



Module Syllabus

Module Title:	Administrative Law 1	Module No: 420161
Pre-requisite:	Introduction to Law	Co-requisite: Administrative Law 2
Module level: First Year	Module Type: department requirement	
Credit Hours: 3 Credit Hours	Lecture Time	Daytime Study Evening Study
Programme of Study: Daytime & Evening Study		

Instructor Name	Academic rank	Office Phone	Office Number	E-mail

Module coordinator	Academic rank	Office Phone	Office Number	E-mail
Dr. Usama Nueimat	Assistant professor	397		O_nimat@philadelphia.edu.jo

Office Hours	Special Educational Guidance	Tutorial Guidance	Research

Module Description:

This module seeks to delimit the concept of administrative law, based on its meanings, norms of classification and its relation to other laws. Moreover, its origin, characteristics and sources are defined. This course also probes into the notion of administrative organization through discussing its components of centralized administration and decentralized administration and their applications in the Jordanian legal system. Finally, it studies the public servant by means of defining him and the means of appointing and selecting him, and dividing public functions. Also discussed are the duties of the employee and his occupational rights, the disciplinary aspects, and the rules for terminating the service of an employee.

Module Aims: This module aims to:

1. provide the basic knowledge and concepts and principles related to the Jordanian administrative law, in addition to knowledge of traits and historical development
2. develop students cognitive and scientific skills related to topics in administrative law as well as their abilities to learn
3. develop students abilities in writing research papers, legal essays and reports in accordance with an intact scheme
4. enable students to work with a team spirit as well as effectively communicate with others and rapidly respond to the latest developments

Learning Outcomes (*Knowledge & understanding, intellectual skills, practical skills & transferable skills*)**At the end of this module, a student will be able to:**

A/1 express the basic concepts and principles of administrative law, its traits, origins and historical development

A/3 display advanced knowledge in the institutions and departments related to administrative law along with their formation and specializations

A/4 elucidate topics related to administrative law and that which exceeds the legal limits like administration, economics, politics and others

C/1 display an ability to find logical solutions bolstered by legal evidence for problems related to administrative law in addition to applying theoretical knowledge to actual practical cases

C/3 Prepare researches and working papers and legal articles in accordance with scientific legal methodology

Practical Training (Depends on module Practice

Discussion of some topics related to administrative centralism vs. administrative non-centralism along with its applications in the Jordanian System

Examine some legislations related to the public employee, like the civil service system

Field visit, an outside lecturer, small workshop (multipurpose room)

Teaching Methods

Methods	Number of Lectures	Scores' distribution
Lectures	40	80%
Multipurpose room and field visits	3	---
Student's involvement in seminars, tutorials, and group discussions	5	5%
Quizzes and Assignments	---	---
Paper research & Essays (maximum of 3000 words)	---	15%
Total	48	100%

Modes of Assessment

Modes		Score	Date
Exams	First exam (written)	15	
	Second exam (written)	15	
	Final exam (written)	50	
Multipurpose room and field visits			
Student's involvement in seminars, tutorials and discussions		5	
Quizzes and assignments		--	
Paper research essays		15	
Total		100	

Module Outline

This module consists of (48) hours allocated into (16) weeks, (3) hours a week, divided as follows:

Week	Subject	Notes
1 st	Determining the meaning of administrative law and its origins	
2 nd	The Relationship between administrative law and the other legal sciences. Administrative Law traits	
3 rd	Determining the criteria for applying administrative law system	
4 th	Administrative law resources	
5 th	The idea behind administrative organization and the idea behind general judicial personality	
6 th	Administrative centralism, determining meaning, components, examples, its application in the Jordanian legal system	
7 th	Administrative non-centralism, meaning distinguishing traits. Illustrating relevant examples, examining its applications in the Jordanian Legal System	
8 th	Authorization, illustrating the meaning of authorization and provisions, comparison between authorization, solutions and proxy	
9 th	Public position, determining its meaning, organize and dividing public positions in the European and American System	
10 th	Public employee, defining public employee and public employment conditions	
11 th	Public Employee rights; financial rights, promotion and vacations	
12 th	Public employee duties	
13 th	Public employee discipline. The meaning of ultra vires and its estimate	
14 th	Disciplinary punishments; levels and impacts of disciplinary punishments	

15 th	Disciplinary authorities, employment termination, chief power, disciplinary council, cases of employment conditions. Retirement, resignation, discharge and removal. Comprehensive revision of course and discussion of students' research paper	
16 th	<i>Final Exam</i>	

Reading List

A- Recommended Text Book

Book Title	Author	Edition	Publisher	Publishing Year
Administrative Law	Dr. Khalid Althaher		Althaqafah Publishers	2002

B -Additional Reference *(Student will be expected to give the same attention to these references as given to the textbook)*

Book Title	Author	Edition	Publisher	Publishing Year
Administrative Law First book	Dr. Nawaf Kanaan		Althaqafah Publishers	2000
Principles of administrative law	Dr. Khalid Alzu'bi			
Alwajeez in administrative law First chapter	Dr. Suleiman Altamawi		Alfikir Alarabi Publishers	1986
Administrative Law The Principles of Administrative Law	Dr. Yousef S. Alkhoury		Sader's Publishers	1999
The Principles of Administrative Law	Dr. Ibrahim A. Sheema		Aljamiaa Publishers	1999

C -Legal Journals & Magazines

Journal of Different editions of the Jordanian Law Society
Official Newspaper

D -Useful Websites

_ PLRI Public Law Research Institute http://www.uchastings.edu/plri
_ The Internet Law Library www.lawresearch.com

Attendance Policy (See Article 8 of the University regulation Guideline)

Attendance will be taken by the instructor at the beginning of each class. **On-time** and **regular** attendance is necessary for you to successfully achieve a good mark. Habitual tardiness is considered to be rude and disruptive behavior. An absence is recorded for any reason the student fails to attend class. However, an accumulation of 15% absentia of the total module's hours result in that student will be withdrawn from the module by the module's instructor.

Module policy requests

The instructor of the Module is the last person to enter and the first to leave the classroom. Therefore, students will not be permitted into the classroom once the lecture has started.

Cell phones or beepers must be either turned off or silent. If any student should receive a call during the lecture, he/she must leave the classroom immediately out of courtesy for fellow students. However, students need to bear in mind that they will not be allowed back into the classroom.

Expected Workload

On average, the student is expected to spend at least (3) hours per week self-studying for this module. The student will be expected to spend 1 hour in reading the lecture's topic before the lecture's due time and half an hour for revision of the lecture.

From time to time, I will give you a quiz to examine your preparation for the lecture. This quiz will be counted towards the total average of the module.

My role is to help you understand the module's material, so please ask if you are unclear about anything.

Important Dates & Holidays

DATE	SUBJECT	NOTE
Oct 4	The start of Ramadan	Ramadan is holiday for Evening Study students
Nov 3-5	Festival of Eid al-Fitr	Public Holiday
Nov 14	Commemoration of the late King Hussein's birthday	Public Holiday
Dec 25	Christmas Holiday	Public Holiday
Jan 1	New Year	Public Holiday
Jan 9-12	Festival of Eid Al-Adha	Public Holiday
Jan 30	Birthday of HM King Abdullah II	Public Holiday
Jan 31	Islamic New Year (Hijra New year)	Public Holiday

Good Luck!!