

POLYTECHNIC OF ŠIBENIK
DEPARTMENT OF ADMINISTRATIVE LAW

**PROFESSIONAL UNDERGRADUATE STUDY OF ADMINISTRATIVE
LAW**

11 Trg Andrije Hebranga
22000 Šibenik



Šibenik, 2018

POLYTECHNIC OF ŠIBENIK
DEPARTMENT OF ADMINISTRATIVE LAW

**PROFESSIONAL UNDERGRADUATE STUDY OF ADMINISTRATIVE
LAW**

11 Trg Andrije Hebranga
22000 Šibenik

SYLLABUS

Academic year 2018/2019

Dean	M.L. Ivan Malenica, s.lec.
Head of department	Dragan Zlatović PhD, s.lec.

Šibenik, 2018

1. REQUIREMENTS AND RESULTS OF THE STUDY PROGRAM

Professional 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.*).

2. 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

3. 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.

- I. 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.
- II. 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
- III. 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.

Figure 1. Number of enrolled students in the academic year 2018/2019

Teaching year	Full-time student		Part-time students	
	First entry	Repeat	First entry	Repeat
1.	98	38	13	9
2.	52	31	3	2
3.	53	10	4	1

Teaching at Professional 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 Law is 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**.

4. LIST OF LECTURERS WHO TEACH ON PROFESSIONAL UNDERGRADUATE STUDY OF ADMINISTRATIVE LAW

NAME AND SURNAME OF THE LECTURER	COURSE	CONTACT E-MAIL	CONSULTATION
Jerko ACALIN, lec.	Administrative informatics with statistics II	jerko@vus.hr	Cabinet 6, Monday: 12,30 Friday: 17:30
Ivana BELJO, lec.	Administrative informatics with statistics I	ibeljo@vus.hr	Cabinet 11 Monday 11:30-12:30
Ivana BRATIĆ, s.lec.	English language 1 English language 2	bratic@vus.hr	Cabinet 15, Monday: 15:30- 16:30
Ante GALIĆ, assistant	Administrative law I Administrative procedural law	ante.galic@sibenik.hr	Cabinet C Wednesday 18:30-19:15
Mirko GORETA, s.lec.	Fundamentals of the theory of state and law	mgoreta0@gmail.com	Cabinet C Monday 17:00-18:00
MA Nado GRUBIĆ, v .lec.	Fundamentals of the theory of state and law Constitutional law	iva.grubic@hotmail.com	Cabinet C, Thursday: 12:45 – 13:45
Vesna JURIN BAKOTIĆ, lec.	Office Business and Correspondence The Basics of Civil Law Land Registry Law Family law	vjbakotic@vus.hr	Cabinet 12, Tuesday 9:15-10:00
MA Ivan LIVAJA, lec.	Databases in administration	ilivaja@vus.hr	Cabinet 11, Wednesday 11:00 – 12:00
Ivan MALENICA, s.lec.	Administrative law I Administrative law II Administrative procedural law Judicial control of public authorities	ivanm@vus.hr	Cabinet C, Thursday: 16:00 – 17:00
Dijana MEČEV, s.lec.	Public finance	dijana@vus.hr	Cabinet 2, Wednesday: 17:00 – 18:00
MA Krešimir NIMAC, lec.	Constitutional law	kresonimac@gmail.com	Cabinet C Tuesday: 16:00-17:00
Ivica POLJIČAK PHD, s.lec.	Sociology of administration	poljicak@vus.hr	Cabinet 13, By agreement with the teacher
Ivan RANČIĆ, s.lec.	Introduction to Administration New Public Administration Local government Economic and Communal Law	irancic@vus.hr	Cabinet C, Monday: 13,30 – 14,30
Ljubo RUNJIĆ PHD, s.lec.	Administrative systems Basics of international law Administrative and legal system of EU Law of international organizations	runjic@vus.hr	Cabinet C, Tuesday: 15:00 – 16:00
Sanja VEŠTIĆ MIRČETA, lec.	Administrative law I Administrative law II Judicial control of public authorities Administrative practice	svestic@vus.hr	Cabinet C, Monday: 10:00-11:00
Dragan ZLATOVIĆ PHD, s.lec.	Basis of labour, social and civil servants' rights Management of companies	zlatovic@vus.hr	Cabinet 13, Monday: 13:00-14:00
Jelena ŽAJA, lec.	Public finance	jzaja@vus.hr	Cabinet 2 Tuesday 13:00-14:00

5. PLACE OF TEACHING OF THE UNDERGRADUATE PROFESSIONAL STUDY OF ADMINISTRATIVE LAW

Teaching at the Undergraduate professional study Administrative Law is performed at the Polytechnic of Šibenik, in Šibenik, address "Trg Andrije Hebranga 11". In the mentioned location, apart from the service offices, there are 12 lecture halls with a total area of 757 m².

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).

6. LIST OF SUBJECTS, TEACHER AND ASSOCIATES, TIMETABLE OF THE SUBJECT, STUDENT WORKLOAD OF THE PROFESSIONAL UNDERGRADUATE STUDY OF ADMINISTRATIVE LAW

M / N	SUBJECT HOLDER	SUBJECT	TEACHER - LECTURERS	TEACHER - EXERCISES / SEMINARS	Lectures	Exercises	Number of groups	ECTS
					Hours per week	Hours per week		
		I. SEMESTER						
M	Grubić N.	Fundamentals of the theory of state and law	Grubić N.	Grubić N.	3	1	1	5
M	Rančić I.	Introduction to Administration	Rančić I.	Rančić I.	3	2	1	6
M	Malenica I.	Administrative law I.*	Malenica I.	Galić A.	3	2	1	6
M	Grubić N.	Constitutional law *	Nimac K.	Nimac K.	3	2	1	6
M	Beljo I.	Administrative informatics with statistics I	Beljo I.	Beljo I.	2	1	1	4
M	Bratić I.	English language 1*	Bratić I.		2			3

M / N	SUBJECT HOLDER	SUBJECT	TEACHER - LECTURERS	TEACHER - EXERCISES / SEMINARS	Lectures	Exercises	Number of groups	ECTS
					Hours per week	Hours per week		
		II. SEMESTER						
M	Malenica I.	Administrative law II.*	Malenica I.	Veštic Mirčeta S.	3	2	1	6
M	Grubić N.	Constitutional law *	Grubić N./ Veštic Mirčeta S.	Veštic Mirčeta S.	3	2	1	6
M	Runjić LJ.	Administrative systems	Runjić LJ.	Runjić LJ.	3	2	1	6
M	Poljićak I.	Sociology of administration	Poljićak I.	Poljićak I.	3	1	1	5
M	Acalin J.	Administrative informatics with statistics II	Acalin J.	Acalin J.	1	2	3	4
M	Bratić I.	English language 1*	Bratić I.		2			3

M / N	SUBJECT HOLDER	SUBJECT	TEACHER - LECTURERS	TEACHER - EXERCISES / SEMINARS	Lectures	Exercises	Number of groups	ECTS
					Hours per week	Hours per week		
		III. SEMESTER						
M	Malenica I.	Administrative procedural law	Malenica I.	Galić A.	4	2	1	7
M	Runjić LJ.	Basics of international law	Runjić LJ.	Runjić LJ.	3	1	1	5
M	Runjić LJ.	Administrative and legal system of EU	Runjić LJ.	Runjić LJ.	3	1	1	5
M	Mečev D.	Public finance	Mečev D.	Žaja J.	3	1	1	5
M	Bratić I.	English language 2*	Bratić I.		2			3
M	Jurin Bakotić V.	Office Business and Correspondence	Jurin Bakotić V.	Jurin Bakotić V.	3	1	1	5

M / N	SUBJECT HOLDER	SUBJECT	TEACHER - LECTURERS	TEACHER - EXERCISES / SEMINARS	Lectures	Exercises	Number of groups	ECTS
					Hours per week	Hours per week		
		IV. SEMESTER						
M	Malenica I.	Judicial control of public authorities	Malenica I.	Veštić Mirčeta S.	3	2	1	6
M	Rančić I.	New Public Administration	Rančić I.	Rančić I.	3	1	1	6
M	Rančić I.	Local government	Rančić I.	Rančić I.	3	1	1	5
M	Zlatović D.	Basis of labour, social and civil servants' rights	Zlatović D.	Zlatović D.	3	1	1	5
M	Bratić I.	English language 2*	Bratić I.		2			3
M	Jurin Bakotić V.	The Basics of Civil Law	Jurin Bakotić V.	Jurin Bakotić V.	3	1	1	5

M / N	SUBJECT HOLDER	SUBJECT	TEACHER - LECTURERS	TEACHER - EXERCISES / SEMINARS	Lectures	Exercises	Number of groups	ECTS
					Hours per week	Hours per week		
		V. SEMESTER						
N	Rančić I.	Economic and Communal Law	Rančić I.	Rančić I.	3	1	1	6
N	Jurin Bakotić V.	Land Registry Law	Jurin Bakotić V.	Jurin Bakotić V.	3	1	1	6
N	Livaja I.	Databases in administration	Livaja I.	Livaja I.	3	1	1	6

N	Zlatović D.	Management of companies	Zlatović D.	Zlatović D.	3	1	1	6
N	Jurin Bakotić V.	Family law	Jurin Bakotić V.	Jurin Bakotić V.	3	1	1	6
N	Runjić LJ.	Law of international organizations	Runjić LJ.	Runjić LJ.	3	1	1	6

M / N	SUBJECT HOLDER	SUBJECT	TEACHER - LECTURERS	TEACHER - EXERCISES / SEMINARS	Lectures	Exercises	Number of groups	ECTS
					Hours per week	Hours per week		
		VI. SEMESTER						
M	Veštic Mirčeta S.	Administrative practice	Veštic Mirčeta S.	Veštic Mirčeta S.				10
M		Final thesis						20

***Two-semester courses**

Subjects that are performed on English language:

