SYLLABUS

1. Course title:

ADMINISTRATIVE LAW

2. Code:

3. Cycle of study:

1

4. ECTS credits:

6

5. Type of course:

(●) Mandatory ( ) Elective

6. Prerequisites:

None

7. Class restrictions:

None

8. Duration / semester:

1 7

9. Weekly contact hours:

9.1. Lectures: 3

9.2. Seminars: 2

9.3. Laboratory/Practice classes: 0

10. Faculty:

Faculty of Law

11. Department/study program:

General course - Law

12. Lecturer:

Faruk Sinanović, pHD

13. Lecturer's e-mail:

14. Web site:

www.untz.ba

15. Course aims:

- To familiarize students with basic concepts and institutes of administrative law and the basic organizational forms of management;
- Introducing all aspects of administrative-law relations;
- Develop creative skills and mastery of methods, procedures and processes of research and application of the principles, concepts and institutes in the field of administrative law;

16. Learning outcomes:

- Upon successful completion of learning activities and commitments is expected that students will be able to:
- Make valid analysis of legal sources in the field of administrative law;
- Identify problems related to normative regulation of general administrative law institutes, and offer appropriate solutions to the practical application of legal norms;
- Identify ways of organizing administration in BiH, as well as the competence of the administrative bodies;
- Distinguish between the concepts of public and state administration;
- Identify the key features of administrative-legal relations;
- Determine the essence of administrative law in regard of persons (citizenship) and things (expropriation).

17. Course content:

1. Administrative law as a branch of law and as a system of social control
2. Sources of administrative law
3. Positive-legal concept of administration
4. State and public administration
5. The Governing-law relation
- term, subjects, characteristics, termination
6. Basic functions of administrative activities
- administrative tasks and tasks of the civil administration;
- solving in individual administrative matters;
- concept and basic features of the individual administrative decisions;
- the content elements of the administrative act;
- the legal effect of administrative act;
- termination of the administrative act;
- material acts of administration;

The importance of administrative acts for the security of the legal order
- legality, finality, enforceability

8. Personal status of citizens

18. Learning methods:

The most significant learning methods in the course are:
- Lectures using multimedia means, and active learning techniques with the active participation and discussion of students;
- Auditory exercises;
- Preparation and presentation of group and individual seminar papers;
- Case study.

19. Assessment methods:

In the sixth and fifteenth week of semester students are writing colloquias containing 10 questions and covering topics which had been previously worked on lectures and exercises. The tests consist of questions that are answered on the principle of rounding off the correct answer, supplementing the missing piece of text or short essay questions that require answers based on the principle specify or explain. Each correct answer is scored with 2 points, so a student at a colloquium can win a maximum of 20 points. The minimum number of points that can be won in a colloquium is 11. Points that were achieved at the colloquium are added and enter the total number of points scored in the framework of the pre-exam. In addition to scoring the colloquium as part of pre-exam with 10 points is scored and activity of students. For regular attendance during the semester a student can achieve 10 points. The final exam is in speaking form and carries a maximum of 40 points. The minimum number of points a student can achieve at the final exam is 22. Final finishing mark is formed by adding the points scored within the pre-exam and the number of points scored in the final exam.
In order for the student to pass the subject he/she must achieve a minimum of 54 cumulative points.

20. Assessment components:

Rating exam is based on the total number of points that a student earned by completing pre-exam requirements and exams, according to the quality of the acquired knowledge and skills, and contains a maximum of 100 points, and is determined according to the following scale:

Attendance at class 10
I Colloquium 20 II Colloquium 20
Activity 10 points
Pre-exam obligations 60 points
Final exam 40 points

21. Required reading list:

Dedić, S., Upravno pravo Bosne i Hercegivine, Magistrat, Sarajevo-Bihać, 2001.
Kamarić, M., Festić I., Upravno pravo, Sarajevo, 2004.
Đelmo Z., Upravno pravo i evropsko upravno pravo, Sarajevo, 2007.
Zakon o upravi BiH;
Entitetski zakoni o upravi.

22. Web sources:

23. Applicable starting from the academic year:

2016/17

24. Adopted in the Faculty/Academy session: