

Modul: Administrative law

Fourth year

VII semester

code	subject	credits	hours	total
	Obligated subjects			
4PF109312	Administrative law and applied program	8	3+2+2	216
4PF105512	Management of human resources in administration	8	3+2+2	216
4PF103612	International private law	6	2+2+1	156
	Elective subjects of the unit The students choose two of the three offered subjects			
4PF107012	Project management of EU funds	4	2+1+1	120
4PF103812	Public services	4	2+1+1	120
4PF103912	Media law	4	2+1+1	120
4PF104012	Insurance law	4	2+1+1	120

VIII semester

code	subject	credits	hours	total
	Obligated subjects			
ZPP	graduation exam	8	3+2+2	216
4PF105612	Government and control in public administration	6	2+2+1	156
4EK105712	Custom system of R. Macedonia	6	2+2+1	156
	Elective subjects of the unit The students choose one of the two offered subjects			
4PF104312	Nomotehnika	4	2+1+1	120
4PF104412	Communications in the public administration	4	2+1+1	120
	Elective subjects from the University The students choose one from the offered subjects.	6	2+2+1	156
total:		30		

Annex No.3		Program of the Course - first/second/third cycle studies			
1.	Title of the Course	EU funds Project Management			
2.	Code	4PF107012			
3.	Study Program	Legal Studies			
4.	Organizer of the study program (unit or institute, Faculty, department)	University Goce Delcev Faculty of Law Department of European Law and International Relations			
5.	Cycle (first, second and third cycle)	First cycles			
6.	Academic year / semester	2012-2013/ VI	7	Number of credits	6 mandatory
8.	Professor (s)	PhD Ljupco Sotiroski			
9.	Requirements for enrollment the Course	/			
10.	Purposes of the curriculum (competencies): <ul style="list-style-type: none"> - Project management introduction, i.e. management of Union funds. - Introduction to the current forms of assistance through the EU programs and projects aiming to improve infrastructure, human capacity and institutional capacity of the acceding countries (regardless of their status in the accession process). - Learning the phases of the project cycle its characteristics and the role of participants in the process. - The study of the project management legal framework - Republic of Macedonia and the Project Management 				
11.	Content of the course program: <ul style="list-style-type: none"> - EU development funds and Republic of Macedonia - Pre-Accession Assistance Strategy for 2007-2009 - Multi-annual Indicative Planning Document for the Republic of Macedonia - Legal framework MPID 2007/2009 - Legal framework MPID 2010 - Economic and social cohesion - EU funds Management (PHARE program, the CARDS program) - Absorption capacity - Management Project Processes t (phases of the project cycle) - Practical examples - SWOT analysis - IPA funds 				
12.	Learning methods: Written and oral presentation Lectures, tutorials, e-learning, seminar work, consultations, teamwork and Visit of the delegation of the European Commission in Skopje				
13.	Total available time	156			
14.	Distribution of available time	2+2+1 per week			

15.	Forms of teaching / learning activities	15.1.	lectures / theoretical - contact teaching, e-teaching	2
		15.2.	theoretical and practical exercises, e-exams, preparation of independent seminar work	1
16.	Други форми на активности	16.1.	Project tasks	/hours
		16.2.	Individual tasks	1hours
		16.3.	Home learning	/hours
17.	Method of assessment			
	17.1.	Tests / oral exams		70 points
	17.2.	Seminars (paper / project - presentation: written and/or oral)		10 points
	17.3.	Activity and participation		20 points
18.	Assessment Criteria (points / score)	up 50 points		5 (five) (F)
		51 to 60 points		6 (six) (E)
		61 to 70 points		7 (seven) (D)
		71 to 80 points		8 (eight) (C)
		81 to 90 points		9 (nine) (B)
		91 to 100 points		10 (ten) (A)
19.	Signature requirement and passing the final exam	60% success from all pre exams activities i.e. 42 points from two colloquia, seminar work, lectures and tutorials attendance		
20.	Language of teaching / study	Macedonian language		
21.	Method of monitoring the quality of teaching	Self-evaluation		

