**POLYTECHNIC OF ŠIBENIK**

DEPARTMENT OF ADMINISTRATIVE LAW

**PROFESSIONAL UNDERGRADUATE STUDY OF ADMINISTRATIVE LAW**

11 Trg Andrije Hebranga

22000 Sibenik - Croatia



Sibenik, 2020.

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11 Trg Andrije Hebranga

22000 Sibenik - Croatia

**SYLLABUS**

**Academic year 2020/21**

Dean Ljubo Runjić PhD, s.lec.

Head of department Dragan Zlatović PhD, s.lec.

Sibenik, 2020

# REQUIREMENTS AND RESULTS OF THE STUDY PROGRAM

Proffesional undergraduate study of Administrative law provides a high level of administrative education necessary to handle complex issues of private and public law that address and resolve legal relations of a different degree of complexity and provides the basis for the education of administrative law professionals. The student's education profile corresponds to the needs of modernizing the largest number of professional staff in state administration, public services, judiciary and economic subjects.

Bachelor's degree in administrative law is based on the education of students for professional work in public administration, with the use of modern managerial knowledge and skills provided by educated staff for work, especially in state administration entities, local self-government and public services.

**The general competences** that the student acquires by completing the studies is the ability to solve problems, analyze, synthesize and evaluate, self-learning and literature research, teamwork, planning and organizing, improve numeracy and digital skills, oral and written business communication, the ability to negotiate in the mother tongue and at least two foreign languages, the ability of creative and critical thinking, generating new ideas, the ability to manage time and fulfill tasks and plans within the deadline.

**During the studies, students acquire specific knowledge, skills and competences** related to knowledge and understanding of the specificity of the organization and functioning of the public administration system in the context of the international and national legal system; analyzing and interpreting the normative framework and rules in the field of public administration; the design and presentation of approaches to solving specific problems characteristic for work in public administration; selection of rules of administrative procedure or administrative dispute in a specific case; proposing the taking of procedural actions in the administrative procedure or administrative dispute; self-management and project management and the development of normative acts; self-assembly of specific acts within the competence of entities and other legal entities; critical assessment and comparison of the functioning of public administration at European, national, regional and local level; communication between public law entities; taking over personal and team responsibilities when making decisions in unforeseeable circumstances in administrative proceedings; demonstrate high morality, responsibility, conscientiousness in work, and conduct in accordance with solid ethical principles when solving administrative cases.

The professional study consists of six semesters. In the first two years (four semesters) basic administrative education is performed, in the fifth semester a specialist course is being conducted while semester professional practice and final work are performed in the sixth semester.

After completing all enrolled subjects and final work, the student acquires the title: a Bachelor (baccalaureus) of Public Administration (*bacc. admin. publ*.).

# EXPECTED LEARNING OUTCOMES

1. Connect the fundamental concepts of various branches of law and generalize problems of the work in public administration
2. Analyze the interference of international, European and national law
3. To analyze and critically evaluate the structure and functioning of the state government in the Republic of Croatia and the structure, entities and functioning of the European Union, and to evaluate trends in the modern development of public administration,
4. Analyze the impact of social processes on constitutional and administrative systems, especially the process of globalization, euro-integration, transition, urbanization, regionalization and decentralization
5. Manage the civil service resources, office management and various administrative processes and establish communication with the users of public services.
6. To evaluate the effects of the activities of entities and organizations of public administration and other authorities at different levels on the life of citizens
7. Analyze and apply basic rules in the field of IT administrative law and statistics on solving expert problems in the area of public administration
8. Use and develop complex written and oral communication in Croatian and English
9. Use specific computer skills in basic and advanced packages applied to public administration work
10. Organize and implement team work, and critically judge the opinions and attitudes of team members
11. Search, interpret and apply in a responsible manner the relevant literature and legal rules for drafting and issuing regulations and acts in administrative and other legal proceedings, administrative disputes and actions of government entities, i.e. administrative entities and organizations, utility companies and institutions
12. To draw up acts and submissions individually and undertake basic procedural actions in administrative and other legal and administrative proceedings
13. To anticipate the future development of the national constitutional and administrative system at different levels

# PROGRESSION THRU THE STUDY PROGRAM

The student is required to enroll in the academic year in the enrollment deadlines. A person who does not enter the academic year loses status and rights of a student. The deadlines are published on Polytechnic web sites and newsletters and, if necessary, on Polytechnic publications (brochures, promotional materials, etc.).

**When enrolling in the study year, the student enrolls compulsory and elective subjects in value of minimum 27 to a maximum of 35 ECTS per semester, i.e. a minimum of 60 ECTS per year, in accordance with the Study Regulations.**

1. Students enroll in a higher academic year if they have obtained at least 50 ECTS from the previous year, as follows: from the previous year, students enroll in all non-admitted subjects and a maximum of 60 ECTS from higher study years.
2. Students have the right to enroll in a repetition of the study year with partial enrollment of subjects from higher year of study under the following conditions:

* Partial entry of subjects from the second (2) year of study if they have at least 30 ECTS in the first (1.) study year
* Partial entry of subjects from the third (3) year of study if they have at least 30 ECTS in the second (2.) study year

1. If a student has completed at least one of the ECTS credits with 29 or fewer ECTS credits, he or she must enter a repeat of the year in the Academic Calendar as set forth in the academic year for the next academic year.

If the student has passed as many subjects as possible by the end of the academic year whose ECTS value is 29 or less ECTS he is obliged to enter a repetition of the year in the deadlines set forth for enrollment in the Academic Calendar for the next academic year.

**Teaching at Proffesional undergraduate study of Administrative Law consists of lectures, seminars, exercises, laboratory exercises, field work, practical training, projects, consultations, mentoring, colloquia, examinations and other forms of assessment and professional practice.**

Prerequisites for enrollment in a higher study year are attended courses from the lower academic year (confirmed by the signature of the course lecturer). The student is obliged to attend all forms of teaching in the scope determined by the performance plan of the teaching of a particular subject.

For economics and rationality, classes for full-time and part-time students are carried out jointly whenever possible given spatial and other conditions.

**Students are obliged to complete all the commitments undertaken in the course** (seminar papers, exercise protocols, project work, case studies) **which the teacher certifies by signing the index** at the end of the semester (usually the last teaching week of the semester). **The teacher has the right to refuse signing the index to a full-time student who is absent from more than 30% of teaching hours.**

Part-time student’s obligations are created according to the possibilities of their attendance in courses, which must be in accordance with the approved performance plan of the teaching of a particular subject.

The total obligation of the full-time students can be 48 hours a week at most, and not less than 40 hours, of which the most 24 hours a week of active hours. Exceptionally, students' obligations may be greater in the case of increased practical teaching, but not more than two weeks in a row during the semester.

Professional undergraduate study of Administrative Lawis evaluated with 180 ECTS credits, which are realized through enrollment of the courses.

Before completing the final thesis, the student **must pass all courses**. The total number of credits placed with the final thesis should be **at least 180 ECTS points.**

# LIST OF LECTURERS WHO TEACH ON PROFFESIONAL UNDERGRADUATE STUDY OF ADMINISTRATIVE LAW

|  |  |  |
| --- | --- | --- |
| NAME AND SURNAME OF THE LECTURER | COURSE | CONTACT E-MAIL |
| Jerko Acalin, lec. | Administrative informatics | [jerko@vus.hr](mailto:jerko@vus.hr) |
| Ivana Beljo, lec. | Statistics | [ibeljo@vus.hr](mailto:ibeljo@vus.hr) |
| Ivana Bratić, s.lec. | English language 1  English language 2  English language 3  English language 4 | [bratic@vus.hr](mailto:bratic@vus.hr) |
| Ante Galić, lec. | Administrative systems  Nomotechnics | [ante.galic@sibenik.hr](mailto:ante.galic@sibenik.hr) |
| Bosiljka Britvić Vetma PhD, associate professor | Judicial control of public authorities  Administrative practice | bosiljka.britvic@pravst.hr |
| Gina Lugović, .s.lec. | Fundamental of Scientific and Professional Work | gina@vus.hr |
| Vesna Jurin Bakotić, s.lec. | Office Business and Correspondence  The Basics of Civil Law  Land Registry Law  Status rights | [vjbakotic@vus.hr](mailto:vjbakotic@vus.hr) |
| MA Ivan Livaja, lec. | Databases in administration | [ilivaja@vus.hr](mailto:ilivaja@vus.hr) |
| Kedžo Zdravo PhD, s.lec. | Public relations and communication in public administration | kedzo@unidu.hr |
| MA Krešimir Nimac, lec. | Constitutional law 1  Constitutional law 2 | [kresonimac@gmail.com](mailto:kresonimac@gmail.com) |
| Ivica Poljičak PhD, s.lec. | Sociology of administration | [poljicak@vus.hr](mailto:poljicak@vus.hr) |
| Ivan Rančić, s.lec. | Introduction to Administration New Public Administration  Local government  Economic and Communal Law | [irancic@vus.hr](mailto:irancic@vus.hr) |
| Ljubo Runjić PhD, s.lec. | Administrative systems  Basics of international law  Administrative and legal system of EU  Law of international organizations | [runjic@vus.hr](mailto:runjic@vus.hr) |
| Sanja Veštić Mirčeta, s. lec. | Fundamentals of the theory of state and law  Administrative law I  Administrative law II | [svestic@vus.hr](mailto:svestic@vus.hr) |
| Dragan Zlatović PhD, assistant profesor | Basis of labour, social and civil servants' rights  Management of companies | [zlatovic@vus.hr](mailto:zlatovic@vus.hr) |
| Jelena Žaja, lec. | Public finance | [jzaja@vus.hr](mailto:jzaja@vus.hr) |

# PLACE OF TEACHING OF THE UNDERGRADUATE PROFESSIONAL STUDY OF ADMINISTRATIVE LAW

Teaching at the Undergraduate professional studyAdministrative Law is performed at the Polytechnic of Šibenik, in Šibenik, address "Trg Andrije Hebranga 11".

At this location, in addition to the service office, there are 17 lecture rooms with a total area of 1167 m2. The spaces in which the teaching process takes place provide optimal conditions with regard to the number of students enrolled (Table 1).

Table 1. Number of students enrolled in the academic year 2020/2021.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Teaching year | **Full-time students** | | **Part-time students** | |
| First entry | Repeat | First entry | Repeat |
| 1. | 20 |  | 20 |  |

The premises in which the teaching process takes place provide optimal conditions with regard to the number of enrolled students. The aforementioned space contains spatial capacities that, in keeping with the standards of higher education, enable students to have good quality monitoring and participation in educational activities.

Classes at the Polytechnic take place from Monday to Friday (in exceptional cases on Saturdays in the morning) according to the fix schedule of the lessons published on the notice boards and on the official website of the Polytechnic. In accordance with the requirements of the *Regulation on the content of license and conditions for issuing license to perform activities of higher education, carrying out study programs and re-accreditation of higher education institutions* (Narodne novine No. 24/10) Article 5 (2), Polytechnic has a ratio of students and the space available for the teaching (1.25 m2 / student.

# ACADEMIC CALENDAR FOR THE ACADEMIC YEAR 2018/2019.

I.Teaching at the professional studies of the Polytechnic of Šibenik in the academic year 2020/2021. starts on October 5, 2020.

II. Classes in the winter semester are held from October 5, 2020 to December 23, 2020 and from January 7, 2021 to January 30, 2021. Classes in the summer semester are held from March 1, 2021 to June 12, 2021.

III. Additional, consultative, classes for part-time students will be held in the terms prescribed by the Decision on the adoption of implementation plans for the study of study programs in the academic year 2020/2021.

IV. The winter holidays run from December 24, 2020 to January 5, 2021 and during that period the Polytechnic will not work with students. The summer holidays run from July 26, 2021 to August 23, 2021.

V. The regular winter exam period runs from February 1, 2021 to February 27, 2021. The regular summer exam period runs from June 14, 2021 to July 10, 2021. The regular autumn exam period runs from August 23, 2021 to September 18, 2021.

VI. Winter semester testing and enrollment in the summer semester ac. year 2020/2021 will take place from 15 - 19 February 2021. Summer semester testing and enrollment in ac. year 2021/2022 will take place from 12 to 16 July 2021 and from 20 to 30 September 2021.

Classes at the Undergraduate Professional Study of Administrative Law at the Polytechnic of Šibenik are conducted cumulatively, ie in cycles according to the schedule published on the Polytechnic's website <http://www.vus.hr/?stranice=raspored-predavanja-preddiplomski-upravni-studij&id=28>

# CALENDAR OF EXAM TERMS AND DEADLINES FOR ACADEMIC YEAR 2018./2019.

Calendar of exam tests is published on website www.vus.hr.

# TEACHING PROGRAMS AND CONTENT OF SUBJECTS WITH EXPECTED LEARNING FACILITIES AND BASIC LITERATURE

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1. **GENERAL INFORMATION** | | | | | | | | | |
| 1.1. Course title | **FUNDAMENTALS OF THE THEORY OF STATE AND LAW** | | 1.8. Course code in ISVU | | | |  | | |
| 1.2. Course lecturer | Sanja Veštić Mirčeta, lecturer | | 1.9. Course code in MOZVAG | | | |  | | |
| 1.3. Assistants and/or associates |  | | 1.10. Forms of teaching (number of hours Lecturing +Practical exercises + Seminars + e learning) | | | | (45+0+15+0) | | |
| 1.4. Study programme (specialist, undergraduate, graduate) | Undergraduate Professional Study Administrative Law | | 1.11. Level of e- learning application (1st, 2nd, 3rd level), percentage of on line course performance (max. 20%) | | | | 1st, course materials are on-line, 0% | | |
| 1.5. Course status (obligatory, optional) | Obligatory | | 1.12. Number of course revisions | | | |  | | |
| 1.6. Year of study | 1st | | * 1. Modernization | | | | Yes | | |
| 1.7. Credit score (ECTS) | 5 | | 1.14. Percentage estimate of course changes and/or supplements | | | | Less than 20% X□  More than 20 % □ | | |
| **2. COURSE DESCRIPTION** | | | | | | | | | |
| 2.1. Course objectives | General course objective is to adopt fundamental terms of state and law for the purpose of understanding models of functioning of the state and of the society in Croatia as well as in the world in general. Within that objective is to understand types and division of states as well as to understand their impact on creation and appliance of legal norms. Students will learn fundamental types of legal norms and legal acts, primarily focusing on acts of executive and legislative power in Republic of Croatia. | | | | | | | | |
| 2.2. Terms of course entry and required competences | Terms of entry for the first year of study. | | | | | | | | |
| 2.3. Learning outcomes on the study programme level | IU1:To link the basic concepts of different branches of the law and to generalize issues of work in public administration.  IU2: To analyze the interference of international, European and national law.  IU10:To organize and to implement a team work and to critically evaluate the opinions and attitudes of team members | | | | | | | | |
| 2.4. Expected learning outcomes on the course level | |  |  | | --- | --- | | **Learning outcomes** accroding to the Bloom`s taxonomy: (up to two verbs per LO) | **Level of LO:**  *1- remembering,*  *2- understanding,*  *3- application,*  *4-analysis,*  *5-evaluation,*  *6-synthesis* | | 1. **To analyze** concept of state. | 4 | | 1. **To illustrate and to interpret** state organisation. | 4,5 | | 1. **To differentiate** types of states **and to argue** significiance of selected state type. | 4,5 | | 1. **To differ** moral order and legal order. | 4 | | 1. **To analyze** legal norms and legal acts **and to value** their significiance. | 4,5 | | 1. **To analyze** legal relation **and to select** relevante legal norm. | 4 | | 1. **To compare** legal institutions, legal branches and legal areas. | 4 | | | | | | | | | |
| 2.5. Course content according to detailed curriculum schedule | |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **Constructive allignement** | | | | | | | **No** | **Thematic unit** | **LO of the course** | **Content/teaching methods** | **Evaluation** | **Time** | |  | Introduction to course and lession plan.  Concept of state- power, coercion, authority, legitimacy and hierarchy. | 1 | Listen to lectures.  Listen to lectures and read literature.  Get to know course content and documents on e-learning. | On colloquium or on exam students know to define and to explain concept of organsation and to define, to explain and to diferentiate concepts of power, coercion, authority, legitimacy and hierarchy. | 2 hours  7 hours | |  | Concept of state- state as community and as organisation, specific characteristics of state. | 1 | Listen to lectures and read literature, debate.  Learn how to write and how to present seminar paper. Literature needed for writing seminar papers and relevant databases are presented. Seminar papers topics are given. | On colloquium or on exam students know to define concept of state, to specify, to describe, to explain and to analyze specific characteristics of state. | 9 hours | |  | State organization. | 2 | Listen to lecture and read literature., debate.  Explor content of thematic unit and write and present seminar paper. | On colloquium or on exam students know to defne , to explain and to analyse temrs: state officials, state organs and jurisdiction, to specify, to explain and to diferentiate types of state organs, to specify, to explain and to diferentiate levels of division of labor in state, to specify, to explain and to analyze state activities, to explaine hierarchy in state and to describe sstate organisation in Republic of Croatia.  Written and presented seminar paper. | 9 hours | |  | Types of states- classification of states. | 3 | Listen to lecture and read literature, debate.  Explor content of thematic unit and write and present seminar paper. | On colloquium or on exam students know to specify types of states and to explain distinguishing criteria, to explain and to analyze types of states.  Written and preseted seminar paper. | 9 hours | |  | Types of states- democracy, bureaucracy, changes of state order and of legal order, modern state. | 3 | Listen to lecture and read literature, debate.  Explor content of thematic unit and write and present seminar paper. | On colloquium or on exam students know to define and to explain democracy and its historycal development, to specify and to diferentiate types of democracy, to specify and to diferentiate elements of democracy, to define and to explain concept of bureaucracy, to specify and to explain changes of state and of legal order, to specify elements of modern state.  Written and presented seminar paper. | 9 hours | |  | Concept of law. Legal order and moral order- social norms. | 4 | Listen to lecture and read literature, debate.  Explor content of thematic unit and write and present seminar paper. | On colloquium or on exam students know to define concept of law, to define and to explain social norm, to define, to explain and to analyze customs, moral and legal norms.  Written and presented seminar paper. |  | |  | Legal order and moral order- sources of legal norms, state and other creators of legal norms, legal system and procedual law. | 4 | Listen to lecture and read literature, debate.  Explor content of thematic unit and write and present seminar paper. | On colloquium or on exam students know to explain sources of legal norms, relationship between state and law, role of other subjects in creating legal norms, procedural law.  Written and presented seminar paper. | 9 hours | |  | Legal norm and legal acts- structure of legal norm. | 5 | Listen to lecture and read literature, debate.  Explor content of thematic unit and write and present seminar paper. | On colloquium or on exam students know to explain structure of legal norm, to explain and to analyze delict, legal responsability, sanctions and punishments.  Written and presented seminar paper. | 9 hours | |  | Legal norm and legal acts- types of legal norms, legal acts, hierarchy of legal norms and legal acts, sources of law, principle of legality. | 5 | Listen to lecture and read literature, debate.  Explor content of thematic unit and write and present seminar paper. | On colloquium or on exam students know to diferentiate and to explain types of legal norms, to define and to explain legal acts, to explain analyze hierarchy of legal norms and legal acts, to explain and to analyse principle of legality.  Written and presented seminar paper. | 9 hours | |  | Legal norm and legal acts- constitution, laws, bylaws, general acts of social organizations, customary law, individual legal acts, validity, fairness and efficiency of legal norms (acts). | 5 | Listen to lecture and read literature, debate.  Explor content of thematic unit and write and present seminar paper. | On colloquium or on exam students know to define, to explain and to analyze constitution, laws, bylaws, general acts of social organizations, customary law, individual legal acts, validity, fairness and efficiency of legal norms (acts).  Written and presented seminar paper. | 9 hours | |  | Legal relation- composition and types of legal relation, legal subjects, legal object, legal authorisation, legal obligation and legal object. | 6 | Listen to lecture and read literature, debate.  Explor content of thematic unit and write and present seminar paper. | On colloquium or on exam student know to define, to explain and to analyze legal relation, composition and types of legal relation, legal subjects, legal object, legal authorisation, legal obligation and legal object.  Written and presented seminar paper. | 9 hours | |  | Legal relation- formation and termination of legal relationship, legal facts and legal evidence, legal actions and legal gap. | 6 | Listen to lecture and read literature, debate.  Explor content of thematic unit and write and present seminar paper. | On colloquium or on exam students know to explain and to analyze formation and termination of legal relation, to define, to explain and to analyse legal facts and legal evidence, legal actions and legal gaps.  Written and presented seminar paper. | 9 hours | |  | Application of legal norm. | 6 | Listen to lecture and read literature, debate.  Explor content of thematic unit and write and present seminar paper. | On colloquium or on exam students know to explain application of legal norms.  Written and presented seminar paper. | 9 hours | |  | Systematisation of legal norms. | 7 | Listen to lecture and read literature, debate.  Explor content of thematic unit and write and present seminar paper. | On colloquium or on exam students know to define and to explain systematization of legal norms and to define, to diferentiate and to analyze legal institutions, legal branches and legal areas.  Written and presented term paper. | 9 hours | |  | Final observations / Repetition and preparation for exam. |  | Listen to lecture and read literature. Preparation for exam. |  | 24 hours | | | | | | | | | |
| **3. EVALUATION OF STUDENTS` WORK** | | | | | | | | | |
| 3.1. Students` obligations | In accordance with the Regulations on Studying and the Regulations on Student Assessment and Evaluation: for all full-time students attendance of at  least 70%. Part-time students are required to attend classes at least 50%. All students are obligated to write and to present seminar paper.  Students who have during the course achieved:   * from 0 - 24,9% ECTS credits- are rated F (unsuccessful) and cannot obtain ECTS credits, and must re-enroll in the next academic year; * from 25 - 49,9% - are assessed by FX (insufficient) and must pass the written exam (test). Written exam (test) can be held in a regular or extraordinary exam period; * more than 50% - students have the right to take the final exam.   Students can take the final exam from the course in two ways: a) during the course of teaching through continuous monitoring of students (active participation in classes, writing and presenting term paper and through two colloquia); b) during the course (active participation in classes and writing and presenting term paper) and by passing the exam (written and oral part of the exam). | | | | | | | | |
| 3.2. Monitoring student work (enter the share of ECTS credits for each activity so that the total number of ECTS points corresponds to the credit score of the course) | Attendance | 2 | | Written exam | 1 (without colloquia) | Project | |  | |
| Experimental work |  | | Research |  | Practical work | |  | |
| Essay |  | | Report |  | Continuous examination | |  | |
| Colloquium | 2,5 (without written exam) | | Seminar paper | 0,5 | Other | |  | |
| Class activity |  | | Oral exam | 1,5 (without colloquia) | Other | |  | |
| 3.3. Student workload | Student workload on all bases for 1 ECTS credit is 30 hours in a semester and is estimated as:   1. Attending classes and exercises. 60 hours 2. Writing and presenting seminar paper. 15 hours 3. Preparing colloquia or exams through individual work. 75 hours | | | | | | | | |
| **4. GRADING SYSTEM** | | | | | | | | | |
| 4.1. Grading seminar papers |  | | | | | | | | |
| 4.2. Grading colloquia/ written and oral exam | |  |  |  | | --- | --- | --- | | **Unsatisfactory** | **Satisfactory** | **Above average** | | Responds by memory, without a deeper understanding. Does not know or apply basic terms and concepts. Does not know how to apply or explain the contents of the course with examples. | Reproduces the basic concepts and without difficulty imparts new knowledge, understands the material, explains the terms and concepts supported with examples. | Knowledge is at the level of analysis, synthesis and evaluation. Observes the principles, accurately and thoroughly explains the content of the material, and logically connects and explains the terms and concepts supported with examples. Finds solutions that were not originally given. Notes correlations with related material. | |  |  |  | | | | | | | | | |
| 4.3. Final grade according to evaluation elements | |  |  |  |  |  | | --- | --- | --- | --- | --- | | Active course attendance | 70-74,9% of attendance | 75-79,9% of attendance | 80-89,9% of attendance | 90-100% of attendance | | 2 points | 5 points | 10 points | 20 points | | Colloquia/ Written exam | 2 | 3 | 4 | 5 | | 50-64,9% | 65-79,9% | 80-89,9% | 90-100% | | 25 points | 30 points | 35 points | 40 points | | Oral exam | 2 | 3 | 5 | 5 | | 25 points | 30 points | 35 points | 40 points | | | | | | | | | |
| 4.3. Final grade according to absolute division | |  |  |  | | --- | --- | --- | | Percentage of acquired knowledge, skills and competences (teaching + final exam) | Numerical grade | ECTS grade | | 90 – 100% | 5 (excellent) | A | | 80 – 89,9% | 4 (very good) | B | | 65 – 79,9% | 3 (good) | C | | 60 – 64,9% | 2 (satisfactory) | D | | 50 – 59,9% | 2 (satisfactory) | E | | | | | | | | | |
| **5. ADDITIONAL COURSE INFORMATION** | | | | | | | | | |
| 5.1. Compulsory literature (available in the library and via other media) | **Title** | | | | | | **Number of copies in the library** | | **Availability via other media** |
| Visković, N., Teorija države i prava, Zagreb, 2006. (selected chapters) | | | | | |  | |  |
| 5.2. Additional literature (at the moment of changes and/or amended of study programme) | 1. Visković, N., Pojam prava, Split, 1981.  2. Visković, N., Argumentacija i pravo, Split, 1997. | | | | | | | | |
| 5.3. Quality assurance methods that ensure the acquisition of knowledge, skills and competences | The control of students' work quality and the acquisition of necessary knowledge and skills will be ensured through interactive work. By keeping track of attendance and student activity during classes and provided information on students` progress through short colloquiums and homework, information for further guidance to students will be provided in order to increase the efficiency of their work. Students will be informed about their rights and obligations as well as the methods of work and the required literature.  Indicators of quality assurance system: Student survey, monitoring of annual data from the Croatian employment service on the annual state of student employment, surveys from employers and Alumni association. | | | | | | | | |
| 5.4. Informing about the course and contacting the teacher | It is the responsibility of each student to be regularly informed about the course, the coursework, and the classroom activities. All notices of classes or possible adjournment will be published in a timely manner on the e-learning site of the course and on the website of the Polytechnic. Students can contact teachers during the consultation period (at least one hour per week), while for short questions and explanations they can be contacted during class. It is also possible to ask questions by e-mail (from the official e-mail address at @ vus.hr), which will be answered as soon as possible (no later than five working days after receiving the e-mail). | | | | | | | | |

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| 1. **GENERAL INFORMATION** | | | | | | | | | |
| 1.1. Course title | **Administrative law 1** | | 1.8. Course code in ISVU | | | |  | | |
| 1.2. Course lecturer | Sanja Veštić Mirčeta, lecturer | | 1.9. Course code in MOZVAG | | | |  | | |
| 1.3. Assistants and/or associates | Alen Lalić | | 1.10. Forms of teaching (number of hours Lecturing +Practical exercises + Seminars + e learning) | | | | (45+0+30+0) | | |
| 1.4. Study programme (specialist, undergraduate, graduate) | Undergraduate Professional Study Administrative Law | | 1.11. Level of e- learning application (1st, 2nd, 3rd level), percentage of on line course performance (max. 20%) | | | | 1st, course materials are on-line, 0% | | |
| 1.5. Course status (obligatory, optional) | Obligatory | | 1.12. Number of course revisions | | | |  | | |
| 1.6. Year of study | 1st | | * 1. Modernization | | | | Yes | | |
| 1.7. Credit score (ECTS) | 6 | | 1.14. Percentage estimate of course changes and/or supplements | | | | Less than 20% X□  More than 20 % □ | | |
| **2. COURSE DESCRIPTION** | | | | | | | | | |
| 2.1. Course objectives | The main goal is to provide students with knowledges of organisation and activities of public administration and of the basic institutes of administrative law. Furthermore the goal is to qualify students to complete proffesional tasks in public administration. | | | | | | | | |
| 2.2. Terms of course entry and required competences | General terms required for enterying the study programme. | | | | | | | | |
| 2.3. Learning outcomes on the study programme level | IU 1: To link the basic concepts of different branches of the law and to generalize issues of work in public administration  IU2: To analyze the interference of international, European and national law  IU 4: To analyze the impact of social processes on constitutional and administrative systems, in particular of the process of globalization, Euro-integration, transition, urbanization, regionalization and decentralization  IU 5: To manage the human resources, office operations and various administrative processes and to establish the communication with different users of public services  IU 6: To evaluate how the effects of the activities of bodies and organizations of public administration and other authorities at different levels interfere with the lives of the citizens  IU 7: To analyze and to apply the basic rules in the field of IT administrative law and statistics on solving the expert problems in the area of ​​public administration  IU 8: To use and to develop the complex written and oral communication in Croatian and English language  IU 9: To use specific computer skills in basic and advanced program packages for work in public administration  IU 10: To organize and to implement a team work and to critically evaluate the opinions and attitudes of team members  IU 11: To explore, interpret and apply the relevant literature as well as the proper legal rules for drafting and issuing regulations and acts in administrative and other legal proceedings, administrative disputes and different actions of bodies of the state authority like administrative bodies and organizations, utility companies and other public institutions.  IU 12: To draft acts and submission and to undertake basic procedural actions in the administrative and other legal proceedings and disputes  IU 13:To anticipate the future development at different levels of national constitutional arrangement and the administrative system. | | | | | | | | |
| 2.4. Expected learning outcomes on the course level | |  |  | | --- | --- | | **Learning outcomes** accroding to the Bloom`s taxonomy: (up to two verbs per LO) | **Level of LO:**  *1- remembering,*  *2- understanding,*  *3- application,*  *4-analysis,*  *5-evaluation,*  *6-synthesis* | | 1. **To identify** concept of public administration. | 4 | | 1. **To analyze** public services, institutions and concessions. | 4 | | 1. **To identify** administrative legal relation and administrative contract**.** | 4 | | 1. **To describe** development of administrative law and science of administrative law as well as the relation between administrative law and other legal branches. | 2,4 | | 1. **To evaluate** legality of administrative actions. | 5 | | 1. **To differentiate** sources of administrative law. | 4 | | 1. **To evaluate** efficiency of mechanisms of control over administration. | 5 | | 1. **To select** compensation for damages caused by administration. | 5 | | 1. **To analyze** personal status and citizenship. | 4 | | | | | | | | | |
| 2.5. Course content according to detailed curriculum schedule | |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **Constructive allignement** | | | | | | | **No** | **Thematic unit** | **LO of the course** | **Content/teaching methods** | **Evaluation** | **Time** | |  | Introduction to course and lesson plan.  Concept of administration. | -, 1 | Listen to lectures.  Listen to lectures and read literature, debate.  Get to know course content and documents on e-learning. | On colloquium or on exam students know to define and to analyze concept of administration. | 2 hours  8 hours | |  | Public service . | 2 | Listen to lectures and read literature, debate.  Learn how to write and how to present seminar paper. Literature needed for writing seminar papers and relevant databases are presented. Seminar papers topics are given. | On colloquium or on exam students know to define, to explain and to analyze concept of public service. | 10 hours | |  | Institutions. | 2 | Listen to lecture and read literature, debate  Exploring content of thematic unit 2. i 3. and writing and presenting seminar paper. | On colloquium or on exam students know to define, to explain and to analyze concept and types of institutions, principles for conductiong activities of institutions, legal regime of institutions in croatian legal system.  Written and presented seminar paper. | 10 hours | |  | Concessions. | 2 | Listen to lecture and read literature, debate.  Exploring content of thematic unit and writing and presenting seminar paper. | On colloquium or on exam students know to define, to explain adn to analyze concept od conession as well as the concessions in croatian legal system.  Written and presented seminar paper. | 10 hours | |  | Administrative contracts. | 3 | Listen to lecture and read literature, debate.  Exploring content of thematic unit and writing and presenting seminar paper. | On colloquium or on exam students know to define, to explain and to analyze administrative contract as well as their main characteristics and execution and administrative contracts in croatian legal system.  Written and presented seminar paper. | 10 hours | |  | Developement of administrative law and science of administrative law. Administrative law in European Union. Object of science of administrative law.  Relation between administrative law and other law branches.  Administrative legal relations. | 3,4 | Listen to lecture and read literature, debate.  Exploring content of thematic unit and writing and presenting seminar paper. | On colloquium or on exam students know to describe and to define concept of administrative law, to describe development of administrative law and sicience of administrative law, to describe object of science of administrative law, to analyze relation between administrative law and other law branches, to define, to explain and to analyze administrative legal relations.  Written and presented seminar paper. | 10 hours | |  | Principle of legality of administration. Cases of illegality of administration. | 5 | Listen to lecture and read literature, debate.  Exploring content of thematic unit and writing and presenting seminar paper. | On colloquium or on exam students know to define, to explain and to analyze principle of legality and cases of illegality.  Written and presented seminar paper. | 10 hours | |  | Modification of principle of legality. Discretion of administration. | 5 | Listen to lecture and read literature, debate.  Exploring content of thematic unit and writing and presenting seminar paper. | On colloquium or pn exam students know to define, to explain and to analyze modification of principle of legality as well as the discretion of administration.  Created mental map. | 10 hours | |  | Legal sources of administrative law. | 6 | Listen to lecture and read literature, debate.  Exploring content of thematic unit and writing and presenting seminar paper. | On colloquium or on exam students know to define, to specify, to explain and to analyze legal sources of administrative law as well as their types.  Written and presented seminar paper. | 10 hours | |  | General acts. Instruction. | 6 | Listen to lecture and read literature, debate.  Exploring content of thematic unit and writing and presenting seminar paper. | On colloquium or on exam students know to define general acts and their significants for administration as well as their types, their ratification, control of their lagality and constitutionality, exeption of illegality, suspension of enforcment and to define, to explain and to analyze instruction.  Written and presented seminar paper. | 10 hours | |  | Control over administration. | 7 | Listen to lecture and read literature, debate.  Exploring content of thematic unit and writing and presenting seminar paper. | On colloquium or on exam students know to define, to explain and to analyze control over administratiom.  Written and presented term paper, | 10 hours | |  | Liability for damages. | 8 | Listen to lecture and read literature, debate.  Exploring content of thematic unit and writing and presenting seminar paper. | On colloquium or on exam students know to describe developement of concept of state liability for damages as well as to explain and to analyze it.  Written and presented seminar paper. | 10 hours | |  | Personal status. | 9 | Listen to lecture and read literature, debate.  Exploring content of thematic unit and writing and presenting seminar paper. | On colloquium or on exam students know to define, to explain and to analyze national registers, personal name, personal identification number, identification cards, travel documents, citizens residence and domicile.  Written and presented seminar paper. | 10 hours | |  | Citizenship. | 9 | Listen to lecture and read literature, debate.  Exploring content of thematic unit and writing and presenting seminar paper. | On colloquium or on exam students know to define, to explain and to analyze concept of citizenship and citizenship in croatian legal system.  Written and presented seminar paper. | 10 hours | |  | Final observations. / Repetition and preparation for exam. |  | Listen to lecture and read literature, debate. |  | 40 hours | | | | | | | | | |
| **3. EVALUATION OF STUDENTS` WORK** | | | | | | | | | |
| 3.1. Students` obligations | In accordance with the Regulations on Studying and the Regulations on Student Assessment and Evaluation: for all full-time students attendance of at  least 70%. Part-time students are required to attend classes at least 50%. All students are required to write and to present seminar paper.  Students who have during the course achieved:   * from 0 - 24,9% ECTS credits- are rated F (unsuccessful) and cannot obtain ECTS credits, and must re-enroll in the next academic year; * from 25 - 49,9% - are assessed by FX (insufficient) and must pass the written exam (test). Written exam (test) can be held in a regular or extraordinary exam period; * more than 50% - students have the right to take the final exam.   Students can take the final exam from the course in two ways: a) during the course of teaching through continuous monitoring of students (active participation in classes, writing and presenting seminar paper and two colloquia); b) during the course (active participation in classes, writing and presenting seminar paper) and by passing the exam (written and oral part of the exam). | | | | | | | | |
| 3.2. Monitoring student work (enter the share of ECTS credits for each activity so that the total number of ECTS points corresponds to the credit score of the course) | Attendance | 2,5 | | Written exam | 2 (without colloquia) | Project | |  | |
| Experimental work |  | | Research |  | Practical work | |  | |
| Essay |  | | Report |  | Continuous examination | |  | |
| Colloquium | 3 (without written exam) | | Seminar paper | 0,5 | Other | |  | |
| Class activity |  | | Oral exam | 1 (without colloquia) | Other | |  | |
| 3.3. Student workload | Student workload on all bases for 1 ECTS credit is 30 hours in a semester and is estimated as:   1. Attending classes and exercises. 75 hours 2. Writing and presenting seminar paper. 15 hours 3. Preparing colloquia or exams through individual work. 90 hours | | | | | | | | |
| **4. GRADING SYSTEM** | | | | | | | | | |
| 4.1. Grading seminar papers |  | | | | | | | | |
| 4.2. Grading colloquia/ written and oral exam | |  |  |  | | --- | --- | --- | | **Unsatisfactory** | **Satisfactory** | **Above average** | | Responds by memory, without a deeper understanding. Does not know or apply basic terms and concepts. Does not know how to apply or explain the contents of the course with examples. | Reproduces the basic concepts and without difficulty imparts new knowledge, understands the material, explains the terms and concepts supported with examples. | Knowledge is at the level of analysis, synthesis and evaluation. Observes the principles, accurately and thoroughly explains the content of the material, and logically connects and explains the terms and concepts supported with examples. Finds solutions that were not originally given. Notes correlations with related material. | |  |  |  | | | | | | | | | |
| 4.3. Final grade according to evaluation elements | |  |  |  |  |  | | --- | --- | --- | --- | --- | | Active course attendance | 70-74,9% of attendance | 75-79,9% of attendance | 80-89,9% of attendance | 90-100% of attendance | | 2 points | 5 points | 10 points | 20 points | | Colloquia/ Written exam | 2 | 3 | 4 | 5 | | 50-64,9% | 65-79,9% | 80-89,9% | 90-100% | | 25 points | 30 points | 35 points | 40 points | | Oral exam | 2 | 3 | 5 | 5 | | 25 points | 30 points | 35 points | 40 points | | | | | | | | | |
| 4.3. Final grade according to absolute division | |  |  |  | | --- | --- | --- | | Percentage of acquired knowledge, skills and competences (teaching + final exam) | Numerical grade | ECTS grade | | 90 – 100% | 5 (excellent) | A | | 80 – 89,9% | 4 (very good) | B | | 65 – 79,9% | 3 (good) | C | | 60 – 64,9% | 2 (satisfactory) | D | | 50 – 59,9% | 2 (satisfactory) | E | | | | | | | | | |
| **5. ADDITIONAL COURSE INFORMATION** | | | | | | | | | |
| 5.1. Compulsory literature (available in the library and via other media) | **Title** | | | | | | **Number of copies in the library** | | **Availability via other media** |
| Borković, I., Upravno pravo, Narodne novine, Zagreb, 2002, str. 3.-186. | | | | | |  | |  |
| 1. Zakon o hrvatskom državljanstvu 2. Zakon o koncesijama 3. Zakon o osobnoj iskaznici 4. Zakon o osobnom identifikacijskom broju 5. Zakon o prebivalištu 6. Zakon o pučkom pravobranitelju 7. Zakon o sustavu državne uprave 8. Zakon o ustanovama 9. Zakon o strancima | | | | | |  | |  |
| 5.2. Additional literature (at the moment of changes and/or amended of study programme) | Ivančević, Velimir,; Institucije upravnog prava; , Pravni fakultet u Zagrebu (1983) -. odabrana poglavlja)  1. Ustav Republike Hrvatske  2. Zakon o lokalnoj i područnoj (regionalnoj) samoupravi  3. Zakon o ustrojstvu i djelokrugu ministarstava i drugih središnjih tijela državne uprave  4. Zakon o Vladi Republike Hrvatske | | | | | | | | |
| 5.3. Quality assurance methods that ensure the acquisition of knowledge, skills and competences | The control of students' work quality and the acquisition of necessary knowledge and skills will be ensured through interactive work. By keeping track of attendance and student activity during classes and provided information on students` progress through short colloquiums and homework, information for further guidance to students will be provided in order to increase the efficiency of their work. Students will be informed about their rights and obligations as well as the methods of work and the required literature.  Indicators of quality assurance system: Student survey, monitoring of annual data from the Croatian employment service on the annual state of student employment, surveys from employers and Alumni association. | | | | | | | | |
| 5.4. Informing about the course and contacting the teacher | It is the responsibility of each student to be regularly informed about the course, the coursework, and the classroom activities. All notices of classes or possible adjournment will be published in a timely manner on the e-learning site of the course and on the website of the Polytechnic. Students can contact teachers during the consultation period (at least one hour per week), while for short questions and explanations they can be contacted during class. It is also possible to ask questions by e-mail (from the official e-mail address at @ vus.hr), which will be answered as soon as possible (no later than five working days after receiving the e-mail). | | | | | | | | |

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| **1. GENERAL INFORMATION** | | | | | |
| 1.1. Course title | | **Constitutonal law I** | 1.8. Course code in ISVU | 201172 | |
| 1.2. Course lecturer | | M.Sc. Krešimir Nimac, lecturer | 1.9. Course code in MOZVAG |  | |
| 1.3. Assistants and/of associates | | no | 1.10. Forms of teaching (number of hours Lecturing +Practical exercises + Seminars + e learning) | (45+0+30+0) | |
| 1.4. Study programme (specialist, undergraduate, graduate) | | **Undergraduate Professional Study Administrative Law** | 1.11. Level of e- learning application (1st, 2nd, 3rd level), percentage of on line course performance (max. 20%) | 1st, course materials are on-line, 0% | |
| 1.5. . Course status (obligatory, optional) | | Obligatory | 1.12. Number of course revisions | 1 | |
| 1.6. Year of study | | 1st | 1.13. Modernization | □ yes no | |
| 1.7. Credit score (ECTS) | | 6 | 1.14. Percentage estimate of course changes and/or supplements | Less than 20% □  More than 20 % □ | |
| **2. COURSE DESCRIPTION** | | | | | |
| 2.1. Course objectives | The aim of the course is to acquire basic knowledge of general issues of constitutional law, constitutional rule, foundations of government, organization of state power and forms of different state communities, electoral system, constitutional organization of the European Union, human rights and their protection, and constitutional judging. | | | | |
| 2.2. Terms of course entry and required competences | No terms | | | | |
| 2.3. . Learning outcomes on the study programme level | LO 1: Connect the basic concepts of different branches of law and generalize the problems of work in public administration | | | | |
| LO 2: Analyze the interferences of international, European and national law | | | | |
| LO 3: Analyze and critically evaluate the structure, bodies and functioning of the European Union | | | | |
| LO 4: Analyze the impact of social processes on the constitutional order, especially the process of globalization, euro-integration, transition, urbanization, regionalization and decentralization | | | | |
| LO 8: Use and develop complex written and oral communication in Croatian and English | | | | |
| LO 10: Organize and conduct teamwork, and critically evaluate the opinions and attitudes of team members | | | | |
| LO 11: Independently and responsibly search, interpret and apply relevant literature and legal sources for drafting and enacting regulations and acts in administrative and other legal proceedings, administrative dispute and action of administrative bodies and organizations, utility companies and institutions | | | | |
| LO 13: Anticipate the future development of the national constitutional system and the administrative system at different levels | | | | |
| 2.4. Expected learning outcomes on the course level (4-10 learning outcomes) | **Learning outcomes** accroding to the Bloom`s taxonomy: (up to two verbs per LO) | | | | **Level of LO:**  *1-Remembering*  *2-understanding*  *3- application*  *4-analysis*  *5-evaluation*  *6-synthesis* |
| 1. **Define** basic concepts and concepts of constitutional law, and **link** fundamental political theories and explanations of the political process within the function of the constitution in a democratic society | | | | 1, 3 |
| 2. **Classify** and **analyze** types of constitutions, models of government structures, forms of government, institutions of democratic constitutionality and human rights and freedoms | | | | 2, 4 |
| 3. **Compare** and **criticize** existing models of government in the world | | | | 5 |
| 4. **Provide** procedures for establishing legally relevant facts and deciding issues in the field of constitutional law | | | | 5 |
| 5. **Draft** a simpler lawsuit to the European Court of Human Rights | | | | 6 |
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| 2.5. Course content according to detailed curriculum schedule | | **Constructive allignement** | | | | | | | | | | | | | | | | |
| **No.** | **Thematic unit** | | | **LO of the course** | | | **Content/teaching methods** | | | **Evaluation** | | | | | | **Time** |
|  | Introduction into the course and detailed plan. | | | - | | | Listen to a lecture. In the course of seminary classes students are introduced to the course content and documents on the e-learning page of the course by working independently on a computer. | | | - | | | | | | 4 h |
| CONSTITUTIONAL LAW AS A BORDER OF LAW - sources of constitutional law, subject matter, methods and relationship with other branches of law | | | 1,2 | | | Listen to a lecture, browse databases, and read literature. | | | At the midterm or the written / oral exam students can define the basic concepts of constitutional law. They analyze the sources of constitutional law and the relationship with other branches of law. | | | | | | 6 h |
|  | THE CONSTITUTION AND THE CONSTITUTIONAL GOVERNMENT - function of the constitution and development of theories of constitutional rule, interpretation of the constitution | | | 1,2 | | | Listen to a lecture and read literature. At seminary classes, students independently explore the content of this topic area by searching the database. | | | At the midterm or the written / oral exam students can define the basic functions of the constitution, and know the theories of constitutional rule.  Practical work created and presented (using computer programs independently). | | | | | | 10 h |
|  | CONSTITUTIONAL DEVELOPMENT IN THE WORLD - Classical and contemporary constitutionalism, review of major constitutional systems | | | 1,2 | | | Listen to a lecture and read literature.  At seminary classes, independently and in a group, using the brainstorming method and methods of discussing types of constitutionalism through examples of large constitutional systems. | | | At the midterm or the written / oral examination, students can distinguish between classical and contemporary constitutionalism and define their characteristics, and describe the great constitutional systems that exist in the world.  Practical work created and presented (using computer programs and sources of legal practice independently). | | | | | | 10 h |
|  | TYPES OF CONSTITUTION - written and unwritten, material and formal, rigid and soft, codified and dispersed | | | 1,2 | | | Listen to a lecture, browse databases, and read literature. | | | At the midterm or the written / oral exam students can define the types of the constitution according to different criteria.  Practical work created and presented (using computer programs and sources of legal practice independently). | | | | | | 10 h |
|  | ADOPTING AND CHANGING THE CONSTITUTION - Audit system | | | 1,2,4 | | | Listen to a lecture and read literature.  At seminary classes, students independently and in a group analyze case studies and draw conclusions on the application of legal regulations to a specific factual situation. | | | At the midterm or the written / oral exam, students can define how to revise the constitution.  Practical work created and presented (using computer programs and sources of legal practice independently). | | | | | | 10 h |
|  | HUMAN RIGHTS AND FUNDAMENTAL FREEDOMS - An overview of human rights and fundamental freedoms | | | 1,2,4 | | | They listen to a lecture and read literature.  They use multimedia and networking.  In seminar classes, in group work, students analyze case studies and draw conclusions about the application of legal regulations to a specific factual situation, by applying brainstorming methods and discussion methods on the topic. | | | At the midterm or the written / oral exam, they can define basic human rights and freedoms, and analyze the historical development of human rights and freedoms with special reference to the classical rights of man and citizen.  Practical work drafted and presented (using computer programs and sources of case law and other legal practice independently). | | | | | | 12 h |
|  | INTERNATIONAL HUMAN RIGHTS STANDARDS AND THE SYSTEM FOR THE PROTECTION OF HUMAN RIGHTS AND FREEDOMS - Universal Declaration of Human Rights, European Convention for the Protection of Human Rights, European Court of Human Rights | | | 1,2,4,5 | | | Listen to a lecture and read literature.  At seminary classes, in group work, students analyze case studies and draw conclusions on the application of legal regulations to a specific factual situation, and draft simpler lawsuits to the European Court of Human Rights. | | | At the midterm or the written / oral exam, students can define the legal springs and the way to protect human rights in the world with special reference to the European Union, and compare them with national legislation.  Practical work drafted and presented (using computer programs and sources of case law and other legal practice independently). | | | | | | 14 h |
|  | CONSTITUTIONAL AND LEGALITY CONTROL - principle of constitutionality and legality, formal and substantive unconstitutionality of laws, constitutional courts | | | 1,2,4 | | | Listen to a lecture and read literature.  At seminary classes, students independently and in the group analyze examples of possible violations of the principles of constitutionality and legality on a specific legal norm and legal act. | | | At the midterm or the written / oral examination, students can define the substantive or formal unconstitutionality of a legal provision, and they know the structure, jurisdiction and decision-making of the constitutional courts in Germany and Austria, as well as the way of controlling the constitutionality and legality in the USA.  Practical work drafted and presented (using computer programs and sources of case law and other legal practice independently). | | | | | | 12 h |
|  | BASIC INSTITUTIONS OF DEMOCRATIC CONSTITUTION - Representative Democracy and Immediate Democracy | | | 1,2, | | | They listen to a lecture and read literature.  At seminary classes, students independently and in a group browse databases with special emphasis on the constitution of referendum questions and the boundaries of referendum decision-making.  . | | | At the midterm or written / oral examination, they can describe the procedure for selecting the highest state bodies, and define the referendum, its types and the constitutional limits of referendum decision-making.  Practical work created and presented (using computer programs and sources of legal practice independently). | | | | | | 12 h |
|  | ELECTION SYSTEM - majority system, proportional representation, preferential votes | | | 1,2,4 | | | Listen to a lecture, browse databases, and read literature.  At seminary classes, students group-demonstrate the electoral process and calculate the distribution of mandates according to the election results | | | At the midterm or the written / oral exam, they can define different election implementation models, majority system, proportional system, preferential voting, constituencies, and voter lists.  Practical work created and presented (using computer programs and sources of legal practice independently). | | | | | | 12 h |
|  | ORGANIZATION AND RESPONSIBILITY OF AUTHORITIES - diversity of forms of government, efficient and responsible government | | | 1,2,3,4 | | | Listen to a lecture and read literature.  At seminary classes, students use the brainstorming method and the method of discussing the advantages and disadvantages of particular forms of government. | | | At the midterm or the written / oral exam, they can explain the existence of different forms of government, and define the characteristics of the presidential, semi-presidential and parliamentary systems.  Practical work created and presented (using computer programs and sources of legal practice independently) | | | | | | 14 h |
|  | PARLIAMENTARISM - concept, forms, division of powers, MPs | | | 1,2,3 | | | Listen to a lecture and read literature.  At seminary classes, students individually explore the content of this thematic area by searching a database on the form of parliamentary rule in different countries of the world and the European Union. | | | At the midterm or the written / oral examination, students can define the basic features of the parliamentary system, the political responsibility of ministers, and parliamentary immunity.  Practical work created and presented (using computer programs and sources of legal practice independently). | | | | | | 12 h |
|  | COMPLEX STATES AND STATE COMMUNITIES - Federalism, Confederalism, Unions | | | 1,2,3 | | | Listen to a lecture and read literature.  At seminary classes, students analyze, by themselves or in a group, case studies on the forms of organization of different complex countries in the world. | | | At the midterm or the written / oral exam they can define and distinguish the Confederation from the Federation and other forms of complex states and state communities, and to know the basic features of the structure of Bosnia and Herzegovina.  Practical work created and presented (using computer programs and sources of legal practice independently). | | | | | | 12 h |
|  | THE CONSTITUTIONALITY OF THE EUROPEAN UNION - Historical developments and basic documents | | | 1,2 | | | Listen to a lecture, browse databases, and read literature. | | | At the midterm or the written / oral exam, they can define the basic features of the structure of the European Union and the constitutional choice in the process of European integration.  Practical work drafted and presented (using computer programs and sources of European Union law practice independently). | | | | | | 10 h |
|  | THE CROATIAN CONSTITUTION IN THE EUROPEAN UNION - The importance of the national Constitution, division of competences  Concluding considerations  Revision and preparing for the exam | | | 1,2,4 | | | Listen to a lecture and read literature.  At seminary classes, students use the brainstorming method and methods of discussing the future constitutional development of the Republic of Croatia within the European Union. | | | At the midterm or the written / oral examination, they can define the division of legislative competences between the European Union and the Member States, and the manner in which the Republic of Croatia participates in the institutions of the European Union.  Practical work created and presented (using computer programs and sources of legal practice independently). | | | | | | 20 h |
| **3. EVALUATION OF STUDENTS` WORK** | | | | | | | | | | | | | | | | | | |
| 3.1. Students` obligations | | In accordance with the ***Regulations on Studying*** and the ***Regulations on Student Assessment and Evaluation***: for all full-time students attendance of at least 70%. Part-time students are required to attend classes at least 50%. All students must create, present and have a positively rated seminar paper. Students who have achieved during the course:   * from 0 - 24,9% ECTS credits- are rated F (unsuccessful) and cannot obtain ECTS credits, and must re-enroll in the next academic year; * from 25 - 49,9% - are assessed by FX (insufficient) and must pass the written exam (test). Written exam (test) can be held in a regular or extraordinary examination period; * more than 50% - students have the right to take the final exam.   Students can take the final exam in the course in two ways: a) during the course of teaching through continuous monitoring of students (active participation in teaching, preparation and presentation of seminar work and two midterm exams); b) during class (active participation in teaching, preparation and presentation of seminar work) and taking exams (written and oral part of the exam). | | | | | | | | | | | | | | | | |
| 3.2. . Monitoring student work (enter the share of ECTS credits for each activity so that the total number of ECTS points corresponds to the credit score of the course) | | Attendance | | | 2 | | Written exam | | | 3 (without colloquia/midterm) | | | Project | | |  | | |
| Experimental work | | |  | | Research | | |  | | | Practical work | | | 0,5 | | |
| Essay | | |  | | Report | | |  | | | Continuous examination | | |  | | |
| Colloquium (midterm) | | | 3,5 (without written exam) | | Seminar paper | | |  | | | Other | | |  | | |
| Class activity | | |  | | Oral exam | | | 0,5 (without colloquia/midterm) | | | Other | | |  | | |
| 3.3. Student workload | | Student workload on all bases for 1 ECTS credit is 30 hours in a semester and is estimated as:   |  |  | | --- | --- | | ***Obligation*** | ***Hours (estimated)*** | | 1. Attendance | 60 | | 1. Writing seminar paper and presentation | 15 | | 1. Preparation for the midterm / exam through self-study | 105 | |  | | | | | | | | | | | | | | | | | | |
| **4. GRADING SYSTEM** | | | | | | | | | | | | | | | | | | |
| 4.1. Grading seminar papers | | |  |  |  |  | | --- | --- | --- | --- | | **The evaluation element** | **Unsatisfactory** | **Satisfactory** | **Above average** | | Organization | The paper is not organized in a logical order and lacks structure. | The paper is well structured with a clear distinction between the introduction, the main body of the text and the conclusion. | The paper is well structured with a clear distinction between the introduction, the main body of the text and the conclusion, which are logically interconnected. | | Terminology, writing style | Words and expressions are not in line with official terminology. The writing style is not appropriate, the sentences are too long, of a modest vocabulary and with frequent and repeated grammatical errors. | Words and expressions are in line with official terminology. The writing style is appropriate, the sentence structure is clear, the vocabulary is appropriate and there are few grammatical errors. | Words and expressions are aligned with official terminology and show an understanding of their meaning. The writing style is excellent, the sentences are clear and concise, the vocabulary is rich and there are no grammatical errors. | | Citing and references | The sources are not listed at all. The references do not fit the topic and show a cursory approach to exploring the topic. | The sources are listed but incomplete and with errors. The references are relevant to the topic and show a satisfactory research attitude. | The sources are accurately, completely and consistently listed. The references are appropriate, their list is "rich" and comprehensive and show a detailed research approach. | | | | | | | | | | | | | | | | | |
| 4.2. Grading colloquia/ written and oral exam | | |  |  |  | | --- | --- | --- | | **Unsatisfactory** | **Satisfactory** | **Above average** | | Student responds by memory, without a deeper understanding, does not know or apply basic terms and concepts, does not know how to apply or explain the contents of the course with examples. | Student reproduces the basic concepts and without difficulty imparts new knowledge, understands the material, explains the terms and concepts supporting them with examples. | Knowledge is at the level of analysis, synthesis and evaluation. Student observes the principles of law, accurately and thoroughly explains the content of the material, and logically connects and explains the terms and concepts supporting them with examples. Finds solutions that were not originally given and notices correlations with related material. | | | | | | | | | | | | | | | | | |
| 4.3. Final grade according to evaluation elements | | Active course attendance | | 70-75% of attendance | | | | 76-86% of attendance | | | 87-100% of attendance | | | | Solved case studies | | | |
| 2 points | | | | 4 points | | | 7 points | | | | 3 points | | | |
| Seminar paper | | 2 | | | | 3 | | | 4 | | | | 5 | | | |
| 5 points | | | | 7 points | | | 8 points | | | | 10 points | | | |
| Colloquia/ Written exam | | 2 | | | | 3 | | | 4 | | | | 5 | | | |
| 50-64,9% | | | | 65-79,9% | | | 80-89,9% | | | | 90-100% | | | |
| 25 points | | | | 30 points | | | 35 points | | | | 40 points | | | |
| Oral exam | | 2 | | | | 3 | | | 5 | | | | 5 | | | |
| 25 points | | | | 30 points | | | 35 points | | | | 40 points | | | |
| 4.4. Final grade according to absolute division | | |  |  |  | | --- | --- | --- | | Percentage of acquired knowledge, skills and competences (teaching + final exam) | Numerical grade | ECTS grade | | 90 – 100% | 5 (excellent) | A | | 80 – 89,9% | 4 (very good) | B | | 65 – 79,9% | 3 (good) | C | | 60 – 64,9% | 2 (satisfactory) | D | | 50 – 59,9% | 2 (satisfactory) | E | | | | | | | | | | | | | | | | | |
| **5. ADDITIONAL COURSE INFORMATION** | | | | | | | | | | | | | | | | | | |
| 5.1. Compulsory literature (available in the library and via other media) | Title | | | | | | | | | | | | | Number of copies in the library | | | Availability via other media | |
| 1. Smerdel, B., Ustavno uređenje europske Hrvatske, Narodne novine, Zagreb, 2013., str. 3.-237. | | | | | | | | | | | | |  | | |  | |
| 2. Ustav Republike Hrvatske, pročišćeni tekst Narodne novine 85/10. i 5/14. | | | | | | | | | | | | |  | | |  | |
| 5.2. Additional literature (at the moment of changes and/or amended of study programme) | 1. Bačić, A., Ustavno pravo, teorija i interpretacija, Split, 1995.  2. Smerdel, B., Sokol, S., Ustavno pravo, Narodne novine, Zagreb, 2009., str. 3.-21., 209.-214., 235.-256., 329.-369. | | | | | | | | | | | | |  | | |  | |
| 5.3. Quality assurance methods that ensure the acquisition of knowledge, skills and competences | The control of students' work quality and the acquisition of necessary knowledge and skills will be ensured through interactive work. By keeping track of attendance and student activity during classes and provided information on students` progress through short colloquiums and homework, information for further guidance to students will be provided in order to increase the efficiency of their work. Students will be informed about their rights and obligations as well as the methods of work and the required literature.  Indicators of quality assurance system: Student survey, monitoring of annual data from the Croatian employment service on the annual state of student employment, surveys from employers and Alumni association. | | | | | | | | | | | | | | | | | |
| 5.4. Informing about the course and contacting the teacher | It is the responsibility of each student to be regularly informed about the course, the coursework, and the classroom activities. All notices of classes or possible adjournment will be published in a timely manner on the e-learning site of the course and on the website of the Polytechnic. Students can contact teachers during the consultation period (at least one hour per week), while for short questions and explanations they can be contacted during class. It is also possible to ask questions by e-mail (from the official e-mail address at @ vus.hr), which will be answered as soon as possible (no later than five working days after receiving the e-mail). | | | | | | | | | | | | | | | | | |

