Universitatea Naţională de Ştiinţă şi Tehnologie Politehnica Bucureşti
Facultatea de Electronică, Telecomunicaţii şi
Tehnologia Informaţiei

COURSE DESCRIPTION

1. Program identification information

1.1 Higher education institution	**National University of Science and Technology Politehnica Bucharest**
1.2 Faculty	**Electronics, Telecommunications and Information Technology**
1.3 Department	**Electronic Devices, Circuits and Architectures**
1.4 Domain of studies	Electronic Engineering, Telecommunications and Information Technology
1.5 Cycle of studies	Bachelor/Undergraduate
1.6 Programme of studies	Microelectronics, Optoelectronics and Nanotechnologies

2. Date despre disciplină

2.1 Course name (ro) (en)				Instituţii politice şi administrative europene European political and administrative institutions			
2.2 Course Lecturer				Lector univ. dr. Daniela Maricica Cotoară			
2.3 Instructor for practical activities				Lector univ. dr. Daniela Maricica Cotoară			
2.4 Year of studies	1	2.5 Semester	2	2.6. Evaluation type	V	2.7 Course regime	Op
2.8 Course type		C	2.9 Course code	04.C.02.A.023		2.10 Tipul de notare	Nota

3. Total estimated time (hours per semester for academic activities)

3.1 Number of hours per week	2	Out of which: 3.2 course	2	3.3 seminary/laboratory	0
3.4 Total hours in the curricula	28	Out of which: 3.5 course	28	3.6 seminary/laboratory	0
Distribution of time:					hours
Study according to the manual, course support, bibliography and hand notes Supplemental documentation (library, electronic access resources, in the field, etc) Preparation for practical activities, homework, essays, portfolios, etc.					20
Tutoring					0
Examinations					2
Other activities (if any):					0

3.7 Total hours of individual study	22.00
3.8 Total hours per semester	50
3.9 Number of ECTS credit points	2

4. Prerequisites (if applicable) (where applicable)

4.1 Curriculum	Not applicable
4.2 Results of learning	Not applicable

5. Necessary conditions for the optimal development of teaching activities (where applicable)

5.1 Course	· The course will take place in a room equipped with a video projector and computer. · Mobile phones will be used only for didactic purposes. The deadline for defenses/submission of papers is set by the course holder in agreement with the students. Requests for postponement will not be accepted except on objectively well-founded grounds.
5.2 Seminary/ Laboratory/Project	Not applicable

6. General objective *(Reffering to the teachers' intentions for students and to what the students will be thought during the course. It offers an idea on the position of course in the scientific domain, as well as the role it has for the study programme. The course topics, the justification of including the course in the currcula of the study programme, etc. will be described in a general manner)*

The course ***European political and administrative institutions*** aims to introduce and familiarize students with the main approaches, concepts, and theories that explain how the European institutional system was established, both regarding the start of institutional construction within the European Communities and the institutional reform and creation of the institutional framework of the European Union.

The course ***European political and administrative institutions*** contributes to shaping an intellectual experience of specialists connected to and anchored in the labor market and contemporary society.

7. Competences *(Proven capacity to use knowledge, aptitudes and personal, social and/or methodological abilities in work or study situations and for personal and proffesional growth. They refflect the empolyers requirements.)*

Specific Competences	Understanding the **structure, role, and functioning** of the main political and administrative institutions of the European Union (European Parliament, Council of the European Union, European Commission, Court of Justice, etc.). The ability to **analyze the functioning of European institutions** in practical contexts and to explain how they influence national public policies and the technological field. Developing the ability to **critically evaluate the role and efficiency of European institutions** in relation to current challenges (digitalization, climate change, security, mobility). Understanding the **fundamental values of the European Union**: democracy, rule of law, solidarity, human rights.
Transversal (General) Competences	Developing the ability to **communicate effectively and empathetically** in multicultural, European, and international contexts. Developing conduct based on **integrity, fairness, and respect for ethical norms** in the European administration.

8. Learning outcomes *(Synthetic descriptions for what a student will be capable of doing or showing at the completion of a course. The learning outcomes reflect the student's acomplishments and to a lesser extent the teachers' intentions. The learning outcomes inform the students of what is expected from them with respect to performance and to obtain the desired grades and ECTS points. They are defined in concise terms, using verbs similar to the examples below and indicate what will be required for evaluation. The learning outcomes will be formulated so that the correlation with the competences defined in section 7 is highlighted.)*

