government of Romania            The Prime Minister's powers</p>

**Central government authorities - B**

The Prime Minister's powers

Minister's duties

**Local government authorities - A**

General. Constitutional principles

Local Council

Powers of the local council

The Mayor

Powers of the Mayor.

**Local government authorities - B**

County Council

Powers of the county council

Prefect's institution.

Powers of the prefect

**Regional development**

Concept, objectives

Governing bodies of development regions

Tasks of the governing bodies of regional development regions

**Public services**

Definition, classification, enumeration

Community public services for personal records

**Administrative contract**

Definition, features

Classification of administrative contracts

Characterisation of administrative contracts

**Concession contract - A**

Notion, features, subject matter, contractual parties

Conditions precedent to the conclusion of the concession contract

**Concession contract - B**

**Concession of public domain and public service**

Award of the concession contract

Conclusion of the concession contract

Effects of the concession contract

Termination of the concession contract

**The public procurement contract**

Forms of public procurement contract

Award procedure

Public procurement challenge

**Public-private partnership**

Definition, content

Forms of public domain

The particularities of the public domain

Stages of the public-private partnership

**Spatial planning**

Preliminaries. Principles

Urban plan definition, types.

Building permit

Tacit approval of the application for building permission

**Seminar:**

- Analysis of the conditions that a person must meet in order to hold public office.
- Content of the legal service relationship and legal liability of civil

	<p>servants.</p> <ul style="list-style-type: none"> <li>• Powers and forms of accountability of the President and members of the government.</li> <li>• Constitutional foundations of ministries and ministerial administration.</li> <li>• Powers of the mayor and the local council.</li> <li>• The role of the prefect's institution and county public administration in the territory</li> <li>• Tasks of the governing bodies of the development regions</li> <li>• Analysis of community public services and their classification</li> <li>• Classification and analysis of administrative contracts</li> <li>• Procedure for the award of public service and service concession contracts</li> <li>• Practical arrangements for concluding concession contracts</li> <li>• Procurement procedure</li> <li>• Delimitation of the public and private domain and stages of partnership implementation</li> <li>• Procedure for issuing the building permit and the urban plan. Review of the material taught during the course</li> </ul> <p><b>Bibliography:</b></p> <ol style="list-style-type: none"> <li>1. Dragoş, Dacian Cosmin - <i>Administrative Litigation Law. Comments and explanations</i>, C.H. Beck, 2009</li> <li>2. Vedinaş, Verginia - <i>Administrative Law</i>, 13th revised and updated edition, Universul Juridic, 2022;</li> <li>3. Dana, Apostol, Tofan - <i>Administrative Law</i>, Vol. 2, Edition 5, C.H. Beck, 2020</li> <li>4. Neagu Niculae, <i>Administrative Law</i>, vol. I, "Andrei Saguna" University, Constanta, 2010.</li> <li>5. Coman-Kund, Florin; Ciobanu, Alexandru-Sorin - <i>Administrative Law (Part I) - Theoretical syntheses and practical exercises for seminar activity</i>, Universul Juridic, 2007.</li> <li>6. Vedinaş, Verginia - <i>Administrative Law</i>, Universul Juridic, 2012;</li> <li>7. Trăilescu, Anton - <i>Administrative Law</i>, C.H. Beck, 2010;</li> <li>8. Podaru, Ovidiu - <i>Administrative Law. University course</i>, vol. I, Hamangiu, 2010;</li> <li>9. Iorgovan, Antonie - <i>Administrative Law Treatise</i>, vol. I, C.H. Beck, 2005;</li> <li>10. Trăilescu, Anton; Trăilescu, Alin - <i>Administrative Litigation Law. Comments and explanations</i>, C.H. Beck, 2013;</li> <li>11. Tomescu Ioan - <i>Administrative Law</i>, course notes, "Andrei Saguna" University, Constanta, 2022.</li> </ol>
<b>Examination:</b>	Written test 70%, evaluation of activities 30%.

<b>Module number:</b> AP402	<b>Module title:</b> <b>TECHNIQUES AND METHODS OF PUBLIC DECISION MAKING</b>
<b>Level/semester:</b>	first level/semester IV
<b>Professor:</b>	Papari George Daniel
<b>Credit hours:</b>	<b>Thereof lecture hours:</b> 28
	<b>Thereof practical hours:</b> 14
	<b>Thereof self-study hours:</b> 58
<b>Language:</b>	ROMANA
<b>Learning outcomes/goals/skills of the module:</b>	<p><b>Overall objective:</b> Developing public administration skills in public decision-making techniques and methods</p> <p><b>Specific objectives:</b> Knowledge of the basic and elementary notions of decision-making in public administration;• Identify the importance of techniques and methods of public decision-making in public administration;• Learn the techniques of public decision design.</p>
<b>Content of the module:</b>	<p><b>Course:</b></p> <ol style="list-style-type: none"> <li>1. General theory of administrative decision-making</li> <li>2. Subject matter and classification of decisions</li> <li>3. Decision design technique</li> <li>4. Administrative procedure for adopting decisions</li> <li>5. Political-administrative decisions</li> <li>6. Decision-making instruments</li> <li>7. Decision-making in public institutions</li> <li>8. Procedure for adopting public projects</li> <li>9. Citizen participation in decision-making</li> <li>10 Control of the execution of decisions</li> </ol> <p><b>Bibliography:</b></p> <p>. Anton Parlăgi, Techniques and Methods of Public Decision Making, Pro Universitaria Publishing House, Bucharest, 2013 2. Dana Apostol Tofan, Local Public Administration Legislation, CH Beck Publishing House, Bucharest, 2015 3. Cristian Dumitrescu, Haida Saracacianu, Techniques and methods of public decision making, Sitech Publishing House, Craiova, 2011 4. Verginia Vedinas, Administrative Law, Universul Juridic Publishing House, Bucharest, 2014,2015,2017 5. Dana Apostol Tofan, Administrative Law, CH Beck Publishing House, Bucharest, 2014,2015,2016, 2017 6. Doina Mureșan, Public Management, European Institute Publishing House, Universitaria Collection, Bucharest, 2012</p>
<b>Examination:</b>	Written test 70%, evaluation of activities 30%.

<b>Module number:</b> AP403	<b>Module title: labour law</b>
<b>Level/semester:</b>	first level/semester IV
<b>Professor:</b>	Țical George
<b>Credit hours:</b>	<b>Thereof lecture hours:</b> 28
	<b>Thereof practical hours:</b> 14
	<b>Thereof self-study hours:</b> 33
<b>Language:</b>	ROMANA
<b>Learning outcomes/goals/skills of the module:</b>	<p><b>Overall objective:</b> To familiarise students with the main institutions of labour law: individual employment contract, collective employment contract, vocational training, health and safety at work, legal liability in labour law, social dialogue, labour disputes, labour jurisdiction.</p> <p><b>Specific objectives:</b> Acquiring knowledge of all the legal rules governing the social relations that form the subject of labour law, covering the individual employment contract, mandatory and optional clauses of the individual employment contract, modification, suspension and termination of the individual employment contract, individual employment contracts of a particular type, collective employment contracts, vocational training, health and safety at work, legal liability in labour law, social dialogue, labour disputes, labour jurisdiction; Knowledge of the role and place of the main legal institutions specific to this field</p>
<b>Content of the module:</b>	<p><b>Course:</b> <b>Introductory considerations on labour law</b> Introduction to labour issues and labour law. The subject matter of the discipline of labour law. Sources, principles of labour law</p> <p><b>The individual employment contract: definition, essential elements and conditions of substance and form</b> Definition of the individual employment contract and its regulation in Romanian law Legal nature of the individual employment contract Conditions of validity of the employment contract</p> <p><b>Termination of the individual employment contract. Mandatory and optional clauses and their effects</b> Documents required for the conclusion of the individual employment contract Mandatory and optional clauses of the individual employment contract Effects of the individual employment contract</p> <p><b>Procedures for amending and terminating the individual employment contract</b> Modification of the individual employment contract Suspension of the individual employment contract</p>

	<p>Termination of individual employment contract</p> <p><b>Individual employment contracts of the private type</b></p> <p>Individual fixed-term employment contract</p> <p>Temporary agency work</p> <p>Part-time individual employment contract</p> <p><b>Individual employment contracts of the private type</b></p> <p>Work at home</p> <p>Apprenticeship contract</p> <p>Other types of contracts under which work is performed</p> <p><b>Collective labour agreement</b></p> <p>Definition, legal nature and features</p> <p>Negotiating and concluding the collective labour agreement</p> <p>Amendment, suspension and termination of the collective agreement</p> <p><b>Training</b></p> <p>Definition of concepts</p> <p>Professional training</p> <p>Professional development</p> <p><b>Wages</b></p> <p>Theoretical aspects and the regulatory framework of salaries</p> <p>Salary content and salary categories</p> <p>Pay systems and forms of pay</p> <p>Payment of salaries</p> <p><b>Working time and rest time</b></p> <p>Working time</p> <p>Regular breaks</p> <p>Leave</p> <p>Public holidays</p> <p><b>Social dialogue. Labour disputes</b></p> <p>Trade unions</p> <p>Employers</p> <p>Industrial disputes: regulation, classification</p> <p>Conflicts of interest: concept, conciliation, mediation and arbitration</p> <p>Strike: concept, legal framework, types of strikes</p> <p><b>Health and safety at work</b></p> <p>Labour protection regulation</p> <p>Integrating labour protection into the labour process</p> <p>Employee obligations</p> <p>Labour protection rules</p> <p>Work protection authorisation</p> <p><b>Legal liability in labour law</b></p> <p>Definition, legal basis, classification</p> <p>Disciplinary liability</p> <p>Patrimonial liability</p> <p><b>Labour jurisdiction</b></p> <p>Defining labour jurisdiction</p> <p>Parties in labour disputes</p> <p>Jurisdiction to settle labour disputes</p> <p><b>Seminar:</b></p> <ul style="list-style-type: none"> <li>• Presentation of the subject sheet, how the seminars will be conducted, the specific requirements, the material base to be used.</li> <li>• Domestic sources of labour law</li> <li>• International sources of labour law</li> </ul>
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	<ul style="list-style-type: none"> <li>• Substantive conditions of the individual employment contract</li> <li>• Formal conditions of the individual employment contract</li> <li>• Procedure for concluding the individual employment contract.</li> <li>• Binding clauses of the individual employment contract</li> <li>• Grounds for invalidity of the individual employment contract</li> <li>• Elements of the individual fixed-term employment contract</li> <li>• Negotiating and concluding the collective labour agreement</li> <li>• Semester testing</li> <li>• Special training and further training contracts</li> <li>• Apprenticeship contract at work</li> <li>• The particularities of criminal liability in labour law</li> <li>• Regulation of the institution of employee representatives and their role in social dialogue</li> <li>• Suspension and termination of the strike</li> <li>• Procedural rules derogating from the ordinary law in the jurisdiction of labour disputes</li> <li>• Summary</li> </ul> <p><b>Bibliography:</b></p> <ol style="list-style-type: none"> <li>1. Romanian Constitution;</li> <li>2. Alexandru Țiclea, <i>Labour Code commented and annotated with related legislation and relevant case law</i>, Universul Juridic Publishing House, 2017;</li> <li>3. Alexandru Țiclea, <i>Disciplinary liability in labour relations, Legislation. Doctrine. Jurisprudence</i>, C.H. Beck Publishing House, 2017;</li> <li>4. Alexandru Țiclea, <i>Treatise on Labour Law. Legislation. Doctrine. Jurisprudence</i>, 10th edition, updated, Universul Juridic Publishing House, 2018;</li> <li>5. Dragoș Brezeanu, <i>Labour and Social Security Law</i>, C.H. Beck Publishing House, 2017;</li> <li>6. Virginia Vedinaș, <i>Administrative Law</i>, 10th edition, revised and updated, Universul Juridic Publishing House, 2017;</li> <li>7. Al. Ticlea, <i>Labour Code</i>, Ed. Universul Juridic, 2013;</li> <li>8. V. Dorneanu, <i>Social dialogue - the foundation of economic and social democracy</i>, Ed. Lumina Lex, 2006;</li> <li>9. Popescu, <i>International and European Labour Law</i>, 2nd edition, Ed. C. H. Beck, 2008;</li> <li>10. V. Pribac, <i>Abuse of Law and Employment Contracts</i>, Ed. Wolterkluwer, 2007;</li> <li>11. I.T. Ștefănescu, <i>Labour Law Treatise</i>, vol.1, Lumina Lex Publishing House, 2014;</li> <li>12. Ștefănescu I.T., <i>Treatise on Labour Law</i>. 4th revised and added edition, Universul Juridic Publishing House, 2017;</li> <li>13. George ȚICAL, <i>Course Notes - Labour Law</i>, 2022, Constanta.</li> </ol>
<b>Examination:</b>	Written test 70%, evaluation of activities 30%.



