



UNIVERSITETI I EVROPËS JUGLINDORE
УНИВЕРЗИТЕТ НА ЈУГОИСТОЧНА ЕВРОПА
SOUTH EAST EUROPEAN UNIVERSITY

Study program **Political Sciences and International Relations**

Faculty	Contemporary Social Sciences
Study Cycle	First Cycle (Undergraduate)
ECTS	180 / 240
Code	N-PSIR-PS
Title	Bachelor in Political Sciences and International Relations / Module: Political Sciences
Accreditation archive number [180]	03-1215/1
Accreditation archive number [240]	03-1259/3 (15.08.2018)
Decision for running of the program	03-1259/3 (15.08.2018)
Accreditation date	16.05.2017

Description of the program

Career

Learning outcomes

Knowledge and understanding

Applying knowledge and understanding

Making judgement

Communication skills

Learning skills

List of courses

Semester 1

- [CPS-104] [6.0 ECTS] **Theory of State and Law**
- [CPS-1011] [6.0 ECTS] **Introduction to Sociology**
- [CPS-103] [6.0 ECTS] **Introduction to Political Science**
- [3.0 ECTS] **Elective course - Albanian/Macedonian Language**
- [3.0 ECTS] **Elective course - English Language**
- [6.0 ECTS] **Free elective course**

Semester 2

- [CPS-2044] [6.0 ECTS] **Contemporary Political Philosophy**
- [EPS-405] [6.0 ECTS] **Introduction to Economy**
- [CPS-201] [6.0 ECTS] **Social Psychology**
- [6.0 ECTS] **Free elective course**
- [3.0 ECTS] **Elective course - English Language**
- [3.0 ECTS] **Elective course - Albanian/Macedonian Language**

Semester 3

- [CPA-6033] [6.0 ECTS] **Quantitative and Qualitative Analyses in the Social Sciences**
- [CPA120] [6.0 ECTS] **Public Policies**
- [CPS-305] [6.0 ECTS] **Policy of Europe and the European Union**
- [6.0 ECTS] **Elective course - English for Specific Purposes 1**
- [6.0 ECTS] **Free elective course**

Semester 4

- [CPS-4011] [6.0 ECTS] **Political Parties, Elections and Election Models**
- [CPS-402] [6.0 ECTS] **International Relations**
- [EPS-505] [6.0 ECTS] **Public Institutions**
- [6.0 ECTS] **Elective course**
- [6.0 ECTS] **Elective course - English for Specific Purposes 2**

Semester 5

- [ECM-6033] [6.0 ECTS] **International Politics and International Law**
- [CPS-304] [6.0 ECTS] **Research Methods in Political Sciences**
- [CPS-503] [6.0 ECTS] **Public Finances**
- [6.0 ECTS] **Elective course**
- [6.0 ECTS] **Elective course**

Semester 6

- [CPA118] [6.0 ECTS] **Contemporary Political Systems**
- [CPS-403] [6.0 ECTS] **Political Management**
- [CPA-604] [6.0 ECTS] **Capstone Project**
- [6.0 ECTS] **Elective course**
- [6.0 ECTS] **Elective course**

Semester 7

- [EPS7010] [6.0 ECTS] **Arbitrage and Peaceful Solution of Disputes**
- [EPS-4044] [6.0 ECTS] **Political Culture Sociology**
- [CPS-701] [6.0 ECTS] **Democracy and Civil Society**
- [6.0 ECTS] **Elective course**
- [6.0 ECTS] **Free elective course**

Semester 8

- [EPS7020] [6.0 ECTS] **Euro-Atlantic Security Institutions**
- [CPS-801] [6.0 ECTS] **Public Opinion Analysis**
- [CPS-802] [6.0 ECTS] **Contemporary Geopolitical Issues**
- [6.0 ECTS] **Elective course**
- [6.0 ECTS] **Elective course**

Description of courses

Core courses

- **Theory of State and Law**

This course gives to students introductory theoretical knowledge of key concepts and institutes in the field of state and law. Additionally, the curriculum is crucial in the study of a range of other subjects during their studies.

- **Introduction to Sociology**

- **Introduction to Political Science**

Through this course the students will gain knowledge of basic categories, concepts and definitions that will help them to understand study and critically approach to contemporary politics and contemporary society. It should: - Enhance their political culture and consciousness with the given texts from classical and contemporary authors and political analysts. - Enhance their knowledge and capacity for studying the European ethnic policy. - Help students to improve their writing, thinking and expression related to policy. Through the lectures the students should get several responses of the basic questions like: - What is politics and why it is so important for our lives and society? - How was a human being developed as a political person? - What are characteristics of the modern democratic society? - What are characteristics of the Macedonian society as political one? - What is a policy? - Is it integral part of a man? - Why and how do we study policy?