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| **1. THE INFORMATION** | | | | | | | | | | | | | |
| 1.1. Carriers of the subject | | Ivan Rančić, mag. Iur., v. pred. | | | 1.7. Credits (ECTS) | | | | 6 | | | | |
| 1.2. Name of the object | | Introduction to Administration | | | 1.8. Teaching mode (number of hours P + V + S + e-learning) | | | | 45+30 | | | | |
| 1.3. Contributors | |  | | | 1.9. Level of e-learning (1st, 2nd, 3rd level), percentage of on-line courses (max 20%) | | | |  | | | | |
| 1.4. Study program (professional, specialist graduate professional study) | | Undergraduate Professional Study Program | | | 1.10. The number of changes and / or additions to the course description | | | | II | | | | |
| 1.5. Course status (O, I) | | O | | | 1.10. modernization | | | | □ | | | | |
| 1.6. Year of study | | 1 | | | 1:11. Estimate the percentage of changes and / or additions to the course program | | | | Less than 20% □ X  Over 20% □ | | | | |
| 2. DESCRIPTION OF THE SUBJECT | | | | | | | | | | | | | |
| 2.1. Course objectives | | The core objective of the course is to acquire knowledge and skills appropriate to later involvement in work processes in governmental, local and regional self-government structures and in public and private persons. The aim is to enable students with understanding of governance, tendencies that accompany management in the 21st century, teaches in the administration, learns the meaning of the organization, examines the work of the administrative organizations and their impact on the general development of the administration. | | | | | | | | | | | |
| 2.2. Requirements for enrollment of the course and entrance competencies required for the course | | Conditions for enrollment of the first year of study. | | | | | | | | | | | |
| 2.3. The learning outcomes at the level of programs to which the course contributes | | - Link basic concepts of different branches of law and generalize issues of public administration work  - Analyze the interference of international, European and national law  - Analyze and critically evaluate the structure and functioning of the state government in the Republic of Croatia and the structure, bodies and functioning of the European Union, and to evaluate trends in the modern development of public administration,  - Analyze the impact of social processes on constitutional and administrative systems, particularly the process of globalization, euro-integration, transition, urbanization, regionalization and decentralization  - Evaluate the effects of the activities of bodies and organizations of public administration and other authorities at different levels on the lives of citizens  - Use and develop complex written and oral communication in Croatian and English  - Organize and implement teamwork, and critically judge the opinions and attitudes of team members  - Individually and responsibly to search, interpret and apply the relevant literature and legal rules for drafting and issuing regulations and acts in administrative and other legal proceedings, administrative disputes and actions of government bodies, ie administrative bodies and organizations, utility societies and institutions  - To anticipate the future development of national constitutional and administrative systems at different levels | | | | | | | | | | | |
| 2.4. Expected learning outcomes at the level of the course (4-10 learning outcomes) | | 1. Knowledge and understanding 2. After successfully mastering the course, students will be able to: 3. 1. Identify the fundamental features of modern administrative processes and structures and historical development and the contemporary role of public administration in relation to 4. 2. Define the basic concepts of public administration such as administrative organization, public affairs, management, public administration, public management, public service. 5. 3. Interpret the basic features of public administration. 6. 4. Apply acquired insight into social phenomena to explain historical and contemporary elements of administrative development. 7. 5. Distinguish and categorize parts of public administration - state administration, territorial self-government and public services. 8. 6. Analyze the mutual impacts of governance development and current social processes, particularly globalization, Euro-integration, post-socialist transition, urbanization, regionalization and decentralization. 9. 7. Formulate the underlying principles of functioning and functioning of public administration in the contemporary context. 10. 8. Evaluate trends in the contemporary development of public administration in relation to the various approaches to basic administrative doctrines. | | | | | | | | | | | |
| 2.5. The content of the course is elaborated in detail by the class teacher | | 1.According to a modern administration.  2.Definition of administration  3.Manual organization and management activity.  4. Management features.  5. Tendencies of administrative organizations.  6.Work of administration in the political system.  6. Organizational structure of administration.  7. Processes of organization  8.Leadership  9.Medical Management Resources  10.Planing into the administration  11. Administration in the administration  12.Administration  13. Steps in the administration.  14 Supervision in the administration  15.Europeising national administrations | | | | | | | | | | | |
| 2.6. Types of Teaching: | | □ x lectures  □ x seminars and workshops  □ x exercises  □ distance education  □ mixed e-learning  □ field teaching | | □ x independent tasks  □ multimedia and network  □ laboratory  □ x mentoring work  □ (buy-in) | | | | 2.7. Comments: | | | | | |
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| 2.8. Obligation of students | | Lectures are presented by presentations, handout, analyzing everyday processes that take place or have an impact on the administration, comparing with foreign countries and making conclusions. Students are obliged to take part in classes, regular attendance at 75%, exercises, self-assessment and teamwork, and participation in teaching. | | | | | | | | | | | |
| 2.9. Monitoring student work (enter the share of ECTS credits for each activity so that the total number of ECTS points corresponds to the credit score of the course) | | Attending classes | 2,0 | | | Written exam | 2,5 (without collages) | | | Project | |  | |
| Experimental work |  | | | Research |  | | | Practical work | |  | |
| Essay |  | | | Referat |  | | | Continuous check | |  | |
| colloquia | 2,5 (without written permission) | | | Seminar work | 0,5 | | | (others to enroll) | |  | |
| Activities in teaching | 0,5 | | | Usmeni test | 0,5 | | | (others to enroll) | |  | |
| 2.10. Evaluating and evaluating students' work during classroom and final exam | During the course of the classes, students can write two colloquia for the purpose of examining the knowledge of the part of the material to which the colloquy relates. Students who place both colloquia with a minimum grade are eligible to enroll in the assessment obtained on the basis of the results of the colloquium and the seminar work without the need for examinations. They are obliged to apply for the exam in the regular exam period. Students who do not complete the course through a colloquium will take the exam in a regular exam period. | | | | | | | | | | | | |
| 2.11. Compulsory literature (available in the library and through other media) | **Title** | | | | | | | | | | **Number of copies in the library** | | **Access via other media** |
| Koprić I., Marčetić G., Musa A., Đulabić V., Lalić Novak G .; Administrative Science - Public Administration in a Contemporary European Context; Faculty of Law, University of Zagreb (2014), - selected chapters | | | | | | | | | | 5 | |  |
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| 2.12. Supplementary literature (at the time of application for amendment and / or amendment of the study program) | Ivanišević, S. et al., Hrestomatija of Administrative Science Volume I and II. , Faculty of Law, University of Zagreb, Zagreb, 1998.  Pusić, E .: School of Management, School Book, Zagreb, 2002 (only a large slogan)  Koprić, I., et.al. : Public Administration-Teaching Material, Social Polytechnic of Zagreb, Faculty of Law in Zagreb; Zagreb, 2006, p. 3-9, 19-37, 161-166, 347-395, 395-405.  Koprić, I., Musa, A., Lalić Novak, G. (2012) European Administrative Space, Zagreb: Institute of Public Administration, pp. 11-56. and 63-70.  Constitution of the Republic of Croatia  Law on Civil Servants and Employees  Law on Local and Regional Self-Government  The Law on the Organization and the Scope of Ministries and Other Central Government Bodies,  Law on the State Administration System  Law on the Government of the Republic of Croatia | | | | | | | | | | 2 | |  |
| 2.13. Quality assurance methods that ensure the acquisition of knowledge, skills and competences | Relevant quality monitoring is achieved by encouraging and checking the active participation of students in the teaching activities, evaluating the seminar work and the work contract, evaluating the two quarters and completing the exams. This includes student surveys, CES data on employment of completed students, surveys and reviews of employers, participation of students in works with teachers, participation of students at professional and scientific conferences, ALUMNI and so on. | | | | | | | | | |  | |  |

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| 1. **GENERAL COURSE INFORMATION** | | | |
| 1.1. Course title | **Statistics** | 1.8. Course code in ISVU | 129859 |
| 1.2. Course lecturer | Ivana Beljo | 1.9. Course code in MOZVAG |  |
| 1.3. Assistants and/or associates |  | 1.10. Forms of teaching (number of hours Lecturing +Practical exercises + Seminars + e learning) | (30+15+0+0) |
| 1.4. Study programme (specialist, undergraduate, graduate) | Undergraduate Professional Study Administrative Law | 1.11. Level of e- learning application (1st, 2nd, 3rd level), percentage of on line course performance (max. 20%) | 1st, course materials are on-line, 0% |
| 1.5. Course status (obligatory, optional) | Obligatory | 1.12. Number of course revisions | 3. |
| 1.6. Year of study | 1st | * 1. Modernization | Yes |
| 1.7. Credit score (ECTS) | 3 | 1.14. Percentage estimate of course changes and/or supplements | Less than 20% X□  More than 20 % □ |

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| **2. COURSE DESCRIPTION** | | |
| 2.1. Course objectives | The goal is to provide students with theoretical knowledge:   * To define fundamental terms of descriptive statistics. * To effectively understand and recognize fundamental statistical procedures and methods; * To develop and apply the learned content of this course in business practice | |
| 2.2. Terms of course entry and required competences | 4 year secondary education completed; qualification level 4.2 according to the CROQF. | |
| 2.3. . Learning outcomes on the study programme level | LO7: To analyze and to apply the basic rules in the field of IT administrative law and statistics on solving the expert problems in the area of public administration.  LO 8: To use and to develop the complex written and oral communication in Croatian and English language.  LO 9: To use specific computer skills in basic and advanced program packages for work in public administration.  LO 10: To organize and to implement a team work and to critically evaluate the opinions and attitudes of team members. | |
| 2.4. Expected learning outcomes on the course level | **Learning outcomes** accroding to the Bloom`s taxonomy: (up to two verbs per LO) | **Level of LO:**  *1- remembering,*  *2- understanding,*  *3- application,*  *4-analysis,*  *5-evaluation,*  *6-synthesis* |
| 1. To define and explain fundamental terms of descriptive statistics | 1, 2 |
| 1. to prepare tabular an graphical data representation of statistical data | 3, 4 |
| 1. to calculate and to interpret measures of central tendency and measures of dispersion | 3, 4 |
| 1. to identify time series type, to calculate and to interpret the values of dynamics indicators | 2, 3, 4 |
| 1. to perform correlation and regression analysis, to comment the results and to draw a conclusion about the relationship between variables | 3, 4, 5 |
| 1. to estimate the linear trend equation and to apply it for forecasting future values of the time series | 3, 4, 6 |

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| 2.5. Course content according to detailed curriculum schedule | | **Constructive allignement** | | | | | | | | | | | | | | | | |
| **no** | **Thematic unit** | | | **LO of the course** | | | **Content/teaching methods** | | | **Evaluation** | | | | | | **Time** |
|  | Introduction into the course and detailed plan. | | | - | | | Listen to lectures. Work independently on computer, get to know course content and elearning documents. | | | - | | | | | | 2 h |
|  | Basic statistical terms. | | | 1, 2 | | | Listen to lectures and read literature.  The exercises demonstrate how to solve tasks. Solve exercises. | | | In colloquium or written and oral exams students define basic statistical terms. | | | | | | 4 h |
|  | Statistical tables. Cumulative frequency | | | 1, 2 | | | Listen to lectures and read literature.  The exercises demonstrate how to solve tasks. Solve exercises. | | | In colloquium or written and oral exams students define basic statistical terms, They describe the data in a tables. They know how to calculate cumulative and relative frequencies. | | | | | | 3 h |
|  | Grouping data and graphical data representatio. | | | 1,2 | | | Listen to lectures and read literature.  The exercises demonstrate how to solve tasks. Solve exercises. | | | In colloquium or written and oral exams students know how to group and graphically present data | | | | | | 3 h |
|  | Measures of central tendency. | | | 1, 2,3 | | | Listen to lectures and read literature.  The exercises demonstrate how to solve tasks. Solve exercises. | | | In colloquium or written and oral exams students know how to define and describe measures of central tendency, division of central tendency. Calculate and comment on the resulting calculations. | | | | | | 3 h |
|  | Measures of central tendency. | | | 1, 2, 3 | | | Listen to lectures and read literature.  The exercises demonstrate how to solve tasks. Solve exercises. | | | In colloquium or written and oral exams students know how to define and describe measures of central tendency, division of central tendency. Calculate and comment on the resulting calculations. | | | | | | 3 h |
|  | Measures of dispersion. | | | 1,2, 3 | | | Listen to lectures and read literature.  The exercises demonstrate how to solve tasks. Solve exercises. | | | In colloquium or written and oral exams students know how to define and describe dispersion measures, division into absolute and relative. Calculate dispersion measures and comment on obtained calculations. | | | | | | 3 h |
|  | Standardized value. Colloquium. | | | 1, 2, 3 | | | Write the colloquium. | | | - | | | | | | 15 h |
|  | Time series. | | | 1, 2, 4 | | | Listen to lectures and read literature.  The exercises demonstrate how to solve tasks. Solve exercises. | | | In colloquium or written and oral exams students know how to define and differentiate the type of time series, examine and solve dynamic indicators, and comment on obtained solutions | | | | | | 3 h |
|  | Indices. | | | 1, 2, 4 | | | Listen to lectures and read literature.  The exercises demonstrate how to solve tasks. Solve exercises. | | | In colloquium or written and oral exams students know how to define and calculate indices, and comment on solutions obtained. | | | | | | 3 h |
|  | Correlation and regression. | | | 1, 2, 5 | | | Listen to lectures and read literature.  The exercises demonstrate how to solve tasks. Solve exercises. | | | In colloquium or written and oral exams students know how to perform correlation analysis, sketch the scatterplot, calculate Pearson's correlation coefficient, and draw conclusions about the correlation of phenomena. | | | | | | 3 h |
|  | Correlation and regression. | | | 1, 2, 5 | | | Listen to lectures and read literature.  The exercises demonstrate how to solve tasks. Solve exercises. | | | In colloquium or written and oral exams students know how to perform linear regression analysis, comment on solutions, and draw conclusions about the correlation of phenomena. | | | | | | 3 h |
|  | Trend. | | | 1, 6 | | | Listen to lectures and read literature.  The exercises demonstrate how to solve tasks. Solve exercises. | | | In colloquium or written and oral exams students  know how to estimate a linear trend equation and apply it when forecasting future values of a time series. | | | | | | 3 h |
|  | Chi-square test. Colloquium | | | 1,4,5,6 | | | Write the colloquium. | | | - | | | | | | 15 h |
|  | Revision | | |  | | | Listen to lectures and read literature. | | | - | | | | | | 15 h |
| **3. EVALUATION OF STUDENTS` WORK** | | | | | | | | | | | | | | | | | | |
| 3.1. Students` obligations | | In accordance with the Regulations on Studying and the Regulations on Student Assessment and Evaluation: for all full-time students attendance of at  least 70%. Part-time students are required to attend classes at least 50%. All students are required to carry calculator and formulae list.  Students who have during the course achieved:   * from 0 - 24,9% ECTS credits- are rated F (unsuccessful) and cannot obtain ECTS credits, and must re-enroll in the next academic year; * from 25 - 49,9% - are assessed by FX (insufficient) and must pass the written exam (test). Written exam (test) can be held in a regular or extraordinary exam period; * more than 50% - students have the right to take the final exam.   Students can take the final exam from the course in two ways: a) during the course of teaching through continuous monitoring of students (active participation in classes and through two colloquia); b) by passing the exam (written and oral part of the exam). | | | | | | | | | | | | | | | | |
| 3.2. Monitoring student work (enter the share of ECTS credits for each activity so that the total number of ECTS points corresponds to the credit score of the course)) | | Attendance | | | 0,5 | | Written exam | | | 1 (without colloquia) | | | Project | | |  | | |
| Experimental work | | |  | | Research | | |  | | | Practical work | | |  | | |
| Essay | | |  | | Report | | |  | | | Continuous examination | | | 1 | | |
| Colloquium | | | 2 (without written exam) | | Seminar paper | | |  | | | Other | | |  | | |
| Class activity | | | 0,5 | | Oral exam | | | 1 (without colloquia) | | | Other | | |  | | |
| 3.3. . Student workload | | Student workload on all bases for 1 ECTS credit is 30 hours in a semester and is estimated as:   1. Attending classes and exercises 45 hours 2. Preparing colloquia or exams through individual work 45 hours | | | | | | | | | | | | | | | | |
| **4. FORMIRANJE OCJENE** | | | | | | | | | | | | | | | | | | |
| 4.1. Grading seminar papers | | - | | | | | | | | | | | | | | | | |
| 4.2. Grading colloquia/ written and oral exam | | |  |  |  | | --- | --- | --- | | **Unsatisfactory** | **Satisfactory** | **Above average** | | Responds by memory, without a deeper understanding. Does not know or apply basic terms and concepts. Does not know how to apply or explain the contents of the course with examples. | Reproduces the basic concepts and without difficulty imparts new knowledge, understands the material, explains the terms and concepts supported with examples. | Knowledge is at the level of analysis, synthesis and evaluation. Observes the principles, accurately and thoroughly explains the content of the material, and logically connects and explains the terms and concepts supported with examples. Finds solutions that were not originally given. Notes correlations with related material. | | | | | | | | | | | | | | | | | |
| 4.3. Final grade according to evaluation elements | | Active course attendance | | 70-74,9% of attendance | | | | 75-79,9% of attendance | | | 80-89,9% of attendance | | | | 90-100% of attendance | | | |
| 2 points | | | | 5 points | | | 10 points | | | | 20 points | | | |
| Colloquia/ Written exam | | 2 | | | | 3 | | | 4 | | | | 5 | | | |
| 50-64,9% | | | | 65-79,9% | | | 80-89,9% | | | | 90-100% | | | |
| 25 points | | | | 30 points | | | 35 points | | | | 40 points | | | |
| Oral exam | | 2 | | | | 3 | | | 5 | | | | 5 | | | |
| 25 points | | | | 30 points | | | 35 points | | | | 40 points | | | |
| 4.4. Final grade according to absolute division | | |  |  |  | | --- | --- | --- | | Percentage of acquired knowledge, skills and competences (teaching + final exam) | Numerical grade | ECTS grade | | 90 – 100% | 5 (excellent) | A | | 80 – 89,9% | 4 (very good) | B | | 65 – 79,9% | 3 (good) | C | | 60 – 64,9% | 2 (satisfactory) | D | | 50 – 59,9% | 2 (satisfactory) | E | | | | | | | | | | | | | | | | | |
| **5. ADDITIONAL COURSE INFORMATION** | | | | | | | | | | | | | | | | | | |
| 5.1. Compulsory literature (available in the library and via other media) | **Title** | | | | | | | | | | | | | **Number of copies in the library** | | | **Availability via other media** | |
| Petz, B. i sur. (2012.) Petzova statistika: Osnovne statističke metode za nematematičare, Naklada Slap, Zagreb (selected chapters) | | | | | | | | | | | | | 5 | | |  | |
| Dumičić, K. i sur. (2011.) Poslovna statistika, ELEMENT d.o.o., Zagreb (selected chapters) | | | | | | | | | | | | | 5 | | |  | |
| 5.2. Additional literature (at the moment of changes and/or amended of study programme) | Teaching material and exercises  Boban, M. i Mečev, D. (2011.) Poslovna statistika, Veleučilište u Šibeniku, recenzirana skripta | | | | | | | | | | | | |  | | |  | |
| 5.3. Quality assurance methods that ensure the acquisition of knowledge, skills and competences | The control of students' work quality and the acquisition of necessary knowledge and skills will be ensured through interactive work. By keeping track of attendance and student activity during classes and provided information on students` progress through short colloquiums and homework, information for further guidance to students will be provided in order to increase the efficiency of their work. Students will be informed about their rights and obligations as well as the methods of work and the required literature.  Indicators of quality assurance system: Student survey, monitoring of annual data from the Croatian employment service on the annual state of student employment, surveys from employers and Alumni association. | | | | | | | | | | | | | | | | | |
| 5.4. Informing about the course and contacting the teacher | It is the responsibility of each student to be regularly informed about the course, the coursework, and the classroom activities. All notices of classes or possible adjournment will be published in a timely manner on the e-learning site of the course and on the website of the Polytechnic. Students can contact teachers during the consultation period (at least one hour per week), while for short questions and explanations they can be contacted during class. It is also possible to ask questions by e-mail (from the official e-mail address at @ vus.hr), which will be answered as soon as possible (no later than five working days after receiving the e-mail). | | | | | | | | | | | | | | | | | |

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| **1.GENERAL INFORMATION** | | | | | | | | | |
| 1.1. Course lecturer | Ivana Bratić, prof., higher lecturer | | 1.8. Course code in ISVU | | | | 201175 | | |
| 1.2. Course title | **English language 1** | | 1.9. Course code in MOZVAG | | | |  | | |
| 1.3. Assistants and/or associates |  | | 1.10. Forms of teaching (number of hours Lecturing +Practical exercises + Seminars + e learning) | | | | (30+0+0) | | |
| 1.4. Study programme (specialist, undergraduate, graduate) | Undergraduate Professional Study of Public Administration | | 1.11. Level of e- learning application (1st, 2nd, 3rd level), percentage of on line course performance (max. 20%) | | | | 1st, course materials are on-line, 0% | | |
| 1.5. Course status (obligatory, optional) | Obligatory | | 1.12. Number of course revisions | | | | 2 | | |
| 1.6. Year of study | 1st | | * 1. Modernization | | | | Yes | | |
| 1.7. Credit score (ECTS) | 3 | | 1.14. Percentage estimate of course changes and/or supplements | | | | Less than 20% X□  More than 20 % □ | | |
| **2. COURSE DESCRIPTION** | | | | | | | | | |
| 2.1. Course objectives | The objective of the course English language 1 is to master basic vocabulary in English related to administrative, legal and business world in general, as well as the accurate grammatical structures that include the correct use of verb tenses in spoken and written English, mastering the new lexical units, and the proper use of syntax in English sentences, as well as the use of general linguistic competences at B1 level. | | | | | | | | |
| 2.2. Terms of course entry and required competences | Four-year secondary education completed; Possession of a Level 4.2 qualification according to the CROQF. Proficiency in English at minimum B1 level. | | | | | | | | |
| 2.3. Learning outcomes on the study programme level | LO8: Use and develop complex written and oral communication in Croatian and English  LO10: Organize and conduct teamwork and critically evaluate the opinions and attitudes of team stakeholders  LO12: Compile and draft acts and submissions and to undertake basic procedural actions in administrative and other legal proceedings as well as in the administrative dispute | | | | | | | | |
| 2.4. Expected learning outcomes on the course level | |  |  | | --- | --- | | **Learning outcomes** accroding to the Bloom`s taxonomy: (up to two verbs per LO) | **Level of LO:**  *1- remembering,*  *2- understanding,*  *3- application,*  *4-analysis,*  *5-evaluation,*  *6-synthesis* | | 1. Understand and apply basic terms in legal English terminology | 2,3 | | 2. Solve and apply grammatical structures on texts and grammar tasks | 3 | | 3. Interpret and use verb tenses in a real linguistic context | 3,4 | | 4. Solve and interpret grammatical tasks in English | 3 | | 5. Develop and demonstrate (in front of fellow students) a brief presentation in English | 3 | | 6. Analyze and compare differences in the use of basic verb tenses in English | 4 | | 7. Select and argue one of the topics within the course | 5 | | 8. Explain and translate a specific text of a business-legal character | 6 | | 9. Prepare and compose an essay in English | 6 | | | | | | | | | |
| 2.5. Course content according to detailed curriculum schedule | |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **Constructive allignement** | | | | | | | **no** | **Thematic unit** | **LO of the course** | **Content/teaching methods** | **Evaluation** | **Time** | |  | Introduction into the course and detailed plan | - | Listen to lectures. Work independently on computer, get to know course content and elearning documents. | - | 2 h | |  | Grammar review | 1,2 | Students repeat and name the grammatical structures adopted. | At colloquium or written and oral exam students know how to to understand and apply basic grammatical tenses in the English language and, to apply grammatical structures in texts and grammatical tasks, they are able to use part of general language competence on the B1 level. | 4 h | |  | Present Simple vs. Present Continuous | 1,2,3,4 | Students listen to a lecture and read literature. They use multimedia and networking. They solve tasks. | At colloquium or written and oral exam students know how to to understand and apply basic grammatical tenses in the English language and, to apply grammatical structures in texts and grammatical tasks, they are able to use part of general language competence on the B1 level. | 4 h | |  | Grammar exercises; text analysis, sentence analysis | 1,2,3 | Students listen to a lecture and read literature. They solve tasks. | At colloquium or written and oral exam students know how to to understand and apply basic grammatical tenses in the English language and, to apply grammatical structures in texts and grammatical tasks, they are able to use part of general language competence on the B1 level. | 4 h | |  | Business and the law | 1,2,3,8 | Students read the text, spot new or unfamiliar vocabulary, paraphrase it into English and translate it into Croatian. | At colloquium or written and oral exam students answer the questions regarding the texts from the coursebook and apply new vocabulary. | 4 h | |  | Past Simple vs. Past Continuous | 1,2,3,4 | Students listen to a lecture and read literature. They solve tasks. | At colloquium or written and oral exam students know how to to understand and apply basic grammatical tenses in the English language and, to apply grammatical structures in texts and grammatical tasks, they are able to use part of general language competence on the B1 level. | 4 h | |  | Review 1 | 1,2,3,5,6 | Students solve grammatical tasks and tasks related to understanding, translating and paraphrasing. | Students can apply grammatical structures on texts and assignments, interpret and use verb tenses, are able to communicate in English regarding the topics from the coursebook as well as to express their own opinions, develop a shorter essay within the course topics, use part of general language competences at B1 level. | 6 h | |  | In house lawyers | 5,6,7,8 | Students read the text of a legal character, identify new vocabulary, paraphrase it into English and translate it to Croatian. | At the colloquium or the written and oral exam students can apply new professional vocabulary of legal character in written and spoken communication and use part of general language competences at B1 level. | 10 h | |  | Handling international disputes | 5,6,7,8 | Students read the text of a legal character, identify new vocabulary, paraphrase it into English and translate it to Croatian. | At the colloquium or the written and oral exam students can apply new professional vocabulary of legal character in written and spoken communication and use part of general language competences at B1 level. | 6 h | |  | Case study – writing and discussion | 1,2,3,5,6,9 | Students write an essay in English on one of the topics treated during the course. | At the colloquium or written and oral exam students are able to apply grammatical and syntactic structures and to communicate in English regarding the topics from the coursebook, express their own opinions, develop a short essay, use part of general language competences at B1 level. | 6 h | |  | Present Perfect Tense | 1,2,3,4,6 | Students listen to a lecture.  They master the details related to form, use, spelling of Present Perfect Tense especially in relation to Past Simple Tense. | At colloquium or written and oral exam students know how to to understand and apply basic grammatical tenses in the English language and, to apply grammatical structures in texts and grammatical tasks, they are able to use part of general language competence on the B1 level. | 10 h | |  | Mixed Tenses | 1,2,3,4,5,6,7,8,9 | Students listen to a lecture and read the literature.  They use multimedia and networking.  They solve tasks. | At the colloquium or the written and oral exam students can apply grammatical structures on texts and assignments, interpret and use verb tenses in context, communicate in English, express their own opinions, develop a short essay. They will write business email in English, use part of general language competences at B1 level. | 10 h | |  | Different countries; different legal systems | 1,2,3,9 | Students read the text of a legal character, identify new vocabulary, paraphrase it into English and translate it to Croatian. | At the colloquium or the written and oral exam students can apply new professional vocabulary of legal character in written and spoken communication and use part of general language competences at B1 level. | 4 h | |  | Case study | 1,2,3,6,9 | Students write an essay in English on one of the topics treated during the course. They present it in front of other students in the course. | At the colloquium or written and oral exam students are able to apply grammatical and syntactic structures and to communicate in English regarding the topics from the coursebook, express their own opinions, develop a short essay, use part of general language competences at B1 level. | 6 h | |  | Review II | 1,2,3,4,5,6,7,8,9 | Students do grammatical and vocabulary tasks. | Students can apply grammatical structures on texts and assignments, interpret and use verb tenses, are able to communicate in English regarding the topics from the coursebook as well as to express their own opinions, develop a shorter essay within the course topics, use part of general language competences at B1 level. | 10 h | | | | | | | | | |
| **3. EVALUATION OF STUDENTS` WORK** | | | | | | | | | |
| 3.1. Students` obligations | In accordance with the Regulations on Studying and the Regulations on Student Assessment and Evaluation: for all full-time students attendance of at  least 70%. Part-time students are required to attend classes at least 50%. All students are required to carry calculator and formulae list.  Students who have during the course achieved:   * from 0 - 24,9% ECTS credits- are rated F (unsuccessful) and cannot obtain ECTS credits, and must re-enroll in the next academic year; * from 25 - 49,9% - are assessed by FX (insufficient) and must pass the written exam (test). Written exam (test) can be held in a regular or extraordinary exam period; * more than 50% - students have the right to take the final exam.   Students can take the final exam from the course in two ways: a) during the course of teaching through continuous monitoring of students (active participation in classes and through three colloquia); b) by passing the exam (written and oral part of the exam). | | | | | | | | |
| 3.2. Monitoring student work (enter the share of ECTS credits for each activity so that the total number of ECTS points corresponds to the credit score of the course) | Attendance | 0,5 | | Written exam | 1 (without colloquia) | Project | |  | |
| Experimental work |  | | Research |  | Practical work | |  | |
| Essay |  | | Report |  | Continuous examination | |  | |
| Colloquium | 2 (without written exam) | | Seminar paper |  | Other | |  | |
| Class activity | 0,5 | | Oral exam | 1 (without colloquia) | Other | |  | |
| 3.3. Student workload | Student workload on all bases for 1 ECTS credit is 30 hours in a semester and is estimated as:   1. Attending classes and exercises 45 hours 2. Preparing colloquia or exams through individual work 45 hours | | | | | | | | |
| **4. GRADING SYSTEM** | | | | | | | | | |
| 4.1. Grading seminar papers |  | | | | | | | | |
| 4.2. Grading colloquia/ written and oral exam | |  |  |  | | --- | --- | --- | | **Unsatisfactory** | **Satisfactory** | **Above average** | | Responds by memory, without a deeper understanding. Does not know or apply basic terms and concepts. Does not know how to apply or explain the contents of the course with examples. | Reproduces the basic concepts and without difficulty imparts new knowledge, understands the material, explains the terms and concepts supported with examples. | Knowledge is at the level of analysis, synthesis and evaluation. Observes the principles, accurately and thoroughly explains the content of the material, and logically connects and explains the terms and concepts supported with examples. Finds solutions that were not originally given. Notes correlations with related material. | |  |  |  | | | | | | | | | |
| 4.3. Final grade according to evaluation elements | |  |  |  |  |  | | --- | --- | --- | --- | --- | | Active course attendance | 70-74,9% of attendance | 75-79,9% of attendance | 80-89,9% of attendance | 90-100% of attendance | | 2 points | 5 points | 10 points | 20 points | | Colloquia/ Written exam | 2 | 3 | 4 | 5 | | 50-64,9% | 65-79,9% | 80-89,9% | 90-100% | | 25 points | 30 points | 35 points | 40 points | | Oral exam | 2 | 3 | 5 | 5 | | 25 points | 30 points | 35 points | 40 points | | | | | | | | | |
| 4.3. Final grade according to absolute division | |  |  |  | | --- | --- | --- | | Percentage of acquired knowledge, skills and competences (teaching + final exam) | Numerical grade | ECTS grade | | 90 – 100% | 5 (excellent) | A | | 80 – 89,9% | 4 (very good) | B | | 65 – 79,9% | 3 (good) | C | | 60 – 64,9% | 2 (satisfactory) | D | | 50 – 59,9% | 2 (satisfactory) | E | | | | | | | | | |
| **5. ADDITIONAL COURSE INFORMATION** | | | | | | | | | |
| 5.1. Compulsory literature (available in the library and via other media) | **Title** | | | | | | **Number of copies in the library** | | **Availability via other media** |
| 1. „Market Leader“, Business Law, A Robin Widdowson, Pearson/Longman, 2010 (the mandatory part only applies to the topics described in this implementation plan) | | | | | | 1 | | e-materijal available to all students on Claroline system of the Polytechnic of Šibenik |
| 1. „Osnovna gramatika engleskog jezika“, Ivana Bratić, Veleučilište u Šibeniku, (e-izdanje) (the mandatory part only applies to the topics described in this implementation plan) | | | | | |  | | e-materijal available to all students on Claroline system of the Polytechnic of Šibenik |
| 5.2. Additional literature (at the moment of changes and/or amended of study programme) | Peter Strutt , „Market Leader - Business Grammar and Usage“, Business English , Pearson/Longman, 2000. | | | | | | | | |
| 5.3. Quality assurance methods that ensure the acquisition of knowledge, skills and competences | The control of students' work quality and the acquisition of necessary knowledge and skills will be ensured through interactive work. By keeping track of attendance and student activity during classes and provided information on students` progress through short colloquiums and homework, information for further guidance to students will be provided in order to increase the efficiency of their work. Students will be informed about their rights and obligations as well as the methods of work and the required literature.  Indicators of quality assurance system: Student survey, monitoring of annual data from the Croatian employment service on the annual state of student employment, surveys from employers and Alumni association. | | | | | | | | |
| 5.4. Informing about the course and contacting the teacher | It is the responsibility of each student to be regularly informed about the course, the coursework, and the classroom activities. All notices of classes or possible adjournment will be published in a timely manner on the e-learning site of the course and on the website of the Polytechnic. Students can contact teachers during the consultation period (at least one hour per week), while for short questions and explanations they can be contacted during class. It is also possible to ask questions by e-mail (from the official e-mail address at @ vus.hr), which will be answered as soon as possible (no later than five working days after receiving the e-mail). | | | | | | | | |

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| **1. GENERAL INFORMATION ABOUT THE SUBJECT** | | | | | | | | | | | | | | | | | | | | | |
| 1.1. Title | | | **FUNDAMENTALS OF SCIENTIFIC AND PROFESSIONAL WORK** | | | | | | | 1.8. ISVU course code | | | | | | 201176 | | | | | |
| 1.2. Lecturer | | | MA Gina Lugović, s. lecturer | | | | | | | 1.9. MOZVAG course code | | | | | |  | | | | | |
| 1.3. Assistants and/or associates | | | None | | | | | | | 1.10. Forms of teaching (number of hours Lecturing +Practical exercises + Seminars + e learning) | | | | | | 15L+15P | | | | | |
| 1.4. Study programme (specialist, undergraduate, graduate) | | | **UNDERGRADUATE PROFESSIONAL STUDY**  **ADMINISTRATIVE STUDY** | | | | | | | 1.11. Level of e- learning application (1st, 2nd, 3rd level), percentage of on line course performance (max. 20%) | | | | | | 1st, materials available online, 0% of course online | | | | | |
| 1.5. Course status (obligatory, optional) | | | Obligatory | | | | | | | 1.12. Number of course revisions | | | | | | 1. | | | | | |
| 1.6. Study year | | | 1. | | | | | | | 1.13. Modernization | | | | | | □ yes no | | | | | |
| 1.7. Credit score (ECTS) | | | 2 | | | | | | | 1.14. Percentage estimate of course changes and/or supplements | | | | | | Less than 20% □  More than 20 % □ | | | | | |
| **2. COURSE DESCRIPTION** | | | | | | | | | | | | | | | | | | | | | | | |
| 2.1. Course objectives | | Introduce students to:  - types of scientific and professional papers,  - research in science,  - methods and stages of research work,  - data collection methods in the research process,  - research instruments,  - data processing and analysis,  - and applying acquired knowledge to research processes and writing. | | | | | | | | | | | | | | | | | | | | | |
| 2.2. Terms of course entry and required competences | | No input competence. | | | | | | | | | | | | | | | | | | | | | |
| 2.3. Learning outcomes on the study programme level | | LO12. To draft acts and submission and to undertake basic procedural actions in the administrative and other legal proceedings and disputes | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | |
| 2.4. Expected learning outcomes on the course level | | **Learning outcomes** towards Bloom's taxonomy:  (up to two verbs per LO) | | | | | | | | | | | | | | | | | **LO Level:**   1. *Recapture,* 2. *Understanding,* 3. *Application,* 4. *Analysis,* 5. *Evaluation,* 6. *Synthesis* | | | | |
| 1. To identify and describe adequate methods of data collection in the research process, | | | | | | | | | | | | | | | | | 1 | | | | |
| 2. To explain acquired knowledge through research processes and in research writing, | | | | | | | | | | | | | | | | | 2 | | | | |
| 3. Use appropriate research methodology, | | | | | | | | | | | | | | | | | 3 | | | | |
| 4. Analyze the importance of ethical issues and principles in the research process, | | | | | | | | | | | | | | | | | 4 | | | | |
| 5. Independently and responsibly advocate the basic principles of critical review of relevant literature, and correctly reference the used literature. | | | | | | | | | | | | | | | | | 5 | | | | |
| 6. To apply and manage acquired knowledge in writing and interpreting your own research. | | | | | | | | | | | | | | | | | 6 | | | | |
| 2.5. Course content according to detailed curriculum schedule | | **Constructive alignment** | | | | | | | | | | | | | | | | | | | | | |
| **No:** | | **Thematic ensemble / Lecture Topic** | | | **Course LO** | | **Content / Teaching Method** | | | | **Evaluation** | | | | | | | | **Time needed** | |
|  | | Introduction to the course and a detailed performance plan | | | - | | Listen to the lecture. Students get acquainted with course content and documents on the e-learning course page. | | | | - | | | | | | | | 2 hours | |
| Defining science. Scientific objective and scientific method. | | | 12 | | Listen to the lecture and read the literature. The exercises demonstrate how to solve given problems. Solve exercises. | | | | Students define the basic concepts of science during the written exam. They know how to describe and explain a scientific goal and scientific methods. | | | | | | | | 3 hours | |
|  | | Research and research philosophy. Types and ethics of research. | | | 12 | | Listen to the lecture and read the literature. The exercises demonstrate how to solve given problems. Solve exercises. | | | | In the written exam, they know how to enumerate, distinguish and give an example of an environmental factor. | | | | | | | | 5 hours | |
|  | | Quantitative methodology. Basic features of the quantitative approach. | | | 12 | | Listen to the lecture and read the literature. The exercises demonstrate how to solve given problems. Solve exercises. | | | | In the written exam, they can define, describe the quantitative methodology, and explain the basic features of the quantitative approach. | | | | | | | | 4 hours | |
|  | | Qualitative methodology. Principles of qualitative research. | | | 12 | | Listen to the lecture and read the literature. The exercises demonstrate how to solve given problems. Solve exercises. | | | | In the written exam, they can define, describe the qualitative methodology, and explain the basic features of the qualitative approach. | | | | | | | | 3 hours | |
|  | | Choosing and defining research problems. Collection of literature. Development of a theoretical framework. Defining research goals. | | | 12 | | Listen to the lecture and read the literature. The exercises demonstrate how to solve given problems. Solve exercises. | | | | In the written exam, they can define and describe the problems of research, anticipate planning to collect literature, judge and decide on a theoretical framework, propose a research goal / objectives. | | | | | | | | 5 hours | |
|  | | Defining hypotheses, variables and scale of measurement. | | | 12 | | Listen to the lecture and read the literature. The exercises demonstrate how to solve given problems. Solve exercises. | | | | In the written exam, they can define and describe hypotheses, plan variables and measurement scales, and interpret the correlation between hypotheses and variables. | | | | | | | | 4 hours | |
|  | | Drafting a survey. Determination of sample and type of research. | | | 12 | | Listen to the lecture and read the literature. The exercises demonstrate how to solve given problems. Solve exercises. | | | | On written exam, they know how to evaluate the research design and define and describe the samples of the research participants; know how to list and describe and interpret types of research. | | | | | | | | 5 hours | |
|  | | Compiling a research instrument. | | | 12 | | Listen to the lecture and read the literature. The exercises demonstrate how to solve given problems. Solve exercises. | | | | In the written exam, they are able to select and combine questions for the research instrument (s) based on the objective and hypotheses of the research. | | | | | | | | 4 hours | |
|  | | Data collection methods: desk analysis, content analysis, case study, observation. | | | 12 | | Listen to the lecture and read the literature. The exercises demonstrate how to solve given problems. Solve exercises. | | | | In the written exam, they can define and describe desk analysis, content analysis, case studies and observation as one of the methods of data collection and analyse and compare each other, suggest a method that provides the best solution for the research objective. | | | | | | | | 3 hours | |
|  | | Data collection methods: a survey. | | | 12 | | Listen to the lecture and read the literature. The exercises demonstrate how to solve given problems. Solve exercises. | | | | In the written exam, they can define and describe the survey as a method of data collection, and by analysing it with other methods, propose a method that gives the best solution for the research objective. | | | | | | | | 4 hours | |
|  | | Data collection methods: interview, focus group. | | | 12 | | Listen to the lecture and read the literature. The exercises demonstrate how to solve given problems. Solve exercises. | | | | In the written exam, they can define and describe the interview and focus group as data collection methods, and by analysing with other methods, propose a method that provides the best solution for the research objective. | | | | | | | | 4 hours | |
|  | | Data collection methods: other research methods. | | | 12 | | Listen to the lecture and read the literature. The exercises demonstrate how to solve given problems. Solve exercises. | | | | In the written exam, they can define and describe other research methods as data collection methods, and analyse them and propose a method that provides the best solution for the research goal. | | | | | | | | 3 hours | |
|  | | Data processing and analysis. Showing results. Discussion and conclusion. | | | 12 | | Listen to the lecture and read the literature. The exercises demonstrate how to solve given problems. Solve exercises. | | | | In the written exam, they can define and describe other research methods as data collection methods, and analyse them and propose a method that provides the best solution for the research goal. | | | | | | | | 4 hours | |
|  | | Instructions and tips for creating a work. Language and writing style. | | | 12 | | Listen to the lecture and read the literature. The exercises demonstrate how to solve given problems. Solve exercises. | | | | In the written exam, they can define and describe other research methods as data collection methods, and analyse them and propose a method that provides the best solution for the research goal. | | | | | | | | 4 hours | |
|  | | Types of scientific and professional papers. Basic principles of critical review of the literature. | | | 12 | | Listen to the lecture and read the literature. The exercises demonstrate how to solve given problems. Solve exercises. | | | | In the written exam, they can define and describe other research methods as data collection methods, and analyse them and propose a method that provides the best solution for the research goal. | | | | | | | | 3 hours | |
| **3. EVALUATION OF STUDENT WORK** | | | | | | | | | | | | | | | | | | | | | | | |
| 3.1. Students` obligations | | Attendance at class. | | | | | | | | | | | | | | | | | | | | | |
| 3.2. Monitoring student work (enter the share of ECTS credits for each activity so that the total number of ECTS points corresponds to the credit score of the course) | | Attendance | | | | 1 | | Written exam | | | 1 | | | Project | | | |  | | | | | |
| Experimental work | | | |  | | Research | | |  | | | Practical work | | | |  | | | | | |
| Essay | | | |  | | Report | | |  | | | Continuous examination | | | |  | | | | | |
| Colloquium | | | |  | | Seminar paper | | |  | | | Other (inscribe) | | | |  | | | | | |
| Class activities | | | |  | | Oral exam | | |  | | | Other (inscribe) | | | |  | | | | | |
| 3.3. Student workload | | The student's workload on all bases amounts to 1 ECTS point for 30 hours of work per semester and is estimated as:   |  |  | | --- | --- | | **Commitment** | **Hours (estimate)** | | 1. Attending classes and exercises | 30 | | 1. Preparation for the Colloquium / exam through self-study | 30 | |  | | | | | | | | | | | | | | | | | | | | | | | |
| **4. GRADING** | | | | | | | | | | | | | | | | | | | | | | | |
| 4.1. Seminar paper grading | |  | | | | | | | | | | | | | | | | | | | | | |
| 4.2. Colloquium / exam grading | | |  |  |  | | --- | --- | --- | | **Poor** | **Satisfying** | **Above average** | | Give answer by memory, no deeper understanding. Does not know and does not apply the basic terms and concepts. Cannot apply or explain the contents of the course. | Reproduces basic terms, without difficulty transfers new knowledge, understands subject matter, explains the terms and the notions that substantiate by examples. | Knowledge is at the level of analysis, synthesis and evaluation. It observes legitimacy, accurately and thoroughly explains the content of the subject, and logically links and explains the terms and concepts that it encapsulates. Find solutions that are not originally given. There is a correlation with correlative subjects. | | | | | | | | | | | | | | | | | | | | | | |
| 4.3. Creating a final grade according to evaluation elements | | Active participation in the lessons | | | 70-74,9% of attendance | | | | | 75-79,9% of attendance | | 80-89,9% of attendance | | | | | 90-100% of attendance | | | | | | |
| 2 points | | | | | 5 points | | 10 points | | | | | 20 points | | | | | | |
| Colloquium / written exam | | | 2 | | | | | 3 | | 4 | | | | | 5 | | | | | | |
| 50-64,9% | | | | | 65-79,9% | | 80-89,9% | | | | | 90-100% | | | | | | |
| 25 points | | | | | 30 points | | 35 points | | | | | 40 points | | | | | | |
| Oral exam | | | 2 | | | | | 3 | | 5 | | | | | 5 | | | | | | |
| 25 points | | | | | 30 points | | 35 points | | | | | 40 points | | | | | | |
| 4.4. Creating a final grade according to absolute allocation | | |  |  |  | | --- | --- | --- | | Percentage of adopted knowledge, skills and competences (teaching + final exam) | Numerous grade | ECTS grade | | 90 – 100% | 5 (excellent) | A | | 80 – 89,9% | 4 (very good) | B | | 65 – 79,9% | 3 (good) | C | | 60 – 64,9% | 2 (sufficient) | D | | 50 – 59,9% | 2 (sufficient) | E | | | | | | | | | | | | | | | | | | | | | | |
| **5. ADDITIONAL INFORMATION ABOUT THE COURSE** | | | | | | | | | | | | | | | | | | | | | | | |
| 5.1. Compulsory literature (available in the library and through other media) | **Title** | | | | | | | | | | | | | | **Number of copies in the library** | | | | | **Availability via other media** | | | |
| 1. Mejovšek, M. (2008.). Metode znanstvenog istraživanja, (str. 3-195). Jastrebarsko: Naklada Slap. | | | | | | | | | | | | | | 5 | | | | | / | | | |
| 1. Milas, G. (2009.). Istraživačke metode u psihologiji i drugim društvenim znanostima (str. 51-59). Jastrebarsko: Naklada Slap. | | | | | | | | | | | | | | 3 | | | | | / | | | |
| 5.2. Additional literature (at the moment of changes and/or amended of study programme) | 1. Milas, G. (2009.). Istraživačke metode u psihologiji i drugim društvenim znanostima (str. 3-47). Jastrebarsko: Naklada Slap. | | | | | | | | | | | | | | 3 | | | | | / | | | |
| 5.3. Quality assurance methods that ensure the acquisition of knowledge, skills and competences | Quality control of students' work and acquiring the necessary knowledge and skills will be ensured:  - conducting records on attendance and student activities in lectures,  - interactive work on lectures,  - the information obtained on the basis of the results of the examinations required to increase the efficiency of the work,  - by referring students to rights, obligations, methods of work and the necessary literature.  Quality assurance system indicators: Student surveys, Croatian Employment Bureau data on the student's annual employment status, employer surveys and Alumni Association. | | | | | | | | | | | | | | | | | | | | | | |
| 5.4. information on the course and contact with the teacher | It is obligatory for every student to regularly inform about the course, teaching and teaching activities. All information about teaching or any delay in teaching will be published on the e-learning pages of the course and on the web pages of the Polytechnic. Students can contact the teachers during the consultation term (at least one hour per week), while brief questions and explanations can be addressed during classes. It is possible to ask questions by e-mail (from the official e-mail address from the domain @ vus.hr) that will be answered in a short time (no later than five working days from the receipt of e-mail). | | | | | | | | | | | | | | | | | | | | | | |

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| **1.GENERAL INFORMATION** | | | | | | | | | |
| 1.1. Course title | **Administrative law 2** | | 1.8. Course code in ISVU | | | |  | | |
| 1.2. Course lecturer | Sanja Veštić Mirčeta, lecturer | | 1.9. Course code in MOZVAG | | | |  | | |
| 1.3. Assistants and/or associates | Alen Lalić | | 1.10. Forms of teaching (number of hours Lecturing +Practical exercises + Seminars + e learning) | | | | (45+0+30+0) | | |
| 1.4. Study programme (specialist, undergraduate, graduate) | Undergraduate Professional Study Administrative Law | | 1.11. Level of e- learning application (1st, 2nd, 3rd level), percentage of on line course performance (max. 20%) | | | | 1st, course materials are on-line, 0% | | |
| 1.5. Course status (obligatory, optional) | Obligatory | | 1.12. Number of course revisions | | | |  | | |
| 1.6. Year of study | 1st | | * 1. Modernization | | | | Yes | | |
| 1.7. Credit score (ECTS) | 6 | | 1.14. Percentage estimate of course changes and/or supplements | | | | Less than 20% X□  More than 20 % □ | | |
| **2. COURSE DESCRIPTION** | | | | | | | | | |
| 2.1. Course objectives | The main goal is to provide students with knowledges of organisation and activities of public administration and of the basic institutes of administrative law. Furthermore the goal is to qualify students to complete proffesional tasks in public administration. | | | | | | | | |
| 2.2. Terms of course entry and required competences | General terms required for enterying the study programme.  Exam can be taken only if the exam from the course Administrative law 1 is successfully passed. | | | | | | | | |
| 2.3. Learning outcomes on the study programme level | IU 1: To link the basic concepts of different branches of the law and to generalize issues of work in public administration  IU2: To analyze the interference of international, European and national law  IU 4: To analyze the impact of social processes on constitutional and administrative systems, in particular of the process of globalization, Euro-integration, transition, urbanization, regionalization and decentralization  IU 5: To manage the human resources, office operations and various administrative processes and to establish the communication with different users of public services  IU 6: To evaluate how the effects of the activities of bodies and organizations of public administration and other authorities at different levels interfere with the lives of the citizens  IU 7: To analyze and to apply the basic rules in the field of IT administrative law and statistics on solving the expert problems in the area of ​​public administration  IU 8: To use and to develop the complex written and oral communication in Croatian and English language  IU 9: To use specific computer skills in basic and advanced program packages for work in public administration  IU 10: To organize and to implement a team work and to critically evaluate the opinions and attitudes of team members  IU 11: To explore, interpret and apply the relevant literature as well as the proper legal rules for drafting and issuing regulations and acts in administrative and other legal proceedings, administrative disputes and different actions of bodies of the state authority like administrative bodies and organizations, utility companies and other public institutions  IU 12: To draft acts and submission and to undertake basic procedural actions in the administrative and other legal proceedings and disputes  IU 13:To anticipate the future development at different levels of national constitutional arrangement and the administrative system. | | | | | | | | |
| 2.4. Expected learning outcomes on the course level | |  |  | | --- | --- | | **Learning outcomes** accroding to the Bloom`s taxonomy: (up to two verbs per LO) | **Level of LO:**  *1- remembering,*  *2- understanding,*  *3- application,*  *4-analysis,*  *5-evaluation,*  *6-synthesis* | | 1. **To describe** structure and developement of state administration in Republic of Croatia. | 2 | | 1. **To illustrate** state administration system and **to assess** its efficiency. | 4,5 | | 1. **To identify** relations of state administration. | 4 | | 1. **To explain** basic institutes of administrative law. | 4 | | 1. **To analyze** administrative acts. | 4 | | 1. **To categorize** public goods and ownership restrictions. | 4 | | 1. **To explain** expropriation. | 5 | | 1. **To evaluate** significiance of right of access to informations | 5 | | | | | | | | | |
| 2.5. Course content according to detailed curriculum schedule | |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **Constructive allignement** | | | | | | | **No** | **Thematic unit** | **LO of the course** | **Content/teaching methods** | **Evaluation** | **Time** | |  | Introduction to course and lesson plan. |  | Listen to lectures and read literature.  Get to know course content and documents on e-learning. |  | 2 hours  8 hours | |  | Organisation of state administration.  Developement of state administration in Republic of Croatia. | 1 | Listen to lectures and read literature.  Learn how to write and how to present seminar paper. Literature needed for writing seminar papers and relevant databases are presented. Seminar papers topics are given. | On colloquium or on exam students know to explain concept and elements of organisation, to explain concept of administrative organisation, to specify and to explain organizational forms of state administration.  On colloquium or on exam students know to explain development of state administration in Croatia. | 10 hours | |  | State administration in Republic of Croatia- introduction.  State administration bodies. | 2 | Listen to lecture and read literature, debate.  Explor content of thematic unit and write and present seminar paper. | On colloqium or on exam students know to explain internal organization of state administration bodies, to specify bodies that exercise the executive power and bodies that exercise executive tasks in local authorities and to describe their establishment and their organisation, to specify bodies of state administration and bodies that exercise administrative tasks in local authorities and to describe their establishment.  Written and presented seminar paper. | 10 hours | |  | Tasks of state administration. | 2 | Listen to lecture and read literature, debate.  Explor content of thematic unit and write and present seminar paper. | On colloquium and on exam students know to specify and to explain principles for execution of tasks of state administration and to specify and to explain tasks of state administration.  Written and presented seminar paper. | 10 hours | |  | Delegated tasks of state administration. | 2 | Listen to lecture and read literature, debate.  Explor content of thematic unit and write and present seminar paper. | On colloquium and on exam student know to analyze and to explain delegated tasks of state administration.    Written and presented seminar paper. | 10 hours | |  | Relations in state administration. Relations between state administration and judiciary. | 3 | Listen to lecture and read literature, debate.  Explor content of thematic unit and write and present seminar paper. | On colloquium or on exam students know to specify and to explain relations of state administration and relations between state administration and judiciary. | 10 hours | |  | Civil servants- concept, operating principles, rights and duties. | 4 | Listen to lecture and read literature, debate.  Explor content of thematic unit and write and present seminar paper. | On colloquium or on exam students know to define concept of civil servant, to specify and to describe operative principles of civil servants, to specify and to explain rights and duties of civil servants.  Written and presented seminar paper. | 10 hours | |  | Civil servants- access to employment, termination of employment, fixed-term civil service. | 4 | Listen to lecture and read literature, debate.  Explor content of thematic unit and write and present seminar paper. | On colloquium or on exam students know to describe and to explain access to employment to civil service, termination of that employment and fixed-term civil service.  Written and presented seminar paper. | 10 hours | |  | Administrative act- concept, main characteristics, author, types. | 5 | Listen to lecture and read literature, debate.  Explor content of thematic unit and write and present seminar paper. | On colloquium or on exam students know to determine concept of administrative act, to determine author of administrative act, to specify and to explain main characteristics of administrative act and to specify, to explain and to differr types of administrative acts.  Written and presented seminar paper. | 10 hours | |  | Administrative act- form and content, appendixs, timeframe, retroactive effect, obligatory, execution. | 5 | Listen to lecture and read literature, debate.  Explor content of thematic unit and write and present seminar paper. | On colloquium or on exam students know to determine form and content of administrative act, to specify, to explain and to differ appendix to administrative act, to describe timeframe of administrative act, its retroactive effect and obligatory and to explain execution of administrative act.  Written and presented seminar paper. | 10 hours | |  | Administrative act- res iudicata, wrongful administrative acts, other acts of administration. | 5 | Listen to lecture and read literature, debate.  Explor content of thematic unit and write and present seminar paper. | On colloquium or on exam students know to explain and to analyze finality of administrative act, wrongful administrative acts and to explain other acts of administration.  Written and presented seminar paper. | 10 hours | |  | Public goods. | 6 | Listen to lecture and read literature, debate.  Explor content of thematic unit and write and present seminar paper. | On colloquium or on exam students know to explain common goods and public goods.  Written and presented seminar paper. | 10 hours | |  | Administrative ownership restrictions. | 6,7 | Listen to lecture and read literature, debate.  Explor content of thematic unit and write and present seminar paper. | On colloquium or on exam students know to define and to explain institute of expropriation as well as the expropriation in Croatian legal system and to explain concept and significance of arrondissement and land consolidation.  Written and presented seminar paper. | 10 hours | |  | Right to access to informations. | 8 | Listen to lecture and read literature debate.  Explor content of thematic unit and write and present seminar paper. | On colloquium or on exam students know to explain right to access to informations.  Written and presented seminar paper. | 10 hours | |  | Final observations. / Repetition and preparation for exam. |  | Listen to lecture, read literature and prepare for exam. | Created mental map. | 40 hours | | | | | | | | | |
| **3. EVALUATION OF STUDENTS` WORK** | | | | | | | | | |
| 3.1. Students` obligations | In accordance with the Regulations on Studying and the Regulations on Student Assessment and Evaluation: for all full-time students attendance of at  least 70%. Part-time students are required to attend classes at least 50%. All students are obligated to write and to present seminar paper.  Students who have during the course achieved:   * from 0 - 24,9% ECTS credits- are rated F (unsuccessful) and cannot obtain ECTS credits, and must re-enroll in the next academic year; * from 25 - 49,9% - are assessed by FX (insufficient) and must pass the written exam (test). Written exam (test) can be held in a regular or extraordinary exam period; * more than 50% - students have the right to take the final exam.   Students can take the final exam from the course in two ways: a) during the course of teaching through continuous monitoring of students (active participation in classes, written and presented seminar paper and two colloquia); b) during the course (active participation in classes, written and presented seminar paper) and by passing the exam (written and oral part of the exam). | | | | | | | | |
| 3.2. Monitoring student work (enter the share of ECTS credits for each activity so that the total number of ECTS points corresponds to the credit score of the course) | Attendance | 2,5 | | Written exam | 2 (without colloquia) | Project | |  | |
| Experimental work |  | | Research |  | Practical work | |  | |
| Essay |  | | Report |  | Continuous examination | |  | |
| Colloquium | 3 (without exam) | | Seminar paper | 0,5 | Other | |  | |
| Class activity |  | | Oral exam | 1 (without colloquia) | Other | |  | |
| 3.3. Student workload | Student workload on all bases for 1 ECTS credit is 30 hours in a semester and is estimated as:   1. Attending classes and exercises. 75 hours 2. Writing and presenting seminar paper. 15 hours 3. Preparing colloquia or exams through individual work. 90 hours | | | | | | | | |
| **4. GRADING SYSTEM** | | | | | | | | | |
| 4.1. Grading seminar papers |  | | | | | | | | |
| 4.2. Grading colloquia/ written and oral exam | |  |  |  | | --- | --- | --- | | **Unsatisfactory** | **Satisfactory** | **Above average** | | Responds by memory, without a deeper understanding. Does not know or apply basic terms and concepts. Does not know how to apply or explain the contents of the course with examples. | Reproduces the basic concepts and without difficulty imparts new knowledge, understands the material, explains the terms and concepts supported with examples. | Knowledge is at the level of analysis, synthesis and evaluation. Observes the principles, accurately and thoroughly explains the content of the material, and logically connects and explains the terms and concepts supported with examples. Finds solutions that were not originally given. Notes correlations with related material. | |  |  |  | | | | | | | | | |
| 4.3. Final grade according to evaluation elements | |  |  |  |  |  | | --- | --- | --- | --- | --- | | Active course attendance | 70-74,9% of attendance | 75-79,9% of attendance | 80-89,9% of attendance | 90-100% of attendance | | 2 points | 5 points | 10 points | 20 points | | Colloquia/ Written exam | 2 | 3 | 4 | 5 | | 50-64,9% | 65-79,9% | 80-89,9% | 90-100% | | 25 points | 30 points | 35 points | 40 points | | Oral exam | 2 | 3 | 5 | 5 | | 25 points | 30 points | 35 points | 40 points | | | | | | | | | |
| 4.3. Final grade according to absolute division | |  |  |  | | --- | --- | --- | | Percentage of acquired knowledge, skills and competences (teaching + final exam) | Numerical grade | ECTS grade | | 90 – 100% | 5 (excellent) | A | | 80 – 89,9% | 4 (very good) | B | | 65 – 79,9% | 3 (good) | C | | 60 – 64,9% | 2 (satisfactory) | D | | 50 – 59,9% | 2 (satisfactory) | E | | | | | | | | | |
| **5. ADDITIONAL COURSE INFORMATION** | | | | | | | | | |
| 5.1. Compulsory literature (available in the library and via other media) | **Title** | | | | | | **Number of copies in the library** | | **Availability via other media** |
| Borković, I., Upravno pravo, Narodne novine, Zagreb, 2002, selected chapters | | | | | |  | |  |
| 1. Ustav Republike Hrvatske  4. Zakon o sustavu državne uprave  5. Zakon o lokalnoj i područnoj (regionalnoj) samoupravi  6. Zakon o pravu na pristup informacijama  6. Zakon o ustrojstvu i djelokrugu ministarstva i drugih središnjih tijela državne uprave  8. Zakon o Vladi  9. Zakon o izvlaštenju i određivanju naknade | | | | | |  | |  |
| 5.2. Additional literature (at the moment of changes and/or amended of study programme) | Branko Babac: “Javno dobro u pravu hrvatskomu - neka razmatranja o problemima konstituiranja”, Pravni vjesnik br. 1- 4/98.  Koprić, I., Musa, A., Lalić Novak, G.: Europski upravni prostor, Institut za javnu upravu, 2012.  Krišković, V. et al.: Hrestomatija upravnog prava, Društveno veleučilište u Zagrebu i Pravni fakultet u Zagrebu, Zagreb, 2003.  Živana Heđbeli: Institucije državne uprave Republike Hrvatske od osamostaljenja do članstva u Europskoj uniji, dostupno na; <https://www.documenta.hr/assets/files/publikacije/institucije_drzavne_uprave.pdf>  Ljerka Mintas Hodak (ur.): Upravno pravo, Mate d.o.o., 2016. | | | | | | | | |
| 5.3. Quality assurance methods that ensure the acquisition of knowledge, skills and competences | The control of students' work quality and the acquisition of necessary knowledge and skills will be ensured through interactive work. By keeping track of attendance and student activity during classes and provided information on students` progress through short colloquiums and homework, information for further guidance to students will be provided in order to increase the efficiency of their work. Students will be informed about their rights and obligations as well as the methods of work and the required literature.  Indicators of quality assurance system: Student survey, monitoring of annual data from the Croatian employment service on the annual state of student employment, surveys from employers and Alumni association. | | | | | | | | |
| 5.4. Informing about the course and contacting the teacher | It is the responsibility of each student to be regularly informed about the course, the coursework, and the classroom activities. All notices of classes or possible adjournment will be published in a timely manner on the e-learning site of the course and on the website of the Polytechnic. Students can contact teachers during the consultation period (at least one hour per week), while for short questions and explanations they can be contacted during class. It is also possible to ask questions by e-mail (from the official e-mail address at @ vus.hr), which will be answered as soon as possible (no later than five working days after receiving the e-mail). | | | | | | | | |