<b>Module number:</b> AP404	<b>Module title: PUBLIC FINANCE</b>
<b>Level/semester:</b>	first level/semester IV
<b>Professor:</b>	Marcean Dana
<b>Credit hours:</b>	<b>Thereof lecture hours:</b> 28
	<b>Thereof practical hours:</b> 14
	<b>Thereof self-study hours:</b> 33
<b>Language:</b>	ROMANA
<b>Learning outcomes/goals/skills of the module:</b>	<p><b>Overall objective:</b></p> <ul style="list-style-type: none"> <li>• Understand the need to organise public finance activities at the level of economic entities, with state, public and private capital, in terms of recording, calculating and collecting budget claims;</li> <li>• Understand how to organise the recording of budget claims;</li> <li>• Knowledge of how to correctly calculate the tax base;</li> <li>• The legal deadlines for payment of budget claims;</li> <li>• Knowledge of the concepts of public finance, taxation and taxable persons;</li> </ul> <p><b>Specific objectives:</b></p> <ul style="list-style-type: none"> <li>• Practical learning on how to correctly calculate the tax base;</li> <li>• The legal deadlines for payment of budget claims;</li> <li>• Knowledge of the legal penalties that apply in case of failure to comply with the calculation of the tax base and the legal payment deadlines.</li> <li>• The aim is to teach students to implement and comply with international quality standards in all areas of activity in a changing environment.</li> <li>• Knowledge and use of the system of forms - statements and tax returns to be prepared;</li> <li>• Knowledge of how to establish the taxable mass and how to calculate the amounts due as contributions to the state budget and the social security budget.</li> <li>• Knowledge of the concepts of taxpayer, tax obligations, tax system;</li> <li>• Knowledge of the process of organising tax liability records.</li> </ul>
<b>Content of the module:</b>	<p><b>Course:</b>  <b>CONTENT OF PUBLIC FINANCES</b>  Public finance - historical economic category  Economic content of public finances  Defining public finances  Public finance functions  <b>FINANCIAL MECHANISM, FINANCIAL SYSTEM AND</b></p>

**FINANCIAL POLICY (I)**

The concept of a financial mechanism

Financial system: structure and characteristics

**FINANCIAL MECHANISM, FINANCIAL SYSTEM AND FINANCIAL POLICY (II)**

The financial apparatus in Romania

**BUDGETARY SYSTEM**

Concept of state budget and budget of the national economy

Budgetary principles

Structure of the budgetary system

Budget process

Cash execution of the state budget

**PUBLIC FINANCES OF LOCAL AUTHORITIES****LOCAL**

Defining the local budget and its role

Budgetary process at the level of local administrative units

Defining the local budget and its role

**STATE SOCIAL INSURANCE**

State social insurance in Romania

Principles of organisation and role of the national public social security system

State Social Insurance Law for 2022

Forms of social protection

**PUBLIC FINANCIAL RESOURCES SYSTEM**

Content and drivers of public financial resources

Classification of public financial resources

Public expenditure on research and development

Public expenditure on education and training

Public expenditure on culture and arts

**GENERAL INFORMATION ON TAXES AND CHARGES**

Taxes - notion, definition, role

Technical elements of taxes

Classification of taxes

**DIRECT TAXES**

Content and elements of taxes

General characterisation of direct taxes

**INDIRECT TAXES**

General characterisation of indirect taxes

Consumption fees

Customs duties

Registration and stamp duties

**PUBLIC EXPENDITURE SYSTEM**

Content of public expenditure

Criteria for classifying public expenditure

**PUBLIC EXPENDITURE**

Public expenditure on social and cultural actions

Public expenditure on economic actions

Research and development expenditure

**TAX EVASION**

Concept and forms of tax evasion

Causes of tax evasion and possibilities to prevent and combat it

Tax haven

**GOVERNMENT BORROWING AND PUBLIC DEBT**

	<p>Definition and characteristics  Criteria for classifying government loans  Technical elements of government loans  Public debt: general concepts and assessment indicators</p> <p><b>Seminar:</b>  CONTENT OF PUBLIC FINANCES  FINANCIAL SYSTEM  THE FINANCIAL APPARATUS IN ROMANIA  BUDGETARY SYSTEM  PUBLIC FINANCES OF LOCAL AUTHORITIES  STATE SOCIAL INSURANCE  PUBLIC FINANCIAL RESOURCES SYSTEM  TAXES AND DUTIES</p> <p><i>Semester testing</i>  DIRECT TAXES  INDIRECT TAXES  PUBLIC EXPENDITURE SYSTEM  PUBLIC EXPENDITURE  TAX EVASION  GOVERNMENT BORROWING AND PUBLIC DEBT</p> <p><b>Bibliography:</b></p> <ol style="list-style-type: none"> <li>1. MOȘTEANU, Tatiana (coord.), et al. - <i>Public Finance. Lecture notes and seminar applications</i>, 3rd edition, University Publishing House, Bucharest, 2008;</li> <li>2. VĂCĂREL, Iulian (coord.), et al. - <i>Public Finance</i>, 6th edition, Editura Didactică și Pedagogică, Bucharest, 2007;</li> <li>3. CAZAZIAN, Rafaela - <i>Public Finance - Course Summary</i> - "Andrei Saguna" Foundation <i>Publishing House</i>, Constanta, 2022.</li> </ol>
<b>Examination:</b>	Written test 70%, evaluation of activities 30%.

<b>Module number:</b> PSIX306	<b>Module title: ENGLISH</b>
<b>Level/semester:</b>	first level/semester III
<b>Professor:</b>	Sunda Irina
<b>Credit hours:</b>	<b>Thereof lecture hours: 0</b>
	<b>Thereof practical hours: 14</b>
	<b>Thereof self-study hours: 86</b>
<b>Language:</b>	ROMANA
<b>Learning outcomes/goals/skills of the module:</b>	<p><b>Overall objective:</b>  Learning the basic grammatical structures of English;  Accumulating and fixing vocabulary fundamentals;  Develop the ability to receive written and oral messages;  Develop written and oral expression skills.</p> <p><b>Specific objectives:</b>  Knowledge and ability to use correctly the grammatical structures studied;  Knowledge and use of the vocabulary studied;  Ability to express coherent, well-organised information orally or in writing and linguistically correct;  Ability to decipher correctly the meaning of a text, the degree of difficulty of which is in line with the level of the course;  Ability to interpret correctly the information contained in a verbal message, the degree of difficulty of which is consistent with the level of the course.</p>
<b>Content of the module:</b>	<p><b>Course:</b>  Present Simple versus Present Continuous.  Past Simple (regular/irregular verbs). USED TO.  Past Continuous.  Present Perfect Simple.  The Future - Future Simple, BE GOING TO.  Revision (theory and practice)  Relative Pronouns. Relative Adverbs.  Possessives. BOTH, NEITHER, ALL/NONE.  Modal verbs - CAN, COULD, BE ABLE TO.  Modal verbs - MUST, HAVE TO, NEEDN'T.  The Infinitive. TOO / ENOUGH.  SOME / ANY / NO. A LOT OF / MUCH / MANY.  Revision (theory and practice)  General Revision (theory and practice)</p> <p><b>Seminar:</b>  Present Simple versus Present Continuous. Vocabulary practice.</p>

	<p>Past Simple (regular/irregular verbs). USED TO. Vocabulary practice.  Past Continuous. Vocabulary practice.  Present Perfect Simple. Vocabulary practice.  The Future - Future Simple, BE GOING TO. Vocabulary practice.  Revision (theory and practice)  Relative Pronouns. Relative Adverbs. Vocabulary practice.  Possessives. BOTH, NEITHER, ALL/NONE. Vocabulary practice.  Modal verbs - CAN, COULD, BE ABLE TO. Vocabulary practice.  Modal verbs - MUST, HAVE TO, NEEDN'T. Vocabulary practice.  The Infinitive. TOO / ENOUGH. Vocabulary practice.  SOME / ANY / NO. A LOT OF / MUCH / MANY. Vocabulary practice.  Revision (theory and practice)  General Revision (theory and practice)</p> <p><b>Bibliography:</b></p> <ol style="list-style-type: none"> <li>6. Virginia EVANS, Jenny DOOLEY, Grammarway I, Ed. Express Publishing, Newbury, 2011.</li> <li>7. Virginia EVANS, Jenny DOOLEY, Reading and Writing Targets 1, Ed. Express Publishing Press, Newbury, 1998.</li> <li>8. L.G. ALEXANDER, Longman English Grammar, Ed. Longman Group UK Limited, London, 1994.</li> <li>9. L.G. ALEXANDER, Longman English Grammar Practice, Ed. Longman Group UK Limited, London, 1991.</li> <li>10. J. THOMSON, A. V. MARTINET, A Practical English Grammar, Ed. Oxford University Press, Oxford, 1994.</li> </ol>
<b>Examination:</b>	Practical presentation 70%, evaluation of activities 30%.

<b>Module number:</b> APX407	<b>Module title: ACCOUNTING AND TAX MANAGEMENT</b>
<b>Level/semester:</b>	first level/semester IV
<b>Professor:</b>	Suciu Ecaterina
<b>Credit hours:</b>	<b>Thereof lecture hours: 28</b>
	<b>Thereof practical hours: 14</b>
	<b>Thereof self-study hours: 58</b>
<b>Language:</b>	ROMANA
<b>Learning outcomes/goals/skills of the module:</b>	<p><b>Overall objective:</b> Students' knowledge and understanding of the importance and role of taxation in company accounting.</p> <p><b>Specific objectives:</b></p> <ul style="list-style-type: none"> <li>• Training of skills, abilities and competences for the efficient organisation and management of accounting activities.</li> <li>• To develop the skills of constructive analysis of situations, theories, models and methods of accounting for operations carried out at enterprise level related to taxation.</li> </ul>
<b>Content of the module:</b>	<p><b>Course:</b> <b>THE FISCAL MANAGEMENT OF THE COMPANY. CONVERGENCE AND DIVERGENCE BETWEEN ACCOUNTING AND TAXATION</b> The purpose and role of tax management in company management Tax management, tax efficiency and corporate strategy Tax management and tax risk Sources of company tax law Tax system - composition, defining elements of recognition and application of tax elements in business practice. Tax objectives, functions and principles Classification of taxes Common elements of taxes and duties</p> <p><b>THE ROLE OF THE STATE IN THE MARKET ECONOMY. ENTERPRISE AND THE ACCOUNTING SYSTEM IN ROMANIA</b> Concrete financial statements provided by accounting to satisfy all its users equally Circumscribed tax structures in accounting Taxes, duties and contributions relating to the remuneration of human capital Categories of taxable and non-taxable income Income tax documents Income from services rendered under a civil agreement Income from renting an apartment</p>

