

<b>Subject</b>	<p><b>State Institutions and Administrative Law</b></p> <p><b>Type</b> Elective (E)      <b>Semester</b> II      <b>ECTS</b> 4      <b>Code</b> -</p>
<b>Lecturer Assistant Tutor</b>	
<b>Aims and Objectives</b>	<p>The main emphasis of this course is to analyze the following elements and institutes such as:</p> <ul style="list-style-type: none"> <li>- Main state institutions: legislative power; executive - administrative and judicial power;</li> <li>- Local self-government as an important component of state power;</li> <li>- Administrative legal norms;</li> <li>- Administrative legal relations;</li> <li>- Administrative act;</li> <li>- Administrative activity;</li> <li>- Organization of administration;</li> <li>- Administration bodies;</li> <li>- Principles of organization and work of the administrative bodies;</li> <li>- Public services;</li> <li>- Public authorizations;</li> <li>- Forms of control of administrative activity;</li> <li>- Political responsibility of the administration;</li> </ul> <p>Special attention will also be paid to the process of reforming the administration and especially to its computerization as a more fundamental process.</p>
	<p>The purpose of the study of this course is to focus on the theoretical and practical approach of recognizing and transforming administrative legal relations in particular.</p> <p>Course objectives:</p> <ul style="list-style-type: none"> <li>- Students acquire knowledge and skills for the functioning of state institutions;</li> <li>- How the local self-government works;</li> <li>- On administrative legal relations;</li> <li>- For administrative activity;</li> <li>- On legal acts;</li> <li>- Control of the work of the state administration.</li> </ul>

<p><b>Learning Outcomes</b></p>	<p>Upon completion of the course students are expected to acquire knowledge, skills and competence:</p> <p>Knowledge:</p> <ul style="list-style-type: none"> <li>- On the functioning of state institutions in countries with parliamentary democracy, in particular the executive branch;</li> <li>- Report and mutual control of state institutions;</li> <li>- Local self-government as an important component of civic participation in decision-making;</li> <li>- On the main concepts of administrative law, knowledge of comparative administrative law and the organization of administration in different countries as well as the administrative act as a result and purpose of the administration's own work. The control of the administration and the refinement of its work will also be part of this course as will the administration's computerization as a recent achievement in modern developments.</li> </ul> <p>Skills and Skills:</p> <ul style="list-style-type: none"> <li>- Identification of key concepts regarding administration as a core activity of a state,</li> <li>- Very good knowledge regarding administrative acts,</li> <li>- Ability to understand how control is applied to the administration and the importance of that control,</li> <li>- To understand the way of organizing public administration in the Republic of Kosovo,</li> <li>- To understand and analyze the problems that the public administration is currently facing</li> <li>- To understand how the trends of administration change and moderation are going.</li> </ul> <p>Competence:</p> <ul style="list-style-type: none"> <li>- Be able to work in state institutions and perform their duties responsibly;</li> <li>- In interpreting the main provisions concerning administrative law,</li> <li>- Competent in analyzing and understanding the various acts issued by the administration and to analyse the the type and the concrete effects of these acts,</li> <li>- Be able to write administrative acts: particularly decision and general administrative acts (instructions, ordinances, regulations);</li> <li>- To implement the knowledge gained in order to further improve the position of the administration at different levels.</li> </ul>				
<p><b>Content</b></p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; padding: 5px;"><b>Weekly Plan</b></th> <th style="text-align: right; padding: 5px;"><b>Week</b></th> </tr> </thead> <tbody> <tr> <td style="padding: 5px;">- Introduction to the subject definition, the object of the study The notion, methods, functions and goals</td> <td style="text-align: right; padding: 5px;">1</td> </tr> </tbody> </table>	<b>Weekly Plan</b>	<b>Week</b>	- Introduction to the subject definition, the object of the study The notion, methods, functions and goals	1
<b>Weekly Plan</b>	<b>Week</b>				
- Introduction to the subject definition, the object of the study The notion, methods, functions and goals	1				