- **Contemporary Political Philosophy**

- **Introduction to Economy**

The course is designed to familiarize students with the external and internal environment of the enterprise. However, attention will be paid to the financial, the marketing function and organizational function of the enterprise. In addition, it recognizes the impact of enterprise on the community in which it operates.

- **Social Psychology**

Topics for discussion include the perception of personality, agreement, forming opinions, evaluation and change, prejudice, aggression, social learning, group dynamics, social psychology and society and legal and organizational application.

- **Quantitative and Qualitative Analyses in the Social Sciences**

- **Public Policies**

The course aims to enable students to more easily understand and master the policy as a new scientific discipline and the relationship with other social sciences. Also this course students will learn the basic principles of public policy, creating a specific policy analysis, implementation and evaluation. Through practical work students will be introduced to different types of public policies and their carriers or makers in practice, so as to be able to see for themselves the role and importance of the participation of citizens in decision-making on the most important social issues.

- **Policy of Europe and the European Union**

This course deals with the recognition of the concept in comparative political science for studying the contemporary Europe. The course requires prior knowledge of the basic concepts and methods in political science and knowledge of the history of Europe after World War II. The course will be divided into two parts. The first part of the course will focus on European politics at the supranational level of historical context, political institutions and the European Union policies will be taught. In the second part of the course the main theories of comparative politics that can help to understand the variation in institutions, political behavior and policies in European countries and the EU itself will be taught. The course will address some of the challenges facing Europe and the EU today and will carefully analyze series of important social debates and contemporary politics.

- **Political Parties, Elections and Election Models**

- **International Relations**

This course introduces to students the theoretical component in international relations, key ideas and debates in international relations, particularly on basic concepts, actors in international relations, foreign policy, and the power in international relations. The lectures will also be focused on international political economy and politics of global welfare, the existing and future problems in the international system, including armed conflict, economy, demography and environment.

- **Public Institutions**

Course objectives: To help students to understand the broader context of the functioning of public institutions. To motivate students to improve their skills of analysis, and work in the institutional matrix of modern public management with special emphasis on sensitivity to democratic principles To develop awareness of the application of these principles in practice in the public and non-profit sector.

- **International Politics and International Law**

- **Research Methods in Political Sciences**

This course offers the possibility for students to be introduced with scientific and research methods in sociological spheres and political occurrences. Students will learn about the theoretical and practical aspect, methods of scientific researches and their knowledge for science and individuals within society. The contents of the course consists of: theoretical and empirical researches, proportions of methodic and theory of cognition , scientific knowledge and their structure, role an function of scientific research projects; monitoring; questionnaire; classification; interpretation of collected photographic material etc.

- **Public Finances**

Provide students with knowledge of public finance as one of the main levers of macroeconomic policy and fundamental instruments to the functioning of a national economy as a whole and as a subsystem of an economic system of the country. Introduction to knowledge for public good and costs for their provision, externalities, the distribution of public revenue, allocation and reallocation of revenue, comparative aspects of public finance in developed countries and those in transition, the specifics of the fiscal systems of Macedonia, their trends and challenges, fiscal decentralization, etc. Introduction to professional knowledge about the budget and extra-budgetary funds as the main instruments of fiscal policy, procedures about preparation, elaboration, composing, approval, implementation and control of the budget, as well as the techniques of budget for the local and central level. Creating a clear picture to students for the functioning of a fiscal system, giving points of reference in terms of various fiscal theories that can perform comparative difference and find common points of operation of these systems in different countries. Informative introduction of the students with the main indicators of fiscal policy in the Republic of Macedonia, creating a real database in terms of long-term fiscal trends of RM, by stimulating students to work independent seminar papers and essays on the fiscal area.

- **Contemporary Political Systems**

The primary objective of the “Contemporary political systems” course is to provide students with the knowledge about the political systems that are encountered today around the world, here including not only the political systems that are usually referred to as democratic ones. The course is structured in a way to provide students with theoretical knowledge about theories and conceptions on political systems, and at the same time inform them about the practical functioning of more political systems in the world. From this point of view, as the specific aims of this course the following can be emphasized: - The students should create an understanding of political systems in terms of their specifics and historical development. - Students should gain basic knowledge regarding the main theories and conceptions of political systems. - Students should get familiarized with the basic approaches towards the classification of political systems. - Students should be enabled to understand the specifics of individual political systems.