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| **1. GENERAL INFORMATION** | | | | | | | | | | | | | | | | | | | | | |
| 1.1. Course title | | | **Constitutonal law II** | | | | | | 1.8. Course code in ISVU | | | | | | | 201178 | | | | | |
| 1.2. Course lecturer | | | M.Sc. Krešimir Nimac, lecturer | | | | | | 1.9. Course code in MOZVAG | | | | | | |  | | | | | |
| 1.3. Assistants and/of associates | | | no | | | | | | 1.10. Forms of teaching (number of hours Lecturing +Practical exercises + Seminars + e learning) | | | | | | | (45+0+30+0) | | | | | |
| 1.4. Study programme (specialist, undergraduate, graduate) | | | **Undergraduate Professional Study Administrative Law** | | | | | | 1.11. Level of e- learning application (1st, 2nd, 3rd level), percentage of on line course performance (max. 20%) | | | | | | | 1st, course materials are on-line, 0% | | | | | |
| 1.5. Course status (obligatory, optional) | | | Obligatory | | | | | | 1.12. Number of course revisions | | | | | | | 1 | | | | | |
| 1.6. Year of study | | | 1st | | | | | | 1.13. Modernization | | | | | | | □ yes no | | | | | |
| 1.7. Credit score (ECTS) | | | 6 | | | | | | 1.14 Percentage estimate of course changes and/or supplements | | | | | | | Less than 20% □  More than 20 % □ | | | | | |
| **2. COURSE DESCRIPTION** | | | | | | | | | | | | | | | | | | | | | |
| 2.1. Course objectives | | The aim of the course is to acquire basic knowledge about the historical and legal development and establishment of an independent Republic of Croatia, the determinants of the constitutional order of the Republic of Croatia, human freedoms and rights and their constitutional protection, the division of powers and institutions of the authorities in the Republic of Croatia, the constitutional judiciary, and the organization of local self-government. | | | | | | | | | | | | | | | | | | | |
| 2.2. Terms of course entry and required competences | | There are no conditions for enrollment in the course, but taking the course is possible only after successfully completing the course Constitutional Law I. | | | | | | | | | | | | | | | | | | | |
| 2.3. Learning outcomes on the study programme level | | LO 1: Connect the basic concepts of different branches of law and generalize the problems of work in public administration | | | | | | | | | | | | | | | | | | | |
| LO 2: Analyze the interferences of international, European and national law | | | | | | | | | | | | | | | | | | | |
| LO 3: Analyze and critically evaluate the organization and functioning of the state government in the Republic of Croatia | | | | | | | | | | | | | | | | | | | |
| LO 4: Analyze the impact of social processes on the constitutional order, in particular the process of globalization, euro-integration, transition, urbanization, regionalization and decentralization | | | | | | | | | | | | | | | | | | | |
| LO 8: Use and develop complex written and oral communication in Croatian and English | | | | | | | | | | | | | | | | | | | |
| LO 10: Organize and conduct teamwork, and critically evaluate the opinions and attitudes of team members | | | | | | | | | | | | | | | | | | | |
| LO 11: Independently and responsibly search, interpret and apply relevant literature and legal sources for drafting and enacting regulations and acts in administrative and other legal proceedings, administrative dispute and activity of administrative bodies and organizations, utility companies and institutions | | | | | | | | | | | | | | | | | | | |
| LO 13: Anticipate the future development of the national constitutional system and the administrative system at different levels | | | | | | | | | | | | | | | | | | | |
| 2.4. Expected learning outcomes on the course level (4-10 learning outcomes) | | **Learning outcomes** accroding to the Bloom`s taxonomy: (up to two verbs per LO) | | | | | | | | | | | | | | | | | **Level of LO:**  *1-Remembering*  *2-understanding*  *3- application*  *4-analysis*  *5-evaluation*  *6-synthesis* | | |
| 1. **Describe** the historical constitutional development of the Republic of Croatia, and **define** the basic determinants of the constitutional order of the Republic of Croatia | | | | | | | | | | | | | | | | | 1,2 | | |
| 2**. Analyze** the situation and respect for human rights in the Republic of Croatia | | | | | | | | | | | | | | | | | 4 | | |
| 3. **Define** the constitutional model of government in the Republic of Croatia and **compare** it with models of the organization of government in the countries of the European Union | | | | | | | | | | | | | | | | | 1,4 | | |
| 4. **Describe** the electoral system and **calculate** the distribution of seats according to the election results | | | | | | | | | | | | | | | | | 2,3 | | |
| 5**. Draft** a simpler lawsuit to the Constitutional Court of the Republic of Croatia, and **interpret** the case law of the Constitutional Court of the Republic of Croatia | | | | | | | | | | | | | | | | | 3,6 | | |
| 6. **Assess** the current state of the Croatian constitutional legal system and **anticipate** its development in the future | | | | | | | | | | | | | | | | | 5 | | |
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| 2.5. Course content according to detailed curriculum schedule | | **Constructive allignement** | | | | | | | | | | | | | | | | | | | |
| **No.** | | **Thematic unit** | | | **LO of the course** | | | **Content/teaching methods** | | | **Evaluation** | | | | | | | | **Time** |
|  | | Introduction into the course and detailed plan. | | | - | | | Listen to a lecture. In the course of seminary classes students are introduced to the course content and documents on the e-learning page of the course. | | | - | | | | | | | | 4 h |
| ESTABLISHMENT OF THE INDEPENDENT REPUBLIC OF CROATIA - Historical Review from 1918 to the Present | | | 1 | | | Students listen to a lecture and read literature. At seminary classes, they independently explore the content of this topic area by searching the database. | | | At the midterm or written / oral exam they can describe the position of Croatia in Yugoslavia, the establishment of democratic rule, and the adoption of the Constitution of the Republic of Croatia in 1990, and define the constitutional determination of national sovereignty as well as basic constitutional decisions.  Practical work created and presented (using computer programs independently). | | | | | | | | 6 h |
|  | | BASIC DETERMINATIONS OF THE CONSTITUTIONAL REGULATION OF THE REPUBLIC OF CROATIA - Basic Provisions of the Constitution of the Republic of Croatia, Amendments to the Constitution and the Original Basis | | | 1 | | | Students listen to a lecture and read literature. At seminary teaching, in a group by the method of brainstorming they discuss the highest constitutional values of the Republic of Croatia. | | | At the midterm or written / oral exam they can explain the reasons for changing the Constitution of the Republic of Croatia, and define the Original basics and basic provisions of the Constitution of the Republic of Croatia.  Practical work created and presented (using computer programs independently). | | | | | | | | 10 h |
|  | | GUARANTEES OF FREEDOMS AND RIGHTS IN THE CONSTITUTION OF THE REPUBLIC OF CROATIA - Constitutional principles for the protection of liberties and rights, gender equality and non-discrimination | | | 1,2 | | | Students listen to a lecture and read literature. At seminary classes, they independently and in a group analyze case studies and draw conclusions on the application of legal regulations to a specific factual situation. | | | They can define the highest values of the constitutional order of the Republic of Croatia, define gender equality and prohibition of discrimination, as well as command responsibility at the midterm or written / oral exam.  Practical work created and presented (using computer programs and sources of legal practice independently). | | | | | | | | 12 h |
|  | | NATIONAL RIGHTS AND PROTECTION OF NATIONAL MINORITIES - Constitutional Guarantees of National Equality and Constitutional Law on the Rights of National Minorities | | | 1,2 | | | Students listen to a lecture and read literature. At seminary classes, they analyze case studies independently and in groups and draw conclusions about the application of legal regulations to a specific factual situation. | | | At the midterm or the written / oral exam they can define the term national minority, as well as the basic provisions of the Constitutional Law on the Rights of National Minorities of 2002.  Practical work created and presented (using computer programs independently) | | | | | | | | 12 h |
|  | | PERSONAL, POLITICAL, ECONOMIC, SOCIAL, CULTURAL AND ENVIRONMENTAL RIGHTS AND FREEDOMS - Types and constitutional determination of freedoms and rights | | | 1,2 | | | Students listen to a lecture and read literature. At seminary classes, they analyze case studies independently and in groups and draw conclusions about the application of legal regulations to a specific factual situation. In the group work, the brainstorming method and the method of discussing the state and protection of human rights in the Republic of Croatia are applied in seminar work. | | | They can define personal, political, economic, social, cultural and environmental rights and freedoms, as well as their constitutional and legal determinations at the midterm or the written / oral exam.  Practical work drafted and presented (using computer programs and sources of case law and other legal practice independently). | | | | | | | | 12 h |
|  | | CROATIAN PARLIAMENT - election of representatives and acts of the Croatian Parliament | | | 1,3,4 | | | Students listen to a lecture and read literature. At seminary classes, groups demonstrate the implementation of the session of the Croatian Parliament. They calculate the distribution of parliamentary seats according to the fictitious election results. | | | At the midterm or written / oral examination, they can explain the procedure for electing a member of the Croatian Parliament, and define the competences, constitutional position, manner of dissolution and acts of the Croatian Parliament.  Practical work created and presented (using computer programs and sources of legal practice independently). | | | | | | | | 14 h |
|  | | LEGISLATIVE PROCEDURE - Rules of Procedure of the Croatian Parliament, Legislative Procedure and Supervision of the Government of the Republic of Croatia | | | 1,3 | | | Students listen to a lecture and read literature. At seminary classes, groups demonstrate the process of adopting legislation from the proposal to the vote. | | | At the midterm or the written / oral exam they can describe the passing of laws in the ordinary and urgent procedure, and define the means of parliamentary control over the work of the Government with special attention to parliamentary issues.  Practical work created and presented (using computer programs and sources of legal practice independently). | | | | | | | | 12 h |
|  | | REFERENDUM IN THE REPUBLIC OF CROATIA - Types, local referendum, people's initiative, veto and petition | | | 1,3 | | | Students listen to the lecture and read the literature, and by reviewing the database at the seminary classes in the group, they analyze all the referendums in the Republic of Croatia so far. | | | They can enumerate the types of referendums at the midterm or written / oral exam, define the local referendum, popular initiative, veto and petition right, and analyze previous referendums in the Republic of Croatia, including citizens' initiative referendums.  Practical work created and presented (using computer programs and sources of legal practice independently). | | | | | | | | 10 h |
|  | | PRESIDENT OF THE REPUBLIC OF CROATIA - Constitutional position and powers, Law on Election of the President of the Republic of Croatia | | | 1,3 | | | Students listen to a lecture and read literature. At the seminary classes, they brainstorm and discuss in groups the constitutional powers of the President of the Republic of Croatia.. | | | At the midterm or the written / oral exam they can define the constitutional position and constitutional powers of the President of the Republic of Croatia, and the basic provisions of the Law on the Election of the President of the Republic of Croatia, and explain the institute of cohabitation.  Practical work created and presented (using computer programs and sources of legal practice independently). | | | | | | | | 12 h |
|  | | GOVERNMENT AND CENTRAL GOVERNMENT - Constitutional position of the Government of the Republic of Croatia, relations with the Croatian Parliament and the President of the Republic of Croatia, Law on Government, central state administration | | | 1,3 | | | Students listen to a lecture and read literature. During the seminary classes in groups, they analyze a database of one of the sessions of the Government of the Republic of Croatia. | | | At the midterm or written / oral examination, they can define the constitutional position of the Government, explain the relationship of the Government with the Croatian Parliament and the President of the Republic of Croatia, and define the basic provisions of the Government Act, as well as the structure, scope and manner of work of the state administration.  Practical work created and presented (using computer programs and sources of legal practice independently). | | | | | | | | 12 h |
|  | | CONSTITUTIONAL COURT OF THE REPUBLIC OF CROATIA - Constitutional position, composition and jurisdiction, constitutional review and constitutional complaint | | | 1,3,5 | | | Students listen to a lecture and read literature. In the course of seminars they interpret the Constitutional Court's judicial decisions independently and in groups by reviewing the case law, and in constitutional groups draw up constitutional complaints | | | They can define the constitutional position, composition and jurisdiction of the Constitutional Court at the midterm or written / oral examination, explain the procedure for assessing the constitutionality and legality of other regulations, and describe the procedure for filing a constitutional complaint and the proceedings of the Constitutional Court.  Practical work drafted and presented (using computer programs and sources of case law and legal practice). | | | | | | | | 14 h |
|  | | JUDICIAL POWER - Organization of Courts and Attorneys, Independence of the Judiciary, Constitutional Position of the Judiciary | | | 1,3 | | | Students listen to a lecture and read literature. In the course of the seminar they analyze the examples from the practice of courts and prosecutors' offices. | | | At the midterm or the written / oral examination, they can define the system of organization of courts and the bar, and explain the independence of the judiciary and the position of the judiciary under the Constitution of the Republic of Croatia.  Practical work drafted and presented (using computer programs and sources of case law and legal practice). | | | | | | | | 10 h |
|  | | SPECIFIC INSTITUTIONS OF CONSTITUTIONAL AND LEGALITY OBSERVATION - Ombudsman, Conflict of Interest Commission and State Election Commission | | | 1,3 | | | Students listen to a lecture and read literature. In the course of the seminar, they analyze examples from the practice of the Ombudsman and the Commission for Conflict of Interest Decisions, and demonstrate the work of the State Electoral Commission. | | | At the midterm or written / oral examination, they can define the basic features and principles of conduct of the Ombudsman and other specialized ombudsmen, define political corruption and the competence of the Commission for Conflict of Interest Decisions, and the composition and competence of the State Election Commission.  Practical work drafted and presented (using computer programs and sources of case law and legal practice). | | | | | | | | 10 h |
|  | | LOCAL AND REGIONAL SELF-GOVERNMENT - basic characteristics of local self-government and organization of relations between central and local authorities | | | 1,3 | | | Students listen to a lecture and read literature. At the seminary classes they analyze the Statute of the City of Šibenik in groups. | | | At the midterm or the written / oral exam they can define the basic characteristics of local self-government, their relationship with the central government, as well as the specificities of Croatian local self-government.  Practical work created and presented (using computer programs and sources of legal practice independently). | | | | | | | | 10 h |
|  | | CONSOLIDATION OF THE CROATIAN LEGAL SYSTEM - transition and constitutionalism, state of the Croatian legal system in theory and practice  Concluding considerations  Revision and preparing for the exam | | | 6 | | | Students listen to a lecture and read literature. At the seminary classesthey use methods of brainstorming and discuss the state of the Croatian legal system and its further development. | | | They can explain the role of the constitution as the starting point for the consolidation and stabilization of the legal order at the midterm or written / oral exam, and to anticipate the future development of the Croatian legal system. | | | | | | | | 20 h |
| **3. EVALUATION OF STUDENTS` WORK** | | | | | | | | | | | | | | | | | | | | | |
| 3.1. Students` obligations | | In accordance with the ***Regulations on Studying*** and the ***Regulations on Student Assessment and Evaluation***: for all full-time students attendance of at least 70%. Part-time students are required to attend classes at least 50%. All students must create, present and have a positively rated seminar paper.  Students who have achieved during the course:   * from 0 - 24,9% ECTS credits- are rated F (unsuccessful) and cannot obtain ECTS credits, and must re-enroll in the next academic year; * from 25 - 49,9% - are assessed by FX (insufficient) and must pass the written exam (test). Written exam (test) can be held in a regular or extraordinary examination period; * more than 50% - students have the right to take the final exam.   Students can take the final exam in the course in two ways: a) during the course of teaching through continuous monitoring of students (active participation in teaching, preparation and presentation of seminar work and two midterm exams); b) during class (active participation in teaching, preparation and presentation of seminar work) and taking exams (written and oral part of the exam). | | | | | | | | | | | | | | | | | | | |
| 3.2. Monitoring student work (enter the share of ECTS credits for each activity so that the total number of ECTS points corresponds to the credit score of the course) | | Attendance | | | | 2 | | Written exam | | | 3 (without colloquia/midterm) | | | Project | | | |  | | | |
| Experimental work | | | |  | | Research | | |  | | | Practical work | | | | 0,5 | | | |
| Essay | | | |  | | Report | | |  | | | Continuous examination | | | |  | | | |
| Colloquium (midterm) | | | | 3,5 (without written exam) | | Seminar paper | | |  | | | Other | | | |  | | | |
| Class activity | | | |  | | Oral exam | | | 0,5 (without colloquia/midterm) | | | Other | | | |  | | | |
| 3.3. Student workload | | |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | | Student workload on all bases for 1 ECTS credit is 30 hours in a semester and is estimated as:   |  |  | | --- | --- | | ***Obligation*** | ***Hours (estimated)*** | | 1. Attendance | 60 | | 1. Writing seminar paper and presentation | 15 | | 1. Preparation for the midterm / exam through self-study | 105 | | | | | | | | | | | | | | | | | | | | | |
| **4. FORMIRANJE OCJENE** | | | | | | | | | | | | | | | | | | | | | |
| 4.1. Grading seminar papers | | |  |  |  |  | | --- | --- | --- | --- | | **The evaluation element** | **Unsatisfactory** | **Satisfactory** | **Above average** | | Organization | The paper is not organized in a logical order and lacks structure. | The paper is well structured with a clear distinction between the introduction, the main body of the text and the conclusion. | The paper is well structured with a clear distinction between the introduction, the main body of the text and the conclusion, which are logically interconnected. | | Terminology, writing style | Words and expressions are not in line with official terminology. The writing style is not appropriate, the sentences are too long, of a modest vocabulary and with frequent and repeated grammatical errors. | Words and expressions are in line with official terminology. The writing style is appropriate, the sentence structure is clear, the vocabulary is appropriate and there are few grammatical errors. | Words and expressions are aligned with official terminology and show an understanding of their meaning. The writing style is excellent, the sentences are clear and concise, the vocabulary is rich and there are no grammatical errors. | | Citing and references | The sources are not listed at all. The references do not fit the topic and show a cursory approach to exploring the topic. | The sources are listed but incomplete and with errors. The references are relevant to the topic and show a satisfactory research attitude. | The sources are accurately, completely and consistently listed. The references are appropriate, their list is "rich" and comprehensive and show a detailed research approach. | | | | | | | | | | | | | | | | | | | | |
| 4.2. Grading colloquia/ written and oral exam | | |  |  |  | | --- | --- | --- | | **Unsatisfactory** | **Satisfactory** | **Above average** | | Student responds by memory, without a deeper understanding, does not know or apply basic terms and concepts, does not know how to apply or explain the contents of the course with examples. | Student reproduces the basic concepts and without difficulty imparts new knowledge, understands the material, explains the terms and concepts supporting them with examples. | Knowledge is at the level of analysis, synthesis and evaluation. Student observes the principles of law, accurately and thoroughly explains the content of the material, and logically connects and explains the terms and concepts supporting them with examples. Finds solutions that were not originally given and notices correlations with related material. | | | | | | | | | | | | | | | | | | | | |
| 4.3. Final grade according to evaluation elements | | Active course attendance | | | 70-75% of attendance | | | | 76-86% of attendance | | | 87-100% of attendance | | | | | Solved case studies | | | | |
| 2 points | | | | 4 points | | | 7 points | | | | | 3 points | | | | |
| Seminar paper | | | 2 | | | | 3 | | | 4 | | | | | 5 | | | | |
| 5 points | | | | 7 points | | | 8 points | | | | | 10 points | | | | |
| Colloquia/ Written exam | | | 2 | | | | 3 | | | 4 | | | | | 5 | | | | |
| 50-64,9% | | | | 65-79,9% | | | 80-89,9% | | | | | 90-100% | | | | |
| 25 points | | | | 30 points | | | 35 points | | | | | 40 points | | | | |
| Oral exam | | | 2 | | | | 3 | | | 5 | | | | | 5 | | | | |
| 25 points | | | | 30 points | | | 35 points | | | | | 40 points | | | | |
| 4.4. Final grade according to absolute division | | |  |  |  | | --- | --- | --- | | Percentage of acquired knowledge, skills and competences (teaching + final exam) | Numerical grade | ECTS grade | | 90 – 100% | 5 (excellent) | A | | 80 – 89,9% | 4 (very good) | B | | 65 – 79,9% | 3 (good) | C | | 60 – 64,9% | 2 (satisfactory) | D | | 50 – 59,9% | 2 (satisfactory) | E | | | | | | | | | | | | | | | | | | | | |
| **5. ADDITIONAL COURSE INFORMATION** | | | | | | | | | | | | | | | | | | | | | |
| 5.1. Compulsory literature (available in the library and via other media) | Title | | | | | | | | | | | | | | Number of copies in the library | | | | | Availability via other media | |
| 1. Smerdel, B., Ustavno uređenje europske Hrvatske, Narodne novine, Zagreb, 2013., str. 241.-513. | | | | | | | | | | | | | |  | | | | |  | |
| 2. Ustav Republike Hrvatske, pročišćeni tekst Narodne novine 85/10. i 5/14.  3. Ustavni Zakon o Ustavnom sudu Republike Hrvatske, pročišćeni tekst Narodne novine 49/02. | | | | | | | | | | | | | |  | | | | |  | |
| 5.2. Additional literature (at the moment of changes and/or amended of study programme) | 1. Bačić, A., Ustavno pravo, teorija i interpretacija, Split, 1995. 2. Bačić, A., Komentar ustava Republike Hrvatske, Split, 2002.  3.Bačić, A., Leksikon Ustava Republike Hrvatske, Split, 2000.  4. Grubić, N. (ur.), Ustav Stjepana Radića: državno uređenje ili Ustav Neutralne seljačke Republike Hrvatske, Prometheum, Zagreb, 1994. | | | | | | | | | | | | | |  | | | | |  | |
| 5.3. Quality assurance methods that ensure the acquisition of knowledge, skills and competences | The control of students' work quality and the acquisition of necessary knowledge and skills will be ensured through interactive work. By keeping track of attendance and student activity during classes and provided information on students` progress through short colloquiums and homework, information for further guidance to students will be provided in order to increase the efficiency of their work. Students will be informed about their rights and obligations as well as the methods of work and the required literature.  Indicators of quality assurance system: Student survey, monitoring of annual data from the Croatian employment service on the annual state of student employment, surveys from employers and Alumni association. | | | | | | | | | | | | | | | | | | | | |
| 5.4. . Informing about the course and contacting the teacher | It is the responsibility of each student to be regularly informed about the course, the coursework, and the classroom activities. All notices of classes or possible adjournment will be published in a timely manner on the e-learning site of the course and on the website of the Polytechnic. Students can contact teachers during the consultation period (at least one hour per week), while for short questions and explanations they can be contacted during class. It is also possible to ask questions by e-mail (from the official e-mail address at @ vus.hr), which will be answered as soon as possible (no later than five working days after receiving the e-mail). | | | | | | | | | | | | | | | | | | | | |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1. **GENERAL INFORMATION** | | | | | | | | | |
| 1.1. Course lecturer | Ljubo Runjić, PhD, Senior Lecturer | | 1.8. Course code in ISVU | | | | 201179  202237 | | |
| 1.2. Course title | Administrative systems | | 1.9. Course code in MOZVAG | | | |  | | |
| 1.3. Assistants and/or associates | Ante Galić | | 1.10. Forms of teaching (number of hours Lecturing +Practical exercises + Seminars + e learning) | | | | (45+0+15+0) | | |
| 1.4. Study programme (specialist, undergraduate, graduate) | Undergraduate Professional Study Administrative Law | | 1.11. Level of e- learning application (1st, 2nd, 3rd level), percentage of on line course performance (max. 20%) | | | | 1st, course materials are on-line, 0% | | |
| 1.5. Course status (obligatory, optional) | Obligatory | | 1.12. Number of course revisions | | | | 4 | | |
| 1.6. Year of study | 1st | | * 1. Modernization | | | | Yes | | |
| 1.7. Credit score (ECTS) | 6 | | 1.14. Percentage estimate of course changes and/or supplements | | | | Less than 20% X  More than 20 % □ | | |
| **2. COURSE DESCRIPTION** | | | | | | | | | |
| 2.1. Course objectives | The aim of the course is to enable students to acquire basic knowledge of the concept of administrative systems as well as the knowledge of the structure of state administration in the Republic of Croatia and the structure of administration in comparable administrative systems. | | | | | | | | |
| 2.2. Terms of course entry and required competences | General conditions required for enrollment in II. semester. Knowledge of fundamental concepts in the area of theory of state and law. | | | | | | | | |
| 2.3. Learning outcomes on the study programme level | LO1: To link the basic concepts of different branches of law and generalize the issues of work in public administration.  LO2: To analyze the interferences of international, European and national law.  LO3: To analyze and critically evaluate the structure and functioning of the state government in the Republic of Croatia and the structure, bodies and mode of functioning of the European Union, and to evaluate trends in the modern development of public administration.  LO4: To analyze the impact of social processes on the constitutional order and administrative systems, in particular the processes of globalization, euro-integration, transition, urbanization, regionalization and decentralization  LO6: To evaluate the effects on the life of citizens of the actions of public administration bodies and other bodies of government at different levels.  LO8: To use and develop complex written and oral communication in Croatian and English.  LO13: To anticipate the future development of the national constitutional system and the administrative system at different levels. | | | | | | | | |
| 2.4. Expected learning outcomes on the course level | |  |  | | --- | --- | | **Learning outcomes** accroding to the Bloom`s taxonomy: (up to two verbs per LO) | **Level of LO:**  *1- remembering,*  *2- understanding,*  *3- application,*  *4-analysis,*  *5-evaluation,*  *6-synthesis* | | 1. To analyze the basic concepts of administrative systems in the science of administration. | 4 | | 1. To distinguish the main forms of relationship between government and government. | 5 | | 1. To explain the relationship between government and citizens from a theoretical point of view. | 5 | | 1. To identify various normative sources that regulate the structure and functioning of the administration in the Republic of Croatia. | 4 | | 1. Examine the existing structure of the state administration in the Republic of Croatia. | 4 | | 1. To evaluate the existing relationship between the state administration and citizens in the Republic of Croatia. | 5 | | 1. To anticipate the further development of the state administration in the Republic of Croatia, taking into account the contemporary European context. | 5 | | | | | | | | | |
| 2.5. Course content according to detailed curriculum schedule | |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **Constructive allignement** | | | | | | | **no** | **Thematic unit** | **LO of the course** | **Content/teaching methods** | **Evaluation** | **Time** | |  | Introduction to the course and a detailed teaching plan  Introduction - systems, systems of human cooperation, concept and types of administrative systems | - | Listen to a lecture. At the seminar, students are introduced to the course content and documents on the e-learning page of the course by working independently on a computer. | - | 3 h | | 1 | Listen to a lecture and read literature. | At the colloqium or the written / oral exam students can define the basic concepts of administrative systems in the science of administration. | 5 h | |  | Objectives of the administrative systems, differentiation and integration, interest domination and autonomy | 1 | Listen to a lecture and read literature. | At the colloquium or the written / oral exam, students can enumerate and differentiate the goals of administrative systems and explain the processes of differentiation and integration, that is, interest domination and autonomy in administrative systems. | 12 h | |  | The process of original territorialization, the development of government institutions | 1, 2 | Listen to a lecture and read literature. At seminars, students independently and in a team present examples of the development of government institutions | At the colloquium or the written / oral exam students can describe the process of original territorialization and the development of government institutions.  Seminar paper produced and presented (independent use of computer programs and sources of case law and other legal practice). | 12 h | |  | Regression forms of territorialization and their overcoming, emergence of state administration | 1, 2 | Listen to a lecture and read literature. At seminars, students analyze regression forms of territorialization and their overcoming independently and in a team. | At the colloquium or the written / oral exam students can describe the regression forms of territorialisation and their overcoming.  Seminar paper produced and presented (independent use of computer programs and sources of case law and other legal practice). | 12 h | |  | Functional influences in administrative systems, functional decentralization, regional state administration bodies, public corporations | 1, 2, 5, 6, 7 | Listen to a lecture and read literature. At seminars, students analyze functional decentralization independently and in a team and present individual regional state administration bodies as well as public corporations | At the colloquium or written / oral exam, students can describe functional influences in administrative systems, explain the concept of functional decentralization, identify different government bodies, and explain the concept of a public corporation.  Seminar paper produced and presented (independent use of computer programs and sources of case law and other legal practice). | 12 h | |  | Formal and real relationship between government and government, conflicting aspirations between government and government, aspirations for concentration and deconcentration | 1, 2, 5, 6, 7 | Listen to a lecture and read literature. At seminars, students independently analyze the relationship between administration and government from the aspect of administration and authority. | At the colloquium or the written / oral examination, students can explain the formal and real relationship between the administration and the authorities and show the opposing aspirations and tendencies that exist in this relationship.  Seminar paper produced and presented (independent use of computer programs and sources of case law and other legal practice). | 12 h | |  | The relationship between administration and government - the transition chain | 1, 2, 5, 6, 7, | Listen to a lecture and read literature. At seminars, students independently and in a team analyze, on the basis of practical examples, different forms of relations between administration and government: party and state regime, parliamentary regime, parliamentary regime, presidential regime, and party and state regime. | At the colloquium or the written / oral exam, they can explain the different forms of relationship between administration and government.  Seminar paper produced and presented (independent use of computer programs and sources of case law and other legal practice). | 12 h | |  | Territorial administrative system as an organization | 1, 2, 5, 6, 7 | Listen to a lecture and read literature.  At seminars, students work independently and in a team to analyze the organizational structure of territorial administrative systems. | At the colloquium or written / oral exam students can describe and explain the organizational structure of territorial administrative systems.  Seminar paper produced and presented (independent use of computer programs and sources of case law and other legal practice). | 10 h | |  | Relationship between citizens and administration - historical development, principles of relations between administration and citizens, rights of citizens towards administration | 1, 3, 4, 5, 6, 7, | Listen to a lecture and read literature.  At seminars, students analyze the relationship between citizens and the administration independently and in a team and present practical examples on the subject. | At the colloquium or written / oral exam, students can explain and evaluate the relationship between citizens and the administration from a theoretical point of view, and identify and explain the principles on which that relationship is based, as well as identify citizens' rights with the administration.  Seminar paper produced and presented (independent use of computer programs and sources of case law and other legal practice). | 10 h | |  | Means of political control of citizens over administration, means of full protection of citizens over administration | 1, 3, 4, 5, 6, 7 | Listen to a lecture and read literature.  At seminars students independently and in a team present examples of means of political control of citizens over the administration and examples of means of legal protection of citizens over the administration | At the colloquium or written / oral examination, students can identify and explain the means of political control of citizens over the administration, the means of legal protection of citizens over the administration (with special reference to the function of the Ombudsman)  Seminar paper produced and presented (independent use of computer programs and sources of case law and other legal practice). | 10 h | |  | Publicity of the administration in relation to citizens | 4, 5 ,6, 7 | Listen to a lecture and read literature. At seminars, students work independently and in a team on how to make the administration public vis-à-vis citizens | At the colloquium or the written / oral examination, students can describe the ways in which the administration is made public in relation to its citizens.  Seminar paper produced and presented (independent use of computer programs and sources of case law and other legal practice). | 10 h | |  | Law on the State Administration System in the Republic of Croatia (Part I-III) | 4, 5 6, 7 | Listen to a lecture and read literature. At seminars, students independently examine the organization of the state administration in the Republic of Croatia. | At the colloquium or written / oral examination, students are able to identify the various normative sources that regulate the organization and functioning of the administration in the Republic of Croatia and certain provisions in them. To anticipate the further development of the state administration in the Republic of Croatia, taking into account the contemporary European context.  Seminar paper produced and presented (independent use of computer programs and sources of case law and other legal practice). | 10 h | |  | Law on the State Administration System in the Republic of Croatia (Part IV-VII) | 4, 5, 6, 7 | Listen to a lecture and read literature. At seminars, students independently examine the organization of the state administration in the Republic of Croatia. | At the colloquium or written / oral examination, students are able to identify the various normative sources that regulate the organization and functioning of the administration in the Republic of Croatia and certain provisions in them. To anticipate the further development of the state administration in the Republic of Croatia, taking into account the contemporary European context.  Seminar paper produced and presented (independent use of computer programs and sources of case law and other legal practice). | 10 h | |  | Law on Civil Servants (Part 1-8) | 4, 5, 6, 7 | Listen to a lecture and read literature. At seminars students independently and in a team examine the position of civil servants in the Republic of Croatia. | At the colloquium or the written / oral examination, students can identify and enumerate the standards that regulate the position of civil servants in the Republic of Croatia from different aspects.  Seminar paper produced and presented (independent use of computer programs and sources of case law and other legal practice). | 10 h | |  | Law on Civil Servants (Part 9-17) | 4, 5 ,6, 7 | Listen to a lecture and prepare individually for the exam. At seminars students independently and in a team examine the position of civil servants in the Republic of Croatia. | At the colloquium or the written / oral examination, students can identify and enumerate the standards that regulate the position of civil servants in the Republic of Croatia from different aspects.  Seminar paper produced and presented (independent use of computer programs and sources of case law and other legal practice). | 30 h | | | | | | | | | |
| **3. EVALUATION OF STUDENTS` WORK** | | | | | | | | | |
| 3.1. Students` obligations | In accordance with the Regulations on Studying and the Regulations on Student Assessment and Evaluation: for all full-time students attendance of at  least 70%. Part-time students are required to attend classes at least 50%. All students are required to carry calculator and formulae list.  Students who have during the course achieved:   * from 0 - 24,9% ECTS credits- are rated F (unsuccessful) and cannot obtain ECTS credits, and must re-enroll in the next academic year; * from 25 - 49,9% - are assessed by FX (insufficient) and must pass the written exam (test). Written exam (test) can be held in a regular or extraordinary exam period; * more than 50% - students have the right to take the final exam.   Students can take the final exam from the course in two ways: a) during the course of teaching through continuous monitoring of students (active participation in classes and through three colloquia); b) by passing the exam (written and oral part of the exam). | | | | | | | | |
| 3.2. Monitoring student work (enter the share of ECTS credits for each activity so that the total number of ECTS points corresponds to the credit score of the course) | Attendance | 0,5 | | Written exam | 2 (without colloquia) | Project | |  | |
| Experimental work |  | | Research |  | Practical work | |  | |
| Essay |  | | Report |  | Continuous examination | |  | |
| Colloquium | 4,5 (without written exam) | | Seminar paper |  | Other | |  | |
| Class activity | 0,5 | | Oral exam | 2,5 (without colloquia) | Other | |  | |
| 3.3. Student workload | Student workload on all bases for 1 ECTS credit is 30 hours in a semester and is estimated as:   1. Attending classes and exercises 60 hours 2. Creation of seminar work and its presentation 3. Preparing colloquia or exams through individual work 100 hours | | | | | | | | |
| **4. GRADING SYSTEM** | | | | | | | | | |
| 4.1. Grading seminar papers | |  |  |  |  | | --- | --- | --- | --- | | **The evaluation element** | **Unsatisfactory** | **Satisfactory** | **Above average** | | Organization | The paper is not organized in a logical order and lacks structure. | The paper is well structured with a clear distinction between the introduction, the main body of the text and the conclusion. | The paper is well structured with a clear distinction between the introduction, the main body of the text and the conclusion, which are logically interconnected. | | Terminology, writing style | Words and expressions low in line with official terminology. The writing style is not appropriate, the sentences are too long, of a modest vocabulary and with frequent and repeated grammatical errors. | Words and expressions are in line with official terminology. The writing style is appropriate, the sentence structure is clear, the vocabulary is appropriate and there are few grammatical errors. | Words and expressions are aligned with official terminology and show an understanding of their meaning. The writing style is excellent, the sentences are clear and concise, the vocabulary is rich and there are no grammatical errors. | | Citing and referencing references | The sources are not listed at all. The references do not fit the topic and show a cursory approach to exploring the topic. | The sources are listed but incomplete and with errors. The references are relevant to the topic and show a satisfactory research attitude. | The sources are accurately, completely and consistently listed. The references are appropriate, their list is "rich" and comprehensive and shows a detailed research approach. | | | | | | | | | |
| 4.2. Grading colloquia/ written and oral exam | |  |  |  | | --- | --- | --- | | **Unsatisfactory** | **Satisfactory** | **Above average** | | Responds by memory, without a deeper understanding. Does not know or apply basic terms and concepts. Does not know how to apply or explain the contents of the course with examples. | Reproduces the basic concepts and without difficulty imparts new knowledge, understands the material, explains the terms and concepts supported with examples. | Knowledge is at the level of analysis, synthesis and evaluation. Observes the principles, accurately and thoroughly explains the content of the material, and logically connects and explains the terms and concepts supported with examples. Finds solutions that were not originally given. Notes correlations with related material. | |  |  |  | | | | | | | | | |
| 4.3. Final grade according to evaluation elements | |  |  |  |  |  | | --- | --- | --- | --- | --- | | Active course attendance | 70-75% of attendance | 76-86% of attendance | 87-100% of attendance |  | | 3 points | 5 points | 10 points |  | | Seminar paper | 2 | 3 | 4 | 5 | | 5 points | 8 points | 9 points | 10 points | | Colloquia/ Written exam | 2 | 3 | 4 | 5 | | 50-64,9% | 65-79,9% | 80-89,9% | 90-100% | | 25 points | 30 points | 35 points | 40 points | | Oral exam | 2 | 3 | 5 | 5 | |  | 25 points | 30 points | 35 points | 40 points | | | | | | | | | |
| 4.4. Final grade according to absolute division | |  |  |  | | --- | --- | --- | | Percentage of acquired knowledge, skills and competences (teaching + final exam) | Numerical grade | ECTS grade | | 90 – 100% | 5 (excellent) | A | | 80 – 89,9% | 4 (very good) | B | | 65 – 79,9% | 3 (good) | C | | 60 – 64,9% | 2 (satisfactory) | D | | 50 – 59,9% | 2 (satisfactory) | E | | | | | | | | | |
| **5. ADDITIONAL COURSE INFORMATION** | | | | | | | | | |
| 5.1. Compulsory literature (available in the library and via other media) | **Title** | | | | | | **Number of copies in the library** | | **Availability via other media** |
| 1. Pusić, E., Ivanišević, S., Pavić, Ž., Ramljak, M., Hrvatska središnja državna uprava i usporedni upravni sustavi, Školska knjiga, Zagreb, 1997, str. 1-173.  2. Zakon o sustavu državne uprave, NN 150/11, 12/13; Zakon o državnim službenicima, NN 92/05, 142/06, 77/07, 107/07, 27/08, 34/11, 49/11, 150/11, 34/12, 49/12, 37/13, 38/13, 01/15 | | | | | | 5  - | | available online |
| 5.2. Additional literature (at the moment of changes and/or amended of study programme) | 1. Koprić, I.,(ur.), Javna uprava – nastavni materijali, Zagreb, Suvremena javna uprava, 2006.  2. Koprić, I. – Marčetić, G.: Obrazovanje upravnog osoblja: iskustva i izazovi u Koprić, I.(ur.): Modernizacija hrvatske uprave, Suvremena javna uprava, Društveno veleučilište u Zagrebu, Zagreb, 2003., str. 191. – 227.  3. Kuhlmann, S., Wollmann, H., Introduction To Comparative Public Administration, Cheltenham, Edward Elgar Publishing Ltd, 2014.  4. Šimac, N.: Izbor i početna izobrazba viših kadrova državne uprave; francuska iskustva i tranzicijske mogućnosti u Koprić, I.(ur.): Modernizacija hrvatske uprave, Suvremena javna uprava, Društveno veleučilište u Zagrebu, Zagreb, 2003., str. 152. – 159. | | | | | | 1  1  1  1 | |  |
| 5.3. Quality assurance methods that ensure the acquisition of knowledge, skills and competences | The control of students' work quality and the acquisition of necessary knowledge and skills will be ensured through interactive work. By keeping track of attendance and student activity during classes and provided information on students` progress through short colloquiums and homework, information for further guidance to students will be provided in order to increase the efficiency of their work. Students will be informed about their rights and obligations as well as the methods of work and the required literature.  Indicators of quality assurance system: Student survey, monitoring of annual data from the Croatian employment service on the annual state of student employment, surveys from employers and Alumni association. | | | | | | | | |
| 5.4. Informing about the course and contacting the teacher | It is the responsibility of each student to be regularly informed about the course, the coursework, and the classroom activities. All notices of classes or possible adjournment will be published in a timely manner on the e-learning site of the course and on the website of the Polytechnic. Students can contact teachers during the consultation period (at least one hour per week), while for short questions and explanations they can be contacted during class. It is also possible to ask questions by e-mail (from the official e-mail address at @ vus.hr), which will be answered as soon as possible (no later than five working days after receiving the e-mail). | | | | | | | | |

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| 1. **GENERAL COURSE INFORMATION** | | | | | | | | | | | | | | | | | | | | | |
| 1.1. Course title | | | **Administrative informatics** | | | | | | 1.8. Course code in ISVU | | | | | | | 129840 | | | | | |
| 1.2. Course lecturer | | | Jerko Acalin, dipl.ing., pred. | | | | | | 1.9. Course code in MOZVAG | | | | | | |  | | | | | |
| 1.3. Suradnici | | | - | | | | | | 1.10. Forms of teaching (number of hours Lecturing +Practical exercises + Seminars + e learning) | | | | | | | (15+45+0+0) | | | | | |
| 1.4. Study programme (specialist, undergraduate, graduate) | | | Undergraduate Professional Study Administrative Law | | | | | | 1.11. Level of e- learning application (1st, 2nd, 3rd level), percentage of on line course performance (max. 20%) | | | | | | | 1st, course materials are on-line, 0% | | | | | |
| 1.5. Course status (obligatory, optional) | | | Obligatory | | | | | | 1.12. Number of course revisions | | | | | | | 3. | | | | | |
| 1.6. Year of study | | | 1st | | | | | | * 1. Modernization | | | | | | | Yes | | | | | |
| 1.7. Credit score (ECTS) | | | 4 | | | | | | 1.14. Percentage estimate of course changes and/or supplements | | | | | | | Less than 20% X□  More than 20 % □ | | | | | |
| **2. COURSE DESCRIPTION** | | | | | | | | | | | | | | | | | | | | | |
| 2.1. Course objectives | | The objective is for students to:  •get acquainted with the role and organization of information systems, as well as the application of information technologies in work and business,  • adopt and expand basic technical knowledge on information technologies,  • acquire knowledge to understand current information and communication technologies.  The aim of the course is to acquaint students with the maintenance and introduction of new technologies, independent use and renewal of the existing IT structure. | | | | | | | | | | | | | | | | | | | |
| 2.2. Terms of course entry and required competences | | 4 year secondary education completed; qualification level 4.2 according to the CROQF. | | | | | | | | | | | | | | | | | | | |
| 2.3. . Learning outcomes on the study programme level | | LO7: To analyze and to apply the basic rules in the field of IT administrative law and statistics on solving the expert problems in the area of public administration. | | | | | | | | | | | | | | | | | | | |
| LO 8: To use and to develop the complex written and oral communication in Croatian and English language. | | | | | | | | | | | | | | | | | | | |
| LO 9: To use specific computer skills in basic and advanced program packages for work in public administration. | | | | | | | | | | | | | | | | | | | |
| LO 10: To organize and to implement a team work and to critically evaluate the opinions and attitudes of team members. | | | | | | | | | | | | | | | | | | | |
| 2.4. Expected learning outcomes on the course level | | **Learning outcomes** accroding to the Bloom`s taxonomy: (up to two verbs per LO) | | | | | | | | | | | | | | | | | **Level of LO:**  *1- remembering,*  *2- understanding,*  *3- application,*  *4-analysis,*  *5-evaluation,*  *6-synthesis* | | |
| 1. Define and explain the notions IS and IT , | | | | | | | | | | | | | | | | | 1, 2 | | |
| 1. Differentiate basic computer and network systems structure, | | | | | | | | | | | | | | | | | 4 | | |
| 1. Use Microsoft Office package, | | | | | | | | | | | | | | | | | 3 | | |
| 1. Design and adjust advanced settings for word processing and presentation programs | | | | | | | | | | | | | | | | | 3 | | |
| 1. Compare, process and display numerical data using Calculator | | | | | | | | | | | | | | | | | 4, 3 | | |
| 1. Use basic internet and email services | | | | | | | | | | | | | | | | | 3 | | |
| 2.5. Course content according to detailed curriculum schedule | | **Constructive allignement** | | | | | | | | | | | | | | | | | | | |
| **no** | | **Thematic unit** | | | **LO of the course** | | | **Content/teaching methods** | | | **Evaluation** | | | | | | | | **Time** |
|  | | Introduction to the course and a detailed syllabus.  Exercises: introduction to e-learning and web-mail | | | - | | | Students listen to lectures and read literature. In seminar classes, they get acquainted with the content of the course and documents on the e-learning page of the course by working independently on a computer. | | | - | | | | | | | | 2 h |
|  | | Informatics and computing  Exercises: MS Windows basics | | | 1 | | | Students listen to lectures and read literature. Get acquainted with the basics of MS Windows on computers. | | | They know how to use the MS Windows operating system at a colloquium or a written and oral exam | | | | | | | | 6 h |
|  | | Historical development of computing  Exercises: MS Windows file management | | | 1 | | | Students listen to lectures and read literature. Get acquainted with the basics of MS Windows Explorer on computers. | | | They know how to use the MS Windows Explorer at a colloquium or a written and oral exam | | | | | | | | 6 h |
|  | | Information society  Exercises: MS Word obasics | | | 2 | | | Listen to lectures and read literature. Work on computers. | | | They know how to use the MS Windows Word at a colloquium or a written and oral exam | | | | | | | | 6 h |
|  | | Computer networks and Internet  Exercises: MS Word text editing | | | 2 | | | Listen to lectures and read literature. Work on computers. | | | They know how to use the MS Word for text editing at a colloquium or a written and oral exam | | | | | | | | 6 h |
|  | | Planning and designing of IS  Exercises: MS Word – making template | | | 3 | | | Listen to lectures and read literature. Work on computers. | | | They know how to use the MS Word for templates at a colloquium or a written and oral exam | | | | | | | | 6 h |
|  | | Information systems and technologies  Exercises: MS Word – seminar paper example | | | 3 | | | Listen to lectures and read literature. Work on computers. | | | They know how to use the MS Word to create seminar paper at a colloquium or a written and oral exam | | | | | | | | 6 h |
|  | | Revision for the colloquium  Colloquium 1. | | | 1,2,3,4 | | | Listen to lectures and read literature. Work and take the test on computers. | | | They work on the colloquium on a computer and send the result via web-mail | | | | | | | | 36 h |
|  | | Von Neumanov computer model  Exercises: MS Excel – table formatting | | | 4 | | | Listen to lectures and read literature. Work on computers. | | | At the colloquium or written and oral exam, they know how to format tables using MS Excel. | | | | | | | | 6 h |
|  | | Safety of IS  Exercises: MS Excel – application of basic formula | | | 4, 5 | | | Listen to lectures and read literature. Work on computers. | | | They know how to apply the basic functions and formulas in MS Excel at a colloquium or written and oral exam. | | | | | | | | 6 h |
|  | | Exercises: MS Excel – graphs | | | 4, 5 | | | Listen to lectures and read literature. Work on computers. | | | At the colloquium or written and oral exam, they know how to create various types of charts in MS Excel. | | | | | | | | 6 h |
|  | | MS Excel –making templates | | | 6 | | | Listen to lectures and read literature. Work on computers. | | | At the colloquium or written and oral exam, they know how to create a template in MS Excel. | | | | | | | | 6 h |
|  | | Power Point – making presentation with ready-made templates | | | 6 | | | Listen to lectures and read literature. Work on computers. | | | At the colloquium or written and oral exam, they know how to make a presentation using ready-made forms. | | | | | | | | 6 h |
|  | | Power Point – making presentation by editing slide matrix | | | 6 | | | Listen to lectures and read literature. Work on computers. | | | At the colloquium or written and oral exam, they know how to make a presentation by creating their own slide matrix | | | | | | | | 6 h |
|  | | Final conclusions/Revision and preparation for the colloquium and/or exam  Colloquium 2. | | | 4, 5, 6 | | | Listen to lectures and prepare individually for the test. Write the test on computers. | | | They work on the colloquium on a computer and send the result via web-mail | | | | | | | | 40 h |
| **3. EVALUATION OF STUDENTS` WORK** | | | | | | | | | | | | | | | | | | | | | |
| 3.1. Students` obligations | | In accordance with the Regulations on Studying and the Regulations on Student Assessment and Evaluation: for all full-time students attendance of at  least 70%. Part-time students are required to attend classes at least 50%. All students are required to carry USB memory stick and their [AAI@EduHr](mailto:AAI.@eDU.hr) password.  Students who have during the course achieved:  • from 0 - 24,9% ECTS credits- are rated F (unsuccessful) and cannot obtain ECTS credits, and must re-enroll in the next academic year;  • from 25 - 49,9% - are assessed by FX (insufficient) and must pass the written exam (test). Written exam (test) can be held in a regular or extraordinary exam period;  • more than 50% - students have the right to take the final exam.  Students can take the final exam from the course in two ways: a) during the course of teaching through continuous monitoring of students (active participation in classes and through two colloquia); b) by passing the exam (written and oral part of the exam). | | | | | | | | | | | | | | | | | | | |
| 3.2. Monitoring student work (enter the share of ECTS credits for each activity so that the total number of ECTS points corresponds to the credit score of the course)) | | Attendance | | | | 1 | | Written exam | | | 2 (without colloquia) | | | Project | | | |  | | | |
| Experimental work | | | |  | | Research | | |  | | | Practical work | | | |  | | | |
| Essay | | | |  | | Report | | |  | | | Continuous examination | | | | 1 | | | |
| Colloquium | | | | 2 (without written exam) | | Seminar paper | | |  | | | Other | | | |  | | | |
| Class activity | | | |  | | Oral exam | | | 1 | | | Other | | | |  | | | |
| 3.3. . Student workload | | Student workload on all bases for 1 ECTS credit is 30 hours in a semester and is estimated as:  1. Attending classes and exercises 60 hours  2. Preparing colloquia or exams through individual work 90 hours | | | | | | | | | | | | | | | | | | | |
| **4. FORMIRANJE OCJENE** | | | | | | | | | | | | | | | | | | | | | |
| 4.1. Grading seminar papers | | - | | | | | | | | | | | | | | | | | | | |
| 4.2. Grading colloquia/ written and oral exam | | |  |  |  | | --- | --- | --- | | **Unsatisfactory** | **Satisfactory** | **Above average** | | Responds by memory, without a deeper understanding. Does not know or apply basic terms and concepts. Does not know how to apply or explain the contents of the course with examples. | Reproduces the basic concepts and without difficulty imparts new knowledge, understands the material, explains the terms and concepts supported with examples. | Knowledge is at the level of analysis, synthesis and evaluation. Observes the principles, accurately and thoroughly explains the content of the material, and logically connects and explains the terms and concepts supported with examples. Finds solutions that were not originally given. Notes correlations with related material. | | | | | | | | | | | | | | | | | | | | |
| 4.3. Final grade according to evaluation elements | | Active course attendance | | | 70-74,9% of attendance | | | | 75-79,9% of attendance | | | 80-89,9% of attendance | | | | | 90-100% of attendance | | | | |
| 2 points | | | | 5 points | | | 10 points | | | | | 20 points | | | | |
| Colloquia/ Written exam | | | 2 | | | | 3 | | | 4 | | | | | 5 | | | | |
| 50-64,9% | | | | 65-79,9% | | | 80-89,9% | | | | | 90-100% | | | | |
| 25 points | | | | 30 points | | | 35 points | | | | | 40 points | | | | |
| Oral exam | | | 2 | | | | 3 | | | 5 | | | | | 5 | | | | |
| 25 points | | | | 30 points | | | 35 points | | | | | 40 points | | | | |
| 4.4. Final grade according to absolute division | | |  |  |  | | --- | --- | --- | | Percentage of acquired knowledge, skills and competences (teaching + final exam) | Numerical grade | ECTS grade | | 90 – 100% | 5 (excellent) | A | | 80 – 89,9% | 4 (very good) | B | | 65 – 79,9% | 3 (good) | C | | 60 – 64,9% | 2 (satisfactory) | D | | 50 – 59,9% | 2 (satisfactory) | E | | | | | | | | | | | | | | | | | | | | |
| **5. ADDITIONAL COURSE INFORMATION** | | | | | | | | | | | | | | | | | | | | | |
| 5.1. Compulsory literature (available in the library and via other media) | **Title** | | | | | | | | | | | | | | **Number of copies in the library** | | | | | **Availability via other media** | |
| Informacijski sustavi i tehnologije; Veleučilište u Šibeniku, Jerko Acalin, 2017 – udžbenik s prilogom PP-prezentacija.  Osnove informatike (Windows, Word, Excel, PoverPoint), Veleučilište u Šibeniku, Jerko Acalin, 2017 - skripta | | | | | | | | | | | | | | 5  5 | | | | | Avaialble on the e-learning page of the course | |
| 5.2. Additional literature (at the moment of changes and/or amended of study programme) | 1. EXCEL 2013 EXCELL 2010, Milan Korać 2. Excel 2010 Data analiysis and Business Modeling,Wayne l. Winston 3. Word 2010 Microsoft Press, A Division of Microsoft Corporation 4. Power Pivot for Excell 2010 Marko Russo i Alberto Ferari | | | | | | | | | | | | | | 5  2  2  2 | | | | | - | |
| 5.3. Quality assurance methods that ensure the acquisition of knowledge, skills and competences | The control of students' work quality and the acquisition of necessary knowledge and skills will be ensured through interactive work. By keeping track of attendance and student activity during classes and provided information on students` progress through short colloquiums and homework, information for further guidance to students will be provided in order to increase the efficiency of their work. Students will be informed about their rights and obligations as well as the methods of work and the required literature.  Indicators of quality assurance system: Student survey, monitoring of annual data from the Croatian employment service on the annual state of student employment, surveys from employers and Alumni association. | | | | | | | | | | | | | | | | | | | | |
| 5.4. Informing about the course and contacting the teacher | It is the responsibility of each student to be regularly informed about the course, the coursework, and the classroom activities. All notices of classes or possible adjournment will be published in a timely manner on the e-learning site of the course and on the website of the Polytechnic. Students can contact teachers during the consultation period (at least one hour per week), while for short questions and explanations they can be contacted during class. It is also possible to ask questions by e-mail (from the official e-mail address at @ vus.hr), which will be answered as soon as possible (no later than five working days after receiving the e-mail). | | | | | | | | | | | | | | | | | | | | |