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

7. ACADEMIC CALENDAR FOR THE ACADEMIC YEAR 2018/2019.

ACTIVITY	TERM
Winter semester	1 October 2018 - 2 March 2019
Lectures, exercises and seminars	1 October 2018 - 26 January 2019
Winter holidays	24 December 2018 - 5 January 2019
Winter regular examination period	4 February 2019 - 2 March 2019
Testing the Winter Semester	18 February 2019 - 22 February 2019
Summer semester	4 March 2019 - 30 September 2019
Lectures, exercises and seminars	4 March 2019 - 15 June 2019
Summer regular examination period	24 June 2019 - 20 July 2019
Summer break	22 July 2019 - 17 August 2019
Autumn regular examination period	21 August 2019 - 18 September 2019

**Additionally, consultations, classes for part-time students will be held from 28th January to 2nd February 2019 in the winter semester and 17th to 21st June 2019 in the summer semester.*

NATIONAL HOLIDAYS

DATE	PUBLIC HOLIDAYS
<i>October 8th</i>	Independence Day
<i>November 1st</i>	All Saints' Day
<i>25th and 26th December</i>	Christmas and St. Stephen's Day
<i>January 1st</i>	New Year's Day
<i>January 6th</i>	Epiphany
<i>April 2nd</i>	Easter Monday
<i>May 1st</i>	International Workers' Day
<i>May 31st</i>	Corpus Christi
<i>June 22nd</i>	Anti-Fascist Struggle Day
<i>June 25th</i>	Statehood Day
<i>August 5th</i>	Homeland Thanksgiving Day
<i>August 15th</i>	Assumption of Mary

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

SUBJECT HOLDER	SUBJECT	Winter examination period		Summer examination period		Autumn examination period	
		1st period	2nd period	3rd period	4th period	5th period	6th period
	I. SEMESTER						
Grubić N.	Fundamentals of the theory of state and law	4.2.2019.	18.2.2019.	24.6.2019.	8.7.2019.	23.8.2019.	9.9.2019.
Rančić I.	Introduction to Administration	8.2.2019.	22.2.2019.	24.6.2019.	8.7.2019.	29.8.2019.	12.9.2019.
Malenica I.	Administrative law I.*	6.2.2019.	20.2.2019.	26.6.2019.	10.7.2019.	23.8.2019.	9.9.2019.
Grubić N.	Constitutional law *	4.2.2019.	18.2.2019.	24.6.2019.	8.7.2019.	23.8.2019.	9.9.2019.
Beljo I.	Administrative informatics with statistics I	12.2.2019.	26.2.2019.	2.7.2019.	16.7.2019.	3.9.2019.	17.9.2019.
Bratić I.	English language 1*	4.2.2019.	18.2.2019.	24.6.2019.	24.7.2019.	23.8.2019.	9.9.2019.

	II. SEMESTER	1st period	2nd period	3rd period	4th period	5th period	6th period
Malenica I.	Administrative law II.*	6.2.2019.	20.2.2019.	26.6.2019.	10.7.2019.	23.8.2019.	9.9.2019.
Grubić N.	Constitutional law *	4.2.2019.	18.2.2019.	24.6.2019.	8.7.2019.	23.8.2019.	9.9.2019.
Runjić LJ.	Administrative systems	12.2.2019.	26.2.2019.	1.7..2019.	27.6.2019.	29.8.2019.	11.9.2019.
Poljičak I.	Sociology of administration	7.2.2019.	21.2.2019.	27.6.2019.	11.7..2019.	31.8.2019.	14.9.2019.
Acalin J.	Administrative informatics with statistics II	7.2.2019.	21.2.2019.	27.6.2019.	11.7..2019.	23.8.2019.	6.9.2019.
Bratić I.	English language 1*	4.2.2019.	18.2.2019.	24.6.2019.	24.7.2019.	23.8.2019.	9.9.2019.

	III. SEMESTER	1st period	2nd period	3rd period	4th period	5th period	6th period
Malenica I.	Administrative procedural law	6.2.2019.	20.2.2019.	26.6.2019.	10.7.2019.	23.8.2019.	9.9.2019.
Runjić LJ.	Basics of international law	12.2.2019.	26.2.2019.	1.7..2019.	27.6.2019.	29.8.2019.	11.9.2019.
Runjić LJ.	Administrative and legal system of EU	12.2.2019.	26.2.2019.	1.7..2019.	27.6.2019.	29.8.2019.	11.9.2019.
Mečev D.	Public finance	5.2. 2019.	19.2.2019.	26.6.2019.	10.7.2019.	23.8.2019.	6.9.2019.
Bratić I.	English language 2*	4.2.2019.	18.2.2019.	24.6.2019.	8.7.2019.	23.8.2019.	9.9.2019.
Jurin Bakotić V.	Office Business and Correspondence	5.2.2019.	19.2.2019.	25.6.2019.	9.7..2019.	29.8.2019.	13.9.2019.

	IV. SEMESTER	1st period	2nd period	3rd period	4th period	5th period	6th period
Malenica I.	Judicial control of public authorities	6.2.2019.	20.2.2019.	26.6.2019.	10.7.2019.	23.8.2019.	9.9.2019.
Rančić I.	New Public Administration	8.2.2019.	22.2.2019.	24.6.2019.	8.7.2019.	29.8.2019.	12.9.2019.
Rančić I.	Local government	8.2.2019.	22.2.2019.	24.6.2019.	8.7.2019.	29.8.2019.	12.9.2019.
Zlatović D.	Basis of labour, social and civil servants' rights	4.2.2019.	18.2.2019.	24.6.2019.	15.7.2019.	2.9.2019.	16.9.2019.
Bratić I.	English language 2*	4.2.2019.	18.2.2019.	24.6.2019.	8.7.2019.	23.8.2019.	9.9.2019.
Jurin Bakotić V.	The Basics of Civil Law	5.2.2019.	19.2.2019.	25.6.2019.	9.7..2019.	30.8.2019.	16.9.2019.

	V. SEMESTER	1st period	2nd period	3rd period	4th period	5th period	6th period
Rančić I.	Economic and Communal Law	8.2.2019.	22.2.2019.	24.6.2019.	8.7.2019.	29.8.2019.	12.9.2019.
Jurin Bakotić V.	Land Registry Law	6.2.2019.	20.2.2019.	25.6.2019.	9.7.2019.	29.8.2019.	13.9.2019.
Livaja I.	Databases in administration	11.2.2019.	25.2.2019.	2.7.2019.	16.7.2019.	30.8.2019.	16.9.2019.
Zlatović D.	Management of companies	5.2.2019.	19.2.2019.	24.6.2019.	15.7.2019.	2.9.2019.	16.9.2019.
Jurin Bakotić V.	Family law	5.2.2019.	20.2.2019.	25.6.2019.	9.7..2019.	30.8.2019.	16.9.2019.
Runjić LJ.	Law of international organizations	12.2.2019.	26.2.2019.	1.7..2019.	27.6.2019.	29.8.2019.	11.9.2019.

	VI. SEMESTER	1st period	2nd period	3rd period	4th period	5th period	6th period
Veštić Mirčeta S.	Administrative practice						
	Final thesis						

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

I. SEMESTER

1. GENERAL INFORMATION			
1.1. Course lecturer	NADO GRUBIĆ / SANJA VEŠTIĆ MIRČETA	1.7. Credit score (ECTS)	5
1.2. Course title	FUNDAMENTALS OF THE THEORY OF STATE AND LAW	1.8. Forms of teaching (number of hours Lecturing +Practical exercises + Seminars + e learning)	45L + 15PE
1.3. Assistants and/or associates	MIRKO GORETA, v. pred. SANJA VEŠTIĆ MIRČETA, pred.	1.9. Level of e- learning application (1 st , 2 nd , 3 rd level), percentage of on line course performance (max. 20%)	
1.4. Study programme (specialist, undergraduate, graduate)	Undergraduate	1.10. Number of course revisions	
1.5. Course status (obligatory, optional)	O	1.11. Modernization	<input type="checkbox"/>
1.6. Year of study	I	1.12. Percentage estimate of course changes and/or supplements	Less than 20% <input type="checkbox"/> More than 20 % <input type="checkbox"/>
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 and international organizations as well as to understand their impact on creation and appliance of legal provisions. Students will be acquainted with fundamentals of historical development of opinion on state and law. Students will learn fundamental types of legal provisions 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	<ul style="list-style-type: none"> - 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 analyze and critically evaluate the structure and functioning of the government of the Republic of Croatia and the structure, bodies as well as the functioning of the European Union, and to evaluate trends in the modern development of public administration - 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 		

	<ul style="list-style-type: none"> - 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 anticipate the future development at different levels of national constitutional arrangement and the administrative system 		
2.4. Expected learning outcomes on the course level	<ol style="list-style-type: none"> 1. To understand fundamental of development of states and models of governance through history; 2. To assess the significance of legal provisions in everyday life and in community management; 3. To critically consider democratic processes on local, regional and state levels; 4. To compare types of legal acts on general level and to compare their significance; 5. To name, to describe, to explain and to identify different types of normative hierarchy; 6. To describe and to explain material and formal differentiation of legislation and judiciary and to be able to discuss it. 		
2.5. Course content according to detailed curriculum schedule	<ol style="list-style-type: none"> 1. Social groups- organization, 2. Power, coercion, authority, 3. Military, economic and ideological state power, 4. State population and state territory, 5. State officials, 7. State organs and state organs jurisdiction, 8. Division of labour in state, 9. Hierarchy in state, 10. Types of states, 11. Legal order and moral order, 12. Legal provision and legislative acts, 13. Legal relationship, 14. Application of legal provision, 15. Systematization of legal provisions. 		
2.6. Teaching methods	<input type="checkbox"/> lectures <input type="checkbox"/> seminars and workshops <input type="checkbox"/> practical exercises <input type="checkbox"/> distance education <input type="checkbox"/> mixed e-learning <input type="checkbox"/> field teaching	<input type="checkbox"/> independent tasks <input type="checkbox"/> multimedia and network <input type="checkbox"/> laboratory <input type="checkbox"/> mentoring <input type="checkbox"/> other	2.7. Comments:
2.8. Students` obligations	Students are obligated to attend minimum of 70% of classes and practical exercises. Student are obligated to present seminars and to be positively graded for their seminars.		

