

SYLLABUS

1. Course title:

The Civil Service Law

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

7

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 Faruk Sinanović, PhD

13. Lecturer's e-mail:

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 civil service systems;
- Acquiring knowledge about the basic issues of functioning of the civil service systems;
- Developing knowledge about the fundamental principles of the European Administrative Space;
- Indication of the importance of Bosnia and Herzegovina inclusion in the European Administrative Space;
- Introducing students to the standards of civil service systems in the member states of the European Union;
- Developing scientific knowledge about the foundations of civil service system in Bosnia and Herzegovina, with special emphasis on the reform of the civil service system.

16. Learning outcomes:

- After successful completion of teaching activities and obligations, students are expected to:
- Understand the concept of the civil service system, and master it's key terms;
 - Know the basic standards of the development of the European Union civil service systems (establishing the principles of legality, legal security and accountability, impartiality in the work and integrity of civil servants, professionalism and stability in the work of civil servants, etc.);
 - Be able to recognize the need to develop European administrative principles and the need to involve Bosnia and Herzegovina in the European administrative space.

17. Course content:

1. Basic questions about functioning of the civil service systems
 - 1.1. The concept and the role of the civil service systems
 - 1.2. The basic elements of the civil service systems
 - 1.2.1. Personnel planning
 - 1.2.2. Employment of civil servants
 - 1.2.3. Advancement of civil servants
 - 1.2.4. Evaluation of civil servants
 - 1.2.5. Payment system
 - 1.3. Types of employee systems
 - 1.3.1. Career system
 - 1.3.2. Job system
2. European Administrative Space and Principles of the European Administrative Space
3. Development of European Union civil service systems

18. Learning methods:

Teaching will be conducted through lectures with the use of multimedia and with the active participation of students in the discussions related to the subject matter.

19. Assessment methods:

In the sixth and seventh week students are writing a colloquium containing 10 questions and covering topics that were previously discussed in lectures and exercises. The tests consist of questions that are answered according to the principle of rounding off the correct answer, complementing the missing text or short essay questions that require answers by principle: specify or explain. Each correct answer is awarded with 2 points, so a student in one colloquium can score a maximum of 20 points. The minimum number of points that can be scored at the colloquium is 11. The points from the colloquium are summed up and entered into total number of points won in the framework of pre-examination obligations. In addition to scoring the points, as part of the pre-exam obligations, with 10 points student activity is also scored. For regular attendance during the semester students can achieve 10 points. The final exam is in speaking form and holds a maximum of 40 points. The minimum number of points that the student can achieve at the final exam is 22. The final grade is formed by adding points earned in the framework of pre-examination obligations and the number of points earned at the final exam.

A student must score a minimum of 54 cumulative points in order to pass the course.

20. Assessment components:

Rating exam is based on the total number of points that a student has acquired by fulfilling pre-examination 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:

Attendance	10 points
I colloquium	20 points
II colloquium	20 points
Activity	10 points
Pre-exam obligations	60 points
Final exam	40 points

21. Required reading list:

1. Z. Vukašinović-Radojičić, Evropski službenički sistemi, 2013.
2. S. Dedić, J. Gradašćević-Sijerčić, Radno pravo, Magistrat, Sarajevo, 2005.
3. F.Cardona, Civil Service for the European Administrative Space, OECD, Paris, 1998.

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.)