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| 1. **GENERAL INFORMATION** | | | | | | | | | |
| 1.1. Course lecturer | Ivana Bratić, prof., higher lecturer | | 1.8. Course code in ISVU | | | | 201183 | | |
| 1.2. Course title | **English language 2** | | 1.9. Course code in MOZVAG | | | |  | | |
| 1.3. Assistants and/or associates |  | | 1.10. Forms of teaching (number of hours Lecturing +Practical exercises + Seminars + e learning) | | | | (30+0+0) | | |
| 1.4. Study programme (specialist, undergraduate, graduate) | Undergraduate Professional Study of Public Administration | | 1.11. Level of e- learning application (1st, 2nd, 3rd level), percentage of on line course performance (max. 20%) | | | | 1st, course materials are on-line, 0% | | |
| 1.5. Course status (obligatory, optional) | Obligatory | | 1.12. Number of course revisions | | | | 2 | | |
| 1.6. Year of study | 1st | | * 1. Modernization | | | | Yes | | |
| 1.7. Credit score (ECTS) | 3 | | 1.14. Percentage estimate of course changes and/or supplements | | | | Less than 20% X□  More than 20 % □ | | |
| **2. COURSE DESCRIPTION** | | | | | | | | | |
| 2.1. Course objectives | The objective of the course English language 2 is to master basic vocabulary in English related to administrative, legal and business world in general, as well as the accurate grammatical structures that include the correct use of verb tenses in spoken and written English, mastering the new lexical units, and the proper use of syntax in English sentences, as well as the use of general linguistic competences at B1 level. | | | | | | | | |
| 2.2. Terms of course entry and required competences | Four-year secondary education completed; Possession of a Level 4.2 qualification according to the CROQF. Proficiency in English at minimum B1 level. | | | | | | | | |
| 2.3. Learning outcomes on the study programme level | LO8: Use and develop complex written and oral communication in Croatian and English  LO10: Organize and conduct teamwork and critically evaluate the opinions and attitudes of team stakeholders  LO12: Compile and draft acts and submissions and to undertake basic procedural actions in administrative and other legal proceedings as well as in the administrative dispute | | | | | | | | |
| 2.4. Expected learning outcomes on the course level | |  |  | | --- | --- | | **Learning outcomes** accroding to the Bloom`s taxonomy: (up to two verbs per LO) | **Level of LO:**  *1- remembering,*  *2- understanding,*  *3- application,*  *4-analysis,*  *5-evaluation,*  *6-synthesis* | | 1. **Understand** and **apply** basic terms in legal English terminology | 2,3 | | 2. **Solve** and **apply** grammatical structures on texts and grammar tasks | 3 | | 3. **Interpret** and **use** verb tenses in a real linguistic context | 3,4 | | 4. **Solve** and **interpret** grammatical tasks in English | 3 | | 5. **Develop** and **demonstrate** (in front of fellow students) a brief presentation in English | 3 | | 6. **Analyze** and **compare** differences in the use of basic verb tenses in English | 4 | | 7. **Select** and **argue** one of the topics within the course | 5 | | 8. **Explain** and **translate** a specific text of a business-legal character | 6 | | 9. **Prepare** and **compose** an essay in English | 6 | | | | | | | | | |
| 2.5. Course content according to detailed curriculum schedule | |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **Constructive allignement** | | | | | | | **no** | **Thematic unit** | **LO of the course** | **Content/teaching methods** | **Evaluation** | **Time** | |  | Introduction into the course and detailed plan | - | Listen to lectures. Work independently on computer, get to know course content and elearning documents. | - | 2 h | |  | Common law / Civil Law | 1,8 | Students read the text in English. They understand new and unfamiliar vocabulary and professional terms, paraphrase them into English and offer an adequate translation into Croatian. They answer the questions. | At the colloquium or written and oral exam students will be able to explain in English the differences between Common Law and Civil Law, identify all words connected to legal character and be able to use and interpret them. | 4 h | |  | Reading / Text analysis | 1,2,3,4,5,8 | Students read the text in English. They understand new and unfamiliar vocabulary and professional terms, paraphrase them into English and offer an adequate translation into Croatian. They answer the questions. | At the colloquium or written and spoken exam students will know to apply basic grammatical and syntactic structures in written and spoken language. | 4 h | |  | Future tenses (Future Simple) | 2, 3, 4, 6 | Students listen the lesson.  They solve different linguistic tasks. | Students will be able to distinguish details related to form, spelling and use of future tenses in English. | 4 h | |  | Future tenses (going to + infinitive) | 2, 3, 4, 6 | Students listen the lesson.  They solve different linguistic tasks. | Students will be able to distinguish details related to form, spelling and use of future tenses in English. | 4 h | |  | Grammar exercises | 2, 3, 4, 6 | Students listen the lesson.  They solve linguistic tasks regarding mixed grammatical tenses. | Students will know to differentiate and to correctly apply the Future Simple and „going to + infinitive“ form. | 4 h | |  | Review I | 1, 3, 4, 5, 6, 7, 8, 9 | Students solve grammar tasks and tasks related to comprehension, translation and paraphrasing. | At the colloquium or the written and oral exam students will explain and solve all grammatical tasks as well as new legal vocabulary. | 6 h | |  | New ways of dealing with fraud | 1, 2, 5, 6 | Students read the text in English. They understand new and unfamiliar vocabulary and professional terms, paraphrase them into English and offer an adequate translation into Croatian. They answer the questions. | Students will know how to paraphrase the text correctly and to explain new vocabulary. They will also know to form new sentences by using the new vocabulary. | 4 h | |  | Protecting intellectual property | 1, 5, 7, 8, 9 | Students read the text in English. They understand new and unfamiliar vocabulary and professional terms, paraphrase them into English and offer an adequate translation into Croatian. They answer the questions. | At the colloquium or the written and oral exam, students are able to paraphrase the text, explain the words and terms of the legal character related to the intellectual property issue as well as to form new sentences by using the new vocabulary. | 4 h | |  | Past Perfect Tense | 2, 3, 4, 6 | Students listen the lesson.  They solve different linguistic tasks. | Students will know how to form, spell and use this grammatical tense. | 10 h | |  | Text Completition (grammar exercise) | 2, 3, 4, 6 | Students independently and in groups of two students dela with the text, solve grammatical tasks, translate sentences into English or Croatian. | At the colloquium or the written and oral exam, students are able to paraphrase the text, explain the words and terms of the legal character related to the intellectual property issue as well as to form new sentences by using the new vocabulary. | 10 h | |  | Contract law | 1, 5, 7, 8, 9 | Students read the text in English. They understand new and unfamiliar vocabulary and professional terms, paraphrase them into English and offer an adequate translation into Croatian. They answer the questions. | At the colloquium or the written and oral exam the students will be able to paraphrase the text, explain the new vocablary, answer the questions related to the text. | 10 h | |  | Modal verbs | 2, 3, 4, 6 | Students listen the lesson.  They solve different linguistic tasks. | At the colloquium or the written and oral exam students know how to correctly use modal verbs in written and spoken language. | 4 h | |  | Passive voice | 2, 3, 4, 6 | Students listen the lesson.  They solve different linguistic tasks. | At the colloquium or the written and oral exam students know how to correctly use passive voice in written and spoken language. | 4 h | |  | Review II | 1, 2, 3, 4, 5, 6, 7, 8, 9 | Students solve grammar tasks and tasks related to comprehension, translation and paraphrasing. | Students will know how to paraphrase the text correctly and to explain new vocabulary. They will also know to form new sentences by using the new vocabulary. | 16 h | | | | | | | | | |
| **3. EVALUATION OF STUDENTS` WORK** | | | | | | | | | |
| 3.1. Students` obligations | In accordance with the Regulations on Studying and the Regulations on Student Assessment and Evaluation: for all full-time students attendance of at  least 70%. Part-time students are required to attend classes at least 50%. All students are required to carry calculator and formulae list.  Students who have during the course achieved:   * from 0 - 24,9% ECTS credits- are rated F (unsuccessful) and cannot obtain ECTS credits, and must re-enroll in the next academic year; * from 25 - 49,9% - are assessed by FX (insufficient) and must pass the written exam (test). Written exam (test) can be held in a regular or extraordinary exam period; * more than 50% - students have the right to take the final exam.   Students can take the final exam from the course in two ways: a) during the course of teaching through continuous monitoring of students (active participation in classes and through three colloquia); b) by passing the exam (written and oral part of the exam). | | | | | | | | |
| 3.2. Monitoring student work (enter the share of ECTS credits for each activity so that the total number of ECTS points corresponds to the credit score of the course) | Attendance | 0,5 | | Written exam | 1 (without colloquia) | Project | |  | |
| Experimental work |  | | Research |  | Practical work | |  | |
| Essay |  | | Report |  | Continuous examination | |  | |
| Colloquium | 2 (without written exam) | | Seminar paper |  | Other | |  | |
| Class activity | 0,5 | | Oral exam | 1 (without colloquia) | Other | |  | |
| 3.3. Student workload | Student workload on all bases for 1 ECTS credit is 30 hours in a semester and is estimated as:   1. Attending classes and exercises 45 hours 2. Preparing colloquia or exams through individual work 45 hours | | | | | | | | |
| **4. GRADING SYSTEM** | | | | | | | | | |
| 4.1. Grading seminar papers |  | | | | | | | | |
| 4.2. Grading colloquia/ written and oral exam | |  |  |  | | --- | --- | --- | | **Unsatisfactory** | **Satisfactory** | **Above average** | | Responds by memory, without a deeper understanding. Does not know or apply basic terms and concepts. Does not know how to apply or explain the contents of the course with examples. | Reproduces the basic concepts and without difficulty imparts new knowledge, understands the material, explains the terms and concepts supported with examples. | Knowledge is at the level of analysis, synthesis and evaluation. Observes the principles, accurately and thoroughly explains the content of the material, and logically connects and explains the terms and concepts supported with examples. Finds solutions that were not originally given. Notes correlations with related material. | |  |  |  | | | | | | | | | |
| 4.3. Final grade according to evaluation elements | |  |  |  |  |  | | --- | --- | --- | --- | --- | | Active course attendance | 70-74,9% of attendance | 75-79,9% of attendance | 80-89,9% of attendance | 90-100% of attendance | | 2 points | 5 points | 10 points | 20 points | | Colloquia/ Written exam | 2 | 3 | 4 | 5 | | 50-64,9% | 65-79,9% | 80-89,9% | 90-100% | | 25 points | 30 points | 35 points | 40 points | | Oral exam | 2 | 3 | 5 | 5 | | 25 points | 30 points | 35 points | 40 points | | | | | | | | | |
| 4.3. Final grade according to absolute division | |  |  |  | | --- | --- | --- | | Percentage of acquired knowledge, skills and competences (teaching + final exam) | Numerical grade | ECTS grade | | 90 – 100% | 5 (excellent) | A | | 80 – 89,9% | 4 (very good) | B | | 65 – 79,9% | 3 (good) | C | | 60 – 64,9% | 2 (satisfactory) | D | | 50 – 59,9% | 2 (satisfactory) | E | | | | | | | | | |
| **5. ADDITIONAL COURSE INFORMATION** | | | | | | | | | |
| 5.1. Compulsory literature (available in the library and via other media) | **Title** | | | | | | **Number of copies in the library** | | **Availability via other media** |
| 1. „Market Leader“, Business Law, A Robin Widdowson, Pearson/Longman, 2010 (the mandatory part only applies to the topics described in this implementation plan) | | | | | | 1 | | e-materijal available to all students on Claroline system of the Polytechnic of Šibenik |
| 1. „Osnovna gramatika engleskog jezika“, Ivana Bratić, Veleučilište u Šibeniku, (e-izdanje) (the mandatory part only applies to the topics described in this implementation plan) | | | | | |  | | e-materijal available to all students on Claroline system of the Polytechnic of Šibenik |
| 5.2. Additional literature (at the moment of changes and/or amended of study programme) | Peter Strutt , „Market Leader - Business Grammar and Usage“, Business English , Pearson/Longman, 2000. | | | | | | | | |
| 5.3. Quality assurance methods that ensure the acquisition of knowledge, skills and competences | The control of students' work quality and the acquisition of necessary knowledge and skills will be ensured through interactive work. By keeping track of attendance and student activity during classes and provided information on students` progress through short colloquiums and homework, information for further guidance to students will be provided in order to increase the efficiency of their work. Students will be informed about their rights and obligations as well as the methods of work and the required literature.  Indicators of quality assurance system: Student survey, monitoring of annual data from the Croatian employment service on the annual state of student employment, surveys from employers and Alumni association. | | | | | | | | |
| 5.4. Informing about the course and contacting the teacher | It is the responsibility of each student to be regularly informed about the course, the coursework, and the classroom activities. All notices of classes or possible adjournment will be published in a timely manner on the e-learning site of the course and on the website of the Polytechnic. Students can contact teachers during the consultation period (at least one hour per week), while for short questions and explanations they can be contacted during class. It is also possible to ask questions by e-mail (from the official e-mail address at @ vus.hr), which will be answered as soon as possible (no later than five working days after receiving the e-mail). | | | | | | | | |

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| 1. **GENERAL INFORMATION** | | | | | | | | | | | |
| 1.1. Course lecturer | **dr. sc. Ivica Poljičak, prof.v.š.** | | | 1.7. Credit score (ECTS) | | | | | | 5 | |
| 1.2. Course title | **Sociology of administration** | | | 1.8. Forms of teaching (number of hours Lecturing +Practical exercises + Seminars + e learning) | | | | | | 30L + 15P | |
| 1.3. Assistants and/or associates |  | | | 1.9. Level of e- learning application (1st, 2nd, 3rd level), percentage of on line course performance (max. 20%) | | | | | |  | |
| 1.4. Study programme (specialist, undergraduate, graduate) | undergraduate | | | * 1. Number of course revisions | | | | | | 1. | |
| 1.5. Course status (obligatory, optional) | obligatory | | | * 1. Modernization | | | | | | + | |
| 1.6. Year of study | I. | | | 1.12. Percentage estimate of course changes and/or supplements | | | | | | Less than 20% x  More than 20 % □ | |
| **2. COURSE DESCRIPTION** | | | | | | | | | | | |
| 2.1. Course objectives | To introduce students to social processes, phenomena and relationships, the legitimacy of their development, but also their relationship and dependence, as well as the context of society as a totality, with special emphasis on the social aspects of the realities of rights. Develop students with critical thinking skills; the use of theoretical concepts to understand the phenomenon in one's own society as well as to compare with others, to apply the sociological concepts to the daily student experience. Stimulating the critical - analytical, thought, eloquent and eruditive abilities of students, understanding the causal and consequential relationships in social relations and forming personal attitudes about the state of society. To enable students to understand and interpret (partly and research) social phenomena and processes. | | | | | | | | | | |
| 2.2. Terms of course entry and required competences | High school education and enrollment requirements for II semester . | | | | | | | | | | |
| 2.3. Learning outcomes on the study programme level | - Analyze the impact of social processes on constitutional and administrative systems, particularly the process of globalization, euro-integration, transition, urbanization, regionalization and decentralization - To manage official potentials, office operations and various administrative processes, and to establish communication with public service users. - Evaluate the effects of the activities of bodies and organizations of public administration and other authorities at different levels on the lives of citizens - Use specific computer skills in basic and advanced packages applied to public administration work - Organize and implement teamwork, and critically judge the opinions and attitudes of team members - To anticipate the future development of national constitutional and administrative systems at different levels | | | | | | | | | | |
| 2.4. Expected learning outcomes on the course level | - To differentiate, define and explain the underlying concepts of sociology - Explain, differentiate, interpret and compare different sociological theories, schools and the lines of classical and contemporary approaches (related to various social problems and various relevant social themes) - Explore social processes at an elementary level - Analyze and explain the relevant social phenomena, processes and trends of modern societies - Define, analyze and explain fundamental social institutions, and explain the impact of the social historical context on them - Describe and explain the concepts of social control and deviation - Explain the interdependence of the state and politics with the civil society sector - Identify, compare and explain the place and role of contemporary Croatian society in view of the different social processes within a globalized world - Identify the role of legal culture and sociology of management in society | | | | | | | | | | |
| 2.5. Course content according to detailed curriculum schedule | 1. Basic Sociological Concepts. Types of societies 2. Culture and society 3. Social structure and social change. Social stratification 4. Macro and micro sociology. Social interaction 5. Country. Social state. Social Exclusion. Poverty 6. Social Regulatory 7. Working for Economic Life 8. Bureaucracy and Rationalization 9. Modern Organizations 10. Government and Politics. Types of political rule 11. Territorial aspects of governance 12. Administration and modern societies - Part One 13. Public Administration and Modern Societies - Part Two 14. Problems of Governance in Transition Societies 15. Globalization: Understanding Public Adminitration in a New Context. | | | | | | | | | | |
| 2.6. Teaching methods | x lectures  □ seminars and workshops  x practical exercises  □ distance education  □ mixed e-learning  □ field teaching | | □ independent tasks  □ multimedia and network  □ laboratory  □ mentoring  □ other | | | | 2.7. Comments: | | | | |
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| 2.8. Students` obligations | Teaching takes place in the fifth semester (winter semester) in the form of lectures (45 hours) and practices (15) hours. Students are required to attend classes of at least 50% of lectures and practices, which is a requirement for signing. | | | | | | | | | | |
| 2.9. Monitoring student work (enter the share of ECTS credits for each activity so that the total number of ECTS points corresponds to the credit score of the course) | Attendance | 1,5 | | | Written exam | 2,0 (without colloquium) | | Project | | |  |
| Experimental work |  | | | Research |  | | Practical work | | |  |
| Essay |  | | | Report |  | | Continuous examination | | |  |
| Colloquium | 2,0 (without a written exam) | | | Seminar paper | 0,5 | | Other | | |  |
| Class activity |  | | | Oral exam | 0,5 | | Other | | |  |
| 2.10. Grading and evaluating students` work during classes and on the exam | Students can choose to take a written exam trip (2 colloquia) or an exam. Successfully placed both colloquia completely replace the final exam. | | | | | | | | | | |
| 2.11. Compulsory literature (available in the library and via other media) | **Title** | | | | | | | | **Number of copies in the library** | | **Availability via other media** |
| 1.Giddens, A., (2007.) Sociologija, Zagreb, Nakladni zavod Globus.  Poglavlja: Kultura i društvo (str. 22-46), Svijet u promjeni (str. 50-61), Klasa, stratifikacija i nejdnakost (str. 282- 297), Siromaštvo, soocijalna i društvena isključenost (str. 310-318; 323-334), Moderne organizacije (str. 346-371), Rad i ekonomski život (str 374-417), Vlast i politika (str. 420-434; 442-448)  2. Haralambos, M., Holborn, M., (2002.), Sociologija, Zagreb, Golden marketing.  Sljedeći dijelovi: Max Weber - moć i tipovi vlasti (str. 588-589), Država (str. 590-591), Teorija elita (str. 601-604), M. Mann - izvori društvene moći (str. 633-635), M. Foucault - moć/znaje (str. 635-639).  3. Pusić, E., (1990.) Društvena regulacija, Zagreb, Globus. Poglavlje 4. (str. 148-168; 182-197). | | | | | | | |  | |  |
| 2.12. Additional litearature (at the moment of changes and/or amended of study programme) | Teaching material from lectures and exercises. | | | | | | | |  | |  |
| 2.13. Quality assurance methods that ensure the acquisition of knowledge, skills and competences | The control of students' work quality and the acquisition of necessary knowledge and skills will be ensured through interactive work. By keeping track of attendance and student activity during classes and provided information on students` progress through short colloquiums and homework, information for further guidance to students will be provided in order to increase the efficiency of their work. Students will be informed about their rights and obligations as well as the methods of work and the required literature.  Indicators of quality assurance system: Student survey, monitoring of annual data from the Croatian employment service on the annual state of student employment, surveys from employers and Alumni association. | | | | | | | | | | |

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| 1. **GENERAL INFORMATION** | | | | | | | | | | | | |
| 1.1. Course lecturer | **Bosiljka Britvić Vetma** | | | 1.7. Credit score (ECTS) | | | | | | 7 | | |
| 1.2. Course title | **ADMINISTRATIVE PROCEDURAL LAW** | | | 1.8. Forms of teaching (number of hours Lecturing +Practical exercises + Seminars + e learning) | | | | | | 60L+30P | | |
| 1.3. Assistants and/or associates |  | | | 1.9. Level of e- learning application (1st, 2nd, 3rd level), percentage of on line course performance (max. 20%) | | | | | | 1. level–On-line performance, 0% | | |
| 1.4. Study programme (specialist, undergraduate, graduate) | UNDERGRADUATE | | | * 1. Number of course revisions | | | | | | 1. | | |
| 1.5. Course status (obligatory, optional) | O | | | * 1. Modernization | | | | | | Yes | | |
| 1.6. Year of study | 2. | | | 1.12. Percentage estimate of course changes and/or supplements | | | | | | Less than 20% □  More than 20 % □ | | |
| **2. COURSE DESCRIPTION** | | | | | | | | | | | | |
| 2.1. Course objectives | The main goal of the course is to introduce students to the organization and activities of the public administration, as well as to the basic institutes of administrative law. The aim is to enable students to perform jobs in public administration and similar professional affairs, in government administration bodies, local and regional self-government units, and legal entities with public authority. | | | | | | | | | | | |
| 2.2. Terms of course entry and required competences | No conditions.  Course Administrative law is in correlation with the same courses at all polytechnics and universities in Croatia. | | | | | | | | | | | |
| 2.3. Learning outcomes on the study programme level | Link the basic concepts of the various branches of law and generalize problems of the work in public administration  - Analyze the interference of international, European and national law  - Manage human resources, office procedures and various administrative processes and establish communication with the public service users.  - Evaluate the activities of public administration and other authorities at different levels  - divide and apply the basic rules in the field of IT administrative law and statistics in solving technical problems in the field public administration  - Use and develop complex written and oral communication in Croatian and English language  - Use specific computer skills in basic and advanced packages applied to public administration work  - Organize and implement team work, and critically judge the opinions and attitudes of team members  - Individually and responsibly search, interpret and apply relevant literature and legal rules for drafting and adopting regulations and  acts in administrative and other legal actions, administrative proceedings and activities of government bodies or administrative bodies and  organizations, utilities and institutions  - Organize acts and submissions individually and undertake basic procedural actions in administrative and other legal proceedings and in administrative dispute | | | | | | | | | | | |
| 2.4. Expected learning outcomes on the course level | It is expected that the student after passing the exam from the College of Administrative Procedural Law, be able to:  - explain the principles of the general administrative procedure,  - distinguish the criteria for determining the jurisdiction in the administrative procedure and the cases of exemption of officials  - describe and discuss the course of administrative procedure and administrative dispute  - compare and explain the importance and role of the parties in the administrative procedure,  - explain all the actions that must be performed during the administrative procedure,  - manage the conduct of all types of administrative procedures on I.st. level,  - choose the appropriate type of remedy under the General Administrative Procedure Act and recommend it to the parties  . | | | | | | | | | | | |
| 2.5. Course content according to detailed curriculum schedule | |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **LECTURE** | | | **SEMINARS/ PRACTICAL EXERCISES** | | | | Week | Hours | Tematska jedinica | Week | Hours | Tematska jedinica | | 1 | 4 | Introduction lecture (administrative procedure law) | 1 | 2 | Introduction lecture | | 2 | 4 | Determination of the term administrative procedure  Special administrative procedures | 2 | 2 | Presentation of seminar papers | | 3 | 4 | Principles of administrative procedure | 3 | 2 | Presentation of seminar papers | | 4 | 4 | Jurisdiction in administrative proceedings  Persons authorized for conducting the Administrative procedure | 4 | 2 | Presentation of seminar papers | | 5 | 4 | Party in Administrative Procedure  Representatives of party in the administrative procedure | 5 | 2 | Presentation of seminar papers | | 6 | 4 | I. colloquium exam | 6 | 2 |  | | 7 | 4 | Launching and conducting an administrative proceedings | 7 | 2 | Presentation of seminar papers | | 8 | 4 | Evidence and attestation of administrative proceeding | 8 | 2 | Presentation of seminar papers | | 9 | 4 | Submit submissions. Conclusion as a procedural decision. Motion to restore a prior status | 9 | 2 | Presentation of seminar papers | | 10 | 4 | II. colloquium exam | 10 | 2 |  | | 11 | 4 | Types and forms of notification in administrative proceedings. Solving administrative matters | 11 | 2 | Presentation of seminar papers | | 12 | 4 | The concept and types of legal remedies in administrative proceedings | 12 | 2 | Presentation of seminar papers | | 13 | 4 | Legal protection against the conduct of public administrative bodies | 13 | 2 | Presentation of seminar papers | | 14 | 4 | III. colloquium exam | 14 | 2 |  | | 15 | 4 | Concluding Observations  The division of signatures | 15 | 2 | Concluding Observations  The division of signatures | | | | | | | | | | | | |
| 2.6. Teaching methods | □ lectures  □ seminars and workshops  □ practical exercises  □ distance education  □ mixed e-learning  □ field teaching | | □ independent tasks  □ multimedia and network  □ laboratory  □ mentoring  □ other | | | | 2.7. Comments: | | | | | |
|  | | | | | |
| 2.8. Students` obligations | For all regular students the attendance at lectures (lectures and seminars) is at least 70%. Part time students do not have the obligation to attend classes unless they are not specifically organized.  It is recommended that students participate actively during the lectures, which includes participation in discussions, solving case studies, designing a project assignment, etc.  Seminar work need to prepared, presented and positively evaluated.  In addition, the obligation of each student is to regularly inform about the course. All information on the maintenance or eventual postponement of the course will be published on the e-learning course page, where all the course information and all the necessary materials are also provided. | | | | | | | | | | | |
| 2.9. Monitoring student work (enter the share of ECTS credits for each activity so that the total number of ECTS points corresponds to the credit score of the course) | Attendance | 2.5 | | | Written exam | 4 | | Project | | |  | |
| Experimental work |  | | | Research |  | | Practical work | | |  | |
| Essay |  | | | Report |  | | Continuous examination | | |  | |
| Colloquium | 3 | | | Seminar paper | 0.5 | | Other | | |  | |
| Class activity | 0.5 | | | Oral exam | 0.5 | | Other | | |  | |
| 2.10. Grading and evaluating students` work during classes and on the exam | All students (regular and part-time) can choose between two exam options, which are explain below.  Option A. Placement of exams through colloquium  In order to achieve the right of passing the exam through a colloquium, students are expected to:  - participate actively during the lectures  - produce and present a seminar paper  Note: If a student does not pass the first colloquium, he / she has no right to go to the next one.  Option B. Exit to a regular exam (written and oral exam)  If students do not choose active participation in lectures or fail to pass the colloquium, then they go on a regular exam. The condition for going to a regular exam is a positively evaluated seminar paper (which is also a requirement for a signature) of 10 pages (the deadline for submitting this work is the last week of teaching -via e-mail ivanm@vus.hr): | | | | | | | | | | | |
| 2.11. Compulsory literature (available in the library and via other media) | **Title** | | | | | | | | **Number of copies in the library** | | | **Availability via other media** |
| 1. Đerđa, Dario, Opći upravni postupak u Republici Hrvatskoj, Zagreb, Inženjerski biro,  2010."(odabrana poglavlja) | | | | | | | |  | | |  |
| 2.12. Additional litearature (at the moment of changes and/or amended of study programme) |  | | | | | | | |  | | |  |
| 2.13. Quality assurance methods that ensure the acquisition of knowledge, skills and competences | The control of students' work quality and the acquisition of necessary knowledge and skills will be ensured through interactive work. By keeping track of attendance and student activity during classes and provided information on students` progress through short colloquiums and homework, information for further guidance to students will be provided in order to increase the efficiency of their work. Students will be informed about their rights and obligations as well as the methods of work and the required literature.  Indicators of quality assurance system: Student survey, monitoring of annual data from the Croatian employment service on the annual state of student employment, surveys from employers and Alumni association. | | | | | | | | | | | |

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| **1.GENERAL INFORMATION** | | | | | | | | | |
| 1.1. Course lecturer | Ljubo Runjić, PhD, Senior Lecturer | | 1.8. Course code in ISVU | | | | 140814  202242 | | |
| 1.2. Course title | Basics of international law | | 1.9. Course code in MOZVAG | | | |  | | |
| 1.3. Assistants and/or associates |  | | 1.10. Forms of teaching (number of hours Lecturing +Practical exercises + Seminars + e learning) | | | | (45+15+0+0) | | |
| 1.4. Study programme (specialist, undergraduate, graduate) | Undergraduate Professional Study Administrative Law | | 1.11. Level of e- learning application (1st, 2nd, 3rd level), percentage of on line course performance (max. 20%) | | | | 1st, course materials are on-line, 0% | | |
| 1.5. Course status (obligatory, optional) | Obligatory | | 1.12. Number of course revisions | | | | 4 | | |
| 1.6. Year of study | 2nd | | * 1. Modernization | | | | Yes | | |
| 1.7. Credit score (ECTS) | 5 | | 1.14. Percentage estimate of course changes and/or supplements | | | | Less than 20% X  More than 20 % □ | | |
| **2. COURSE DESCRIPTION** | | | | | | | | | |
| 2.1. Course objectives | The aim of the course is to enable students to acquire basic knowledge of the system of legal rules governing relations between international legal subjects. | | | | | | | | |
| 2.2. Terms of course entry and required competences | General conditions required for enrollment in III. semester. Understanding of fundamental concepts in the area of state theory and law, constitutional law, as well as finding internal and international legal sources. | | | | | | | | |
| 2.3. Learning outcomes on the study programme level | LO1: Link the basic concepts of different branches of law and generalize the issues of work in public administration  LO2: To analyze the interferences of international, European and national law  LO3: To analyze and critically evaluate the structure and functioning of the state government in the Republic of Croatia and the structure, bodies and mode of functioning of the European Union, and to evaluate trends in the modern development of public administration.  LO4: To analyze the impact of social processes on the constitutional order and administrative systems, in particular the processes of globalization, euro-integration, transition, urbanization, regionalization and decentralization.  LO8: To use and develop complex written and oral communication in Croatian and English.  LO10: To organize and conduct teamwork, and critically evaluate the opinions and attitudes of team stakeholders | | | | | | | | |
| 2.4. Expected learning outcomes on the course level | |  |  | | --- | --- | | **Learning outcomes** accroding to the Bloom`s taxonomy: (up to two verbs per LO) | **Level of LO:**  *1- remembering,*  *2- understanding,*  *3- application,*  *4-analysis,*  *5-evaluation,*  *6-synthesis* | | 1. To analyze individual branches of international law. | 4 | | 1. To identify sources of international law. | 4 | | 1. To identify and explain the constituent elements of particular categories of subjects of international law. | 5 | | 1. To explain the relationship between international and national law in terms of international legal doctrine and existing international law. | 5 | | 1. To examine the role of certain international legal entities in the creation of international law. | 4 | | 1. To evaluate the role of international law in regulating relations in the international community of recognized subjects. | 5 | | 1. To anticipate the development of the international legal order, taking into account the existing relations in the international community. | 5 | | | | | | | | | |
| 2.5. Course content according to detailed curriculum schedule | |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **Constructive allignement** | | | | | | | **no** | **Thematic unit** | **LO of the course** | **Content/teaching methods** | **Evaluation** | **Time** | |  | Introduction to the course and a detailed teaching plan | - | Listen to a lecture. At the seminar, students are introduced to the course content and documents on the e-learning page of the course by working independently on a computer.  . | - | 3 h | | Introduction - the concept of international law, divisions of international law, sources of international law, history of international law | 1, 2, 4, 6 | Listen to a lecture and read literature. | At the colloqium or the written / oral exam students can define the basic concepts of administrative systems in the science of administration. | 5 h | |  | Subjects of international law - general views, individual, international organisms, state | 1, 2, 3, 5 | Listen to a lecture and read literature. | At the colloquium or the written / oral examination, they can define certain categories of subjects of international law and identify and explain their constituent elements. | 10 h | |  | Subjects of International Law - Insurgency and Liberation Movements, Addiction Relations, Special Areas, Holy See and Vatican City State, Permanent Neutrality | 1, 2, 3, 5 | Listen to a lecture and read literature. | At the colloquium or the written / oral examination, they can define certain categories of subjects of international law and identify and explain their constituent elements. | 8 h | |  | Objects of international law - state territory, borders, rivers | 1, 2, 6, 7 | Listen to a lecture and read literature. At the exercises students on practical examples carry out demarcation on land, sea and rivers. | At the colloquium or the written / oral exam students can define the basic institutes in the science of objects of international law and explain the basic ways of demarcation of state power in space. | 10 h | |  | Objects of international law - sea, international excavation, airspace, space | 1, 2, 6, 7 | Listen to a lecture and read literature. At the exercises, students analyze examples from international case law. | At the colloquium or the written / oral exam, students know how to analyze and explain the international regimes at sea, the international treaties, the airspace and space. | 10 h | |  | Objects of international law - acquisition of territories, succession of states, interstate servitutes | 1, 2, 6, 7 | Listen to a lecture and read literature. At the exercises, students analyze individual institutes from the science of objects of international law. | At the colloquium or the written / oral exam, students can differentiate and explain different ways of acquisition an area. Explain the succession of states and interstate servitutes. | 10 h | |  | Individual in international law - citizens and foreigners, international protection of man, minorities, criminal responsibility of the individual | 2, 5, 6, 7 | Listen to a lecture and read literature. At the exercises students analyze cases from international jurisprudence. | At the colloquium or the written / oral exam, students can identify and enumerate basic international human rights documents. | 10 h | |  | the bodies of international relations - in general, organs of external representation, diplomatic representatives, diplomatic privileges, consuls, international officials | 1, 2, 6, 7 | Listen to a lecture and read literature. At the exercises students analyze diplomatic and consular examples. | At the colloquium or the written / oral exam, students can identify the sources of diplomatic and consular law, and list and describe individual institutes from that field. | 10 h | |  | Legal facts of international law - legal affairs in general, unilateral legal acts, treaties | 1, 2, 6, 7 | Listen to a lecture and read literature. At the exercises, students simulate the process of concluding treaties. | At the midterm exam or the written / oral exam, students can identify and explain each type of legal conducts. | 10 h | |  | International organizations - United Nations (establishment, right, membership, organs) | 1, 2, 5, 6, 7 | Listen to a lecture and read literature. At the exercises students simulate the decision-making process of the United Nations Security Council. | At the colloquium or the written / oral exam, students can explain the organizational structure of the United Nations and their role in creating international law. | 10 h | |  | International organizations - United Nations specialized agencies, other international organizations related to the United Nations, United Nations subsidiary bodies, regional organizations | 1, 2, 5, 6, 7 | Listen to a lecture and read literature. At the exercises students analyze the goals, organization and functioning of individual international organizations within the United Nations system. | At the midterm or written / oral examination, students can describe the goals and activities of individual international organizations within the United Nations system. | 10 h | |  | Peaceful dispute settlement and peacekeeping - negotiation, enquiry, mediation, conciliation, arbitration, judicial settlement | 1, 2, 4, 6, 7 | Listen to a lecture and read literature. At the exercises, students analyze relevant international case law | At the colloquium or written / oral exam students know enumerate and explain the various peaceful settlement of disputes and ensuring peace. | 8 h | |  | The role of the United Nations in the peaceful settlement of disputes and in securing peace - the peaceful settlement of disputes within the United Nations, bringing disputes to the United Nations, collective action, peacekeeping, disarmament | 1, 2, 6, 7 | Listen to a lecture and read literature. At the exercises students analyze case studies of peaceful dispute resolution and peacekeeping. | At the colloquium or the written / oral examination, students can explain the various means of peaceful settlement of disputes and the securing of peace within the United Nations. | 8 h | |  | Law of Armed Conflict - sources, concept, persons involved in armed conflict, restrictions on the conduct of hostilities, protection of certain categories of persons, war occupation | 1, 2, 6, 7 | Listen to a lecture and read literature. At the exercises, students analyze relevant case studies on the rights of armed conflict. | At the colloquium or the written / oral examination, students can define the basic institutes of the rights of armed conflicts and identify and enumerate international normative sources of the rights of the armed conflicts. | 8 h | |  | The law of armed conflicts - the concept of neutrality, the rights and duties of neutrals, blockades, the right of seizure | 1, 2, 6, 7 | Listen to a lecture and prepare individually for the exam. At the exercises, students analyze relevant case studies on the rights of armed conflict. | At the colloquium or the written / oral examination, students can define the basic institutes of the rights of armed conflicts and identify and enumerate international normative sources of the rights of the armed conflicts. | 20 h | | | | | | | | | |
| **3. EVALUATION OF STUDENTS` WORK** | | | | | | | | | |
| 3.1. Students` obligations | In accordance with the Regulations on Studying and the Regulations on Student Assessment and Evaluation: for all full-time students attendance of at  least 70%. Part-time students are required to attend classes at least 50%. All students are required to carry calculator and formulae list.  Students who have during the course achieved:   * from 0 - 24,9% ECTS credits- are rated F (unsuccessful) and cannot obtain ECTS credits, and must re-enroll in the next academic year; * from 25 - 49,9% - are assessed by FX (insufficient) and must pass the written exam (test). Written exam (test) can be held in a regular or extraordinary exam period; * more than 50% - students have the right to take the final exam.   Students can take the final exam from the course in two ways: a) during the course of teaching through continuous monitoring of students (active participation in classes and through three colloquia); b) by passing the exam (written and oral part of the exam). | | | | | | | | |
| 3.2. Monitoring student work (enter the share of ECTS credits for each activity so that the total number of ECTS points corresponds to the credit score of the course) | Attendance |  | | Written exam | 2 (without colloquia) | Project | |  | |
| Experimental work |  | | Research |  | Practical work | |  | |
| Essay |  | | Report |  | Continuous examination | |  | |
| Colloquium | 4,5 (without written exam) | | Seminar paper |  | Other | |  | |
| Class activity |  | | Oral exam | 2,5 (without colloquia) | Other | |  | |
| 3.3. Student workload | Student workload on all bases for 1 ECTS credit is 30 hours in a semester and is estimated as:   1. Attending classes and exercises 60 hours 2. Preparing colloquia or exams through individual work 90 hours | | | | | | | | |
| **4. GRADING SYSTEM** | | | | | | | | | |
| 4.1. Grading seminar papers | |  |  |  |  | | --- | --- | --- | --- | | **The evaluation element** | **Unsatisfactory** | **Satisfactory** | **Above average** | | Organization | The paper is not organized in a logical order and lacks structure. | The paper is well structured with a clear distinction between the introduction, the main body of the text and the conclusion. | The paper is well structured with a clear distinction between the introduction, the main body of the text and the conclusion, which are logically interconnected. | | Terminology, writing style | Words and expressions low in line with official terminology. The writing style is not appropriate, the sentences are too long, of a modest vocabulary and with frequent and repeated grammatical errors. | Words and expressions are in line with official terminology. The writing style is appropriate, the sentence structure is clear, the vocabulary is appropriate and there are few grammatical errors. | Words and expressions are aligned with official terminology and show an understanding of their meaning. The writing style is excellent, the sentences are clear and concise, the vocabulary is rich and there are no grammatical errors. | | Citing and referencing references | The sources are not listed at all. The references do not fit the topic and show a cursory approach to exploring the topic. | The sources are listed but incomplete and with errors. The references are relevant to the topic and show a satisfactory research attitude. | The sources are accurately, completely and consistently listed. The references are appropriate, their list is "rich" and comprehensive and shows a detailed research approach. | | | | | | | | | |
| 4.2. Grading colloquia/ written and oral exam | |  |  |  | | --- | --- | --- | | **Unsatisfactory** | **Satisfactory** | **Above average** | | Responds by memory, without a deeper understanding. Does not know or apply basic terms and concepts. Does not know how to apply or explain the contents of the course with examples. | Reproduces the basic concepts and without difficulty imparts new knowledge, understands the material, explains the terms and concepts supported with examples. | Knowledge is at the level of analysis, synthesis and evaluation. Observes the principles, accurately and thoroughly explains the content of the material, and logically connects and explains the terms and concepts supported with examples. Finds solutions that were not originally given. Notes correlations with related material. | |  |  |  | | | | | | | | | |
| 4.3. Final grade according to evaluation elements | |  |  |  |  |  | | --- | --- | --- | --- | --- | | Active course attendance | 70-75% of attendance | 76-86% of attendance | 87-100% of attendance |  | | 3 points | 5 points | 10 points |  | |  |  |  |  |  | |  |  |  |  | | Colloquia/ Written exam | 2 | 3 | 4 | 5 | | 50-64,9% | 65-79,9% | 80-89,9% | 90-100% | | 27 points | 33 points | 39 points | 45 points | | Oral exam | 2 | 3 | 5 | 5 | |  | 27 points | 33 points | 39 points | 45 points | | | | | | | | | |
| 4.4. Final grade according to absolute division | |  |  |  | | --- | --- | --- | | Percentage of acquired knowledge, skills and competences (teaching + final exam) | Numerical grade | ECTS grade | | 90 – 100% | 5 (excellent) | A | | 80 – 89,9% | 4 (very good) | B | | 65 – 79,9% | 3 (good) | C | | 60 – 64,9% | 2 (satisfactory) | D | | 50 – 59,9% | 2 (satisfactory) | E | | | | | | | | | |
| **5. ADDITIONAL COURSE INFORMATION** | | | | | | | | | |
| 5.1. Compulsory literature (available in the library and via other media) | **Title** | | | | | | **Number of copies in the library** | | **Availability via other media** |
| 1. Andrassy, J., Bakotić, B., Seršić, M., Vukas, B., Međunarodno pravo 1, Zagreb, Školska knjiga, 2010. (selected chapters)  2. Andrassy, J., Bakotić, B., Lapaš, D., Seršić, M., Vukas, B., Međunarodno pravo 2, Zagreb, Školska knjiga, 2012. (selected chapters)  3. Andrassy, J., Bakotić, B., Seršić, M., Vukas, B., Međunarodno pravo 3, Zagreb, Školska knjiga, 2006. (selected chapters) | | | | | | 5  5  5 | |  |
| 5.2. Additional literature (at the moment of changes and/or amended of study programme) | 1. Degan, V. Đ., Međunarodno pravo, Zagreb, Školska knjiga, 2011.  2. Runjić, Lj., Međunarodnopravni subjektivitet međunarodnih organizama u suvremenom međunarodnom pravu, Veleučilište u Šibeniku, 2016.  3. Runjić, Lj., Pravo međunarodnih organizacija, Rijeka, Libertin, 2019.  4. Shaw, M. N., International Law, Cambridge, Cambridge University Press, 2014. | | | | | | 5  5  5  2 | |  |
| 5.3. Quality assurance methods that ensure the acquisition of knowledge, skills and competences | The control of students' work quality and the acquisition of necessary knowledge and skills will be ensured through interactive work. By keeping track of attendance and student activity during classes and provided information on students` progress through short colloquiums and homework, information for further guidance to students will be provided in order to increase the efficiency of their work. Students will be informed about their rights and obligations as well as the methods of work and the required literature.  Indicators of quality assurance system: Student survey, monitoring of annual data from the Croatian employment service on the annual state of student employment, surveys from employers and Alumni association. | | | | | | | | |
| 5.4. Informing about the course and contacting the teacher | It is the responsibility of each student to be regularly informed about the course, the coursework, and the classroom activities. All notices of classes or possible adjournment will be published in a timely manner on the e-learning site of the course and on the website of the Polytechnic. Students can contact teachers during the consultation period (at least one hour per week), while for short questions and explanations they can be contacted during class. It is also possible to ask questions by e-mail (from the official e-mail address at @ vus.hr), which will be answered as soon as possible (no later than five working days after receiving the e-mail). | | | | | | | | |
| 1. **GENERAL INFORMATION** | | | | | | | | | |
| 1.1. Course lecturer | Ljubo Runjić, PhD, Senior Lecturer | | 1.8. Course code in ISVU | | | | 140815  202243 | | |
| 1.2. Course title | Administrative and legal system of EU | | 1.9. Course code in MOZVAG | | | |  | | |
| 1.3. Assistants and/or associates |  | | 1.10. Forms of teaching (number of hours Lecturing +Practical exercises + Seminars + e learning) | | | | (45+0+15+0) | | |
| 1.4. Study programme (specialist, undergraduate, graduate) | Undergraduate Professional Study Administrative Law | | 1.11. Level of e- learning application (1st, 2nd, 3rd level), percentage of on line course performance (max. 20%) | | | | 1st, course materials are on-line, 0% | | |
| 1.5. Course status (obligatory, optional) | Obligatory | | 1.12. Number of course revisions | | | | 4 | | |
| 1.6. Year of study | 2nd | | * 1. Modernization | | | | Yes | | |
| 1.7. Credit score (ECTS) | 5 | | 1.14. Percentage estimate of course changes and/or supplements | | | | Less than 20% X  More than 20 % □ | | |
| **2. COURSE DESCRIPTION** | | | | | | | | | |
| 2.1. Course objectives | The aim of the course is to enable students to acquire basic knowledge about European law and its application and the institutions of the European Union. | | | | | | | | |
| 2.2. Terms of course entry and required competences | General conditions required for enrollment in III. semester. Understanding of fundamental concepts in the area of state theory and law, constitutional law, as well as finding internal and international legal sources. | | | | | | | | |
| 2.3. Learning outcomes on the study programme level | LO1: Link the basic concepts of different branches of law and generalize the issues of work in public administration  LO2: To analyze the interferences of international, European and national law  LO3: To analyze and critically evaluate the structure and functioning of the state government in the Republic of Croatia and the structure, bodies and mode of functioning of the European Union, and to evaluate trends in the modern development of public administration.  LO4: To analyze the impact of social processes on the constitutional order and administrative systems, in particular the processes of globalization, euro-integration, transition, urbanization, regionalization and decentralization.  LO8: To use and develop complex written and oral communication in Croatian and English.  LO10: To organize and conduct teamwork, and critically evaluate the opinions and attitudes of team stakeholders | | | | | | | | |
| 2.4. Expected learning outcomes on the course level | |  |  | | --- | --- | | **Learning outcomes** accroding to the Bloom`s taxonomy: (up to two verbs per LO) | **Level of LO:**  *1- remembering,*  *2- understanding,*  *3- application,*  *4-analysis,*  *5-evaluation,*  *6-synthesis* | | 1. To analyze European law and its relationship with national law. | 4 | | 1. To identify sources of European law. | 4 | | 1. To differentiate the powers of the European Union. | 4 | | 1. To demonstrate the institutional set-up of the European Union. | 5 | | 1. To make a request to the European Court of Justice. | 6 | | 1. To evaluate the impact of European law on the national legal systems of the Member States. | 5 | | 1. To anticipate the future development of European integration processes | 5 | | | | | | | | | |
| 2.5. Course content according to detailed curriculum schedule | |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **Constructive allignement** | | | | | | | **no** | **Thematic unit** | **LO of the course** | **Content/teaching methods** | **Evaluation** | **Time** | |  | Introduction to the course and detailed curriculum | - | Listen to a lecture and get to know the course content and documents on the e-learning course page by working independently on a computer. | - | 3 h | | Introduction - Basic Concepts of European Union Law, Founding Treaties, Treaty of Lisbon | 1, 2 | Listen to a lecture and read literature. | At the colloquium or the written / oral examination students can define the basic concepts of European law. | 5 h | |  | History of European integration | 3, 4, 6 | Listen to a lecture and read literature. | At the colloquium or the written / oral exam students can show the historical development of European integration processes. | 10 h | |  | European Union law | 1, 2, 5, 6, 7 | Listen to a lecture and read literature. | At the colloquium or the written / oral exam, students can identify and classify sources of European law and explain the different types of sources. | 8 h | |  | Powers of the European Union | 3, 6 | Listen to a lecture and read literature. At the exercises on practical examples students analyze individual powers of the European Union, as well as the principles of which they are limited. | At the colloquium or the written / oral examination, students can define the powers of the European Union and explain the principles that limit them. | 10 h | |  | Institutions of the European Union - European Parliament, European Council, Council of Ministers, European Commission, legislative procedures | 4, 6 | Listen to a lecture and read literature. At the exercises students deal with the composition and powers of individual bodies of the European Union. | At the colloquium or written / oral exam know show and explain the institutional structure of the European Union. | 10 h | |  | Legislative procedures | 1, 4, 6 | Lsten to a lecture and read literature. At the exercises students analyze the different types of legislative procedures. | At the colloquium or the written / oral exam students can distinguish and explain the ordinary legislative procedure and the specific legislative procedures. | 10 h | |  | Institutions of the European Union - Court of Justice of the European Union Application of EU law before national courts - direct effect, superiority of European law | 3, 4, 5 | Lsten to a lecture and read literature. At the exercises students analyze the institutional structure of the European Union with special reference to its main bodies. | At he colloquium or written / oral exam students know show and explain the institutional structure of the European Union, including the composition and powers of its principal organs. | 10 h | |  | Application of EU law before national courts - direct effect, superiority of European law | 1, 3, 6, 7 | Listen to a lecture and read literature. At the exercises students address the relevant case law of the European Court of Justice regarding the direct effect and supremacy of European law. | At the colloquium or the written / oral examination, students can explain the direct effect and superiority of European law and substantiate this with relevant examples from the case law of the European Court of Justice. | 10 h | |  | Application of EU law before national courts - direct effect of directives | 1, 3, 6, 7 | Listen to a lecture and read literature. At the exercises students address the relevant case law of the European Court of Justice regarding the direct effect of directives. | At the colloquium or the written / oral examination, students can show and explain the direct effect of directives by example. | 10 h | |  | State liability for damages in EU law | 1, 6 | Listen to a lecture and read literature. At the exercises analyze examples of state liability for damages in EU law. | At the colloquium or the written / oral exam, students can identify and enumerate cases where the state is liable for damages under EU law. | 10 h | |  | Basics of the EU internal market - in general | 1, 2, 6 | Listen to a lecture and read literature. At the exercises students discuss the reasons for establishing an EU common market. | At the colloquium or the written / oral examination, students can explain the reasons for establishing the EU Common Market and define the concepts of positive and negative integration. | 10 h | |  | Basics of the internal market - freedom of movement of goods, freedom of movement for services | 1, 2, 6 | Listen to a lecture and read literature. At the exercises students analyze the relevant TFEU norms on market freedoms. | At the colloquium or the written / oral exam, students can list the EU's market freedoms and explain them based on the relevant TFEU norms. | 8 h | |  | Infringment procedure | 1, 5, 6 | Listen to a lecture and read literature. At the exercises students analyze relevant case studies of the European Court of Justice. | At the colloquium or the written / oral examination, students can explain the purpose of the pre-litigation procedure, show the course of the proceedings, define the jurisdiction of the European Court of Justice in the infringment procedure and make a simple request to the European Court of Justice. | 8 h | |  | Urgent infringement procedure, how to apply to the European Court of Justice | 1, 5, 6 | Listen to a lecture and read literature. At the exercises students analyze relevant examples from the case law of the European Court of Justice and practice preparing applications to the European Court of Justice. | At the colloquium or the written / oral exam students can explain the purpose of the infringement procedure and show the course of the procedure. | 8 h | |  | Application of EU law in the legal order of the Republic of Croatia | 1, 6 | Listen to a lecture and prepare individually for the exam. At the exercises students study the constitutional and legal norms that apply to the application of EU law in the legal order of the Republic of Croatia. | At the colloquium or the written / oral examination, students can define the obligations of the Member States as well as the regulatory authorities regarding the application of EU law in the legal order of the Republic of Croatia. | 20 h | | | | | | | | | |
| **3. EVALUATION OF STUDENTS` WORK** | | | | | | | | | |
| 3.1. Students` obligations | In accordance with the Regulations on Studying and the Regulations on Student Assessment and Evaluation: for all full-time students attendance of at  least 70%. Part-time students are required to attend classes at least 50%. All students are required to carry calculator and formulae list.  Students who have during the course achieved:   * from 0 - 24,9% ECTS credits- are rated F (unsuccessful) and cannot obtain ECTS credits, and must re-enroll in the next academic year; * from 25 - 49,9% - are assessed by FX (insufficient) and must pass the written exam (test). Written exam (test) can be held in a regular or extraordinary exam period; * more than 50% - students have the right to take the final exam.   Students can take the final exam from the course in two ways: a) during the course of teaching through continuous monitoring of students (active participation in classes and through three colloquia); b) by passing the exam (written and oral part of the exam). | | | | | | | | |
| 3.2. Monitoring student work (enter the share of ECTS credits for each activity so that the total number of ECTS points corresponds to the credit score of the course) | Attendance |  | | Written exam | 2 (without colloquia) | Project | |  | |
| Experimental work |  | | Research |  | Practical work | |  | |
| Essay |  | | Report |  | Continuous examination | |  | |
| Colloquium | 4,5 (without written exam) | | Seminar paper |  | Other | |  | |
| Class activity |  | | Oral exam | 2,5 (without colloquia) | Other | |  | |
| 3.3. Student workload | Student workload on all bases for 1 ECTS credit is 30 hours in a semester and is estimated as:   1. Attending classes and exercises 60 hours 2. Preparing colloquia or exams through individual work 90 hours | | | | | | | | |
| **4. GRADING SYSTEM** | | | | | | | | | |
| 4.1. Grading seminar papers | |  |  |  |  | | --- | --- | --- | --- | | **The evaluation element** | **Unsatisfactory** | **Satisfactory** | **Above average** | | Organization | The paper is not organized in a logical order and lacks structure. | The paper is well structured with a clear distinction between the introduction, the main body of the text and the conclusion. | The paper is well structured with a clear distinction between the introduction, the main body of the text and the conclusion, which are logically interconnected. | | Terminology, writing style | Words and expressions low in line with official terminology. The writing style is not appropriate, the sentences are too long, of a modest vocabulary and with frequent and repeated grammatical errors. | Words and expressions are in line with official terminology. The writing style is appropriate, the sentence structure is clear, the vocabulary is appropriate and there are few grammatical errors. | Words and expressions are aligned with official terminology and show an understanding of their meaning. The writing style is excellent, the sentences are clear and concise, the vocabulary is rich and there are no grammatical errors. | | Citing and referencing references | The sources are not listed at all. The references do not fit the topic and show a cursory approach to exploring the topic. | The sources are listed but incomplete and with errors. The references are relevant to the topic and show a satisfactory research attitude. | The sources are accurately, completely and consistently listed. The references are appropriate, their list is "rich" and comprehensive and shows a detailed research approach. | | | | | | | | | |
| 4.2. Grading colloquia/ written and oral exam | |  |  |  | | --- | --- | --- | | **Unsatisfactory** | **Satisfactory** | **Above average** | | Responds by memory, without a deeper understanding. Does not know or apply basic terms and concepts. Does not know how to apply or explain the contents of the course with examples. | Reproduces the basic concepts and without difficulty imparts new knowledge, understands the material, explains the terms and concepts supported with examples. | Knowledge is at the level of analysis, synthesis and evaluation. Observes the principles, accurately and thoroughly explains the content of the material, and logically connects and explains the terms and concepts supported with examples. Finds solutions that were not originally given. Notes correlations with related material. | |  |  |  | | | | | | | | | |
| 4.3. Final grade according to evaluation elements | |  |  |  |  |  | | --- | --- | --- | --- | --- | | Active course attendance | 70-75% of attendance | 76-86% of attendance | 87-100% of attendance |  | | 3 points | 5 points | 10 points |  | |  |  |  |  |  | |  |  |  |  | | Colloquia/ Written exam | 2 | 3 | 4 | 5 | | 50-64,9% | 65-79,9% | 80-89,9% | 90-100% | | 27 points | 33 points | 39 points | 45 points | | Oral exam | 2 | 3 | 5 | 5 | |  | 27 points | 33 points | 39 points | 45 points | | | | | | | | | |
| 4.4. Final grade according to absolute division | |  |  |  | | --- | --- | --- | | Percentage of acquired knowledge, skills and competences (teaching + final exam) | Numerical grade | ECTS grade | | 90 – 100% | 5 (excellent) | A | | 80 – 89,9% | 4 (very good) | B | | 65 – 79,9% | 3 (good) | C | | 60 – 64,9% | 2 (satisfactory) | D | | 50 – 59,9% | 2 (satisfactory) | E | | | | | | | | | |
| **5. ADDITIONAL COURSE INFORMATION** | | | | | | | | | |
| 5.1. Compulsory literature (available in the library and via other media) | **Title** | | | | | | **Number of copies in the library** | | **Availability via other media** |
| 1. Ćapeta, T., Rodin, S., Osnove prava Europske unije, Zagreb, Narodne novine, 2011. | | | | | | 5 | |  |
| 5.2. Additional literature (at the moment of changes and/or amended of study programme) | 1. Ćapeta, T., Goldner Lang, I., Perišin, T., Rodin, S.,(ur.), Prethodni postupak u pravu Europske unije – suradnja nacionalnih sudova s Europskim sudom, Zagreb, Narodne novine, 2011.  2. Fairhurst, J., Law of the European Union, Harlow, Pearson Education Limited, 2014.  3. Mintas Hodak, Lj.(ur.), Europska unija, Zagreb, Mate, 2010.  4. Rodin, S., Ćapeta T., Goldner Lang, I.(ur.), Reforma Europske unije - Lisabonski ugovor, Zagreb, Narodne novine, 2009. | | | | | | 1  1  5  1 | |  |
| 5.3. Quality assurance methods that ensure the acquisition of knowledge, skills and competences | The control of students' work quality and the acquisition of necessary knowledge and skills will be ensured through interactive work. By keeping track of attendance and student activity during classes and provided information on students` progress through short colloquiums and homework, information for further guidance to students will be provided in order to increase the efficiency of their work. Students will be informed about their rights and obligations as well as the methods of work and the required literature.  Indicators of quality assurance system: Student survey, monitoring of annual data from the Croatian employment service on the annual state of student employment, surveys from employers and Alumni association. | | | | | | | | |
| 5.4. Informing about the course and contacting the teacher | It is the responsibility of each student to be regularly informed about the course, the coursework, and the classroom activities. All notices of classes or possible adjournment will be published in a timely manner on the e-learning site of the course and on the website of the Polytechnic. Students can contact teachers during the consultation period (at least one hour per week), while for short questions and explanations they can be contacted during class. It is also possible to ask questions by e-mail (from the official e-mail address at @ vus.hr), which will be answered as soon as possible (no later than five working days after receiving the e-mail). | | | | | | | | |

