
SYLLABUS
PROGRAM OF PUBLIC MANAGEMENT AND POLICY IN ENGLISH
(E-PMP)

LEVEL OF EDUCATION: UNDERGRADUATE

TYPE OF EDUCATION: FULL-TIME

1. GENERAL INFORMATION

- *Course title (Vietnamese):* **Pháp luật đại cương**
- *Course title (English):* **Fundamentals of Law**
- *Course code:* **EPMP1113**
- *Knowledge group:* **General Education**
- *Credit:* **3**
- *Prerequisite courses:* **No**

2. THE DEPARTMENT IN CHARGE: Social Management

3. DESCRIPTION

Fundamentals of law is a basic science subject, providing students with basic knowledge of the state and the law in general, further research about the State and the law of Vietnam, aiming to help students continue studying other legal science subjects in the Curriculum.

4. REFERENCES

Required textbooks

Nguyen Thi Thanh Thuy (2009) *Fundamentals of Law textbooks, The Vietnam Education Publishing House Ltd. Co.*

Other references

The State Theory and Law Textbook (2010); Hanoi Law University. The Public Security Publishing House, Hanoi

5. COURSE OBJECTIVES :

Goal (Gx)	Description	PLO	Level
[1]	[2]	[3]	[4]
G1 (Knowledge)	Explaining the history, nature, characteristics, functions, type of state, and form of the state; understanding the organizational structure, functions and duties of the State apparatus of the	KT1	3

	Socialist Republic of Vietnam; understanding the concepts and characteristics of the law; legal concept; legal relations; the concept of violation of the law and liability; a system of legal normative documents of state agencies is determined; identify the system of law branches in the Vietnamese legal system; understand the basic concepts of Administrative Law, Civil Law, Vietnamese Penal Law; applying general legal knowledge to analyzing public sector related issues		
G2 (Skill)	Having the skills to explain the appropriate institutions for each specific law violation; having the skills to apply the legal document system to each specific situation in public management and management of public organizations (in English)	KN3 KN5	2 3
G3 (Level of autonomy and responsibility)	Being careful, honest and well comply with the provisions of the law	NLTC1	4

6. COURSE LEARNING OUTCOME:

Goal	CLO (CLO _{x.x})	Description	Level
[1]	[2]	[3]	[4]
G1 (Knowledge)	CLO1.1	Explaining the history, nature, characteristics, functions, type of state, and form of state.	2
	CLO1.2	Understanding the organizational structure, functions and duties of agencies in the State apparatus of the Socialist Republic of Vietnam.	2
	CLO1.3	Understanding the concepts and characteristics of the law; legal concept; legal relations; the concept of violation of the law and liability.	2

	CLO 1.4	Identifying a system of legal normative documents of state agencies.	2
	CLO1.5	Identifying the system of law branches in the Vietnamese legal system	2
	CLO1.6	Understanding the basic concepts of Administrative Law, Civil Law, Vietnamese Penal Law	2
	CLO1.7	Applying general legal knowledge to analyzing public sector related issues	3
G2 (Skill)	CLO2.1	Having the skills to explain the appropriate institutions for each specific law violation	2
	CLO2.2	Having the skills to apply the legal document system to each specific situation in public management and management of public organizations (in English).	3
G3 (Level of autonomy and responsibility)	CLO3.1	Being careful, honest and well comply with the provisions of the law	4

7. COURSE ASSESSMENT

Form of evaluation	Content	Time	CLO	Evaluation criteria	Ratio (%)
[1]	[2]	[3]	[4]	[5]	[6]
Evaluate the learning process		From week 1 to week 12	CLO 1.1, CLO 3.1	<ul style="list-style-type: none"> - Full level of attendance - Level of homework preparation (complete, thorough) - Level of participation in answering lecturers' questions (quantity and quality of answers) 	10%

				- Level of participation in questioning lecturers (quantity and quality of questions)	
Individual assignment	Chapter 1: Overview of the State Chapter 2: Overview of the law Chapter 3: Form of law	Week 6	CLO1.1, CLO1.2, CLO1.3, CLO2.1, CLO2.2	The level of completion of the individual assignment (punctuality, the quality of the assignment is associated with the attainment of knowledge, skills as well as the capacity of autonomy and self-responsibility for the learning outcomes of the course)	20%
Mid-term review	Chapter 4: Legal system Chapter 5: Administrative Law Chapter 6: Civil Law	Week 10, 11	CLO1.4, CLO1.5, CLO1.6, CLO1.7, CLO2.2, CLO3.1	The level of completion of group assignment, presentation (punctuality, quality of content and presentation, response to questions of lecturers and classmates are associated with the attainment of knowledge, skills as well as the capacity of autonomy and self-responsibility for the learning outcomes of the course)	20%

End-of-term evaluation	Chapter 4: Legal system Chapter 5: Administrative Law Chapter 6: Civil Law Chapter 7: Criminal Law		CLO1.5, CLO1.6, CLO1.7, CLO2.2, CLO3.1	The level of completion of the individual test at the end of the term (The quality of the test is associated with the attainment of knowledge, skills as well as the capacity of autonomy and self-responsibility for the learning outcomes of the course)	50%
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* The module uses turnitin software to assess academic integrity

