**PUBLIC ADMINISTRATION SILLABUS**

**I. Information about the head of the course program, and the lectures of the course professors**

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| **Name and Surname**Borce DavitkovskiAna Pavlovska-Daneva | **Scientific degree, and academic title:**PhD, Full time professor PhD, Full time professor |

**II. Information about collaborators and other lecturers of the subject program**

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| **Name and Surname of Colaborator:**Dragan Gocevski | **Scientific degree, and academic title of the collaborator:**PhD, Assistant professor  |
| **Other lecturers (experts from the field):**  |

**III. Basic data of the subject program**

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| **Name of the subject program:** Public Administration |
| **Code of the Subject Program:** 50901 | **ECTS:**7 |
| **Total Hours Per Course:** 52 | **Number of Pages for Mandatory Reading:** 390 |
| **Academic year in which the subject program is studied**: Second year | **Semester in which the subject program is studied:**(IV) Fourth semester, polititical science studies |

**IV. Description of the subject program, and key words (terms)**

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| **Description of the subject program** |
| The first six weeks in the course, this subject coveres the founding aspects of the origins, development and contemporary trends in public administration. The second six weeks cover the status, organization and legal framework of public administration in the Republic of Macedonia and comparative aspects. |
| **Key words (terms)** |
| State administrative bodies, public interest, public service, state functions, administrative liability, control, supervision, inspection, civil service system, bureacracy, decision making theory, public sector reforms, liberalization, deregulation, divestitrure, contracting out, consession, public private partnership, POSDCORB, organization, hierarchy, power, authority, competencies, governance  |

**V. Goals and outcomes**

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| **Goals and outcomes to be achieved** |
| **The subject’ goals are** primary, to equip students with the nesesarry knowledge and reasoning needed to:* Understand and differentiate the terms administration, government and governance;
* Use scientific methodology to research governance;
* Learn about contemporary comparative experiences, in public administration in developed countries;
* Analyse the way public administration works in the Republic of Macedonia;
* Recognize the positive and negative conditions in PA phenomena, in Macedonia and offer measures for their resolve.
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**VI. Teaching methodology**

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| **Teaching methodology** |
| Clasees are held according to ECTS, on a determined schedule, and interactive Lectures by a teacher or associate, for a period of 12 weeks. Students are expected to have actve participation during class, discussions, role playing simulations, and other forms of interactive debate. Student apptitude is tested through student initiative, paper assignements, and formal testing. Lectures are acompanied with powerpoint presentations and other visual aids.Students are ecnouraged to follow class regularly, as well as take active parts in class discussions. All activity is taken into account during formation of final grades.

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| **Grade**  | **Scale** | **Definition** |
| 10 | 93-100 | **Exellent:** outstanding performance with small errors |
| 9 | 85-93% | **Very good:** above average standard with some errors |
| 8 | 77-84% | **Good:** generally good work, with a number of notable errors |
| 7 | 69-76% | **Satisfactory:** satisfactory, but with notable errors |
| 6 | 61-68% | **Sufficient**:the performance satisfies the minimal criteria |
| 5 | under 61% | **Insufficient**: a significant further study of the subject is necessary |
| **The forming of the grade is as it follows:** |
| test | esay | activity |
| 70% | 20 % | 10% |

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**VII. Detail Curriculum Structure**