22.	Literature				
22.1.	Required literature				
	No.	Author	Title	Publisher	Year
	1.	Mojmir Mrak and Vanco Uzunov	EU development funds and the Republic of Macedonia	Department for European Integration	2005
	2.	European Integration Unit	Instrument for Pre-Accession Assistance (IPA) - Facts, status, structure	Department for European Integration	2009

		Additional literature				
		No.	Author	Title	Publisher	Year
22.2.	1.		European Integration Unit	Community Programs	Department for European Integration	2009
	2.		COMMISSION DECISION C(2007) 1853 of 30/04/2007,	Multi-annual Indicative Planning Document –MIPD 2007-2009 for the Republic of Macedonia	European Commission Journal	2007

Annex No.3		Program of the Course - first/second/third cycle studies			
1.	Title of the Course	Media Law			
2.	Code	4PF103912			
3.	Study Program	Journalism and Public relation			
4.	Organizer of the study program (unit or institute, Faculty, department)	University Goce Delcev Faculty of Law Department of			
5.	Cycle (first, second and third cycle)	First cycle			
6.	Academic year / semester	4/VII	7.	Number of credits	4
8.	Professor (s)	Ph. D. Andon Majhosev			
9.	Requirements for enrollment the Course				
10.	Purposes of the curriculum (competencies) Study of the subject Media Law students will allow: To improve their knowledge of the basics of media law governing the regulation of the press and publishing, the regulation of television and radio programs, the regulation of television, radio, print media, news transmission over the Internet, organizational forms of media rules regarding media ownership, licenses and concessions, mode of acquisition, changes and withdrawal, protection of privacy and family life, protection of the right of speech, defamation, humiliation, pornographic material, the right of reply, transmission choices, press statements media restrictions for reasons of national security, public order or the protection of public morals, children and media, confidentiality and availability of information, content broadcasting programs, advertising, codes of ethics, self-regulation of the profession, copyright and other rights, thus creating TV and radio program, the term universal service, public service, service in the public interest, the specifics of the printer, radio, television, internet news and programs, news agencies, state control procedures, right of appeal, court procedures, legal regulation journalistic profession.				

11.	Content of the course program: Introductory lecture (familiarization with laws, specific topics and basic and additional literature); Constitutional provisions for media and journalism; Freedom of speech, protection of private and family life; Legal regulation of the press, radio and television; Internet and telecommunications activity; journalistic self-regulation; slander, humiliation, insult, pornography; protect the source of information ; child; media regulation in the EU; Professional codes; Ethics journalistic profession; Selfregulation; Code of Ethics AJM; Visit institutions that are associated with the media, etc.			
12.	Learning methods: interactive approach in learning the subject matter will take place in modern active methodology: interactive lectures, case analysis, exercises, presentations and so on.			
13.	Total available time	120		
14.	Distribution of available time	2+1+1 / per week		
15.	Forms of teaching / learning activities	15.1.	lectures / theoretical - contact teaching, e-teaching	2
		15.2.	theoretical and practical exercises, e-exams, preparation of independent seminar work	1
16.	Други форми на активности	16.1.	Project tasks	
		16.2.	Individual tasks	1
		16.3.	Home learning	hours
17.	Method of assessment			
	17.1.	Tests / oral exams: Colloquia (2X20 = 40)	Final exam (40+30)=70 points	
	17.2.	Seminars (paper / project - presentation: written and/or oral)	10 points	
	17.3.	Activity and participation	20 points	
18.	Assessment Criteria (points / score)	up 50 points	5 (five) (F)	
		51 to 60 points	6 (six) (E)	
		61 to 70 points	7 (seven) (D)	
		71 to 80 points	8 (eight) (C)	
		81 to 90 points	9 (nine) (B)	
		91 to 100 points	10 (ten) (A)	
19.	Signature requirement and passing the final exam	Minimum 42		