Single Annual Declaration

Special funds

**ACCOUNTING AND TAXATION OF TAXES ON TECHNICAL POTENTIAL**

Tax on buildings

Tax on means of transport

**ACCOUNTING AND TAXATION OF TAXES AND DUTIES FOR THE IMPORT OF GOODS AND/OR FROM OWN PRODUCTION**

Conceptual approaches, structural elements

Tax provisions

Accounting monograph

**ACCOUNTING AND TAXATION OF OTHER TAXES, DUTIES AND SPECIAL FUNDS**

Definition and primary drivers of economic decision

Systems perspective

Interdisciplinary approach

Requirements and criteria for classifying decisions

Stages of the decision-making process

Methods and techniques for choosing the optimal option and streamlining the decision-making process

**ACCOUNTING FOR MICROENTERPRISE INCOME TAX**

What is microenterprise: definitions and rules

Recording in the accounts the corporate income tax recorded in a company that becomes liable for corporate income tax by exceeding the turnover established by the tax code

Determination of the tax-free amount of reinvested profits and the final calculation of the corporation tax due

Accounting monograph

Practical example

**FIXED CAPITAL MANAGEMENT AS THE STRUCTURE OF THE INVESTMENT CYCLE**

Fixed capital and enterprise development

Amendments and additions to the legislative provisions on the classification and codification of fixed assets

Organisation of summary and analytical accounting for fixed assets

Purchases of fixed assets from imports

Risks in the conduct of an international commercial contract

Amortization plan

Corrections and alternatives in mitigating the effect of the desynchronisation of the valuation of assets at entry-exit

Provisions for impairment of fixed assets - accounting truth and fairness

Tax aspects of decommissioning and scrapping of fixed assets

Recording of fixed assets of an inventory nature

**ACCOUNTING AND VAT TAXATION.**

General principles

VAT and economic circuits

VAT records

**VAT ACCOUNTING AND TAXATION - continued**

VAT on transport costs

VAT exempt units

Territoriality of VAT

**VAT ACCOUNTING AND TAXATION - continued**

Accounting and tax documents relating to the right to deduct input VAT

	<p>VAT in different commercial activities</p> <p><b>VAT ACCOUNTING AND TAXATION - continued</b></p> <p>VAT on collection</p> <p>Implications of value added tax on the profitability of the enterprise</p> <p>Impact of VAT on the financial position and cash flows</p> <p>Influence of operating expenses incurred by VAT on business results</p> <p>Accounting monographs</p> <p>Practical example</p> <p><b>CORPORATE TAX ACCOUNTING</b></p> <p>Accounting result and tax result</p> <p>Determination of taxable profit</p> <p>Corporate tax</p> <p>Tax facilities</p> <p>Accounting monographs</p> <p>Practical example</p> <p><b>CORPORATE TAX ACCOUNTING</b></p> <p>Deductible items</p> <p>Non-deductible items</p> <p>Accounting in Romania between current and deferred taxes on profits</p> <p>Accounting monographs</p> <p>Practical example</p> <p><b>ANALYSIS OF THE ECONOMIC AND FINANCIAL SITUATION OF THE UNDERTAKING ON THE BASIS OF THE BALANCE SHEET</b></p> <p><b>Seminar:</b></p> <p>Practical example. Clarifications.</p> <p><b>Bibliography:</b></p> <ol style="list-style-type: none"> <li>1. Bența, M. Bența, "Treatise on Applied Taxation: Tax Code", Editura C.H. Beck, Bucharest, 2018, code 336.1/.6/B45 3.</li> <li>2. Bența, M. Bența, D. Pătroi, "Practical Tax Treatise. Optimizare fiscale", Editura C.H. Beck, București, 2015 336.1/.6/B45 4.</li> <li>3. M. Grigore, M. Gurău, "Taxation. Noțiuni teoretice și lucrări aplicative", Ed. Cartea Universitară, Bucharest, 2009 336.1/.6/G83</li> <li>4. <a href="http://www.anaf.ro">www.anaf</a> - tax code</li> <li>5. <a href="http://www.anaf.ro">www.anaf</a> - tax procedure code.</li> <li>6. Accounting law - law 82/91 republished</li> </ol>
<b>Examination:</b>	Written test 70%, evaluation of activities 30%.



<b>Module number:</b> APX408	<b>Module title: BUDGET AND TREASURY</b>
<b>Level/semester:</b>	first level/semester IV
<b>Professor:</b>	Munteanu Iuliana Gabriela
<b>Credit hours:</b>	<b>Thereof lecture hours: 28</b>
	<b>Thereof practical hours: 14</b>
	<b>Thereof self-study hours: 52</b>
<b>Language:</b>	ROMANA
<b>Learning outcomes/goals/skills of the module:</b>	<p><b>Overall objective:</b> Understand the need to organise public finance activities at the level of economic entities, with state, public and private capital, in terms of recording, calculating and collecting budget claims;</p> <p><b>Specific objectives:</b> understand how to organise the recording of budget claims; - knowledge of how to correctly calculate the tax base; - the legal deadlines for payment of budget claims; - the aim is to teach students to implement and comply with international quality standards in all areas of activity in a constantly changing environment. - the habit of interpreting a phenomenon or process correctly and continuously from an economic perspective and from the perspective of compliance with legal tax regulations</p>
<b>Content of the module:</b>	<p><b>Course:</b> <b>Content of public finances</b> The concept of public finance Role and functions of public finance <b>Public financial system(I)</b> Content of the public financial system Public financial flows Links to the public financial system <b>Public financial system(II)</b> Financial institutions Financial system in Romania The financial apparatus in Romania <b>Content of the national public budget</b> Content of the national budget State budget Local budgets State social security budgets <b>Budgetary system in Romania(I)-the state budget</b></p>

Content and features  
 Basic principles of state budgeting  
 Content of the phases of the budgetary process  
**Budgetary system in Romania(II)-local budgets**  
 Preparation of draft local budgets  
 Approval of local budgets  
 Execution of local budget revenues  
 Execution of local budget expenditure  
**Financing of expenditure from the national public budget**  
 Content, level and structure of public expenditure  
 Content and level of sources of financing of public expenditure  
 Appropriations from state, local and social security budgets  
**Structure of the public budget system in Romania**  
 The concept of the state budget and that of the national economy  
 Structure of the budgetary system.  
 Breakdown of budget revenue and expenditure by budgetary system  
 Structure of the state budget and state social security budget  
**Functions of the national public budget**  
 Allocation function  
 Equilibrium function  
 Annuity function  
 Budget classification function  
**Budgetary system in Romania(III)-social security budget state**  
 Economic content of the state social security budget  
 State social security budgeting  
 Adoption of the state social security budget  
 Execution of the state social security budget  
 Closing the state social security budget  
**Public finance treasury in Romania**  
 The need and prerequisites for the establishment of the Treasury  
 Basic Treasury functions  
 Treasury organisation system  
 Organising and carrying out collection and payment operations through the treasury cashier's office  
 Organisation and operation. Treasury accounting  
 Reporting on budget execution and treasury accounts  
**Service (office) guiding and checking the activity of local treasuries**  
 Collection of budget revenue through the treasury  
 Obligation to calculate and pay taxes, duties, levies and other charges on time  
 Methods of collecting budget revenue  
 Collection of budget revenue  
 Treasury control over the collection of budget revenue  
  
**Seminar:**  
 Presentation of the subject sheet, how the seminars will be conducted, the specific requirements, the material base to be used  
 Content of public finances - Basic principles of the public budgetary system  
 Examples of public financial flows  
 Public financial control activity  
 State, local and social security budgets - specific features  
 Tax inspection-general

	<p>Tax control procedures  Settlement of appeals against control acts  Semester testing  Building a state budget  Allocation and redistribution function  Basic principles of state budgeting  Basic principles of local budgeting and budgeting  state social insurance  Treasury functions and organisation of the State Treasury  Treasury control over the collection of budget revenue  Summary</p> <p><b>Bibliography:</b></p> <ol style="list-style-type: none"> <li>1. Aristotel M.U. - Organization and management of public treasury under market economy conditions, Ed. Comphyus, Rm. Vâlcea, 2011</li> <li>2. Moşteanu T., Budget and Public Treasury, Ed. Universitaria, Buc, 2009</li> <li>3. Moşteanu, Tatiana (coord.), et al - <i>Public Finance. Lecture notes and Applications for Seminars</i>, 3rd Edition, University Publishing House, Romania, 2008</li> <li>4. Roman C. - Financial management of public institutions, Ed. Economica, Buc, 2010</li> <li>5. Vanghele, Cristian - <i>Budget and Treasury - Course Notes</i> - Ed. "A. Sagun", Constanta, 2021;</li> <li>6. Văcărel, Iulian (coord.), et al. - <i>Public Finance</i>, 6th edition, Didactic and Pedagogical Publishing House, Bucharest, 2007</li> </ol>
<b>Examination:</b>	Written test 70%, evaluation of activities 30%.

**PUBLIC ADMINISTRATION III/5**

<b>Module number:</b> AP501	<b>Module title: HUMAN RESOURCE MANAGEMENT</b>
<b>Level/semester:</b>	first level/semester V
<b>Professor:</b>	Peta Caesar
<b>Credit hours:</b>	<b>Thereof lecture hours:</b> 28
	<b>Thereof practical hours:</b> 28
	<b>Thereof self-study hours:</b> 69
<b>Language:</b>	ROMANA
<b>Learning outcomes/goals/skills of the module:</b>	<p><b>Overall objective:</b> Students learn the content and organisation of human resource management activities and how to improve this activity within an organisation.</p> <p><b>Specific objectives:</b> Students' understanding of concepts, principles, techniques and methods of planning, recruitment, selection, training, integration, evaluation and motivation of human resources</p>
<b>Content of the module:</b>	<p><b>Course:</b>  <b>Introduction to Human Resources Management</b>  The particularities of human resources in the organisation.  Defining MRU.  Main activities of the MRU.  The international dimensions of the MRU.  <b>Human resources strategies and policies (I)</b>  Content of human resources strategies.  Types of HR strategies.  Development and implementation of human resources strategies.  <b>Human Resources Strategies and Policies (II)</b>  Human resources policies.  Specific human resources policies.  Development and implementation of human resources policies.  <b>Job analysis and design (I)</b>  Job definition, components and variables.  Defining job analysis.  Job descriptions and job specifications.  <b>Job analysis and design (II)</b>  Main objectives of the job analysis.  Types of job analysis.  Job analysis process.  Designing posts.  Approaches and methods of job definition or design.</p>

**Human resources planning**

Defining human resource planning.

The need for and benefits of human resource planning.

Main dimensions of human resources planning.

Human resource planning methods.

**Recruitment and selection of human resources (I)**

Definition and objectives of the recruitment process.

Factors influencing the recruitment process.

Sources of staff recruitment.

Recruitment criteria.

**Recruitment and selection of human resources (II)**

Selection of human resources.

Stages of the staff selection process.

**Career management**

The career concept.

Career management.

Main objectives of career management.

Career planning and development.

Dual careers and family life issues.

Career effectiveness.

**Performance appraisal (I)**

Defining performance measurement.

The role and significance of performance evaluation.

Performance appraisal objectives.

**Performance appraisal (II)**

Formal evaluation and informal evaluation.

Stages in the performance appraisal process.

**Reward management**

Components of the reward system.

Wage policy.

Salary principles from a managerial perspective.

Main pay systems.

**Conflict management**

Nature of the conflict.

Types of conflicts.

Causes of conflict.

Conflict process.

Conflict management strategies.

**Occupational safety and health management**

The evolution of occupational safety and health concerns.

National occupational safety and health policy and harmonisation of national and Community objectives.

Occupational safety and health management.

Accidents at work and occupational diseases.

**Seminar:**

- Presentation of the subject sheet, how the seminars will be conducted, the specific requirements, the material base to be used.
- The role and characteristics of human resources in the organisation.
- Types of HR strategies
- Human resources policy requirements.
- Specific human resources policies.
- Post - Post sheet.