8. TEACHING PLAN

Week/ Session	Contents	CLO	Activities	Assessment
[1]	[2]	[3]	[4]	[5]
1	Chapter 1. Overview of the State 1 Small exercise chapter 1	CLO1.1	Study at home: Read Chapter 1 at home in advance Teaching and learning in class Introduction to the set and how to evaluate the set Lecture: 3 sessions Class discussion (individual): 1 session	Attendance (full class participation): 10% Presentation 1: 20% Personal assignment: 20%

2	<p>Chapter 1. Overview of the State 1</p> <p>Small exercise chapter 1</p>	CLO1.1	<p>Study at home: Read Chapter 1 at home in advance</p> <p>Teaching and learning in class</p> <p>Lecture: 3 sessions</p> <p>Class discussion (individual): 1 session</p> <p>Discuss the case law question in Chapter 1</p>
3	<p>Chapter 2: Overview of the law 1</p> <p>Small exercise chapter 2</p>	CLO1.2, CLO2.1	<p>Study at home: Read Chapter 2 at home in advance</p> <p>Teaching and learning in class</p> <p>Lecture: 3 sessions</p> <p>Class discussion (individual): 1 session</p>
4	<p>Chapter 2: Overview of the law 2</p> <p>Small exercise chapter 2</p>	CLO1.2, CLO2.1	<p>Study at home: Read Chapter 2 at home in advance</p> <p>Teaching and learning in class</p> <p>Lecture: 3 sessions</p> <p>Class discussion (individual): 1 session</p>
5	<p>Chapter 3: Form of law 1</p> <p>Small exercise chapter 3</p>	CLO1.3, CLO2.2	<p>Study at home: Read Chapter 3 at home in advance</p> <p>Teaching and learning in class</p> <p>Lecture: 3 sessions</p>

			Class discussion (individual): 1 session	
6	Chapter 3: Form of law 1 Small exercise chapter 3	CLO1.3, CLO2.2	Study at home: Read Chapter 3 at home in advance Teaching and learning in class Lecture: 2 sessions Class discussion (individual): 1 session	
7	Chapter 4: Legal system Small exercises chapter 4	CLO 1.4, CLO1.5 CLO2.2, CLO 3.1	Study at home: Read Chapter 4 at home in advance Teaching and learning in class Lecture: 3 sessions Class discussion (individual): 1 session Discuss the case law question in Chapter 4	
8	Chapter 5: Administrative Law	CLO1.6, CLO 2.2, CLO 3.1	Study at home: Read Chapter 5 at home in advance Teaching and learning in class Lecture: 3 sessions Class discussion (individual): 1 session	

9	Chapter 6: Civil Law 1 Case study in the syllabus	CLO1.5,C LO1.6 CLO2.2, CLO3.1	Study at home: Read Chapter 6 at home in advance Teaching and learning in class Lecture: 3 sessions Class discussion (individual): 1 session
10	Chapter 6: Civil Law 2 Case study in the syllabus	CLO1.5, CLO1.6, CLO1.7, CLO2.2, CLO3.1	Study at home: Read Chapter 6 at home in advance Teaching and learning in class Lecture: 1 sessions Group presentation: 3 sessions
11	Chapter 7: Criminal Law 1 Group presentation 20% (continued)	CLO1.5,C LO1.6 , CLOO1.7, CLO2.2, CLO3.1	Study at home: Read Chapter 7 at home in advance Teaching and learning in class Lecture: 2 sessions Group presentation: 2 sessions
12	Chapter 7: Criminal Law 2 Case study in the syllabus	CLO1.5,C LO1.6 , CLOO1.7, CLO2.2, CLO3.1	Study at home: Read Chapter 6 at home in advance Teaching and learning in class Lecture: 3 sessions Class discussion (individual): 1 session

13	Final exam	CLO1.5, CLO1.6, CLO1.7, CLO2.2, CLO3.1	Exam test individual: 90 minutes	Test: 50%
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9. COURSE REQUIREMENT

9.1. Rules of class participation

- Students are responsible for attending all classes. In case of absence from school due to force majeure reasons, there must be sufficient and reasonable proofs.

- Students are responsible for actively researching documents, proactively preparing lessons before going to class according to the instructions and requests of lecturers.

- Students who miss more than 20% of the lessons of the subject will be considered as not complete the course and have to enroll again.

- Students who submit individual and group assignments late compared with the prescribed time of the instructors will receive a score of 0 for that assignment.

- Students who miss the deadline of individual and group assignments submission will receive a score of 0 for that assignment.

- Regarding the communication between lecturers and students: Encourage students to participate in discussions (groups and individuals), give direct feedback to teachers about the content of the course, teaching and learning methods, teaching materials and handouts. Lecturers also encourage students to give feedback on the form, methods and contents of the tests to evaluate students' learning results. Students can communicate with lecturers in class, during office hours or via email. The valuable feedback from students contributes to improve the teaching and learning quality of the course

9.2. Rules of classroom behavior

- The module is conducted on the principle of respect for students and lecturers. All behaviors that interfere with the teaching and learning process are strictly prohibited.

- Students need to actively participate in lectures through discussions with lecturers (answer and ask questions) and group discussions, presentations

- Students must go to school on time. Students who are late more than 10 minutes after class starts will not be able to attend the class.

- Do not make noise, disturbing other students in the learning process.

- Do not eat, drink, chew gum, use devices such as phones, music players during class.

- Laptops and tablets are only used for the purpose of recording lectures, calculating, doing exercises. Absolutely do not use them for other purposes.

Hanoi, Date Month Year 20

DEAN OF FACULTY

(Signed)

UNIVERSITY PRINCIPAL

(Signed)