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 (no colloquium required)	Project	
	Experimental work		Research		Practical work	
	Essay		Report		Continuous examination	
	Colloquium	2,0 (no exam required)	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	During the course of 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 enrol 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 exam period.					
2.11. Compulsory literature (available in the library and via other media)	Title				Number of copies in the library	Availability via other media
	1. Visković, N., Teorija države i prava, Zagreb, 2006. (odabrana poglavlja)					
2.12. 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. 3. Vrban, D., Država i pravo, Zagreb, 2003.					
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.					

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	<input type="checkbox"/>
1.6. Year of study	1	1.11. Estimate the percentage of changes and / or additions to the course program	Less than 20% <input type="checkbox"/> X Over 20% <input type="checkbox"/>
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	<ul style="list-style-type: none"> - 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 		

<p>2.4. Expected learning outcomes at the level of the course (4-10 learning outcomes)</p>	<ol style="list-style-type: none"> 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.
<p>2.5. The content of the course is elaborated in detail by the class teacher</p>	<ol style="list-style-type: none"> 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. Europeanising national administrations				
2.6. Types of Teaching:	<input type="checkbox"/> x lectures <input type="checkbox"/> x seminars and workshops <input type="checkbox"/> x exercises <input type="checkbox"/> distance education <input type="checkbox"/> mixed e-learning <input type="checkbox"/> field teaching		<input type="checkbox"/> x independent tasks <input type="checkbox"/> multimedia and network <input type="checkbox"/> laboratory <input type="checkbox"/> x mentoring work <input type="checkbox"/> (buy-in)		2.7. Comments:
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.				

	Title	Number of copies in the library	Access via other media
2.11. Compulsory literature (available in the library and through 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	
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.		

2. GENERAL INFORMATION			
1.1. Course lecturer	Ivan Malenica	1.7. Credit score (ECTS)	6
1.2. Course title	ADMINISTRATIVE LAW I.	1.8. Forms of teaching (number of hours Lecturing +Practical exercises + Seminars + e learning)	45L+30P
1.3. Assistants and/or associates	1. Sanja Veštić mag.iur 2. Ante Galić mag.iur	1.9. Level of e- learning application (1 st , 2 nd , 3 rd level), percentage of on line course performance (max. 20%)	1. level–On-line performance, 0%
1.4. Study programme (specialist, undergraduate, graduate)	UNDERGRADUATE	2.10. Number of course revisions	1.
1.5. Course status (obligatory, optional)	O	2.11. Modernization	Yes
1.6. Year of study	1.	1.12. Percentage estimate of course changes and/or supplements	Less than 20% <input type="checkbox"/> More than 20 % <input type="checkbox"/>
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	<p>Link the basic concepts of the various branches of law and generalize problems of the work in public administration</p> <ul style="list-style-type: none"> - 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 		

	<p>organizations, utilities and institutions</p> <p>- Organize acts and submissions individually and undertake basic procedural actions in administrative and other legal proceedings and in administrative dispute</p>					
<p>2.4. Expected learning outcomes on the course level</p>	<p>It is expected that the student after passing the exam from the course of Administrative law, be able to:</p> <p>To master the concept of administration</p> <p>Explain the types of legal sources of administrative law</p> <p>Distinguish the specificities of public services, concessions and institutions</p> <p>Analyze development of administrative law</p> <p>Apply practical knowledge from the matter of damage Liability of Public Administration</p> <p>Distinguish the personal status of the citizen and interpret the principles of acquiring citizenship and ways of his termination;</p>					
<p>2.5. Course content according to detailed curriculum schedule</p>	LECTURE			SEMINARS/ PRACTICAL EXERCISES		
	Week	Hours	Tematska jedinica	Week	Hours	Tematska jedinica
	1	3	Introduction lecture (administrative law)	1	2	Presentation of seminar papers
	2	3	Determination of the term of the Public administration	2	2	Presentation of seminar papers
	3	3	Public Services and Public Institutions	3	2	Presentation of seminar papers
	4	3	Concessions and public service concession	4	2	Presentation of seminar papers
	5		The Administrative contract	5	2	Presentation of seminar papers
	6	3	The emergence and development of administrative law, the administrative law legal relation.	6	2	Presentation of seminar papers
	7	3	I. St. colloquium exam	7	2	

	8	3	The principle of legality, procuring administration under law, discretionary decision	8	2	Presentation of seminar papers
	9	3	Study visit, Croatian Parliament, Ministry of public administration	9	2	Presentation of seminar papers
	10	3	The principles of legality and Emergency situation	10	2	Presentation of seminar papers
	11	3	Secondary legislation	11	2	Presentation of seminar papers
	12	3	Control over the public administration, state liability for the damage	12	2	Presentation of seminar papers
	13	3	Personal status- civil status, citizenship	13	2	Presentation of seminar papers
	14	3	II. St. colloquium exam	14	2	
	15	3	Concluding Observations The division of signatures	15	2	Presentation of seminar papers
2.6. Teaching methods	<input checked="" type="checkbox"/> lectures <input checked="" type="checkbox"/> seminars and workshops <input type="checkbox"/> practical exercises <input type="checkbox"/> distance education <input type="checkbox"/> mixed e-learning <input type="checkbox"/> field teaching		<input type="checkbox"/> independent tasks <input type="checkbox"/> multimedia and network <input type="checkbox"/> laboratory <input type="checkbox"/> mentoring <input type="checkbox"/> other		2.7. Comments:	
2.8. Students` obligations	<p>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.</p> <p>It is recommended that students participate actively during the lectures, which includes participation in discussions, solving case studies, designing a project assignment, etc.</p> <p>Seminar work need to prepared, presented and positively evaluated.</p> <p>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.</p>					

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	<p>All students (regular and part-time) can choose between two exam options, which are explain below.</p> <p>Option A. Placement of exams through colloquium In order to achieve the right of passing the exam through a colloquium, students are expected to:</p> <ul style="list-style-type: none"> - participate actively during the lectures - produce and present a seminar paper <p>Note: If a student does not pass the first colloquium, he / she has no right to go to the next one.</p> <p>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):</p>					
2.11. Compulsory literature (available in the library and via other media)	Title				Number of copies in the library	Availability via other media
	1. Borković, Ivo, Upravno pravo, Narodne novine,, Zagreb, 2002.					
2.12. Additional literature (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	<p>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.</p> <p>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.</p>
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3. GENERAL INFORMATION			
1.1. Course lecturer	NADO GRUBIĆ / SANJA VEŠTIĆ MIRČETA	1.7. Credit score (ECTS)	12
1.2. Course title	CONSTITUTIONAL LAW	1.8. Forms of teaching (number of hours Lecturing +Practical exercises + Seminars + e learning)	90L+60PE
1.3. Assistants and/or associates	mr.sc. KREŠIMIR NIMAC, pred. SANJA VEŠTIĆ MIRČETA, pred.	1.9. Level of e- learning application (1 st , 2 nd , 3 rd level), percentage of on line course performance (max. 20%)	
1.4. Study programme (specialist, undergraduate, graduate)	undergraduate	3.10. Number of course revisions	
1.5. Course status (obligatory, optional)	O	3.11. Modernization	YES
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	Course objective is acquisition of fundamental knowledges on general concepts of constitutional law, constitutional governance, basis of authority, structure of state authority, electoral system, constitutional system of Republic of Croatia, comparative constitutional systems, human rights, human rights protection and constitutional jurisdiction.		
2.2. Terms of course entry and required competences	No terms.		
2.3. Learning outcomes on the study programme level	<ul style="list-style-type: none"> - 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 analyze and critically evaluate the structure and functioning of the government of the Republic of Croatia and the structure, bodies as well as the functioning of the European Union, and to evaluate trends in the modern development of public administration - 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 		

	<ul style="list-style-type: none"> - 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 - 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	<ol style="list-style-type: none"> 1. To analyse fundamental terms and concepts of constitutional law and to associate fundamental political theories and political process explanations within function of constitution in democratic society. 2. To compare basic terms and institutes of constitutional law in historical and comparative perspective. 3. To categorize types of constitution, human rights and fundamental freedoms, institutions of democratic constitutionalism, models of state authority structure models and models of political systems 4. To critically analyse institutes of constitutional law and existing models of state authority structure in Croatian and in comparative perspective. 5. To carry out procedures for establishing legally relevant facts and deciding on issues in the area of constitutional law. 6. To draw up drafts of simpler constitutional complaint and to interpret Constitutional court court practice.
2.5. Course content according to detailed curriculum schedule	<ol style="list-style-type: none"> 1. Constitutional law as legal branch- student will be able to analyse sources of constitutional law as well as the object, method and relationship between constitutional law and political sciences; 2. Constitution and constitutional government- student will be able to analyse function of constitution and to compare theories of constitutional government; 3. Constitutional development in world – student will be able to compare major world constitutional systems; 4. Types of constitutions- student will be able to categorize and to compare different constitutional models; 5. Adoption and change of constitution- student will be able to compare auditory systems in the world with auditory system in Republic of Croatia; 6. Human rights and fundamental freedoms- student will be able to analyse fundamental international acts in human rights protection area; 7. Review of the constitutionality and of the legality- student will be able to analyse methods and institutions of constitutionality review and of legality review; 8. Fundamental institutions of constitutional democracy and sovereignty- student will be able to compare fundamental institutions of constitutional democracy in representative democracy and in direct democracy; 9. Electoral system- student will analyse models of electoral system and be able to determine how parliamentary seats are determined; 10. Structure and responsibility of authority – student will be able to compare models of structure and responsibility authority, 11. Principle of separation of power and principle of unity of power- student will be able to make a critically judgement and comparison of existing power models; 12. Complex state and states unions- student will be able to compare and to differ types of complex state and state unions; 13. European Union constitutionality and Croatian constitutionality in European Union- student will be able to analyse croatian constitutionality in European Union; 14. Establishment of independent Republic of Croatia- student will be able to assess circumstances of Republic of Croatia independence establishment;

