



SYLLABUS FORM
ADMINISTRATIVE LAW

Basic data of the subject	
Academic Unit:	University of Prizren "Ukshin Hoti" Faculty of Law
Course title:	Administrative Law
Program:	General Law
Level:	Bachelor
Course status:	Mandatory
Study year:	2 nd
Number of hours per week:	3+2
Credit value – ECTS:	6
Time / location:	Faculty of Law
Lecturer:	Prof.asoc.dr. Kadri Kryeziu
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Course description:	Through this course students will generate knowledge and at the same time analyze basic concepts of administrative law, sources of administrative law, administrative act, types of administrative act, its features, then structure, function and administrative activity of some institutions, as well as control of administrative activity. They will be also informed about the structure and functioning of the state administration in Kosovo.
Course objectives:	This course aims to enable students to acquire theoretical knowledge of administrative law. In particular, students will analyze some of the most important public administration bodies that aim to acquaint students with the basic principles of formation, activity, and the various administrative problems they present in practice. Another important purpose of this course is to acquaint students with the basic principles of the forms of expression of state willpower, focusing particularly on general knowledge of the administrative act.

Learning outcomes:	<p>Upon successful completion of lectures students should be able to:</p> <ul style="list-style-type: none"> • Understand the basic concepts of administrative law. • Understand and recognize the principles of functioning of the administration. • Understand the basic institutions that exercise administrative power. • Understand the particulars of the administrative act. • The knowledge generated by this course materializes in practice. • To acquire knowledge about the state administration in the Republic of Kosovo. 		
Contribution on student load (must correspond with learning outcomes)			
Activity	Hours	week	Total /hours
Lectures	3	15	45 hours
Exercise theoretical/laboratory	2	15	30
Practice work			
Contact with lecturer/consultations	1	15	15
Field exercises			
Mid-terms, seminars	1	1	1
Homework	1	10	10
Individual time spent studying (at the library or home)	1	15	15
Final preparation for the exam	2	15	30
Time spent in evaluation (tests, quiz, final exam)	2	2	4
Projects, presentations, etc.	1	15	15
Total			6 ECTS
Teaching methods	<p>The teaching methodology will consist of lecturing the subject according to the interactive method. In order to better prepare the subject and enable greater interaction in the classroom, it is recommended that students read in advance the materials for the topic which will be discussed in the following class. Students are encouraged to ask questions, comments and suggestions during the lectures as well as to raise discussions that are relevant to the topic of the lecture.</p>		

Evaluation methods	Oral and written evaluation: -Attendance and participation in lectures.....10% -Attendance and participation in exercises.....10% -Practical work and seminars.....10% -Final evaluation.....70% <hr/> Total..... 100%
Literature	
Basic Literature:	1. Kadri Kryeziu, “Administrative Law”, Prizren, 2019. 2. Esat Stavileci & Mirlinda Batalli & Sokol Sadushi, "Administrative Law: Organization and Administrative Activity", Pristina, 2012. 3. Esat Stavileci & Agur Sokoli & Mirlinda Batalli, "Administrative Law: Its Administration, Control, Responsibility and Computerization", Pristina, 2010. 4. Law No. 06 / L-133 on the Organization and Functioning of the State Administration and Independent Agencies 5. Law No. 05 / L-031 on General Administrative Procedure
Additional Literature	1. H.W.R. Wade & C.F. Forsyth, “Administrative Law”, 2014. 2. Sokol Sadushi, "Administrative Law 2, Theory of Administrative Act", Tirana, 2000. 3. Ermir Dobjani, “Administrative Law 1”, Tirana, 2007.
Designed study plan:	
Week	Lectures which will be held
<i>First week:</i>	Sources of constitutional law in the Republic of Kosovo Kosovo Declaration of Independence Content of Kosovo Declaration of Independence Constitution of the Republic of Kosovo Mission and features of the Constitution of the Republic of Kosovo Principles of the Constitution of the Republic of Kosovo

<p><i>Second week:</i></p>	<p>PRESENTATION OF THE CONSTITUTIONS AND THE CONSTITUTIONAL DEVELOPMENT IN THE WORLD</p> <p>The origin and sparks of the Constitution Presentation of the first written constitutions Reasons for the implementation of written constitutions Presentation of constitutions written during the 17th, 18th and 19th centuries Naming of constitutional law Theoretical differences between "State law" and "Constitutional law" based on foreign authors</p>
<p><i>Third week:</i></p>	<p>UNDERSTANDING, OBJECT, METHODS AND RESOURCES OF CONSTITUTIONAL LAW</p> <p>Understanding Constitutional Law The Importance of Constitutional Law Subject of Constitutional Law Constitutional Law Methods Content of Constitutional Law Sources of Constitutional Law Formal sources of Constitutional Law Material sources of Constitutional Law</p>
<p><i>Fourth week:</i></p>	<p>SOURCES OF ADMINISTRATIVE LAW</p> <p>Types of sources of administrative law Formal sources of administrative law Material sources of administrative law</p>
<p><i>Fifth week:</i></p>	<p>THE MEANING OF ADMINISTRATION AND ADMINISTRATIVE ORGANIZATIONS</p> <p>The meanings of the word administration The meaning of state administration Theoretical meaning of state administration Positive - legal meaning of administration The meaning of non-state administration The general notion of administrative organization Basic principles of the organization Division of administrative organizations State and non-state subjects of administration</p>
<p><i>Sixth week:</i></p>	<p>BODIES OF THE STATE ADMINISTRATION AS MAJOR EXERCISES OF THE STATE ADMINISTRATION</p> <p>Understanding state administration bodies</p>