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| 1. **GENERAL INFORMATION** | | | | | | | | | |
| 1.1. Course lecturer | Jelena Žaja | | 1.8. Course code in ISVU | | | | 201186 | | |
| 1.2. Course title | **Financing of Public Administration** | | 1.9. Course code in MOZVAG | | | |  | | |
| 1.3. Assistants and/or associates |  | | 1.10. Forms of teaching (number of hours Lecturing +Practical exercises + Seminars + e learning) | | | | (45+15+0+0) | | |
| 1.4. Study programme (specialist, undergraduate, graduate) | Undergraduate Professional Study Administrative Law | | 1.11. Level of e- learning application (1st, 2nd, 3rd level), percentage of on line course performance (max. 20%) | | | | 1st, course materials are on-line, 0% | | |
| 1.5. Course status (obligatory, optional) | Obligatory | | 1.12. Number of course revisions | | | | 2 | | |
| 1.6. Year of study | 2nd | | * 1. Modernization | | | | Yes | | |
| 1.7. Credit score (ECTS) | 5 | | 1.14. Percentage estimate of course changes and/or supplements | | | | Less than 20% X□  More than 20 % □ | | |
| **2. COURSE DESCRIPTION** | | | | | | | | | |
| 2.1. Course objectives | The aim is that student, based on theoretical knowledge and case studies, be able to:   * Learn to distinguish between categories of public revenues and expenditures. * Learn to identify the basic determinants of the tax system. * Understand the importance of certain fiscal instruments for financing public administration. | | | | | | | | |
| 2.2. Terms of course entry and required competences | 4 year secondary education completed; qualification level 4.2 according to the CROQF. | | | | | | | | |
| 2.3. Learning outcomes on the study programme level | LO1. To link the basic concepts of different branches of the law and to generalize issues of work in public administration.  LO4. To analyze the impact of social processes on constitutional and administrative systems, in particular of the process of globalization, Euro-integration, transition, urbanization, regionalization and decentralization.  LO6. To evaluate how the effects of the activities of bodies and organizations of public administration and other authorities at different levels interfere with the lives of the citizens.  LO8. To use and to develop the complex written and oral communication in Croatian and English language.  LO10. Organize and conduct teamwork and make critical judgments.  LO11. To explore, interpret and apply the relevant literature as well as the proper legal rules for drafting and issuing regulations and acts in administrative and other legal proceedings, administrative disputes and different actions of bodies of the state authority like administrative bodies and organizations, utility companies and other public institutions. | | | | | | | | |
| 2.4. Expected learning outcomes on the course level | |  |  | | --- | --- | | **Learning outcomes** accroding to the Bloom`s taxonomy: (up to two verbs per LO) | **Level of LO:**  *1- remembering,*  *2- understanding,*  *3- application,*  *4-analysis,*  *5-evaluation,*  *6-synthesis* | | 1. to demonstrate knowledge and understanding of the content of the course by defining and describing the basic concepts in ecology and environmental protection, | 1, 4 | | 1. to differentiate between the basic concepts of tax terminology and link the effects and objectives of taxation, | 4, 3 | | 1. to identify and interpret the basic determinants of income tax, profit tax and value added tax, | 4, 3 | | 1. to categorize different types of public revenues and assess the degree of fiscal decentralization | 6,5 | | 1. to evaluate the role of the budget in financing public expenditure and compare it with other instruments that serve the purpose of financing public expenditure, | 5,4 | | 1. to analyze and critically evaluate fiscal policy as well as the size and structure of public debt, | 4,5 | | 1. to use materials and tools to search scientific and professional literature in Croatian and in English and present accepted knowledge, ideas, problems and solutions independently and in the team. | 3,6 | | | | | | | | | |
| 2.5. Course content according to detailed curriculum schedule | |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **Constructive allignement** | | | | | | | **no** | **Thematic unit** | **LO of the course** | **Content/teaching methods** | **Evaluation** | **Time** | |  | Introduction to the course and a detailed performance plan. | - | Listen to the lecture. On seminary teaching, by independent work on the computer students get acquainted with course content and documents on the e-learning course page. | - | 2 h | | Financing of public needs.  Public goods. | 1, 7 | Listen to the lecture and read the literature. | In a colloquy or written and oral exam students can identify sources of funding for public needs. They can describe the differences between public and private sector financial activities. They can categorize public revenues and give examples for particular categories of revenues. They can distinguish between taxes and contributions. They can to outline the Croatian tax system. | 4 h | |  | Taxes.  Tax terminology. | 1, 2, 7 | Listen to the lecture and read the literature. | In a colloquy or written and oral exam students can interpret the basic concepts of tax terminology. They can list and explain goals, principles of taxation, theory of justification for taxation, determine the correlation of effects and goals of taxation. | 4 h | |  | Tax evasion. | 1, 2, 7 | Listen to the lecture and read the literature. Students individually or in pairs explore the content of this topic area by searching the database and based on it and read literature students write seminar paper thus presenting the acquired knowledge and making their own ideas, and ways to solve problems. Methods of brain storm and discussion on the exposed topic is applied in the whole group. | In a colloquy or written and oral exam students can interpret different taxpayer actions aimed at avoiding or minimizing tax liability. Students are familiar with examples of illegal tax evasion, they can propose measures to avoid tax lawfully. They can explain and give examples of the concepts of tax roll and multiple taxation.  Created and presented seminar paper (by independent use of computer programs). | 4 h | |  | Income tax. | 1, 2, 3, 7 | Listen to the lecture and read the literature. At the practical exercises they determine the amount of income tax on specific examples. They solve case studies on the exposed topic after which the method of discussing the topic is applied. | In a colloquy or written and oral exam students can explain the concept of income and identify the forms of income that are subject to taxation, list the legal regulations governing income tax. Moreover, students can distinguish the basic characteristics of income tax, explain its role in public revenue and analyze the role of personal deduction in the tax system. Solved case study. | 10 h | |  | Profit tax. | 1, 2, 3, 7 | Listen to the lecture and read the literature.  Individually or in pairs solve case studies thus presenting the appropriateness of previously acquired knowledge and presenting adopted knowledge and ideas, discuss issues. | In a colloquy or written and oral exam students can state the basic features of corporate income tax and explain its role in public revenue. They can decide in which cases government bodies will be taxed with profit tax. Furthermore, students can determine tax base, and give an example of the tax incentives in the corporative income tax system. Created and presented seminar paper (by independent use of computer programs). | 10 h | |  | Value added tax. | 1, 2, 3, 7 | Listen to the lecture and read the literature.  Students individually or in pairs explore the content of this topic area by searching the database and based on it and read literature students write seminar paper thus presenting the acquired knowledge and making their own ideas, and ways to solve problems. Methods of brain storm and discussion on the exposed topic is applied in the whole group. | In a colloquy or written and oral exam they can state the basic features of VAT and explain its importance for public revenues. They can systematize VAT tax rates. Solved case study.  Created and presented seminar paper (by independent use of computer programs). | 8 h | |  | Excise and special taxes. | 1, 2, 4, 7 | Listen to the lecture and read the literature.  Listen to the lecture and read the literature. Students individually or in pairs explore the content of this thematic area and based on it and the read literature, students write seminar paper thus presenting the acquired knowledge and making their own ideas, and ways to solve problems. | In a colloquy or written and oral exam they can state the basic characteristics of special taxes and excise duties and explain their role in public revenues. Created and presented seminar paper (by independent use of computer programs). | 10 h | |  | Fiscal decentralization. | 1, 4, 7 | Listen to the lecture and read the literature. Students individually or in pairs explore the content of this thematic area and based on it and the read literature, students write seminar paper thus presenting the acquired knowledge and making their own ideas, and ways to solve problems. | In a colloquy or written and oral exam they can explain the concept of fiscal decentralization, its advantages and disadvantages. They can analyze and estimate the degree of fiscal decentralization of the Croatian tax system. Created and presented seminar paper (by independent use of computer programs). | 4 h | |  | Financing of the local government. | 1, 2, 4, 7 | Listen to the lecture and read the literature. At the practice exercises they solve a case study. | In a colloquy or written and oral exam students can identify the basic characteristics of county and city (municipal) revenues and explain their role in public revenues. Solved case study. Created and presented seminar paper (by independent use of computer programs). | 6 h | |  | Public expenditures. | 1, 2, 7 | Listen to the lecture and read the literature. Students individually or in pairs explore the content of this thematic area and based on it and the read literature, students write seminar paper thus presenting the acquired knowledge and making their own ideas, and ways to solve problems.  Methods of brain storm and discussion on the exposed topic is applied in the whole group. | In a colloquy or written and oral exam students can define and describe the concept, types, principles and structure of public expenditure. Created and presented seminar paper (by independent use of computer programs). | 8 h | |  | State budget, budget functions. | 1, 5, 7 | Listen to the lecture and read the literature. At the practice exercises they solve a case study. | In a colloquy or written and oral exam they can define and describe the underlying concepts of budget law, categorize budget levels and analyse budget documents. Created and presented seminar paper (by independent use of computer programs). | 8 h | |  | Other instruments in financing public needs. | 1, 5, 7 | Listen to the lecture and read the literature. They use multimedia and network. At the seminar student individually explore the content of this topic area by searching the database and based on it and read literature students write seminar paper thus presenting the acquired knowledge and making their own ideas, and ways to solve problems. | In a colloquy or written and oral exam students can categorize public needs financing instruments, construct links between individual financial needs financing instruments.  Created and presented seminar paper (by independent use of computer programs). | 10 h | |  | Public debt. | 1, 6,7 | Listen to the lecture and read the literature. Students individually or in pairs explore the content of this thematic area and based on it and the read literature, students write seminar paper thus presenting the acquired knowledge and making their own ideas, and ways to solve problems.  Methods of brain storm and discussion on the exposed topic is applied in the whole group. | In a colloquy or written and oral exam students can define and describe the concepts of public loan and public debt. They can determine the scope of public debt and the goals of managing public debt. They critically judge the amount and structure of public debt. They can elaborate on Maastricht convergence criteria. Created and presented seminar paper (by independent use of computer programs). | 8 h | |  | Instruments of fiscal policy. | 1, 6,7 | Listen to the lecture and read the literature. Students individually or in pairs explore the content of this thematic area and based on it and the read literature, students write seminar paper thus presenting the acquired knowledge and making their own ideas, and ways to solve problems. | In a colloquy or written and oral exam they can describe and critically evaluate the effects of fiscal policy, define the goals to be achieved by implementing fiscal policy and assess the constraints in implementing fiscal policy. | 8 h | |  | Concluding Considerations / Repeating and Preparing for Exam. |  | Listen to the lecture, read the literature and individual preparation for the exam. |  | 26 h | | | | | | | | | |
| **3. EVALUATION OF STUDENTS` WORK** | | | | | | | | | |
| 3.1. Students` obligations | In accordance with the Regulations on Studying and the Regulations on Student Assessment and Evaluation: for all full-time students attendance of at  least 70%. Part-time students are required to attend classes at least 50%. All students are required to carry calculator and formulae list.  Students who have during the course achieved:   * from 0 - 24,9% ECTS credits- are rated F (unsuccessful) and cannot obtain ECTS credits, and must re-enroll in the next academic year; * from 25 - 49,9% - are assessed by FX (insufficient) and must pass the written exam (test). Written exam (test) can be held in a regular or extraordinary exam period; * more than 50% - students have the right to take the final exam.   Students can pass the final exam in two ways: a) during the course through continuous student attendance (active participation in the lessons, solving case studies, making and presenting the seminar paper and passing two colloquia); b) during the course (active participation in the lessons, solving case studies, creating and presenting the seminar paper) and passing the exam (written and oral exam). | | | | | | | | |
| 3.2. Monitoring student work (enter the share of ECTS credits for each activity so that the total number of ECTS points corresponds to the credit score of the course) | Attendance | 2 | | Written exam | 1,5 (by submitting both colloquiums the student is relieved of an written examination) | Project | |  | |
| Experimental work |  | | Research |  | Practical work | |  | |
| Essay |  | | Report |  | Continuous examination | |  | |
| Colloquium | 2,5 (by submitting both colloquiums the student is relieved of a written and oral examination) | | Seminar paper | 0,5 | Other | |  | |
| Class activity |  | | Oral exam | 1 (by submitting both colloquiums the student is relieved of an oral examination) | Other | |  | |
| 3.3. Student workload | Student workload on all bases for 1 ECTS credit is 30 hours in a semester and is estimated as:   1. Attending classes and exercises 60 h 2. Creating and presenting seminar paper 10 h 3. Preparing colloquia or exams through individual work 80 h | | | | | | | | |
| **4. GRADING SYSTEM** | | | | | | | | | |
| 4.1. Grading seminar papers | |  |  |  |  | | --- | --- | --- | --- | | **Valuation Element** | **Unsatisfactory** | **Satisfactory** | **Above average** | | Organization | The paper is not organized in a logical order and its structure is lacking. | The paper is well structured with a clear distinction between the introduction, the main part of the text and the conclusion. | The paper is well-structured with a clear distinction between the introduction, the main part of the text and the conclusions that are perfectly logically linked to one another | | Terminology, writing style | Words and phrases are low harmonized with official terminology. Writing style is not appropriate, sentences are too long, modest vocabulary, and frequent and repeated grammatical mistakes. | Words and phrases are aligned with official terminology. The writing style is appropriate, the sentence structure is clear, the vocabulary is appropriate and has little grammatical errors. | Words and phrases are aligned with official terminology and show an understanding of their meaning. The writing style is excellent, the sentences are clear and concise, the vocabulary is rich and there are no grammatical errors. | | Quoting and referencing | Sources are not specified at all. The references do not match the topic and show a superficial approach to the research topic. | Sources are listed, but incomplete and with errors. The references are appropriate for the subject and show a satisfactory research attitude. | Sources are accurate, complete and consistent. The references are appropriate, their list is "rich" and comprehensive and shows a robust research approach. | | | | | | | | | |
| 4.2. Grading colloquia/ written and oral exam | |  |  |  | | --- | --- | --- | | **Unsatisfactory** | **Satisfactory** | **Above average** | | Responds by memory, without a deeper understanding. Does not know or apply basic terms and concepts. Does not know how to apply or explain the contents of the course with examples. | Reproduces the basic concepts and without difficulty imparts new knowledge, understands the material, explains the terms and concepts supported with examples. | Knowledge is at the level of analysis, synthesis and evaluation. Observes the principles, accurately and thoroughly explains the content of the material, and logically connects and explains the terms and concepts supported with examples. Finds solutions that were not originally given. Notes correlations with related material. | |  |  |  | | | | | | | | | |
| 4.3. Final grade according to evaluation elements | |  |  |  |  |  | | --- | --- | --- | --- | --- | | Active course attendance | 70-75% of attendance | 76-86% of attendance | 87-100% of attendance | Solved case study. | | 2 points | 4 points | 7 points | 3 points | | Seminar paper | 2 | 3 | 4 | 5 | | 5 points | 7 points | 8 points | 10 points | | Colloquia/ Written exam | 2 | 3 | 4 | 5 | | 50-64,9% | 65-79,9% | 80-89,9% | 90-100% | | 25 points | 30 points | 35 points | 40 points | | Oral exam | 2 | 3 | 5 | 5 | | 25 points | 30 points | 35 points | 40 points | | | | | | | | | |
| 4.3. Final grade according to absolute division | |  |  |  | | --- | --- | --- | | Percentage of acquired knowledge, skills and competences (teaching + final exam) | Numerical grade | ECTS grade | | 90 – 100% | 5 (excellent) | A | | 80 – 89,9% | 4 (very good) | B | | 65 – 79,9% | 3 (good) | C | | 60 – 64,9% | 2 (satisfactory) | D | | 50 – 59,9% | 2 (satisfactory) | E | | | | | | | | | |
| **5. ADDITIONAL COURSE INFORMATION** | | | | | | | | | |
| 5.1. Compulsory literature (available in the library and via other media) | **Title** | | | | | | **Number of copies in the library** | | **Availability via other media** |
| Šimurina, N. i sur. (2012) Javne financije u Hrvatskoj, Ekonomski fakultet Zagreb (selected chapters) | | | | | | 5 | |  |
| Mečev, D. i Žaja, J. (2017) Financiranje središnje države i lokalnih vlasti. Šibenik, Veleučilište u Šibeniku (selected chapters) | | | | | |  | | Available On-line |
| 5.2. Additional literature (at the moment of changes and/or amended of study programme) | Ministarstvo financija, Porezna uprava (2012) Hrvatski porezni sustav. Zagreb: MFIN, PU (selected chapters) | | | | | |  | | Available On-line |
| Rosen, H.S. i Gayer, T., Javne financije, 8.izdanje, Institut za javne financije, Zagreb, 2010. (selected chapters) | | | | | | 2 | |  |
| Zakon o porezu na dohodak | | | | | |  | | Available On-line |
| Zakon o porezu na dobit | | | | | |  | | Available On-line |
| Zakon o porezu na dodanu vrijednost | | | | | |  | | Available On-line |
| Zakon o lokalnim porezima | | | | | |  | | Available On-line |
| Zakon o proračunu | | | | | |  | | Available On-line |
| 5.3. Quality assurance methods that ensure the acquisition of knowledge, skills and competences | The control of students' work quality and the acquisition of necessary knowledge and skills will be ensured through interactive work. By keeping track of attendance and student activity during classes and provided information on students` progress through short colloquiums and homework, information for further guidance to students will be provided in order to increase the efficiency of their work. Students will be informed about their rights and obligations as well as the methods of work and the required literature.  Indicators of quality assurance system: Student survey, monitoring of annual data from the Croatian employment service on the annual state of student employment, surveys from employers and Alumni association. | | | | | | | | |
| 5.4. Informing about the course and contacting the teacher | It is the responsibility of each student to be regularly informed about the course, the coursework, and the classroom activities. All notices of classes or possible adjournment will be published in a timely manner on the e-learning site of the course and on the website of the Polytechnic. Students can contact teachers during the consultation period (at least one hour per week), while for short questions and explanations they can be contacted during class. It is also possible to ask questions by e-mail (from the official e-mail address at @ vus.hr), which will be answered as soon as possible (no later than five working days after receiving the e-mail). | | | | | | | | |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1. **GENERAL INFORMATION** | | | | | | | | | |
| 1.1. Course lecturer | Vesna Jurin Bakotić, law graduate, a senior lecturer | | 1.8. Course code in ISVU | | | | 140823 | | |
| 1.2. Course title | Office Business and Correspondence | | 1.9. Course code in MOZVAG | | | |  | | |
| 1.3. Assistants and/or associates |  | | 1.10. Forms of teaching (number of hours Lecturing +Practical exercises + Seminars + e learning) | | | | (45+15+0+0) | | |
| 1.4. Study programme (specialist, undergraduate, graduate) | Undergraduate Professional Study Administrative Law | | 1.11. Level of e- learning application (1st, 2nd, 3rd level), percentage of on line course performance (max. 20%) | | | | 1st, course materials are on-line, 0% | | |
| 1.5. Course status (obligatory, optional) | Obligatory | | 1.12. Number of course revisions | | | | 4 | | |
| 1.6. Year of study | 2st | | * 1. Modernization | | | | Yes | | |
| 1.7. Credit score (ECTS) | 5 | | 1.14. Percentage estimate of course changes and/or supplements | | | | Less than 20% X□  More than 20 % □ | | |
| **2. COURSE DESCRIPTION** | | | | | | | | | |
| 2.1. Course objectives | The aim is to adopt, through lectures, the basics and basic elements of office operations in state administration bodies, bodies of local and regional government units, legal entities with public authorities, but also in companies. After successfully completing the course, the students will be trained to direct and efficiently organize and search and store documents in administrative and similar professional affairs as well as to communicate with clients. | | | | | | | | |
| 2.2. Terms of course entry and required competences | Conditions for enrollment of the second year of study. | | | | | | | | |
| 2.3. Learning outcomes on the study programme level | 1. (IU5) Manage official resources, office operations and various administrative processes and establish communication with public service users.  2. (IU7) Apply the basic rules in the area of IT administrative law and statistics to solving professional problems in the field of public administration  3. (IU8) Use and develop complex written and oral communication in Croatian and English language  4. (IU10) Organize and conduct team work and critically evaluate the opinions and attitudes of team stakeholders  5. (IU12) Independently and responsibly search, interpret and apply relevant literature and legal rules for drafting and enacting regulations and  acts in administrative and other legal proceedings, administrative disputes and activities of administrative bodies and organizations, utility  companies and institutionsadministrative and other legal proceedings, administrative disputes and activities of governing bodies and  organizations, utility companies and institutions | | | | | | | | |
| 2.4. Expected learning outcomes on the course level | |  |  | | --- | --- | | **Learning outcomes** accroding to the Bloom`s taxonomy: (up to two verbs per LO) | **Level of LO:**  *1- remembering,*  *2- understanding,*  *3- application,*  *4-analysis,*  *5-evaluation,*  *6-synthesis* | |  |  | | 1. Define and analyze the basic and basic elements of office business | 1, 4 | | 2. Categorize and analyze office polls in state administration bodies, etc. | 2, 4 | | 3. Interpret relevant international, European and domestic law and decide which of the legal solutions offered is most appropriate to resolve a particular legal problem, especially in light of communication with the parties. | 2, 5 | | 4. Implement procedures for efficient organization, search and storage of documents in administrative and other similar matters, apply to a specific problem | 6, 3 | | 5. Use different databases on legal sources, case law and relevant legal literature when preparing a decision on different legal issues and present a legal framework in the field of public law | 4, 6 | | | | | | | | | |
| 2.5. Course content according to detailed curriculum schedule | |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **Constructive allignement** | | | | | | | **no** | **Thematic unit** | **LO of the course** | **Content/teaching methods** | **Evaluation** | **Time** | |  | Introduction to the course and the detailed performance plan of the course | 1,3,5 | Listen to lectures. In the course of independent work on the computer, they are introduced to the course content and documents on the e-learning page of the course. | In colloquium or he written exam, the students know to define and describe the basic terms of office business. | 10 h | |  | Legal sources of office business and correspondence | 1, 2,3,4,5,6 | Listen to a lecture and read literature. They practice case studies independently and in a team and draw conclusions on the application of legal regulations | In colloquium or the written exam students know to enumerate, differentiate and give an example of the basic sources of office work at a colloquium or a written exam, and know how to apply the appropriate positive legal regulation to a specific example.. | 6 h | |  | Principles and basic concepts of office operations | 1, 2,3,4,5,6 | Listen to a lecture and read literature. They practice case studies independently and in a team and draw conclusions on the application of legal regulations | In colloquium or a written exam, students know to define and describe the principles of office business as well as their application, and basic terms of office business for easier understanding of office business.  . | 6 h | |  | Entities obliged to run an office business, and an organization of conducting office business | 1, 2,3,4,5,6,7 | Listen to a lecture and read literature. They practice case studies independently and in a team and draw conclusions on the application of legal regulations | In colloquium or the written exam, students know to enumerate, compare and differentiate the ways of conducting office work in different bodies and institutions at the state level as well as in the private sector. Students will be able to define the term office to present its work. | 12 h | |  | Registered official records in office business | 1, 2,3,4,5,6 | Llisten to lectures and read literature.  They use multimedia and networking.  During the exercises, they individually explore the content of this topic area by searching the database, and on the basis of it and reading the literature, they create a seminar paper that presents the acquired knowledge and presents their own ideas, and ways to solve problems. | In colloquium or a written exam students know to to define basic, auxiliary and special records | 12 h | |  | A Unique Classification Code System | 1,3,5,6,7 | Listen to a lecture and read literature.  They use multimedia and networking.  During the exercises, they individually explore the content of this topic area by searching the database, and on the basis of it and reading the literature, they create a seminar paper that presents the acquired knowledge and presents their own ideas, and ways to solve problems. | In colloquium or the written exam students will know to explain the meaning of the classification marks as numeric markers of subjects and the meaning of the number as the numerator of the creators and recipients of the act. | 10 h | |  | Office Operations | 1,2, 3,4,5,6,7 | Listen to a lecture and read literature.  They use multimedia and networking.  During the exercises, they individually explore the content of this topic area by searching the database, and on the basis of it and reading the literature, they create a seminar paper that presents the acquired knowledge and presents their own ideas, and ways to solve problems.. | In colloquium or the written exam, students know to differentiate and categorize the types of activities that are being undertaken in the office business. | 12 h | |  | Stamps, seals, marks | 1, 4,5,6,7 | Listen to a lecture and read literature.  They use multimedia and networking.  During the exercises, they individually explore the content of this topic area by searching the database, and on the basis of it and reading the literature, they create a seminar paper that presents the acquired knowledge and presents their own ideas, and ways to solve problems. | In colloquium or the written and oral exam students know how distinguish between the use of seals and stamps in office business. | 6 h | |  | Handling of Parties` Submissions in Administrative Procedure | 1, 2,3,4,5,6,7 | Listen to a lecture and read literature.  They use multimedia and networking.  During the exercises, they individually explore the content of this topic area by searching the database, and on the basis of it and reading the literature, they create a seminar paper that presents the acquired knowledge and presents their own ideas, and ways to solve problems. | In colloquium or the written and oral exam, students know to distinguish between submissions, orderly and disorderly in administrative proceedings as well as dealing with submissions that are incomplete. | 8 h | |  | Provision of written in the administrative procedure | 1,2,3,4,5,6,7 | Listen to a lecture and read literature.  They use multimedia and networking.  During the exercises, they individually explore the content of this topic area by searching the database, and on the basis of it and reading the literature, they create a seminar paper that presents the acquired knowledge and presents their own ideas, and ways to solve problems. | In colloquium or the written and oral exam student know to explain the importance of the proper delivery of the written in the administrative procedure as well as the consequences of the improper delivery of the paper. | 10 h | |  | Administrative fees | 1, 2,3,4,5,6,7 | Listen to a lecture and read literature. Skills and examples of contracts are independently prepared at the seminar classes | In colloquium or the written and oral exam student know to explain the meaning and types of administrative fees and under what conditions, refunds, enforced collections and the statutory limitations of administrative fees are charged. | 10 h | |  | Special types of delivery of paper (documents) | 1, 2,3,4,5,6,7 | Listen to a lecture and read literature.  They use multimedia and networking.  During the exercises, they individually explore the content of this topic area by searching the database, and on the basis of it and reading the literature, they create a seminar paper that presents the acquired knowledge and presents their own ideas, and ways to solve problems. | In colloquium or the written and oral exam studentsknow how to define and explain the meaning of particular cases of delivery of papers | 12 h | |  | Application of Information Technology in Office Business | 1, 2,3,4,5,6,7 | Listen to a lecture and read literature.  They use multimedia and networking.  During the exercises, they individually explore the content of this topic area by searching the database, and on the basis of it and reading the literature, they create a seminar paper that presents the acquired knowledge and presents their own ideas, and ways to solve problems. | In colloquium or the written and oral exam student know how to define e-office and e-business. | 8 h | |  | Business Communication - | 1,2,3,5,6,7, | . Listen to lectures and read literature. | In colloquium or the written and oral exam students know how to differentiate ways of business communication and correspondence with parties in office business. | 8 h | |  | REVISION |  | Listen to lectures and and individually prepare for the exam.read literature | - | 20 h | | | | | | | | | |
| **3. EVALUATION OF STUDENTS` WORK** | | | | | | | | | |
| 3.1. Students` obligations | In accordance with the Regulations on Studying and the Regulations on Student Assessment and Evaluation: for all full-time students attendance of at  least 70%. Part-time students are required to attend classes at least 50%. All students are required to carry calculator and formulae list.  Students who have during the course achieved:   * from 0 - 24,9% ECTS credits- are rated F (unsuccessful) and cannot obtain ECTS credits, and must re-enroll in the next academic year; * from 25 - 49,9% - are assessed by FX (insufficient) and must pass the written exam (test). Written exam (test) can be held in a regular or extraordinary exam period; * more than 50% - students have the right to take the final exam.   Students can take the final exam from the course in two ways: a) during the course of teaching through continuous monitoring of students (active participation in classes and through three colloquia); b) by passing the exam (written and oral part of the exam). | | | | | | | | |
| 3.2. Monitoring student work (enter the share of ECTS credits for each activity so that the total number of ECTS points corresponds to the credit score of the course) | Attendance | 1 | | Written exam | 2 (without colloquia) | Project | |  | |
| Experimental work |  | | Research |  | Practical work | |  | |
| Essay |  | | Report |  | Continuous examination | |  | |
| Colloquium | 3 (without written and oral exam) | | Seminar paper | 0,5 | Other | |  | |
| Class activity | 0,5 | | Oral exam | 1 (without colloquia) | Other | |  | |
| 3.3. Student workload | Student workload on all bases for 1 ECTS credit is 30 hours in a semester and is estimated as:   1. Attending classes and exercises 75 hours 2. Creation of seminar work and presentation 15 hours 3. Preparing colloquia or exams through individual work 90 hours | | | | | | | | |
| **4. GRADING SYSTEM** | | | | | | | | | |
| 4.1. Grading seminar papers | |  |  |  |  | | --- | --- | --- | --- | | **The evaluation element** | **Unsatisfactory** | **Satisfactory** | **Above average** | | Organization | The paper is not organized in a logical order and lacks structure. | The paper is well structured with a clear distinction between the introduction, the main body of the text and the conclusion. | The paper is well structured with a clear distinction between the introduction, the main body of the text and the conclusion, which are logically interconnected. | | Terminology, writing style | Words and expressions low in line with official terminology. The writing style is not appropriate, the sentences are too long, of a modest vocabulary and with frequent and repeated grammatical errors.  . | Words and expressions are in line with official terminology. The writing style is appropriate, the sentence structure is clear, the vocabulary is appropriate and there are few grammatical errors | Words and expressions are aligned with official terminology and show an understanding of their meaning. The writing style is excellent, the sentences are clear and concise, the vocabulary is rich and there are no grammatical errors. | | Citing and referencing references | The sources are not listed at all. The references do not fit the topic and show a cursory approach to exploring the topic.. | The sources are listed but incomplete and with errors. The references are relevant to the topic and show a satisfactory research attitude | The sources are accurately, completely and consistently listed.  The references are appropriate, their list is "rich" and comprehensive and shows a detailed research approach. | | | | | | | | | |
| 4.2. Grading colloquia/ written and oral exam | |  |  |  | | --- | --- | --- | | **Unsatisfactory** | **Satisfactory** | **Above average** | | Responds by memory, without a deeper understanding. Does not know or apply basic terms and concepts. Does not know how to apply or explain the contents of the course with examples. | Reproduces the basic concepts and without difficulty imparts new knowledge, understands the material, explains the terms and concepts supported with examples. | Knowledge is at the level of analysis, synthesis and evaluation. Observes the principles, accurately and thoroughly explains the content of the material, and logically connects and explains the terms and concepts supported with examples. Finds solutions that were not originally given. Notes correlations with related material. | |  |  |  | | | | | | | | | |
| 4.3. Final grade according to evaluation elements | |  |  |  |  |  | | --- | --- | --- | --- | --- | | Active course attendance | 70-74,9% of attendance | 75-86% of attendance | 87-100% of attendance | Izrađena mentalna mapa  Riješene studije slučaja | | 2 points | 4 points | 7 points | 3 points | | Seminar paper | 2 | 3 | 4 | 5 | |  | 5 | 7 points | 8 points | 10 points | | Colloquia/ Written exam | 2 | 3 | 4 | 5 | | 50-64,9% | 65-79,9% | 80-89,9% | 90-100% | | 25 points | 30 points | 35 points | 40 points | | Oral exam | 2 | 3 | 5 | 5 | | 25 points | 30 points | 35 points | 40 points | | | | | | | | | |
| 4.3. Final grade according to absolute division | |  |  |  | | --- | --- | --- | | Percentage of acquired knowledge, skills and competences (teaching + final exam) | Numerical grade | ECTS grade | | 90 – 100% | 5 (excellent) | A | | 80 – 89,9% | 4 (very good) | B | | 65 – 79,9% | 3 (good) | C | | 60 – 64,9% | 2 (satisfactory) | D | | 50 – 59,9% | 2 (satisfactory) | E | | | | | | | | | |
| **5. ADDITIONAL COURSE INFORMATION** | | | | | | | | | |
| 5.1. Compulsory literature (available in the library and via other media) | **Title** | | | | | | **Number of copies in the library** | | **Availability via other media** |
| Kasabašić, Š., Uredsko poslovanje u primjeni i postupanje s podnescima stranaka u upravnom postupku, Novi informator, Zagreb, 2007. | | | | | | 3 | |  |
| Uredba o uredskom poslovanju | | | | | | 5 | |  |
| 5.2. Additional literature (at the moment of changes and/or amended of study programme) | Brent Roper , Practical Law Office Management, 3rd edition, Delmar, 2007.  Uredba EU br 910/2014  Zakon o elektroničkoj ispravi  Zakon o pravu na pristup informacijama  Zakon o zaštiti osobnih podataka | | | | | | | | |
| 5.3. Quality assurance methods that ensure the acquisition of knowledge, skills and competences | The control of students' work quality and the acquisition of necessary knowledge and skills will be ensured through interactive work. By keeping track of attendance and student activity during classes and provided information on students` progress through short colloquiums and homework, information for further guidance to students will be provided in order to increase the efficiency of their work. Students will be informed about their rights and obligations as well as the methods of work and the required literature.  Indicators of quality assurance system: Student survey, monitoring of annual data from the Croatian employment service on the annual state of student employment, surveys from employers and Alumni association. | | | | | | | | |
| 5.4. Informing about the course and contacting the teacher | It is the responsibility of each student to be regularly informed about the course, the coursework, and the classroom activities. All notices of classes or possible adjournment will be published in a timely manner on the e-learning site of the course and on the website of the Polytechnic. Students can contact teachers during the consultation period (at least one hour per week), while for short questions and explanations they can be contacted during class. It is also possible to ask questions by e-mail (from the official e-mail address at @ vus.hr), which will be answered as soon as possible (no later than five working days after receiving the e-mail). | | | | | | | | |

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| 1. **GENERAL INFORMATION** | | | | | | | | | |
| 1.1. Course lecturer | Ivana Bratić, prof., higher lecturer | | 1.8. Course code in ISVU | | | | 201187 | | |
| 1.2. Course title | **English language 3** | | 1.9. Course code in MOZVAG | | | |  | | |
| 1.3. Assistants and/or associates |  | | 1.10. Forms of teaching (number of hours Lecturing +Practical exercises + Seminars + e learning) | | | | (30+0+0) | | |
| 1.4. Study programme (specialist, undergraduate, graduate) | Undergraduate Professional Study of Public Administration | | 1.11. Level of e- learning application (1st, 2nd, 3rd level), percentage of on line course performance (max. 20%) | | | | 1st, course materials are on-line, 0% | | |
| 1.5. Course status (obligatory, optional) | Obligatory | | 1.12. Number of course revisions | | | | 2 | | |
| 1.6. Year of study | 1st | | * 1. Modernization | | | | Yes | | |
| 1.7. Credit score (ECTS) | 3 | | 1.14. Percentage estimate of course changes and/or supplements | | | | Less than 20% X□  More than 20 % □ | | |
| **2. COURSE DESCRIPTION** | | | | | | | | | |
| 2.1. Course objectives | The objective of the course English language 3 is to improve the learned grammatical structures with new vocabulary from the business and legal world and to develop competencies in reading and understanding, as well as communicating and doing presentations in English.  The aim of the course is also to familiarize students with multicultural diversity at European and global level and to develop competencies and skills like; public speaking skills, active listening, writing a business letter (business etiquette) and the basics of negotiation skills. | | | | | | | | |
| 2.2. Terms of course entry and required competences | Four-year secondary education completed; Possession of a Level 4.2 qualification according to the CROQF. Proficiency in English at minimum B1 level. | | | | | | | | |
| 2.3. Learning outcomes on the study programme level | LO8: Use and develop complex written and oral communication in Croatian and English  LO10: Organize and conduct teamwork and critically evaluate the opinions and attitudes of team stakeholders  LO12: Compile and draft acts and submissions and to undertake basic procedural actions in administrative and other legal proceedings as well as in the administrative dispute | | | | | | | | |
| 2.4. Expected learning outcomes on the course level | |  |  | | --- | --- | | **Learning outcomes** accroding to the Bloom`s taxonomy: (up to two verbs per LO) | **Level of LO:**  *1- remembering,*  *2- understanding,*  *3- application,*  *4-analysis,*  *5-evaluation,*  *6-synthesis* | | 1. **Understand** and **apply** the basic terms in legal terminology in English | 2, 3 | | 2. **Retell** and **explain** the texts of business-legal character | 2 | | 3. **Analyze** and **translate** the text from English into Croatian | 4 | | 4. **Give an example** and some of the "legal phenomena" in the British system and **compare** them with those in the Croatian system | 2, 4 | | 5. **Prepare** and **give** a Power Point presentation in English | 3, 4 | | 6. **Collect data** and **write** an essay in English | 6 | | 7. **Conclude** and **discuss** a topic covered during the course duration | 5 | |  |  | |  |  | | | | | | | | | |
| 2.5. Course content according to detailed curriculum schedule | |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **Constructive allignement** | | | | | | | **no** | **Thematic unit** | **LO of the course** | **Content/teaching methods** | **Evaluation** | **Time** | |  | Introduction into the course and detailed plan | - | Listen to lectures. Work independently on computer, get to know course content and elearning documents. | - | 2 h | |  | Company structure; Characteristics of a company | 1, 2, 3 | Students read the text in English. They understand new and unfamiliar vocabulary and professional terms, paraphrase them into English and offer an adequate translation into Croatian. They answer the questions. | At the colloquium or the written and oral exam students are able to accurately explain the differences between the term "private company" and "public company", the characteristics of a public company. The student will be able to paraphrase new English terms into English. | 4 h | |  | Multi-word verbs | 1, 2, 3, 4, | Students process the text in English.  They learn about new language structures. They solve tasks. | At the colloquium or the written and oral exam students know how to apply new linguistic structures in speaking and writing. | 4 h | |  | Board meetings | 1, 2, 3, 4, 7 | Students read the text in English. They understand new and unfamiliar vocabulary and professional terms, paraphrase them into English and offer an adequate translation into Croatian. They answer the questions. | At the colloquium or the written and oral exam  students will be able to explain in English the term "board meetings"; who can attend board meetings and other related questions. | 4 h | |  | How to make a good presentation | 4, 5, 6, 7 | Students listen the lesson.  They participate in the discussion. | Students will know to explain how to make a good impression, what to avoid and what to incorporate into the beginning of any presentation, how to organize a presentation into meaningful units, how to put yourself „in the listener's shoes“. | 4 h | |  | Student's presentations and discussion | 4, 5, 6, 7 | Students listen he presentation.  They participate in the discussion. | Students know how to gather information, make a story and prepare a presentation in English. They know how to make a good impression, what to avoid, and what to incorporate into the beginning of a presentation, how to organize their presentation into meaningful units. | 4 h | |  | Shareholder's meetings | 1, 2, 3, 4 | Students read the text in English. They understand new and unfamiliar vocabulary and professional terms, paraphrase them into English and offer an adequate translation into Croatian. They answer the questions. | At the colloquium or the written and oral exam students know how to explain terms related to shareholders and shareholder meetings. They can paraphrase English expressions and find adequate translation into Croatian. | 6 h | |  | Review I | 1, 2, 3, 4, 5, 6, 7 | Students answer the questions regarding the topics done during the semestar. | At the colloquium or the written and oral exam students can explain and solve the tasks related to new vocabulary and explain relevant topic dealt during the course duration. | 4 h | |  | Boardroom battle | 1, 2, 3, 4 | Students read the text in English. They understand new and unfamiliar vocabulary and professional terms, paraphrase them into English and offer an adequate translation into Croatian. They answer the questions. | At the colloquium or the written and oral exam, students can paraphrase professional terminology in English and find an adequate translation into Croatian as well as use acquired language competences in English. | 4 h | |  | Student's presentations and discussion | 4, 5, 6, 7 | Students listen the presentation.  They participate in the discussion. | Students know how to gather information, make a story and prepare a presentation in English. They know how to make a good impression, what to avoid, and what to incorporate into the beginning of a presentation, how to organize their presentation into meaningful units. | 10 h | |  | Active listening | 3, 4, 6, 7 | Students listen to a lecture.  They answer the questions and participate in the discussion. | At the colloquium or the written and oral exam students can explain what active listening is, what we can do to improve our listening, how to control the conversation with the speaker. | 10 h | |  | Student's presentations and discussion | 4, 5, 6, 7 | Students listen the presentation.  They participate in the discussion. | Students know how to gather information, make a story and prepare a presentation in English. They know how to make a good impression, what to avoid, and what to incorporate into the beginning of a presentation, how to organize their presentation into meaningful units. | 10 h | |  | Marketing agreements | 2, 3, 4, 6 | Students read the text in English. They understand new and unfamiliar vocabulary and professional terms, paraphrase them into English and offer an adequate translation into Croatian. They answer the questions. | At the colloquium or the written and oral exam, students can paraphrase professional terminology in English and find an adequate translation into Croatian as well as use acquired language competences in English. | 4 h | |  | Document completition | 1, 2, 3, 4 | Students process the text in english. They solve tasks. | At the colloquium or the written and oral exam, students can paraphrase professional terminology in English and find an adequate translation into Croatian as well as use acquired language competences in English. | 4 h | |  | Review II | 1, 2, 3, 4, 5, 6, 7 | Students answer the questions regarding the topics done during the semestar. | At the colloquium or the written and oral exam students can explain and solve the tasks related to new vocabulary and explain relevant topic dealt during the course duration. | 16 h | | | | | | | | | |
| **3. EVALUATION OF STUDENTS` WORK** | | | | | | | | | |
| 3.1. Students` obligations | In accordance with the Regulations on Studying and the Regulations on Student Assessment and Evaluation: for all full-time students attendance of at  least 70%. Part-time students are required to attend classes at least 50%. All students are required to carry calculator and formulae list.  Students who have during the course achieved:   * from 0 - 24,9% ECTS credits- are rated F (unsuccessful) and cannot obtain ECTS credits, and must re-enroll in the next academic year; * from 25 - 49,9% - are assessed by FX (insufficient) and must pass the written exam (test). Written exam (test) can be held in a regular or extraordinary exam period; * more than 50% - students have the right to take the final exam.   Students can take the final exam from the course in two ways: a) during the course of teaching through continuous monitoring of students (active participation in classes and through three colloquia); b) by passing the exam (written and oral part of the exam). | | | | | | | | |
| 3.2. Monitoring student work (enter the share of ECTS credits for each activity so that the total number of ECTS points corresponds to the credit score of the course) | Attendance | 0,5 | | Written exam | 1 (without colloquia) | Project | |  | |
| Experimental work |  | | Research |  | Practical work | |  | |
| Essay |  | | Report |  | Continuous examination | |  | |
| Colloquium | 2 (without written exam) | | Seminar paper |  | Other | |  | |
| Class activity | 0,5 | | Oral exam | 1 (without colloquia) | Other | |  | |
| 3.3. Student workload | Student workload on all bases for 1 ECTS credit is 30 hours in a semester and is estimated as:   1. Attending classes and exercises 45 hours 2. Preparing colloquia or exams through individual work 45 hours | | | | | | | | |
| **4. GRADING SYSTEM** | | | | | | | | | |
| 4.1. Grading seminar papers |  | | | | | | | | |
| 4.2. Grading colloquia/ written and oral exam | |  |  |  | | --- | --- | --- | | **Unsatisfactory** | **Satisfactory** | **Above average** | | Responds by memory, without a deeper understanding. Does not know or apply basic terms and concepts. Does not know how to apply or explain the contents of the course with examples. | Reproduces the basic concepts and without difficulty imparts new knowledge, understands the material, explains the terms and concepts supported with examples. | Knowledge is at the level of analysis, synthesis and evaluation. Observes the principles, accurately and thoroughly explains the content of the material, and logically connects and explains the terms and concepts supported with examples. Finds solutions that were not originally given. Notes correlations with related material. | |  |  |  | | | | | | | | | |
| 4.3. Final grade according to evaluation elements | |  |  |  |  |  | | --- | --- | --- | --- | --- | | Active course attendance | 70-74,9% of attendance | 75-79,9% of attendance | 80-89,9% of attendance | 90-100% of attendance | | 2 points | 5 points | 10 points | 20 points | | Colloquia/ Written exam | 2 | 3 | 4 | 5 | | 50-64,9% | 65-79,9% | 80-89,9% | 90-100% | | 25 points | 30 points | 35 points | 40 points | | Oral exam | 2 | 3 | 5 | 5 | | 25 points | 30 points | 35 points | 40 points | | | | | | | | | |
| 4.3. Final grade according to absolute division | |  |  |  | | --- | --- | --- | | Percentage of acquired knowledge, skills and competences (teaching + final exam) | Numerical grade | ECTS grade | | 90 – 100% | 5 (excellent) | A | | 80 – 89,9% | 4 (very good) | B | | 65 – 79,9% | 3 (good) | C | | 60 – 64,9% | 2 (satisfactory) | D | | 50 – 59,9% | 2 (satisfactory) | E | | | | | | | | | |
| **5. ADDITIONAL COURSE INFORMATION** | | | | | | | | | |
| 5.1. Compulsory literature (available in the library and via other media) | **Title** | | | | | | **Number of copies in the library** | | **Availability via other media** |
| 1. "Legal English", William R. McKay, Helen E. Charlton, Pearson/Longman, 2005. (the mandatory part only applies to the topics described in this implementation plan) | | | | | | 1 | | e-materijal available to all students on Claroline system of the Polytechnic of Šibenik |
| 1. „Osnovna gramatika engleskog jezika“, Ivana Bratić, Veleučilište u Šibeniku, (e-izdanje) (the mandatory part only applies to the topics described in this implementation plan) | | | | | |  | | e-materijal available to all students on Claroline system of the Polytechnic of Šibenik |
| 5.2. Additional literature (at the moment of changes and/or amended of study programme) | "Busine Grammar and Usage", Market Leader, Business English, Peter Strutt, Pearson/Longman, 2000. | | | | | | | | Available on-line |
| 5.3. Quality assurance methods that ensure the acquisition of knowledge, skills and competences | The control of students' work quality and the acquisition of necessary knowledge and skills will be ensured through interactive work. By keeping track of attendance and student activity during classes and provided information on students` progress through short colloquiums and homework, information for further guidance to students will be provided in order to increase the efficiency of their work. Students will be informed about their rights and obligations as well as the methods of work and the required literature.  Indicators of quality assurance system: Student survey, monitoring of annual data from the Croatian employment service on the annual state of student employment, surveys from employers and Alumni association. | | | | | | | | |
| 5.4. Informing about the course and contacting the teacher | It is the responsibility of each student to be regularly informed about the course, the coursework, and the classroom activities. All notices of classes or possible adjournment will be published in a timely manner on the e-learning site of the course and on the website of the Polytechnic. Students can contact teachers during the consultation period (at least one hour per week), while for short questions and explanations they can be contacted during class. It is also possible to ask questions by e-mail (from the official e-mail address at @ vus.hr), which will be answered as soon as possible (no later than five working days after receiving the e-mail). | | | | | | | | |

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| 1. **GENERAL INFORMATION** | | | | | | | | | | | | |
| 1.1. Course lecturer | **Bosiljka Britvić Vetma** | | | 1.7. Credit score (ECTS) | | | | | | 6 | | |
| 1.2. Course title | **JUDICIAL CONTROL OF PUBLIC AUTHORITIES** | | | 1.8. Forms of teaching (number of hours Lecturing +Practical exercises + Seminars + e learning) | | | | | | 45L+30P | | |
| 1.3. Assistants and/or associates |  | | | 1.9. Level of e- learning application (1st, 2nd, 3rd level), percentage of on line course performance (max. 20%) | | | | | | 1. level–On-line performance, 0% | | |
| 1.4. Study programme (specialist, undergraduate, graduate) | UNDERGRADUATE | | | * 1. Number of course revisions | | | | | | 1. | | |
| 1.5. Course status (obligatory, optional) | O | | | * 1. Modernization | | | | | | Yes | | |
| 1.6. Year of study | 2. | | | 1.12. Percentage estimate of course changes and/or supplements | | | | | | Less than 20% □  More than 20 % □ | | |
| **2. COURSE DESCRIPTION** | | | | | | | | | | | | |
| 2.1. Course objectives | The main goal of the course is to introduce students to the organization judicial control of public authorities , as well as to the basic institutes of administrative dispute. The aim is to enable students to perform administrative law suit. | | | | | | | | | | | |
| 2.2. Terms of course entry and required competences | No conditions.  Course Judicial control of public authorities is in correlation with the same courses at all polytechnics and universities in Croatia. | | | | | | | | | | | |
| 2.3. Learning outcomes on the study programme level | Link the basic concepts of the various branches of law and generalize problems of the work in public administration  - Analyze the interference of international, European and national law  - Manage human resources, office procedures and various administrative processes and establish communication with the public service users.  - Evaluate the activities of public administration and other authorities at different levels  - divide and apply the basic rules in the field of IT administrative law and statistics in solving technical problems in the field public administration  - Use and develop complex written and oral communication in Croatian and English language  - Use specific computer skills in basic and advanced packages applied to public administration work  - Organize and implement team work, and critically judge the opinions and attitudes of team members  - Individually and responsibly search, interpret and apply relevant literature and legal rules for drafting and adopting regulations and  acts in administrative and other legal actions, administrative proceedings and activities of government bodies or administrative bodies and  organizations, utilities and institutions  - Organize acts and submissions individually and undertake basic procedural actions in administrative and other legal proceedings and in administrative dispute | | | | | | | | | | | |
| 2.4. Expected learning outcomes on the course level | It is expected that the student after passing the exam from the course of Judicial control of public authorities, be able to:  - handle domestic legal sources relating to judicial control of public authorities;  - provide examples for the application of the Constitutional Act on the Constitutional Court of the Republic of Croatia to control the work of the administration;  - to distinguish and compare the supervision of the work of public authorities in different judicial proceedings;  - propose the application of legal sources of European Union law relating to judicial control of the administration of a particular case;  - to compare different models of judicial control of the administration, to choose a better and justify selection;  - make basic submissions in an administrative dispute  - to assess the future development of judicial control of the administration in Croatia under the influence of the European system of protection against the illegal operation of the administration. | | | | | | | | | | | |
| 2.5. Course content according to detailed curriculum schedule | |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **LECTURE** | | | **SEMINARS/ PRACTICAL EXERCISES** | | | | Week | Hours | Tematska jedinica | Week | Hours | Tematska jedinica | | 1 | 3 | Introduction lecture (administrative dispute act) | 1 | 2 | Introduction lecture | | 2 | 3 | Determination of the term administrative dispute  Connesction between administrative procedure and administrative dispute | 2 | 2 | Presentation of seminar papers | | 3 | 3 | Principles of administrative dispute | 3 | 2 | Presentation of seminar papers | | 4 | 3 | Jurisdiction in administrative dispute  Parties in administrative dispute | 4 | 2 | Presentation of seminar papers | | 5 | 3 | Representatives of party in the administrative procedure | 5 | 2 | Presentation of seminar papers | | 6 | 3 | I. colloquium exam | 6 | 2 |  | | 7 | 3 | Launching and conducting administrative dispute | 7 | 2 | Presentation of seminar papers | | 8 | 3 | Evidence and attestation in administrative dispute | 8 | 2 | Presentation of seminar papers | | 9 | 3 | Submit submissions. Conclusion as a procedural decision. Motion to restore a prior status | 9 | 2 | Presentation of seminar papers | | 10 | 3 | II. colloquium exam | 10 | 2 |  | | 11 | 3 | Decision in administrative dispute | 11 | 2 | Presentation of seminar papers | | 12 | 3 | Legal remedies in administrative dispute | 12 | 2 | Presentation of seminar papers | | 13 | 3 | Execution of administrative court decision | 13 | 2 | Presentation of seminar papers | | 14 | 3 | III. colloquium exam | 14 | 2 |  | | 15 | 3 | Concluding Observations  The division of signatures | 15 | 2 | Concluding Observations  The division of signatures | | | | | | | | | | | | |
| 2.6. Teaching methods | x□ lectures  x□ seminars and workshops  □ practical exercises  □ distance education  □ mixed e-learning  □ field teaching | | □ independent tasks  □ multimedia and network  □ laboratory  □ mentoring  □ other | | | | 2.7. Comments: | | | | | |
|  | | | | | |
| 2.8. Students` obligations | For all regular students the attendance at lectures (lectures and seminars) is at least 70%. Part time students do not have the obligation to attend classes unless they are not specifically organized.  It is recommended that students participate actively during the lectures, which includes participation in discussions, solving case studies, designing a project assignment, etc.  Seminar work need to prepared, presented and positively evaluated.  In addition, the obligation of each student is to regularly inform about the course. All information on the maintenance or eventual postponement of the course will be published on the e-learning course page, where all the course information and all the necessary materials are also provided. | | | | | | | | | | | |
| 2.9. Monitoring student work (enter the share of ECTS credits for each activity so that the total number of ECTS points corresponds to the credit score of the course) | Attendance | 2.5 | | | Written exam | 3 | | Project | | |  | |
| Experimental work |  | | | Research |  | | Practical work | | |  | |
| Essay |  | | | Report |  | | Continuous examination | | |  | |
| Colloquium | 3 | | | Seminar paper | 0.5 | | Other | | |  | |
| Class activity | 0.5 | | | Oral exam | 0.5 | | Other | | |  | |
| 2.10. Grading and evaluating students` work during classes and on the exam | All students (regular and part-time) can choose between two exam options, which are explain below.  Option A. Placement of exams through colloquium  In order to achieve the right of passing the exam through a colloquium, students are expected to:  - participate actively during the lectures  - produce and present a seminar paper  Note: If a student does not pass the first colloquium, he / she has no right to go to the next one.  Option B. Exit to a regular exam (written and oral exam)  If students do not choose active participation in lectures or fail to pass the colloquium, then they go on a regular exam. The condition for going to a regular exam is a positively evaluated seminar paper (which is also a requirement for a signature) of 10 pages (the deadline for submitting this work is the last week of teaching -via e-mail ivanm@vus.hr): | | | | | | | | | | | |
| 2.11. Compulsory literature (available in the library and via other media) | **Title** | | | | | | | | **Number of copies in the library** | | | **Availability via other media** |
| 1. Đerđa, Dario i Šikić, Marko; Komentar Zakona o upravnim sporovima; Novi informator (2012)  2. Đerđa, Dario; Upravni spor; Pravni fakultet Sveučilišta u Rijeci  (2016), | | | | | | | |  | | |  |
| 2.12. Additional litearature (at the moment of changes and/or amended of study programme) |  | | | | | | | |  | | |  |
| 2.13. Quality assurance methods that ensure the acquisition of knowledge, skills and competences | The control of students' work quality and the acquisition of necessary knowledge and skills will be ensured through interactive work. By keeping track of attendance and student activity during classes and provided information on students` progress through short colloquiums and homework, information for further guidance to students will be provided in order to increase the efficiency of their work. Students will be informed about their rights and obligations as well as the methods of work and the required literature.  Indicators of quality assurance system: Student survey, monitoring of annual data from the Croatian employment service on the annual state of student employment, surveys from employers and Alumni association. | | | | | | | | | | | |

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| **1. GENERAL INFORMATION** | | | | | | | | | | | | | |
| 1.1. Carriers of the subject | | Ivan Rančić v. pred. | | | 1.7. Credits (ECTS) | | | | 6 | | | | |
| 1.2. Name of the object | | New Public Administration | | | 1.8. Teaching mode (number of hours P + V + S + e-learning) | | | | P+V+S 3+1+0 | | | | |
| 1.3. Contributors | |  | | | 1.9. Level of e-learning (1st, 2nd, 3rd level), percentage of on-line courses (max 20%) | | | |  | | | | |
| 1.4. Study program (professional, specialist graduate professional study) | | Undergraduate Professional Study Program | | | 1.10. The number of changes and / or additions to the course description | | | |  | | | | |
| 1.5. Course status (O, I) | | O | | | 1.10. modernization | | | | □ | | | | |
| 1.6. Year of study | | II | | | 1:11. Estimate the percentage of changes and / or additions to the course program | | | | Less than 20% □  Over 20% □ | | | | |
| 2. OPIS PREDMETA | | | | | | | | | | | | | |
| 2.1. Course objectives | | The new public administration is an object designed to provide students with the latest scientific and professional insight into the development of public administration in Croatia and in the world. As such, it is primarily intended for students who see the continued continuation of their career in public administration. The subject should allow for the deepening of the knowledge acquired by listening to the compulsory subject of Administrative Science in terms of their acquaintance with the most up-to-date management methods, the model of organization of state and public administration around the world, the principles that are being developed and embedded in the functioning of modern management (eg principles transparency) and possible tendencies in the development of modern administration. | | | | | | | | | | | |
| 2.2. Requirements for enrollment of the course and entrance competencies required for the course | | General conditions required for enrollment in the semester | | | | | | | | | | | |
| 2.3. The learning outcomes at the level of programs to which the course contributes | | * - Link basic concepts of different branches of law and generalize issues of public administration work * - Analyze the interference of international, European and national law * - Analyze and critically evaluate the structure and functioning of the state government in the Republic of Croatia and the structure, bodies and functioning of the European Union, and to evaluate trends in the modern development of public administration, * - Analyze the impact of social processes on constitutional and administrative systems, particularly the process of globalization, euro-integration, transition, urbanization, regionalization and decentralization * - Evaluate the effects of the activities of bodies and organizations of public administration and other authorities at different levels on the lives of citizens * - Organize and implement teamwork, and critically judge the opinions and attitudes of team members * - Individually and responsibly to search, interpret and apply the relevant literature and legal rules for drafting and issuing regulations and acts in administrative and other legal proceedings, administrative disputes and actions of government bodies, ie administrative bodies and organizations, utility societies and institutions * - To anticipate the future development of national constitutional and administrative systems at different levels | | | | | | | | | | | |
| 2.4. Expected learning outcomes at the level of the course (4-10 learning outcomes) | | After successfully mastering a course, students will be able to:  - Interpret key public administration features.  - Demonstrate problems of Croatian state administration, local self-government and public services.  - Interpret the social and political causes of development and public administration reform.- Use the acquired insight into assessing current administrative reforms  - Apply basic legal regulations governing the organization and system of Croatian public administration.   * - Analyze the position of public administration in society. * - Compare the mutual impacts of administration development and current social processes. | | | | | | | | | | | |
| 2.5. The content of the course is elaborated in detail by the class teacher | | 1.Globalization and Management, 2.Public Administration, 3.Government and Administration, 4.Public Citizenship and Administration, 5.Management of Human Resources in Administration, 6.Scientists in the Modern Age, 7.Work of Public Servants in Transition, 8 .Regular problems of the city, 9.Publications of metropolitanization, 10.General services, 11. Public Administration Reform, 12.Manufacturing Modernization Measures, 13.Temory Principles and Guidelines for Public Administration Reform, 14.Regulatory Reforms in Transition Countries, 15.Europeization of National Rights | | | | | | | | | | | |
| 2.6. Types of Teaching: | | x lectures  □ Workshops and workshops  x exercises  □ distance education  □ mixed e-learning  □ field teaching | | □ independent tasks  □ multimedia and network  □ laboratory  X mentoring work  □ (buy-in) | | | | 2.7. Comments: | | | | | |
|  | | | | | |
| 2.8. Obligation of students | | Final Exam - Usmeni Exam | | | | | | | | | | | |
| 2.9. Monitoring student work (enter the share of ECTS credits for each activity so that the total number of ECTS points corresponds to the credit score of the course) | | Attending classes | 1,5 | | | Written exam |  | | | Project | |  | |
| Experimental work |  | | | Research |  | | | Practical work | | 0,5 | |
| Essay |  | | | Referat |  | | | Continuous check | |  | |
| colloquia |  | | | Seminar work | 0,5 | | | (others to enroll) | |  | |
| Activities in teaching | 0,5 | | | Usmeni test | 3,0 | | | (others to enroll) | |  | |
| 2.10. Evaluating and evaluating students' work during classroom and final exam | Usmeno i pismeno | | | | | | | | | | | | |
| 2.11. Compulsory literature (available in the library and through other media) | **Title** | | | | | | | | | | **Number of copies in the library** | | **Access via other media** |
| Lozina - Klarić: New Public Administration, Faculty of Law in Split, Split, 2003 (selected chapters) | | | | | | | | | | 5 | |  |
| Koprić (ed): Modernization of Croatian Administration, Social Polytechnic, Zagreb, 2003, pp. 37-52 | | | | | | | | | | 5 | |  |
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| 2.12. Supplementary literature (at the time of application for amendment and / or amendment of the study program) | Koprić I., Marčetić G., Musa A., Đulabić V., Lalić Novak G .; Administrative Science - Public Administration in a Contemporary European Context; Zagreb: Faculty of Law, University of Zagreb (2014), p. 1-13, 27-40, 45-49, 51-60, 64-72, 79-82, 90-93, 133-142, 142-154, 161-163, 177-190, 275-276, 280- 284, 289-306, 307-312, 319-324, 345-350, 362-365  Hellmut Wollmann: Contemporary Administrative Reforms in Germany in Ivan Koprić (eds.): Modernization of Croatian Administration, Social Polytechnic, Zagreb, 2003, p. 23. - 36.  Christian Brünner: New Public Management: Contemporary Administrative Reforms in Austria in Ivan Koprić (eds.): Modernization of Croatian Administration, Social Polytechnic, Zagreb, 2003, p. 37 - 48.  Marc Gjidara: Administrative Reforms and Adaptation of Administrative Education with Special Focus on French Governance in Ivan Koprić (eds.): Modernization of Croatian Administration, Social Polytechnic, Zagreb, 2003, p. 69 - 145.  Ivan Koprić: Modernization of Croatian Administration: Questions, Proposals and Perspectives in Ivan Koprić (eds.): Modernization of Croatian Administration, Social Polytechnic, Zagreb, 2003, p. 439 - 452. | | | | | | | | | | 1 | |  |
| 2.13. Quality assurance methods that ensure the acquisition of knowledge, skills and competences | The quality control of students' work and the acquisition of the necessary knowledge and skills will be ensured:  - through interactive work on teaching,  - conducting records on the attendance and activities of students in teaching,  - Based on the results of the students in the seminar, internships and examinations, information will be provided for further instruction to students in order to increase the efficiency of their work.  - Students will be referred to their rights and obligations to these methods of work and the necessary literature.  Quality assurance system indicators: Student survey, monitoring of annual data from the HZZZ about the annual employment status of students, employers' and Alumni association surveys. | | | | | | | | | |  | |  |

