



Basic data of the subject	
Academic unit:	Faculty of Law
Subject title:	Administrative law
Program:	Bachelor
Level:	Bachelor
Case Status:	OBLIGATORY
Year of studies:	Year II, semester IV
Number of hours per week:	3+2
Credit value – ECTS:	6
Time / location:	Faculty of Law
Subject teacher:	Prof ass dr Dardan Vuniqi
Contact details:	dardan.vuniqi@uni-prizren.com
Course description:	The subject "Administrative law" offers knowledge about the basic concepts of administrative law, the sources of administrative law, the administrative act, the types of administrative act, its features, then the structuring, operation and administrative activity of some institutions, as well as the control of administrative activity . It also elaborates the structure and functioning of the state administration in Kosovo.
Purpose of the course:	This course aims to enable students to generate theoretical knowledge about administrative law. In particular, students will analyze some of the most important bodies of public administration that aims to acquaint students with the basic principles of formation, activity and various administrative problems that they present in practice. Another important goal of this subject also introduces the students to the basic principles of the forms of manifestation of state will, focusing especially on the general knowledge of the administrative act.
Learning outcomes:	At the end of the semester and after the lectures and exercises, the students will have the ability to: <ul style="list-style-type: none"> • For the application of this knowledge in practice;



	<ul style="list-style-type: none"> • For independent scientific work; • To solve practical cases in the administration. • For the distribution of information on the functioning of the administration. 		
Student workload (should correspond to the student's learning outcomes)			
Activity	Hour	Day/Week	Total
Lectures	3	15	45
Theoretical/laboratory exercises	2	15	30
Practical work	1	5	5
Contacts with the teacher/consultations	1	2	2
Field exercises	/	/	/
Colloquiums, seminars	6	2	6
Homework	1	15	15
Student's independent study time (in the library or at home)	15	15	15
Final exam preparation	1	15	15
Time spent on assessment (tests, quizzes, final exam)	2	1	2
Projects, presentations, etc	1	15	15
Total			150 orë (6 ECTS)
Teaching methodology:	Interactive lectures combining contemporary teaching and learning methods, working in groups as well as engaging students with seminar work.		
Evaluation methodology:	<i>Student evaluation will be done through two colloquiums regular, seminar papers, presentations and exams final.</i>		
LITERATURE			
Primary literature:	1. Kadri Kryeziu, "Administrative law", Prizren, 2019.		



	<p>2. Esat Stavileci & Mirlinda Batalli & Sokol Sadushi, "Administrative law: organization and administrative activity", Prishtina, 2012.</p> <p>3. Esat Stavileci & Agur Sokoli & Mirlinda Batalli, "Administrative law: administration, control, responsibility and its computerization", Prishtina, 2010.</p> <p>4. Law no. 06/L-133 on organization and operation of state administration and independent agencies</p> <p>5. Law no. 05/L-031 on the general procedure administrative</p>
Additional literature:	<p>1. H.W.R. Wade & C.F. Forsyth, "Administrative Law", 2014.</p> <p>2. Sokol Sadushi, "Administrative law 2, the theory of the administrative act", Tirana, 2000.</p> <p>3. Ermir Dobjani, "Administrative law 1", Tirana, 2007.</p>

Designed lesson plan:		
Week	Lectures	Exercise
First week:	<p>THE NOTION, OBJECT AND METHODS OF ADMINISTRATIVE LAW</p> <p>The notion of administrative law</p> <p>Administrative law as a branch of the legal system</p> <p>Administrative law as a branch of legal science</p> <p>Other definitions of administrative law</p> <p>Object of administrative law</p> <p>Methods of administrative law science</p>	The practical part of the lecture.
Second week:	<p>ADMINISTRATIVE LAW REPORT WITH OTHER BRANCHES OF LAW</p> <p>The relationship between administrative law and constitutional law,</p> <p>The relationship between administrative law and civil law,</p> <p>The relationship between administrative law and criminal law,</p> <p>The relationship between administrative law and judicial law,</p> <p>The relationship between administrative law and labor law,</p>	The practical part of the lecture.