- **Political Management**

- Acquisition of basic knowledge of the term policy and management; - Be familiar with basic tools and activities relating to distinguish political processes according to different criteria; - Acquiring adequate knowledge to prepare the survey and field work; - Application of knowledge gained from other courses and building a separate methodology for the preparation of essays-paper work; - To analyze the electoral processes and the method of derivation; - To draw political speech and to simulate the appearance of a political event; - Ability to actively participate in a debate organized by the Students Union; - Ability to prepare and participate in research projects and presenting the results

of scientific research; - To identify different ways and use of scientific sources, to learn to read selectively and comparatively analyze the political processes;

- **Capstone Project**

This is an activity related to diploma work and professional project. Students are required to complete a project, usually related to their diploma work, to outline the structure of the project, to do research and write down the report.

- **Arbitrage and Peaceful Solution of Disputes**

Through this course students will build on their existing knowledge in the area of conflict, and the manner and methods for their peaceful resolution in modern society. They will gain advanced knowledge of the scientific approach to peaceful resolution of conflicts through contemporary methods and will learn about best practices and results from the previous peace talks and conferences. Students will also learn about the tools and activities relating to prevention of conflicts, in terms of early detection of possible sources. Additionally will gain adequate knowledge for active participation in peace processes and develop strategies and tactics for successful negotiation skills in the negotiation process.

- **Political Culture Sociology**

- **Democracy and Civil Society**

Students in this course will acquire the skills, knowledge and the following approaches: - Understanding the processes, theories and empirical analyzes related to political institutions and political behavior; - Ability to implement the process of critical thinking and application of basic research methods and quantitative analysis; - Effective written communication skills.

- **Euro-Atlantic Security Institutions**

The course is designed as an overview and interpretation of the genesis of the basic concepts and institutional mechanisms for the security of its member states and the North Atlantic Alliance partners, with particular reference to US and EU after the end of the Cold War, with particular emphasis the European Union and its member States. The objectives are: introduction of students in the modern development of security concepts in complex relations of the US with its European partners after 1989; EU efforts has to build its own identity and dilemmas on independent security policy; explanation of doubts and differences among EU members about the capabilities and benefits of developing and implementing an independent security policy; an overview of results and practical problems in the implementation of CFSP / ESDP; issues related to the connection of the Euro-Atlantic security concepts in Southeast Europe.

- **Public Opinion Analysis**

The aim of this course is to focus on two general methods of analysis namely, quantitative and qualitative. Methods of quantitative analysis will deal with statistical analysis while qualitative will focus on understanding what methods to use when statistical-numerical analysis is not utilized. Moreover, this course through case studies will demonstrate methods of research, analysis of social science research, methods of research design, and implementation of empirical design as well as multivariate analysis.

- **Contemporary Geopolitical Issues**

The aim of the course is students to gain knowledge on the course of geopolitical processes, the main problems in global politics and their impact on international relations in general, especially at the present moment of world order when the return of the old geopolitics from the cold war is presaged after the events in Georgia, Ukraine and Syria.

Elective courses

- **Macedonian Language for Professional Purposes 1**

Upon completion of the course Macedonian for Professional Purposes 1, students are expected to broaden and strengthen their abilities for more advanced written and oral expression in Macedonian in the context of the different professional settings. Students are expected to be able to read, write and comprehend various professional texts in Macedonian. They are also expected to acquire knowledge and skills about the general terminology from the field of law, business and economy, administration, computer sciences, language and communication and to be able to use that terminology in the framework of their future professions. Besides accomplishing these professional aims,

students are expected to become more autonomous language learners and be able to think critically about different topics in a multilingual and multicultural environment.

- **Macedonian Language for Professional Purposes 2**

Upon completion of the course, Macedonian for professional purposes 2, students are expected to reconfirm and expand further their abilities for advanced written and oral expression in Macedonian, in the context of their future professions. They should be able to read, write and comprehend different kinds of professional texts in Macedonian, to analyse and discuss those texts, as well as to create their own documents, including professional biography in Macedonian (CV). They should also expand the knowledge of specific terminology from the field of law, business and economy, administration, computer sciences, language and communication and be able to use that terminology in simulation of authentic situations from the professional environment, in debates and exchange of opinion regarding different aspects of these professions.

- **Macedonian Language for Beginners 1**

The programme of the course Macedonian Language for Beginners 1: reading, writing, listening and speaking. Through special exercises and lectures introduction to basic communication in Macedonian language is provided, i.e. introducing, greeting, presentation, enriching vocabulary and write and understand short texts. When we created this program we took into the consideration that students can apply the acquired knowledge further. The material is processed under the principle of combined lectures and exercises, and continuous tasks through which students are actively involved during class and participate with their questions and suggestions.