20.	Language of teaching / study	Macedonian
21.	Method of monitoring the quality of teaching	Self-evaluation

22.	Literature				
22.1.	Required literature				
	No.	Author	Title	Publisher	Year
	1.		1.Law for radio broadcast business, 2. Law on telecommunications activity, 3. Publishing Law, 4. The Constitution (Article 16) and the protection of privacy, 5. European Convention on Human Rights, 6. Copyright and related rights		
	2.				
	3.				
22.2.	Additional literature				
	No.	Author	Title	Publisher	Year
	1.	Дејвид Голберг, Тони Просер и Стефан Верхулст	Регулирање на медиумите: компаративна студија		2012
	2.				
	3.				

Annex No.3		Program of the Course - first/second/third cycle studies			
1.	Title of the Course	Public Services			
2.	Code	4PF103812			
3.	Study Program	Legal Studies for all modules Public Policy and Diplomacy			
4.	Organizer of the study program (unit or institute, Faculty, department)	University Goce Delcev Faculty of Law Department of			
5.	Cycle (first, second and third cycle)	First cycle			
6.	Academic year / semester	VII semester	7.	Number of credits	Elective
				4	
8.	Professor (s)	Associate Professor Jadranka Denkova, PhD			

9.	Requirements for course enrollment			
10.	Purposes of the curriculum (competencies): The objective of the subject is to enable students to gain in-depth knowledge about public services, their role and relevance for the institutional mechanism. European Union policy, regulation and forms of public services. Additionally, the students shall become familiar with the public services in the Republic of Macedonia and the legal regulations pertaining to these services. They shall also gain an insight into the types, organization, structure and guidelines for reforms of these services and in conformity with the European legislation.			
11.	Content of the course program: The subject covers the basic notions, origin and development of public services. Moreover, it focuses on different types of public services and functional and organizational order of public services. The subject also focuses on the European Union and public services as activities with special authorizations. It elaborates on the universal services within public services, the continuance of services, their availability, regulation of prices and quality as well as customers' security. Furthermore, the subject focuses on the legal regime of public services, liberalization and execution of public services; the public services in the Republic of Macedonia and their legal establishment, their functioning and financing. It also studies public institutions and other forms of organization as well as the scope of activity of public services.			
12.	Learning methods: - Method of oral and written presentation			
13.	Total available time	120		
14.	Distribution of available time	2+1+1 / per week		
15.	Forms of teaching / learning activities	15.1.	lectures / theoretical - contact teaching, e-teaching	2 hours
		15.2.	theoretical and practical exercises, e-exams, preparation of independent seminar work	1 hour
16.	Други форми на активности	16.1.	Project tasks	Hours
		16.2.	Individual tasks	1 hour
		16.3.	Home learning	Hours
17.	Method of assessment			
	17.1.	Tests / oral exams	40 + 30 points	
	17.2.	Seminars (paper / project - presentation: written and/or oral)	20 points	
	17.3.	Activity and participation	10 points	
18.	Assessment Criteria (points / score)	up 50 points	5	(five) (F)
		51 to 60 points	6	(six) (E)
		61 to 70 points	7	(seven) (D)
		71 to 80 points	8	(eight) (C)
		81 to 90 points	9	(nine) (B)
		91 to 100 points	10	(ten) (A)

19.	Signature requirement and passing the final exam	60% attained results from all pre-exam activities, i.e. 42 points from the two partial exams, seminar paper, regular attendance at both lectures and tutorials
20.	Language of teaching / study	Macedonian language
21.	Method of monitoring the quality of teaching	Self-evaluation