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| **1.GENERAL INFORMATION** | | | | | | | | | | | | | |
| 1.1. Carriers of the subject | | Ivan Rančić, v. pred. | | | 1.7. Credits (ECTS) | | | | 5 | | | | |
| 1.2. Name of the object | | LOCAL GOVERNMENT | | | 1.8. Teaching mode (number of hours P + V + S + e-learning) | | | | P+V+S  3+1+0 | | | | |
| 1.3. Contributors | |  | | | 1.9. Level of e-learning (1st, 2nd, 3rd level), percentage of on-line courses (max 20%) | | | |  | | | | |
| 1.4. Study program (professional, specialist graduate professional study) | | Undergraduate Professional Study Program | | | 1.10. The number of changes and / or additions to the course description | | | |  | | | | |
| 1.5. Course status (O, I) | | O | | | 1.10. modernization | | | | □ | | | | |
| 1.6. Year of study | | II | | | 1:11. Estimate the percentage of changes and / or additions to the course program | | | | Less than 20% □ X  Over 20% □ | | | | |
| 2. DESCRIPTION OF THE SUBJECT | | | | | | | | | | | | | |
| 2.1. Course objectives | | The aim of the course is to acquaint students with the importance of local or regional formatting of the state. With quality horizontal and vertical shaping of power, citizens' satisfaction with life is attained, and ultimately the ultimate goal of every system. Local systems of individual countries are being explored and the best solution is sought, focusing on the acts of the Council of Europe and the European Union. | | | | | | | | | | | |
| 2.2. Requirements for enrollment of the course and entrance competencies required for the course | | General conditions required for enrollment in IV. Semester | | | | | | | | | | | |
| 2.3. The learning outcomes at the level of programs to which the course contributes | | - Link basic concepts of different branches of law and generalize issues of public administration work  - Analyze the interference of international, European and national law  - Analyze and critically evaluate the structure and functioning of the state government in the Republic of Croatia and the structure, bodies and functioning of the European Union, and to evaluate trends in the modern development of public administration,  - Analyze the impact of social processes on constitutional and administrative systems, particularly the process of globalization, euro-integration, transition, urbanization, regionalization and decentralization  - To manage official potentials, office operations and various administrative processes, and to establish communication with public service users.  - Evaluate the effects of the activities of bodies and organizations of public administration and other authorities at different levels on the lives of citizens  - Use and develop complex written and oral communication in Croatian and English  - Organize and implement teamwork, and critically judge the opinions and attitudes of team members  - Individually and responsibly to search, interpret and apply the relevant literature and legal rules for drafting and issuing regulations and acts in administrative and other legal proceedings, administrative disputes and actions of government bodies, ie administrative bodies and organizations, utility societies and institutions  - Organize acts and submissions individually and undertake basic procedural actions in administrative and other legal proceedings and administrative proceedings  - To anticipate the future development of national constitutional and administrative systems at different levels | | | | | | | | | | | |
| 2.4. Expected learning outcomes at the level of the course (4-10 learning outcomes) | | After successfully mastering a course, students will be able to:  - Understand the system of local and regional self-government in Croatia and summarize the underlying principles on which this system is based  - Identify the various forms of territorial self-government that exist in the Croatian administrative policy system  - Explain the difference between the organization and the scope of the various types of territorial self-government units existing in Croatia (local, local, regional, city of Zagreb)  - Describe local and regional self-government in Croatia in relation to the basic models of local and regional self-government that exist in European countries.  - Design and plan the research of certain segments of territorial self-government and the application of doctrinal theoretical insights into those segments  - Compare the system of territorial self-government in Croatia with the local self-government system in the main European administrative traditions. | | | | | | | | | | | |
| 2.5. The content of the course is elaborated in detail by the class teacher | | 1.Introduction, 2.These territorial divisions, 3. Regionalization, 4.Territorial organization of local self-government, 5. Executive Structure in Local Self-Government, 6.Delegation and Local Government Affairs, 7.Educational Layer in Local Self-Government, 8. Repeat, 9.Local Office System, 10.Political Representative Layer, 11.Local Elections, 12.Political Representative Layer, 13.Municipal Self-Government, 14.Europeising Local Self-Government, 15.Central-Local Relations | | | | | | | | | | | |
| 2.6. Types of Teaching: | | x lectures  X seminars and workshops  x exercises  □ distance education  □ mixed e-learning  □ field teaching | | □ independent tasks  □ multimedia and network  □ laboratory  X mentoring work  □ (buy-in) | | | | 2.7. Comments: | | | | | |
|  | | | | | |
| 2.8. Obligation of students | | Final Exam - Oral Exam. | | | | | | | | | | | |
| 2.9. Monitoring student work (enter the share of ECTS credits for each activity so that the total number of ECTS points corresponds to the credit score of the course) | | Attending classes | 1,5 | | | Written exam |  | | | Project | |  | |
| Experimental work |  | | | Research |  | | | Practical work | |  | |
| Essay |  | | | Referat |  | | | Continuous check | |  | |
| colloquia |  | | | Seminar work | 0,5 | | | Continuous check | |  | |
| Activities in teaching | 0,5 | | | Usmeni test | 2,5 | | | (others to enroll) | |  | |
| 2.10. Evaluating and evaluating students' work during classroom and final exam | Usmeno and Written | | | | | | | | | | | | |
| 2.11. Compulsory literature (available in the library and through other media) | **Title** | | | | | | | | | | **Number of copies in the library** | | **Access via other media** |
| Koprić I., Marčetić G., Musa A., Đulabić V., Lalić Novak G .; Administrative Science - Public Administration in a Contemporary European Context; Faculty of Law, University of Zagreb (2014), p. 247-318 | | | | | | | | | | 5 | |  |
| Koprić, I .; Twenty years of local and regional self-government in Croatia: development, status and perspectives. In: V. Đulabić (ed.) Local self-government and local elections; Institute for Public Administration (2011), p. 3-64 | | | | | | | | | | 5 | |  |
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| 2.12. Supplementary literature (at the time of application for amendment and / or amendment of the study program) | 1. Koprić I. Vukojičić-Tomić; Local political system after the immediate election of the Mayor - state and controversy. in: I. Koprić (ed.) Reform of Local and Regional Self-Government in the Republic of Croatia; Faculty of Law and Public Administration Institute (2013), p. 155-188  2. Marčetić, G .; New Local Law Officer and Human Resource Management in Reformed Local Self-Government. in: I. Koprić (ed.) Reform of Local and Regional Self-Government in the Republic of Croatia; Faculty of Law and Public Administration Institute (2013), p. 189-218  3. Đulabić, V .; The position of counties in the statistical and political regionalization of Croatia. in: I. Koprić (ur.) Twenty years of local self-government in Croatia; Institute for Public Administration (2013), p. 183-200  4. European Charter on Local Self-Government  5. Constitution of the Republic of Croatia (Articles 4, 133-138)  6. Law on Local and Regional Self-Government;  7. Statute on the City of Zagreb | | | | | | | | | | 1 | |  |
| 2.13. Quality assurance methods that ensure the acquisition of knowledge, skills and competences | The quality control of students' work and the acquisition of the necessary knowledge and skills will be ensured:  - through interactive work on teaching,  - conducting records on the attendance and activities of students in teaching,  - Based on the results of the students in the seminar, exercises and examinations, information will be provided for further instruction to students in order to increase the efficiency of their work.  - students will be referred to their rights and obligations as well as the methods of work and the required literature.  Quality assurance system indicators: Student survey, monitoring of annual data from the HZZZ about the annual employment status of students, employers' and Alumni association surveys. | | | | | | | | | |  | |  |

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| 1. **GENERAL INFORMATION** | | | | | | | | | | | | |
| 1.1. Course lecturer | doc. dr.sc. Dragan Zlatović, prof..v. š. | | | 1.7. Credit score (ECTS) | | | | | | 5 | | |
| 1.2. Course title | BASIS OF LABOUR, SOCIAL AND CIVIL SERVANTS' RIGHTS | | | 1.8. Forms of teaching (number of hours Lecturing +Practical exercises + Seminars + e learning) | | | | | | 45L + 15P | | |
| 1.3. Assistants and/or associates |  | | | 1.9. Level of e- learning application (1st, 2nd, 3rd level), percentage of on line course performance (max. 20%) | | | | | |  | | |
| 1.4. Study programme (specialist, undergraduate, graduate) | undergraduate | | | * 1. Number of course revisions | | | | | | II | | |
| 1.5. Course status (obligatory, optional) | Obligatory | | | * 1. Modernization | | | | | | + | | |
| 1.6. Year of study | II | | | 1.12. Percentage estimate of course changes and/or supplements | | | | | | Less than 20% □  More than 20 % □ | | |
| **2. COURSE DESCRIPTION** | | | | | | | | | | | | |
| 2.1. Course objectives | The aim of the course is to familiarize students with basic concepts of work law and to provide an understanding of international work and European labor law. Furthermore, the aim is to enable students to conclude work contracts and to understand and valorize measures for the protection of motherhood, life, health, dignity and privacy of workers.  The aim of the course is to familiarize students with the issues of the rules of procedure and the procedure of exercising the rights and fulfilling the obligations from the employment relationship. In addition, the aim of the course is to familiarize students with ways of solving labor disputes, enabling them to define the notion of social law, social affairs and social benefits, for understanding and valorising the social security system in the Republic of Croatia, pension and health insurance as well as healthcare systems in the Republic of Croatia. Also, the aim is to introduce students with the particularities of working relationships between state and public officials. | | | | | | | | | | | |
| 2.2. Terms of course entry and required competences | Terms of entry for the second year of study. | | | | | | | | | | | |
| 2.3. Learning outcomes on the study programme level | * To link the basic concepts of different branches of the law and to generalize issues of work in public administration. * To analyze the interference of international, European and national law * To manage the human resources, office operations and various administrative processes and to establish the communication with different users of public services * To use and develop complex written and oral communication for the purposes of regulating labor relations in the state administration, regional and local administration, communal economy and public institutions. * To organize and to implement a team work and to critically evaluate the opinions and attitudes of team members * To explore, interpret and apply the relevant literature as well as the proper legal rules for drafting and issuing regulations and acts in administrative and other legal proceedings, administrative disputes and different actions of bodies of the state authority like administrative bodies and organizations, utility companies and other public institutions * To organize acts and submissions from labor and social law alone and undertake fundamental actions in legal proceedings before state and judicial bodies | | | | | | | | | | | |
| 2.4. Expected learning outcomes on the course level | 1. Define and analyze labor and social law, and official's law as separate branches of law, their relationship with each other and the relationship with other branches of law. 2. Categorize the types of labor contracts, regular time and vacation arrangements, termination of employment contracts, prohibition of competition between workers with employers, workers 'and employers' associations, collective agreements, forms of labor participation, strikes and other forms of industrial actions, pension and health systems, social welfare, active employment policies and care for the unemployed, family allowances and parental support. 3. Interpret the relevant international, European and domestic law and judgment which of the legal solutions offered is most appropriate for the solution of a particular legal problem. 4. Carry out procedures for establishing legally relevant facts and deciding on controversial and undisputed issues in the field of labor and social law and applying applicable law to established facts 5. Use different databases on legal sources, case law and relevant legal literature in preparing a decision on various legal issues. 6. Make drafts of contracts and individual and general legal acts and explanations of individual and general normative acts. 7. Propose the issuance of decisions, judgments, decisions or other individual legal acts. | | | | | | | | | | | |
| 2.5. Course content according to detailed curriculum schedule | 1. Concept, development, principles and sources of labour law:  2. Termination of employment - employment contract, labor regulations, probationary work, temporary employment, education and training for work;  3. Protection of special categories of workers - protection of life, health and privacy, protection of pregnant women, parents and adopters, protection of workers who are temporarily or permanently incapable of work, protection of the dignity of workers;  4. Working hours - full, incomplete and shortened working hours, overtime, time schedule, redistribution of working hours, night work, shift work;  5. Vacations and Permits;  6. Wages and salaries;  7. Compensation for damages, inventions and technical advances of workers, prohibition of competition of workers with the employer;  8. Termination of employment contract - legal remedies, regular dismissal, extraordinary dismissal, cancellation deadlines, court cessation, severance pay, collective surplus of workers;  9. Acquisition and protection of workers' rights - decision on rights and obligations arising from employment, decision-making, judicial protection, burden of proof, judicial competence, arbitration and conciliation, obsolescence;  10. Participation of decision-makers - workers 'councils, workers' meetings, employee representatives in employer bodies;  11. Social Dialogue and Partnership - Employers 'and Employers' Associations, Economic and Social Councils;  12. Collective labor relations - collective agreements, solving collective labor disputes;  13. Supervision over the application of labor regulations - administrative measures, misdemeanor liability, criminal offenses against labor relations;  14. Fundamentals of Social Rights - International and Domestic Sources of Social Rights, Organization and Reform of the Pension Insurance System in the Republic of Croatia, Health Insurance Organization in the World and the Republic of Croatia, Social Welfare System, Rights and Beneficiaries;  15. Civil servants 'employment - legal nature, civil service reception and job vacancies, civil servants' rights and obligations, disciplinary responsibility, termination of civil service, decision-making on rights, obligations and responsibilities of civil servants. | | | | | | | | | | | |
| 2.6. Teaching methods | x lectures  □ seminars and workshops  x practical exercises  □ distance education  □ mixed e-learning  □ field teaching | | x independent tasks  x multimedia and network  □ laboratory  x mentoring  □ other | | | | 2.7. Comments: | | | | | |
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| 2.8. Students` obligations | Lectures are performed using the combined method - ex cathedra / case. Theoretical curriculum is presented using computer presentations and handouts, while the practical content segment is presented through analysis of characteristic cases, general acts, decisions and court judgments. Students get acquainted with the development of basic general and special acts in the domain of labor relations (labor contracts, work rules, decisions on cancellation, requirements for protection of rights, etc.). Students are required to attend classes. A regular student who is absent with more than 30% of the lessons specified in the study program will be denied the signature or will not be able to enter the exam. The lectures also carry out exercises where the judicial, administrative and other labor-law practice in this area are analyzed independently and in a timely manner, drafting normative acts (regulations, decisions, bureaus), decisions, decisions and other individual acts in this area, submissions and simple labor contracts, etc. | | | | | | | | | | | |
| 2.9. Monitoring student work (enter the share of ECTS credits for each activity so that the total number of ECTS points corresponds to the credit score of the course) | Attendance | 1,5 | | | Written exam | 2 (without colloquiums) | | Project | | |  | |
| Experimental work |  | | | Research |  | | Practical work | | |  | |
| Essay |  | | | Report |  | | Continuous examination | | |  | |
| Colloquium | 2 (without written exam) | | | Seminar paper | 0,7 | | Other | | |  | |
| Class activity | 0,3 | | | Oral exam | 0,5 | | Other | | |  | |
| 2.10. Grading and evaluating students` work during classes and on the exam | Linking Learning Outcomes and Knowledge Checks: All students are required to make practical work, using compulsory legal literature and legal sources, with the autonomy in using other sources, jurisprudence and comments. Students are obliged to present a concrete court decision by analyzing the factual dream and the solving of the solution, and to formulate a self-employment agreement with the recognition of the fundamental institutes ie the rights and obligations from the employment relationship or other acts and / or decisions in the field of employment. Student exposure is a form of knowledge checking that primarily verifies learning outcomes under 1, 4, 5 and 6. During the course of the course, students can write two colloquia for the purpose of checking the knowledge of the part of the material to which the colloquy relates. Students who place both colloquia with a minimum grade are eligible to enroll in the assessment obtained on the basis of the results of the colloquium and seminar work without the need for examinations. They are obliged to apply for the exam in the regular exam period. Students who fail to complete the course through a colloquium will have a final exam in which they must achieve a minimum of 50% + 1 point on a written exam. Only students with 50% points on a written exam are invited to pass the exam, ie those who want a higher grade than those earned on a written exam. The final evaluation of student work is checked on a written exam. The written exam consists of a review of basic theories and institutes of labor and social law, the reproduction of theoretical explanations and the standpoint of judicial practice on individual institutes of labor and social law, comparison of different systems of labor relations and social security and their respective legal institutes, demonstration of the ability to apply relevant sources of law to resolve certain less complex legal issues and problems and to evaluate certain legal solutions with respect to their legal foundation. | | | | | | | | | | | |
| 2.11. Compulsory literature (available in the library and via other media) | **Title** | | | | | | | | **Number of copies in the library** | | | **Availability via other media** |
| |  | | --- | | Zlatović, D., Malenica, I., Novo hrvatsko radno pravo, 2. izdanje Libertin naklada, Rijeka, 2016. | | Zakon o radu | | Zakon o europskim radničkim vijećima | | Zakon o reprezentativnosti udruga poslodavaca i sindikata | | Zakon o sudjelovanju radnika u odlučivanju u europskom društvu (SE) i europskoj zadruzi (SCE) | | Zakon o državnim službenicima  Zakon o službenicima i namještenicima u lokalnoj i područnoj (regionalnoj) samoupravi  Zakon o rodiljnim i roditeljskim potporama;  Zakon o posredovanju pri zapošljavanju i pravima za vrijeme nezaposlenosti;  Zakon o mirovinskom osiguranju;  Zakon o obveznom zdravstvenom osiguranju | | | | | | | | |  | | |  |
| 2.12. Additional litearature (at the moment of changes and/or amended of study programme) | Učur, M.Đ., Socijalno pravo, Informator, Zagreb, 2000.  Potočnjak, Ž., Radni odnosi državnih službenika, Pravni fakultet u Zagrebu, Zagreb, 2013.  Učur, M., Zlatović, D., Moslavac, B., Malenica, I., Čupurdija, M., Veliki komentar Zakona o radu, Libertin naklada, Rijeka, 2018.  Blanpain, R., European Labour Law, 12th ed., Kluwer Law Int., 2010. | | | | | | | |  | | |  |
| 2.13. Quality assurance methods that ensure the acquisition of knowledge, skills and competences | The control of students' work quality and the acquisition of necessary knowledge and skills will be ensured through interactive work. By keeping track of attendance and student activity during classes and provided information on students` progress through short colloquiums and homework, information for further guidance to students will be provided in order to increase the efficiency of their work. Students will be informed about their rights and obligations as well as the methods of work and the required literature.  Indicators of quality assurance system: Student survey, monitoring of annual data from the Croatian employment service on the annual state of student employment, surveys from employers and Alumni association. | | | | | | | | | | | |

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| 1. **GENERAL INFORMATION** | | | | | | | | | |
| 1.1. Course lecturer | Vesna Jurin Bakotić, law graduate, a senior lecturer | | 1.8. Course code in ISVU | | | | 140796 | | |
| 1.2. Course title | The Basics of Civil Law | | 1.9. Course code in MOZVAG | | | |  | | |
| 1.3. Assistants and/or associates |  | | 1.10. Forms of teaching (number of hours Lecturing +Practical exercises + Seminars + e learning) | | | | (45+15+0+0) | | |
| 1.4. Study programme (specialist, undergraduate, graduate) | Undergraduate Professional Study Administrative Law | | 1.11. Level of e- learning application (1st, 2nd, 3rd level), percentage of on line course performance (max. 20%) | | | | 1st, course materials are on-line, 0% | | |
| 1.5. Course status (obligatory, optional) | Obligatory | | 1.12. Number of course revisions | | | | 4 | | |
| 1.6. Year of study | 2st | | * 1. Modernization | | | | Yes | | |
| 1.7. Credit score (ECTS) | 5 | | 1.14. Percentage estimate of course changes and/or supplements | | | | Less than 20% X□  More than 20 % □ | | |
| **2. COURSE DESCRIPTION** | | | | | | | | | |
| 2.1. Course objectives | The aim of the teaching process is to develop the ability of students to master the basic concepts of civil law, particularly those related to performing lower and middle decision-making, such as official work in notary and attorney's offices, administrative bodies in state administration and companies, land registry departments of municipal court. The acquired knowledge will help them master the theoretical legal knowledge that they will be able to apply in concrete situations and on the basis of which they will understand the meaning of civil law in the legal system of our country. | | | | | | | | |
| 2.2. Terms of course entry and required competences | Conditions for enrollment of the second year of study. | | | | | | | | |
| 2.3. Learning outcomes on the study programme level | 1. (IU1) Link the basic concepts of different branches of law and generalize the issues of work in public administration  2. (IU2) Analyze the interferences of international, European and national law  3. (IU6) Evaluate the effects on the life of citizens of the actions of bodies and organizations of public administration and other entities at different levels  4. (IU10) Organize and conduct team work and critically evaluate the opinions and attitudes of team stakeholders  5. (IU11) Independently and responsibly search, interpret and apply relevant literature and legal rules for drafting and enacting regulations and acts in administrative and other legal proceedings, administrative disputes and activities of governing bodies and organizations, utility companies and institutions | | | | | | | | |
| 2.4. Expected learning outcomes on the course level | |  |  | | --- | --- | | **Learning outcomes** accroding to the Bloom`s taxonomy: (up to two verbs per LO) | **Level of LO:**  *1- remembering,*  *2- understanding,*  *3- application,*  *4-analysis,*  *5-evaluation,*  *6-synthesis* | |  |  | | 1. Define and analyze civil law institutes, in theory and positive law. | 1, 4 | | 2. Categorize and analyze individual institutes of compulsory and succession law. | 2, 4 | | 3. Conduct procedures for determining legally relevant facts and deciding disputable and uncontested issues in the field of civil law and apply relevant law to established facts | 2, 5 | | 4. Use different databases on legal sources, case law and relevant legal literature when preparing a decision on various legal issues and present a legal framework in the field of private law | 6, 3 | | 5. Evaluate the legal basis and draw up draft contracts and individual and general legal acts and explanations of individual and general normative acts | 4, 6 | | | | | | | | | |
| 2.5. Course content according to detailed curriculum schedule | |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **Constructive allignement** | | | | | | | **no** | **Thematic unit** | **LO of the course** | **Content/teaching methods** | **Evaluation** | **Time** | |  | INTRODUCTION TO CIVIL LAW. | 1,3,5 | Listen to lectures. In the course of independent work on the computer, they are introduced to the course content and documents on the e-learning page of the course. | In colloquium or he written exam, they define the basic concepts of civil law. They analyze the principles in this area of law. Establish and interpret the legal framework of civil law. | 10 h | |  | .SUBJECTS OF CITIZENS 'RIGHTS | 1, 2,3,4,5,6 | Listen to a lecture and read literature. They practice case studies independently and in a team and draw conclusions on the application of legal regulations | In colloquium or the written exam students know to enumerate, differentiate and give an example of basic civil law sources at a colloquium or a written exam, and know how to apply the appropriate positive legal regulation to a specific example. | 6 h | |  | CIVIL LEGAL SUBJECTS | 1, 2,3,4,5,6 | Listen to a lecture and read literature. They practice case studies independently and in a team and draw conclusions on the application of legal regulations | In colloquium or a written exam, they can enumerate, distinguish who can be the subject of a civil relationship and what prerequisites are required for a person to be capable of being a participant in a civil relationship. Civil law objects, the division of things, the characteristics of the act and the functions and characteristics of the property are distinguished. | 6 h | |  | LEGAL BUSINESS | 1, 2,3,4,5,6,7 | Listen to a lecture and read literature. They practice case studies independently and in a team and draw conclusions on the application of legal regulations | In colloquium or the written exam students know to define and describe what is required to achieve a certain legal effect, what are the forms of manifesting the will and related to this type of legal affairs, the content of the same, the way of concluding, the assumptions for validity and nullity and the consequences of invalidity | 12 h | |  | REAL RIGHTS | 1, 2,3,4,5,6 | Llisten to lectures and read literature.  They use multimedia and networking.  During the exercises, they individually explore the content of this topic area by searching the database, and on the basis of it and reading the literature, they create a seminar paper that presents the acquired knowledge and presents their own ideas, and ways to solve problems. | In colloquium or a written exam students know to define and e institutes of real law, outline their characteristics and limitations. | 12 h | |  | LAW OF PLEDGE, THE RIGHT OF CONSTRUCTION.  . | 1,3,5,6,7 | Listen to a lecture and read literature.  They use multimedia and networking.  During the exercises, they individually explore the content of this topic area by searching the database, and on the basis of it and reading the literature, they create a seminar paper that presents the acquired knowledge and presents their own ideas, and ways to solve problems. | In colloquium or the written exam, students know to define and describe the importance of the property right institute, concept, characteristics, content, restrictions, types, methods of protection of property rights. | 10 h | |  | COMPULSORY LAW. | 1,2, 3,4,5,6,7 | Listen to a lecture and read literature.  They use multimedia and networking.  During the exercises, they individually explore the content of this topic area by searching the database, and on the basis of it and reading the literature, they create a seminar paper that presents the acquired knowledge and presents their own ideas, and ways to solve problems.. | In colloquium or the written and oral exam students know how to define, describe, and compare ownership with other real property rights in someone else's real estate. | 12 h | |  | TYPES OF AND CONDITIONS OF CONTRACT. | 1, 4,5,6,7 | Listen to a lecture and read literature.  They use multimedia and networking.  During the exercises, they individually explore the content of this topic area by searching the database, and on the basis of it and reading the literature, they create a seminar paper that presents the acquired knowledge and presents their own ideas, and ways to solve problems. | In colloquium or the written and oral exam students know how to define and describe the manner and types of publishing real rights in real estate, arranging land registers, principles that are characteristic of land registration law and types of land registration. | 6 h | |  | CONTRACTING, TERMINATION OF OBLIGATION | 1, 2,3,4,5,6,7 | Listen to a lecture and read literature.  They use multimedia and networking.  During the exercises, they individually explore the content of this topic area by searching the database, and on the basis of it and reading the literature, they create a seminar paper that presents the acquired knowledge and presents their own ideas, and ways to solve problems. | In colloquium or the written and oral exam, students know to define and describe the specifics of compulsory law through principles and characteristics and, through the above, distinguish the subject part of civil law from other branches of law. They also learn how obligations are based, how they should be performed, and possible ways of liability in the event of a breach. Seminar paper created and presented (using computer programs independently). | 8 h | |  | CONTRACTS | 1,2,3,4,5,6,7 | Listen to a lecture and read literature.  They use multimedia and networking.  During the exercises, they individually explore the content of this topic area by searching the database, and on the basis of it and reading the literature, they create a seminar paper that presents the acquired knowledge and presents their own ideas, and ways to solve problems. | In colloquium or the written and oral exam they can define and describe and independently make an example of contracts, what are the preconditions for conclusion and what contracts can be concluded | 10 h | |  | SERVICE CONTRACT | 1, 2,3,4,5,6,7 | Listen to a lecture and read literature. Skills and examples of contracts are independently prepared at the seminar classes | At the colloquium or the written and oral exam they can define, describe the elements needed to enter into contracts for the transfer of property and rights, what are the obligatory contents of the contract of sale, exchange, donation and are able to make a contracts | 10 h | |  | EXTRAORDINARY LIABILITIES | 1, 2,3,4,5,6,7 | Listen to a lecture and read literature.  They use multimedia and networking.  During the exercises, they individually explore the content of this topic area by searching the database, and on the basis of it and reading the literature, they create a seminar paper that presents the acquired knowledge and presents their own ideas, and ways to solve problems. | In colloquium or the written and oral exam they know how to define and describe and differentiate the circumstances as well as the prerequisites for the termination of the legal relationship as well as the legal effects arising therefrom.  Seminar paper created and presented (using computer programs independently). | 12 h | |  | INHERITANCE RIGHTS. | 1, 2,3,4,5,6,7 | Listen to a lecture and read literature.  They use multimedia and networking.  During the exercises, they individually explore the content of this topic area by searching the database, and on the basis of it and reading the literature, they create a seminar paper that presents the acquired knowledge and presents their own ideas, and ways to solve problems. | In colloquium or the written and oral exam, they can define and describe the basic non-contractual obligations, such as liability for damages, unilateral declaration of will as a source of obligations, acquisition without basis, management without a warrant. | 8 h | |  | INHERITANCE RIGHTS CONTRACTS, PROBATE PROCEEDINGS. | 1,2,3,5,6,7, | . Listen to lectures and read literature. | In colloquium or the written and oral exam they know how to explain and evaluate the assumptions necessary for the property to continue its legal destiny even after the decedent's death and what are the basic principles and characteristics of inheritance by law | 8 h | |  | REVISION |  | Listen to lectures and and individually prepare for the exam.read literature | - | 20 h | | | | | | | | | |
| **3. EVALUATION OF STUDENTS` WORK** | | | | | | | | | |
| 3.1. Students` obligations | In accordance with the Regulations on Studying and the Regulations on Student Assessment and Evaluation: for all full-time students attendance of at  least 70%. Part-time students are required to attend classes at least 50%. All students are required to carry calculator and formulae list.  Students who have during the course achieved:   * from 0 - 24,9% ECTS credits- are rated F (unsuccessful) and cannot obtain ECTS credits, and must re-enroll in the next academic year; * from 25 - 49,9% - are assessed by FX (insufficient) and must pass the written exam (test). Written exam (test) can be held in a regular or extraordinary exam period; * more than 50% - students have the right to take the final exam.   Students can take the final exam from the course in two ways: a) during the course of teaching through continuous monitoring of students (active participation in classes and through three colloquia); b) by passing the exam (written and oral part of the exam). | | | | | | | | |
| 3.2. Monitoring student work (enter the share of ECTS credits for each activity so that the total number of ECTS points corresponds to the credit score of the course) | Attendance | 1 | | Written exam | 2 (without colloquia) | Project | |  | |
| Experimental work |  | | Research |  | Practical work | |  | |
| Essay |  | | Report |  | Continuous examination | |  | |
| Colloquium | 3 (without written and oral exam) | | Seminar paper | 0,5 | Other | |  | |
| Class activity | 0,5 | | Oral exam | 1 (without colloquia) | Other | |  | |
| 3.3. Student workload | Student workload on all bases for 1 ECTS credit is 30 hours in a semester and is estimated as:   1. Attending classes and exercises 75 hours 2. Creation of seminar work and presentation 15 hours 3. Preparing colloquia or exams through individual work 90 hours | | | | | | | | |
| **4. GRADING SYSTEM** | | | | | | | | | |
| 4.1. Grading seminar papers | |  |  |  |  | | --- | --- | --- | --- | | **The evaluation element** | **Unsatisfactory** | **Satisfactory** | **Above average** | | Organization | The paper is not organized in a logical order and lacks structure. | The paper is well structured with a clear distinction between the introduction, the main body of the text and the conclusion. | The paper is well structured with a clear distinction between the introduction, the main body of the text and the conclusion, which are logically interconnected. | | Terminology, writing style | Words and expressions low in line with official terminology. The writing style is not appropriate, the sentences are too long, of a modest vocabulary and with frequent and repeated grammatical errors.  . | Words and expressions are in line with official terminology. The writing style is appropriate, the sentence structure is clear, the vocabulary is appropriate and there are few grammatical errors | Words and expressions are aligned with official terminology and show an understanding of their meaning. The writing style is excellent, the sentences are clear and concise, the vocabulary is rich and there are no grammatical errors. | | Citing and referencing references | The sources are not listed at all. The references do not fit the topic and show a cursory approach to exploring the topic.. | The sources are listed but incomplete and with errors. The references are relevant to the topic and show a satisfactory research attitude | The sources are accurately, completely and consistently listed.  The references are appropriate, their list is "rich" and comprehensive and shows a detailed research approach. | | | | | | | | | |
| 4.2. Grading colloquia/ written and oral exam | |  |  |  | | --- | --- | --- | | **Unsatisfactory** | **Satisfactory** | **Above average** | | Responds by memory, without a deeper understanding. Does not know or apply basic terms and concepts. Does not know how to apply or explain the contents of the course with examples. | Reproduces the basic concepts and without difficulty imparts new knowledge, understands the material, explains the terms and concepts supported with examples. | Knowledge is at the level of analysis, synthesis and evaluation. Observes the principles, accurately and thoroughly explains the content of the material, and logically connects and explains the terms and concepts supported with examples. Finds solutions that were not originally given. Notes correlations with related material. | |  |  |  | | | | | | | | | |
| 4.3. Final grade according to evaluation elements | |  |  |  |  |  | | --- | --- | --- | --- | --- | | Active course attendance | 70-74,9% of attendance | 75-86% of attendance | 87-100% of attendance | Izrađena mentalna mapa  Riješene studije slučaja | | 2 points | 4 points | 7 points | 3 points | | Seminar paper | 2 | 3 | 4 | 5 | |  | 5 | 7 points | 8 points | 10 points | | Colloquia/ Written exam | 2 | 3 | 4 | 5 | | 50-64,9% | 65-79,9% | 80-89,9% | 90-100% | | 25 points | 30 points | 35 points | 40 points | | Oral exam | 2 | 3 | 5 | 5 | | 25 points | 30 points | 35 points | 40 points | | | | | | | | | |
| 4.3. Final grade according to absolute division | |  |  |  | | --- | --- | --- | | Percentage of acquired knowledge, skills and competences (teaching + final exam) | Numerical grade | ECTS grade | | 90 – 100% | 5 (excellent) | A | | 80 – 89,9% | 4 (very good) | B | | 65 – 79,9% | 3 (good) | C | | 60 – 64,9% | 2 (satisfactory) | D | | 50 – 59,9% | 2 (satisfactory) | E | | | | | | | | | |
| **5. ADDITIONAL COURSE INFORMATION** | | | | | | | | | |
| 5.1. Compulsory literature (available in the library and via other media) | **Title** | | | | | | **Number of copies in the library** | | **Availability via other media** |
| 1. Petar Klarić - Mladen Vedriš, Građansko pravo, Narodne novine, Zagreb, 2014 | | | | | | 3 | |  |
| |  | | --- | | 2. Zakon o obveznim odnosima  3. Zakon o vlasništvu i drugim stvarnim pravima  4. Zakon o nasljeđivanju | | | | | | | 5 | |  |
| 5.2. Additional literature (at the moment of changes and/or amended of study programme) | 1. GAVELLA, N., JOSIPOVIĆ, T., GLIHA, I., BELAJ, V., STIPKOVIĆ, Z., Stvarnopravo, II. izmijenjeno i dopunjeno izdanje, Svezak prvi i drugi, Narodne novine,Zagreb, 2007.  2. GAVELLA, N., BELAJ, V., Nasljedno pravo, Narodne novine, 2008. 3. GORENC, VILIM (urednik): Komentar Zakona o obveznim odnosima, 2005. | | | | | | | | |
| 5.3. Quality assurance methods that ensure the acquisition of knowledge, skills and competences | The control of students' work quality and the acquisition of necessary knowledge and skills will be ensured through interactive work. By keeping track of attendance and student activity during classes and provided information on students` progress through short colloquiums and homework, information for further guidance to students will be provided in order to increase the efficiency of their work. Students will be informed about their rights and obligations as well as the methods of work and the required literature.  Indicators of quality assurance system: Student survey, monitoring of annual data from the Croatian employment service on the annual state of student employment, surveys from employers and Alumni association. | | | | | | | | |
| 5.4. Informing about the course and contacting the teacher | It is the responsibility of each student to be regularly informed about the course, the coursework, and the classroom activities. All notices of classes or possible adjournment will be published in a timely manner on the e-learning site of the course and on the website of the Polytechnic. Students can contact teachers during the consultation period (at least one hour per week), while for short questions and explanations they can be contacted during class. It is also possible to ask questions by e-mail (from the official e-mail address at @ vus.hr), which will be answered as soon as possible (no later than five working days after receiving the e-mail). | | | | | | | | |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1. **GENERAL INFORMATION** | | | | | | | | | |
| 1.1. Course lecturer | Ivana Bratić, prof., higher lecturer | | 1.8. Course code in ISVU | | | | 201188 | | |
| 1.2. Course title | **English language 4** | | 1.9. Course code in MOZVAG | | | |  | | |
| 1.3. Assistants and/or associates |  | | 1.10. Forms of teaching (number of hours Lecturing +Practical exercises + Seminars + e learning) | | | | (30+0+0) | | |
| 1.4. Study programme (specialist, undergraduate, graduate) | Undergraduate Professional Study of Public Administration | | 1.11. Level of e- learning application (1st, 2nd, 3rd level), percentage of on line course performance (max. 20%) | | | | 1st, course materials are on-line, 0% | | |
| 1.5. Course status (obligatory, optional) | Obligatory | | 1.12. Number of course revisions | | | | 2 | | |
| 1.6. Year of study | 1st | | * 1. Modernization | | | | Yes | | |
| 1.7. Credit score (ECTS) | 3 | | 1.14. Percentage estimate of course changes and/or supplements | | | | Less than 20% X□  More than 20 % □ | | |
| **2. COURSE DESCRIPTION** | | | | | | | | | |
| 2.1. Course objectives | The objective of the course English language 3 is to improve grammatical structures with new vocabulary from the business and legal world and to develop competencies in reading and understanding, as well as communicating and doing presentations in English.  The aim of the course is also to familiarize students with multicultural diversity at European and global level and to develop competencies and skills like; public speaking skills, active listening, writing a business letter (business etiquette) and the basics of negotiation skills. | | | | | | | | |
| 2.2. Terms of course entry and required competences | Four-year secondary education completed; Possession of a Level 4.2 qualification according to the CROQF. Proficiency in English at minimum B1 level. | | | | | | | | |
| 2.3. Learning outcomes on the study programme level | LO8: Use and develop complex written and oral communication in Croatian and English  LO10: Organize and conduct teamwork and critically evaluate the opinions and attitudes of team stakeholders  LO12: Compile and draft acts and submissions and to undertake basic procedural actions in administrative and other legal proceedings as well as in the administrative dispute | | | | | | | | |
| 2.4. Expected learning outcomes on the course level | |  |  | | --- | --- | | **Learning outcomes** accroding to the Bloom`s taxonomy: (up to two verbs per LO) | **Level of LO:**  *1- remembering,*  *2- understanding,*  *3- application,*  *4-analysis,*  *5-evaluation,*  *6-synthesis* | | 1. **Understand** and **apply** the basic terms in legal terminology in English | 2, 3 | | 2. **Retell** and **explain** the texts of business-legal character | 2 | | 3. **Analyze** and **translate** the text from English into Croatian | 4 | | 4. **Give an example** and some of the "legal phenomena" in the British system and **compare** them with those in the Croatian system | 2, 4 | | 5. **Organize** and **conduct** a teamwork | 6 | | 6. **Collect data** and **write** an essay in English | 6 | | 7. **Conclude** and **discuss** a topic covered during the course duration | 5 | | 8. **Write** a business letter in English | 6 | |  |  | | | | | | | | | |
| 2.5. Course content according to detailed curriculum schedule | |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **Constructive allignement** | | | | | | | **no** | **Thematic unit** | **LO of the course** | **Content/teaching methods** | **Evaluation** | **Time** | |  | Introduction into the course and detailed plan | - | Listen to lectures. Work independently on computer, get to know course content and elearning documents. | - | 2 h | |  | Civil litigation; injunctions |  | Students read the text in English. They understand new and unfamiliar vocabulary and professional terms, paraphrase them into English and offer an adequate translation into Croatian. They answer the questions. | At the colloquium or at written and oral exam students can paraphrase or explain English terms by using synonyms and learned vocabulary and offer an adequate Croatian version of those English expressions. They are able to independently translate the text in English and answer the questions. | 4 h | |  | Drafting injunction order |  | Students process the text in English.  They learn about new language structures. They solve tasks. | At the colloquium or at written and oral exam students can paraphrase or explain English terms by using synonyms and learned vocabulary and offer an adequate Croatian version of those English expressions. They are able to independently translate the text in English and answer the questions. | 4 h | |  | Business letters; how to write a business e-mail – Introduction |  | Students listen the lesson.  They compile vocabulary exercises. | At the colloquium or at written and oral exam  students know basic concepts; formal e-mail, informal e-mail; they know how to compose a business letter / email, how to make it visually acceptable, how to properly start and end an email, how to use spelling and expressions in formal mail. | 4 h | |  | Formal e-mails – Job application |  | Students listen the lecture.  They compose business letter. | At the colloquium or at written and oral exam students know to write formal email for job application. | 4 h | |  | How to write a business e-mail; An invitation for a meeting |  | Students listen the lecture.  They compose business letter. | At the colloquium or at written and oral exam students know to write formal email; invitation for a meeting. | 4 h | |  | Business e-mails; Complaints |  | Students read the text in English. They understand new and unfamiliar vocabulary and professional terms, paraphrase them into English and offer an adequate translation into Croatian. They answer the questions. | At the colloquium or at written and oral exam students know to write formal email; complaints to a service or product. | 6 h | |  | Review I |  | Students answer the questions. They write business email. | Students know how to write a business letter in English. | 4 h | |  | Case study |  | Students work in a team. They express themnselves in written form and participate in discussions. | Students can express their opinions in spoken and written language. | 4 h | |  | Breach of contract claim |  | Students read the text in English. They understand new and unfamiliar vocabulary and professional terms, paraphrase them into English and offer an adequate translation into Croatian. They answer the questions. | At the colloquium or at written and oral exam students can paraphrase or explain English terms by using synonyms and learned vocabulary and offer an adequate Croatian version of those English expressions. They are able to independently translate the text in English and answer the questions. | 10 h | |  | Road traffic accident |  | Students read the text in English. They understand new and unfamiliar vocabulary and professional terms, paraphrase them into English and offer an adequate translation into Croatian. They answer the questions. | At the colloquium or at written and oral exam students can paraphrase or explain English terms by using synonyms and learned vocabulary and offer an adequate Croatian version of those English expressions. They are able to independently translate the text in English and answer the questions. | 10 h | |  | Trial |  | Students read the text in English. They understand new and unfamiliar vocabulary and professional terms, paraphrase them into English and offer an adequate translation into Croatian. They answer the questions. | At the colloquium or at written and oral exam students can paraphrase or explain English terms by using synonyms and learned vocabulary and offer an adequate Croatian version of those English expressions. They are able to independently translate the text in English and answer the questions. | 10 h | |  | Case study |  | Students work in a team. They express themnselves in written form and participate in discussions. | Students can express their opinions in spoken and written language. | 4 h | |  | Negotiation |  | Students listen the lecture and participate in discussions. | Students can differentiate the basi principles of negotiation in business world. | 4 h | |  | Review II |  | Students answer the questions and do vocabulary exercises. | At the colloquium or at final exam, students are able to explain and solve tasks related to the legal vocabulary learned during the course and to explain the relevant topic. | 16 h | | | | | | | | | |
| **3. EVALUATION OF STUDENTS` WORK** | | | | | | | | | |
| 3.1. Students` obligations | In accordance with the Regulations on Studying and the Regulations on Student Assessment and Evaluation: for all full-time students attendance of at  least 70%. Part-time students are required to attend classes at least 50%. All students are required to carry calculator and formulae list.  Students who have during the course achieved:   * from 0 - 24,9% ECTS credits- are rated F (unsuccessful) and cannot obtain ECTS credits, and must re-enroll in the next academic year; * from 25 - 49,9% - are assessed by FX (insufficient) and must pass the written exam (test). Written exam (test) can be held in a regular or extraordinary exam period; * more than 50% - students have the right to take the final exam.   Students can take the final exam from the course in two ways: a) during the course of teaching through continuous monitoring of students (active participation in classes and through three colloquia); b) by passing the exam (written and oral part of the exam). | | | | | | | | |
| 3.2. Monitoring student work (enter the share of ECTS credits for each activity so that the total number of ECTS points corresponds to the credit score of the course) | Attendance | 0,5 | | Written exam | 1 (without colloquia) | Project | |  | |
| Experimental work |  | | Research |  | Practical work | |  | |
| Essay |  | | Report |  | Continuous examination | |  | |
| Colloquium | 2 (without written exam) | | Seminar paper |  | Other | |  | |
| Class activity | 0,5 | | Oral exam | 1 (without colloquia) | Other | |  | |
| 3.3. Student workload | Student workload on all bases for 1 ECTS credit is 30 hours in a semester and is estimated as:   1. Attending classes and exercises 45 hours 2. Preparing colloquia or exams through individual work 45 hours | | | | | | | | |
| **4. GRADING SYSTEM** | | | | | | | | | |
| 4.1. Grading seminar papers |  | | | | | | | | |
| 4.2. Grading colloquia/ written and oral exam | |  |  |  | | --- | --- | --- | | **Unsatisfactory** | **Satisfactory** | **Above average** | | Responds by memory, without a deeper understanding. Does not know or apply basic terms and concepts. Does not know how to apply or explain the contents of the course with examples. | Reproduces the basic concepts and without difficulty imparts new knowledge, understands the material, explains the terms and concepts supported with examples. | Knowledge is at the level of analysis, synthesis and evaluation. Observes the principles, accurately and thoroughly explains the content of the material, and logically connects and explains the terms and concepts supported with examples. Finds solutions that were not originally given. Notes correlations with related material. | |  |  |  | | | | | | | | | |
| 4.3. Final grade according to evaluation elements | |  |  |  |  |  | | --- | --- | --- | --- | --- | | Active course attendance | 70-74,9% of attendance | 75-79,9% of attendance | 80-89,9% of attendance | 90-100% of attendance | | 2 points | 5 points | 10 points | 20 points | | Colloquia/ Written exam | 2 | 3 | 4 | 5 | | 50-64,9% | 65-79,9% | 80-89,9% | 90-100% | | 25 points | 30 points | 35 points | 40 points | | Oral exam | 2 | 3 | 5 | 5 | | 25 points | 30 points | 35 points | 40 points | | | | | | | | | |
| 4.3. Final grade according to absolute division | |  |  |  | | --- | --- | --- | | Percentage of acquired knowledge, skills and competences (teaching + final exam) | Numerical grade | ECTS grade | | 90 – 100% | 5 (excellent) | A | | 80 – 89,9% | 4 (very good) | B | | 65 – 79,9% | 3 (good) | C | | 60 – 64,9% | 2 (satisfactory) | D | | 50 – 59,9% | 2 (satisfactory) | E | | | | | | | | | |
| **5. ADDITIONAL COURSE INFORMATION** | | | | | | | | | |
| 5.1. Compulsory literature (available in the library and via other media) | **Title** | | | | | | **Number of copies in the library** | | **Availability via other media** |
| 1. "Legal English", William R. McKay, Helen E. Charlton, Pearson/Longman, 2005. (the mandatory part only applies to the topics described in this implementation plan) | | | | | | 1 | | e-materijal available to all students on Claroline system of the Polytechnic of Šibenik |
| 1. „Osnovna gramatika engleskog jezika“, Ivana Bratić, Veleučilište u Šibeniku, (e-izdanje) (the mandatory part only applies to the topics described in this implementation plan) | | | | | |  | | e-materijal available to all students on Claroline system of the Polytechnic of Šibenik |
| 5.2. Additional literature (at the moment of changes and/or amended of study programme) | "Busine Grammar and Usage", Market Leader, Business English, Peter Strutt, Pearson/Longman, 2000. | | | | | | | | Available on-line |
| 5.3. Quality assurance methods that ensure the acquisition of knowledge, skills and competences | The control of students' work quality and the acquisition of necessary knowledge and skills will be ensured through interactive work. By keeping track of attendance and student activity during classes and provided information on students` progress through short colloquiums and homework, information for further guidance to students will be provided in order to increase the efficiency of their work. Students will be informed about their rights and obligations as well as the methods of work and the required literature.  Indicators of quality assurance system: Student survey, monitoring of annual data from the Croatian employment service on the annual state of student employment, surveys from employers and Alumni association. | | | | | | | | |
| 5.4. Informing about the course and contacting the teacher | It is the responsibility of each student to be regularly informed about the course, the coursework, and the classroom activities. All notices of classes or possible adjournment will be published in a timely manner on the e-learning site of the course and on the website of the Polytechnic. Students can contact teachers during the consultation period (at least one hour per week), while for short questions and explanations they can be contacted during class. It is also possible to ask questions by e-mail (from the official e-mail address at @ vus.hr), which will be answered as soon as possible (no later than five working days after receiving the e-mail). | | | | | | | | |

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| **1.THE INFORMATION** | | | | | | | | | | | | | |
| 1.1. Carriers of the subject | | Ivan Rančić, v. pred | | | 1.7. Credits (ECTS) | | | | 6 | | | | |
| 1.2. Name of the object | | Economic and Communal Law | | | 1.8. Teaching mode (number of hours P + V + S + e-learning) | | | | 45P+15V | | | | |
| 1.3. Contributors | |  | | | 1.9. Level of e-learning (1st, 2nd, 3rd level), percentage of on-line courses (max 20%) | | | |  | | | | |
| 1.4. Study program (professional, specialist graduate professional study) | | Undergraduate Professional Study Program | | | 1.10. The number of changes and / or additions to the course description | | | |  | | | | |
| 1.5. Course status (O, I) | | I | | | 1.10. modernization | | | | □ | | | | |
| 1.6. Year of study | | III | | | 1:11. Estimate the percentage of changes and / or additions to the course program | | | | Less than 20% □ X  Over 20% □ | | | | |
| 2. DESCRIPTION OF THE SUBJECT | | | | | | | | | | | | | |
| 2.1. Course objectives | | The aim of the course is to familiarize students with the basic concepts of economic, utility law, understanding the organization of utility services, analyzing the basic principles related to the functioning of the services, the administrative aspects of utility services in Europe and Croatia. The aim of the course is to introduce students to the issues of public services, utility activities, and to develop their skills in applying the learned knowledge to solve various problems in utility services. | | | | | | | | | | | |
| 2.2. Requirements for enrollment of the course and entrance competencies required for the course | | Requirement for completing the 3rd year of study | | | | | | | | | | | |
| 2.3. The learning outcomes at the level of programs to which the course contributes | | - Link basic concepts of different branches of law and generalize issues of public administration work  - Analyze the impact of social processes on constitutional and administrative systems, particularly the process of globalization, euro-integration, transition, urbanization, regionalization and decentralization  - To manage official potentials, office operations and various administrative processes, and to establish communication with public service users.  - Evaluate the effects of the activities of bodies and organizations of public administration and other authorities at different levels on the lives of citizens  - Organize and implement teamwork, and critically judge the opinions and attitudes of team members  - Individually and responsibly to search, interpret and apply the relevant literature and legal rules for drafting and issuing regulations and acts in administrative and other legal proceedings, administrative disputes and actions of government bodies, ie administrative bodies and organizations, utility societies and institutions  - Organize acts and submissions individually and undertake basic procedural actions in administrative and other legal proceedings and administrative proceedings | | | | | | | | | | | |
| 2.4. Expected learning outcomes at the level of the course (4-10 learning outcomes) | | 1. Analyze economic and municipal law, their relationship with each other and with other branches of law.  2. Categorize the organization of utility services.  3.Make problems in organizations that appear in communal activities.  4. Use different databases on municipal services in Europe and Croatia  5. Analyze basic principles related to the functioning of utility services.  6. Continue simple concession agreements.  7. Valorize and develop the ability to apply learned knowledge to solve various problems in utility services | | | | | | | | | | | |
| 2.5. The content of the course is elaborated in detail by the class teacher | | 1. Generally on Utility Services.  2.Introduction of communal activities.  3.Comparative representation of the performance of the service.  4.Management in the Republic of Croatia  5. Basic Principles for Performing Utilities in the Republic of Croatia  6. The way of performing public utilities.  7.Koncesije  8.Group companies  9. The former institutions  10.Služba  11. Highlight the drive  11. Contract on Commitment of Communal Affairs  12. Communal line  13. Communal line  13. Communal Contributions  14. Municipal Infrastructure  15. Jurisdiction of JLP (R) S in the performance of communal activities | | | | | | | | | | | |
| 2.6. Types of Teaching: | | □ x lectures  x □ Workshops and Workshops  x □ exercises  □ distance education  □ mixed e-learning  □ field teaching | | □ x independent tasks  □ multimedia and network  □ laboratory  □ x mentoring work  □ (buy-in) | | | | 2.7. Comments: | | | | | |
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| 2.8. Obligation of students | | Lectures are performed using a combined method - ex cathedra / case. Theoretical curriculum is presented using computer presentations and handouts, while the practical content segment is presented through an analysis of typical cases, general acts, decisions and judgments to a regular student who is absent from more than 30% of the teaching hours determined by the study program, will be denied the signature will not be able to access the exam. Exercises are also performed with lectures. | | | | | | | | | | | |
| 2.9. Monitoring student work (enter the share of ECTS credits for each activity so that the total number of ECTS points corresponds to the credit score of the course) | | Attending classes | 1,5 | | | Written exam | 2,5 (without collages) | | | Project | |  | |
| Experimental work |  | | | Research |  | | | Practical work | | 0,5 | |
| Essay |  | | | Referat |  | | | Continuous check | |  | |
| colloquia | 2,5 (without written) | | | Seminar work | 0,5 | | | (others to enroll) | |  | |
| Activities in teaching | 0,5 | | | Usmeni test | 0,5 | | | (others to enroll) | |  | |
| Access via other media | We value the acquisition of knowledge, the application of knowledge, participation in lecture discussions, self-fulfillment of tasks. During the academic year there are 2 colloquia with the aim of checking the acquired knowledge and the student is obliged to make practical work related to the utility activities and present it using the legal sources. . | | | | | | | | | | | | |
| 2.11. Compulsory literature (available in the library and through other media) | **Title** | | | | | | | | | | **Number of copies in the library** | | **Access via other media** |
| ANTIĆ, T., Municipal Administrative Law, New Informant, Zagreb, 2008. | | | | | | | | | | 5 | |  |
| Law on Communal Economy | | | | | | | | | |  | | Yes |
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| 2.12. Supplementary literature (at the time of application for amendment and / or amendment of the study program) | . Desanka Sarvan: Communal Contribution, Informator, Zagreb, no. 5203, 2004.  Desanka Sarvan: Utility Economy - de lege ferenda, Informator, Zagreb, no. 5238, 2004 | | | | | | | | | |  | | Yes |
| 2.13. Quality assurance methods that ensure the acquisition of knowledge, skills and competences |  | | | | | | | | | |  | |  |

