

Descriptions of courses ECTS for Administration
Specialization - Public Administration, Economic Administration
Academic Year 2018-2019

Semester III (limit ECTS - 30)

I. Obligatory Courses (limit ECTS - 27)

Courses	no. of hours per semester	Lecture	Exercise/practice	Exam/Credit	ECTS	Course code
Administrative Law I	60	30	30	E	6	10,5
Administrative Legislation	30	15	15	C	3	10,6
The Organizational Structure and Tasks of Local Government	60	30	30	E	5	10,6
Social Communication	30	15	15	C	4	8
protection of Personal Data and classified Information	45	30	15	C	4	10
European Union Law	45	30	15	C	3	10,7
Human Rights in the European Union	45	15	30	C	2	10,7

II. Obligatory Courses to Choose from: (limit ECTS - 3)

Courses	no. of hours per semester	Lecture	Exercise/practice	Exam/Credit	ECTS	Course code
Foreign Language III	30	0	30	C	2	9,1
Physical Education I	30	0	30	C	1	16,1

Semester IV (limit ECTS - 30)

I. Obligatory Courses (limit ECTS - 24)

Courses	no. of hours per semester	Lecture	Exercise/practice	Exam/Credit	ECTS	Course code
Administrative Law II	45	30	15	E	4	10,5
International Public Law	45	15	30	C	2	10,2
Public Finances	45	15	30	C	2	10,5
Civil Law Agreements in administration	60	30	30	C	3	10,3

Economic Law	45	15	30	E	2	10,9
Tax Law	30	15	15	C	2	10,5
The Organization of Courts and Prosecutors' Offices	30	15	15	C	2	10,5
Criminal Law	60	15	15	E	3	10,4
Administrative Proceedings	60	30	30	E	4	10,5
Diploma Seminar	30	0	30	C	3	14,2

II. Obligatory Courses to Choose from: (limit ECTS - 6)

Courses	no. Of hours per semester	Lecture	Exercise/practice	Exam/Credit	ECTS	Course code
Foreign Language IV	30	0	30	E	2	9,1
Physical Education II	30	0	30	C	1	16,1

Semester V (limit ECTS - 30)

I. Obligatory Courses (limit ECTS - 30)

Courses	no. Of hours per semester	Lecture	Exercise/practice	Exam/Credit	ECTS	Course code
Administrative Proceedings	60	30	30	E	5	10,5
Criminal Business Law	30	15	15	C	3	10,4
Labour Law	60	30	30	E	5	10,9
Insurance Law	60	30	30	E	5	10,9
Diploma Seminar	30	0	30	C	2	14,2
Specialization Courses						
Specialization - Public Administration						
Social work and Unemployment	30	15	15	C	2	14,9
Structural Funds	30	15	15	C	2	14,1
Educational Administration	30	15	15	C	2	10,6
Human Resources Management in Public Administration	30	15	15	C	2	4,9
The Privatization of Public Tasks	30	15	15	C	2	10,6
Specialization - Economic Administration						
Banking Law	30	15	15	C	3	10,5
Companies' Law	30	15	15	C	2	10,9
Non-governmental Organizations Law	30	15	15	C	3	10,9

The Techniques of Mediation and negotiation	30	15	15	C	2	15,9
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Semester VI (limit ECTS - 30)

I. obligatory Courses (limit ECTS - 24)

Courses	no. of hours per semester	Lecture	Exercise/practice	Exam/Credit	ECTS	Course code
Diploma Seminar	30	0	30	C	8	14,2
Monographic Lecture I	15	15	0	C	3	10
Monographic Lecture II	15	15	0	C	3	10
Specialization Courses						
Specialization - Public Administration						
Healthcare Law	30	15	15	C	2	10,5
Clerical Law	30	15	15	C	2	10,6
Supervision and Control in Public Administration	30	15	15	C	2	10,6
Administration and Structure of Security of Public Order	30	15	15	C	2	10,6
Local Government in the European Union	30	15	15	C	2	10,1
Specialization - Economic Administration						
Community Economic Law	30	15	15	C	2	10,1
Human Resources Management in small and Medium-Sized Enterprises	30	15	15	C	2	4,9
Business Management	30	15	15	C	1	4,9
Financial Management of the Company	30	15	15	C	2	4,9
Accounting and Finance	30	15	15	C	2	14,3
Privatization of Public Tasks	30	15	15	C	1	10,9

II. Training (limit ECTS - 6)

Courses	no. Of hours per semester	Lecture	Exercise/practice	Exam/Credit	ECTS
Professional Training 60h	120	-	-	-	6