22.	Literature				
22.1.	Required literature				
	No.	Author	Title	Publisher	Year
	1.	Jadranka Denkova	Authorized lectures	In the pipeline	
	2.	Schwarze, J.	European administrative law,	London	2006
22.2.	3.	Iskra Akimovska Maletic	Public Services	Beograd	2009
	Additional literature				
	No.	Author	Title	Publisher	Year
	1.	Plicanic Senko	Public Services	Public administration, Ljubjana	1995
	2.	Ivo Borkovic	Modernisation of the Croatian government	Zagreb	2003
3.	Nehl, H.P.	Administrative procedure in EC	Oxford	1999	

Annex No.3		Program of the Course - first/second/third cycle studies			
1.	Title of the Course	Communication in Public Administration			
2.	Code	4PF202012			
3.	Study Program	Public Administration (120 ECTS)			
4.	Organizer of the study program (unit or institute, Faculty, department)	University Goce Delcev Faculty of Law			
5.	Cycle (first, second and third cycle)	Second cycle			
6.	Academic year / semester	2/ III	7.	Number of credits	8
8.	Professor (s)	Assistant Professor Dr. Suzana Dzamtoska-Zdravkovska			
9.	Requirements for course enrollment				
10.	Purposes of the curriculum (competencies):	Introduction to the basic categories necessary for the understanding and			

	analysis of communication processes within the public administration, introducing the concept of good governance, the importance of communication in public administration as a prerequisite for establishing effective public relations and transparency of the institution.			
11.	Content of the course program: Communication as a process of exchange of information, the key role of communication and communication management, the principles of good governance, the importance of communication in management; shapes and forms of organizational communication; key functions of organizational communication; principles of openness and transparency; communication in administration as set of tools and methods for transmitting information; informing and communicating in public administration in the Republic of Macedonia; electronic administration; laws and projects.			
12.	Learning methods: Lectures, tutorials, practical work, an interactive approach (work in pairs, front, team, group work).			
13.	Total available time	216		
14.	Distribution of available time	3+2+2/ per week		
15.	Forms of teaching / learning activities	15.1.	lectures / theoretical - contact teaching, e-teaching	3 hours
		15.2.	theoretical and practical exercises, e-exams, preparation of independent seminar work	2 hours
16.	Други форми на активности	16.1.	Project tasks	hours
		16.2.	Individual tasks	2 hours
		16.3.	Home learning	Hours
17.	Method of assessment			
	17.1.	Tests / oral exams	70 points	
	17.2.	Seminars (paper / project - presentation: written and/or oral)	10 points	
	17.3.	Activity and participation	20 points	
18.	Assessment Criteria (points / score)	up 50 points	5 (five) (F)	
		51 to 60 points	6 (six) (E)	
		61 to 70 points	7 (seven) (D)	
		71 to 80 points	8 (eight) (C)	
		81 to 90 points	9 (nine) (B)	
		91 to 100 points	10 (ten) (A)	
19.	Signature requirement and passing the final exam			
20.	Language of teaching / study			
21.	Method of monitoring the quality of teaching			
	Self-evaluation			

22.	Literature				
22.1.	Required literature				
	No.	Author	Title	Publisher	Year
	1.	Џамтоска, З.С.	Комуникацијата во јавната администрација	Македонска реч	Скопје, 2012
2.	Кунчик, М., Ципфел, А.	Вовед во науката за публицистиката и комуникациите	Фондација Фридрих Еберт	Скопје, 1998	
		Tomic, Z.	Odnosi s javnoscu, teorija i praksa	Sinopsis	Zagreb, 2008
22.2.	Additional literature				
	No.	Author	Title	Publisher	Year
	1.	Гризо, Н., Давитковски, Б., Данева, П. А.	Јавна администрација	Правен факултет „Јустинијан Први	Скопје, 2008
2.	Мателар, А. М.	Историја на теориите на комуникација	Еин-Соф; АЛЕФ	Скопје, 2003	
3	Вида, Ч.	Јавно информисање, Јавност рада и достапност информации - правна теорија и законодавство	Савремена администрација	Београд, 1982	