

Course Name : E Drejtë Administrative I							
Course Code	Course Type	Regular Semester	Lecture (hours/week)	Seminar (hours/week)	Lab. (hours/week)	Credits	ECTS
LAW 211	N/A	Fall	3.00	1.00	0.00	3.50	6.00
Lecturer		Besa Ombashi, PhD					
Assistant							
Course language		Albanian					
Course level		Program i Integruar					
Description		The course "Administrative Law" studies the manner of organization and basic rules of functioning of the state administration during the decision-making process and review of administrative proceedings. This course studies the basic elements of this proceeding by giving detailed concepts on the manner of action, collegial organization, quorum during the review and decision making, how to complete the proceeding, etc. Also a special place in the study of this case occupies the research of some of the main bodies of public administration, which perform the main state functions of internal and external control.					
Objectives		Introduction to the basic notions of administrative law. Introduction to the basic bodies and institutions of the Albanian state. Training of employees of the practice in judicial bodies. Training of employees of the Albanian state/public administration ... etc. After completing the indexing of the planned literature, after rereading the index cards with collected thoughts, where legal concepts are found as keywords, we begin with underlining and notes, then we make the systematization in accordance with the planning made earlier. Each writing from "Administrative Law" will consist of an introduction, development and conclusions. The three parts are connected in a natural way, because the discourse must be connected. This is how the paragraph is formed, which is most often connected to others, forming the unit called the text, always in the legal-administrative style. Whether a paragraph, article, text or an entire book must have cohesion and coherence, which are related to both grammatical and logical organization.					
Core Concepts		1. Familiarity with the basic notions of administrative law 2. Familiarity with the basic bodies and institutions of the Albanian state 3. training of interns in judicial bodies 4. training of employees of the Albanian state / public administration ... etc. After finishing the planning of the planned literature, after re-reading the files with vivid thoughts, where the legal concepts are found as keywords, it starts with the underlining and notes, then we do the systematization in accordance with the planning done earlier. Each article from "Administrative Law" will consist of introduction, development and conclusions. All three parts are connected naturally because the discourse has to be connected. Thus the paragraph is formed, which is most often related to others, forming the unit called text, always in the legal-administrative style. Whether the whole paragraph, article, text or book should have cohesion and coherence, related to both grammatical and logical organization.					
Course Outline							
Week	Topic						
1	Introduction to administrative law and the meaning of public administration Administrative law - a branch of public law. Definition of the notion of administration and other most important notions of administrative law through the texts of Albanian legislation. Dobjani, Ermir. (2016) Administrative Law, Tirana: 13-31.						
2	Object, resources, norms of administrative law. Understanding the legal-administrative relationship. Dobjani, Ermir. (2016) Administrative Law, Tirana: 32-58.						

3	Public administration in R.SH. Basic concepts of administrative bodies Understanding of public body and the notion of public service. Characteristics of the public body, similarities with the legislative and judicial power. Types of state / public administration bodies. Dobjani, Ermir. (2016) Administrative Law, Tirana: 177-183.
4	Characteristics of the public body, similarities with the legislative and judicial power. Types of state / public administration bodies. Dobjani, Ermir. (2016) Administrative Law, Tirana: 184-205.
5	General principles of functioning of Public Administration. Legality, equality, discretion, proportionality, etc. Understanding and importance of the principles of administrative law. General understanding and importance of principles. Is there a division into substantive laws and procedural laws and consequently into substantive principles and procedural principles? Dobjani, Ermir. (2016) Administrative Law, Tirana: 59-65.
6	Understanding and importance of the principles of administrative law. General understanding and importance of principles. Is there a division into substantive laws and procedural laws and consequently into substantive principles and procedural principles? Dobjani, Ermir. (2016) Administrative Law, Tirana: 211-216.
7	Basic principles of State Administration. Ethics and impartiality in public administration On the principles of administrative law. The main principles of administrative law. From the principle of legality to the principle of control. Dobjani, Ermir. (2016) Administrative Law, Tirana: 66-122.
8	Semifinal exam
9	The principle of proportionality. From the principle of legality to the principle of control. Dobjani, Ermir. (2016) Administrative Law, Tirana: 123-165.
10	The right to information and consultation. Personal information and confidentiality Understanding the legal-administrative situation of man and its elements. From the legal-administrative capacity and from the capacity to act in the field of state / public administration. Dobjani, Ermir. (2016) Administrative Law, Tirana: 347-356.
11	Legal-administrative situation of Albanian citizens. Legal status and rights and obligations. Dobjani, Ermir. (2016) Administrative Law, Tirana: 347-356.
12	State Administration; central government bodies as well as independent bodies Understanding of public body and the notion of public service. President of the Republic. State administration under the responsibility of the Council of Ministers. The Prime Minister and the Prime Ministry. Dobjani, Ermir. (2016) Administrative Law, Tirana: 177-256.
13	Government. Institutions dependent on ministries. Autonomous agencies. Dobjani, Ermir. (2016) Administrative Law, Tirana: 257-294.
14	Local government bodies and administrative control bodies: their legal status. Armed forces. Public entities. Dobjani, Ermir. (2016) Administrative Law, Tirana: 288-304.
15	Brief history of local government. System of units and administrative bodies of the local system in Albania. Local self-government. Bodies of the Armed Forces as bodies of state / public administration. Bodies of the Public Entity. Dobjani, Ermir. (2016) Administrative Law, Tirana: 305-324.
16	Final Exam

Prerequisites	The student must attend the course at a minimum rate of 75%.
Literature	• Floqi, Kristo. (1923) Administrata ose E drejta sundimore, Shtypshkronja "Vlora". • Dobjani, Ermir. (2016) E drejta administrative, Tiranë. • Omari, Luan. (2004) Parime dhe institucione të Së drejtës publike, Tiranë. • Stavileci, Esat. (1981) E drejta administrative, Prishtinë. • Stavileci, Esat. (2010) Fjalor shpjegues i termave administrative, Prishtinë. • Cani (Methasani) & Eralda; Faskaj, Alma. (2010) Çështje të Së drejtës administrative në vështrim krahasues. AECID, Tiranë. • Cikël leksionesh hartuar duke u bazuar si në literaturën e detyrueshme, ashtu edhe në atë të këshillueshme, duke sjellë një përmbledhje edhe të koncepteve themelore të lëndës).
References	• Vajs, A & Kondiq, L. (1984) Historia e përgjithshme e shtetit dhe e së drejtës, Prishtinë.
Course Outcome	
1	After 1990, the need arose to redefine the terms of this subject, but the notions of state administration, public administration, and public administration needed to be specified and clarified.
2	Following the process, the notions of public body, public authority, public servant, and public entity also had to be reorganized.
3	Special attention will be paid to understanding the ways in which the administration carries out its public service activities.
4	To clarify the difference between public and private management. While public management provides for the subordination of the administration to public law, the opposite occurs with private management.

Course Evaluation			
In-term Studies	Quantity	Percentage	
Midterms	1	40	
Quizzes	0	0	
Projects	0	0	
Term Projects	0	0	
Laboratory	0	0	
Class Participation	1	10	
Total in-term evaluation percent			50
Final exam percent			50
Total			100
ECTS Workload (Based on Student Workload)			
Activities	Quantity	Duration (hours)	Total (hours)
Course duration (Including the exam week: 16x Total hours of the course)	16	4	64
Study hours outside the classroom (Preparation, Practice, etc.)	14	4	56
Duties	0	0	0
Midterms	1	8	8
Final Exam	1	10	10
Other	1	12	12
Total Work Load			150
Total Work Load / 25 (hours)			6.00
ECTS			6.00