	<p>15. Basic concepts of Republic of Croatia constitutional system - student will be able to analyse preamble and basic provisions of Constitution of Republic of Croatia;</p> <p>16. Freedoms and rights guarantee in Republic of Croatia- students will be able to analyse and categorise human rights and freedoms;</p> <p>17. Political, economic and social rights- student will be able to analyse and to categorise political, economic and social rights;</p> <p>18. Croatian parliament- student will be able to analyse constitution of Croatian parliament and categorize Croatian parliament acts;</p> <p>19. Legislative procedure and Government work supervision- student will be able to analyse act enactment procedure and procedure of Croatian parliament supervision of Republic of Croatia Government;</p> <p>20. Referendum in Republic of Croatia- student will be able to compare different referendum types and critically judge citizens initiative;</p> <p>21. President of Republic of Croatia- student will be able to analyse authority and selection of President of Republic of Croatia;</p> <p>22. Constitutional status of Government of Republic of Croatia and the relation between Government and Republic of Croatia Parliament and Republic of Croatia President- students will be able to compare relations between Republic of Croatia Government, Parliament and President;</p> <p>23. Republic of Croatia Government act and central state administration- student will ve able to analyse composition and work of republic of Croatia Government and independent regulatory agencies;</p> <p>24. Constitutional court of Republic of Croatia- student will be able to analyse constitutional position, formation and jurisdiction of Constitutional court of republic of Croatia;</p> <p>25. Constitutional act of Constitutional court of Republic of Croatia- students will be able to analyse operation of the Constitutional court and write constitutional petition;</p> <p>26. Decisions of Constitutional Court- students will be able to interpret decisions of Constitutional court;</p> <p>27. Court authority – student will be able to compare relation between court authority and other types of authority;</p> <p>28. Specific institutions of constitutionality and legality supervision- student will be able to analyse organization and jurisdiction of ombudsman, commission for the resolution of conflict of interest and national election commission</p> <p>29. Community – level, local and regional self government- student will be able to analyse proces of decentralisation and organization of self government in Republic of Croatia;</p> <p>30. Consolidation of croatian legal system- student will be able to critically judge state of croatian legal system in area of constitutional law as well as to predict its future development.</p>		
2.6. Teaching methods	x lectures <input type="checkbox"/> seminars and workshops x practical exercises <input type="checkbox"/> distance education <input type="checkbox"/> mixed e-learning <input type="checkbox"/> field teaching	x independent tasks <input type="checkbox"/> multimedia and network <input type="checkbox"/> laboratory x mentoring <input type="checkbox"/> other	2.7. Comments:
2.8. Students` obligations	Lectures are performed using the combined method – ex cathedra / case. Theoretical curriculum is presented using computer presentations, while the practical content segment is presented trough analysis of characteristic cases and court judgments. The lectures also carry out exercise where the students, working independently and in a team and using a computer presentations, present their seminars. Students are required to attend classes. A		

	regular student who is absent with more than 30% of lessons specified in the study program will be denied the signature or will not be able to enter the exam. Students are required to make and to present a seminars and to be regularly informed of classes.				
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	4	Written exam	5 (colloquium excluded)	Project
	Experimental work		Research		Practical work
	Essay		Report		Continuous examination
	Colloquium	5 (exam excluded)	Seminar paper	1	Other
	Class activity	1	Oral exam	1	Other
2.10. Grading and evaluating students` work during classes and on the exam	During the course of course, students can write three colloquia for the purpose of checking the knowledge of the part of the material to which the colloquy relates. In order to be able to write colloquia students have to attend and to participate classes and exercises and to present seminar. Students who place all colloquia with a minimum grade are eligible to enrol 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 exam period. The condition to have a final exam is positively graded seminar.				
2.11. 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. (selected chapters) 2. Ustav Republike Hrvatske 3. Ustavni zakon o Ustavnom sudu Republike Hrvatske				
2.12. 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. Smerdel, B., Sokol, S., Ustavno parvo, Narodne novine, Zagreb, 2009, str. 3.-21., 209.-214., 235.-256., 329.-369.				
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.				

4. GENERAL INFORMATION			
1.1. Course lecturer	Ivana Beljo	1.7. Credit score (ECTS)	4
1.2. Course title	Administrative informatics with statistics I	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 (1 st , 2 nd , 3 rd level), percentage of on line course performance (max. 20%)	1
1.4. Study programme (specialist, undergraduate, graduate)	Undergraduate Professional Study Administrative Law	4.10. Number of course revisions	1
1.5. Course status (obligatory, optional)	Obligatory	4.11. Modernization	Yes
1.6. Year of study	1 st	1.12. Percentage estimate of course changes and/or supplements	Less than 20% X More than 20 % □
2. COURSE DESCRIPTION			
2.1. Course objectives	Train students to be able to comprehend, effectively understand and recognize fundamental statistical procedures and methods; provide theoretical and practical knowledge which enables students to develop and apply acquired knowledge, independently and/or within a team.		
2.2. Terms of course entry and required competences	No conditions		
2.3. Learning outcomes on the study programme level	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. To use and to develop the complex written and oral communication in Croatian and English language. To use specific computer skills in basic and advanced program packages for work in public administration. 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	To define fundamental terms of descriptive statistics, to prepare tabular and graphical data representation of statistical data, to calculate and to interpret measures of central tendency and measures of dispersion, to perform correlation and regression analysis, to comment the results and to draw a conclusion about the relationship between variables; to identify time series type, to calculate and to interpret the values of dynamics indicators; to estimate the linear trend equation and to apply it for forecasting future values of the time series; to set the statistical hypothesis and to conduct the chi square test.		
2.5. Course content according to detailed curriculum schedule	Lectures: Introduction into course. Basic statistical terms. Grouping data and graphical data representation. Measures of central tendency. Measures of dispersion. Standardized value. Colloquium. Time series. Indices. Trend. Correlation and regression. Chi-square test. Colloquium. Practical Exercises: Fundamental statistical terms. Grouping data and graphical data representation. Measures of central tendency. Measures of dispersion. Standardized value. Time series. Indices. Trend. Correlation and regression. Chi-square test.		

2.6. Teaching methods	<input checked="" type="checkbox"/> lectures <input type="checkbox"/> seminars and workshops <input checked="" type="checkbox"/> practical exercises <input type="checkbox"/> distance education <input type="checkbox"/> mixed e-learning <input type="checkbox"/> field teaching	<input checked="" type="checkbox"/> independent tasks <input type="checkbox"/> multimedia and network <input type="checkbox"/> laboratory <input type="checkbox"/> mentoring <input type="checkbox"/> other	2.7. Comments:			
2.8. Students` obligations	Regular students are required to attend classes at least 70%, which is also a requirement for obtaining the lecturer`s signature. For students with part-time status, a minimum presence of 50% is required. The obligation of each student is to regularly inform oneself about the course. All notices about maintenance or eventual postponement of teaching will be published on the web site of the Polytechnic of Šibenik and the e-learning page of the course, where all the information on the course as well as the teaching materials and the list of literature are also available.					
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	0,5	Written exam	2 (without colloquia)	Project	
	Experimental work		Research		Practical work	
	Essay		Report		Continuous examination	0,5
	Colloquium	2 (without written exam)	Seminar paper		Other	
	Class activity	0,5	Oral exam	0,5	Other	
2.10. Grading and evaluating students` work during classes and on the exam	During the course classes students can attend two colloquia. At each colloquium they should achieve a minimum of 50% points so that they can take the oral exam. Students who have not successfully passed one of two colloquia have the right to take the correctional colloquium. If the students do not pass the colloquia, they have the possibility of passing through the written exam, in which they must achieve at least 50% points in order to obtain the right to go to the oral exam. After successfully passing part of the exam, through colloquia or written exam, students take the oral part of the exam, which determines the final grade. The final grade is based on the weighted sum of points earned in the classroom, written exam or colloquium and oral exam.					
2.11. 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 (odabrana poglavlja)			5		

2.12. 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 Dumičić, K. i sur. (2011.) Poslovna statistika, ELEMENT d.o.o., Zagreb (odabrana poglavlja)		e-learning e-learning
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.		

5. GENERAL INFORMATION			
1.1. Course lecturer	Ivana Bratić	1.7. Credit score (ECTS)	3+3
1.2. Course title	English language 1	1.8. Forms of teaching (number of hours Lecturing +Practical exercises + Seminars + e learning)	60L (1st + 2nd semester)
1.3. Assistants and/or associates	/	1.9. Level of e- learning application (1 st , 2 nd , 3 rd level), percentage of on line course performance (max. 20%)	3
1.4. Study programme (specialist, undergraduate, graduate)	Undergraduate study of public administration	5.10. Number of course revisions	2
1.5. Course status (obligatory, optional)	Obligatory	5.11. Modernization	Yes
1.6. Year of study	1 st	1.12. Percentage estimate of course changes and/or supplements	Less than 20% X <input type="checkbox"/> More than 20 % <input type="checkbox"/>
2. COURSE DESCRIPTION			
2.1. Course objectives	The aim of the teaching process of the course English language 1 is to master the basic vocabulary of English language related to administrative, legal and the business world in general, as well as the accurate grammatical structures that include the correct use of verbal time in spoken and written English. The correct use of verb forms includes time for the present, past and future, mastering new lexical units, and proper use of syntax in English sentences.		

