



Basic data of the subject	
Academic unit:	Faculty of Law
Subject title:	Special Administrative Procedure
Program:	Bachelor
Level:	Bachelor
Case Status:	Election
Year of studies:	Year II, semester IV
Number of hours per week:	2+1
Credit value – ECTS:	4
Time / location:	Faculty of Law
Subject teacher:	Prof. Ass. Dr. Dardan Vuniqi
Contact details:	dardan.vuniqi@uni-prizren.com
Course description:	<p>The special part of administrative law includes and analyzes the rules that regulate the way public administration exercises individual situations and especially the way of issuing administrative acts in concrete areas of administration.</p> <p>Also, this subject, analyses, legal institutes and procedural rules, they ensure the legality and objectivity of the work and placement in the public administration and inspire the rationalization and economy of the procedure as well as prevent the arbitrariness of the body that develops the administrative procedure.</p>
Purpose of the course:	<p>Upon successful completion of this course, the student should be able to: Understand and describe the basic principles, 3 legal institutes and procedural rules that ensure the legality and objectivity of work and placement in the public administration and inspire the rationalization and economy of the procedure and prevent the arbitrariness of the body. who conducts the administrative procedure.</p> <p>To know how to describe and analyze the rules that regulate the way of exercising public administration in situata</p>

	<p>individual, especially the way of issuing administrative and legal acts.</p> <p>To be able to interpret the right and the right of the administrative case, namely the issuance of the all-powerful decision (just and legal) in the administrative procedure.</p> <p>To express ideas, critical thoughts about many principles and institutes of administrative law;</p> <p>To know how to apply the legal provisions and the provisions of the law on the procedure in administrative practice, when by deciding concrete administrative issues, it decides the rights, obligations and legal interests of legal entities.</p> <p>Get to know yourself in the future, independently as a professional expert to challenge the challenges that have been presented in the field of administrative law. to the juridical-material and juridical process, in order to make the decision of</p>		
Learning outcomes:	<p>At the end of the semester and after the lectures and exercises, the students will have the ability to:</p> <ul style="list-style-type: none"> • For the application of this knowledge in practice; • For independent work; • To solve practical cases. 		
Student workload (should correspond to the student's learning outcomes)			
Activity	Hour	Day/Week	Total
Lectures	2	15	30
Theoretical/laboratory exercises	1	2	15
Practical work	/	/	/
Contacts with the teacher/consultations	1	2	2
Field exercises	/	/	/
Colloquiums, seminars	6	2	6
Homework	/	/	/



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			100 hours (4 ECTS)
Teaching methodology:	Interactive lectures, group work and engagement students with seminar work.		
Evaluation methodology:	<i>Student evaluation will be done through two colloquiums regular, seminar papers, presentations and exams final.</i>		
Literatura			
Primary literature:	<p>Special Part of Administrative Law, Esat Stavileci, Mirlinda Batalli, Islam Pepaj, Pristina 2017</p> <ol style="list-style-type: none"> 1. Esat Stavileci, Mirlinda Batalli, Sokol Sadushi, Administrative Law - Administrative Organization and Activity, Prishtina, 2012 2. Agur Sokoli, Administrative Procedural Law, Faculty of Law, Prishtina, 2014. 3. B. Pollozhani, E. Stavileci, E. Dobjani, L. Salihu, Administrative Law, Skopje, 2010. 4. Academician Esat Savileci, Introduction to Administrative Sciences, Organization of Texts and Teaching Tools of Kosovo, Pristina, 1997. 5. Dobjani Ermir, Administrative Law 1, Tirana, 2007. 6. Stavileci, Esat: Notions and Principles of Public Administration, Academy of Sciences and Arts of Kosovo, Prishtina, 2005. 7. Sadushi, Sokol: Administrative Law II, Tirana, 2005. 8. Çomo, Jani: Administrative Law of the Republic of Albania, Third Book, Tirana, 1984. 9. Pollozhani Bajram: Salihu Lazim: Administrative Procedure and 		



