

## SYLLABUS

**1. Course title:**

ADMINISTRATIVE PROCEDURE LAW

**2. Code:****3. Cycle of study:****4. ECTS credits:****5. Type of course:** Mandatory  Elective**6. Prerequisites:**

None

**7. Class restrictions:**

None

**8. Duration / semester:****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:**

- Adoption of scientific knowledge, academic skills and practical skills in the interpretation and application of legislation in the field of administrative law;
- 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;
- To familiarize students with the rules of administrative procedure in order to proper application of substantive regulations governing certain segments of society, as a necessary precondition of exercising the rights.

**16. Learning outcomes:**

Upon successful completion of learning activities and commitments is expected that students will:

- Be able to properly analyze legal sources in the field of administrative law;
- Be able to identify problems related to normative regulation of general administrative procedure law institutes, and offer appropriate solutions to the practical application of legal norms;
- Know how to process the administrative procedure and be aware of commitment to respect deadlines in the procedure;
- Be able to self-assemble solutions in administrative proceedings;
- Be able to independently draw up a complaint and get a knowledge about extraordinary legal remedies as well as the reasons for the investment;

**17. Course content:**

1. The concept, types and sources of administrative procedural law;
- 2 Concept and principles of administrative procedure;
3. Jurisdiction;
4. Participants in the administrative procedure;
5. Communication between the authorities and parties;
  - submissions;
  - delivering submissions;
6. First instance procedures;
  - administrative claims;
  - proceedings until a decision (short, this special test procedure);
  - making decisions;
7. The appeal proceedings;
8. Administrative enforcement procedure;
9. Extraordinary legal remedies;
10. Administrative-judicial control of administrative acts - administrative dispute.

**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 taking 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 with 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 also an 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 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:

Presence in class 10 points

I Colloquium 20 II Colloquium 20

Activity 10 points

Pre-exam obligations 60 points

Final exam 40 points

**21. Required reading list:**

1. Đelmo, Z. Upravno procesno pravo, Sarajevo, 2008.
2. Krijan, P., Komentar Zakona o upravnom postupku FBiH, Sarajevo, 1999.
3. Dedić, S., Upravno procesno pravo, Magistrat, Sarajevo-Bihać, 2001.
4. Zakon o upravnom postupku BiH.

**22. Web sources:****23. Applicable starting from the academic year:**

2016/17

**24. Adopted in the Faculty/Academy session:**