- <b>Main state institutions. Legislative, executive - administrative and judicial power</b>	2
- <b>Government, its key competencies and functions</b>	3
- <b>Government of the Republic of Kosovo</b>	4
- <b>President of the Republic</b>	5
- <b>Local Government</b>	6
- <b>Local Self-Government in the Republic of Kosovo.</b>	7
- <b>Organization of administration.</b>	8
Administration bodies; The general notion of the organization; The notion of administrative organization; Types of administrative organizations; Administration bodies; Classification of state administration bodies; Principles of organizing state administration; Public services and institutions for their exercise; The notion of public service; classification of public services; public authorizations.	
- <b>State Administration in Kosovo;</b>	9
Organization of administration in Kosovo since 1999 under UNMIK Administration and after the declaration of independence of the Republic of Kosovo. State administration institutions and bodies in Kosovo; Senior, central and local state administration bodies in Kosovo; Organization of state	
- <b>Administrative activity:</b>	10
The activity of state administration bodies; Basic state functions; Definition of activity of state administration bodies; Principles of the work of administrative bodies; The principle of legality, autonomy, efficiency, and the principle of open administration.	
- <b>Control of the Administration's Work</b>	11
The notion, purpose and types of control of the administration's work. Subjects, Object and authorizations to control the work of the administration; Types and forms of administration control;	
- <b>Computerization of Administration</b>	12
The state of public administration, The evolution of information technology and the process of reforming public administration; Putting the administration at the service of citizens and the dimensions of computerized administration; Effects of Administration Computerization;	
- <b>Administrative legal relations:</b>	13
Types of administrative legal relations; Administrative legal norms; Relations between the organs of administration and its relations with other organs of government; Classification of the activity of the administration bodies; Relations between the administrative bodies themselves; Relations of the administration bodies with other state authorities;	
- <b>Administrative Act</b>	14
The definition of an administrative act; Form and content of the administrative act; Peculiarities of administrative act; Legal force of administrative act; Validity of administrative act; Invalidity of administrative act; Termination of the legal force of the administrative act.	
<b>Presentation of research papers</b>	15

<b>Teaching/ Learning Methods</b>	<b>Activity</b>			<b>Weight (%)</b>	
	1. Lectures			20%	
	2. Seminars			20%	
	3. Laboratory exercises				
	-				
	4. Case studies			40%	
	5. Role playing			-	
	6. Problem – based learning			20%	
	7. Study visits				
8. Working practice					
<b>Assessment Methods</b>	<b>Assessment Activity</b>		<b>Number</b>	<b>Week</b>	<b>Weight (%)</b>
	1. Quiz		3	4,7,9	10%
	2. Group Work / Individual Project		1	15	10%
	3. Attending lectures		15	1-15	10%
	4. Final Exam		1		70%
<b>Course resources</b>	<b>Resources</b>			<b>Number</b>	
	1. Class			1	
	2. Moodle			1	
	3. Projector			1	
<b>ECTS Workload</b>	<b>Activity</b>		<b>Weekly hours</b>	<b>Total workload</b>	
	1. Lectures		2	30	
	2. Exercises		2	30	
	3. Seminars		n/a	10	
	4. Independent learning		n/a	30	
<b>Literature/ References</b>	<p><b>Basic literature:</b></p> <ul style="list-style-type: none"> <li>- Prof. Esat Stavileci, Prof. Agur Sokoli, Prof. Mirlinda Batalli Administrative Law - Administration, Control of the Administration and its Political Responsibility, Computerization of the Administration, Prishtina, 2010.</li> <li>- Esat Stavileci, Mirlinda Batalli, Sokol Sadushi: "Administrative Law - Organization and Administrative Activity", Prishtina, 2012</li> <li>- Bajram Pollozhani, Ermir Dobjani, Esat Stavileci, Lazim Salihu: Administrative Law - Comparative Aspects, Skopje, 2010.</li> </ul> <p>Legal documents:</p> <ul style="list-style-type: none"> <li>- Constitution of the Republic of Kosovo;</li> <li>- Law on Organization and Functioning of State Administration and Independent Agencies, No. 06 / L-113.</li> <li>- Law on General Administrative Procedure.</li> <li>- Law on Administrative Conflicts of the Republic of Kosovo, No. 03 / L-202</li> <li>- Law on Information Society Services, No. 02/L-23</li> <li>- Other legal acts in the field of administration.</li> </ul>				
<b>Contact</b>					
<b>Notes:</b>	The course lecturer reserves the right to make possible changes and adaptations during the semester in order to more effectively achieve the goals of the course. Students will be notified in time of these changes.				