	<p>Basic characteristics of state administration bodies Classification of state administration bodies Principles of organization of state administration bodies</p>
<i>Seventh week:</i>	<p>RELATIONS BETWEEN STATE ADMINISTRATION BODIES</p> <p>Relations between administrative bodies Horizontal character relationships Vertical relations between state administration bodies Relations of the administration with other authorities Relations of the state administration bodies with the legislative body Relations of state administration bodies with the Government Relations of state administration bodies with the Head of State Relations of state administration bodies with the Courts Relationship between the state administration bodies and the Public Prosecutor's Office</p>
<i>Eighth week:</i>	<p>ORGANIZATION OF THE STATE ADMINISTRATION IN KOSOVO AFTER THE DECLARATION OF INDEPENDENCE</p> <p>Legal regulation of the scope and organization of state administration bodies Bodies that exercise the functions of the state administration Senior state administration authorities State administration institutions and bodies Other executive bodies provided for by the Constitution and the Law Principles and criteria for the internal organization and systematization of state administration bodies Procedure of state administration bodies in relation to citizens Exercise control and oversight of the work of the state administration</p>
<i>Ninth week:</i>	<p>PUBLIC SERVICES AND PUBLIC AUTHORIZATIONS</p> <p>Legal theory views on the meaning of public services The essential elements of the definition of public services Material (functional) and formal (organizational) notion of public service</p>

	<p>Basic principles of public services Classification of public services Characteristics of public services Understanding public authorizations Subjects entrusted with public authorization Principles applicable to the exercise of public authority work The rights and obligations of organizations in exercising public authority</p>
<i>Tenth week:</i>	<p>FUNCTIONING OF PUBLIC ADMINISTRATION AND WORKS OF STATE ADMINISTRATION BODIES</p> <p>The notion of state functions Understanding administrative activity Content of the administrative function (activity) Principles of administration work Understanding the affairs of state administration bodies General division of affairs of state administration bodies Forms of work, respectively functions of state administration bodies Exercise normative activity and administrative oversight Exercising professional work for the Assembly and Government Repressive activity in the misdemeanor procedure</p>
<i>Eleventh week:</i>	<p>ADMINISTRATIVE LEGAL RELATIONSHIP</p> <p>Understanding the administrative legal relationship Elements of administrative legal relationship The administrative legal relationship that is created when deciding administrative matters Subjects of administrative legal relationship Ways of establishing an administrative legal relationship Conditions for establishing an administrative legal relationship How to resolve disputes Termination of the administrative legal relationship The difference between administrative legal relations and civil relations</p>
<i>Twelfth week:</i>	<p>UNDERSTANDING, FEATURES AND CLASSIFICATION OF ADMINISTRATIVE ACT</p> <p>The notion of administrative act Legal definition of administrative act Initiative for issuance of administrative act</p>

	<p>Essential features of administrative act Classification of administrative acts Elimination of wrongful legal acts The difference between administrative acts and other acts of administration Distinguishing administrative act from judicial decision Content of the administrative act Administrative contract</p>
Thirteenth week:	<p>CONTROL OF THE ADMINISTRATION WORK AND ITS POLITICAL RESPONSIBILITY</p> <p>Overall over control The notion of control Purpose of control Types of control Control over the administration Administration control subjects Object of administration control Control authorizations Types and forms of administration control Political responsibility of the administration</p>
Fourteenth week:	<p>SITUATION OF PUBLIC ADMINISTRATION AND THE NEEDS OF CITIZENS</p> <p>Knowledge of the situation in public administration Problems and challenges facing the public administration Information Technology Evolution ("IT") The process of reforming the public administration Understanding computerized public administration The process of computerization of public administration Dimensions of computerized administration Computerization and employment Information Technology (IT) and corruption Computerization of tax administration Reforming Public Administration in Kosovo</p>
Fifteenth week:	Preparation for exam

The academic policy and student's complaisance:	
<p>Students are required to:</p> <ul style="list-style-type: none"> • The student should respect the schedule of lectures, exercises and also be attentive to the class. • To comply all educational rules. • Plagiarism and similar fraudulent phenomena will be punished under applicable legal acts. 	