2.2. Terms of course entry and required competences	(The knowledge of English language at minimum B1 level)
2.3. Learning outcomes on the study programme level	<p>After successfully mastering of English Language 1 course, students will be able to:</p> <ol style="list-style-type: none"> 1. Use English and Croatian language properly in written and spoken form 2. Use specific computer skills in basic and advanced packages applied to public administration tasks 3. Organise and implement teamwork, and critically judge the opinions and attitudes of team members 4. Individually organise acts and submissions and undertake basic procedural actions in administrative and other legal and proceedings.
2.4. Expected learning outcomes on the course level	<p>After successfully mastering English Language 1 course, students will be able to:</p> <ol style="list-style-type: none"> 1. Describe and define the basic verb tense in English language 2. Explain the difference in the use of English verb tenses in comparison to Croatian language 3. Understand, explain and paraphrase the vocabulary in the business and legal field 4. Analyse (understand and translate) formal texts of business-legal character 5. Explain and speak about the topics covered during the course 6. Create a new syntactic structure based on the learned material 7. Communicate in English and be able to give their own opinion on the issues covered during the course <p>Practical and Generic Skills:</p> <p>After the students successfully master the course of English Language 1, they will be able to specify and to explain basic grammar tenses in English. They will know how to recognize them in the text and properly translate them in written and oral form. They will be able to interpret, in English, the concepts and lexis from business legal world as well as to recognize them within the text as a part of the syntactic structure. They will also be able to translate that vocabulary in the context of the Croatian language.</p>
2.5. Course content according to detailed curriculum schedule	<p>1st SEMESTER</p> <ol style="list-style-type: none"> 1. Grammar review - students repeat the basic grammatical structures. At the end of this unit, students will be able to number the basic verb tenses in English. 2. Present Simple vs. Present Continuous - Form, Spelling and the Usage in Text Structure and in Relationships with other tenses. 3. Grammar exercises; text analysis, sentence analysis - text analysis, sentence analysis. 4. Business and the law - reading texts, recognizing new and / or unknown vocabulary and formal legal vocabulary, the paraphrasing in English, translation into Croatian. Written answer to questions related to the text. 5. Past Simple vs. Past Continuous - Creation, Spelling and Usage in Text Structure and Relationships with other tenses. Students will know how to explain similarities and differences with the Croatian language.

	<p>6. Grammar exercises; text analysis, sentence analysis</p> <p>7. In house lawyers - the students will be able to correctly read the text, recognise and translate a new vocabulary and formal expressions, to paraphrase those expressions in English, and find the appropriate translation into Croatian. As a verification of understanding, they will be able to answer written and oral questions regarding the text itself.</p> <p>8. Handling international disputes - the students will be able to correctly read the text, recognise and translate a new vocabulary and formal expressions, to paraphrase those expressions in English, and find the appropriate translation into Croatian. As a verification of understanding, they will be able to answer written and oral questions regarding the text itself.</p> <p>9. Case study - writing and discussion; the student will know how to critically express themselves on one of the topics learnt during the course.</p> <p>10. Present Perfect Tense - the students will be able to explain the details related to the form, spelling and the correct usage in the sentence structure and in relation to other verb tenses, especially in relation to Past Simple. The characteristic of this tense is considered from the aspect of the Croatian language speaker, since the equivalent for the same verb time does not exist in the Croatian language. The student will be able to analyse the creation and the use of this grammar tense.</p> <p>11. Mixed Tenses - the students will be able to describe, compare, fill in the exercises related to the learned grammar tenses and the new vocabulary.</p> <p>12. Different countries; different legal systems - the students will be able to read the text in English, observe the new and / or unknown vocabulary and formal expressions, paraphrase the same terms in English and find the appropriate translation into Croatian.</p> <p>13. Case study; writing analysing; students will be able to comment and express their opinions on certain topics of As a verification of understanding, they will be able to answer written and oral questions regarding the text itself.</p> <p>14. Tense review; students will be able to fill in the text with proper grammatical structures and to paraphrase certain formal business and legal vocabulary in English language.</p> <p>15. Sentence review; translation of legal character from Croatian into English.</p>		
2.6. Teaching methods	<input checked="" type="checkbox"/> lectures <input type="checkbox"/> seminars and workshops <input checked="" type="checkbox"/> practical exercises <input type="checkbox"/> distance education <input type="checkbox"/> mixed e-learning <input type="checkbox"/> field teaching	<input checked="" type="checkbox"/> independent tasks <input type="checkbox"/> multimedia and network <input type="checkbox"/> laboratory <input type="checkbox"/> mentoring <input type="checkbox"/> other	<p>2.7. Comments:</p> <p>Teaching is conducted in the form of lectures ex-cathedra in combination with interactive teaching and independent learning. Interactive teaching implies active participation of students in teaching process in terms of analysing, discussing and individual text processing. By analysing and processing the text, vocabulary and expert phraseology are adopted, and by solving grammar exercises, students master the grammar as a prerequisite for creating a more complete vision of the structure of the English sentence.</p> <p>Students are encouraged to participate actively in teaching. Their creativity is also encouraged in order to master the grammatical and syntactic structure of the English language.</p>
2.8. Students` obligations	<p>Regular students are required to attend lessons for at least 70% of teaching hours. Extraordinary students have the obligation to attend lessons in the amount of at least 50% of teaching hours. If students do not meet the requirement to attend the course, they will be deprived of their signature at the end of the semester.</p> <p>Likewise, students who attend regular classes will have the opportunity to attend the colloquia, while non-regular students will not have such a chance.</p>		

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	1,50 (without colloquia)	Written exam	1,50 (without colloquia)	Project	
	Experimental work		Research		Practical work	
	Essay		Report		Continuous examination	1
	Colloquium	1,50 (without the written exam)	Seminar paper		Other	
	Class activity	1	Oral exam	1	Other	
2.10. Grading and evaluating students` work during classes and on the exam	<p>Linking Learning Outcomes with Knowledge Verifications:</p> <p>As stated above in the Section 2.7, since teaching is conducted in combination with interactive teaching and independent learning, which implies the active participation of students in the classroom, the evaluation by the teacher is already carried out during the lesson itself in terms of the active participation of the student. Active participation in teaching involves solving the grammar exercises that the students are given at the beginning of each lesson as a "warming up activity". By doing that activity, the students refresh their knowledge to be able to connect it to a new language structures. The same principle of exercise is repeated after the introduction of a new task (unit); students are given the handouts to analyse and fill in. After that, reading and verbal verification follows.</p> <p>By using this method, the teacher gets the insight in the knowledge of the students, their comprehension, attendance and the interest for the subject as a whole. Therefore, the way of checking their language competences is through essays, tasks, reading activity, translation and language exercises.</p> <p>In addition to this monitoring of student activities, as a formal way of examining knowledge, two colloquia are organized, through which the students (if they get a minimum score) have the opportunity to pass a written part of the exam in English language 1 and to access the entire exam.</p> <p>The oral part implies the verbal examination written and answering questions related to the legal vocabulary that was processed during the course.</p>					
2.11. Compulsory literature (available in the library and via other media)	Title				Number of copies in the library	Availability via other media
	A Robin Widdowson , „Market Leader - Business Law, Pearson/Longman, 2010. Bratić, I., „Osnovna gramatika engleskog jezika“, Veleučilište u Šibeniku (e-izdanje)				1	DA DA
2.12. 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.					DA

<p>2.13. Quality assurance methods that ensure the acquisition of knowledge, skills and competences</p>	<p>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.</p> <p>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.</p>
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II. SEMESTER

6. GENERAL INFORMATION			
1.1. Course lecturer	Ivan Malenica	1.7. Credit score (ECTS)	6
1.2. Course title	ADMINISTRATIVE LAW II.	1.8. Forms of teaching (number of hours Lecturing +Practical exercises + Seminars + e learning)	45L+30P
1.3. Assistants and/or associates	1. Sanja Veštić mag.iur 2. Ante Galić mag.iur	1.9. Level of e- learning application (1 st , 2 nd , 3 rd level), percentage of on line course performance (max. 20%)	1. level–On-line performance, 0%
1.4. Study programme (specialist, undergraduate, graduate)	UNDERGRADUATE	6.10. Number of course revisions	1.
1.5. Course status (obligatory, optional)	O	6.11. Modernization	Yes
1.6. Year of study	1.	1.12. Percentage estimate of course changes and/or supplements	Less than 20% <input type="checkbox"/> More than 20 % <input type="checkbox"/>
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	<p>Link the basic concepts of the various branches of law and generalize problems of the work in public administration</p> <ul style="list-style-type: none"> - 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 		