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| **Week 1** | **Number of Classes:** **Political studies 4** |
| **Topic:****Deffinition of administration, government and governance in Public Administration Theory** | **Mandatory literature:**Grizo N., Davitkovski B., Pavlovska-Daneva A., Public administration, Iustinianus Primus faculty of Law Skopje, 2011 pp. 11-36; |
| **Detailed structure of the thematic unit:** Conceptual elaboration and analysis of basic terminology and concepts of public administration, and methodology of public administration research, which are intended to give undergraduate students elementary understanding of the subject. |
| **Week 2** | **Number of Classes:** **Political studies 4** |
| **topic:****Chronological Development of Public Administration and Theory of Bureacracy** | **Mandatory literature:**Grizo N., Davitkovski B., Pavlovska-Daneva A., Public administration, Iustinianus Primus faculty of Law Skopje, 2011 pp. 37-80; |
| **Detailed structure of the thematic unit:**Early forms of organized labor in ancient civilizations as a form of government;Research of public administration by Max Webber-types of government and forms of bureaucracy;Contemporary administrative theories, characteristics of modern public administration;Theoretic concepts of bureaucracy, power and authority.  |
| **Week 3** | **Number of Classes:** **Political studies 4** |
| **topic:****Public Administration, aspets of formal and informal organizations, and principles of organization** | **Mandatory literature:**Grizo N., Davitkovski B., Pavlovska-Daneva A., Public administration, Iustinianus Primus faculty of Law Skopje, 2011 pp. 81-116; |
| **Detailed structure of the thematic unit:**Forms of governance, within the public sector, private sector, and organizational structure of government authorities;State administrative authorities, and public institutions, origins of authority;Centralization, and centralized organizations;Ideal, bureaucratic centralism;De concentration as a mild form of centralism;Decentralization, theory, types and characteristics;Decentralization as a political concept of government. |
| **Week 4** | **Number of Classes:** **Political studies 4** |
| **topic:****Scope of Public Administration and Decision-making theory** | **Mandatory literature:**Grizo N., Davitkovski B., Pavlovska-Daneva A., Public administration, Iustinianus Primus faculty of Law Skopje, 2011 pp. 116-151; |
| **Detailed structure of the thematic unit:**Expansion of civil services and government regulation following the industrial revolution.Theories for administrative expansion.Models of decision making. |
| **Week 5** | **Number of Classes:** **Political studies 4** |
| **topic:****Division of Labour and Administrative staff** | **Mandatory literature:**Grizo N., Davitkovski B., Pavlovska-Daneva A., Public administration, Iustinianus Primus faculty of Law Skopje, 2011 pp. 152-224; |
| **Detailed structure of the thematic unit:**Theories of division of labour in organized society, antiquty to contemporary thought.Civil service systemPrinciples of staff recruitment (spoils and merrit)Civil servants in Macedonia |
| **Week 6** | **Number of Classes:** **Political studies 4** |
| **topic:****Communications in Public Administration** | **Mandatory literature:**Grizo N., Davitkovski B., Pavlovska-Daneva A., Public administration, Iustinianus Primus faculty of Law Skopje, 2011 pp. 225-269; |
| **Detailed structure of the thematic unit:**Communications in public administration;Communications networks.MeatingsFormal and Informal communicationElectronic and Automated data processing |
| **Week 7** | **Number of Classes:** **Political studies 4** |
| **topic:****Administrative Liability** | **Mandatory literature:**Grizo N., Davitkovski B., Pavlovska-Daneva A., Public administration, Iustinianus Primus faculty of Law Skopje, 2011 pp. 269-314; |
| **Detailed structure of the thematic unit:**Definition and legal bacground for administrative liabilityTypes of administrative liability.Political liability of elected officials.Disciplinary and Materijal liability of civil servants.Judicial control over administrative actions. |
| **Week 8** | **Number of Classes:** **Political studies 4** |
| **topic:****Ombudsman** | **Mandatory literature:**Grizo N., Davitkovski B., Pavlovska-Daneva A., Public administration, Iustinianus Primus faculty of Law Skopje, 2011 pp. 315-360; |
| **Detailed structure of the thematic unit:**History and development of the Institution – OmbudsmanOmbudsmania.Ombudsman in the Republic of Macedonia |
| **Week 9** | **Number of Classes:** **Political studies 4** |
| **topic:****Public Services** | **Mandatory literature:**Grizo N., Davitkovski B., Pavlovska-Daneva A., Public administration, Iustinianus Primus faculty of Law Skopje, 2011 pp. 360-377;Grizo N., Gelevski S., Davitkovski B., Pavlovska-Daneva A., Administrative Law, Iustinianus Primus faculty of Law Skopje, 2011 pp. 191-202; |
| **Detailed structure of the thematic unit:**Historical background of public services;Characteristics and principles;Contemporary perspectives. |
| **Week 10** | **Number of Classes:** **Political studies 4** |
| **topic:****Privatization of Public Services** | **Mandatory literature:**Grizo N., Davitkovski B., Pavlovska-Daneva A., Public administration, Iustinianus Primus faculty of Law Skopje, 2011 pp. 378-394; |
| **Detailed structure of the thematic unit:**Administrative reforms;Privatization of public services;Models of privatization;Contemporary theories and practices. |
| **Week 11** | **Number of Classes:** **Political studies 4** |
| **topic:****Privatization of Public Services in Macedonia** | **Mandatory literature:**Grizo N., Davitkovski B., Pavlovska-Daneva A., Public administration, Iustinianus Primus faculty of Law Skopje, 2011 pp. 395-407; |
| **Detailed structure of the thematic unit:**Legal framework (Law on Public Institutions in the Republic of Macedonia)Formst of proprietary transformationBodies and organization of public institutions in RMDecision making in public institutions in RMTypes of transformations (and privatization) of public institutions in RM |
| **Week 12** | **Number of Classes:** **Political studies 4** |
| **topic:****Public Administration Reforms** | **Mandatory literature:**Grizo N., Davitkovski B., Pavlovska-Daneva A., Public administration, Iustinianus Primus faculty of Law Skopje, 2011 pp. 411-451; |
| **Detailed structure of the thematic unit:**Contemporary thought on public administration reformsComparative practicesPublic administration reform in the Republic of Macedonia 1991-2012E-government, definition and development |