- **Macedonian Language for Beginners 2**

The programme of the course Macedonian Language for Beginners 2 includes: reading, writing, listening and speaking activities. In this course the following issues are covered: daily routines, planning activities for the next period, description of persons, places and objects. When we created this program we took into the consideration that students can apply the acquired knowledge further.

- **Albanian Language for Beginners 1**

Albanian Language for Beginners 1, 2 is prepared with the purpose to enable the students, who do not have basic knowledge of the Albanian language, to get to know the characteristics of this language, to gain knowledge of the linguistic structure of the Albanian language, and to extend and apply their knowledge in everyday situations. Correspondingly, they will gain knowledge on the structure of the Albanian language, will overcome a modest set of various lexical and grammatical categories which will enable simple conversations. Even though, it is a second level course for beginners, the course is designed to be flexible and to adapt to the capabilities and interests of students.

- **Albanian Language for Beginners 2**

Albanian Language for Beginners 1, 2 is prepared with the purpose to enable the students, who do not have basic knowledge of the Albanian language, to get to know the characteristics of this language, to gain knowledge of the linguistic structure of the Albanian language, and to extend and apply their knowledge in everyday situations. Correspondingly, they will gain knowledge on the structure of the Albanian language, will overcome a modest set of various lexical and grammatical categories which will enable simple conversations. Even though, it is a second level course for beginners, the course is designed to be flexible and to adapt to the capabilities and interests of students.

- **English Language for General and Professional Purposes 1**

By the end of each level of this course determined by the placement test taken at enrolment, students are expected to be at different levels as determined by the Common European Framework (CEF) and should be able to understand and use familiar expressions and phrases aimed at the satisfaction of needs of a concrete type; ask and answer questions about personal identification and personal relations; talk and write about their everyday lives, leisure, entertainment, finance, problems; ask and answer questions about university degrees, job skills and situations; invite and respond to invitations read and listen for gist, detail and comprehension; evaluate their own progress; participate in role plays and dialogues on familiar topics and produce a paragraph/ essay on topics related to the course material.

- **English Language for General and Professional Purposes 2**

By the end of each level of this course determined by the placement test taken at enrolment, students are expected to be at different levels as determined by the Common European Framework (CEF) and should be able to understand and use familiar expressions and phrases aimed at the satisfaction of needs of a concrete type; ask and answer questions about personal identification and personal relations; talk and write about their everyday lives, leisure, entertainment, finance, problems; ask and answer questions about university degrees, job skills and situations; invite and respond to invitations read and listen for gist, detail and comprehension; evaluate their own progress; participate

in role plays and dialogues on familiar topics and produce a paragraph/ essay on topics related to the course material.

- **English Language for General and Professional Purposes 3**

By the end of each level of this course determined by the placement test taken at enrolment, students are expected to be at different levels as determined by the Common European Framework (CEF) and should be able to understand and use familiar expressions and phrases aimed at the satisfaction of needs of a concrete type; ask and answer questions about personal identification and personal relations; talk and write about their everyday lives, leisure, entertainment, finance, problems; ask and answer questions about university degrees, job skills and situations; invite and respond to invitations read and listen for gist, detail and comprehension; evaluate their own progress; participate in role plays and dialogues on familiar topics and produce a paragraph/ essay on topics related to the course material.

- **English Language for General and Professional Purposes 4**

By the end of each level of this course determined by the placement test taken at enrolment, students are expected to be at different levels as determined by the Common European Framework (CEF) and should be able to understand and use familiar expressions and phrases aimed at the satisfaction of needs of a concrete type; ask and answer questions about personal identification and personal relations; talk and write about their everyday lives, leisure, entertainment, finance, problems; ask and answer questions about university degrees, job skills and situations; invite and respond to invitations read and listen for gist, detail and comprehension; evaluate their own progress; participate in role plays and dialogues on familiar topics and produce a paragraph/ essay on topics related to the course material.

- **English Language 5**

Academic English is a one semester course which aims to enable the students with skills which can facilitate their language learning and their study progress in an academic teaching and learning environment. The number of hours is 30 (100 minutes once per week). The course should enable students to use those skills in both foreign language (native language classroom) as well as content areas. The course incorporates language skills, study skills and generally applicable skills (listening, delivering oral presentations, constructing arguments) in specific assignments. Therefore, upon completion of the course, the students should be able to deliver successfully oral presentation, participate in an online debate/ discussion forum stating their opinion and arguments and give feedback to others in a constructive manner. In addition, the students should be able to listen and read for gist and detail and write an argumentative paragraph and essay stating their opinion. They should write a problem solution paragraph and essay. They should recognize the abbreviations and symbols in a dictionary as well as practice using monolingual dictionary. They should be able to present visual information in a form of poster presentations. The students should be able to identify main ideas and supporting evidence in a text and to analyse and identify topic sentences in a paragraph. They should be able to identify a purpose of a text, patterns of organization in a text and apply them in their own writing.

