

Прилог 3.				
1.	Title of the teaching subject	ADMINISTRATIVE LAW		
2.	Cod			
3.	Study program	Criminalist		
4.	Organizer of the study program (unit, institute, department, section)	Faculty of Security – Skopje, Department for Social, Legal and Political Sciences.		
5.	Degree (first, second, third)	First		
6.	Academic year/semester	Second year; Forth semester		
7.	Number of ECTS ‘ credits	7		
8.	Teacher	Associate Professor Iskra Akimovska Maletic, PhD		
9.	Preconditions for entering the course program	Introduction to Law and Constitutional law		
10.	Aims of the course program (competencies)	Acquisition of general knowledge of administrative law, administrative and misdemeanor proceedings and administrative disputes, and knowledge of the specific area of internal affairs and police		
11.	Content of the course program	Introduction to Administrative Law ; Basic principles of management; Local Government; Organization of administration; Public services; Responsibility of administration; Staff in administration; Activities of administrative bodies; Administrative acts; Types of control and supervision; Administrative procedure; Administrative dispute; Relations between citizens and the state administration; Misdemeanor procedure; Internal affairs- field of public administration; police; crossing the border and movement in border areas; foreigners; asylum; public gathering.		
12.	Methods of learning	Lectures, exercises, preparation of paper, presentations by students, case analysis.		
13.	Total time engaged	125		
14.	Distribution of time	4 (lectures) + 2 (exercises) Independent assignments (writing of paper, preparation for the exam, self-study and similar)		
15.	Teaching activities	15.1	Lecturers – Theory	25 часови
		15.2	Exercise (laboratory, auditoria), seminars, team working	10 часови
16.	Other activities	16.1	Project assignments	20 часови
		16.2	Independent assignments	70 часови
17.	Method of assessment			
	17.1.	Tests	80	points

	17.2.	Seminar paper/project presentation: written and oral)	10	points	
	17.3.	Activity and participation	10	points	
18	Criteria for the assessment (points / grade)			to 51 points	5(five) (F)
				from 51 to 60 points	6 (six) (E)
				from 61 to 70 points	7(seven) (D)
				from 71 to 80 points	8(eight) (C)
				from 81 to 90 points	9(nine) (B)
				from 91 to 100points	10(ten) (A)

19.	Condition for signature and for final examination	For the signature which is condition for continuously examination (through colloquiums), attendance at classes (three absences – the most)			
20.	Teaching language	Macedonian			
21	Method for evaluation of the quality of the teaching	The Faculty conducts internal evaluation			
22.	Literature				
	22.1.	Basic (compulsory) literature			
		No	Authors	Title	Publisher/year
		1.	Наум Гризо, Борче Давитковски, Симеон Гелевски, Ана Павловска – Даневска	Административно право	Скопје 2008 година
		2.	Џ.М.Шафриц, Е.В.Расел & К.П.Борик	Вовед во јавната администрација	
		3.	legislation in the field of administrative law and internal affairs		
		4.			
		5.			
		6.			
	22.2.	Additional literature			
		No	Authors	Title	Publisher/year
		1.	Stevan Lilic, Predrag Dimitrievic, Milan Markovic	Upravno pravo	Pravni fakultet, Beograd 2007
		2.	Ivo Borkovic	Upravno pravo	Informator, Zagreb 1995
		3.	Stevan Lilic	Upravno pravo, Upravno procesno pravo	Pravni fakultet, Beograd, 2010
		4.	Ћорђе Ћорђевиќ	Прекршајно право	Полицијска академија, Београд, 2004
	5.	Iskra Akimovska	Javne ustanove	Zaduzbina Andrejevic,	

			Maletic		Beograd, 2009
		6.	Искра Аќимовска Малетиќ	Народниот правобранител на Република Македонија – заштитник на уставните и законските права на граѓаните	Ван Гог, Скопје, 2010
		7.	Норман Флин	Управување со јавниот сектор	
		8.	А.Ц.Л.Дејвис	Јавно право за владиините договори	