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| --- | --- |
|  **Subject** | **Public Administration**  |
| **Type** | **Semester** | **ECTS** | **Code** |
| Election (E) | 6 | 4 | Law-B-054-E |
| **The lecturer of the subject**  | Dr. Mervete Shala  |
| **Subject assistant****Subject tutor** |  |
| **Aims and Objectives** | The aim of this course is to provide students with an understanding the traditional, essential elements of public administration such as organizational theory, human resource management, leadership, program evaluation and policy analysis, budgeting, and the politics of public administration, and of the basic principles of public administration, organizational and functional elements of public services, e-government and advanced service in public administration. It introduces students to the chronological overview of the development of public administration of the Republic of Kosova with challenges current modernization of administration and public services.The objective of this subject is to understand organization and operation of the executive branch of government and to acquire knowledge of the basic principles, features, operation, organization, financing and of the entire legal regulation of the public administration operation (state administration, public services and local self-government). |
| **Learning Outcomes** | After completing this course, students should be able to: * Demonstrate a detailed understanding of the basic concepts, the theoretical and methodological foundations, and the disciplinary links of the public sector.
* Learn to effectively debate manage and/or coordinate human resources;
* Explain and review the legal doctrine for organize work and coordinate administrative activities and for take care of the stipulation or supervision of contracts;
* Demonstrate knowledge of the institutional, political and ethical context within which public services are delivered in Kosova.
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| **Course Content** | **Course Plan** | **Week** |
| Presentation of the syllabus of the introduction to the public administration The concept of administration and governancePrinciples for public administration  | 123 |
| Organization of public administration Policy Development and Co-ordination | 45 |
| Public Service and Human Resource Management | 6 |
| Colloquium I | 7 |
| State administration and public administration Local self-government | 89 |
| Public Financial ManagementAccountability and control over administration  | 1011 |
| Personnel Management and Labor RelationsEthics and Accountability in Public Administration | 1213 |
| Colloquium II | 14 |
| **Final exam** | 15 |
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| **Teaching/Learning Methods** | **Teaching/Learning Activity** | **Weight (%)** |
| 1. Lectures
 | 40% |
| 1. Seminars
 | 30% |
| 1. Legal debate
 | 10% |
| 1. Case study exercises
 | 20% |
|  | 1. Problem-based learning
2. Role play
 |  |
|  |  |
| 1. Study visits
 |  |
| **Assessment Methods** | **Assessment Activity** | **Number** | **Week** | **Weight (%)** |
| 1. Participation
 | 1 | 1-13 | 10% |
| 1. Seminar
 | 1 | 12 | 10% |
| 1. Case study Colloquium 1
2. Case studies exercises
3. Legal debate
4. Colloquim 2
 | 1 | 73-123-1214 | 25% 10%10%35% |
| 1. Final exam
 |  | 15 | -100% |
|  |  |  |  |
| **Course resources** | **Resources** | **Number** |
| 1. Class (e.g)
 | 1 |
| 1. Projector
 | 1 |
| 1. Moodle
 | 1 |
|  |  |
| **ECTS Workload** | **Activity** | **Weekly hrs** | **Total workload** |
| 1. Lectures
 | 2 | 26 |
| 1. Seminars
 |  | 10 |
| 1. Case study preparation
 |  | 10 |
| 1. Practical work
2. Self-study and readings
3. Preparation for final exam
 |  | 1026 |
|  |  | 1 | 12 |
|  | 1. Exams
 | 3 | 6 |
| **Literature/References** | * **Basic literature:**
* Mervete Shala (2021), Control instruments of public administration in the Republic of Kosovo (Instrumentet e kontrollit të administratës publike në Republikën e Kosovës), European University of Tirana