	<p>The relationship between administrative law and family law,</p> <p>The relationship between administrative law and financial law,</p> <p>The relationship between administrative law and science</p> <p>the administration,</p> <p>The system of administrative law,</p>	
Third week:	<p>SOURCES OF ADMINISTRATIVE LAW</p> <p>Types of sources of administrative law,</p> <p>Formal sources of administrative law,</p> <p>Material sources of administrative law,</p>	The practical part of the lecture.
Fourth week:	<p>BODIES OF THE STATE ADMINISTRATION- THEIR MEANING, CHARACTERISTICS AND CLASSIFICATION</p> <p>The meanings of the word administration,</p> <p>The meaning of state administration,</p> <p>Theoretical understanding of state administration,</p> <p>The positive - legal meaning of administration,</p> <p>The capture of the non-state administration,</p> <p>Understanding of state administration bodies,</p> <p>Basic characteristics of administration bodies</p> <p>State,</p> <p>Classification of state administration bodies,</p> <p>Principles of organization of state administration bodies.</p>	The practical part of the lecture.
Fifth week:	<p>MEANING, PRINCIPLES AND DIVISION OF ADMINISTRATIVE ORGANIZATIONS</p> <p>General notion of administrative organization,</p> <p>The basic principles of the organization,</p> <p>Division of administrative organizations,</p> <p>State and non-state administration entities,</p>	The practical part of the lecture.
Sixth week:	<p>RELATIONS BETWEEN BODIES OF STATE ADMINISTRATION</p> <p>Relations between administration bodies,</p> <p>Horizontal relationships,</p> <p>Vertical relations between state administration bodies,</p> <p>Relations of administration bodies with other government bodies,</p> <p>Relations of state administration bodies with legislative body,</p> <p>Relations of state administration bodies with the government,</p> <p>Relations of state administration bodies with the head of state,</p> <p>Relations of state administration bodies with the courts, The report of the state administration bodies with the public (state) Prosecution, Organizimi i state</p>	The practical part of the lecture.



	administration in Kosovo after the declaration of independence.	
Seventh week:	PUBLIC SERVICES AND AUTHORIZATIONS PUBLIC Views of legal theory on the meaning of public services, The essential elements of the definition of public services, The material (functional) and formal (organizational) notion of public service, Basic principles of public services, Classification of public services, Characteristics of public services, Understanding of public authorizations, Entities entrusted with public authorizations The principles that apply to the exercise of work in the context of public authorizations, Rights and obligations of organizations	The practical part of the lecture.
Eighth week:	Colloquium I	Assistance in Colloquium
Week nine:	FUNCTIONING OF THE PUBLIC ADMINISTRATION AND THE WORK OF ADMINISTRATIVE BODIES STATE The notion of state functions The meaning of administrative activity The content of the administrative function (activity). The working principles of the administration Understanding the work of state administration bodies General division of affairs of state administration bodies Forms of work, namely functions of state administration bodies Exercise of normative activity and supervision administrative Exercise of professional work for the Assembly and the Government The repressive activity (function) in the criminal procedure	The practical part of the lecture.
Tenth week:	ADMINISTRATIVE LEGAL RELATIONSHIP Understanding the administrative legal relationship Elements of administrative legal relationship The administrative legal relationship that is created during deciding administrative issues Subjects of administrative legal relationship Ways of creating the administrative legal relationship	Study visit



	<p>Conditions for creating administrative legal relationship</p> <p>Mënyra e zgjidhjes së kontesteve (conflicts)</p> <p>Termination of the administrative legal relationship</p> <p>The difference between administrative legal relations and civil legal relations</p>	
Eleventh week:	<p>MEANING, CHARACTERISTICS AND CLASSIFICATION OF THE ACT</p> <p>administrative</p> <p>The notion of administrative act</p> <p>Legal definition of administrative act</p> <p>Initiative for issuing the administrative act</p> <p>Essential features of the administrative act</p> <p>Classification of administrative acts</p> <p>Avoidance of wrong legal acts</p> <p>The difference between administrative acts and other acts</p> <p>administration</p> <p>The difference between an administrative act and a judicial decision</p> <p>The substantive elements of the act</p>	The practical part of the lecture.
Week twelve:	<p>CONTROL OF ADMINISTRATION WORK AND ITS POLITICAL RESPONSIBILITY</p> <p>Generally over control</p> <p>The notion of control</p> <p>Purpose of control</p> <p>Types of control</p> <p>Control over the administration</p> <p>Subjects of administration control</p> <p>Object of administration control</p> <p>Control authorizations</p> <p>Types and forms of administration control</p>	The practical part of the lecture.
Thirteenth week:	<p>THE STATE OF THE PUBLIC ADMINISTRATION AND NEEDS OF CITIZENS</p> <p>Knowledge of the situation in public administration</p> <p>The problems and challenges faced by the administration</p> <p>PUBLIC</p> <p>The Evolution of Information Technology ("IT")</p> <p>The process of public administration reform</p> <p>Understanding computerized public administration</p> <p>The process of computerization of public administration</p> <p>Dimensions of computerized administration</p> <p>Computerization and employment</p> <p>Information Technology (IT) and corruption</p> <p>Computerization of tax administration</p> <p>Reforming the public administration in Kosovo</p>	The practical part of the lecture.



Week Fourteen:	Drafting of legal acts, Review of subject material and additional practice	The practical part of the lecture.
Fifteenth week:	Colloquium II	Assistance in Colloquium

Academic policies and code of conduct

Academic policies and rules of etiquette are presented at the beginning of each school year by the teacher, also the criteria for regular attendance of lectures and exercises are included here. Etiquette rules require keeping calm in class, turning off cell phones, respecting the schedule, etc. While the criteria for regular attendance of lectures and exercises require the student to adhere to the schedule of lectures and exercises, etc.