

SYLLABUS

1. Course title:

Administrative systems

2. Code:

(max. 20 characters)

3. Cycle of study:

1

4. ECTS credits:

2

5. Type of course: Mandatory Elective**6. Prerequisites:**

None

7. Class restrictions:

None

8. Duration / semester:

1

8

9. Weekly contact hours:

9.1. Lectures:

2

9.2. Seminars:

0

9.3. Laboratory/Practice classes:

0

10. Faculty:

Faculty of Law

11. Department/study program:

GENERAL COURSE-LAW

12. Lecturer:

Associate professor Zenaid Đelmo, PhD

13. Lecturer's e-mail:

zdelmo@fkn.bih.ba

14. Web site:

www.pf.untz.ba

15. Course aims:

Adoption of scientific knowledge, academic skills and practical skills in the interpretation and application of legal regulations in the field of special institutes of administrative law;
Developing creative abilities as well as mastering the methods, procedures and processes of research and application of knowledge about the science of administration in order to understand the organization and functioning of public administration bodies in the system of social regulation.

16. Learning outcomes:

After the successful completion of teaching activities and obligations, students are expected to be able to:

- Make a valid analysis of legal regulations on the organization of the administrative body;
- Identify issues related to the organization and functioning of public administration, especially in the context of public administration reform;
- Expand the knowledge about the importance of administration in democratic consolidation, and to understand the importance of modern administration for development of the transitional BiH society.

17. Course content:

1. Introduction to administrative science
2. System concept - Administrative systems
3. The role of administration in society and the political system
4. The phenomenon of bureaucracy in administration, a value element of administrative organizations
5. Forms and resources of political control of the administration
6. Relation between citizens and administration - Civil servant ethics
7. Territorial Administration Systems: Structure and Organization of State Administration in BiH
8. Public services - functional administrative systems
9. Associative administrative systems
10. Public Administration Reform in Bosnia and Herzegovina - content, challenges and perspectives

18. Learning methods:

The most significant learning methods on the subject are:

- Lectures with the use of multimedia, active learning techniques and active participation of student in discussions;
- Preparation and presentation of group and individual seminar papers.

19. Assessment methods:

After half a semester, students take a written test (the first colloquium) with previously treated topics from lectures. The test is consisted of questions of different character and weight, for example: questions for simply recall, supplement principle, round up correct answer, specify some terms or short essay questions and questions that require the application of acquired theoretical knowledge to the simulated legal situation. Each correct answer counts a certain number of points, depending on character, so the student at the first colloquium can achieve a maximum of 50 points. As part of pre-exam obligations, students are obliged to develop individual or group seminar work that will cover certain topics from the contents of the course. The seminar paper is submitted in written form to the subject teacher for review and evaluation, and then it is presented in speaking form. All students of the group participate in the preparation and presentation of group seminar work, whose participation is valorized individually. For a done and presented seminar work, a student can achieve from 0 to 20 points. Also, for continuous attendance and activity during lectures during the whole semester students can achieve from 0 to 10 points.

The final exam is in speaking form. The right to take the final exam have students who have reached a minimum of 26 points at the colloquium.

At the verbal exam, the student responds to 2 questions extracted from the course curriculum. Verbal exam can be passed if the student answers both questions. The maximum number of points a student can achieve at verbal exam is 20.

Students who didn't pass the colloquium have the opportunity to take the same exam in a corrective and additional correction exam, including the subject from the final exam. The correctional and additional correctional exam will thus be held in combination of written and verbal form according to the previously explained principle.

Checks of all forms of knowledge are recognized as cumulative exams if the achieved result is positive after each individual examination and if student achieve at least 51% of the total anticipated and / or required knowledge and skills.

In order for the student to pass the course, he/she must achieve a minimum of 54 cumulative points, of which at least 11 points are in the verbal (ie final, or corrective or additional correctional) exam.

20. Assessment components:

Rating grade is based on the total number of points that a student has acquired by fulfilling pre-exam obligations and taking the exam, and according to the quality of the acquired knowledge and skills, it contains a maximum of 100 points and is determined according to the following scale:

Student's obligations	Points
Presence in lectures	6
Student Activity	4
Seminar paper	20
Colloquium (test)	50
Total pre-exam obligations	80
Final exam	20

21. Required reading list:

Pusić, E. (2002) Nauka o upravi. Zagreb, Školska knjiga.

22. Web sources:

(max. 687 characters)

23. Applicable starting from the academic year:

2016/2017

24. Adopted in the Faculty/Academy session:

(max. 10 char.)