	<ul style="list-style-type: none"> <li>- Workshop on job descriptions for various categories of staff.</li> <li>- Post - Post sheet.</li> <li>- Highlighting the importance of the job description in organisations.</li> <li>- The need for and benefits of human resource planning in organisations.</li> <li>- CV and cover letter writing workshop.</li> <li>- Mock selection interview.</li> <li>- Career planning and development.</li> <li>- Practising self-awareness skills.</li> <li>- Simulation of the performance appraisal process - evaluation grids.</li> <li>- The role and significance of the performance appraisal process.</li> <li>- Semester testing.</li> <li>- Exercises, tests to assess behaviour in conflict situations. Highlighting the importance of conflict management in organisations.</li> <li>- Case studies/videos highlighting the importance of occupational safety and health management - job protection sheets, PSI.</li> <li>- Recap.</li> </ul> <p><b>Bibliography:</b></p> <ol style="list-style-type: none"> <li>1. Cole G.A., (2011), <i>Personnel Management</i>, ed. Codecs, Bucharest;</li> <li>2. Craiovean, Mihai Petru, (2008), <i>Psychology of Work and Human Resources</i>, Ed. Renaissance;</li> <li>3. Grecu, I., (2011), <i>Perfecting human resources management in firms</i>, Ed. ExPonto, Constanta;</li> <li>4. Manolescu, Aurel, (2008), <i>Human Resources Management</i>, Ed. Economică, Bucharest;</li> <li>5. Nica, E., (2010), <i>Elaboration and use of case studies in MRU</i>, Ed. Economică, Bucharest;</li> <li>6. Painișoară I.O., Panișoară G., (2016), <i>Human Resources Management</i>, Ed. Collegium, Bucharest;</li> <li>7. Raboca, H. and Dodu, M., (2013), <i>Human Resources Management</i>, Tritonic Publishing House, Bucharest.</li> </ol>
<b>Examination:</b>	Written test 70%, evaluation of activities 30%.

<b>Module number:</b> AP502	<b>Module title: PROJECT MANAGEMENT</b>
<b>Level/semester:</b>	first level/semester V
<b>Professor:</b>	Munteanu Iuliana Gabriela
<b>Credit hours:</b>	<b>Thereof lecture hours:</b> 28
	<b>Thereof practical hours:</b> 28
	<b>Thereof self-study hours:</b> 69
<b>Language:</b>	ROMANA
<b>Learning outcomes/goals/skills of the module:</b>	<p><b>Overall objective:</b>  <i>The Project Management</i> course <b>aims to</b> familiarize students in the field of economics with the general issues concerning the content of project management and its specific concepts so that students can understand and deepen their understanding of organization, planning, management, control, risk and quality in project management.</p> <p><b>Specific objectives:</b>  Acquire knowledge of <i>project</i> and <i>project management</i> concepts, typology, characteristics, life cycle, funding programmes and the importance of project management;  Training of specific skills in process organisation, structural organisation of project management, as well as internal project organisation;  Training of identification, analysis, planning skills and specific planning techniques in project management;  Acquire knowledge of leadership styles, project team building, communication, time and conflict management in project management;  Develop individual skills in process control, monitoring, auditing and project completion;  Acquire knowledge of risk and risk management in projects;  Training skills to adopt a positive attitude towards quality, total quality, the quality management process and elements of project planning, quality assurance and quality control.</p>
<b>Content of the module:</b>	<p><b>Course:</b>  <b>Project concept</b>  Types of projects  Project features  Project life cycle  <b>Project management and its importance</b>  Fundamentals of project management  Defining project objectives  Project analysis  <b>Structural organisation of project management</b>  Project coordination</p>

	<p>Matrix organisation</p> <p>Independent organisation</p> <p>Multi-project structure</p> <p><b>Internal organisation of the project</b></p> <p>Internal project environment</p> <p>Project Manager</p> <p>Project team</p> <p>Project documentation</p> <p><b>Planning in project management</b></p> <p>Resource planning</p> <p>Planning key points</p> <p>Planning techniques</p> <p><b>Project implementation</b></p> <p>Project monitoring</p> <p>Project evaluation</p> <p><b>Risk management in projects</b></p> <p>The notion of risk</p> <p>Risk classification and risk management</p> <p>Project-specific risks</p> <p>Influence of risk factors on managerial decisions</p> <p><b>Financial management of projects</b></p> <p>Sources of project funding</p> <p>Project financial documents</p> <p>Project budget</p> <p>Eligibility of costs</p> <p>Financial audit of projects</p> <p><b>Resource and supply management</b></p> <p>Resources needed for a project</p> <p>Procurement and supply management</p> <p><b>Time management and communication management in projects</b></p> <p>Planning and scheduling</p> <p>Tools used in time management</p> <p>The process of effective communication</p> <p>Communication with project stakeholders</p> <p><b>Project quality management</b></p> <p>Quality in projects</p> <p>Tools and techniques for quality planning</p> <p>Quality audits</p> <p><b>Performance criteria and indicators</b></p> <p><b>Visual identity of the project</b></p> <p>Visual identity elements</p> <p><b>Dissemination of results</b></p> <p>The importance of disseminating results</p> <p>Ways of disseminating the results</p> <p><b>Seminar:</b></p> <ul style="list-style-type: none"> <li>- Presentation of the subject sheet, how the seminars will be conducted, the specific requirements, the material base to be used.</li> <li>- Case studies on the evolution of projects, project management and their particularities.</li> <li>- Needs analysis and setting project objectives.</li> <li>- Comparative analysis of the advantages and disadvantages of different categories of project-based organisational structures.</li> </ul>
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	<ul style="list-style-type: none"> <li>– Case studies on EU funding opportunities.</li> <li>– Case studies on specific conditions for accessing funds under a call for projects.</li> <li>– Notification and engagement of project experts.</li> <li>– Monitoring and reporting - working documents - practical exercise.</li> <li>– Semester testing</li> <li>– Applications on project budgeting and monitoring - Expenditure tracking.</li> <li>– Summary</li> <li>– Collection of data on indicators In projects financed by European funds.</li> <li>– Use of specific time management tools (Gantt chart, precedence chart, arrow chart, critical path analysis).</li> <li>– Advantages and disadvantages of funding sources for different types of projects, risks, ways of obtaining funding.</li> <li>– Project-specific information and publicity activities.</li> <li>– Summary</li> </ul> <p><b>Bibliography:</b></p> <ol style="list-style-type: none"> <li>1. Androne, M., (2014) <i>Project Management/Course in ID-IFR Technology</i>, Romania of Tomorrow Foundation Publishing House, Bucharest;</li> <li>2. Androniceanu, A., Comănescu, M., Sabie, O., Sava, M., Năstase, B., Plesca, A., Jiroveanu, D. (2010) <i>Management of externally funded projects</i>, Ed. University, Bucharest;</li> <li>3. Balogh, N., Balogh, M. (2013), <i>Project Management</i>, Tritonic Publishing House, Bucharest;</li> <li>4. Bușe, F., Simionescu, A., Bud, N. (2008), <i>Project Management</i>, Ed. Economică, Bucharest;</li> <li>5. Collum, J.K., Bănac, C.S. (2014) <i>Project management: theory and practice</i>, Editura Universitară, Bucharest;</li> <li>6. Lock, D. (2010), <i>Project Management</i>, Monitorul Oficial R.A., Bucharest;</li> <li>7. Neagu, C.E. (2007), <i>Project Management</i>, Tritonic Publishing House, Bucharest;</li> <li>8. PMBOK Guide (2013), <i>Project Management Body of Knowledge</i>, 5th ed. Project Management Institute.</li> </ol>
<b>Examination:</b>	Written test 70%, evaluation of activities 30%.

<b>Module number:</b> AP503	<b>Module title: PUBLIC SERVICE MANAGEMENT</b>
<b>Level/semester:</b>	first level/semester V
<b>Professor:</b>	Marcean Dana
<b>Credit hours:</b>	<b>Thereof lecture hours: 28</b>
	<b>Thereof practical hours: 28</b>
	<b>Thereof self-study hours: 69</b>
<b>Language:</b>	ROMANA
<b>Learning outcomes/goals/skills of the module:</b>	<p><b>Overall objective:</b> To develop students' knowledge and skills in the field of public management and public service delivery, based on the theoretical understanding of applicable scientific concepts, approaches and methods and the development of the ability to understand the practical organisation and operation of public services.</p> <p><b>Specific objectives:</b> Learning the main concepts, theoretical approaches and methods specific to public services. Developing the capacity for analysis and synthesis of public service management. Knowledge, understanding and appropriate use of fundamental concepts in public service management. Knowledge of management techniques in public services. Increased motivation to approach management techniques in public services. To develop the student's ability to understand the organisation and functioning of a public institution with the aim of competitive business management. Understand the specifics of public service providers in terms of organising and evaluating the decision-making process.</p>
<b>Content of the module:</b>	<p><b>Course:</b> <b>Public services - an introduction</b> Public administration - general aspects. Public administration structures - public administration authorities, public services. Relations between public authorities and citizens.</p> <p><b>Management of public services - introductory concepts</b> Public management - concept. Characteristics of public management. Principles of public management. Functions of public management.</p>

**Public services**

Public services system.  
Typology of public services.  
Legal regime of public services.

**Organisation and functioning of public services**

Principles of organisation and functioning of public services.  
Centralisation, decentralisation and autonomy in the organisation of public services.

**Central and local public services**

Relationships that are established between public services.  
Central state public services.  
Local public services.

**Public services offered by non-governmental organisations or provided by economic agents**

Non-governmental organisations - legal framework, functioning.  
Economic agents - public service providers.  
Public-private partnership - concept, typology.

**Organisational system of public service management**

The notion of organisation - criteria and forms.  
Organisational structure.  
Organisational documents.

**Methods and techniques specific to public administration management**

Methods and techniques in public administration management.  
New public management.

**Public service management decision-making system**

Decision mechanisms.  
Classification of decisions.  
Participants in decisions taken at the different levels of government.

**European policies and funding to improve the quality of public services (I)**

European policies.  
Institutions and functioning.

**European policies and funding to improve the quality of public services (II)**

Financial allocation and operational programmes in the 2014-2020 programming period.  
Financial allocation and operational programmes in the programming period 2021-2027.

**Improving the quality of public services through projects**

Specific methodologies.  
Developing a project.  
Innovation in public services.

**Performance and quality of public services**

Performance measurement.  
Self-assessment.

**The system of performance indicators for public services.****Seminar:**

- Public administration and citizens. Presentation of the subject sheet, how the seminars will be conducted, the specific requirements, the material base to be used.
- Public management. Working in teams and presenting a seminar topic. Information sources - use, selection, critical analysis.

	<ul style="list-style-type: none"> <li>- Types of public services. Division into work teams. Choosing topics for each team and scheduling them for the seminar.</li> <li>- Organisation of public services. Applicable legislation - legal databases, regulations. Presentation by teams.</li> <li>- Public services - education. Presentation from the teams.</li> <li>- Public services provided by private providers - social. Presentation from the teams.</li> <li>- Community Utilities Services. Presentation from the teams.</li> <li>- Public management - trends. Presentation from the teams.</li> <li>- Relations between central and local government.</li> <li>- Decisions in public administration.</li> <li>- European funding in the 2014-2020 programming period. Examples of projects.</li> <li>- European funding in the 2021-2027 programming period.</li> <li>- Performance in public services. Innovation.</li> <li>- Ethics. Pros and cons of management. Recap.</li> </ul> <p><b>Bibliography:</b></p> <ol style="list-style-type: none"> <li>1. Alexandra, Ioan, (2008), <i>Treatise on Public Administration</i>, Universul juridic, Bucharest;</li> <li>2. Androniceanu, Armenia, (2008), <i>Noutăți în managementul public</i>, Editura Universitară, Bucharest;</li> <li>3. Flynn, N., (2007), <i>Public Sector Management</i>, SAGE Publications;</li> <li>4. Grigoruță-Bedrule, Maria Viorica, (2007), <i>Management of Public Services</i>, Tehnopress Publishing House;</li> <li>5. Iordan Nicola, (2010), <i>Management of Local Public Services</i>, C.H. Beck Publishing House, Bucharest;</li> <li>6. Marinescu Gabriela, (2007), <i>Modern Public Management</i>, Tehnopress Publishing House;</li> <li>7. Matei Lucica, (2009), <i>Public Management</i>, 2nd edition, Economica Publishing House, Bucharest;</li> <li>8. Plumb, Ion, Androniceanu, Armenia, Abăluță, Oana, (2005), <i>Management of Public Services</i>, ASE Publishing House, Bucharest;</li> <li>9. <i>Adding Value to Critical Public Services Management</i>, in <i>Making Public Services Management Critical</i>, edited by Graeme Currie, Jackie Ford, Nancy Harding and Mark Learmonth, Routledge, 2009;</li> <li>10. <i>Public and Social Services in Europe From Public and Municipal to Private Sector Provision</i>, The Governance <u>and</u> Public Management Series, Wollmann H., Koprlic I., Marcou G. Editors, 2016.</li> </ol>
<b>Examination:</b>	Written test 70%, evaluation of activities 30%.