Knowledge	*The result of knowledge aquisition through learning. The knowledge represents the totality of facts, priciples, theories and practices for a given work or study field. They can be theoretical and/or factual.* · **Lists** the most important moments that marked the construction of the European institutional system. · **Defines** notions specific to European governance. · **Selects** fundamental concepts for the analysis of political–institutional developments**.** · **Describes** theories **/classifies** notions/processes/phenomena/structures used in analyzing and interpreting the organization and functioning of the European institutional system. · **Identifies** methods and techniques used in the proper evaluation of the functioning of the European institutional system · **Highlights consequences and relationships** of European governance. · **Understands** the need to promote and support European principles and values.
Skills	*The capacity to apply the knowledge and use the know-how for completing tasks and solving problems. The skills are described as being cognitive (requiring the use of logical, intuitive and creative thinking) or practical (implying manual dexterity and the use of methods, materials, tools and intrumentation).* · **Selects** and groups information relevant to the given context. · **Analyzes** and compares the information necessary for designing professional activities · **Works** efficiently in a team. · **Produces** a scientific text. · **Identifies** solutions and develops strategies and procedures for professional life. **Acquires**, improves, or corrects knowledge about the European institutional system
Responsability and autonomy	*The student's capacity to autonomously and responsably apply their knowledge and skills.* · **Selects** relevant bibliographic and webographic sources, analyzes them, and uses them in preparing papers. · **Observes** the principles, norms, and values of academic ethics and integrity when using information from webographic and bibliographic sources. **Demonstrates** receptiveness in new learning contexts. **Identifies** the roles and responsibilities of teamwork with colleagues and teaching staff in curricular and extracurricular activities. **Shows** social responsibility through active involvement in curricular and extracurricular activities. **Demonstrates** the ability to manage real-life situations (time management, collaboration versus conflict). · **Acts** responsibly in different cultural contexts. · **Identifies** opportunities for assisted continuing education and personal development**.** **Communicates** effectively with colleagues, teaching staff, and within the professional organizations in which they operate.

9. Teaching techniques *(Student centric techniques will be considered. The means for students to participate in defining their own study path, the identification of eventual fallbacks and the remedial measures that will be adopted in those cases will be described.)*

Given students' specific learning needs, the teaching process will be based on the use of expository teaching methods (lecture, presentation) as well as conversational–interactive ones, based on discovery learning models (through documentation, text analysis, case study, critical approach). Teaching will use lectures based on PowerPoint presentations or audio–video materials made available to students. Each class will begin with a recap of the concepts and theories covered, with emphasis on recent acquisitions.

The course ***European political and administrative institutions*** offers both a theoretical and a practical vision to support students in their learning efforts and in developing optimal relationships of collaboration and effective communication in a climate favorable to discovery learning. Practicing effective communication skills is envisaged to regulate behavior in diverse cultural, social, and professional contexts and to adapt the pedagogical approach to students' learning needs.

The ability to work efficiently in a team will be practiced by taking on topics and designing papers and presentations.

10. Contents

COURSE		
Chapter	**Content**	**No. hours**
1	Introduction. General notions. Definitions. Classification. Applications	2
2	Ideas and projects for a "Europe of peoples." Integrationist currents and practical stages of achievement in institutional construction	2
3	The Hague Congress and the creation of the Council of Europe. Organization and functioning of the Council of Europe. The role of the Council of Europe in the reconfiguration of Europe	2
4	The institutional system of the European Community/European Union. Principles and values of the European institutional system	2
5	European Parliament – organization and functioning	2
6	European Commission – organization and functioning	2
7	Council of the European Union – organization and functioning	2
8	European Council – organization and functioning	2
9	The European Ombudsman, the European Committee of the Regions, and the European Economic and Social Committee – consultative bodies of the European Union	2
10	Court of Justice of the European Union – organization and functioning	2
11	European Court of Auditors and the European Central Bank – organization and functioning	2
12	The High Representative of the Union for Foreign Affairs and Security Policy and the European External Action Service – roles and competences	2
13	Functionality and dysfunction in the European institutional system	2
14	Synthesis course	2
	Total:	28

Bibliography:

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BANCIU, Angela (coord.), Cotoară, Daniela Maricica,Scurtu, Georgiana-Margareta, Stoica, Adrian Claudiu, Ţâră, Sergiu, *Integrare europeană. Repere istorice şi evoluţii instituţionale contemporane*, Editura Politehnica Press, Bucureşti,2006.
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Bibliography:

11. Evaluation

Activity type	11.1 Evaluation criteria	11.2 Evaluation methods	11.3 Percentage of final grade
11.4 Course	Knowledge of the fundamental theoretical notions regarding the European institutional system Oral presentation of the prepared papers and their submission. Posting answers to requirements on the MOODLE platform	Oral assessment during the continuous verification throughout the semester; the questions cover the material studied.	80
	Preparing a synthesis between the comparative theoretical coverage of the subject matter and the activities carried out during the semester.	Written assessment during the final verification; the questions cover the material studied.	20
11.5 Seminary/laboratory/project			
11.6 Passing conditions			
Obtaining at least 50% of the final verification score and at least 50% of the total score (for grade 5)			

12. Corroborate the content of the course with the expectations of representatives of employers and representative professional associations in the field of the program, as well as with the current state of knowledge in the scientific field approached and practices in higher education institutions in the European Higher Education Area (EHEA)

The course **“European political and administrative institutions”** is designed to meet the training needs expressed by employers and professional organizations in the fields of public administration, international relations, European studies, and political science. Its content aims to develop the competencies needed to understand and apply the principles and mechanisms governing the functioning of the institutions of the European Union and the politico-administrative structures of the member states.

Date	Course lecturer	Instructor(s) for practical activities
25.09.2025	Lector univ. dr. Daniela Maricica Cotoară	

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Date of department approval	Head of department
26.09.2025	Prof. Dr. Claudius Dan
Date of approval in the Faculty Council	Dean
26.09.2025	Prof. Dr. Mihnea Udrea