	<ul style="list-style-type: none"> - 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	<p>It is expected that the student after passing the exam from the course of Administrative law, be able to:</p> <ul style="list-style-type: none"> - critically evaluate and recognize the public administration; - apply the acquired basic knowledge of the administrative act on the functioning of public administration bodies; - to compare different types of administrative acts; - propose the adoption of administrative acts - review the validity of administrative acts; - evaluate the role of the public administration in modern state; - assess the need for implementing expropriation procedures. 																																																						
2.5. Course content according to detailed curriculum schedule	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="3" style="background-color: #f2f2f2;">LECTURE</th> <th colspan="3" style="background-color: #f2f2f2;">SEMINARS/ PRACTICAL EXERCISES</th> </tr> <tr> <th style="background-color: #f2f2f2;">Week</th> <th style="background-color: #f2f2f2;">Hours</th> <th style="background-color: #f2f2f2;">Tematska jedinica</th> <th style="background-color: #f2f2f2;">Week</th> <th style="background-color: #f2f2f2;">Hours</th> <th style="background-color: #f2f2f2;">Tematska jedinica</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1</td> <td style="text-align: center;">3</td> <td>The Administrative act, term, characteristics, types, adoption of an administrative act</td> <td style="text-align: center;">1</td> <td style="text-align: center;">2</td> <td>Presentation of seminar papers</td> </tr> <tr> <td style="text-align: center;">2</td> <td style="text-align: center;">3</td> <td>Administrative act, form, content, obligation, enforceability, validity, wrongness</td> <td style="text-align: center;">2</td> <td style="text-align: center;">2</td> <td>Presentation of seminar papers</td> </tr> <tr> <td style="text-align: center;">3</td> <td style="text-align: center;">3</td> <td>The Basics of Administrative Procedure</td> <td style="text-align: center;">3</td> <td style="text-align: center;">2</td> <td>Presentation of seminar papers</td> </tr> <tr> <td style="text-align: center;">4</td> <td style="text-align: center;">3</td> <td>Administrative law among employees in public administration</td> <td style="text-align: center;">4</td> <td style="text-align: center;">2</td> <td>Presentation of seminar papers</td> </tr> <tr> <td style="text-align: center;">5</td> <td></td> <td>Administrative law of the European Union</td> <td style="text-align: center;">5</td> <td style="text-align: center;">2</td> <td>Presentation of seminar papers</td> </tr> <tr> <td style="text-align: center;">6</td> <td style="text-align: center;">3</td> <td>Nomotechnics in Administrative Law</td> <td style="text-align: center;">6</td> <td style="text-align: center;">2</td> <td>Presentation of seminar papers</td> </tr> <tr> <td style="text-align: center;">7</td> <td style="text-align: center;">3</td> <td>Nomotechnics in Administrative Law</td> <td style="text-align: center;">7</td> <td style="text-align: center;">2</td> <td></td> </tr> </tbody> </table>	LECTURE			SEMINARS/ PRACTICAL EXERCISES			Week	Hours	Tematska jedinica	Week	Hours	Tematska jedinica	1	3	The Administrative act, term, characteristics, types, adoption of an administrative act	1	2	Presentation of seminar papers	2	3	Administrative act, form, content, obligation, enforceability, validity, wrongness	2	2	Presentation of seminar papers	3	3	The Basics of Administrative Procedure	3	2	Presentation of seminar papers	4	3	Administrative law among employees in public administration	4	2	Presentation of seminar papers	5		Administrative law of the European Union	5	2	Presentation of seminar papers	6	3	Nomotechnics in Administrative Law	6	2	Presentation of seminar papers	7	3	Nomotechnics in Administrative Law	7	2	
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7	3	Nomotechnics in Administrative Law	7	2																																																			

	8		Administrative law with regard to things	8	2	Presentation of seminar papers
	9		Administrative law with regard to things	9	2	Presentation of seminar papers
	10		III. colloquium exam	10	2	Presentation of seminar papers
	11		Information Administrative law	11	2	Presentation of seminar papers
	12		Information Administrative law	12	2	Presentation of seminar papers
	13	3	Concluding Observations The division of signatures	13	2	Presentation of seminar papers
	14	3	Concluding Observations The division of signatures	14	2	Presentation of seminar papers
	15	3	Concluding Observations The division of signatures	15	2	Concluding Observations The division of signatures
2.6. Teaching methods	<input type="checkbox"/> lectures <input type="checkbox"/> seminars and workshops <input type="checkbox"/> practical exercises <input type="checkbox"/> distance education <input type="checkbox"/> mixed e-learning <input type="checkbox"/> field teaching		<input type="checkbox"/> independent tasks <input type="checkbox"/> multimedia and network <input type="checkbox"/> laboratory <input type="checkbox"/> mentoring <input type="checkbox"/> other		2.7. Comments:	
2.8. Students` obligations	<p>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.</p> <p>It is recommended that students participate actively during the lectures, which includes participation in discussions, solving case studies, designing a project assignment, etc.</p> <p>Seminar work need to prepared, presented and positively evaluated.</p>					

	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	<p>All students (regular and part-time) can choose between two exam options, which are explain below.</p> <p>Option A. Placement of exams through colloquium In order to achieve the right of passing the exam through a colloquium, students are expected to:</p> <ul style="list-style-type: none"> - participate actively during the lectures - produce and present a seminar paper <p>Note: If a student does not pass the first colloquium, he / she has no right to go to the next one.</p> <p>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):</p>					
2.11. Compulsory literature (available in the library and via other media)	Title				Number of copies in the library	Availability via other media
	1.Borković,I., Upravno pravo, Narodne novine Zagreb, 2002.					
2.12. Additional literature (at the moment of changes and/or amended of study programme)	1. Đerđa, Dario,; Upravni postupak, Veleučilište u Rijeci, Rijeka (2011) 2. EU Administrative Law, XVI/1. Oxford: Academy of European Law, European University Institute; Oxford University Press (2006)					

2.13. Quality assurance methods that ensure the acquisition of knowledge, skills and competences	<p>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.</p> <p>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.</p>
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7. GENERAL INFORMATION			
1.1. Course lecturer	Ljubo Runjić, PhD, Senior Lecturer	1.7. Credit score (ECTS)	6
1.2. Course title	Administrative systems	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 (1 st , 2 nd , 3 rd level), percentage of on line course performance (max. 20%)	1
1.4. Study programme (specialist, undergraduate, graduate)	Undergraduate	7.10. Number of course revisions	II.
1.5. Course status (obligatory, optional)	Obligatory	7.11. Modernization	Yes
1.6. Year of study	I.	1.12. Percentage estimate of course changes and/or supplements	Less than 20% <input checked="" type="checkbox"/> More than 20 % <input type="checkbox"/>
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	<ol style="list-style-type: none"> 1. To link the underlying concepts related to the organization and functioning of the state administration. 2. To analyze the relevant laws regarding the organization and functioning of the state administration in the Republic of Croatia, their mutual relations and relations with other laws. 3. To assess the trends in the modern development of public administration, to analyze and critically evaluate the structure and functioning of the state government in the Republic of Croatia. 4. To analyze the impact of social processes on administrative systems, especially urbanization, regionalization and decentralization. 		

	<ol style="list-style-type: none"> 5. To evaluate the effects of state administration bodies on the lives of citizens. 6. To organize and implement teamwork, and critically judge the opinions and attitudes of team members. 7. Individually and responsibly search, interpret and apply relevant literature and legal rules for drafting and issuing regulations and acts in the work of the governing bodies and organizations, utilities and institutions. 8. To anticipate further development of state administration in the Republic of Croatia.
<p>2.4. Expected learning outcomes on the course level</p>	<p>Knowledges After successfully mastering the course student will be able to:</p> <ol style="list-style-type: none"> 1. Analyze the underlying concepts of administrative systems from the administrative science 2. Distinguish the main forms of relationship between administration and government. 3. Comment on the relationship between administration and citizens from a theoretical point of view. 4. Identify normative sources governing the organization and functioning of the administration in the Republic of Croatia. 5. Review the existing state administration structure in the Republic of Croatia. 6. Assess the existing relationship between state administration and citizens in the Republic of Croatia. 7. To anticipate the further development of the state administration in the Republic of Croatia, taking into account the contemporary European context. <p>Cognitive Skills After successfully mastering a course, student will be able to: - collect, interpret, evaluate, select and creatively use different relevant facts, concepts and procedures in designing solutions and solving complex tasks or problems within a specialized area of work in unpredictable conditions.</p> <p>Responsibility After successfully mastering a course, student will be able to: - take the ethical and social responsibility to manage and evaluate the professional development of individuals and groups in unpredictable conditions.</p>
<p>2.5. Course content according to detailed curriculum schedule</p>	<ol style="list-style-type: none"> 1. Introduction - systems, systems of human co-operation, concept and types of administrative systems 2. Objectives of administrative systems, differentiation and integration, interest domination and autonomy 3. The process of the original territorialization, the development of the institutions of government 4. The regressive forms of territorialization and their overcoming, the appearance of state administration 5. Functional Implications in Administrative Systems, Functional Decentralization, Regional Bodies of Public Administration, Public Corporations 6. Formal and real relationship between administration and authority, opposing aspirations in the relationship between governance and authority, aspirations towards concentration and deconcentration 7. Relationship between administration and government - transition chain 8. Territorial administrative system as an organization 9. Relationship between citizens and administration - historical development, principles of relationship between administration and citizens, citizens rights to administration 10. The means of political control of the citizens over the administration, the means of protecting citizens against administration 11. Public administration in relation to citizens 12. Law on the State Administration in the Republic of Croatia (Part I-III) 13. Law on the State Administration in the Republic of Croatia (Part IV-VII)

	14. Law on Civil Servants (1-8 Part) 15. Law on civil servants (9-17 part)					
2.6. Teaching methods	<input checked="" type="checkbox"/> lectures <input type="checkbox"/> seminars and workshops <input type="checkbox"/> practical exercises <input type="checkbox"/> distance education <input type="checkbox"/> mixed e-learning <input type="checkbox"/> field teaching		<input checked="" type="checkbox"/> independent tasks <input type="checkbox"/> multimedia and network <input type="checkbox"/> laboratory <input checked="" type="checkbox"/> mentoring <input type="checkbox"/> other		2.7. Comments:	
2.8. Students` obligations	Students are required to attend 70% of lectures and exercises, and to prepare and present seminar work. Students are required to pass a written and 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)	Attendance	0.5	Written exam	2	Project	
	Experimental work		Research		Practical work	
	Essay		Report		Continuous examination	
	Colloquium		Seminar paper	1	Other	
	Class activity	0.5	Oral exam	2	Other	
2.10. Grading and evaluating students` work during classes and on the exam	Seminar paper Using the compulsory and supplementary literature, as well as other relevant sources, the student will, through the seminar paper, elaborate on a specific issue from a particular teaching unit. The total number of points a student can earn for seminar work is 20 (20% of the final grade). Final exam At the final exam, written and oral examines the knowledge according to the predicted outcomes of the teachings. The total number of points a student can earn on a written exam is 40 (40% of the final grade) and the oral exam 40 (40% of the final grade).					
2.11. 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, pp. 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 3. Kuhlmann, S., Wollmann, H., Introduction To Comparative Public Administration, Cheltenham, Edward Elgar Publishing Ltd, 2014.				5 1 1	