<b>Module number:</b> AP504	<b>Module title: ADMINISTRATIVE DISPUTES</b>
<b>Level/semester:</b>	first level/semester V
<b>Professor:</b>	Pavelescu Tiberiu
<b>Credit hours:</b>	<b>Thereof lecture hours:</b> 28
	<b>Thereof practical hours:</b> 14
	<b>Thereof self-study hours:</b> 83
<b>Language:</b>	ROMANA
<b>Learning outcomes/goals/skills of the module:</b>	<p><b>Overall objective:</b> Training in administrative litigation skills according to the training standards required by the European Union. The aim is to teach students to implement and comply with international quality standards in administrative litigation.</p> <p><b>Specific objectives:</b></p> <ul style="list-style-type: none"> <li>• understanding the need to develop the role of administrative litigation as a tool to strengthen the rule of law;</li> <li>• respect for the rules of professional ethics of those involved in the performance of public administration and in the settlement of disputes between the administration and the administered;</li> <li>• strengthening constitutionality and legality in the work of public authorities and citizens.</li> </ul>
<b>Content of the module:</b>	<p><b>Course:</b> <b>Forms of control over public administration:</b> concept, role and functions of control; rationale and classification of forms of control; analysis of each form of control: administrative control, political control, control exercised by autonomous authorities, judicial control, control exercised by civil society.</p> <p><b>Subjects of referral to the court, standing:</b></p> <ul style="list-style-type: none"> <li>- Meaning of terms;</li> <li>- Injured person;</li> <li>- Injured person assimilated;</li> <li>- Public authority;</li> <li>- Administrative-legal act;</li> <li>- Acts concerning relations with Parliament;</li> <li>- Military Command Acts.</li> </ul> <p><b>Administrative court:</b></p> <ul style="list-style-type: none"> <li>- Enforcement court;</li> <li>- Impending damage;</li> <li>- Well justified cases.</li> </ul> <p><b>Administrative protection:</b></p> <ul style="list-style-type: none"> <li>- the acts contested by the prefect;</li> </ul>

- acts issued by the county council president;
- administrative contracts;
- the assimilated administrative act.
- other acts issued by local government authorities;
- deadlines;
- building permit;
- provisions issued by the Mayor under the 2001 Act;
- procedural issues.

**Acts challenged by the National Civil Servants Agency:**

- Term;
- Suspension;
- Procedural aspects.

**The exception of inequality:**

- regulatory developments;
- what documents can be challenged;
- the conditions of admissibility;

**Non-controllable acts and the limits of control:**

- Administrative acts exempted from review by administrative courts;
- Administrative acts of public authorities concerning the relationship with Parliament;
- Acts of command of a military nature;
- Administrative acts for the amendment or abolition of which another judicial procedure is provided for by organic law.

**Non-controllable acts and the limits of control:**

- Administrative acts subject to limited control;
- Administrative acts issued for the application of the state of war, state of siege or state of emergency;
- Administrative acts concerning national defence and security;
- Administrative acts issued to restore public order;
- Administrative acts issued to remove the consequences of natural disasters, epidemics and animal diseases;
- Jurisdictional administrative acts.

**Procedures for settling administrative claims:**

- a) Prior procedure:
  1. notion;
  2. binding character;
  3. exceptions.
- b) Time limits for exercise:
  1. the time limits set for the addressee of the document;
  2. the time limits set for the injured party;
  3. the time limits set for injured parties by the issuance of a regulatory administrative act;
  4. the time limits laid down for administrative contracts;
  5. the mediation procedure in administrative disputes.

**Procedures for settling administrative claims:**

- a) Subject matter of the legal action:
  - Regulation, conditions;
  - Objective disputes, subjective disputes;
  - Reasons for cancellation.
- b) Actions against Government ordinances:
  - The plea of unconstitutionality raised before the administrative court;
  - Time limit within which an action may be brought;

- Competent court.

**Competent court:**

- a) Subject-matter jurisdiction of administrative courts:
  - Value criterion;
  - The criterion of the rank of the issuer of the contested act;
  - Applications for European Union grant funding.
- b) Substantive jurisdiction of the court in the case of an appeal;
- c) Territorial jurisdiction for settling administrative disputes;
- d) The plea of lack of jurisdiction in administrative disputes.

**Procedure for settling administrative claims:**

- a) Time limits for bringing an action in administrative disputes:
  - The 6-month deadline;
  - Term of 1 year;
  - Time limits applied to actions brought by the National Civil Servants Agency, the Ombudsman, the Public Ministry;
  - The time limits for the establishment of administrative normative acts and for the formulation of actions based on the provisions of Article 3(1) of Law 544/2004.

**Procedure for settling administrative claims:**

- a) Required documents:
  - Conditions for filing the action;
  - Verification and regularisation of the application;
- b) Subpoena of parties:
  - Citation. Service of process;
  - Obligation to submit documentation;
  - Judicial fine;
  - Classified information.
- c) Suspension of enforcement:
  - Conditions under which enforcement may be suspended;
  - Procedural conditions for the resolution of an application for a stay of execution;
  - The situation of issuing a unilateral administrative act.
- d) Application for suspension by main action:
  - Request for suspension of a unilateral administrative act;
  - Effects of the suspension order.

**Procedure for settling administrative claims:**

- a) Bringing officials into question:
  - Bringing other people into the case.
- b) Judging applications:
  - Stamp duties;
  - Drafting decisions.
- c) The solutions the court can give:
  - Court solutions;
  - Applicable penalties, execution deadline.
- d) Limitation period for damages:
  - Compensation for the annulment of the administrative act;
  - Compensation for the cancellation of the administrative contract.

**Appeal:**

- a) Time limit for the execution of the appeal;
- b) Content of the appeal application;
- c) Grounds for cancellation;
- d) Stay of execution of the judgment under appeal;
- e) Stay of appeal; discontinuance of proceedings;

- f) Appeal in special situations;
- g) Cross-appeal, cross-appeal.

**Enforcement procedure:**

- a) Enforceable title;
- b) Obligation to publish;
- c) Obligation to perform;
- d) Enforcement court;
- e) Action in regress.

**Seminar:**

Forms of control over public administration.

Subjects for referral to the court, standing:

- Administrative court;
- Administrative protection;
- Acts challenged by the National Civil Servants Agency;
- The plea of illegality.

Acts exempted from review by administrative courts.

- Administrative acts not subject to control;

Jurisdictional administrative acts.

- Prior procedure;

Exercise deadlines.

Subject matter of the legal action:

- Competent court.

Time limits for bringing an action in administrative disputes:

- Required documents;
- Subpoena of parties.

Solutions that the court can give.

Appeal.

Enforcement procedure.

**Bibliography:**

1. Eugenia Marin, *Administrative Litigation Law no.554/2004 commentary on articles*, Hamangiu Publishing House, 2020, Bucharest;
2. Gabriel Moinescu, Tiberiu Pavelescu, Victor Alistar, *Romanian Administrative Litigation*, Tritonic Publishing House, Bucharest, 2005;
3. Tiberiu Pavelescu coordinator, Gabriel Moinescu, Cărciumaru Andreea, Vișan Mihaela, Aurel Neagu, *Elementary Treatise on Administrative Law*, SINTECH Publishing House, Craiova, 2007
4. Rodica Narcisa Petrescu, *Administrative Law*, Hamangiu Publishing House, Bucharest, 2009;
5. Alexandru-Sorin Ciobanu, Ana-Maria Irina Ciobanu, *Decisions of the Constitutional Court on the Administrative Litigation Law no. 554/2004 (Years 2004-2009)*, Universul Juridic, Bucharest, 2010;
6. Dacian Cosmin Dragoș, *Administrative Litigation Law. Comments and explanations*, 2nd edition, CH Beck, Bucharest, 2009;
7. Gabriela Bogasiu, *Administrative Litigation Law - commented and annotated, with legislation, case law and doctrine*, 3rd edition, Universul Juridic, Bucharest, 2015;
8. Ioan Muraru, Elena Simina Tănăsescu (coordinators), *Romania's Constitution. Commentary on articles*, C.H. Beck Publishing House, Bucharest, 2008;



	<ol style="list-style-type: none"> <li>9. Romanian Constitution of 1991, revised and republished in 2003 (M. Of. no. 767/2003);</li> <li>10. The Constitutions of the Romanian State of 1866, 1923, 1938, 1948, 1952, 1965; - Law no. 554/2004 on administrative litigation, with subsequent amendments and additions;</li> <li>11. New Code of Civil Procedure, republished;</li> <li>12. Law No 167/1864 on the establishment of a State Council;</li> <li>13. Law of 1 July 1905 on the reorganisation of the High Court of Cassation and Justice, Law of the Court of Cassation and Justice of 25 March 2010, Law of 17 February 1912 on the reorganisation of the Court of Cassation and Justice</li> <li>14. Law on Administrative Disputes of 23 December 1925;</li> <li>15. Law No. 5/1930 on the organisation of the Central Committee and Local Revision Committees;</li> <li>16. Law no. 331/1939 on the organisation of the Administrative Courts;</li> <li>17. Law No 1/1967 on the adjudication by courts of claims of persons whose rights have been infringed by unlawful administrative acts;</li> <li>18. Law no. 29/1990 on administrative disputes;</li> <li>19. Law No 202/2010 on some measures to speed up the settlement of cases;</li> <li>20. Fiscal Procedure Code - Law no. 207/2015;</li> <li>21. Law No 101/2016 on remedies and appeals in relation to the award of public procurement contracts, sectoral contracts and works concession and service concession contracts, as well as for the organisation and functioning of the National Council for the Settlement of Disputes;</li> <li>22. O.G. no. 2/2001 on the legal regime of contraventions, with subsequent amendments/completions;</li> <li>23. Law no. 24/2000 on the rules of legislative technique for the drafting of normative acts, republished;</li> <li>24. Constitutional Court decisions no. 459/2014, 1039/2012, 302/2011, 1609/2010, 797/2007, 660/2007, 65/2007, 647/2006, 189/2006;507/2004.</li> </ol>
<b>Examination:</b>	Written test 70%, evaluation of activities 30%.

<b>Module number:</b> AP505	<b>Module title: TAXATION</b>
<b>Level/semester:</b>	first level/semester III/5
<b>Professor:</b>	Munteanu Iuliana Gabriela
<b>Credit hours:</b>	<b>Thereof lecture hours:</b> 28
	<b>Thereof practical hours:</b> 14
	<b>Thereof self-study hours:</b> 83
<b>Language:</b>	ROMANA
<b>Learning outcomes/goals/skills of the module:</b>	<p><b>Overall objective:</b> Understand the need to organise fiscal activity at the level of economic entities, with state, public and private capital, in terms of the recording, calculation and collection of budget claims. Understand how to organise the recording of budget claims.</p> <p><b>Specific objectives:</b> Understand how to organise the recording of budget claims. Knowledge of how to calculate the tax base correctly. The legal deadlines for payment of budget claims. The course will result in the formation of skills in the study of the concept of public finance, public finance system, tax, tax system, tax procedure, training standards required by the European Union.</p>
<b>Content of the module:</b>	<p><b>Course:</b> <b>Introductory elements on taxation</b> Concept of tax system-definition. Features of the tax system. Functions of the tax system</p> <p><b>Taxes and charges</b> Definition of taxes. Specific elements and differences of taxes and duties. Tax evasion - definition.</p> <p><b>Tax obligations to the state budget</b> Definition of state tax liabilities. Types of state tax liabilities. Tax liability calendar.</p> <p><b>Tax obligations to the local budget</b> Characteristics of local tax obligations. Types of local tax liabilities.</p> <p><b>Tax advice</b> The concept of tax advice. Organisation and conduct of tax consultancy activities. Elements of tax advice in other countries.</p> <p><b>Fiscal control</b></p>

The concept of fiscal control - definition, features, forms.