	<p>Administrative Conflict, Logos-A, Skopje-PristinaTirana, 2004</p> <p>10. Borkovic, Dr. Ivo: Upravno pravo, Narodne Novine, Zagreb, 2002.</p> <p>11. Galevski, Dr. Simeon: Upravno – Procesno pravo, TIHA, Skopje, 1997.</p> <p>12. Schwartz, Bernard: Le droit administratif Americain, Paris, 1952.</p> <p>13. Wade, H. R. W.: Administrative Law, New York, 1988.</p> <p>14. J. C. Ricci: Droit administratif, Paris, 1996.</p> <p>15. V. de Grutner: Allgemeins verwaltungsrecht, Berlin, 1988.</p> <p>16. Gianini, M. S.: Istituzioni di diritto amministrativo, Milan, 1981.</p> <p>17. Handbook for the preparation of the Jurisprudence Exam, Prishtina, 2015.</p>
Additional literature:	<ol style="list-style-type: none">1. Law on the General Administrative Procedure of the Republic of Kosovo, Law No. 05/L -031;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;3. Law on Courts, Official Gazette of the Republic of 4 Kosovo: No. 79, August 2010, - Law No. 03/L-199;4. Law No. 05/L-087 for Misdemeanors, Official Gazette of the Republic of Kosovo, No. 33 / September 8, 2016, Pristina5. Law no. 2004/46 of the Republic of Kosovo on books;6. Law of the Republic of Kosovo no. 02/L-118 on personal names (2007);7. Law no. 2004/46 of the Republic of Kosovo on civil status registers;8. Law no. 03/L099 of the Republic of Kosovo for ID (2008).



	<p>9. Law no. 03/L-126 of the Republic of Kosovo for foreigners;</p> <p>10. Law No. 03/L-034 for the citizenship of Kosovo</p> <p>11. Law No. 03/L-222 of the Republic of Kosovo on Tax Administration and Procedures;</p> <p>12. Law No. 04/L-102 On the amendment and completion of the Law on Tax Administration and Procedures No. 03/L-222</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> <p>16. Law No. 04/L-099 On the Amendment and Supplementation of the Customs and Excise Code No. 03/L-109</p>
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Designed lesson plan:		
Week	Lectures	Exercise
First week:	General reviews of the case, including the relationship between the general part and the special part of administrative law.	The practical part of the lecture.
Second week:	The object and methods of studying the special part of administrative law, as well as its relations with other branches of law and the sources of its study.	The practical part of the lecture.
Third week:	Basic elements and institutes of the special part of administrative law (administrative legal relations, special administrative law, special administrative case procedures.	The practical part of the lecture.
Fourth week:	The concept and elements of the criminal offense; Meaning of administrative offense; The difference between criminal offense and other offences; Offensive regulations; The principle of legality; Norms governing misdemeanors; Types of criminal offenses; The manner, place and time of committing a criminal offense; The subject of the criminal offense; penalties	The practical part of the lecture.



	for misdemeanors and protective measures; Liability of natural and legal persons for misdemeanors; Liability of juvenile offenders; Circumstances excluding tort liability; Those convicted of misdemeanors and prosecuted for misdemeanors; Prescription in criminal offences	
Fifth week:	Understanding of the misdemeanor procedure and its basic principles; Competent authorities for the development of the juvenile procedure; Subject and territorial competences in infringement proceedings;	The practical part of the lecture.
Sixth week:	ADMINISTRATIVE PROCEDURE Concept and types of submissions; Content, form, submission, acceptance and action based on Submissions; Examining the documents of the case and notifying the party about the development of the procedure; Invitations of the administrative body and their content; The obligation to respond to the body's invitations; Minutes in the administrative procedure (its content and types); Review of documents in the development of the administrative process; Sending documents (administrative decisions, letters of credit, etc.); Deadlines in the administrative process and return to the previous state; Expenses of the administrative procedure and exemption from expenses.	The practical part of the lecture.
Seventh week:	ADMINISTRATIVE PROCEDURE. FIRST PHASE The stages of the regular administrative procedure; The start of the administrative process according to official duty; Initiation of the administrative process at the request of the party; Consolidation of issues in one process; Changing the requirements during the administrative process; Withdrawal of the party from the request during the administrative process; Reconciliation of counterparties in the administrative process	The practical part of the lecture.
Eighth week:	Colloquium I	Assistance in Colloquium
Week nine:	Personal status (citizenship, personal name, place of residence, domicile, ability to work), keeping official records, types and procedures of registration. Organization of Tax Administration.	The practical part of the lecture.
Tenth week:	Organization of the Customs Directorate.	Study visit



Eleventh week:	Organization of Judicial Administration.	The practical part of the lecture.
Week twelve:	Organization of the University Administration	The practical part of the lecture.
Thirteenth week:	Special administrative procedures (customs, tax, expropriation, inspectorate, for the realization of health rights...)	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.