2.12. Additional literature (at the moment of changes and/or amended of study programme)	<p>1. Koprić, I.,(ur.), Javna uprava – nastavni materijali, Zagreb, Suvremena javna uprava, 2006.</p> <p>2. 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., pp. 152. – 159.</p> <p>3. 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., pp. 191. – 227.</p>	<p>1</p> <p>1</p> <p>1</p>	
2.13. Quality assurance methods that ensure the acquisition of knowledge, skills and competences	<p>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.</p> <p>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.</p>		

8. 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)	45L + 15P
1.3. Assistants and/or associates		1.9. Level of e- learning application (1 st , 2 nd , 3 rd level), percentage of on line course performance (max. 20%)	
1.4. Study programme (specialist, undergraduate, graduate)	undergraduate	8.10. Number of course revisions	1.
1.5. Course status (obligatory, optional)	obligatory	8.11. Modernization	+
1.6. Year of study	I.	1.12. Percentage estimate of course changes and/or supplements	<p>Less than 20% x</p> <p>More than 20 % □</p>
2. COURSE DESCRIPTION			
2.1. Course objectives	<p>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.</p> <p>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.</p>		

	Stimulating the critical - analytical, thought, eloquent and erudite 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	<ul style="list-style-type: none"> - 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	<ul style="list-style-type: none"> - 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 Administration in a New Context.	
2.6. Teaching methods	x lectures <input type="checkbox"/> seminars and workshops x practical exercises <input type="checkbox"/> distance education <input type="checkbox"/> mixed e-learning <input type="checkbox"/> field teaching	<input type="checkbox"/> independent tasks <input type="checkbox"/> multimedia and network <input type="checkbox"/> laboratory <input type="checkbox"/> mentoring <input type="checkbox"/> other
	2.7. Comments:	
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 literature (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.					

9. GENERAL INFORMATION			
1.1. Course lecturer	Jerko Acalin, B.Sc.	1.7. Credit score (ECTS)	4
1.2. Course title	Administrative Information Tehnology and Statistics 2	1.8. Forms of teaching (number of hours Lecturing +Practical exercises + Seminars + e learning)	15+30++0+0
1.3. Assistants and/or associates	No	1.9. Level of e- learning application (1 st , 2 nd , 3 rd level), percentage of on line course performance (max. 20%)	1.level - materials on-line,0%
1.4. Study programme (specialist, undergraduate, graduate)	Administrative study	9.10. Number of course revisions	2.
1.5. Course status (obligatory, optional)	obligatory	9.11. Modernization	yes
1.6. Year of study	1.	1.12. Percentage estimate of course changes and/or supplements	Less than 20% <input checked="" type="checkbox"/> More than 20 % <input type="checkbox"/>
2. COURSE DESCRIPTION			
2.1. Course objectives	<p>Getting acquainted with the role and organization of information systems, as well as applying information technologies in work and business. By adopting basic technical knowledge of IT future managers are trained to communicate directly with technical staff or business partners responsible for procurement, maintenance and introduction of new technologies or renewal of the existing IT structure. Students will use knowledge of basic IT applications, the role of IT systems in production, communication and living environment, and independently use the IT infrastructure of VUŠ and CARNET for the purpose of interactive learning and mastering the study programs.</p>		
2.2. Terms of course entry and required competences	Four-year high school education completed; having a qualification at level 4.2.		
2.3. Learning outcomes on the study programme level	<p>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.</p> <p>To use specific computer skills in basic and advanced program packages for work in public administration.</p> <p>To organize and to implement a team work and to critically evaluate the opinions and attitudes of team members.</p>		
2.4. Expected learning outcomes on the course level	<p>It is expected that after completing the course students will be able to:</p> <ul style="list-style-type: none"> to use the operating system (MS Windows) to use text editing programs, to use a table calculator to use it with a presentation program to used on the Internet and by electronic mail 		

2.5. Course content according to detailed curriculum schedule	The theoretical part covers knowledge of computer development, IT and IS concepts, IS security, (15), Practical part (3 groups): Internet and CARNET (2x3), Windows (4x3), Word (10x3) Excel (10x3) PP (4x3)					
2.6. Teaching methods	<input checked="" type="checkbox"/> lectures <input type="checkbox"/> seminars and workshops <input checked="" type="checkbox"/> practical exercises <input type="checkbox"/> distance education <input type="checkbox"/> mixed e-learning <input type="checkbox"/> field teaching	<input checked="" type="checkbox"/> independent tasks <input type="checkbox"/> multimedia and network <input type="checkbox"/> laboratory <input type="checkbox"/> mentoring <input type="checkbox"/> other	2.7. Comments: Exercises are performed independently on computers in an information cabinet, with instructions and assistance from the exercisers, and using e-learning scripts.			
2.8. Students` obligations	Students are required to attend lectures and exercises, to carry a USB memory stick and their AAI @ EduHr password. The requirement for receiving signature and taking the exam is attendance of 70% for regular students on lectures and 80 percent on exercises. For extraordinary students it is 70% attendance on exercises. (or at least one passed colloquium => 50%).					
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	Written exam	2 (no colloquium)	Project	
	Experimental work		Research		Practical work	
	Essay		Report		Continuous examination	
	Colloquium	2	Seminar paper		Other	
	Class activity		Oral exam	1	Other	
2.10. Grading and evaluating students` work during classes and on the exam	Students can choose to complete the written (practical) exam through a colloquium (2 colloquia) or an exam. Each colloquium carries max. 100 points. The exam will be passed successfully through the colloquia for students who reach 50 and more points in both sessions. Successfully passed both colloquia completely replace the practical part of the exam, and the oral (theoretical) is obligatory for everyone. Once passed the practical part of the exam is also taken into account at the following deadlines.					

	Title	Number of copies in the library	Availability via other media
2.11. Compulsory literature (available in the library and via other media)	<p>Informacijski sustavi i tehnologije; Veleučilište u Šibeniku, Jerko Acalin, 2017 – learning book with PP-presentation</p> <p>Osnove informatike (Windows, Word, Excel, PoverPoint), Veleučilište u Šibeniku, Jerko Acalin, 2017 - skripta</p>	5	e-learning
2.12. Additional literature (at the moment of changes and/or amended of study programme)	EXCEL 2013 EXCELL 2010, Milan Korać		5
	Excel 2010 Data analysis and Business Modeling, Wayne I. Winston	5	2
	Word 2010 Microsoft Press, A Division of Microsoft Corporation		2
	Power Pivot for Excell 2010 Marko Russo i Alberto Ferari		2
2.13. Quality assurance methods that ensure the acquisition of knowledge, skills and competences	<p>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 colloquia 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.</p> <p>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.</p>		

10. GENERAL INFORMATION			
1.1. Course lecturer	Ivana Bratić	1.7. Credit score (ECTS)	3+3
1.2. Course title	English language 1	1.8. Forms of teaching (number of hours Lecturing +Practical exercises + Seminars + e learning)	60L (1st + 2nd semester)
1.3. Assistants and/or associates	/	1.9. Level of e- learning application (1 st , 2 nd , 3 rd level), percentage of on line course performance (max. 20%)	3
1.4. Study programme (specialist, undergraduate, graduate)	Undergraduate study of public administration	10.10. Number of course revisions	2

1.5. Course status (obligatory, optional)	Obligatory	10.11. Modernization	Yes
1.6. Year of study	1st	1.12. Percentage estimate of course changes and/or supplements	Less than 20% <input checked="" type="checkbox"/> More than 20 % <input type="checkbox"/>
2. COURSE DESCRIPTION			
2.1. Course objectives	The aim of the teaching process of the course English language 1 is to master the basic vocabulary of English language related to administrative, legal and the business world in general, as well as the accurate grammatical structures that include the correct use of verbal time in spoken and written English. The correct use of verb forms includes time for the present, past and future, mastering new lexical units, and proper use of syntax in English sentences.		
2.2. Terms of course entry and required competences	(The knowledge of English language at minimum B1 level)		
2.3. Learning outcomes on the study programme level	<p>After successfully mastering of English Language 1 course, students will be able to:</p> <ol style="list-style-type: none"> 1. Use English and Croatian language properly in written and spoken form 2. Use specific computer skills in basic and advanced packages applied to public administration tasks 3. Organise and implement teamwork, and critically judge the opinions and attitudes of team members 4. Individually organise acts and submissions and undertake basic procedural actions in administrative and other legal and proceedings. 		
2.4. Expected learning outcomes on the course level	<p>After successfully mastering English Language 1 course, students will be able to:</p> <ol style="list-style-type: none"> 1. Describe and define the basic verb tense in English language 2. Explain the difference in the use of English verb tenses in comparison to Croatian language 3. Understand, explain and paraphrase the vocabulary in the business and legal field 4. Analyse (understand and translate) formal texts of business-legal character 5. Explain and speak about the topics covered during the course 6. Create a new syntactic structure based on the learned material 7. Communicate in English and be able to give their own opinion on the issues covered during the course <p>Practical and Generic Skills:</p> <p>After the students successfully master the course of English Language 1, they will be able to specify and to explain basic grammar tenses in English. They will know how to recognize them in the text and properly translate them in written and oral form.</p>		