**VIII. Activities of external institutions**

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| **Activities of external institutions** |
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**IX. Literature**

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| **Mandatory Literature**  |
| Grizo N., Davitkovski B., Pavlovska-Daneva A., Public administration, Iustinianus Primus faculty of Law Skopje, 2011 (Гризо Н., Давитковси Б., Павловска-Данева А., Јавна администрација, Правен факултет Скопје, 2011);Brian R. Fry, Mastering Public Administration from Max Webber to Dwight Waldo, Chatam House Seven Bridges Press, 1989Gocevski D., “Electronic government”, “Iustinianus Primus” Faculty of Law in Skopje, 2009 (Гоцевски Д., Магистерски труд, “Електронска управа”, Правен факултет “Јустинијан Први” Скопје, 2009 - селектиран материјал); |
| **Additional Literature** |
| Pusić E., Nauka o upravi, Školska Knjiga – Zagreb, 1993;Petrović M., ,Nauka o upravljanju (Opšti deo), Niš, 2006;Koprić I., Struktura i komuniciranje u upravnim organizacijama, Zagreb, 1999;Koprić I., Modernisation of the Croatian Public Administration, Konrad Adenauer Stiftung, Zagreb, 2003;Javna uprava – nastavni materijali, Državno Sveučilište u Zagrebu, Savremena Javna Uprava, 2006;Cooper J. P., Public Law & Public Administration, Fourth Ed. Thompson Wadsworth, 2007;Stillman J. R., Public Administration concepts and cases, Eight Ed. Hughton Mifflin Company, Boston, New York 2005;Rosenbloom H. D., Kravchuk S. Robert., Clerkin M. R., Public Administration, Understanding Management, Politics, and Law in the Public Sector, seventh Ed. McGraw-Hill Higher Education, 2009;Норман Флин, Управување со јавниот сектор, АРС Ламина ДОО, 2007;Стивен Голдсмит и Вилијам Д. Егерс, Управување преку мрежа, МАГОР, 2004;Ed. Carolyn J. Heinrich & Laurence E. Lynn, Jr. Governance and Performance New Perspectives, Georgetown University Press, 2000. |