



University of Prizren – “Ukshin HOTI”  
**Faculty of Law**

<b>TEACHING PROGRAM - SYLLABUS</b>							
<b>Level of Studies</b>		<b>Bachelor</b>	<b>Program</b>	<b>Law</b>	<b>Academic Year</b>	<b>2018/19</b>	
<b>Subject</b>		<b>Administrative procedure law</b>					
<b>Year</b>	III	<b>Status of Subject</b>	<b>Obligatory</b>	<b>Code</b>		<b>ECTS credi</b>	<b>7</b>
<b>Semester</b>	V						
<b>Teaching week</b>		15		Teaching hours 45		Lecture	Exercise
						3	2
<b>Teaching Methodology</b>		<p>During the lecturing of this subject will be used modern methods of teaching, in a special focus will be the the student’s. The lecture will be presentet by interactive method.</p> <p>In order to prepare the best learning, preparing of this subject and the better chance of interaction in the clasrum, it is <i>strongly</i> recomanded for students to read material before the lecture for the topic wich will be lectured in the next hour.</p> <p>Students are encaugared to asked questions, comments and suggestoins during lectures and increase points of discusion</p>					
<b>Consultation</b>		According the hours					
<b>Professor</b>		<b>Prof.ass. dr. Halim Bajraktari</b>		e-mail		<a href="mailto:Fejza_55@hotmail.com">Fejza_55@hotmail.com</a>	
				Tel.			
<b>Asistant</b>				e-mail			
				Tel.			

<b>Subject Study Objectives:</b>	<b>discusen</b>
<p>The course aims to provide the students with the necessary knowledge about international public order of human rights, the legal framework for the protection of human rights, and the mechanisms for the protection of these rights in general and regarding these rights in Kosovo in particular, including a critical analysis of the institutional and implementation structure, which presents an essential interest for the subject. The purpose of this course is to make an analysis of the review of legal provisions; practical practice provided the measures to be taken with respect to human rights violations, both in local, regional and</p>	<p>Question</p>

international human rights systems. Also, the constitution and laws of the human rights protection system in Kosovo will be conditioned. Ultimately, this course aims to provide basic knowledge about the individual's rights, institutional structure of the international, regional and local system of the human rights protection, analyzing and studying practical cases for the protection of human rights.	
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<b>The methodology for the implementation of teaching topics:</b>			
Lectures, <i>Exercises</i> , interactive access, consultations.			
<b>Conditions for the implementation of teaching topic:</b>			
Academic literature, using its methods. të TI.			
<b>The way of assessing student ( in%)</b>			
The exam is successful if the student achieves 51% of the highest results (100).	<b>Assessment in %</b>	<b>The final grade</b>	
	91-100	Exceptional knowledge (10)	
Each student have to submit the exam.	81-90	Excellent (9)	
	71-80	Very Good (8)	
Participation and activity in the class will be count 10% of (100).	61-70	Good (7)	
	51-60	Insufficient (6)	
	0-50	Fail (5)	
<b>Obligations of student:</b>			
<b>Lectures:</b> To be present in interactive way for discussed topics.		<b>Exercises:</b> To be present in interactive way for discussed topics.	
<b>Student workload for the course</b>			
<b>Activity</b>	<b>Hours</b>	<b>Daw/Week</b>	<b>Total:</b>
Lecture	3	15	45
Exercise	2	15	30
Practice work			
Contact with the lecturer/Consultations	0.5	15 week	7.5 hours
Field exercises			

Seminars-Presentations	0.5	15 week	7.5 hours
Homework			
Self-Study time	3	15 week	30
Final preparation for the exam	3	15 week	30
Time spent of assesment (test, quizzes and final exam)			
Projects, presentations...etc.			
<b>Remark:</b>		<b>Total workload:</b>	175

Week	Lecture	Lecture	Lecture
1.	<b>Topic</b>	<b>classes</b>	<b>Topic</b>
			<b>Classes</b>
	PRESENTATION OF THE PLAN, GENERAL REVIEW ON THE RIGHT OF ADMINISTRATIVE PROCEDURE - notie prepared by the subject lecturer.	2	Questions and discussion
			1
2.	COPYING, IMPORTANCE AND DEVELOPMENT OF ADMINISTRATIVE PROCEDURE: Through these lectures, the student entered the main problems and gained an insight into the aims and tasks of this scientific discipline. The notion of the procedure; Administrative, Types of Administrative Procedure and Mutual Reports, Reports of Administrative Proceedings with Other Procedures. Content and scope of application of the law of general administrative procedure. The notion of an administrative matter.	2	Questions and discussion
			1
3.	THE COPY AND LEGAL IMPORTANCE OF BASIC UNDERSTANDING The Principle of Legality, the Principle of the Protection of the Rights of the Parties and the Public Interest, The Principle of Effectiveness, The Principle of Material Truth, The Principle of Hearing of the Parties, The Principle of Independence of the	2	Questions for discussions, interactivity
			1

