



Basic data of the subject	
Academic unit:	Faculty of Law
Subject title:	Administrative procedure
Program:	Bachelor
Level:	Bachelor
Case Status:	OBLIGATORY
Year of studies:	Year III, semester V
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:	<p>The subject "Administrative Procedure Law", which is taught in the fourth year of studies at the Faculty of Law, is an important professional subject whose object of study is the legal-administrative procedures of state bodies. The case contains all the procedural rules that must be applied, both by the state bodies, but also by the parties in an administrative procedure. The general rules of the administrative procedure include the duties of public authorities during administrative decision-making; the rights and responsibilities of the parties in the realization of their rights; general principles of administrative procedure; legal acts of public bodies; initiation and development of the administrative procedure; legal remedies; deadlines and other rules of communication between bodies and parties in the administrative procedure and other important institutes.</p> <p>In general, the subject deals with the behavior of all state bodies and their powers vis-à-vis authorized parties, including natural persons, legal persons, and various organizations that protect the public interest.</p>
Purpose of the course:	The subject "Administrative Procedure " aims to enable students to understand the main concepts të lëndës. Also,

	<p>in addition to the theoretical aspects, the course aims for students to become proficient in the practical aspect. The purpose of the course is for students to learn the differences between the administrative procedure and other procedures, the jurisdiction and powers of public bodies, the laws of</p> <p>applicable in the administrative procedure and the parties in the administrative procedure.</p>		
Learning outcomes:	<p>At the end of the semester and after lectures and exercises, students will have the ability to be equipped with the following knowledge:</p> <ol style="list-style-type: none"> 1. Classification of Public Bodies 2. Knowledge of the principles of administrative procedure 3. Powers of state bodies 4. Types of parties in the administrative procedure 5. Initiation and Development of the Administrative Procedure 6. Legal means (including the ability to compile acts legal). 7. The method of choosing the Administrative Conflict. 		
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 hours (6 ECTS)
Teaching methodology	Interactive lectures using simultaneous methods, group work and engagement students with seminar work and court simulations.		
Evaluation methodology:	<i>Student evaluation will be done through two colloquiums regular, seminar papers, presentations and exams final.</i>		
LITERATURE			
Primary literature:	<p>1. Bajram Polluzhani and Lazim Salihu, "Procedure Administrative and Administrative Conflict", Logos 2014</p> <p>Agur Sokoli, Administrative Procedural Law, Faculty of Law, Prishtina, 2014.</p> <p>9. Pollozhani Bajram: Salihu Lazim: Administrative Procedure and Administrative Conflict, Logos-A, Skopje-PrishtinaTirana, 2004</p>		
Additional literature:	<p>1. Law on the General Administrative Procedure of the Republic of Kosovo, Law No. 05/L -031;</p> <p>2. Law on Administrative Conflicts of the Republic of Kosovo, Official Gazette of the Republic of Kosovo: No. 82, October 2010 Law No. 03/L-202;</p> <p>4. Law No. 05/L-087 for Misdemeanors, Official Gazette of the Republic of Kosovo, No. 33 / September 8, 2016, Pristina</p> <p>13. Law No. 03/L - 170 of the Republic of Kosovo - On Customs measures for the protection of property rights;</p> <p>14. Law No. 2004/49 of the Republic of Kosovo Patent Law;</p> <p>15. Customs and Excise Code of Kosovo, Code No. 03/L-109;</p>		



	16. Law No. 04/L-099 On the Amendment and Supplementation of the Customs and Excise Code No. 03/L-109
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Designed lesson plan:		
WEEK	Lectures	Exercise
First week:	Understanding the Administrative Procedure; Scope of the Administrative Procedure Law; General principles of administrative procedure.	The practical part of the lecture.
Second week:	Subjects of the Administrative Procedure; Parties to the Administrative Procedure; Representation of the parties and their types in the administrative procedure;	The practical part of the lecture.
Third week:	Competence in Administrative Procedure; Types of Competence; Conflict for Competence;	The practical part of the lecture.
Fourth week:	Responsible Official in Administrative Procedure; Cases of dismissal of the responsible official; Collegial Bodies; Joint Decision Making; Administrative Assistance;	The practical part of the lecture.
Fifth week:	Administrative Act; Elements of the Administrative Act; Legal Effects of the Administrative Act; Illegality of the Administrative Act; Cancellation and Repeal of the Administrative Act.	The practical part of the lecture.
Sixth week:	Administrative Contract; Form of Administrative Contract; Illegality of the Administrative Contract; Termination and Change of the Administrative Contract; Dispute Resolution; Real Acts.	The practical part of the lecture.
Seventh week:	Request and its Submission; The form and content of the request; Language and translation in administrative procedure; Deadlines in the Administrative Procedure; Types and calculation of terms; Reinstatement in due course;	The practical part of the lecture.
Eighth week:	Colloquium I	Assistance in Colloquium
Week nine:	Beginning of the Administrative Procedure; Administrative Review; Evidence tools; Participation of the parties in the Administrative Procedure; The rights of To the parties; Hearing the Parties.	The practical part of the lecture.
Tenth week:	Organization, Completion of the Administrative Procedure; Deadline for Completion; Act passed silently; Withdrawal of request; Those notified in the	Study visit



	administrative procedure; Notification forms; Addressing the Notice; Notification with mail; Public announcement; Official publication.	
Eleventh week:	Legal means; Complaint; Content and Form of Complainant; Effects of the Complaint; Procedures for choosing the Complaint; Administrative Objection; Object of Opposition; Reopening of the Administrative Procedure;	The practical part of the lecture.
Week twelve:	Execution in the Administrative Procedure; Execution of the Act; Subject of Execution; Execution Procedures; Stopping and suspending the Execution; Remedies against execution.	The practical part of the lecture.
Thirteenth week:	Administrative Conflict; Understanding Administrative Conflict; Purpose and object of the Conflict Administrative; Parties in the Administrative Conflict; Competence for the resolution of Administrative Conflict.	The practical part of the lecture.
Week Fourteen:	Lawsuit in Administrative Conflict; Object of the Lawsuit; Deadline for submitting the Lawsuit; Conflict Development administrative; Content and effect of the Lawsuit; Termination of the administrative conflict; Judgment in conflict Meaning of Administrative Procedure; Scope of the Administrative Procedure Law; General principles of administrative procedure. administrative; legal remedies in administrative conflict; extraordinary legal remedies; Reasons for canceling the administrative conflict.	The practical part of the lecture.
Fifteenth week:	Colloquium II	Assistance in Colloquium
Academic policies and code of conduct		
<p>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.</p>		