Scope of tax control.

Tax control programming.

Procedures for exercising fiscal control.

### **Organisation of fiscal control**

Presentation of the bodies and institutions empowered to exercise control.

Powers and competences of the M.F.P. in the field.

Directorate-General for Guidance and Control.

Territorial tax control bodies.

### **Customs duties**

Presentation of the concept - definition.

Types of customs procedures.

Payers, tax rates, calculation basis.

### **Excise**

General characterisation.

Scope.

Payers of excise duties - definition, obligations, time limits.

### **Value added tax**

Definition, scope, territoriality.

VAT taxation schemes.

VAT exempt transactions.

VAT payers - definition, obligations.

### **Local taxes and charges**

Building tax.

Land tax.

Local taxes on means of transport, advertising, publicity.

Other local taxes.

### **Tax obligations of taxpayers**

Tax obligations of micro-enterprises.

Tax obligations of non-profit associations.

Tax registration declaration - general.

### **Obligations, tax control procedures**

Documents, fiscal control acts.

Contravention sanctions - finding, enforcement.

The legal regime of contraventions - a review.

### **Seminar:**

- Presentation of the subject sheet, how the seminars will be conducted, the specific requirements, the material base to be used.
- Basic principles of the tax system.
- Contraventional and criminal liability.
- Tax obligations of individuals.
- Taxpayer-definition, specific features.
- Tax inspection - general notions.
- Tax control procedures.
- Dealing with appeals against control acts.
- Code of ethics for tax inspectors.
- Testing.
- Offences, contraventions and penalties for taxes.
- Deduction regime, determination of taxable base, payment.
- Corporate income tax-establishing taxable income, declarations.
- Tax registration of tax payers.
- Limitation of the right of the inspection body.

	<p>- Legal regime of contraventions - Summary.</p> <p><b>Bibliography:</b></p> <ol style="list-style-type: none"> <li>1. Dumitru Gheorghe, (2004), <i>Financial Accounting</i>, Ed. Muntenia, Constanța;</li> <li>2. Floricel C., (2003), <i>International Currency and Financial Relations</i>, Ed. National, Bucharest;</li> <li>3. Horia Cristea, (2003), <i>Enterprise Finance</i>, CECAR, Bucharest;</li> <li>4. Ioan Condor, (2002), <i>Excise Duties</i>, Ed. Condor, Bucharest.</li> </ol>
<b>Examination:</b>	Written test 70%, evaluation of activities 30%.

<b>Module number:</b> APX506	<b>Module title: FAMILY LAW</b>
<b>Level/semester:</b>	first level/semester V
<b>Professor:</b>	Țical George
<b>Credit hours:</b>	<b>Thereof lecture hours: 28</b>
	<b>Thereof practical hours: 28</b>
	<b>Thereof self-study hours: 69</b>
<b>Language:</b>	ROMANA
<b>Learning outcomes/goals/skills of the module:</b>	<p><b>Overall objective:</b> Preparing students with sound knowledge of the legal institutions of family law. <i>Family law</i> aims at the formation of a scientific attitude towards the institutions of family law, the mastering of the general principles of civil law, the technical language of civil law, and common legal expressions.</p> <p><b>Specific objectives:</b></p> <ul style="list-style-type: none"> <li>• Identify and explain specific family law concepts;</li> <li>• Definition of the general principles of family law;</li> <li>• Substantive conditions for the conclusion of marriage;</li> <li>• General principles of parental authority. Ways of establishing parentage;</li> <li>• Legal nature of the legal maintenance obligation;</li> <li>• Ability to make a logical, coherent speech, to argue opinions, to formulate original conclusions, to use legal language correctly;</li> <li>• Developing the ability to analyse and synthesise, to evaluate and self-evaluate, to adapt to new situations.</li> </ul>
<b>Content of the module:</b>	<p><b>Course:</b> <b>ABOUT FAMILY</b></p> <ol style="list-style-type: none"> <li>1. The particularities of family law rules</li> <li>2. Definition and scope of family law</li> <li>3. Sources of family law</li> <li>4. General principles of family law</li> </ol> <p><b>NOTIONS OF FAMILY LAW.</b></p> <ol style="list-style-type: none"> <li>1. The particularities of labour law rules.</li> <li>2. Definition and scope of family law.</li> <li>3. Sources of family law.</li> <li>4. General principles of family law.</li> <li>5. Family law topics.</li> <li>6. Correlation of family law with other branches of law</li> </ol> <p><b>LOGODNA</b></p> <ol style="list-style-type: none"> <li>1. Legal regulation and definition of engagement</li> </ol>

2. Substantive conditions for the conclusion of the engagement
4. Unilaterally terminating (breaking off) the engagement
5. Liability for wrongful termination of engagement

#### **HUNTER**

1. Introductory considerations on marriage
2. Substantive conditions of marriage
3. Formal conditions of marriage
4. Formalities accompanying the conclusion of the marriage (the procedure for the conclusion of the marriage)

#### **EFFECTS OF MARRIAGE**

1. The effects of marriage on the personal relationships between spouses
2. Effects of marriage on the property relations between spouses
3. Marriage regime
4. Matrimonial property regime

#### **NULLITY OF MARRIAGE**

1. Nullity of marriage
2. Putative marriage

#### **TERMINATION AND DISSOLUTION OF MARRIAGE**

1. Termination of marriage: definition, regulation and effects
2. Dissolution of marriage

#### **KINSHIP AND AFFINITY**

Rudenia

2. Affinity

#### **FILIATION**

1. Affiliation. Concept and classification of parentage
2. Presumption of the legal time of conception of the child
3. Voluntary recognition as a means of establishing parentage
4. Action to establish paternity
5. Action to establish maternity

#### **ADOPTION**

1. Adoption. Conditions of consent
2. International adoption. Conditions for consent
3. Effects of adoption
4. Termination of adoption

#### **THE STATUTORY MAINTENANCE OBLIGATION**

1. General considerations
2. General conditions, enforcement and termination of the legal maintenance obligation
3. Particular features of the legal maintenance obligation between certain categories of persons

#### **PARENTAL AUTHORITY**

1. Preliminary clarification. The concept of "protection of minors"
2. Parental care
3. Alternative means of achieving parental care

#### **Seminar:**

- About family
- Models of documents concerning the conclusion of marriage. Discussion of cases
- Models for legal actions concerning the nullity of marriage
- Models of marriage conventions
- Practical procedure in divorce cases. Case discussion
- Filiation and Rudenia. Schemes. Grid tests

	<ul style="list-style-type: none"> <li>• Legal status of the child.</li> <li>• Adoption. Case discussion</li> <li>• Parental rights and duties. Models of notarial acts. Legal actions</li> <li>• Exercise of parental authority</li> <li>• Termination of parental rights. Legal action. Models of notarial acts</li> <li>• Maintenance obligation. Case discussion</li> <li>• Conditions of the maintenance obligation. Case discussion</li> <li>• Categories of maintenance obligations.</li> <li>• Case discussion</li> </ul> <p><b>Bibliography:</b></p> <ol style="list-style-type: none"> <li>1. Emese Florian, <i>Family Law</i>, C.H. Beck Publishing House, Buc. 2011;</li> <li>2. Dan Lupașcu, <i>Family Law</i>, Universul Juridic Publishing House, Buc. 2011;</li> <li>3. Țical George-Marius, <i>Family Law</i>, lecture notes;</li> <li>4. Dan Lupașcu, Cristina Mihaela Crăciunescu, <i>Family Law</i>, Ed. Universul Juridic, 3rd edition, Bucharest, 2017;</li> <li>5. Teodor Bodoașcă, <i>Family Law Studies</i>, Ed. Universul Juridic, Bucharest, 2018;</li> <li>6. Bogdan Dumitru Moloman, <i>Annotated Family Legislation</i>, Ed. Universul Juridic, Bucharest, 2018;</li> <li>7. Adina R. Motica, <i>Civil Family Law. Non-patrimonial relationships. Theoretical and practical course</i>, 2nd edition, revised and added, Ed. Universul Juridic, Bucharest, 2018;</li> <li>8. Romanian Constitution;</li> <li>9. Civil Code;</li> <li>10. Code of Civil Procedure.</li> </ol>
<b>Examination:</b>	Written test 70%, evaluation of activities 30%.

**PUBLIC ADMINISTRATION III/6**

<b>Module number:</b> AP601	<b>Module title: STRATEGIC MANAGEMENT</b>
<b>Level/semester:</b>	first level/semester VI
<b>Professor:</b>	Peta Caesar
<b>Credit hours:</b>	<b>Thereof lecture hours: 24</b>
	<b>Thereof practical hours: 24</b>
	<b>Thereof self-study hours: 77</b>
<b>Language:</b>	ROMANA
<b>Learning outcomes/goals/skills of the module:</b>	<p><b>Overall objective:</b></p> <ul style="list-style-type: none"> <li>• to understand the basic concepts and notions, the differences between general management and strategic management;</li> <li>• broadening the students' knowledge, in particular by presenting the importance of implementing strategies by areas (R&amp;D, finance-accounting, production, human resources) in organisations;</li> <li>• acquiring the skills to implement management projects;</li> <li>• students' knowledge of the differences between a manager and a leader, the concept of leadership;</li> </ul> <p><b>Specific objectives:</b></p> <ul style="list-style-type: none"> <li>• understanding the basic concepts of strategic management;</li> <li>• knowledge of the content, characteristics and role of organisational culture;</li> <li>• understanding the content of the strategic management process;</li> <li>• explaining the stages of implementing a strategy within an organisation;</li> <li>• interpreting corporate social responsibility</li> </ul>
<b>Content of the module:</b>	<p><b>Course:</b></p> <p><b>Organisational culture</b>          Defining elements of organisational culture;          Determinants of organisational culture.          Levels of organisational culture.</p> <p><b>Organisational culture</b>          Functions of organisational culture.          Ways of manifesting organisational culture.</p> <p><b>The concepts of strategy and strategic management. Developing organisational strategy</b>          The concept of strategy;          Strategic management of the organisation.</p>



Content of the strategic management process.

**Stages in implementing the strategy**

Preparing the organisational climate;  
Designing the organisational structure;  
Organisational leadership;  
Performance-based budgeting;  
Monitoring and evaluation.

**Components of the strategy**

Mission statement;  
Fundamental (strategic) objectives;  
Strategic options;  
Resources;  
Deadlines;  
Competitive advantage.

**Articulating the overall strategy (Part I - a)**

Research and development strategy;  
Functional production strategies;  
Functional financial-accounting strategies;  
Marketing strategies.

**Articulating the overall strategy (Part IIa)**

Functional HR strategies;  
Formulation of overall policy and partial firm policies.

**Typology of strategies (Part I - a)**

Strategies according to the dynamics of the objectives;  
Strategies grouped by business portfolio.

**Typology of strategies (Part II - a)**

Strategies according to the ways in which the volume of assets varies;  
Strategies according to how to gain competitive advantage.

**Strategic levels**

Overall strategic level of the company;  
Strategic level of functional areas;  
Level of implementation of the strategy.

**Advantages and limitations of strategic management**

Advantages of adopting strategic management;  
The limits of strategic management.