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| 1. **GENERAL INFORMATION** | | | | | | | | | |
| 1.1. Course lecturer | Vesna Jurin Bakotić, law graduate, a senior lecturer | | 1.8. Course code in ISVU | | | | 142648 | | |
| 1.2. Course title | Land Registry Law | | 1.9. Course code in MOZVAG | | | |  | | |
| 1.3. Assistants and/or associates |  | | 1.10. Forms of teaching (number of hours Lecturing +Practical exercises + Seminars + e learning) | | | | (45+15+0+0) | | |
| 1.4. Study programme (specialist, undergraduate, graduate) | Undergraduate Professional Study Administrative Law | | 1.11. Level of e- learning application (1st, 2nd, 3rd level), percentage of on line course performance (max. 20%) | | | | 1st, course materials are on-line, 0% | | |
| 1.5. Course status (obligatory, optional) | Optional | | 1.12. Number of course revisions | | | | 4 | | |
| 1.6. Year of study | 3st | | * 1. Modernization | | | | Yes | | |
| 1.7. Credit score (ECTS) | 5 | | 1.14. Percentage estimate of course changes and/or supplements | | | | Less than 20% X□  More than 20 % □ | | |
| **2. COURSE DESCRIPTION** | | | | | | | | | |
| 2.1. Course objectives | Enable students to understand the land registry law, since property represents the maximum set of authorizations that belong to a particular person to a particular subject and as such is protected by the Constitution. It may be limited under certain circumstances prescribed by the Law under certain conditions, but it also binds its holder to certain behaviours. Ownership protection is needed for the security that real-world participants need to have in legal traffic. One of the ways of protecting property and some real rights that may be on real estate is realized through land registry law, in particular through land registers, public books in which real estate, real rights and some real property rights are entered, ie certain or relevant for real estate transactions. Also, the aim is to enable students to independently conduct the registration process, ie to provide a solution to the land registry procedure and its implementation. | | | | | | | | |
| 2.2. Terms of course entry and required competences | Conditions for enrollment of the third year of study. Knowledge of basic institutes of real and mandatory law. | | | | | | | | |
| 2.3. Learning outcomes on the study programme level | |  | | --- | | 1. (IU1) Link the basic concepts of different branches of law and generalize the issues of work in public administration | | 2. (IU6) Evaluate the effects on the life of citizens of the actions of bodies and organizations of public administration and other entities at different levels | | 3. (IU10) Organize and conduct teamwork, and critically evaluate the opinions and attitudes of team stakeholders | | 4. (IU11) Independently and responsibly search, interpret and apply relevant literature and legal rules for drafting and enacting regulations and acts in administrative and other legal proceedings, administrative disputes and activities of governing bodies and organizations, utility companies and institutions | | 5. (IU12) Independently draft acts and submissions and take basic procedural steps in administrative and other legal matters procedure and administrative dispute. | | | | | | | | | |
| 2.4. Expected learning outcomes on the course level | |  |  | | --- | --- | | **Learning outcomes** accroding to the Bloom`s taxonomy: (up to two verbs per LO) | **Level of LO:**  *1- remembering,*  *2- understanding,*  *3- application,*  *4-analysis,*  *5-evaluation,*  *6-synthesis* | |  |  | | 1. Define and analyze land law institutes, in theory and in positive law. | 1, 4 | | 2. Categorize and analyze individual land registry rights. | 2, 4 | | 3. To interpret the relevant international, European and domestic law and to decide which of the legal solutions offered is most appropriate for the solution of a particular legal problem. | 2, 5 | | 4. Conduct procedures for establishing legally relevant facts and deciding disputable and uncontested issues in the field of land registry proceedings and apply relevant law to established facts | 6, 3 | | 5. Use different databases on legal sources, case law and relevant legal literature when preparing a decision on different legal issues and present the legal framework within the Land Registry Institution | 4, 6 | | | | | | | | | |
| 2.5. Course content according to detailed curriculum schedule | |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **Constructive allignement** | | | | | | | **no** | **Thematic unit** | **LO of the course** | **Content/teaching methods** | **Evaluation** | **Time** | |  | Introduction into the course and detailed plan. | 1,3,5 | Listen to lectures. In the course of independent work on the computer, they are introduced to the course content and documents on the e-learning page of the course. | In colloquium or the written exam students know to define the basic concepts of land registry law. They analyze the principles in this area of law. They establish and interpret the legal framework of land registry law. | 12 h | |  | Disclosure of Real Property and Real Estate Rights. | 1, 2,3,4,5,6 | Listen to a lecture and read literature. They practice case studies independently and in a team and draw conclusions on the application of legal regulations | In colloquium or the written exam students know to enumerate, differentiate and give an example of the basic sources of land registry law at a colloquium or a written exam, and they can apply the appropriate positive legal regulation to a specific example. | 10 h | |  | Historical overview of the real estate rights publication in the Republic of Croatia. | 1, 2,3,4,5,6 | Listen to a lecture and read literature. They practice case studies independently and in a team and draw conclusions on the application of legal regulations | In colloquium or the written exam students know to define a historical overview of the publication of land registry law. explain the importance of land registry law in the Republic of Croatia, and will be familiar with the Common Cadastral and Land Registry Information System and, through practical examples, enter that system | 10 h | |  | Land Register Law in the Republic of Croatia. | 1, 2,3,4,5,6,7 | Listen to a lecture and read literature. They practice case studies independently and in a team and draw conclusions on the application of legal regulations | In colloquium or a written exam, students know to define and describe the composition of the land register, the landscaping arrangement and the way of functioning that is all that is required to arrange the land register | 12 h | |  | Land Registry. | 1, 2,3,4,5,6 | Llisten to lectures and read literature.  They use multimedia and networking.  During the exercises, they individually explore the content of this topic area by searching the database, and on the basis of it and reading the literature, they create a seminar paper that presents the acquired knowledge and presents their own ideas, and ways to solve problems. | In colloquium or a written exam, they can define and explain the meaning and characteristics of land registers | 12 h | |  | Characteristics of Land Registers. | 1,3,5,6,7 | Listen to a lecture and read literature.  They use multimedia and networking.  During the exercises, they individually explore the content of this topic area by searching the database, and on the basis of it and reading the literature, they create a seminar paper that presents the acquired knowledge and presents their own ideas, and ways to solve problems. | In colloquium or the written exam, students know to define the general ledger, land registry entry, body, subscript, document collection, cadastral map collection, auxiliary land register lists, logbook of land registration submissions, EOP, etc. | 10 h | |  | Composition of land registers. | 1,2, 3,4,5,6,7 | Listen to a lecture and read literature.  They use multimedia and networking.  During the exercises, they individually explore the content of this topic area by searching the database, and on the basis of it and reading the literature, they create a seminar paper that presents the acquired knowledge and presents their own ideas, and ways to solve problems.. | In colloquium or the written and oral exam they know how to define and describe the importance of the property right institute, the concept, characteristics, content, restrictions, types, methods of protection of property rights | 12 h | |  | Principles of land registry planning. | 1, 4,5,6,7 | Listen to a lecture and read literature.  They use multimedia and networking.  During the exercises, they individually explore the content of this topic area by searching the database, and on the basis of it and reading the literature, they create a seminar paper that presents the acquired knowledge and presents their own ideas, and ways to solve problems. | In colloquium or the written and oral exam they know how to define, describe and compare the ownership right with other real rights in someone else's real estate. | 10 h | |  | Land registry entry. | 1, 2,3,4,5,6,7 | Listen to a lecture and read literature.  They use multimedia and networking.  During the exercises, they individually explore the content of this topic area by searching the database, and on the basis of it and reading the literature, they create a seminar paper that presents the acquired knowledge and presents their own ideas, and ways to solve problems. | In colloquium or the written and oral exam they can define and distinguish between enrollment, notation, pre-registration, and through practical examples learn how to distinguish types of enrollment | 10 h | |  | Land registry entry assumptions. | 1,2,3,4,5,6,7 | Listen to a lecture and read literature.  They use multimedia and networking.  During the exercises, they individually explore the content of this topic area by searching the database, and on the basis of it and reading the literature, they create a seminar paper that presents the acquired knowledge and presents their own ideas, and ways to solve problems. | In colloquium or the written and oral exam they can define and describe the prerequisites for a valid entry, pre-registration and notation, and see the differences of the same enrollments in concrete examples | 10 h | |  | Types of land registry entry. | 1, 2,3,4,5,6,7 | Listen to a lecture and read literature. Skills and examples of contracts are independently prepared at the seminar classes | In c colloquium or the written and oral exam they can define and distinguish between enrollment, notation, pre-registration, and through practical examples learn how to distinguish types of enrollment | 10 h | |  | Legal effects of land registry entry. | 1, 2,3,4,5,6,7 | Listen to a lecture and read literature.  They use multimedia and networking.  During the exercises, they individually explore the content of this topic area by searching the database, and on the basis of it and reading the literature, they create a seminar paper that presents the acquired knowledge and presents their own ideas, and ways to solve problems. | In colloquium or written and oral exam they can define and describe the consequences of registration, foreclosure records, notes of personal restrictions on the use of real estate and other effects of enrollment, the importance of the seal, the date and time of receipt of the proposal, and the priority order of enrollment, as well as the problems of it through case law. | 12 h | |  | First order of entry. | 1, 2,3,4,5,6,7 | Listen to a lecture and read literature.  They use multimedia and networking.  During the exercises, they individually explore the content of this topic area by searching the database, and on the basis of it and reading the literature, they create a seminar paper that presents the acquired knowledge and presents their own ideas, and ways to solve problems. | In colloquium or the written and oral exam they know how to define and describe the implementation of the land registry procedure, make necessary decisions and other acts for the purpose of conducting the procedure. | 10 h | |  | Land registry procedure. | 1,2,3,5,6,7, | . Listen to lectures and read literature. | In colloquium or the written and oral exam they can explain and evaluate the specific types of land registration procedures and compare them with the basic procedure. | 10 h | |  | Revision |  | Listen to lectures and and individually prepare for the exam.read literature | - | 30 h | | | | | | | | | |
| **3. EVALUATION OF STUDENTS` WORK** | | | | | | | | | |
| 3.1. Students` obligations | In accordance with the Regulations on Studying and the Regulations on Student Assessment and Evaluation: for all full-time students attendance of at  least 70%. Part-time students are required to attend classes at least 50%. All students are required to carry calculator and formulae list.  Students who have during the course achieved:   * from 0 - 24,9% ECTS credits- are rated F (unsuccessful) and cannot obtain ECTS credits, and must re-enroll in the next academic year; * from 25 - 49,9% - are assessed by FX (insufficient) and must pass the written exam (test). Written exam (test) can be held in a regular or extraordinary exam period; * more than 50% - students have the right to take the final exam.   Students can take the final exam from the course in two ways: a) during the course of teaching through continuous monitoring of students (active participation in classes and through three colloquia); b) by passing the exam (written and oral part of the exam). | | | | | | | | |
| 3.2. Monitoring student work (enter the share of ECTS credits for each activity so that the total number of ECTS points corresponds to the credit score of the course) | Attendance | 1 | | Written exam | 2 (without colloquia) | Project | |  | |
| Experimental work |  | | Research |  | Practical work | |  | |
| Essay |  | | Report |  | Continuous examination | |  | |
| Colloquium | 3 (without written and oral exam) | | Seminar paper | 0,5 | Other | |  | |
| Class activity | 0,5 | | Oral exam | 1 (without colloquia) | Other | |  | |
| 3.3. Student workload | Student workload on all bases for 1 ECTS credit is 30 hours in a semester and is estimated as:   1. Attending classes and exercises 75 hours 2. Creation of seminar work and presentation 15 hours 3. Preparing colloquia or exams through individual work 90 hours | | | | | | | | |
| **4. GRADING SYSTEM** | | | | | | | | | |
| 4.1. Grading seminar papers | |  |  |  |  | | --- | --- | --- | --- | | **The evaluation element** | **Unsatisfactory** | **Satisfactory** | **Above average** | | Organization | The paper is not organized in a logical order and lacks structure. | The paper is well structured with a clear distinction between the introduction, the main body of the text and the conclusion. | The paper is well structured with a clear distinction between the introduction, the main body of the text and the conclusion, which are logically interconnected. | | Terminology, writing style | Words and expressions low in line with official terminology. The writing style is not appropriate, the sentences are too long, of a modest vocabulary and with frequent and repeated grammatical errors.  . | Words and expressions are in line with official terminology. The writing style is appropriate, the sentence structure is clear, the vocabulary is appropriate and there are few grammatical errors | Words and expressions are aligned with official terminology and show an understanding of their meaning. The writing style is excellent, the sentences are clear and concise, the vocabulary is rich and there are no grammatical errors. | | Citing and referencing references | The sources are not listed at all. The references do not fit the topic and show a cursory approach to exploring the topic.. | The sources are listed but incomplete and with errors. The references are relevant to the topic and show a satisfactory research attitude | The sources are accurately, completely and consistently listed.  The references are appropriate, their list is "rich" and comprehensive and shows a detailed research approach. | | | | | | | | | |
| 4.2. Grading colloquia/ written and oral exam | |  |  |  | | --- | --- | --- | | **Unsatisfactory** | **Satisfactory** | **Above average** | | Responds by memory, without a deeper understanding. Does not know or apply basic terms and concepts. Does not know how to apply or explain the contents of the course with examples. | Reproduces the basic concepts and without difficulty imparts new knowledge, understands the material, explains the terms and concepts supported with examples. | Knowledge is at the level of analysis, synthesis and evaluation. Observes the principles, accurately and thoroughly explains the content of the material, and logically connects and explains the terms and concepts supported with examples. Finds solutions that were not originally given. Notes correlations with related material. | |  |  |  | | | | | | | | | |
| 4.3. Final grade according to evaluation elements | |  |  |  |  |  | | --- | --- | --- | --- | --- | | Active course attendance | 70-74,9% of attendance | 75-86% of attendance | 87-100% of attendance | Izrađena mentalna mapa  Riješene studije slučaja | | 2 points | 4 points | 7 points | 3 points | | Seminar paper | 2 | 3 | 4 | 5 | |  | 5 | 7 points | 8 points | 10 points | | Colloquia/ Written exam | 2 | 3 | 4 | 5 | | 50-64,9% | 65-79,9% | 80-89,9% | 90-100% | | 25 points | 30 points | 35 points | 40 points | | Oral exam | 2 | 3 | 5 | 5 | | 25 points | 30 points | 35 points | 40 points | | | | | | | | | |
| 4.3. Final grade according to absolute division | |  |  |  | | --- | --- | --- | | Percentage of acquired knowledge, skills and competences (teaching + final exam) | Numerical grade | ECTS grade | | 90 – 100% | 5 (excellent) | A | | 80 – 89,9% | 4 (very good) | B | | 65 – 79,9% | 3 (good) | C | | 60 – 64,9% | 2 (satisfactory) | D | | 50 – 59,9% | 2 (satisfactory) | E | | | | | | | | | |
| **5. ADDITIONAL COURSE INFORMATION** | | | | | | | | | |
| 5.1. Compulsory literature (available in the library and via other media) | **Title** | | | | | | **Number of copies in the library** | | **Availability via other media** |
| |  | | --- | | Tatjana Josipović, Zemljišnoknjižno pravo, Zagreb, Informator, 2001. | | Tatjana Josipović, Osnove zemljišnoknjižnog prava : priručnik za zemljišnoknjižne službenike, Zagreb, Ministarstvo pravosuđa, lokalne uprave i samouprave, 2003. | | Zakon o zemljišnim knjigama | | Pravilnik o unutarnjem ustroju, vođenju zemljišnih knjiga i obavljanju drugih poslova u zemljišnoknjižnim odjelima sudova (Zemljišnoknjižni poslovnik) (NN broj 81/97., | | Zakon o vlasništvu i drugim stvarnim pravima, | | | | | | | 3  5  1 | |  |
| |  | | --- | |  | | | | | | |  | |  |
| 5.2. Additional literature (at the moment of changes and/or amended of study programme) |  | | | | | | | | |
| 5.3. Quality assurance methods that ensure the acquisition of knowledge, skills and competences | The control of students' work quality and the acquisition of necessary knowledge and skills will be ensured through interactive work. By keeping track of attendance and student activity during classes and provided information on students` progress through short colloquiums and homework, information for further guidance to students will be provided in order to increase the efficiency of their work. Students will be informed about their rights and obligations as well as the methods of work and the required literature.  Indicators of quality assurance system: Student survey, monitoring of annual data from the Croatian employment service on the annual state of student employment, surveys from employers and Alumni association. | | | | | | | | |
| 5.4. Informing about the course and contacting the teacher | It is the responsibility of each student to be regularly informed about the course, the coursework, and the classroom activities. All notices of classes or possible adjournment will be published in a timely manner on the e-learning site of the course and on the website of the Polytechnic. Students can contact teachers during the consultation period (at least one hour per week), while for short questions and explanations they can be contacted during class. It is also possible to ask questions by e-mail (from the official e-mail address at @ vus.hr), which will be answered as soon as possible (no later than five working days after receiving the e-mail). | | | | | | | | |

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| **1-GENERAL INFORMATION** | | | | | | | | | |
| 1.1. Course lecturer | Ljubo Runjić, PhD, Senior Lecturer | | 1.8. Course code in ISVU | | | | 142644  202255 | | |
| 1.2. Course title | Law of international organizations | | 1.9. Course code in MOZVAG | | | |  | | |
| 1.3. Assistants and/or associates |  | | 1.10. Forms of teaching (number of hours Lecturing +Practical exercises + Seminars + e learning) | | | | (45+15+0+0) | | |
| 1.4. Study programme (specialist, undergraduate, graduate) | Undergraduate Professional Study Administrative Law | | 1.11. Level of e- learning application (1st, 2nd, 3rd level), percentage of on line course performance (max. 20%) | | | | 1st, course materials are on-line, 0% | | |
| 1.5. Course status (obligatory, optional) | Obligatory | | 1.12. Number of course revisions | | | | 4 | | |
| 1.6. Year of study | 3rd | | * 1. Modernization | | | | Yes | | |
| 1.7. Credit score (ECTS) | 6 | | 1.14. Percentage estimate of course changes and/or supplements | | | | Less than 20% X  More than 20 % □ | | |
| **2. COURSE DESCRIPTION** | | | | | | | | | |
| 2.1. Course objectives | The aim of the course is to enable students to acquire general and specific knowledge of international organizations - their structure, activities and powers, and to introduce students to the most important international organizations and their position and role in the international legal order. | | | | | | | | |
| 2.2. Terms of course entry and required competences | General conditions required for enrollment in V. semester. Knowledge of fundamental concepts in the field of international public law. | | | | | | | | |
| 2.3. Learning outcomes on the study programme level | LO1: Link the basic concepts of different branches of law and generalize the issues of work in public administration  LO2: To analyze the interferences of international, European and national law  LO3: To analyze and critically evaluate the structure and functioning of the state government in the Republic of Croatia and the structure, bodies and mode of functioning of the European Union, and to evaluate trends in the modern development of public administration.  LO4: To analyze the impact of social processes on the constitutional order and administrative systems, in particular the processes of globalization, euro-integration, transition, urbanization, regionalization and decentralization.  LO8: To use and develop complex written and oral communication in Croatian and English.  LO10: To organize and conduct teamwork, and critically evaluate the opinions and attitudes of team stakeholders | | | | | | | | |
| 2.4. Expected learning outcomes on the course level | |  |  | | --- | --- | | **Learning outcomes** accroding to the Bloom`s taxonomy: (up to two verbs per LO) | **Level of LO:**  *1- remembering,*  *2- understanding,*  *3- application,*  *4-analysis,*  *5-evaluation,*  *6-synthesis* | | 1. To analyze the constituent elements of international organizations. | 4 | | 1. To identify sources of law of international organizations. | 4 | | 1. To distinguish different types of international organizations. | 4 | | 1. To examine the legal obligation of individual acts of international organizations for its member states. | 4 | | 1. To evaluate the role of international organizations in the creation of international law. | 5 | | 1. To evaluate the role of international organizations in regulating existing relations in the international community of recognized entities. | 5 | | 1. To anticipate the development of international organizations' rights, taking into account existing relations in the international community. | 5 | | | | | | | | | |
| 2.5. Course content according to detailed curriculum schedule | |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **Constructive allignement** | | | | | | | **no** | **Thematic unit** | **LO of the course** | **Content/teaching methods** | **Evaluation** | **Time** | |  | Introduction to the course and a detailed teaching plan | - | Listen to a lecture. At the seminar, students are introduced to the course content and documents on the e-learning page of the course by working independently on a computer.  . | - | 3 h | | Introduction - the concept of law of international organizations | 2, 3 | Listen to a lecture and read literature. | At the colloqium or the written / oral exam students can define basic terms of the law of international organizations. | 5 h | |  | Sources of law of international organizations | 2 | Listen to a lecture and read literature. | At the colloquium or the written / oral exam, students can identify the sources of law of international organizations and enumerate the sources in material and formal terms. | 12 h | |  | The concept of international organizations | 1, 3 | Listen to a lecture and read literature. At the exercises students, independently and in a team, analyze the constituent elements of international organizations. | At the colloquium or written / oral exam students can define an international organization, distinguish its constituent elements and explain them individually. | 12 h | |  | Historical development | 5, 6, 7 | Listen to a lecture and read literature. At the exercises students, independently and in a team, give an overview of the historical development of international organizations. | At the colloquium or the written / oral exam students can show the historical development of international organizations in general, and individually the development of the largest universal international organization - the United Nations. | 12 h | |  | Legal subjectivity of international organizations | 1, 2 | Listen to a lecture and read literature. At the exercises students, independently and in a team, study relevant case law - the Bernadotte case before the ICJ | At the colloquium or the written / oral examination, students are able to identify the elements of legal personality, explain the ways of their acquisition in the internal legal orders as well as in the international legal order, and at the same time enumerate the consequences of acquiring a legal personality. | 12 h | |  | Membership of international organizations | 1, 3 | Listen to a lecture and read literature. At the exercises students, independently and in a team, analyze the structure of membership of international organizations. | At the colloquium or written / oral examination, students can identify members of international organizations, distinguish between different categories of membership and enumerate membership rights and obligations. | 12 h | |  | Organs of international organizations | 1, 5 | Listen to a lecture and read literature. At the exercises students, , independently and in a team,simulate the decision-making process in international organizations. | At the colloquium or the written / oral examination, students can explain the organizational structure of international organizations, enumerate particular types of organs and state their composition and powers. | 12 h | |  | Acts of international organizations | 4, 5, 6, 7 | Listen to a lecture and read literature. At the exercises students, independently and in a team, present different types of acts of international organizations. | At the colloquium or the written / oral examination, they can classify the acts of international organizations and explain their impact in the internal legal systems of the member states. | 10 h | |  | Privileges and immunities of international organizations and international civil servants | 6, 7 | Listen to a lecture and read literature. At the exercises students, independently and in a team, analyze Convention on the Privileges and Immunities of the United Nations and Convention on the Privileges and Immunities of the Specialized Institutions of the United Nations. | At the colloquium or written / oral exam students know list and examples to explain certain privileges and immunities of international organizations. | 10 h | |  | International organizations and international legal responsibility | 6, 7 | Listen to a lecture and read literature. At the exercises students, independently and in a team, present examples of case law in which the question of international legal responsibility of international organizations was raised. | At the colloquium or the written / oral exam, students can explain the key institutes of international legal responsibility of international organizations. | 10 h | |  | International organizations and the peaceful settlement of disputes | 5, 6, 7 | Listen to a lecture and read literature. At the exercises students, independently and in a team, handle selected cases. | At the colloquium or the written / oral exam, students can describe and evaluate the role of international organizations in the peaceful settlement of international disputes. | 10 h | |  | Financial issues of international organizations | 1, 2 | Listen to a lecture and read literature. At the exercises students, independently and in a team, discuss ways of financing international organizations. | At the colloquium or the written / oral exam, students are able to enumerate ways of financing international organizations. | 10 h | |  | Termination of international organization and issue of succession | 1, 2 | Listen to a lecture and read literature. At the exercises students, independently and in a team, study examples of succession of international organization. | At the colloquium or written / oral examination, students can list the reasons for termination of an international organization and explain the concept of succession of international organizations. | 10 h | |  | International non-governmental organizations | 3, 5, 6, 7 | Listen to a lecture and read literature. At the exercises students, independently and in a team, analyze the organization, goals and activities of individual international non-governmental organizations. | At the colloquium or written / oral exam students knows list of international non-governmental organizations from different fields of human activity and at the same time show their structure, goals and actions. | 10 h | |  | Certain international organizations - United Nations, United Nations specialized agencies, IAEA, regional organizations | 3, 5, 6, 7 | Listen to a lecture and prepare individually for the exam. At the exercises students, independently and in a team, analyze the organization, goals and activities of certain international organizations. | At the colloquium or written / oral examination, studetns can enumerate the specialized institutions of the United Nations, as well as the most important regional international organizations, while displaying their organization, goals and activities. | 30 h | | | | | | | | | |
| **3. EVALUATION OF STUDENTS` WORK** | | | | | | | | | |
| 3.1. Students` obligations | In accordance with the Regulations on Studying and the Regulations on Student Assessment and Evaluation: for all full-time students attendance of at  least 70%. Part-time students are required to attend classes at least 50%. All students are required to carry calculator and formulae list.  Students who have during the course achieved:   * from 0 - 24,9% ECTS credits- are rated F (unsuccessful) and cannot obtain ECTS credits, and must re-enroll in the next academic year; * from 25 - 49,9% - are assessed by FX (insufficient) and must pass the written exam (test). Written exam (test) can be held in a regular or extraordinary exam period; * more than 50% - students have the right to take the final exam.   Students can take the final exam from the course in two ways: a) during the course of teaching through continuous monitoring of students (active participation in classes and through three colloquia); b) by passing the exam (written and oral part of the exam). | | | | | | | | |
| 3.2. Monitoring student work (enter the share of ECTS credits for each activity so that the total number of ECTS points corresponds to the credit score of the course) | Attendance |  | | Written exam | 2,5 (without colloquia) | Project | |  | |
| Experimental work |  | | Research |  | Practical work | |  | |
| Essay |  | | Report |  | Continuous examination | |  | |
| Colloquium | 5,5 (without written exam) | | Seminar paper |  | Other | |  | |
| Class activity | 0,5 | | Oral exam | 3 (without colloquia) | Other | |  | |
| 3.3. Student workload | Student workload on all bases for 1 ECTS credit is 30 hours in a semester and is estimated as:   1. Attending classes and exercises 60 hours 2. Preparing colloquia or exams through individual work 90 hours | | | | | | | | |
| **4. GRADING SYSTEM** | | | | | | | | | |
| 4.1. Grading seminar papers | |  |  |  |  | | --- | --- | --- | --- | | **The evaluation element** | **Unsatisfactory** | **Satisfactory** | **Above average** | | Organization | The paper is not organized in a logical order and lacks structure. | The paper is well structured with a clear distinction between the introduction, the main body of the text and the conclusion. | The paper is well structured with a clear distinction between the introduction, the main body of the text and the conclusion, which are logically interconnected. | | Terminology, writing style | Words and expressions low in line with official terminology. The writing style is not appropriate, the sentences are too long, of a modest vocabulary and with frequent and repeated grammatical errors. | Words and expressions are in line with official terminology. The writing style is appropriate, the sentence structure is clear, the vocabulary is appropriate and there are few grammatical errors. | Words and expressions are aligned with official terminology and show an understanding of their meaning. The writing style is excellent, the sentences are clear and concise, the vocabulary is rich and there are no grammatical errors. | | Citing and referencing references | The sources are not listed at all. The references do not fit the topic and show a cursory approach to exploring the topic. | The sources are listed but incomplete and with errors. The references are relevant to the topic and show a satisfactory research attitude. | The sources are accurately, completely and consistently listed. The references are appropriate, their list is "rich" and comprehensive and shows a detailed research approach. | | | | | | | | | |
| 4.2. Grading colloquia/ written and oral exam | |  |  |  | | --- | --- | --- | | **Unsatisfactory** | **Satisfactory** | **Above average** | | Responds by memory, without a deeper understanding. Does not know or apply basic terms and concepts. Does not know how to apply or explain the contents of the course with examples. | Reproduces the basic concepts and without difficulty imparts new knowledge, understands the material, explains the terms and concepts supported with examples. | Knowledge is at the level of analysis, synthesis and evaluation. Observes the principles, accurately and thoroughly explains the content of the material, and logically connects and explains the terms and concepts supported with examples. Finds solutions that were not originally given. Notes correlations with related material. | |  |  |  | | | | | | | | | |
| 4.3. Final grade according to evaluation elements | |  |  |  |  |  | | --- | --- | --- | --- | --- | | Active course attendance | 70-75% of attendance | 76-86% of attendance | 87-100% of attendance |  | | 3 points | 5 points | 10 points |  | |  |  |  |  |  | |  |  |  |  | | Colloquia/ Written exam | 2 | 3 | 4 | 5 | | 50-64,9% | 65-79,9% | 80-89,9% | 90-100% | | 27 points | 33 points | 39 points | 45 points | | Oral exam | 2 | 3 | 5 | 5 | |  | 27 points | 33 points | 39 points | 45 points | | | | | | | | | |
| 4.4. Final grade according to absolute division | |  |  |  | | --- | --- | --- | | Percentage of acquired knowledge, skills and competences (teaching + final exam) | Numerical grade | ECTS grade | | 90 – 100% | 5 (excellent) | A | | 80 – 89,9% | 4 (very good) | B | | 65 – 79,9% | 3 (good) | C | | 60 – 64,9% | 2 (satisfactory) | D | | 50 – 59,9% | 2 (satisfactory) | E | | | | | | | | | |
| **5. ADDITIONAL COURSE INFORMATION** | | | | | | | | | |
| 5.1. Compulsory literature (available in the library and via other media) | **Title** | | | | | | **Number of copies in the library** | | **Availability via other media** |
| 1. Runjić, Lj., Pravo međunarodnih organizacija, Rijeka, Libertin, 2019. (odabrana poglavlja) | | | | | | 5 | |  |
| 5.2. Additional literature (at the moment of changes and/or amended of study programme) | 1. Andrassy, J., Bakotić, B., Seršić, M., Vukas, B., Međunarodno pravo 1, Zagreb, Školska knjiga, 2010.  2. Andrassy, J., Bakotić, B., Lapaš, D., Seršić, M., Vukas, B., Međunarodno pravo 2, Zagreb, Školska knjiga, 2012.  3. Degan, V. Đ., Međunarodno pravo, Zagreb, Školska knjiga, 2011.  4. Klabbers, J., An Introduction to International Institutional Law, Cambridge, Cambridge Univerisity Press, 2009  5. Lapaš, D., Pravo međunarodnih organizacija, Zagreb, Narodne novine, 2008.  6. Runjić, Lj., Međunarodnopravni subjektivitet međunarodnih organizama u suvremenom međunarodnom pravu, Veleučilište u Šibeniku, 2016. | | | | | | 5  5  5  5  5  5 | |  |
| 5.3. Quality assurance methods that ensure the acquisition of knowledge, skills and competences | The control of students' work quality and the acquisition of necessary knowledge and skills will be ensured through interactive work. By keeping track of attendance and student activity during classes and provided information on students` progress through short colloquiums and homework, information for further guidance to students will be provided in order to increase the efficiency of their work. Students will be informed about their rights and obligations as well as the methods of work and the required literature.  Indicators of quality assurance system: Student survey, monitoring of annual data from the Croatian employment service on the annual state of student employment, surveys from employers and Alumni association. | | | | | | | | |
| 5.4. Informing about the course and contacting the teacher | It is the responsibility of each student to be regularly informed about the course, the coursework, and the classroom activities. All notices of classes or possible adjournment will be published in a timely manner on the e-learning site of the course and on the website of the Polytechnic. Students can contact teachers during the consultation period (at least one hour per week), while for short questions and explanations they can be contacted during class. It is also possible to ask questions by e-mail (from the official e-mail address at @ vus.hr), which will be answered as soon as possible (no later than five working days after receiving the e-mail). | | | | | | | | |

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| 1. **GENERAL INFORMATION** | | | | | | | | | |
| 1.1. Course lecturer | Ivan Livaja | | 1.8. Course code in ISVU | | | | 142651 | | |
| 1.2. Course title | Databases in administration | | 1.9. Course code in MOZVAG | | | |  | | |
| 1.3. Assistants and/or associates |  | | 1.10. Forms of teaching (number of hours Lecturing +Practical exercises + Seminars + e learning) | | | | (45+15+0+0) | | |
| 1.4. Study programme (specialist, undergraduate, graduate) | Undergraduate Professional Study Administrative Law | | 1.11. Level of e- learning application (1st, 2nd, 3rd level), percentage of on line course performance (max. 20%) | | | | 1st, course materials are on-line, 0% | | |
| 1.5. Course status (obligatory, optional) | Optional | | 1.12. Number of course revisions | | | | 2 | | |
| 1.6. Year of study | 3st | | * 1. Modernization | | | | Yes | | |
| 1.7. Credit score (ECTS) | 6 | | 1.14. Percentage estimate of course changes and/or supplements | | | | Less than 20% X□  More than 20 % □ | | |
| **2. COURSE DESCRIPTION** | | | | | | | | | |
| 2.1. Course objectives | * Understanding database application in shaping business processes in management * Adopting and expanding knowledge in the field through: * Creating documentation in some parts of database in administration * Database Management * Logical data modelling * Organization of data in Database administration * Definingrequirements * Models of databases in social system | | | | | | | | |
| 2.2. Terms of course entry and required competences | 4 year secondary education completed; qualification level 4.2 according to the CROQF. | | | | | | | | |
| 2.3. Learning outcomes on the study programme level | |  | | --- | | LO5: To manage the human resources, office operations and various administrative processes and to establish the communication with different users of public services | | LO7: To analyze and to apply the basic rules in the field of IT administrative law and statistics on solving the expert problems in the area of ​​public administration | | LO8: To use and to develop the complex written and oral communication in Croatian and English language | | LO9: To use specific computer skills in basic and advanced program packages for work in public administration | | LO10: To organize and to implement a team work and to critically evaluate the opinions and attitudes of team members | | | | | | | | | |
| 2.4. Expected learning outcomes on the course level | |  |  | | --- | --- | | **Learning outcomes** accroding to the Bloom`s taxonomy: (up to two verbs per LO) | **Level of LO:**  *1- remembering,*  *2- understanding,*  *3- application,*  *4-analysis,*  *5-evaluation,*  *6-synthesis* | | Define and analyze the application of information technologies in public administration, develop knowledge, skills and attitudes about the structures and organization of databases related to administration and its activity, and apply work with databases in administration. | 4, 5 | | Classify and explain common features, similarities and differences between current and relevant information and communication technologies, and database structure and organization of law | 4, 6 | | Implement database implementation procedures in administration and the judiciary and in other public services. | 3, 5 | | Describe and make a diagram of the relational scheme of simpler databases, and the explanation to determine and plan the internal organization of the concrete. | 2, 5 | | Propose and argue proposals for the application of databases in the administration | 5 | | | | | | | | | |
| 2.5. Course content according to detailed curriculum schedule | |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **Constructive allignement** | | | | | | | **no** | **Thematic unit** | **LO of the course** | **Content/teaching methods** | **Evaluation** | **Time** | |  | Introduction to Databases in administration | - | Listen to lectures. Work independently on computer, get to know course content and elearning documents. | - | 10 h | |  | Introduction to Databases in administration | 5, 8 | Listen to lectures and read literature.  The exercises demonstrate how to solve tasks. Solve exercises. | At the midterm or the written / oral exam define the basic concepts of databases. They analyze databases in the field of administration. | 8 h | |  | Organization of data in administration | 5, 8 | Listen to lectures and read literature.  The exercises demonstrate how to solve tasks. Solve exercises. | At the midterm or written / oral exam, they can define the physical modeling of the database. Practical work created and presented (using computer programs and sources of information technologies independently.) | 8 h | |  | Organization of data in administration | 5, 7 | Listen to lectures and read literature.  The exercises demonstrate how to solve tasks. Solve exercises. | At the midterm or written / oral exam, they can define the physical modeling of the database. Practical work created and presented (using computer programs and sources of information technologies independently.) | 14 h | |  | Relational database management system (DMBS) | 5, 7, 8, 9 | Listen to lectures and read literature.  The exercises demonstrate how to solve tasks. Solve exercises. | At the midterm or written / oral exam, they can define the physical modeling of the database. Practical work created and presented (using computer programs and sources of information technologies independently.) | 12h | |  | Relational database management system (DMBS) | 5, 7, 8, 9, 10 | Write the colloquium. | - | 14 h | |  | Using and maintaining a database | 5, 7, 8, 9, 10 | Listen to lectures and read literature.  The exercises demonstrate how to solve tasks. Solve exercises. | At the midterm or written / oral exam, they can define the physical modeling of the database. Practical work created and presented (using computer programs and sources of information technologies independently.) | 14 h | |  | Conceptual modeling of data | 5, 7, 8, 9, 10 | Listen to lectures and read literature.  The exercises demonstrate how to solve tasks. Solve exercises. | At the midterm or written / oral exam, they can define the physical modeling of the database. Practical work created and presented (using computer programs and sources of information technologies independently.) | 14 h | |  | Logical data modeling | 5, 7, 8, 9, 10 | Listen to lectures and read literature.  The exercises demonstrate how to solve tasks. Solve exercises. | At the midterm or written / oral exam, they can define the physical modeling of the database. Practical work created and presented (using computer programs and sources of information technologies independently.) | 10 h | |  | Physical modeling of data | 5, 7, 8, 9, 10 | Listen to lectures and read literature.  The exercises demonstrate how to solve tasks. Solve exercises. | At the midterm or written / oral exam, they can define the physical modeling of the database. Practical work created and presented (using computer programs and sources of information technologies independently.) | 10 h | |  | Database management in administration | 5, 7, 8, 9, 10 | Listen to lectures and read literature.  The exercises demonstrate how to solve tasks. Solve exercises. | At the midterm or written / oral exam, they can define the physical modeling of the database. Practical work created and presented (using computer programs and sources of information technologies independently.) | 10 h | |  | Database models in the social system | 5, 7, 8, 9, 10 | Listen to lectures and read literature.  The exercises demonstrate how to solve tasks. Solve exercises. | At the midterm or written / oral exam, they can define the physical modeling of the database. Practical work created and presented (using computer programs and sources of information technologies independently.) | 12 h | |  | Introducing and administering database in administration | 5, 7, 8, 9, 10 | Listen to lectures and read literature.  The exercises demonstrate how to solve tasks. Solve exercises. | At the midterm or written / oral exam, they can define the physical modeling of the database. Practical work created and presented (using computer programs and sources of information technologies independently.) | 14 h | |  | Defense and presentation of the seminar, recurrence of colloquia |  | Write the colloquium. | Analysis of seminar papers | 15 h | |  | Defense and presentation of the seminar, recurrence of colloquia |  | Listen to lectures and read literature. | Analysis of seminar papers | 15 h | | | | | | | | | |
| **3. EVALUATION OF STUDENTS` WORK** | | | | | | | | | |
| 3.1. Students` obligations | In accordance with the Regulations on Studying and the Regulations onStudentAssessment and Evaluation: for all full-time students attendance of at  least 70%. Part-time students are required to attend classes at least50%.All students are required to carry calculator and formulae list.  Students who have during the course achieved:   * from 0 - 24,9% ECTS credits- are rated F (unsuccessful) and cannot obtain ECTS credits, and must re-enroll in the next academic year; * from 25 - 49,9% - are assessed by FX (insufficient) and must pass the written exam (test). Written exam (test) can be held in a regular or extraordinary exam period; * more than 50% - students have the right to take the final exam.   Students cantake the final exam from the course in two ways: a) during the course ofteaching through continuous monitoring of students (active participationin classes and through two colloquia); b) by passing the exam (writtenand oralpart of the exam). | | | | | | | | |
| 3.2. Monitoring student work (enter the share of ECTS credits for each activity so that the total number of ECTS points corresponds to the credit score of the course) | Attendance | 2,0 | | Written exam | 3,0 (without colloquia) | Project | |  | |
| Experimental work |  | | Research |  | Practical work | |  | |
| Essay |  | | Report |  | Continuous examination | | 0,5 | |
| Colloquium | 3,0 (without written exam) | | Seminar paper |  | Other | |  | |
| Class activity |  | | Oral exam | 0,5 | Other | |  | |
| 3.3. Student workload | Student workload on all bases for 1 ECTS credit is 30 hours in a semester and is estimated as:   1. Attending classes and exercises 75 hours 2. Preparing colloquia or exams through individual work 105 hours | | | | | | | | |
| **4. GRADING SYSTEM** | | | | | | | | | |
| 4.1. Grading seminar papers |  | | | | | | | | |
| 4.2. Grading colloquia/ written and oral exam | |  |  |  | | --- | --- | --- | | **Unsatisfactory** | **Satisfactory** | **Above average** | | Responds by memory, without a deeper understanding. Does not know or apply basic terms and concepts. Does not know how to apply or explain the contents of the course with examples. | Reproduces the basic concepts and without difficulty imparts new knowledge, understands the material, explains the terms and concepts supported with examples. | Knowledge is at the level of analysis, synthesis and evaluation. Observes the principles, accurately and thoroughly explains the content of the material, and logically connects and explains the terms and concepts supported with examples. Finds solutions that were not originally given. Notes correlations with related material. | |  |  |  | | | | | | | | | |
| 4.3. Final grade according to evaluation elements | |  |  |  |  |  | | --- | --- | --- | --- | --- | | Active course attendance | 70-74,9% of attendance | 75-79,9% of attendance | 80-89,9% of attendance | 90-100% of attendance | | 2 points | 5 points | 10 points | 20 points | | Colloquia/ Written exam | 2 | 3 | 4 | 5 | | 50-64,9% | 65-79,9% | 80-89,9% | 90-100% | | 25 points | 30 points | 35 points | 40 points | | Oral exam | 2 | 3 | 5 | 5 | | 25 points | 30 points | 35 points | 40 points | | | | | | | | | |
| 4.3. Final grade according to absolute division | |  |  |  | | --- | --- | --- | | Percentage of acquired knowledge, skills and competences (teaching + final exam) | Numerical grade | ECTS grade | | 90 – 100% | 5 (excellent) | A | | 80 – 89,9% | 4 (very good) | B | | 65 – 79,9% | 3 (good) | C | | 60 – 64,9% | 2 (satisfactory) | D | | 50 – 59,9% | 2 (satisfactory) | E | | | | | | | | | |
| **5. ADDITIONAL COURSE INFORMATION** | | | | | | | | | |
| 5.1. Compulsory literature (available in the library and via other media) | **Title** | | | | | | **Number of copies in the library** | | **Availability via other media** |
| An Introduction to Database Systems, 8th Edition; C.J. Date; Addison Wesley | | | | | | 7 | |  |
| |  | | --- | |  | | | | | | | 5 | |  |
| 5.2. Additional literature (at the moment of changes and/or amended of study programme) | Teaching material and exercises   |  | | --- | | A First Course in Database Systems; J. D. Ullman, J. Widom; Prentice-Hall; 2007; ISBN: 9780136006374 | | | Database Systems: A Practical Approach to Design, Implementation, and Management; T. M. Connolly, C. E. Begg; Addison Wesley; 2004 | | | | | | | | | | |
| 5.3. Quality assurance methods that ensure the acquisition of knowledge, skills and competences | The control of students' work quality and the acquisition of necessary knowledge and skills will be ensured through interactive work. By keeping track of attendance and student activity during classes and provided information on students` progress through short colloquiums and homework, information for further guidance to students will be provided in order to increase the efficiency of their work. Students will be informed about their rights and obligations as well as the methods of work and the required literature.  Indicators of quality assurance system: Student survey, monitoring of annual data from the Croatian employment service on the annual state of student employment, surveys from employers and Alumni association. | | | | | | | | |
| 5.4. Informing about the course and contacting the teacher | It is the responsibility of each student to be regularly informed about the course, the coursework, and the classroom activities. All notices of classes or possible adjournment will be published in a timely manner on the e-learning site of the course and on the website of the Polytechnic. Students can contact teachers during the consultation period (at least one hour per week), while for short questions and explanations they can be contacted during class. It is also possible to ask questions by e-mail (from the official e-mail address at @ vus.hr), which will be answered as soon as possible (no later than five working days after receiving the e-mail). | | | | | | | | |

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| 1. **GENERAL INFORMATION** | | | | | | | | | |
| 1.1. Course lecturer | Vesna Jurin Bakotić, law graduate, a senior lecturer | | 1.8. Course code in ISVU | | | |  | | |
| 1.2. Course title |  | | 1.9. Course code in MOZVAG | | | |  | | |
| 1.3. Assistants and/or associates | Status rights | | 1.10. Forms of teaching (number of hours Lecturing +Practical exercises + Seminars + e learning) | | | | (45+15+0+0) | | |
| 1.4. Study programme (specialist, undergraduate, graduate) | Undergraduate Professional Study Administrative Law | | 1.11. Level of e- learning application (1st, 2nd, 3rd level), percentage of on line course performance (max. 20%) | | | | 1st, course materials are on-line, 0% | | |
| 1.5. Course status (obligatory, optional) | Optional | | 1.12. Number of course revisions | | | | 1 | | |
| 1.6. Year of study | 3st | | * 1. Modernization | | | | Yes | | |
| 1.7. Credit score (ECTS) | 5 | | 1.14. Percentage estimate of course changes and/or supplements | | | | Less than 20% X□  More than 20 % □ | | |
| **2. COURSE DESCRIPTION** | | | | | | | | | |
| 2.1. Course objectives | The aim of the teaching process is to acquaint students with the institutes of status law, which includes knowledge about the origin of certain status relations, their content, rights and obligations of participants and the manner of their termination and the legal consequences that follow.  This includes in particular the acquisition of knowledge on the legal regulation of marriage, extramarital and same-sex unions, legal relations between parents and children, adoption, guardianship, maintenance between family members, property relations between family members. In addition, the aim is to broaden the students' knowledge of issues related to citizenship, residence and residence of citizens, travel documents of Croatian citizens, personal identification number, identity card, personal name and position of foreigners. | | | | | | | | |
| 2.2. Terms of course entry and required competences | Conditions for enrollment of the third year of study. | | | | | | | | |
| 2.3. Learning outcomes on the study programme level | |  | | --- | | 1. (IU1) Link the basic concepts of different branches of law and generalize the issues of work in public administration | | 2. (IU2) Analyze the interferences of international, European and national law | | 3. (IU6) Evaluate the effects on the life of citizens of the actions of bodies and organizations of public administration and other entities at different levels | | 4. (IU10) Organize and conduct team work and critically evaluate the opinions and attitudes of team stakeholders | | 5. (IU11) Independently and responsibly search, interpret and apply relevant literature and legal rules for drafting and enacting regulations and acts in administrative and other legal proceedings, administrative disputes and activities of governing bodies and organizations, utility companies and institutions | | | | | | | | | |
| 2.4. Expected learning outcomes on the course level | |  |  | | --- | --- | | **Learning outcomes** accroding to the Bloom`s taxonomy: (up to two verbs per LO) | **Level of LO:**  *1- remembering,*  *2- understanding,*  *3- application,*  *4-analysis,*  *5-evaluation,*  *6-synthesis* | |  |  | | 1.Define and analyze the institutes of status law of citizens, in theory and positive law. | 1, 4 | | 2. Categorize and analyze individual status law. | 2, 4 | | 3. To interpret the relevant international, European and domestic law and to decide which of the legal solutions offered is most appropriate for the solution of a particular legal problem. | 2, 5 | | 4. Conduct procedures for establishing legally relevant facts and deciding disputable and uncontested matters in the field of ststus law, and apply relevant law to established facts | 6, 3 | | 5. Use different databases on legal sources, case law and relevant legal literature when preparing a decision on different legal issues and present a legal framework within the status law institute | 4, 6 | | | | | | | | | |
| 2.5. Course content according to detailed curriculum schedule | |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **Constructive allignement** | | | | | | | **no** | **Thematic unit** | **LO of the course** | **Content/teaching methods** | **Evaluation** | **Time** | |  | Introduction into the course and detailed plan.  Contracting a marriage; Forms of marriage (civil and religious) Prerequisites for the existence of marriage, court proceedings and legal consequences of non-existence of marriage; Prerequisites for the validity of marriage | 1,3,5 | Listen to lectures. In the course of independent work on the computer, they are introduced to the course content and documents on the e-learning page of the course. | In colloquium or written and oral exams students define basic terms of Familly Law | 10 h | |  | Personal rights and duties of spouses; The termination of marriage - the basis of termination; marital dispute Death termination; termination of marriage by proclaiming the missing spouse is dying; Divorce - Concept, Divorce and Marital Divorce, Agreed Marriage Divorce, Divorce Causes | 1, 2,3,4,5,6 | Listen to a lecture and read literature. They practice case studies independently and in a team and draw conclusions on the application of legal regulations | In colloquium or written and oral exams students y know can enumerate, differentiate and give personal exams at the colloquium or the written examnd the duties of spouses. They know how to state the basics of marriage and divorce | 8 h | |  | Withdrawal of marriage; Mediation before divorce Extramarital Community; Same -sex communities | 1, 2,3,4,5,6 | Listen to a lecture and read literature. They practice case studies independently and in a team and draw conclusions on the application of legal regulations | In colloquium or the written exam, they know describe the mediation process before the divorce. | 8 h | |  | Historical review of legal arrangements of relationship between parents and children; Family status of the child; Determining Motherhood; Marital paternity; Establishing paternity with recognition | 1, 2,3,4,5,6,7 | Listen to a lecture and read literature. They practice case studies independently and in a team and draw conclusions on the application of legal regulations | In colloquium or writte written examstudents know how to define and describe the historical overview of the legal regulation of the relationship between parents and children, and assess the importance of determining the origin of the child | 10 h | |  | Determination of paternity through court Dispute of motherhood and paternity Legal arrangement of medically assisted fertilization | 1, 2,3,4,5,6 | Llisten to lectures and read literature.  They use multimedia and networking.  During the exercises, they individually explore the content of this topic area by searching the database, and on the basis of it and reading the literature, they create a seminar paper that presents the acquired knowledge and presents their own ideas, and ways to solve problems. | In colloquium or written and oral exams students know know how to define and list and explain the meaning and characteristics of determining the origin of a child | 10 h | |  | Legal arrangement of parents and children relationships; Historical Review, Children`s Rights - Convention on the Children`s rights, Child Welfare | 1,3,5,6,7 | Listen to a lecture and read literature.  They use multimedia and networking.  During the exercises, they individually explore the content of this topic area by searching the database, and on the basis of it and reading the literature, they create a seminar paper that presents the acquired knowledge and presents their own ideas, and ways to solve problems. | In colloquium or written and oral exams students know how to define and explain  legal regulation of parent-child relationships, and state and evaluate the significance of the Conventions. | 8 h | |  | Parental care; legal arrangement of parents and children's relations in the LAW Realization of parental care; jurisdiction of the court; Responsibility of the Social Welfare Centre Measures to protect personal interests of children; Measures to protect the property interests of children | 1,2, 3,4,5,6,7 | Listen to a lecture and read literature.  They use multimedia and networking.  During the exercises, they individually explore the content of this topic area by searching the database, and on the basis of it and reading the literature, they create a seminar paper that presents the acquired knowledge and presents their own ideas, and ways to solve problems.. | In colloquium or written and oral exams students know how to define and and designate the individual institutions responsible for the particular procedure. | 10 h | |  | Adoption - concept and goal Assumption for adopting (passive and active adoptive ability); intergovernmental adoption. | 1, 4,5,6,7 | Listen to a lecture and read literature.  They use multimedia and networking.  During the exercises, they individually explore the content of this topic area by searching the database, and on the basis of it and reading the literature, they create a seminar paper that presents the acquired knowledge and presents their own ideas, and ways to solve problems. | In colloquium or written and oral exams students know how to define and describe the conditions for startup and procedure  implementation of adoption at national and international level. | 8 h | |  | The concept of custody; Contemporary tendencies of the development of custodial institutions Guardianship - basic principles, competence; kind of custody; Legal status of guardian | 1, 2,3,4,5,6,7 | Listen to a lecture and read literature.  They use multimedia and networking.  During the exercises, they individually explore the content of this topic area by searching the database, and on the basis of it and reading the literature, they create a seminar paper that presents the acquired knowledge and presents their own ideas, and ways to solve problems. | In colloquium or written and oral exams students know how to define define and distinguish basic principles, jurisdiction; types of custody | 8 h | |  | Custody of juveniles; Custodian for a special case; Special guardian in child attending procedures - the child's procedural position Denial of Business Ability; custody and parental care for adults  . | 1,2,3,4,5,6,7 | Listen to a lecture and read literature.  They use multimedia and networking.  During the exercises, they individually explore the content of this topic area by searching the database, and on the basis of it and reading the literature, they create a seminar paper that presents the acquired knowledge and presents their own ideas, and ways to solve problems. | In colloquium or written and oral exams students know how to define describe the assumptions for starting the setup process  guardians for minors | 8 h | |  | Citizenship (term, acquisition, termination, dismissal).  Residence, residence | 1,2,3,4,5,6,7 | Listen to a lecture and read literature. Skills and examples of contracts are independently prepared at the seminar classes | In the colloquium or written and oral exam, they know how to define the sources, conditions and authorized bodies related to the concept of citizenship, residence and domicile. | 8 h | |  | Residence | 1,2,3,4,5,6,7 | Listen to a lecture and read literature.  They use multimedia and networking.  During the exercises, they individually explore the content of this topic area by searching the database, and on the basis of it and reading the literature, they create a seminar paper that presents the acquired knowledge and presents their own ideas, and ways to solve problems. | In the colloquium or written and oral exam, they know how to define individual institutes of citizens' status law  Explain and define the role of the competent state bodies regarding the decisions they make in the area of citizenship status. | 10 h | |  | Personal identification number. Personal name. | 1,2,3,4,5,6,7 | Listen to a lecture and read literature.  They use multimedia and networking.  During the exercises, they individually explore the content of this topic area by searching the database, and on the basis of it and reading the literature, they create a seminar paper that presents the acquired knowledge and presents their own ideas, and ways to solve problems. | In the colloquium or written and oral exam, they know how to define the sources, conditions and authorized bodies related to the topic. | 8 h | |  | Strangers, Travel documents | 1,2,3,5,6,7, | Listen to lectures and read literature. | In the colloquium or the written and oral exam they know how to define the sources, conditions and authorized bodies related to travel documents and foreigners. | 8 h | |  | Revision |  | Listen to lectures and and individually prepare for the exam.read literature | - | 30 h | | | | | | | | | |
| **3. EVALUATION OF STUDENTS` WORK** | | | | | | | | | |
| 3.1. Students` obligations | In accordance with the Regulations on Studying and the Regulations on Student Assessment and Evaluation: for all full-time students attendance of at  least 70%. Part-time students are required to attend classes at least 50%. All students are required to carry calculator and formulae list.  Students who have during the course achieved:   * from 0 - 24,9% ECTS credits- are rated F (unsuccessful) and cannot obtain ECTS credits, and must re-enroll in the next academic year; * from 25 - 49,9% - are assessed by FX (insufficient) and must pass the written exam (test). Written exam (test) can be held in a regular or extraordinary exam period; * more than 50% - students have the right to take the final exam.   Students can take the final exam from the course in two ways: a) during the course of teaching through continuous monitoring of students (active participation in classes and through three colloquia); b) by passing the exam (written and oral part of the exam). | | | | | | | | |
| 3.2. Monitoring student work (enter the share of ECTS credits for each activity so that the total number of ECTS points corresponds to the credit score of the course) | Attendance | 1 | | Written exam | 2 (without colloquia) | Project | |  | |
| Experimental work |  | | Research |  | Practical work | |  | |
| Essay |  | | Report |  | Continuous examination | |  | |
| Colloquium | 3 (without written and oral exam) | | Seminar paper | 0,5 | Other | |  | |
| Class activity | 0,5 | | Oral exam | 1 (without colloquia) | Other | |  | |
| 3.3. Student workload | Student workload on all bases for 1 ECTS credit is 30 hours in a semester and is estimated as:   1. Attending classes and exercises 65 hours 2. Creation of seminar work and presentation 10 hours 3. Preparing colloquia or exams through individual work 75 hours | | | | | | | | |
| **4. GRADING SYSTEM** | | | | | | | | | |
| 4.1. Grading seminar papers | |  |  |  |  | | --- | --- | --- | --- | | **The evaluation element** | **Unsatisfactory** | **Satisfactory** | **Above average** | | Organization | The paper is not organized in a logical order and lacks structure. | The paper is well structured with a clear distinction between the introduction, the main body of the text and the conclusion. | The paper is well structured with a clear distinction between the introduction, the main body of the text and the conclusion, which are logically interconnected. | | Terminology, writing style | Words and expressions low in line with official terminology. The writing style is not appropriate, the sentences are too long, of a modest vocabulary and with frequent and repeated grammatical errors.  . | Words and expressions are in line with official terminology. The writing style is appropriate, the sentence structure is clear, the vocabulary is appropriate and there are few grammatical errors | Words and expressions are aligned with official terminology and show an understanding of their meaning. The writing style is excellent, the sentences are clear and concise, the vocabulary is rich and there are no grammatical errors. | | Citing and referencing references | The sources are not listed at all. The references do not fit the topic and show a cursory approach to exploring the topic.. | The sources are listed but incomplete and with errors. The references are relevant to the topic and show a satisfactory research attitude | The sources are accurately, completely and consistently listed.  The references are appropriate, their list is "rich" and comprehensive and shows a detailed research approach. | | | | | | | | | |
| 4.2. Grading colloquia/ written and oral exam | |  |  |  | | --- | --- | --- | | **Unsatisfactory** | **Satisfactory** | **Above average** | | Responds by memory, without a deeper understanding. Does not know or apply basic terms and concepts. Does not know how to apply or explain the contents of the course with examples. | Reproduces the basic concepts and without difficulty imparts new knowledge, understands the material, explains the terms and concepts supported with examples. | Knowledge is at the level of analysis, synthesis and evaluation. Observes the principles, accurately and thoroughly explains the content of the material, and logically connects and explains the terms and concepts supported with examples. Finds solutions that were not originally given. Notes correlations with related material. | |  |  |  | | | | | | | | | |
| 4.3. Final grade according to evaluation elements | |  |  |  |  |  | | --- | --- | --- | --- | --- | | Active course attendance | 70-74,9% of attendance | 75-86% of attendance | 87-100% of attendance | Izrađena mentalna mapa  Riješene studije slučaja | | 2 points | 4 points | 7 points | 3 points | | Seminar paper | 2 | 3 | 4 | 5 | |  | 5 | 7 points | 8 points | 10 points | | Colloquia/ Written exam | 2 | 3 | 4 | 5 | | 50-64,9% | 65-79,9% | 80-89,9% | 90-100% | | 25 points | 30 points | 35 points | 40 points | | Oral exam | 2 | 3 | 5 | 5 | | 25 points | 30 points | 35 points | 40 points | | | | | | | | | |
| 4.3. Final grade according to absolute division | |  |  |  | | --- | --- | --- | | Percentage of acquired knowledge, skills and competences (teaching + final exam) | Numerical grade | ECTS grade | | 90 – 100% | 5 (excellent) | A | | 80 – 89,9% | 4 (very good) | B | | 65 – 79,9% | 3 (good) | C | | 60 – 64,9% | 2 (satisfactory) | D | | 50 – 59,9% | 2 (satisfactory) | E | | | | | | | | | |
| **5. ADDITIONAL COURSE INFORMATION** | | | | | | | | | |
| 5.1. Compulsory literature (available in the library and via other media) | **Title** | | | | | | **Number of copies in the library** | | **Availability via other media** |
| |  | | --- | | 1. Alinčić, M.; Hrabar, D.; Jakovac-Lozić, D.; Korać Graovac, A.: Obiteljsko pravo, Narodne novine, Zagreb, 2007. | | | | | | | 3 | |  |
| |  | | --- | | Obiteljski zakon  Zakon o životnom partnerstvu osoba istog spola  Zakon o ravnopravnosti spolova  Zakon o registriranom partnerstvu osoba istog spola, Narodne novine br. 92/2014.  Zakon o hrvatskom državljanstvu  Zakon o prebivalištu,  Zakon o putnim ispravama hrvatskih državljana  Zakon o osobnoj iskaznici  Zakon o matičnom broju  Zakon o osobnom identifikacijskom broju  Zakon o osobnom imenu  Zakon o strancima | | | | | | |  | | On line |
| 5.2. Additional literature (at the moment of changes and/or amended of study programme) | Alinčić, M.; Bakarić Abramović, A.; Belajec,  V.; Dika, M.; Hrabar, D.; Hrvatin, B.; Jakovac-Lozić, D.; Korać Graovac, A.: Obiteljski zakon - tekst zakona s napomenama, uputama i sudskom praksom, III. izmijenjeno i dopunjeno izdanje, Narodne novine, Zagreb, 2013. | | | | | | | | |
| 5.3. Quality assurance methods that ensure the acquisition of knowledge, skills and competences | The control of students' work quality and the acquisition of necessary knowledge and skills will be ensured through interactive work. By keeping track of attendance and student activity during classes and provided information on students` progress through short colloquiums and homework, information for further guidance to students will be provided in order to increase the efficiency of their work. Students will be informed about their rights and obligations as well as the methods of work and the required literature.  Indicators of quality assurance system: Student survey, monitoring of annual data from the Croatian employment service on the annual state of student employment, surveys from employers and Alumni association. | | | | | | | | |
| 5.4. Informing about the course and contacting the teacher | It is the responsibility of each student to be regularly informed about the course, the coursework, and the classroom activities. All notices of classes or possible adjournment will be published in a timely manner on the e-learning site of the course and on the website of the Polytechnic. Students can contact teachers during the consultation period (at least one hour per week), while for short questions and explanations they can be contacted during class. It is also possible to ask questions by e-mail (from the official e-mail address at @ vus.hr), which will be answered as soon as possible (no later than five working days after receiving the e-mail). | | | | | | | | |