- **English Language 6**

Academic English is a one semester course which aims to enable the students with skills which can facilitate their language learning and their study progress in an academic teaching and learning environment. The number of hours is 30 (100 minutes once per week). The course should enable students to use those skills in both foreign language (native language classroom) as well as content areas. The course incorporates language skills, study skills and generally applicable skills (listening, delivering oral presentations, constructing arguments) in specific assignments. Therefore, upon completion of the course, the students should be able to deliver successfully oral presentation, participate in an online debate/ discussion forum stating their opinion and arguments and give feedback to others in a constructive manner. In addition, the students should be able to listen and read for gist and detail and write an argumentative paragraph and essay stating their opinion. They should write a problem solution paragraph and essay. They should recognize the abbreviations and symbols in a dictionary as well as practice using monolingual dictionary. They should be able to present visual information in a form of poster presentations. The students should be able to identify main ideas and supporting evidence in a text and to analyse and identify topic sentences in a paragraph. They should be able to identify a purpose of a text, patterns of organization in a text and apply them in their own writing.

- **Public Speaking**

Upon completion of this course, the students will gain knowledge about the communication process, the ethical responsibilities of public speaking and the different types of informative and persuasive speeches. In addition, the students will acquire skills necessary for preparing and delivering different types of speeches, audience analysis, researching speech topics, preparing speeches etc. After completing the Public Speaking course, the students will

be able to think critically through constructive self-criticism and criticism towards the speeches of the others.

- **Debate and Presentation Skills**

Through this course students will; gain tools for arguing effectively and developing their confidence in front of an audience; construct, develop, and practice presenting arguments in a variety of ways including - individual, pair and group presentation; learn to use persuasive rhetoric to put forward logical arguments in support of a position on a current issue; become familiar with the stages of formal debate, specifically the British Parliamentary style;

- **Intercultural Studies**

Having completed this course the students will be able to identify global questions and problems from the perspectives of different cultures, the communication dynamics in the other cultures, the similarities and the differences between their values and those of other cultures, as well as the similarities and differences between their communication practices and those from other cultures. In addition, students are expected to become more aware of the stereotypes that society has for different cultures and as a result will better understand their place in the global community. The students will start thinking critically about topics related to their ethnicity, gender identity, class, religion, national origin, age and other demographic characteristics and their impact on the communication process. After finishing Intercultural Studies, the students will also gain communication skills for working in groups through participation in research projects and will acquire the necessary skills to present their research projects.

- **Communication Skills**

The course Communication Skills is designed to enable students to practically apply interpersonal communication. Students will have the opportunity to learn interpersonal skills (such as perception, listening, verbal and non-verbal communication); public speaking (such as organization, delivery and the basics of writing public speeches) and small group communication (such as leadership, self-confidence and listening). The course will also focus on providing basic knowledge and understanding of the job hunting process through written and oral communication by doing tasks such as writing a resume and a cover letter, conducting interview simulations etc.

- **Advanced Excel**

The purpose of this course is to provide the students with advanced knowledge of this application and of the opportunities offered by the Microsoft Excel application, as well as to enable them to carry out advanced tasks, which are associated with their faculty's program.

- **Advanced IT skills**

The aims of this course are: To enable students to acquire basic knowledge and skills in the field of information sciences; To enable the students to acquire theoretical and practical knowledge in Microsoft Office applications (Windows, Word, PowerPoint, Excel, Access) and to apply them in real life situations; To enable the students to work individually or in groups on practical projects.

- **Advanced Word**

The aim of this course is to enable the students to acquire advanced knowledge of Microsoft Word and PowerPoint and to familiarize them with the opportunities, which are offered by them. Moreover, it will enable the students to independently implement various projects and specific complex tasks, which are associated with the program in which they study

- **Google Apps**

The aims of this course are: To enable the students to acquire advanced knowledge and skills in the field of electronic services (cloud applications); To enable the students to acquire theoretical and practical knowledge in Google Docs (G-mail, Documents, Spreadsheets, Presentations, Drawings and Forms) and to apply them in real life; To enable the students to work individually or in groups on various online projects, directly through the web browser.

- **Advanced Access**

Databases are ideal tools for tracking large volumes of Data and Microsoft Access is a quite popular and powerful tool, which is used for designing and developing Windows-based databases. This course is intended for new users of Access where the most important functions needed for working with databases are processed.

- **Desktop Publications**

The aim of this course is designing and processing raster and vector graphics through the leading programs Adobe Photoshop and Illustrator, as well as designing and publishing commercial materials for print using Adobe InDesign.