**Corporate social responsibility, a management strategy in the context of sustainable development**

Corporate social responsibility - concept;  
Corporate social responsibility in the Romanian business environment.

**Leadership versus management**

Leader, leadership - concept;  
The defining characteristics of a leader.

**Project - basics**

Concept project;  
Project resources;  
Project features;  
Managerial functions of a project

**Seminar:**

- Introductory seminar. presentation of the subject sheet, how the seminars will be conducted, specific requirements (e.g. papers), the material base to be used
- Conceptual framework on organisational culture and strategic

	<p>management</p> <ul style="list-style-type: none"> <li>• Functions of organisational culture.</li> <li>• Applications on the forms of manifestation of organisational culture.</li> <li>• Discussions on the content of the strategic management process.</li> <li>• Organisational leadership.</li> <li>• Objectives and policy options.</li> <li>• R&amp;D strategy; Production functional strategies; Financial-accounting functional strategies</li> <li>• Establishing strategies by areas (Partial strategies);</li> <li>• Typology of strategies (Strategies according to dynamics of objectives; Strategies grouped according to business portfolio)</li> <li>• Typology of strategies (Strategies according to the way of varying the volume of assets; Strategies according to the way of obtaining competitive advantage)</li> <li>• Strategic levels.</li> <li>• Case studies - advantages and limitations of strategic management.</li> <li>• Corporate social responsibility.</li> <li>• The defining characteristics of a leader.</li> <li>• Project.</li> <li>• Summary</li> </ul> <p><b>Bibliography:</b></p> <ol style="list-style-type: none"> <li>1. Borza, A.. <i>Strategic Management</i>, Risoprint Publishing House, Cluj-Napoca, 2012;</li> <li>2. Brătianu C-tin, <i>Strategic Management</i>, Editura Economică, Bucharest, 2000;</li> <li>3. Năstase M., <i>Strategic Management</i>, Editura Economică, Bucharest, 2016</li> <li>4. Nicolescu, O., Verboncu, I., <i>Fundamentele managementului organizației</i>, Editura Universitară, Bucharest, 2008;</li> <li>5. Peța C. , <i>Strategic management - course material in electronic format</i>, 2022;</li> <li>6. Popa, I., <i>Strategic Management</i>, Editura Economică, Bucharest, 2004;</li> <li>7. Popa, M. <i>Business ethics and management</i>. Casa Cărții de Știință Publishing House, Cluj-Napoca, 2006;</li> <li>8. Ritson N., <i>Strategic management</i>, Ventus Publishing, 2011;</li> </ol>
<b>Examination:</b>	Written test 70%, evaluation of activities 30%.

<b>Module number:</b> AP602	<b>Module title: SUCCESSES</b>
<b>Level/semester:</b>	first level/semester VI
<b>Professor:</b>	Ilincuța Andreea
<b>Credit hours:</b>	<b>Thereof lecture hours: 24</b>
	<b>Thereof practical hours: 24</b>
	<b>Thereof self-study hours: 77</b>
<b>Language:</b>	ROMANA
<b>Learning outcomes/goals/skills of the module:</b>	<p><b>Overall objective:</b> To familiarise students with the main institutions of civil inheritance law: legal inheritance, testamentary inheritance, categories of heirs, reserved portion, available share, reserved heirs. Preparing students with sound knowledge of the institutions of civil law - inheritance.</p> <p><b>Specific objectives:</b></p> <ul style="list-style-type: none"> <li>- Acquiring knowledge of all the legal rules governing the subject of civil law - inheritance, regarding the right to inherit, legacies, classes of heirs, types of inheritance;</li> <li>- Knowledge of the role and place of the main legal institutions specific to this field;</li> <li>- Ability to read a will, debate a succession, use correct legal language;</li> <li>- Developing the ability to analyse and synthesise, to evaluate and self-evaluate, to adapt to new situations.</li> </ul>
<b>Content of the module:</b>	<p><b>Course:</b> <b>Heritage</b> Notion Kinds of inheritance Legal characters <b>Opening the legacy</b> Notion Date and place Conflict in time and space. <b>General conditions for inheritance</b> Capacity to inherit The vocation to inherit <b>Legal devolution of inheritance. General rules</b> Notion Principles Succession representation <b>Special rules on categories of heirs</b> Right of inheritance of the surviving spouse. Classes of legal heirs.</p>

**Vacant inheritance**

Notion

Legal nature

Procedures

**Testamentary devolution**

Will

Conditions of validity

Wills

**Legacy. Disinheritance. Execution of will**

Notion

Classification

**Limits of the right to dispose by legal act of inheritance**

Notion

Sanctions

Inheritance reserve

**Right of option to inherit**

Notion

Persons with vocation

Exercise of the right

**Transfer of inheritance assets and liabilities**

Subject

Transmission of assets

Transmission of liabilities

**Acquiring possession of the inheritance****Indivisibility and division of inheritance. Inheritance indivisibility. The ratio of gifts and debts**

Partition (division of inheritance). Common law, inheritance and judicial partition

**Seminar:**

- Presentation of the subject sheet, how seminars and courses are conducted
- Place of opening the legacy
- Capacity to inherit. The right to inherit
- Legal inheritance
- Classes of heirs
- Testamentary inheritance
- Legacy. Disinheritance
- Inheritance reserve. Reduction of gifts. Debt ratio
- Vacant inheritance
- Succession option
- Legacy assets and liabilities. Transmission
- The heirs of the Sezinarians
- Notarial succession procedure
- Inheritance and the division of inheritance

**Bibliography:**

1. Law No 287/2009 on the *Civil Code*, amended and supplemented by Law No 71/2011, as republished in the Official Gazette, Part I, No 505 of 15 July 2011;
2. Liviu Stănculescu, *Civil Law Course, Successions*, According to the New Civil Code, Hamangiu Publishing House, 2012;

	<ol style="list-style-type: none"><li>3. Francisc Deak, Romeo Popescu, <i>Treatise on Succession Law</i> - 4th edition, updated and completed - Volume I, Volume II and Volume III, Legal Universe Publishing House, 2019;</li><li>4. Andreea Ilincuța, <i>Civil Law, Succession</i>, Course Notes, 2022.</li></ol>
<b>Examination:</b>	Written test 70%, evaluation of activities 30%.

<b>Module number:</b> AP603	<b>Module title: INTERNAL AUDIT</b>
<b>Level/semester:</b>	first level/semester VI
<b>Professor:</b>	Peta Caesar
<b>Credit hours:</b>	<b>Thereof lecture hours: 24</b>
	<b>Thereof practical hours: 12</b>
	<b>Thereof self-study hours: 114</b>
<b>Language:</b>	ROMANA
<b>Learning outcomes/goals/skills of the module:</b>	<p><b>Overall objective:</b></p> <ul style="list-style-type: none"> <li>• to understand the basic concepts and notions, the differences between financial audit and internal audit;</li> <li>• broadening the students' scope of knowledge, in particular by simulating internal audit, increasing the students' interest in auditing;</li> <li>• acquiring the techniques and methods applied by financial auditors during the course of an audit assignment, as well as how to apply the code of ethical conduct in accordance with the professional training standards required by the European Union;</li> </ul> <p><b>Specific objectives:</b></p> <ul style="list-style-type: none"> <li>• understanding the basic concepts of internal audit;</li> <li>• knowledge of how to implement internal auditing standards and internal audit rules in a changing environment;</li> <li>• explaining internal audit information with a role in increasing the credibility of the financial statements from the point of view of external users of information;</li> <li>• interpreting the quality of audit work in the decision-making process.</li> </ul>
<b>Content of the module:</b>	<p><b>Course:</b>  <b>History of internal audit</b>  Internal audit - a brief history  Concept, principles and objectives  <b>Standardisation of internal audit part I</b>  Standard setters, international and national internal audit standards  <b>Standardisation of internal audit part II</b>  Scope of internal audit work  Forms of internal audit  <b>Organisation of internal audit part I</b>  Organisation of the internal audit department  Organisation of work  <b>Organisation of internal audit part II</b>  Effectiveness of the service  Audit Committee  <b>Internal audit standards</b></p>

Internal audit standards

Internal audit tools

**Internal audit planning**

Features of the preparation of the internal audit plan

Features of the internal audit plan

Principles of the internal audit plan

**Conduct of the internal audit mission part I - A**

Mission preparation

Notification

**Conduct of the internal audit mission part II**

Risk analysis

**Field work of the auditor**

Tools and techniques

**The closing stage in internal audit**

Closing the activity

Internal audit files

**Summary of conclusions**

The role of internal audit

Responsibility of the internal auditor

**Seminar:**

- Introductory seminar. presentation of the subject sheet, how the seminars will be conducted, the specific requirements (e.g. papers), the material base to be used
- Glossary of terms
- Internal audit standardisation applications
- Debates on performance standards
- Organisation of internal audit activity
- Documentation in internal audit
- Semester testing
- Planning internal audit activity
- Internal audit mission applications
- Case studies - risk analysis
- Fieldwork applications
- Completion of internal audit work
- The role of internal audit
- Summary

**Bibliography:**

1. Ghiță, M., *Internal Audit*, 2nd edition, Editura Economică, Bucharest, 2009;
2. Morariu, A.; Suci, Gh.; Stoian, F., *Internal Audit and Corporate Governance*, Editura Economică, Bucharest, 2008;
3. Peța C., *Internal Audit - course notes*, University Andrei Șaguna, Constanta, 2022;
4. *Internal Audit Guide - CAFR 2016*;
5. CHAMBER OF FINANCIAL AUDITORS OF ROMANIA - *Decision on the approval of the Internal Audit Standards no.88/19.04.2007*;
6. Law No 672 of 19.12.2002 on Internal Public Audit (as amended and supplemented), republished in M.Of., Part I No 856 of 05.12.2011;
7. O.U.G. no. 75 of 01.06.1999 on financial audit activity - republished - (with subsequent amendments and additions), in M.Of. Part I no. 598 of

22.08.2003;

8. H.G.R. no. 433 of 27.04.2011 for the approval of the Regulation of organization and functioning of the Chamber of Financial Auditors of Romania, published in M.Of., Part I, no. 345 of 18.05.2011;

9. H.G.R. no. 817 of 15.11.2017 on the organisational structure and number of posts of the Authority for Public Oversight of Statutory Audit Activity, established by reorganisation of the Council for Public Oversight of the Accounting Profession (with subsequent amendments and additions), published in M.Of., Part I, no. 920 of 23.11.2017;

10. H.G.R. no. 1086 of 11.12.2013 for the approval of the General Rules on the exercise of internal public audit activity, published in M.Of., Part I no. 17 of 10.01.2014;

11. Order of the Minister of Public Finance no. 252 of 03.02.2004 approving the Code of Ethical Conduct of the Internal Auditor, published in M.Of., Part I no. 128 of 12.02.2004;

Romania of financial auditors approved in other Member States and of auditors approved in third countries, published in M.Of., Part I no. 454 of 31.05.2018;

13. Order of the Authority for Public Oversight of Statutory Audit Activity no. 87 of 10.08.2018 for the approval of the Rules on the authorisation of financial auditors and audit firms in Romania, recognition of audit firms from other Member States, withdrawal and regaining of authorisation, published in M.Of., Part I no. 721 of 21.08.2018;

14. Order of the Authority for Public Oversight of Statutory Audit Activity no. 88 of 13.08.2018 approving the Rules on the suspension of the activity of financial auditors and audit firms, published in M.Of., Part I no. 734 of 24.08.2018;

15. Order of the Authority for Public Oversight of Statutory Audit Activity no. 89 of 14.08.2018 approving the Rules on the good reputation of trainees in financial audit activity, financial auditors and audit firms, published in M.Of., Part I no. 733 of 24.08.2018;

16. Order of the Authority for Public Oversight of Statutory Audit Activity no. 90 of 14.08.2018 for the approval of the Rules on continuous professional training of financial auditors, published in the M.Of., Part I no. 752 of 31.08.2018;