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| 1. **GENERAL INFORMATION** | | | | | | | | | | | | |
| 1.1. Course lecturer | doc. dr. sc. Dragan Zlatović, prof. v. š. | | | 1.7. Credit score (ECTS) | | | | | | 6 | | |
| 1.2. Course title | Management of companies | | | 1.8. Forms of teaching (number of hours Lecturing +Practical exercises + Seminars + e learning) | | | | | | 45L + 15 PE | | |
| 1.3. Assistants and/or associates |  | | | 1.9. Level of e- learning application (1st, 2nd, 3rd level), percentage of on line course performance (max. 20%) | | | | | |  | | |
| 1.4. Study programme (specialist, undergraduate, graduate) | undergraduate | | | * 1. Number of course revisions | | | | | | 2 | | |
| 1.5. Course status (obligatory, optional) | optional | | | * 1. Modernization | | | | | | + | | |
| 1.6. Year of study | III | | | 1.12. Percentage estimate of course changes and/or supplements | | | | | | Less than 20% x  More than 20 % □ | | |
| **2. COURSE DESCRIPTION** | | | | | | | | | | | | |
| 2.1. Course objectives | General and specific knowledge of the system of commercial law in the Republic of Croatia, including general and specific knowledge that enables the understanding and identification of companies, analysis and synthesis of information on companies, developed ability to acquire acquired knowledge in solving various practical problems related to companies, their organization , management and business. | | | | | | | | | | | |
| 2.2. Terms of course entry and required competences | Conditions for enrollment of the third year of study. | | | | | | | | | | | |
| 2.3. Learning outcomes on the study programme level | To link the basic concepts of different branches of the law and to generalize issues of work in public administration  To analyze the interference of international, European and national law  To evaluate how the effects of the activities of bodies and organizations of public administration and other authorities at different levels interfere with the lives of the citizens  To use and to develop the complex written and oral communication in Croatian and English language  To organize and to implement a team work and to critically evaluate the opinions and attitudes of team members  To explore, interpret and apply the relevant literature as well as the proper legal rules for drafting and issuing regulations and acts in administrative and other legal proceedings, administrative disputes and different actions of bodies of the state authority like administrative bodies and organizations, utility companies and other public institutions  To draft acts and submission and to undertake basic procedural actions in the administrative and other legal proceedings and disputes | | | | | | | | | | | |
| 2.4. Expected learning outcomes on the course level | 1. Analyze the rights of companies and commercial law, their relationship with each other and the relationship with other branches of law.  2. Categorize types of companies or trade agreements in Croatian law and explain common features, similarities and differences between individual types of companies in the Republic of Croatia and the EU and the practical reasons for the existence of companies as well as the rights and obligations of the contracting parties in trade agreements.  3. Interpret the applicable law, ascertain which of the legal solutions offered is best suited to the establishment, organization and management of an individual society, to choose optimal contractual solutions to commercial law and to demonstrate the manner of establishment, organization and operation of particular types of companies;  4. Carry out the procedures of establishing legally relevant facts and decision-making on issues in the area of ​​company law and commercial contract law and apply the relevant facts to relevant law  5. Use different databases on legal sources, jurisprudence and relevant legal literature when preparing a decision on various legal issues related to corporate governance and contractual law.  6. Compile drafts of simpler contracts and other founding and general acts of companies and explain these acts, as well as individual trade agreements and plan the internal organization of a particular trading company.  7. Recommend suggestions of optimal forms of companies and contractual relations for a particular situation | | | | | | | | | | | |
| 2.5. Course content according to detailed curriculum schedule | 1. COMMERCIAL LAW AND THE LAW OF ASSOCIATION - commercial law, company law, legal power, corporate governance;  2. GENERAL CHARACTERISTICS OF TRADING UNDERTAKINGS - a trader, an individual trader, a trade company, a subcontractor, a subsidiary, a business, a company, a head office, an entry into the court register, conditions for starting a business;  3. MANAGEMENT AND REPRESENTATION OF COMPANIES - management bases, management entities, management forms, decision-making in a company, representation of companies;  4. PERSONAL COMPANIES - societies, persons, parenting, public companies  5. PERSONAL COMPANIES - a command society, a secret society, an economic interest association;  6. LIMITED LIABIITY COMPANY- concept, establishment, legal relations between members, bodies, simply a limited liability company;  7. PUBLIC LIMITED COMPANY (company limited by shares)- concept, share capital, shares, establishment;   8. PUBLIC LIMITED COMPANY - monistic and dualistic models of corporate government, termination of joint stock companies;   9. SPECIAL CAPITAL COMPANIES - Mutual Insurance Company, Credit Union, Credit Institution, Leasing Company, Factoring Company;  10. EUROPEAN LAW OF COMPANIES – legal source, European society (SE), European Economic Interest Grouping , European Cooperative Society (SCE)  11. RELATED COMPANIES - the term and types of affiliated companies (depending on the ruling, the corporation and the group of companies, the companies with mutual interests, the companies linked to entrepreneurial contracts;  12. STATUS CHANGES AND TERMINATION OF COMPANIES - status changes, transformation, bankruptcy, ways of termination of companies;  13. PARTICIPATION OF WORKERS IN MANAGEMENT OF COMPANIES - Workers 'Council, Workers' Assembly, European Works Council, Employee Representative;  14. INTELLECTUAL CAPITAL MANAGEMENT IN COMPANY - intellectual capital, intellectual property (patent, trademark, design, designation of origin, copyright), trade secret;  15. SPECIAL SOCIETIES IN CROATIAN LAW - Cooperatives, European Cooperatives, Associations, Institutions | | | | | | | | | | | |
| 2.6. Teaching methods | x lectures  □ seminars and workshops  x practical exercises  □ distance education  □ mixed e-learning  x field teaching | | □ independent tasks  □ multimedia and network  □ laboratory  x mentoring  □ other | | | | 2.7. Comments: | | | | | |
|  | | | | | |
| 2.8. Students` obligations | Lectures are performed using a combined method - ex cathedra / case. Theoretical curriculum is presented using computer presentations and handouts, while the practical content segment is presented through an analysis of typical cases, general acts, decisions and court judgments. Through the exercises students are introduced to the basic forms of founding companies. Students become acquainted with the drafting of founding acts and the procedure of registering a company in a court register. Students are required to attend classes. A regular student who is absent from more than 30% of the tuition fees determined by the study program will be denied the signature or will be unable to attend the exam. | | | | | | | | | | | |
| 2.9. Monitoring student work (enter the share of ECTS credits for each activity so that the total number of ECTS points corresponds to the credit score of the course) | Attendance | 1,5 | | | Written exam | 2,5 (without colloquiums) | | Project | | |  | |
| Experimental work |  | | | Research |  | | Practical work | | | 0,5 | |
| Essay |  | | | Report |  | | Continuous examination | | |  | |
| Colloquium | 2,5 (without written exam) | | | Seminar paper | 0,5 | | Other | | |  | |
| Class activity | 0,5 | | | Oral exam | 0,5 | | Other | | |  | |
| 2.10. Grading and evaluating students` work during classes and on the exam | All students are required to make a founding act of limited liability company, using compulsory legal literature and legal sources, forms, independence in search of databases and registers, and use of other sources, jurisprudence and comments. In the practical part of the lessons students are obliged to compile an independent founding act of the company and prepare a form for registering the company in the court register. Students are obliged to develop seminar work in the area of ​​law, especially through analysis of regulations or judicial solutions. During the course of the course, students can write two colloquia for the purpose of checking the knowledge of the part of the material to which the colloquy relates. Students who place both colloquia with a minimum grade are eligible to enroll in the assessment obtained on the basis of the results of the colloquium and seminar work without the need for examinations. They are obliged to apply for the exam in the regular exam period. Students who fail to complete the course through a colloquium will have a final exam in which they must achieve a minimum of 50% + 1 point on a written exam. | | | | | | | | | | | |
| 2.11. Compulsory literature (available in the library and via other media) | **Title** | | | | | | | | **Number of copies in the library** | | | **Availability via other media** |
| ZLATOVIĆ, D., Upravljanje trgovačkim društvima, Libertin naklada, Rijeka, 2014.  Zakon o trgovačkim društvima  Zakon o preuzimanju dioničkih društava  Zakon o sudskom registru | | | | | | | |  | | |  |
| 2.12. Additional litearature (at the moment of changes and/or amended of study programme) | 1. BARBIĆ, J., Pravo društava, I-III, Organizator, Zagreb, 2013.  2. BARBIĆ, J. i dr., Korporativno upravljanje, HUM-CROMA, Zagreb, 2008.  3. PETROVIĆ, S., CERONJA, P., Osnove prava društava, Pravni fakultet u Zagrebu, Zagreb, 2013. | | | | | | | |  | | |  |
| 2.13. Quality assurance methods that ensure the acquisition of knowledge, skills and competences | The control of students' work quality and the acquisition of necessary knowledge and skills will be ensured through interactive work. By keeping track of attendance and student activity during classes and provided information on students` progress through short colloquiums and homework, information for further guidance to students will be provided in order to increase the efficiency of their work. Students will be informed about their rights and obligations as well as the methods of work and the required literature.  Indicators of quality assurance system: Student survey, monitoring of annual data from the Croatian employment service on the annual state of student employment, surveys from employers and Alumni association. | | | | | | | | | | | |

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| 1. **GENERAL INFORMATION NOMOTEHNIKA** | | | | | | | | | | | | | | | | | | | | |
| 1.1. Course lecturer | Ante Galić, LLM Lecturer | | | | | 1.8. Course code in ISVU | | | | | | | | | 201179  202237 | | | | | |
| 1.2. Course title | Administrative systems | | | | | 1.9. Course code in MOZVAG | | | | | | | | |  | | | | | |
| 1.3. Assistants and/or associates | none | | | | | 1.10. Forms of teaching (number of hours Lecturing +Practical exercises + Seminars + e learning) | | | | | | | | | (45+0+15+0) | | | | | |
| 1.4. Study programme (specialist, undergraduate, graduate) | Undergraduate Professional Study Administrative Law | | | | | 1.11. Level of e- learning application (1st, 2nd, 3rd level), percentage of on line course performance (max. 20%) | | | | | | | | | 1st, course materials are on-line, 0% | | | | | |
| 1.5. Course status (obligatory, optional) | Elective | | | | | 1.12. Number of course revisions | | | | | | | | | 4 | | | | | |
| 1.6. Year of study | 3st | | | | | * 1. Modernization | | | | | | | | | Yes | | | | | |
| 1.7. Credit score (ECTS) | 6 | | | | | 1.14. Percentage estimate of course changes and/or supplements | | | | | | | | | Less than 20% X  More than 20 % □ | | | | | |
| **2. COURSE DESCRIPTION** | | | | | | | | | | | | | | | | | | | | |
| 2.1. Course objectives | The aim of the course is to acquaint students with the basics of drafting legal regulations. In this course they acquire basic knowledge about the ways of passing  legal acts, types of legal acts and their hierarchy in state administration bodies, in bodies of local and regional government units, in legal entities with public authority, but also in companies. | | | | | | | | | | | | | | | | | | | |
| 2.2. Terms of course entry and required competences | Conditions for enrollment in the third year of study. | | | | | | | | | | | | | | | | | | | |
| 2.3. Learning outcomes on the study programme level | IU1: Describe nomotechnics as a science of drafting legal regulation  IU2: List and describe legal acts in the Croatian and European legal system  .  IU3: Distinguish between legal regulations issued by state and non-state bodies  IU4: Recognize the preconditions for enacting a legal regulation  IU5: Understand the hierarchy of legal regulations | | | | | | | | | | | | | | | | | | | |
| 2.4. Expected learning outcomes on the course level | |  |  | | --- | --- | | **Learning outcomes** accroding to the Bloom`s taxonomy: (up to two verbs per LO)  Actively participate in the drafting of a specific general and / or individual legal act of a simpler nature  Describe the procedural aspects of drafting and enacting legal regulations, especially within the Croatian legal system  Critically analyze existing legal procedures at different levels of government  Participate in existing consultations with the interested public in the process of adopting legal regulations  Apply nomotechnical principles of drafting legal regulations | **Level of LO:**  *1- remembering,*  *2- understanding,*  *3- application,*  *4-analysis,*  *5-evaluation,*  *6-synthesis* | | | | | | | | | | | | | | | | | | | | |
| 2.5. Course content according to detailed curriculum schedule | **Constructive allignement** | | | | | | | | | | | | | | | | | | | |
| **no** | | **Thematic unit** | | | | **LO of the course** | | | **Content/teaching methods** | | | **Evaluation** | | | | | | | **Potrebno**  **vrijeme** |
|  | | Introduction to the course and a detailed syllabus. | | | | 1 | | | They are listening to a lecture. In seminar classes, they get acquainted with the content of the course and documents on the e-learning page of the course by working independently on a computer. | | | Students will be able to define the term nomotechnics. | | | | | | | 4 sata |
| The concept and the need for the existence of normative activity | | | | 1 | | | They listen to lectures and read literature. In the exercises, independently and in a team, they analyze and make acts / Frontal teaching, Independent exercises, Workshop / group work - written | | | Students will be able to compare and distinguish normative activity from other scientific activities. | | | | | | | 4 sata |
|  | | The concept of rule and legal rule | | | | 1 | | | They listen to lectures and read literature.  During the exercises, they analyze and draft acts independently and in a team  / Frontal classes, Independent exercises, Workshop / group work - written | | | Students will be able to define and describe the rules in general and elaborate the legal rules in particular. | | | | | | | 4 sata |
|  | | Properties of a legal rule. | | | | 2, 4 | | | They listen to lectures and read literature. In the exercises, independently and in a team, they analyze and make acts / Frontal teaching, Independent exercises, Workshop / group work - written | | | Students will be able to explain the meaning of the legal rule and explain the objectives of the legal rule. | | | | | | | 4 sata |
|  | | Methods of drafting legal regulations | | | | 2 | | | They listen to lectures and read literature. In the exercises, independently and in a team, they analyze and make acts / Frontal teaching, Independent exercises, Workshop / group work - written | | | Students will be able to define different methods of drafting legal regulations | | | | | | | 4 sata |
|  | | Regulations and general acts in the Croatian legal system. | | | | 2 | | | They listen to lectures and read literature. In the exercises, independently and in a team, they analyze and make acts / Frontal teaching, Independent exercises, Workshop / group work - written | | | Students will be able to define certain types of legal regulations, as well as legal regulations issued by state and non-state bodies. | | | | | | | 6 sati |
|  | | Principles for drafting legal regulations. | | | | 2, 4 | | | They listen to lectures and read literature. In the exercises, independently and in a team, they analyze and make acts / Frontal teaching, Independent exercises, Workshop / group work - written | | | Students will be able to apply the general principles of nomotechnics in drafting legal regulations. | | | | | | | 4 sata |
|  | | Writing 1st colloquium. | | | | 1 | | |  | | | The student will have a repetition in the first class and a colloquium in the second. | | | | | | | 2 sata |
|  | | Scope and hierarchy of legal regulations | | | | 3 | | | They listen to lectures and read literature. In the exercises, independently and in a team, they analyze and make acts / Frontal teaching, Independent exercises, Workshop / group work - written | | | The student will be able to distinguish the volume in technical from the volume in terms of content, and will be able to categorize legal regulations by legal force | | | | | | | 4 sata |
|  | | Prerequisites for the adoption and drafting of legal regulations | | | | 4 | | | They listen to lectures and read literature.  In the exercises, independently and in a team, they analyze and make acts / Frontal teaching, Independent exercises, Workshop / group work - written | | | Students will be able to state and explain the importance of certain objective and subjective assumptions for the development of legal regulations. | | | | | | | 4 sati |
|  | | Drafting and form of the final text of the legal regulation | | | | 5 | | | They listen to lectures and read literature.  In the exercises, independently and in a team, they analyze and make acts / Frontal teaching, Independent exercises, Workshop / group work - written | | | The student will be able to define parts of the final text of the legal regulation, and the form of the legal regulation that shapes its content. | | | | | | | 6 sati |
|  | | Amendments and consolidated text of the legal regulation. | | | | 1 | | | They listen to lectures and read literature.  During the exercises, they analyze and draft acts independently and in a team | | | The student will be able to distinguish changes from amendments to the legal regulation, and how the consolidated text of the legal regulation is performed. | | | | | | | 6 sati |
|  | | Corrections to legal regulations. | | | | 1 | | | They listen to lectures and read literature. In the exercises, independently and in a team, they analyze and make acts / Frontal teaching, Independent exercises, Workshop / group work - written | | | Students will be able to explain how legal corrections are made | | | | | | | 4 sati |
|  | | Legal acts in the European legal system. Writing the 2nd Colloquium. | | | | 5 | | | They listen to lectures and read literature. At the seminars, they examine the structure of the state administration in the Republic of Croatia independently and in a team. / Frontal classes, Independent exercises, Workshop / group work - written | | | The first part of the class will have a lecture on certain types of legal acts in the European legal system, and the second part of writing a colloquium | | | | | | | 4 sati |
| **3. EVALUATION OF STUDENTS` WORK** | | | | | | | | | | | | | | | | | | | | |
| 3.1. Students` obligations | In accordance with the Ordinance on studying and the Ordinance on assessment and evaluation of student work: for all full-time students attendance at  a minimum of 70%. Part-time students are required to attend classes at least 50%. All students must prepare, present and positively colloquize a seminar paper.  Students who achieved during the course:  • From 0 - 24.9% of ECTS credits - are graded F (unsuccessful) and cannot acquire ECTS credits, and must re-enroll in the course in the next academic year;  • From 25 to 49.9% - they are graded FX (insufficient) and must pass and pass a written exam (test). The written exam (test) can be held in a regular or  extraordinary exam period;  • More than 50% - students have the right to access the final exam of the course.  Students can pass the final exam in the course in two ways: a) during classes through continuous monitoring of students (active participation in classes and the  preparation and presentation of seminar papers and two colloquia); b) during classes (active participation in classes and preparation and presentation of seminar  work) and taking exams (written and oral exam). | | | | | | | | | | | | | | | | | | | |
| 3.2. Monitoring student work (enter the share of ECTS credits for each activity so that the total number of ECTS points corresponds to the credit score of the course) | Attendance | | | | 2.5 | | | Written exam | | | 2 (without colloquia) | | | Projekt | | | |  | | |
| Experimental work | | | |  | | | Research | | |  | | | Praktični rad | | | | 0.5 | | |
| Essay | | | |  | | | Report | | |  | | | Kontinuirana provjera | | | |  | | |
| Colloquium | | | | 2 (without a written exam) | | | Seminar paper | | |  | | | (ostalo upisati) | | | |  | | |
| Class activity | | | |  | | | Oral exam | | | 1 (without colloquia)) | | | (ostalo upisati) | | | |  | | |
| 3.3. Student workload | Student workload on all bases for 1 ECTS credit is 30 hours in a semester and is estimated as:   |  |  | | --- | --- | | ***Obligation*** | ***Hours (estimate)*** | | Class attendance | 60 | | Preparation of seminar paper and presentation | 20 | | Preparation for the colloquium / exam through independent learning | 100 | |  | | | | | | | | | | | | | | | | | | | | | |
| **4. GRADING SYSTEM** | | | | | | | | | | | | | | | | | | | | |
| 4.1. Grading seminar papers | |  |  |  |  | | --- | --- | --- | --- | | **The evaluation element** | **Unsatisfactory** | **Satisfactory** | **Above average** | | Organization | The paper is not  organized in a logical order and lacks structure. | The paper is well structured  with a clear distinction between the introduction, the main body of the text and the conclusion. | The paper is well structured with a clear distinction between  the introduction, the main body of the text and the conclusion, which are logically interconnected. | | Terminology, writing style | Words and expressions  low in line with official  terminology. The writing style is not appropriate, the sentences are too long, of a modest vocabulary and  with frequent and repeated grammatical errors. | Words and expressions are  in line with official terminology. The writing style is appropriate, the sentence structure is clear, the vocabulary is appropriate and there are few grammatical errors. | Words and expressions are aligned with official terminology and show an understanding of their meaning. The writing style is excellent,  the sentences are clear and concise, the vocabulary is rich and  there are no grammatical errors. | | Citing and referencing references | The sources are not  listed at all. The  references do not fit the topic and show a cursory approach to  exploring the topic. | The sources are listed but  incomplete and with errors.  The references are relevant to  the topic and show a satisfactory research attitude. | The sources are accurately, completely and consistently listed.  The references are appropriate, their list is "rich" and comprehensive  and shows a detailed research approach. | | | | | | | | | | | | | | | | | | | | |
| 4.2. Grading colloquia/ written and oral exam | |  |  |  | | --- | --- | --- | | **Unsatisfactory** | **Satisfactory** | **Above average** | | Responds by memory, without a deeper understanding. Does not know or apply basic terms and concepts. Does not know how to apply or explain the contents of the  course with examples. | Reproduces the basic concepts and without difficulty imparts new knowledge,  understands the material, explains the terms and concepts supported with examples. | Knowledge is at the level of analysis, synthesis and evaluation. Observes the principles,  accurately and thoroughly explains the content of the material, and logically connects and  explains the terms and concepts supported with examples. Finds solutions that were not originally given. Notes correlations with related material. | | | | | | | | | | | | | | | | | | | | |
| 4.3. Final grade according to evaluation elements | Active course attendance | | | 70-75% of attendance | | | | | 76-86% of attendance | | | 87-100% of attendance | | | | |  | | | |
| 3 points | | | | | 5 points | | | 10 points | | | | |  | | | |
| Seminar paper | | | 2 | | | | | 3 | | | 4 | | | | | 5 | | | |
| 5 points | | | | | 8 points | | | 9 points | | | | | 10 bodova | | | |
| Colloquia/ Written exam | | | 2 | | | | | 3 | | | 4 | | | | | 5 | | | |
| 50-64,9% | | | | | 65-79,9% | | | 80-89,9% | | | | | 90-100% | | | |
| 25 points | | | | | 30 points | | | 35 points | | | | | 40 bodova | | | |
| Oral exam | | | 2 | | | | | 3 | | | 5 | | | | | 5 | | | |
| 25 points | | | | | 30 points | | | 35 points | | | | | 40 bodova | | | |
| 4.4. Final grade according to absolute division | |  |  |  | | --- | --- | --- | | Percentage of acquired knowledge, skills and competences (teaching + final exam) | Numerical grade | ECTS grade | | 90 – 100% | 5 (excellent) | A | | 80 – 89,9% | 4 (very good) | B | | 65 – 79,9% | 3 (good) | C | | 60 – 64,9% | 2 (satisfactory) | D | | 50 – 59,9% | 2 (satisfactory) | E | | | | | | | | | | | | | | | | | | | | |
| **5. ADDITIONAL COURSE INFORMATION** | | | | | | | | | | | | | | | | | | | | |
| 5.1. Compulsory literature (available in the library and via other media) | | Title | | | | | | | | | | | | | | Broj primjeraka u knjižnici | | | Dostupnost  putem ostalih medija | |
| 1. Borković Ivo, Nomotehnika, Pravni fakultet u Splitu i Pravni fakultet u Osijeku, Split, 1996. 2. Vuković, M., Vuković, Đ., Znanost o izradi pravnih propisa, Nomotehnika, Četvrto, izmjenjeno i dopunjeno izdanje, Informator, 1997. 3. Jedinstvena metodološko-nomotehnička pravila za izradu akata koje donosi Hrvatski sabor „Narodne novine“74/15 4. Ustav Republike Hrvatske , Narodne novine 85/10 5. Ustavni zakon o Ustavnom sudu Republike Hrvatske, "Narodne novine" br. 99/99., 29/02. 6. Zakon o Vladi Republike Hrvatske, "Narodne novine" br. 150/11., 119/14., 93/16., 116/18. | | | | | | | | | | | | | |  | | | -  dostupno online | |
| 5.2. Additional literature (at the moment of changes and/or amended of study programme) | | 1. Poslovnik Ustavnog suda Republike Hrvatske, "Narodne novine" br. 181/03., 16/06., 30/08., 123/09., 63/10., 121/10., 19/13., 37/14., 2/15.  2. Poslovnik Hrvatskog sabora, "Narodne novine" br. 81/13., 113/16., 69/17., 29/18., 53/20.  3. Poslovnik Vlade Republike Hrvatske, "Narodne novine" br. 154/11., 121/12., 7/13., 61/15., 99/16., 57/17., 87/19.  4. Statut županije  5. Statut grada | | | | | | | | | | | | | |  | | | -  -  dostupno online  - | |
| 5.3. Quality assurance methods that ensure the acquisition of knowledge, skills and competences | | The control of students' work quality and the acquisition of necessary knowledge and skills will be ensured through interactive work. By keeping track of attendance and student activity during classes and provided information on students` progress through short colloquiums and homework, information for further guidance to students will be provided in order to increase the efficiency of their work. Students will be informed about their rights and obligations as well as the methods of work and the required literature.  Indicators of quality assurance system: Student survey, monitoring of annual data from the Croatian employment service on the annual state of student employment, surveys from employers and Alumni association. | | | | | | | | | | | | | | | | | | |
| 5.4. Informing about the course and contacting the teacher | | It is the responsibility of each student to be regularly informed about the course, the coursework, and the classroom activities. All notices of classes or possible adjournment will be published in a timely manner on the e-learning site of the course and on the website of the Polytechnic. Students can contact teachers during the consultation period (at least one hour per week), while for short questions and explanations they can be contacted during class. It is also possible to ask questions by e-mail (from the official e-mail address at @ vus.hr), which will be answered as soon as possible (no later than five working days after receiving the e-mail). | | | | | | | | | | | | | | | | | | |

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| **1. GENERAL INFORMATION ON THE SUBJECT** | | | | | | | | | | | | | | | | | | | | | | | |
| 1.1Course Title | | | | Public relations and communication in public administration | | | | | | 1.8. Course code in ISVU | | | | | | | |  | | | | | |
| 1.2. Course holder | | | | dr.sc. Zdravko Kedžo, senior lecturer | | | | | | 1.9. Course code in MOZVAG | | | | | | | |  | | | | | |
| 1.3. associates | | | | none | | | | | | 1.10. Way of teaching (number of hours: L+E+S+eLearning) | | | | | | | | (30+15+0) | | | | | |
| 1.4. Study program (professional, specialist graduate professional study) | | | | professional | | | | | | 1.11. Application level of eLearning (1.,2.,3. level),  Percentage of courses taken online  (max. 20%) | | | | | | | | 1. level – materials available online  0% | | | | | |
| 1.Course status (O, I) | | | | 0 | | | | | | 1.12. Ordinal number of changes and / or additions to the course description | | | | | | | | 5 | | | | | |
| 1.6. Year of study | | | | 3 (VI semester) | | | | | | 1.13. Modernization | | | | | | | | □ yes no | | | | | |
| 1.7. Point value (ECTS) | | | | 5 | | | | | | 1.14. Percentage estimate of changes and / or additions  in course program | | | | | | | | Less than 20% □  More than 20 % □ | | | | | |
| **2. SUBJECT DESCRIPTION** | | | | | | | | | | | | | | | | | | | | | | | |
| 2.1. Course objectives | | | The goal is that students based on theoretical knowledge and case studies:  . Gain knowledge of the basic concepts and laws of public relations  • Understand the importance that this profession has (or may have) in the public sector  • Gain theoretical knowledge about different presentation techniques and tools, but also master their training in order for participants to adopt a more efficient and convincing presentation;  • Be able to use applied knowledge of how to plan and manage communications,  • Overcoming fear and anxiety as well as gaining self-confidence and security in public speaking and presentation; introducing students to the most important aspects but also the relationships of verbal and nonverbal communication  • Mastering the skills of organizing meetings, publicity and presentation, as well as the ability to create a crisis and communication plan. | | | | | | | | | | | | | | | | | | | | |
| 2.2. Course enrollment requirements and entry competencies required for the course | | | Completed undergraduate studies | | | | | | | | | | | | | | | | | | | | |
| 2.3. Learning outcomes at the program level to which the course contributes | | | LO1: Use and connect professional terms in the field of public relations in written and oral communication with the professional public in Croatian and English. | | | | | | | | | | | | | | | | | | | | |
| LO2: Independently and responsibly search, interpret and integrate the relevant literature needed to draw conclusions. | | | | | | | | | | | | | | | | | | | | |
| LO3: Apply knowledge in the field of social sciences and communication to problems in the field of various skills and tools in public relations in public administrations | | | | | | | | | | | | | | | | | | | | |
| LO4: Analyze and interpret relevant facts from the area of ​​general and specific public relations needed to draw conclusions. | | | | | | | | | | | | | | | | | | | | |
| LO5: Identify, anticipate and propose solutions to improve and more effectively apply different models of communication with the public as stakeholders in public administrations | | | | | | | | | | | | | | | | | | | | |
| LO6: Monitor trends in the development of presentation skills and public appearances in all forms of public action | | | | | | | | | | | | | | | | | | | | |
| 2.4. Expected learning outcomes at the course level (4-10 learning outcomes) | | | ***Learning outcomes according to Bloom's taxonomy:***  ***(up to two verbs per LO)*** | | | | | | | | | | | | | | | | | | **LO LEVEL:**  *1- recollection,*  *2- understanding,*  *3- application,*  *4-analysis,*  *5-evaluation,*  *6-synthesis* | | |
| 1. Argue and detect the importance PR of in the modern public sector as well as the importance of media presentation of the public sector | | | | | | | | | | | | | | | | | | 1,2 | | |
| 2. Select and creatively use the basic concepts of PR in designing a PR strategy for a specific organization in the public sector. | | | | | | | | | | | | | | | | | | 2,3 | | |
| 3. Select and creatively use techniques and strategies for creating public identity | | | | | | | | | | | | | | | | | | 3 | | |
| 4. Write and explain the principles, competencies and models of modern communication activities, communication content and presentation skills | | | | | | | | | | | | | | | | | | 3,4 | | |
| 5. Recognize typical mistakes in public appearances and master avoidance techniques; | | | | | | | | | | | | | | | | | | 4 | | |
| 6. Analyze and apply internal communication and public speaki | | | | | | | | | | | | | | | | | | 4,5 | | |
| 7. Select and creatively use information placement skills through different channels to different audiences. | | | | | | | | | | | | | | | | | | 5 | | |
| 8. Select and creatively use techniques to create a crisis communication plan and simulate communication management during a crisis. | | | | | | | | | | | | | | | | | | 5,6 | | |
| 9. Identify, analyze, discover and evaluate the correct and incorrect structure and order of effective presentation and the rules of clear concise and convincing argumentation | | | | | | | | | | | | | | | | | | 6 | | |
|  | | | 10. Evaluate and apply selected models of public appearances and presentations to "difficult audiences" | | | | | | | | | | | | | | | | | |  | | |
| .5. Course content elaborated in detail according to the weekly schedule | | **Constructive alignment** | | | | | | | | | | | | | | | | | | | | | |
| **Ordinal number** | | | **Thematic unit** | | | **Course LO** | | | | **Content / teaching method** | | | **Evaluation** | | | | | | | | **Time nedeed** |
|  | | | Introduction to the course and a detailed teaching curriculum. | | | - | | | | Students listen to lectures. | | | - | | | | | | | | 2 hours |
| Basic principles and models in communication sciences; message types; | | | 1, | | | | Students listen to lectures and read literature. | | | At the colloquium or written and oral exam, they define the basic concepts. They describe the place and role of communication as a science, recognize and describe the types of messages and models of public communication. | | | | | | | | 4 |
|  | | | Rules of preparation for public appearance and presentation | | | 1, | | | | Students listen to lectures and read literature. | | | At the colloquium or written and oral exam, they can enumerate, differentiate and give an example of good and unsuccessful public appearances due to (in) adequate preparations. | | | | | | | | 4 |
|  | | | Types of public relations in public administration | | | 1, 2 | | | | Students listen to lectures and read literature. | | | At the colloquium or written and oral exam, they know how to define and describe the importance of analyzing the audience and the necessary adjustment of presentation skills according to the reach and capabilities of the recipients of messages. | | | | | | | | 4 |
|  | | | Analysis of the audience and their expectations from public administrations | | | 3, 4 | | | | Students listen to lectures and read literature. In the seminar classes, individually and in pairs, they solve case studies, which show the acquisition of previously acquired knowledge and present the acquired knowledge and their own ideas, discuss problems. | | | At the colloquium or written and oral exam, they know how to define what stage fright is, how it occurs, what are the most effective ways to combat it, and how much and why the fear of public appearance is justified.  Case study solved. | | | | | | | | **10** |
|  | | | Overcoming of fear and stage freight | | | 3,4 | | | | Students listen to lectures and read literature.  At the seminar classes, individually and in groups, they research the content of this thematic topic and, based on research and practical exercises, prepare a seminar paper which presents the acquired knowledge and presents their own ideas and ways to solve problems. | | | At the colloquium or written and oral exam, they know how to define and describe basic concepts, but also the skills of gaining the necessary self-confidence in various public appearances.  Prepared and presented seminar paper (independent use of computer programs). | | | | | | | | **10** |
|  | | | Proper use of speech and body in public speaking | | | 2,3,4 | | | | Students listen to lectures and read literature.  At the seminar classes, they research the content of this thematic area and, on the basis of theoretical assumptions and completed practical exercises, prepare a seminar paper which presents the acquired knowledge and presents their own ideas. | | | At the colloquium or written and oral exam, they know how to define and describe, but also practically present all the most important characteristics of verbal and non-verbal communication in public appearances and presentation skills.  Prepared and presented seminar paper (independent use of computer programs). | | | | | | | | 8 |
|  | | | Verbal tools in presentation. Voice as a tool in public speaking and presentation | | | 3, 4, 5 | | | | Students listen to lectures and read literature.  In the seminar classes, they individually research the content of this thematic area by searching the database and on the basis of it and the read literature they make a seminar paper which presents the acquired knowledge and presents their own ideas and ways to solve problems. | | | At the colloquium or written and oral exam, they can define and describe the characteristics and forms of verbal public appearances and list and describe all the features and possible shortcomings of the voice as a powerful tool in all public verbal appearances.  Prepared and presented seminar paper (independent use of computer programs). | | | | | | | | 10 |
|  | | | Structure and order of effective presentation - rules of clear and convincing argumentation | | | 3, 4, 5 | | | | Students listen to lectures and read literature.  In the seminar classes, individually and in groups, they research the content of this thematic area and prepare a seminar paper which presents the acquired knowledge and presents their own ideas and ways to solve problems. | | | At the colloquium or written and oral exam, they know how to define the structure of public appearances and legality in the order of presentation skills and describe the types and necessary rules that achieve clarity and persuasiveness of message transmission.  Prepared and presented seminar paper (independent use of computer programs | | | | | | | | 4 |
|  | | | Typical mistakes in public appearances | | | 4, 5 | | | | Students listen to lectures and read literature.  In the seminar classes, individually and in groups, they research the content of this thematic area and prepare a seminar paper which presents the acquired knowledge and presents their own ideas and ways to solve problems. | | | At the colloquium or written and oral exam, they can identify, define and describe common mistakes in public appearances as well as the most common reasons for their occurrence as well as suggestions for their avoidance.  Prepared and presented seminar paper (independent use of computer programs  . | | | | | | | | 6 |
|  | | | Using different communication channels to relate to different audiences | | | 4, 5 | | | | Students listen to lectures and read literature.  In seminar classes, they solve a case study. | | | . At the colloquium or written and oral exam, they can define and describe the basic concepts of adopted norms and established but also official rules on dress, make-up and generally appearance suitable for different types of public appearances. Also, distinguish the appropriateness of different aids as tools in presentation skills | | | | | | | | 8 |
|  | | | What about “heavy" audience | | | 4, 5, | | | | Students listen to lectures and read literature. In seminar classes, they solve a case study. | | | At the colloquium or written and oral exam, they can define and describe the basic concepts of the types and characteristics of different audiences and predict their possible behaviors as recipients of messages in public appearances.  Case study solved. | | | | | | | | 8 |
|  | | | Use of media as a condition of communication in public | | | 5, 6,7 | | | | Students listen to lectures and read literature.  They use multimedia and networking.  In the seminar classes, they individually research the content of this thematic area and prepare a seminar paper which presents the acquired knowledge and presents their own ideas and ways to solve problems. | | | They listen to lectures and read literature.  They use multimedia and networking.  In the seminar classes, they individually research the content of this thematic area and prepare a seminar paper which presents the acquired knowledge and presents their own ideas and ways to solve problems. | | | | | | | | 10 |
|  | | | Crisis communication in public administration | | | 7,8,9 | | | | Students listen to lectures and read literature.  In the seminar classes, individually and in groups, they prepare work in which they present the acquired knowledge and present their own ideas and ways to solve problems. | | | At the colloquium or written and oral exam, they know how to define and describe basic concepts and clearly know how to distinguish elements of learned craft skills from the usually wrong assumptions about talent as the only and most important element of presentation skills.  Prepared and presented seminar paper (independent use of computer programs). | | | | | | | | 6 |
|  | | | Public relations and public appearances in a social, artistic, business and political context | | | 8,9,10 | | | | Students listen to lectures and read literature. | | | At the colloquium or written and oral exam, they can describe and critically judge the importance and success of public appearances and especially presentation skills in these and many other social and business environments. | | | | | | | | 6 |
|  | | | Concluding remarks. Repetition and exam preparation. | | |  | | | | Students listen to the lecture and prepare individually for the exam. | | |  | | | | | | | | 20 |
| **3.STUDENT WORK EVALUATION** | | | | | | | | | | | | | | | | | | | | | | | |
| 3.1. Student obligations | | *In accordance with the Ordinance on studying and the Ordinance on grading and evaluation of student work: for all full-time students, attendance at a minimum of 70%. Part-time students are required to attend classes at least 50%. All students must prepare, present and positively colloquize a seminar paper.*  *Students who achieved during the course:*   * From 0 - 24.9% of ECTS credits - are graded F (unsuccessful) and cannot acquire ECTS credits, and must re-enroll in the course in the next academic year; * From 25 to 49.9% - they are graded FX (insufficient) and must pass and pass a written exam (test). The written exam (test) can be held in a regular or extraordinary exam period;   **.** More than 50% - students have the right to access the final exam of the course.  Students can pass the final exam from the course in two ways: a) during classes through continuous monitoring of students (active participation in classes and making a mental map and solving case studies, making and presenting a seminar paper and two colloquia); b) during classes (active participation in classes and preparation of a mental map and solving case studies, preparation and presentation of seminar work) and taking exams (written and oral part of the exam). | | | | | | | | | | | | | | | | | | | | | |
| 3.2. Student work monitoring (enter the share of ECTS credits for each activity so that the total number of ECTS credits corresponds to the credit value of the course) | | Class attendance | | | | |  | | Written exam | | | |  | | | Project | | | |  | | | |
| Experimental work | | | | |  | | Research | | | |  | | | Practical work | | | |  | | | |
| Essay | | | | |  | | Report | | | |  | | | Continuous checking | | | |  | | | |
| Colloquia | | | | | 3 (without a written and oral examination) | | Seminar paper | | | | 0,5 | | | (enter the rest) | | | |  | | | |
| Teaching activities | | | | | 0,5 | | Oral exam | | | | 1 (without a colloquium) | | | (enter the rest) | | | |  | | | |
| 3.3. Student workload | | The student's workload on all bases is 1 ECTS credit 30 hours of work per semester and is estimated as:   |  |  | | --- | --- | | ***Obligation*** | ***Hours (estimate)*** | | 1. Class attendance | 45 | | 1. Preparation of seminar paper and presentation | 10 | | 1. Preparation for the colloquium / exam through independent learning | 65 | |  | | | | | | | | | | | | | | | | | | | | | | | |
| 1. **EVALUATION FORMING** | | | | | | | | | | | | | | | | | | | | | | | |
| 4.1. Seminar paper evaluation | | |  |  |  |  | | --- | --- | --- | --- | | **Evaluation element** | **Bad** | **Satisfying** | **Above average** | | Organization | The paper is not organized in a logical order and lacks structure. | The paper is well structured with a clear distinction between the introduction, the main body of the text and the conclusion. | The paper is well structured with a clear distinction between the introduction, the main part of the text and the conclusion, which are perfectly logically interconnected. | | Terminology, writing style | Words and expressions low aligned with official terminology. The writing style is not appropriate, the sentences are too long, of modest vocabulary and with frequent and repeated grammatical errors. | Words and expressions are aligned with official terminology. The writing style is appropriate, the sentence structure is clear, the vocabulary is appropriate and there are few grammatical errors. | Words and expressions are aligned with official terminology and show an understanding of their meaning. The writing style is excellent, the sentences are clear and concise, the vocabulary is rich and there are no grammatical errors. | | Citing and citing references | Sources are not listed at all. References do not fit the topic and show a superficial approach to researching the topic. | Sources are cited, but incomplete and with errors. The references are relevant to the topic and show a satisfactory research attitude | The sources are accurate, complete and consistent. The references are appropriate, their list is "rich" and comprehensive and shows a detailed research approach. | | | | | | | | | | | | | | | | | | | | | | |
| 4.2. Assessment of colloquium / written and oral part of the exam | | |  |  |  | | --- | --- | --- | | **Bad** | **Satisfying** | **Above average** | | He/she corresponds from memory, without deeper understanding. He/she does not know and does not apply basic terms and concepts. He/she does not know how to apply or explain the content of the course with examples. | He/she reproduces basic concepts and easily transfers new knowledge, understands the material, explains terms and concepts that he supports with examples. | Knowledge is at the level of analysis, synthesis and evaluation. He/she notices the laws, accurately and thoroughly explains the content of the material and logically connects and explains the terms and concepts that he supports with examples. Finds solutions that were not originally given. Observes correlations with related material. | | | | | | | | | | | | | | | | | | | | | | |
| 4.3A final grade forming according to the elements of evaluation | | Active class attendance | | | | 70-75% presence | | | | | 76-86% presence | | | 87-100% presence | | | | | Mental map created  Solved case studies | | | | |
| 2 points | | | | | 4 points | | | 7 points | | | | | 3 points | | | | |
| Seminar paper | | | | 2 | | | | | 3 | | | 4 | | | | | 5 | | | | |
| 5 points | | | | | 7 points | | | 8 points | | | | | 10 points | | | | |
| Colloquium / Written part of the exam | | | | 2 | | | | | 3 | | | 4 | | | | | 5 | | | | |
| 50-64,9% | | | | | 65-79,9% | | | 80-89,9% | | | | | 90-100% | | | | |
| 25 points | | | | | 30 points | | | 35 points | | | | | 40 points | | | | |
| Oral part of the exam | | | | 2 | | | | | 3 | | | 5 | | | | | 5 | | | | |
| 25 points | | | | | 30 points | | | 35 points | | | | | 40 points | | | | |
| 4.4.A final grade forming based on absolute distribution | | |  |  |  | | --- | --- | --- | | Percentage of acquired knowledge, skills and competencies (teaching + final exam) | Numerical grade | ECTS grade | | 90 – 100% | 5 (excellent) | A | | 80 – 89,9% | 4 (very good) | B | | 65 – 79,9% | 3 (good) | C | | 60 – 64,9% | 2 (sufficient) | D | | 50 – 59,9% | 2 (sufficient) | E | | | | | | | | | | | | | | | | | | | | | | |
| **5. ADDITIONAL COURSE INFORMATION** | | | | | | | | | | | | | | | | | | | | | | | |
| 5.1. Required literature (available in the library and through other media) | Title | | | | | | | | | | | | | | | | Number of copies in the library | | | | | Availability through other media | |
| 1. Tkalac Verčič, A. (2015). Odnosi s javnošću. Zagreb: Hrvatska udruga za odnose s javnošću. 2. Brown, J., Gaudin, P., Moran, W. (2016). Odnosi s javnošću i komunikacija u lokalnoj upravi i javnim službama. Beograd: Clio 3. Kedžo, Z.: Materijali s predavanja | | | | | | | | | | | | | | | |  | | | | | Available online | |
| 5.2. Supplementary literature (at the time of applying for changes and / or supplements to the study program) | 1. Španjol Marković, M.: Moć uvjeravanja, Profil, Zagreb, 2008. 2. Demertefly Lančić, R. (2010), Novi mediji i odnosi s javnošću. Medijske studije. | | | | | | | | | | | | | | | |  | | | | | Available on-line | |
| 5.3. Ways of monitoring quality that ensure the acquisition of output knowledge, skills and competencies | Quality control of students' work and acquisition of necessary knowledge and skills will be ensured through interactive work. Keeping records of students' attendance and activities in teaching and information on student progress through the colloquium will provide the information needed for further instructions to students in order to increase the efficiency of their work. Students will be instructed in their rights and obligations and methods of work and the necessary literature.  Quality Assurance System Indicators: Student Survey, monitoring of annual data from the HZZZ on the annual employment status of students, employer and Alumni surveys. | | | | | | | | | | | | | | | | | | | | | | |
| 5.4. Informing about the course and contacting the teacher | It is the obligation of each student to be regularly informed about the course, the course of classes and activities in the classroom. All notifications about the teaching or possible postponement of classes will be published in a timely manner on the e-learning pages of the course and on the website of the Polytechnic. Students can contact teachers during the consultation period (at least one hour per week), while short questions and explanations can be addressed during classes. It is also possible to ask questions by e-mail (from the official e-mail address on the domain @ vus.hr) which will be answered as soon as possible (no later than five working days from the receipt of the e-mail). | | | | | | | | | | | | | | | | | | | | | | |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1. **GENERAL INFORMATION** | | | | | | | | | | | | |
| 1.1. Course lecturer | **Rančić Ivan / Lalić Alen** | | | 1.7. Credit score (ECTS) | | | | | | 10 | | |
| 1.2. Course title | **Administrative practice** | | | 1.8. Forms of teaching (number of hours Lecturing +Practical exercises + Seminars + e learning) | | | | | | P | | |
| 1.3. Assistants and/or associates | **Administrative study** | | | 1.9. Level of e- learning application (1st, 2nd, 3rd level), percentage of on line course performance (max. 20%) | | | | | |  | | |
| 1.4. Study programme (specialist, undergraduate, graduate) | Undergraduate | | | * 1. Number of course revisions | | | | | |  | | |
| 1.5. Course status (obligatory, optional) | Obligatory | | | * 1. Modernization | | | | | |  | | |
| 1.6. Year of study | III | | | 1.12. Percentage estimate of course changes and/or supplements | | | | | | Less than 20% □  More than 20 % □ | | |
| **2. COURSE DESCRIPTION** | | | | | | | | | | | | |
| 2.1. Course objectives | The main aim of the course is to teach students practical work in administrative organizations. The aim is to enable students to understand the structure of administrative organizations, how they function and work. | | | | | | | | | | | |
| 2.2. Terms of course entry and required competences | There are no special conditions for enrollment | | | | | | | | | | | |
| 2.3. Learning outcomes on the study programme level |  | | | | | | | | | | | |
| 2.4. Expected learning outcomes on the course level | After successfully mastering the course the student will be able to: - Describe the formal structure of specific administrative organizations and identify the potential impact of informal relations on the formal structure and goals of the organization. - Describe and compare business units of organizational units within the administrative organization. - Identify the necessary competences of civil servants for performing administrative affairs. - Describe the forms of political control over the administrative organization in which it conducts professional practice. - Identify the type of organizational culture prevalent in a particular administrative organization or organizational unit. - Identify examples to support previously acquired knowledge of methods of administrative action: planning, conducting, communicating, and controlling. - Describe the relationship between administrative officers of a particular organization or organizational unit with citizens. - Discuss the difference between the administrative act and the administration document based on examples from practice. - Explain the basic features and phases of the administrative procedure in the practice example - Active monitoring and analysis of the public administration position in society and understanding of public sector management methods; - Develop communication skills; - Sit and present your own attitudes and beliefs about public administration. - Make a report of practice. | | | | | | | | | | | |
| 2.5. Course content according to detailed curriculum schedule | Practicing in: - State Administration Offices - State Administration Offices - Local and Regional Self-government Units - Judicial Bodies - Legal entities - Institutions - Non-profit organizations | | | | | | | | | | | |
| 2.6. Teaching methods | □ lectures  □ seminars and workshops  x practical exercises  □ distance education  □ mixed e-learning  □ field teaching | | x independent tasks  □ multimedia and network  □ laboratory  x mentoring  x other | | | | 2.7. Comments: | | | | | |
|  | | | | | |
| 2.8. Students` obligations |  | | | | | | | | | | | |
| 2.9. Monitoring student work (enter the share of ECTS credits for each activity so that the total number of ECTS points corresponds to the credit score of the course) | Attendance |  | | | Written exam |  | | Project | | |  | |
| Experimental work |  | | | Research |  | | Practical work | | | x | |
| Essay |  | | | Report |  | | Continuous examination | | |  | |
| Colloquium |  | | | Seminar paper |  | | Other | | |  | |
| Class activity |  | | | Oral exam |  | | Other | | |  | |
| 2.10. Grading and evaluating students` work during classes and on the exam | Evaluation of the student's activities and work is done through reports that the student completes according to the established administrative practice and mentor reports within the administrative organization about the work of the student during the practice. | | | | | | | | | | | |
| 2.11. Compulsory literature (available in the library and via other media) | **Title** | | | | | | | | **Number of copies in the library** | | | **Availability via other media** |
|  | | | | | | | |  | | |  |
| 2.12. Additional litearature (at the moment of changes and/or amended of study programme) |  | | | | | | | |  | | |  |
| 2.13. Quality assurance methods that ensure the acquisition of knowledge, skills and competences | The control of students' work quality and the acquisition of necessary knowledge and skills will be ensured through interactive work. By keeping track of attendance and student activity during classes and provided information on students` progress through short colloquiums and homework, information for further guidance to students will be provided in order to increase the efficiency of their work. Students will be informed about their rights and obligations as well as the methods of work and the required literature.  Indicators of quality assurance system: Student survey, monitoring of annual data from the Croatian employment service on the annual state of student employment, surveys from employers and Alumni association. | | | | | | | | | | | |

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| 1. **GENERAL INFORMATION** | | | | | | | | | | | | |
| 1.1. Course lecturer | **Mentor** | | | 1.7. Credit score (ECTS) | | | | | | 20 | | |
| 1.2. Course title | **Final work** | | | 1.8. Forms of teaching (number of hours Lecturing +Practical exercises + Seminars + e learning) | | | | | |  | | |
| 1.3. Assistants and/or associates |  | | | 1.9. Level of e- learning application (1st, 2nd, 3rd level), percentage of on line course performance (max. 20%) | | | | | |  | | |
| 1.4. Study programme (specialist, undergraduate, graduate) | undergraduate | | | * 1. Number of course revisions | | | | | |  | | |
| 1.5. Course status (obligatory, optional) | obligatory | | | * 1. Modernization | | | | | |  | | |
| 1.6. Year of study | III. | | | 1.12. Percentage estimate of course changes and/or supplements | | | | | | Less than 20% □  More than 20 % □ | | |
| **2. COURSE DESCRIPTION** | | | | | | | | | | | | |
| 2.1. Course objectives | The aim is: expertly, with the assistance of a mentor, handle the chosen topic. When developing the subject, the student uses acquired theoretical and practical knowledge, serves the latest domestic and foreign professional literature, and uses different databases.   With the activity itself in preparation, elaboration and writing of the final work, the student extends his / her knowledge from the teaching content of the chosen subject that enables the student to develop similar studies, studies and projects in direct practice. Selection of the topic of final work would preferably be related to the professional administrative practice itself. | | | | | | | | | | | |
| 2.2. Terms of course entry and required competences | All the exams were completed, professional administrative practice was carried out and other obligations as per the plan and program were completed. | | | | | | | | | | | |
| 2.3. Learning outcomes on the study programme level |  | | | | | | | | | | | |
| 2.4. Expected learning outcomes on the course level | Students will be able to: -analyze a professionally theoretically and practically selected topic -write work according to the appropriate standards -to demonstrate your work - argue their point of view | | | | | | | | | | | |
| 2.5. Course content according to detailed curriculum schedule | The topic of final work should be from the field of one of the subjects of a specialist graduate professional study. The minimum range of written work is 40 pages. The final paper should contain an introduction defining the objectives of the method and the content of the work. The second part should contain a theoretical approach to work by consulting selected literature of domestic and foreign sources in accordance with the mentor consultations as a basis for the elaboration of the chosen specific topic. Based on theoretical elaboration, a practical part of the paper is written in which the specific topic chosen is elaborated in detail. In the final part or the conclusion, a brief overview of the topic is given. Below is a list of literature and sources, and a list of tables, charts and illustrations. The work should be adequately technically processed in accordance with the Regulations on Final Work. After accepting the written work by the mentor, she goes to the defense procedure before the three-member committee that appoints the leadership of the study. | | | | | | | | | | | |
| 2.6. Teaching methods | □ lectures  □ seminars and workshops  □ practical exercises  □ distance education  □ mixed e-learning  □ field teaching | | x independent tasks  □ multimedia and network  □ laboratory  x mentoring  □ other | | | | 2.7. Comments: | | | | | |
|  | | | | | |
| 2.8. Students` obligations |  | | | | | | | | | | | |
| 2.9. Monitoring student work (enter the share of ECTS credits for each activity so that the total number of ECTS points corresponds to the credit score of the course) | Attendance |  | | | Written exam | 50% | | Project | | |  | |
| Experimental work |  | | | Research |  | | Practical work | | |  | |
| Essay |  | | | Report |  | | Continuous examination | | |  | |
| Colloquium |  | | | Seminar paper |  | | Other | | |  | |
| Class activity |  | | | Oral exam | 50% | | Other | | |  | |
| 2.10. Grading and evaluating students` work during classes and on the exam |  | | | | | | | | | | | |
| 2.11. Compulsory literature (available in the library and via other media) | **Title** | | | | | | | | **Number of copies in the library** | | | **Availability via other media** |
|  | | | | | | | |  | | |  |
| 2.12. Additional litearature (at the moment of changes and/or amended of study programme) |  | | | | | | | |  | | |  |
| 2.13. Quality assurance methods that ensure the acquisition of knowledge, skills and competences | The control of students' work quality and the acquisition of necessary knowledge and skills will be ensured through interactive work. By keeping track of attendance and student activity during classes and provided information on students` progress through short colloquiums and homework, information for further guidance to students will be provided in order to increase the efficiency of their work. Students will be informed about their rights and obligations as well as the methods of work and the required literature.  Indicators of quality assurance system: Student survey, monitoring of annual data from the Croatian employment service on the annual state of student employment, surveys from employers and Alumni association. | | | | | | | | | | | |

***Subjects that are performed on English language:***

* English language 1 - 4
* Administrative and legal system of EU
* Basics of international law
* Law of international organizations
* Administrative law 1 - 2

# 9.ATRIX OF LEARNING OUTCOMES OF UNDERGRADUATE PROFESSIONAL STUDIES OF ADMINISTRATIVE LAW FOR ACADEMIC YEAR 2020./2021.

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| SUBJECT/ THE LEARNING OUTCOMES | I 1 | I 2 | I 3 | I 4 | I 5 | I 6 | I 7 | I 8 | I 9 | I 10 | I 11 | I 12 | I 13 |
| **Fundamentals of the theory of state and law** | + | + |  |  |  |  |  |  |  | + |  |  |  |
| **Introduction to Administration** | + | + | + | + |  | + |  | + |  | + | + |  | + |
| **Administrative law I\*** | + | + |  | + | + | + | + | + | + | + | + | + | + |
| **Constitutional law 1-2\*** | + | + | + | + |  |  |  | + |  | + | + |  | + |
| **Administrative informatics / Statistics** |  |  |  |  |  |  | + | + | + | + |  |  |  |
| **English language 1-2\*** |  |  |  |  |  |  |  | + |  | + |  | + |  |
| **Administrative law II** | + | + |  | + | + | + | + | + | + | + | + | + | + |
| **Administrative systems** | + | + | + | + |  | + |  |  |  | + | + |  | + |
| **Sociology of administration** |  |  |  | + |  | + |  |  |  | + |  |  | + |
| **Administrative informatics with statistics II** |  |  |  |  |  |  | + |  | + | + |  |  |  |
| **Administrative procedural law** | + | + |  |  | + | + |  | + |  | + | + | + | + |
| **Basics of international law** | + | + | + | + |  |  |  |  |  | + | + |  | + |
| **Administrative and legal system of EU** | + | + | + | + |  | + |  |  |  | + | + |  | + |
| **Public finance** | + |  |  | + |  | + |  | + |  |  | + | + |  |
| **Office Business and Correspondence** |  |  |  |  | + | + | + | + |  | + | + | + |  |
| **Judicial control of public authorities** | + | + | + |  |  |  |  | + |  | + | + | + | + |
| **New Public Administration** | + | + | + | + |  | + |  |  |  | + | + |  | + |
| **Local government** | + | + | + | + | + | + |  | + |  | + | + | + | + |
| **Basis of labour, social and civil servants' rights** | + | + |  |  | + |  |  | + |  | + | + | + |  |
| **English language 3-4\*** |  |  |  |  |  |  |  | + |  | + |  | + |  |
| **The Basics of Civil Law** | + | + |  |  |  | + |  |  |  | + | + | + |  |
| **Economic and Communal Law** | + |  |  | + | + | + |  |  |  | + | + | + |  |
| **Land Registry Law** | + |  |  |  |  | + |  | + |  |  | + | + |  |
| **Databases in administration** |  |  |  |  |  |  | + | + | + | + |  |  |  |
| **Management of companies** | + | + |  |  |  | + |  |  |  | + | + | + |  |
| **Status rights** | + | + |  |  |  | + |  |  |  | + | + | + |  |
| **Law of international organizations** | + | + | + | + |  |  |  |  |  |  |  |  | + |
| **Administrative practice** |  |  | + |  | + | + | + | + | + | + | + | + |  |
| **Final thesis** | + | + | + | + |  | + |  | + |  | + | + |  | + |