- **Web Publications**

Developing even a simple web page according to current standards requires knowledge of Hypertext Markup Language (XHTML) and Cascading Style Sheets (CSS). Most of the websites also use images, whether in the form of banners, buttons, logos, photos or scans. Adobe Fireworks is built as a tool to create and manipulate images from the web and to allow the makers to optimize these images in order to reduce the file size. Firework also provides an excellent integration with Dreamweaver. This series provides a comprehensive introduction to XHTML, CSS and creating web graphics.

- **Albanian Language and Writing Culture**

The course, Albanian language and writing culture, is a synthesis of rules and guidelines for improvement of the skills for written and oral expression in Albanian. Students are expected to improve these skills by becoming familiar with the spelling and punctuation rules, some morphological norms, as well as the Albanian syntax, all in order to achieve proper use of the language. An accent will be put on motivating them for fluent speaking and raising their awareness for use of the Albanian pure standard language. A special attention will also be paid to encouraging students to advance the process of writing and increasing their understanding about the differences between specific genres. The issue of academic integrity (plagiarism) will also be tackled, as well as the specific terminology of the different areas of specialization. All these topics will be offered as separate lessons, that is, as rules, guidelines and exercises, which complement each other.

- **Albanian Language for Specific**

The subject aims at improving and perfecting the expression of Albanian language (speaking and writing). Specifically, the course aims to introduce students to specific terms, the possibilities of its use, with the most common errors in daily speech, but also for communication in specific circumstances. The students will learn about the conditions in which the rules work, so they can use them not only for tasks related to the subject but also in their future profession.

- **Academic Writing in English**

In this course, students' academic writing skills will be enhanced in a variety of ways. Students will be enabled to communicate their ideas in a clear, fluent and effective way in order to produce a piece of writing. Students' academic writing skills will be developed through activities that promote writing like: writing different types of paragraphs and essays. In addition, students will be introduced to paraphrasing and citing rules as well as will be made aware of what plagiarism is. Giving feedback on students' pieces of writing will involve self-correction, peer-correction and teacher-correction of content, organization and language errors.

- **Academic Writing in Macedonian**

After finishing the Academic Writing in the Macedonian course, the students are expected to gain appropriate knowledge and advanced communication in Macedonian language with particular emphasis on writing skills. In addition, it is expected that students will become more autonomous and responsible learners. Moreover, students will be able to improve their writing skills in more levels and thereby they will become more confident and more competent when writing in Macedonian. They will be able to reflect critically on different topics, to make conclusions and they will develop skills for excellent written and oral communication in Macedonian.

- **Academic Writing in Albanian**

By the end of each level, the students are expected to write an essay and a research paper based on the rules learned during the semester. Specifically, from them it is expected to know the function, the structure and the different types of paragraphs, ways of choosing research topics, collecting the material, the rules for source documentation and the final model.

- **German Language (level 1 to 4)**

After completing each level, students will be able to gain appropriate knowledge according to the European Language Framework (specifically and concretely determined by level). In addition, students are expected to become more autonomous and more responsible language learners. By the end of the course, students will be able to think critically and make conclusions about different topics based on the texts that they have read, as well as to express their thoughts and opinions in written and spoken German

- **Environmental Protection**

The aims of this course are: To familiarize the students with the basic environmental problems; To familiarize the students with the role of humans as the key factor in the process of pollution and environmental protection; To familiarize the students with the influence of various environmental pollutants on health, the professional activity and the organizational ability of the human factor; Creating positive habits for the environment and raising the awareness for a healthier and cleaner environment; International and national legislation and international conventions on the

environment; Introduction to international and national global policies in the field of environment; The environment as a condition for sustainable economic development; The role of the society in the protection of the environment; Introducing the major risks to a healthy environment; Introducing the National Environmental Strategy of the Republic of Macedonia.

- **Professional Career Development**

This course offers practical, results-oriented instruction for seeking, obtaining and keeping employment. It is intended to provide students with the appropriate job skills needed in the modern workplace. Specific tasks that will be covered will be composing an effective c.v., writing a letter of inquiry/interest, interviewing skills, and formal communication within the office (memos, formal emails to superiors or customers, reports, etc.). Additional elements that will be covered will be how to conduct a self-evaluation, how to manage inter-office conflict, and how to seek promotions actively. Although the primary focus of this course will be on white-collar employment, the skills obtained through the instruction are applicable to the job search process generally.