* Boštjan Brezovnik, Gorazd Trpin & Senko Pličanič, (2019), Public Administration System, (Institute for Local Self-Government Maribor, Republic of Slovenia)
* Jay M. Shafritz, E.W. Russell, Christopher P. Borick, and Albert C. Hyde (2017), Introducing Public Administration, Ninth Edition
* Stavileci, Esat. 'Notions and principles of public administration, Aspects

methodological and comparative studies'' (Nocione dhe parime të administratës publike, Aspekte metodologjike dhe shqyrtime krahasimtare), Academy of Sciences and Arts of Kosovo, Special Publications LXXXII, Section I of Social Sciences, Book I 23, Prishtina, 2007* Sokol, Agur. "Control of the work of the administration and its political responsibility"(Kontrolli i punës se administratës dhe përgjegjësia e saj politike), Pristina, 2009
* **Additional literature**:
* Enver Hasani,Ivan Čokalovič, Commentary Constitution of the Republic of Kosovo, Pristina, 2013
* Public Administration and Public Policy, Handbook of Comparative and Development Public Administration, Second Edition, Revised and Expanded edited by Ali Farazmand
* Organization of public administration: governance, agency autonomy and accountability, (2021), SIGMA Document No. 63
* European Principles for Public Administration, SIGMA Papers No. 27,
* MINISTRY OF PUBLIC ADMINISTRATION, ACTION PLAN FOR THE RATIONALISATION OF AGENCIES, June 2018
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* Geron Kamberi & Nevila Xhindi, (2021), NALYSIS OF INNOVATION IN PUBLIC ADMINISTRATION AND SERVICES IN ALBANIA (ANALIZË INOVACIONI NË ADMINISTRATËN DHE SHËRBIMET PUBLIKE NË SHQIPËRI), FRIEDRICH-EBERT-STIFTUNG, Tirane
* Independent Regulatory and Oversight (Fourth-Branch) Institutions, Constitution-Building Primer No. 19, International IDEA Constitution-Building Primer 19
* Public Administration Reform Assessment of Kosovo, SIGMA’s 2014
* Mervete Shala, (2015) Politic Control of Public Administration from Assembly of Kosovo, Academic Journal of Interdisciplinary Studies, Vol 4 No 2 S1, MCSER Publishing, Rome-Italy
* Naser Shamolli, (2021) RATIONALIZATION OF INDEPENDENT REGULATORY AGENCIES IN KOSOVO: WHAT ARE THE OPTIONS? Group for Legal and Political Studies, May 2021.
* Mervete Shala, Skender Shala (2016) Supervision and Control of Local Governance in the Republic of Kosovo, European Journal of Interdisciplinary Studies, Vol .2 No.1
* Gedeon M. Mudacumura, Göktug Morçöl Editors, ‘Public Administration, Governance and Globalization, Challenges to Democratic Governance in Developing Countrie‘‘, Springer International Publishing Switzerland 2014
* Esat Stavileci & Agur Sokoli & Mirlinda Batalli, "Administrative law: administration, control, responsibility and its computerization"(E drejta administrative: administrate, kontrolli, përgjegjësia dhe komjuterizimi i saj) Prishtina, 2010
* **The legal framework**
* LAW NO. 06/L –113 ON ORGANIZATION AND FUNCTIONING OF STATE ADMINISTRATION AND INDEPENDENT AGENCIES, OFFICIAL GAZETTE OF THE REPUBLIC OF KOSOVO / No. 7 / 01 MARCH 2019, PRISTINA
* LAW NO. 08/L-117 ON GOVERNMENT OF THE REPUBLIC OF KOSOVO, OFFICIAL GAZETTE OF THE REPUBLIC OF KOSOVO / No. 34 / 18 NOVEMBER 2022, PRISTINA
* LAW NO. 06/L-114 ON PUBLIC OFFICIALS, OFFICIAL GAZETTE OF THE REPUBLIC OF KOSOVO / No. 8 / 11 MARCH 2019, PRISTINA
* **L**AW NO. 05/L-063 ON AMENDING AND SUPPLEMENTING THE LAW NO. 03/L-048 ON PUBLIC FINANCIAL MANAGEMENT AND ACCOUNTABILITY, AMENDED AND SUPPLEMENTED BY LAWS NO. 03/L-221, NO. 04/L-116 AND NO. 04/L-194, OFFICIAL GAZETTE OF THE REPUBLIC OF KOSOVA / No. 1 / 06 JANUARY 2016, PRISTINA
* Law on Public Financial Management and Accountability
* Law no. 05/L-055 on the Auditor General and the National Audit Office of the Republic of Kosovo,
* Law No. 06/L-048 Law on the Independent Supervisory Council for the Civil Service of Kosovo
* Law on Public Procurement in Republic of Kosovo
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