	<p>Body in Decisions in Administrative Proceedings, Evidence, Principle of Power of Judgment Principle of Provision of Legal Aid Principle of the right of appeal The principle of economization in the procedure. The Principle of Using the Language of the Party in the Procedure.</p>			
4.	<p>COMPETENCE AND LEGAL ASSISTANCE IN THE ADMINISTRATIVE PROCEDURE</p> <p>Concept, Relevance and Types of Competence, Subject matter, Territorial, Functional and Supposed Competence, Spatial Limitation of Competence, Delegation and Acquiring Competence, Conflict of Competence (Positive and Negative), and Its Solution, Legal Aid in Administrative Procedure , Official person authorized to conduct administrative proceedings, Exemption of official person.</p>	2	Questions for discussions, interactivity, examples.	1
5.	<p>ITS PART AND ITS REPRESENTATION IN THE ADMINISTRATIVE PROCEDURE</p> <p>The notion of the party in the administrative procedure; General and specific qualities of the party; Legal capacity of the party; Legality of the party; Representation of the party and types of representation; The party's professional assistant in the administrative procedure</p>	2	Questions for discussions, interactivity, examples.	1
6.	<p>ADMINISTRATIVE PROCEDURE</p> <p>The notion and types of submissions; Content, form, submission, acceptance and action based on the submissions; Review of case files and notification of the party on the conduct of the procedure; Invitations of the administrative body and their content; Obligation to respond to</p>	2	Questions for discussions, interactivity, examples.	1

	the invitations of the body; Minutes in 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 situation; Costs of administrative procedure and release from costs			
7.	ADMINISTRATIVE PROCEDURE. AT THE FIRST STAGE Stages of regular administrative procedure; Initiate the administrative process ex officio; Initiate the administrative process at the request of the party; Merging issues into a process; Changing requests during the administrative process; Withdrawal of the party from the request during the administrative process; Reconciliation of counter parties in the administrative process.	2	Questions for discussions, interactivity, examples.	1
8.	Practical work (Presentation of seminars, debates, etc.)	2	Questions for discussion, interactivity	1
9.	<b>DEVELOPMENT OF PROCEDURE TO ESTABLISH THE ADMINISTRATIVE DECISION IN THE FIRST SCALE</b> The place and role of the examination procedure in the administrative procedure; Short review procedure; Special screening procedure; Preliminary issue; Meaning and significance of verbal hearings; Optional and compulsory assignment of the verbal hearing; Prepare a verbal <b>hearing</b>	2	Questions for discussion, interactivity	1

10.	<p>- DECISIONS AND CONCLUSIONS IN THE ADMINISTRATIVE PROCEDURE</p> <p>The notion of the decision in general; Types of decisions; Issuance of the decision in the administrative procedure; Bodies that issue decisions in administrative procedure; Form and constituent parts of the decision; Classification of decisions (decisions) in the administrative procedure; Deadlines for issuing decisions and silence of administration; Correction of decisions in the decision; Conclusion in the administrative procedure</p>	2	<p>Questions of discussions</p>	1
11.	<p>- LEGAL MEASURES IN THE ADMINISTRATIVE PROCEDURE</p> <p>On remedies in general; Regular legal remedies; Complaint as a regular legal remedy and the deadline for appeal; The work of the first instance body regarding the complaint; Placement of the second instance body on the appeal; Extraordinary remedies; The legal consequences of the annulment and annulment of the administrative decision</p>	2	<p>Questions for discussions, interactivity, examples.</p>	1
12.	<p>EXECUTION OF THE ADMINISTRATIVE DECISION AND CONFLICT</p> <p>The notion of enforceable administrative act; Types of execution and competent enforcement authorities; Procedure and manner of execution of administrative decisions; Termination and postponement of execution; Execution with purpose of insurance; Temporary conclusion for ensuring the execution of the decision</p>	2	<p>Interactivity</p>	1

13.	<p>- CONTEST ADMINISTRATIVE</p> <p>The notion and purpose of the administrative dispute; Types of administrative dispute; The object and the competent bodies for resolving the administrative dispute; Establishment of administrative conflict and remedy (administrative lawsuit); Parties to the administrative dispute; The lawsuit and the effects of the decision; Administrative; Procedure by lawsuit; Administrative dispute in case of silence of administration; Remedies in the administrative dispute; The mandatory character of the verdict</p>	2	Questions for discussions, interactivity, examples.	1
14.	<p>Administrative Offense Procedure Understanding and Basic Principles of the Contraceptive Procedure; Bodies and competencies for the conduct of a misdemeanor procedure; Parties to the Contested Procedure; Actions in Counterclaim Procedure; Remedies in the offense proceedings; Short Negligent Procedure; Execution of decisions in the opposing procedure.</p> <p>- Make-up prepared by the subject lecturer.</p>	2	Questions and discussions	

<p><b>Literature</b></p> <p><b>Basic Literature:</b></p> <ul style="list-style-type: none"> <li>- Agur Sokoli: E drejta procedurale administrative, Prishtinë ,2014.</li> <li>- Bajram Pollozhani, Emir Dobjani, Esat Stavileci, Lazim Salihu: E drejta administrative, Tetovë, 2010.</li> <li>- Esat Stavileci, Agur Sokoli, Mirlinda Batalli: E drejta administrative:, Prishtinë 2010.</li> <li>- Esat Stavileci: Hyrje në shkencat administrative, Prishtinë, 1997.</li> <li>- Ligji Nr. 03/L-202 për konfliktet administrative</li> <li>- Ligji Nr. 02/L-28 për procedurën administrative</li> <li>- Prof.Ass.Dr.Fejzulla BERISHA,E drejta administrative,UNHZ-Peje, 2013</li> </ul> <p>Recomanded Constitutional of Kosovo</p>
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Procedure administrativ law  
Konflikt administrative law

**Remark:**

Students are encouraged by the opportunities to use other literature.

**Remark for the Student:**

Students have to respect the rules of professional academic ethics, such as: silence in the class, switching off the phones, coming in the class on time, etc. Every violation according to these rules will be punished. Copy and other deceptive phenomena will be punished according to the applicable rules. The student should participate in exercises and to reflect alert and knowledge for initiatives, ideas and demonstration of learned knowledge in lectures and to use all opportunities for getting knowledge.

Communication with students will be mainly through e-mails and posting on University objects and personally during the consultations.