- **Human Rights and Freedoms**

The struggle for human rights begins with the historic efforts to identify them. Over the time, the corpus of rights and freedoms that are incriminated by laws or international treaties is expanding but it certainly does not prove that the same are respected in practice. Human rights at the first were considered as internal matters of states (under the principle of absolute sovereignty of states) and only in more recent times have gained the title of jus cogens norms. This course will study how to develop doctrine on human rights, types and categories of human rights and will be studied the relevant documents that regulate certain rights. The purpose of this course is: to introduce students to the concept of international law on human rights, implementation of the same, influence in the formulation of national policies; This will encourage students to critically reflect on the relationship between international law and national law; make them aware of current international events, how they affect the daily lives of people in the world; encourage students to contribute in matters of drafting laws for the protection of human rights.

- **English Language for Public Administration, Political Sciences and Communication 1**

The course focuses on development of language proficiency in general and subject-related vocabulary, development of academic writing and reading skills and discussion of articles from the fields of Public Administration and Political Sciences and International Communication as part of their speaking skills. Materials to be used are from different sources, including textbooks from the aforementioned fields, as well as authentic documents and texts. The main focus is on using the professionally related vocabulary for communication and development of students' future careers.

- **English Language for Public Administration, Political Sciences and Communication 2**

The course focuses on development of language proficiency in general and subject-related vocabulary, development of academic writing and reading skills and discussion of articles from the fields of Public Administration and Political Sciences and International Communication as part of their speaking skills. Materials to be used are from different sources, including textbooks from the aforementioned fields, as well as authentic documents and texts. The main focus is on using the professionally related vocabulary for communication and development of students' future careers.

- **Political System in RM**

This subject is intended to provide students of undergraduate studies at the Faculty of Public Administration and Political Science with general and specific knowledge about the functioning of the political system of the Republic of Macedonia as a whole and functioning of special institutions of the political system in the Republic of Macedonia. In this regard as fundamental objectives of this subject can be distinguished: - Students are equipped with basic knowledge about the political systems in general and the place of the political system of the Republic of Macedonia in their frames, - Students will learn and gain adequate knowledge about the historical development of the political system of the Republic of Macedonia - The students will be able to conduct a comparative analysis of the functioning of the political system of the Republic of Macedonia as an independent country today and in the past as part of former Yugoslavia, - Students can learn more about the functioning elements of the political system of the Republic and create logical thinking of how they function as an integrated whole, - Students will be able to use the available information and knowledge acquired to provide evidence-based opinions and evaluations, - To develop communicative skills of students and others.

- **Institutions and Policies of EU**

The course aims to introduce students to the complex nature of phenomena that make up the European integration has, institutions and policies. The first part of this course covers the development of institutions, the decision making process and the role of major actors while the second part covers the policies of the EU. Also the course aims to acquaint students with major theoretical interpretations and development of the EU, and to give consideration to current and future challenges facing the EU in terms of its institutions and policies.

- **Ethics in Politics**

The objectives of the course: - Has knowledge and understands the semantics and the concepts of morality in ethics, standards of behavior, moral judgment and moral philosophy. - Develop a position on the moral position in professional life. - Set up clear views on the rights and responsibilities of the employee in-state public administration. - Able to face ethical problem situations. - There is a sense of character that is required in the profession of the administrator. - Is informed by the literature on ethics in the field of public administration. - Ready to use communication tools and to respect ethical standards in working with state institutions and public actors.

- **Introduction to Public Administration**

Public administration is an area of special scientific interest. The course Introduction to Public Administration will offer to students knowledge regarding the basic concepts of public administration. Special attention will be devoted for acquiring knowledge about the evolution of public administration, as well as the envisaged reforms of the public administration in our country. Furthermore, the students will have the opportunity to understand and critically analyze the phenomena's that public administration is challenged with. Since the study area of this course is subject to continuous change, a special focus will be given to new developments and study classical theories of public administration. In this course we will investigate the following concepts: definitions and basic knowledge about the principles and institutions of public administration, the role and importance of public administration in an organized society; genesis and historical development of public administration, public administration, organizational structures , functioning of institutions of administration public administration services ; Decision Making in AP , public administration service for the protection and realization of human rights, public administration reforms in Macedonia etc.

- **Religion and Politics**

Objectives of the course: Have knowledge and understand the various dimensions of religiosity and political life. Analyze and critically think about the relationship between religion and politics. Be able to express their analyzes through written and verbal communication. Be able to participate in building a social framework for religious pluralism, to create a positive climate among the religious, civil and political actors . Be able to learn from other literature on the political influence of religion and vice versa.

- **Communication and Political Marketing**

After completing the course, students are expected to acquire knowledge and advanced in the field of psychological models of communication. In addition, students are expected to become more autonomous in the study of these models and to take responsibility for their learning. Students will be able to develop and devise examples of Freudian models, theory of anxiety, and behavior and will be able to reflect critically on various topics and make conclusions based on the read texts as well ability to acquire advanced written and oral communication in the field of various psychological theories of communication.