17. Order of the Authority for Public Oversight of Statutory Audit Activity no. 105 of 11.09.2018 approving the Rules on the registration of financial auditors and audit firms in the electronic public register of financial auditors and audit firms, published in M.Of., Part I no. 801 of 19.09.2018;

18. Order of the Authority for Public Oversight of Statutory Audit Activity no. 135 of 20.09.2018 approving the Rules on the organisation and conduct of the professional competence examination, published in M.Of., Part I no. 829 of 27.09.2018;

19. H.C.A.F. no. 2 of 21.04.2018 on the approval of the Rules of Organization and Functioning of the Chamber of Financial Auditors of Romania, published in M.Of., Part I no. 436 of 23.05.2018;

20. H.C.A.F. no. 16 of 10.03.2016 for the approval of the Regulation on the organisation and functioning of the executive apparatus of the Chamber of Financial Auditors of Romania (with subsequent amendments and additions), published in the M.Of., Part I no. 231 of 29.03.2016;

21. H.C.A.F. no. 35 of 24.04.2014 on the approval of dues and fees for members of the Chamber of Financial Auditors of Romania, natural and legal persons, and for trainee members in the financial audit activity (with



	<p>subsequent amendments and additions), published in M.Of., Part I no. 358 of 15.05.2014;</p> <p>22. H.C.A.F. no. 56 of 02.11.2015 for the approval of the Guide on the implementation of the International Standards on Internal Auditing, published in M.Of., Part I no. 845 of 13.11.2015;</p> <p>23. H.C.A.F. no. 67 of 26.07.2018 for the approval of the Rules on the registration as a member of the Chamber of Financial Auditors of Romania and registration in the Register of Members of the Chamber of Financial Auditors of Romania, published in M.Of., Part I no. 711 of 16.08.2018;</p> <p>24. H.C.A.F. no. 84 of 23.10.2018 approving the Regulation on the organization and functioning of the Disciplinary Committee of the Chamber of Financial Auditors of Romania, published in M.Of., Part I no. 983 of 20.11.2018;</p> <p>25. H.C.A.F. no. 86 of 25.10.2018 approving the Rules on the withdrawal, regaining and suspension of membership of the Chamber of Financial Auditors of Romania for financial auditors and audit firms, published in M.Of., Part I no. 969 of 15.11.2018;</p> <p>26. H.C.A.F. no. 98 of 09.01.2018 on the approval of the Rules for the continuous professional training of financial auditors according to the Government Emergency Ordinance no. 75/1999 on the financial audit activity, published in M.Of., Part I no. 20 of 09.01.2019;</p> <p>27. H.C.A.F. no. 111 of 06.12.2017 on the full adoption of the Mandatory Standards of the International Framework of Professional Practices for Internal Auditing, 2017 edition, published in M.Of., Part I no. 7 of 04.01.2018</p> <p>29. Decision of the Superior Council of the Chamber of Financial Auditors of Romania no. 56 of 02.11.2015 for the approval of the Guide on the implementation of the International Standards on Internal Auditing.</p>
<b>Examination:</b>	Written test 70%, evaluation of activities 30%.

<b>Module number:</b> AP604	<b>Module title: NEGOTIATION AND MEDIATION TECHNIQUES</b>
<b>Level/semester:</b>	first level/semester VI
<b>Professor:</b>	Nicorescu Elisabeta
<b>Credit hours:</b>	<b>Thereof lecture hours: 24</b>
	<b>Thereof practical hours: 12</b>
	<b>Thereof self-study hours: 114</b>
<b>Language:</b>	ROMANA
<b>Learning outcomes/goals/skills of the module:</b>	<p><b>Overall objective:</b> The acquisition of a significant amount of economic knowledge, the training of specialists with their own system of thought and action, capable of finding optimal solutions for the efficient functioning of the national economic system, the system and the negotiation relations in particular. To create and develop skills in the use of tools and methods for their application in practice</p> <p><b>Specific objectives:</b> Knowledge of concepts and notions related to negotiation; Understanding the factors that influence the development of relationships in negotiation; Explain and interpret the place and role of negotiation in economic activities; Knowing, understanding and interpreting the particularities of negotiation methods and techniques</p>
<b>Content of the module:</b>	<p><b>Course:</b> <b>General elements of negotiation</b> Definitions Scientific approaches <b>Communication in negotiation</b> Specific elements of communication Building interpersonal relationships The paraverbal message <b>Types of negotiation</b> Negotiation - a scenario Types of negotiation <b>Negotiation strategies</b> Types of negotiation strategies <b>Behaviour of the negotiator and/or mediator</b> Personality of the negotiator Factors on which bargaining power depends Mediators' approaches <b>Conflict mediation</b> Mediation forms and procedures Mediation contract Mediation strategies, tactics and techniques</p>

**Negotiation management**

Management of negotiation preparation

Typology of negotiators

**Conduct of negotiations**

Objectives and stages of the negotiation

Conditional negotiation of transport, shipping, insurance

**Diversion tactics and immoral tactics** Fake offers

**Argumentation tactics and association tactics** Tactics Yes...but

Displayed intention

**Negotiations under special conditions**

Salami Slice Tactic

The tactic of alternating negotiation

**Partner harassment tactics and techniques**

Tactics The bad guy, the good guy

Negotiating Jiu Jitsu

Stress and hassle tactics

**Negotiating team and mandate**

Forming the negotiating team

Restriction of objections

Methods of compromise

**Forms of negotiation**

Negotiation of legal, technical, quality issues

Negotiating commercial, political conditions

Particular features of negotiations in different countries

**Seminar:**

Presentation of the course outline, how the seminars will be conducted, the specific requirements, the material base to be used

Applications on understanding negotiation concepts

Applications on the role of communication in negotiation.

Analysis of paraverbal messages

Simulating a negotiation using a negotiation strategy

Simulating a negotiation using a negotiation strategy

Case study: Assessing the negotiator's personality

Applications of mediation strategies, tactics and techniques

Semester testing

Applications for preparing the negotiation process

Immoral tactics and techniques

Classification, analysis and examples - applications

Argumentation tactics and association tactics - analysis and examples - applications

The Slice of Salami Tactic - analysis and examples. Applications

Applications of partner harassment tactics and techniques - analysis and examples

Negotiating team building - analysis and group activities

Recap of the concepts taught

**Bibliography:**

1. Cellich, C., Jain, S.C. (2016). *Creative solutions to global business negotiations* New York: Business Expert Press.
2. Nicolae, E. (2014) *Negotiation techniques and tactics*. Craiova: Sitech Publishing House.

	<ol style="list-style-type: none"> <li>3. Peeling, N. (2012). <i>How to get the most out of any negotiation. What the best negotiators know, do and say</i>. Iași: Editura Polirom.</li> <li>4. Prutianu, Ș. (2000) <i>Manual of communication and negotiation in business. Vol. II: Negotiation</i>.</li> <li>5. Vlăduțescu, Ș. (2019). <i>Negotiation and Bargaining Face to Face</i> Journal of Romanian Literary Studies, 16.</li> </ol>
<b>Examination:</b>	Written test 70%, evaluation of activities 30%.

<b>Module number:</b> APX605	<b>Module title: CONTRAVENTIONAL LAW</b>
<b>Level/semester:</b>	first level/semester VI
<b>Professor:</b>	Pavelescu Tiberiu
<b>Credit hours:</b>	<b>Thereof lecture hours:</b> 24
	<b>Thereof practical hours:</b> 128
	<b>Thereof self-study hours:</b> 114
<b>Language:</b>	ROMANA
<b>Learning outcomes/goals/skills of the module:</b>	<p><b>Overall objective:</b> Training in the field of criminal law according to the training standards required by the European Union. The aim is to teach students to implement and comply with international quality standards in administrative litigation;</p> <p><b>Specific objectives:</b></p> <ul style="list-style-type: none"> <li>- understanding the need to develop the role of the law of fines as a tool to strengthen the rule of law;</li> <li>- respect for the rules of professional ethics of those involved in the performance of public administration and in the settlement of disputes between the administration and the administered;</li> <li>- strengthening constitutionality and legality in the work of public authorities and citizens.</li> </ul>
<b>Content of the module:</b>	<p><b>Course:</b> <i>The concept of tort law</i> Concept and characterisation of the offence as an anti-social act Essential features of the offence <i>Content of the contravention</i> - subject; - subject; - the objective side; - the subjective side. <i>Content of the contravention</i> General aspects concerning the removal of the contravention Self-defence State of necessity Constraint <i>Content of the contravention</i> Fortuitous case Irresponsibility Complete involuntary drunkenness Disability Minority</p>

***Causes for not being liable for a contravention or enforcement of the penalty***

General notions concerning such cases

The offence is no longer considered a contravention or the penalty is reduced

Prescription

Order of the hierarchical authority

***Penalties***

Scope of the penalty

***Penalties***

Warning;

Fine, limits and destination of funds;

Community work;

Plurality of offences and offenders

***Establishment of contraventions***

Persons competent to establish infringements

***The report of the offence:***

The information to be included in the minutes;

Mandatory entries in the minutes;

Offender's duty to identify;

Signature of the offender. Alternative formalities;

Drawing up the report in the event of a combination of offences.

***Enforcement of fines:***

Competence to apply the sanction. Proportionality to the degree of social danger;

Determining the amount of compensation for the damage caused by the infringement

***Avenues of attack***

The administrative offence complaint. Subject matter. Holders. Time limit within which it may be lodged

Filing the administrative offence. Competent court. Suspensive nature of the appeal.

***Enforcement of administrative fines***

Enforceable documents in matters relating to administrative offences

Enforcement of the warning penalty

Enforcement of the fine

Enforcement of complementary sanctions

**Seminar:**

- Concept and characterisation of the offence as an anti-social act
- Essential features of the offence
- *Content of the contravention*
- subject;
- subject;
- the objective side;
- the subjective side.
- General aspects concerning the removal of the contravention
- Self-defence
- State of necessity
- Constraint
- Fortuitous case
- Irresponsibility
- Complete involuntary drunkenness

	<ul style="list-style-type: none"> <li>- Disability</li> <li>- Minority</li> <li>- The offence is no longer considered a contravention or the penalty is reduced</li> <li>- Prescription</li> <li>- Order of the hierarchical authority</li> <li>- Scope of the penalty</li> <li>- Warning</li> <li>- Fine, limits and destination of funds</li> <li>- Community work</li> <li>- Plurality of offences and offenders</li> <li>- Persons competent to establish infringements</li> <li>- Information to be included in the minutes</li> <li>- Mandatory entries in the report</li> <li>- Offender's obligation to identify</li> <li>- Signature of the offender. Alternative formalities</li> <li>- Drawing up the report in the event of a combination of offences</li> <li>- Competence to apply the sanction. Proportionality to the degree of social danger</li> <li>- Determination of the amount of compensation for the damage caused by the infringement</li> <li>- The administrative offence complaint. Subject matter. Holders. Time limit within which it may be lodged</li> <li>- Filing the administrative offence. The competent court. Suspensive nature of the appeal</li> <li>- Enforceable documents in matters relating to administrative offences</li> <li>- Enforcement of the warning penalty</li> <li>- Enforcement of the fine</li> </ul> <p><b>Bibliography:</b></p> <ol style="list-style-type: none"> <li>1. Ovidiu Podaru, Radu Chiriță, Ioana Păsculeț, <i>Legal regime of contraventions. O.G. no. 2/2001 commented</i>, 4th edition, Ed. Hamangiu &amp; Sfera Juridică, Bucharest, 2019</li> <li>2. Mircea Ursuța, <i>Contravention Procedure</i>, UJ, Bucharest, 2011;</li> <li>3. Ovidiu Podaru, Maria-Mihaela Pop, <i>Administrative and Contraventional Law. Seminar booklet</i>, Ed. Hamangiu &amp; Ed. Sfera juridica, Bucharest, 2018 (4th edition)</li> </ol>
<b>Examination:</b>	Written test 70%, evaluation of activities 30%.