- **Constitutional Law**

The students will gain theoretical and practical introduction of constitutional law as a basic branch of law, the Constitution as the highest legal and political act of the state and the Constitutionality and Legality as basic principles of the law.

- **Systems of Local Government**

Students should master the basic skills, even more comprehensive regarding the organization and functioning of local government. Also, they should gain knowledge of the relationship of local and central government, the basic principles of local self-government in countries with traditional local self-governments, in the countries of Southeast Europe and the Republic of Macedonia. The purpose of the study of this course is the students to be ready at the required level, to be able to complete commitments fully and responsibly

- **Social State and Policy**

Course objectives: - To enable students to analyze the institutional and political factors that have shaped the development of the welfare state (in the UK and other countries) in the past and present. - To enable students to understand how the welfare state works, how was it formed, how is paid and who benefits from it; - To enable students to identify the political arguments for and against recent developments in key areas of the policy (such as

health policy, employment and social security policy, housing policy and criminal justice policy); - To facilitate the development of study skills appropriate to the subject, including interpretation of data.

- **Youth and Politics**

This course provides a contemporary socio-political perspective of a politics and youth as the most essential social group. Today's youth, besides being a subject of the most scientific analysis, it is essentially before the major local and global challenges to their careers and livelihoods. Young people are an integral part of a group in which they were born and live. But at the same time we are part of a complex structure of organizations which have their own problems particularly with political institutions. The course will summarize all theoretical and practical dilemmas in the field of relations of the young generation in political life and institutions of democratic society. The process of socializing of the young generation, participation in public and political life, Freud calls that as Super ego and Herbert as Mead communication with the environment. Topics will cover the process of youth and liberalism, public health and pathological phenomena like: alcoholism, drugs, prostitution, delinquency, etc.. Are we considering the fact that the young generation is the future of the society, and do we have proper political participation? Topics that will be elaborated in close relation with the problems of teenagers, collaboration with community, activism, the political life of youth, youth groups, gangs, youth movements, social changes in school, neighborhood, etc.

- **Public Law**

Students will gain knowledge about the relationship between law, public policy and administration in the country. The general purpose of the course is that students gain a broad understanding of the structure and content of public law in the country. Students need to understand some of the key issues in our public law and will be able to reflect on issues in the field of public law in a careful and critical way. Students should be able to understand: - the legal institutions and legal solutions in the relationship between the citizen and the state; - separation of powers between the judicial powers into legislative, executive and; - limitations on the power of the state towards its citizens; - the legal system and the hierarchy and relationships between the courts, the independence of the judiciary in Macedonia; - articulate key concepts such as the rule of law, constitutional supremacy, separation of powers, executive authority, delegated authority, rules of legal interpretation, judicial review; - responsibilities of administrative officers.

- **Social Policy**

Course objectives: - To enable students to analyze the institutional and political factors that have shaped the development of the welfare state (in the UK and other countries) in the past and present. - To enable students to understand how the welfare state works, how was it formed, how is it paid and who benefits from it; - To enable students to identify the political arguments for and against recent developments in key areas of the policy (such as health policy, employment and social security policy, housing policy and criminal justice policy); - To facilitate the development of study skills appropriate to the subject, including the interpretation of data.

- **Contemporary Administrative Systems**

The purpose of this course is to address the basic theories of management of the public sector. The course will address the classical theories of bureaucracy through modern theories that deal with public administration. Particular attention will be paid on the critical review of concepts such as organization, hierarchy, authority, coordination, centralization and decentralization, delegation and super auditing. Students will be able to recognize the fundamental aspects of public management as a scientific field and as a profession and will be able to analyze the activities of the government's legal, managerial and political perspective.

- **International Policy Analysis**

The aim of this course is to introduce students with international developments, inter- governmental relations from the political perspectives, and historical analysis of relations of states until today. Within the frame of this course, students will be presented with multiple themes of the nature of international-political relations, especially, the focus will be on relations between powerful states, international organizations and relations of the Western Balkan countries.

- **Work Searching Strategies**

This course is designed to encourage the process of early planning and career development. The process involves deep self-analysis, research of career planning and monitoring of preliminary strategies for employment, etc. The philosophy of the course is that this process is ongoing, systematic and goals to life filled with work that is part of the overall plan for personal development. Engaging in this process should be challenging, interesting and pleasure to you. Enjoying the benefits that this course offers, will help you in the transition from student to employee and will assist in the more direct route to meet your long-term career goals through the prediction and learning the necessary skills, courses and work experience for entry job, which will be the best starting point for the career you are striving.