	They will be able to interpret, in English, the concepts and lexis from business legal world as well as to recognize them within the text as a part of the syntactic structure. They will also be able to translate that vocabulary in the context of the Croatian language.	
2.5. Course content according to detailed curriculum schedule	<p>2nd SEMESTER</p> <ol style="list-style-type: none"> 1. Common law / Civil law – the students will be able to explain (English language) the differences between Common law and Civil law. They will be able identify the legal expressions in English, translate and interpret them in Croatian. 2. Reading / text analysis – the students will be able to properly understand the meaning of the text, they will be able to translate new formal business lexis in Croatian language depending on the context in which the word is used. 3. Future tenses (Future Simple) – the students will be able to explain the details related to the form, spelling and the correct usage in the sentence structure and in relation to other verb tenses in English, as well as in comparison with Croatian language. 4. Future tenses (Going to + infinitive) - the students will be able to explain the details related to the form, spelling and the correct usage in the sentence structure and in relation to other verb tenses in English, as well as in comparison with Croatian language. 5. Grammar exercises – the students will know how to apply the learned grammatical structures to the sentence in written and spoken form, knowing how to differentiate and accurately use the form of a Simple Future and the form of "going to + infinitive". 6. Protecting intellectual property – the students will be able to paraphrase the written text, to explain the words and the lexis of legal character related to the issue of intellectual property, and to create their own sentences from a learned vocabulary in English. 7. New ways of dealing with fraud – the students will be able to paraphrase the written text, to explain the words and the lexis of legal character related to the issue of intellectual property, and to create their own sentences from a learned vocabulary in English 8. Past Perfect Tense - the students will be able to explain the details related to the form, spelling and the correct usage in the sentence structure and in relation to other verb tenses in English. They will be able to recognise it within the text as well as to use it properly in written and spoken language. 9. Grammar exercises – the students will be able to fill in the text with the correct terms and grammatical structures (learned during the course of English language 1). 10. Reading, text analysis, translation - the students will be able to create their own text in English. 11. Contract law – the students will be able to paraphrase the text, to explain the lexis of legal character as well as to answer the questions related to the text (article). 12. Modal verbs – the students will be able to list modal verbs and to distinguish the most commonly used ones as well as to explain their application and meaning in English. 13. Passive voice - the students will be able to transform the active sentence into passive sentence and vice versa. 14. New vocabulary - The student will paraphrase and interpret the new legal vocabulary in English. 15. Translation - The student will be able to translate texts from Croatian into English (considering the vocabulary learned during the course). 	
2.6. Teaching methods	<input checked="" type="checkbox"/> lectures <input type="checkbox"/> seminars and workshops <input checked="" type="checkbox"/> practical exercises <input type="checkbox"/> distance education <input type="checkbox"/> mixed e-learning <input type="checkbox"/> field teaching	<input checked="" type="checkbox"/> independent tasks <input type="checkbox"/> multimedia and network <input type="checkbox"/> laboratory <input type="checkbox"/> mentoring <input type="checkbox"/> other
		<p>2.7. Comments:</p> <p>Teaching is conducted in the form of lectures ex-cathedra in combination with interactive teaching and independent learning. Interactive teaching implies active participation of students in teaching process in terms of analysing, discussing</p>

			<p>and individual text processing. By analysing and processing the text, vocabulary and expert phraseology are adopted, and by solving grammar exercises, students master the grammar as a prerequisite for creating a more complete vision of the structure of the English sentence.</p> <p>Students are encouraged to participate actively in teaching. Their creativity is also encouraged in order to master the grammatical and syntactic structure of the English language.</p>			
2.8. Students` obligations	<p>Regular students are required to attend lessons for at least 70% of teaching hours. Extraordinary students have the obligation to attend lessons in the amount of at least 50% of teaching hours. If students do not meet the requirement to attend the course, they will be deprived of their signature at the end of the semester.</p> <p>Likewise, students who attend regular classes will have the opportunity to attend the colloquia, while non-regular students will not have such a chance.</p>					
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	1,50 (without colloquia)	Written exam	1,50 (without colloquia)	Project	
	Experimental work		Research		Practical work	
	Essay		Report		Continuous examination	1
	Colloquium	1,50 (without the written exam)	Seminar paper		Other	
	Class activity	1	Oral exam	1	Other	
2.10. Grading and evaluating students` work during classes and on the exam	<p>Linking Learning Outcomes with Knowledge Verifications:</p> <p>As stated above in the Section 2.7, since teaching is conducted in combination with interactive teaching and independent learning, which implies the active participation of students in the classroom, the evaluation by the teacher is already carried out during the lesson itself in terms of the active participation of the student. Active participation in teaching involves solving the grammar exercises that the students are given at the beginning of each lesson as a "worming up activity". By doing that activity, the students refresh their knowledge to be able to connect it to a new language structures. The same principle of exercise is repeated after the introduction of a new task (unit); students are given the handouts to analyse and fill in. After that, reading and verbal verification follows.</p> <p>By using this method, the teacher gets the insight in the knowledge of the students, their comprehension, attendance and the interest for the subject as a whole. Therefore, the way of checking their language competences is through essays, tasks, reading activity, translation and language exercises. In addition to this monitoring of student activities, as a formal way of examining knowledge, two colloquia are organized, through which the students (if they get a minimum score) have the opportunity to pass a written part of the exam in English language 1 and to access the entire exam.</p> <p>The oral part implies the verbal examination written and answering questions related to the legal vocabulary that was processed during the course.</p>					

	Title	Number of copies in the library	Availability via other media
2.11. Compulsory literature (available in the library and via other media)	A Robin Widdowson , „Market Leader - Business Law, Pearson/Longman, 2010. Bratić, I., „Osnovna gramatika engleskog jezika“, Veleučilište u Šibeniku (e-izdanje)	1	DA DA
2.12. 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.		DA
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.		

III. SEMESTER

11. GENERAL INFORMATION			
1.1. Course lecturer	Ivan Malenica	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. Sanja Veštić mag.iur 2. Ante Galić mag.iur	1.9. Level of e- learning application (1 st , 2 nd , 3 rd level), percentage of on line course performance (max. 20%)	1. level–On-line performance, 0%
1.4. Study programme (specialist, undergraduate, graduate)	UNDERGRADUATE	11.10. Number of course revisions	1.
1.5. Course status (obligatory, optional)	O	11.11. Modernization	Yes
1.6. Year of study	2.	1.12. Percentage estimate of course changes and/or supplements	Less than 20% <input type="checkbox"/> More than 20 % <input type="checkbox"/>
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	<p>Link the basic concepts of the various branches of law and generalize problems of the work in public administration</p> <ul style="list-style-type: none"> - 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 		

	<ul style="list-style-type: none"> - 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	<p>It is expected that the student after passing the exam from the College of Administrative Procedural Law, be able to:</p> <ul style="list-style-type: none"> - 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	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #f4b084;"> <th colspan="3" style="text-align: center;">LECTURE</th> <th colspan="3" style="text-align: center;">SEMINARS/ PRACTICAL EXERCISES</th> </tr> <tr style="background-color: #f4b084;"> <th style="text-align: center;">Week</th> <th style="text-align: center;">Hours</th> <th style="text-align: center;">Tematska jedinica</th> <th style="text-align: center;">Week</th> <th style="text-align: center;">Hours</th> <th style="text-align: center;">Tematska jedinica</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1</td> <td style="text-align: center;">4</td> <td>Introduction lecture (administrative procedure law)</td> <td style="text-align: center;">1</td> <td style="text-align: center;">2</td> <td>Introduction lecture</td> </tr> <tr> <td style="text-align: center;">2</td> <td style="text-align: center;">4</td> <td>Determination of the term administrative procedure Special administrative procedures</td> <td style="text-align: center;">2</td> <td style="text-align: center;">2</td> <td>Presentation of seminar papers</td> </tr> <tr> <td style="text-align: center;">3</td> <td style="text-align: center;">4</td> <td>Principles of administrative procedure</td> <td style="text-align: center;">3</td> <td style="text-align: center;">2</td> <td>Presentation of seminar papers</td> </tr> <tr> <td style="text-align: center;">4</td> <td style="text-align: center;">4</td> <td>Jurisdiction in administrative proceedings Persons authorized for conducting the Administrative procedure</td> <td style="text-align: center;">4</td> <td style="text-align: center;">2</td> <td>Presentation of seminar papers</td> </tr> <tr> <td style="text-align: center;">5</td> <td style="text-align: center;">4</td> <td>Party in Administrative Procedure Representatives of party in the administrative procedure</td> <td style="text-align: center;">5</td> <td style="text-align: center;">2</td> <td>Presentation of seminar papers</td> </tr> </tbody> </table>	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
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	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	<input type="checkbox"/> lectures <input type="checkbox"/> seminars and workshops <input type="checkbox"/> practical exercises <input type="checkbox"/> distance education <input type="checkbox"/> mixed e-learning <input type="checkbox"/> field teaching		<input type="checkbox"/> independent tasks <input type="checkbox"/> multimedia and network <input type="checkbox"/> laboratory <input type="checkbox"/> mentoring <input type="checkbox"/> other		2.7. Comments: 	

2.8. Students` obligations	<p>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.</p> <p>It is recommended that students participate actively during the lectures, which includes participation in discussions, solving case studies, designing a project assignment, etc.</p> <p>Seminar work need to prepared, presented and positively evaluated.</p> <p>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.</p>					
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	<p>All students (regular and part-time) can choose between two exam options, which are explain below.</p> <p>Option A. Placement of exams through colloquium</p> <p>In order to achieve the right of passing the exam through a colloquium, students are expected to:</p> <ul style="list-style-type: none"> - participate actively during the lectures - produce and present a seminar paper <p>Note: If a student does not pass the first colloquium, he / she has no right to go to the next one.</p> <p>Option B. Exit to a regular exam (written and oral exam)</p> <p>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):</p>					
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 literature (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	<p>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.</p> <p>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.</p>		

12. GENERAL INFORMATION			
1.1. Course lecturer	Ljubo Runjić, PhD, Senior Lecturer	1.7. Credit score (ECTS)	5
1.2. Course title	Basics of international law	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 (1 st , 2 nd , 3 rd level), percentage of on line course performance (max. 20%)	1
1.4. Study programme (specialist, undergraduate, graduate)	Undergraduate	12.10. Number of course revisions	II.
1.5. Course status (obligatory, optional)	Obligatory	12.11. Modernization	Yes
1.6. Year of study	I.	1.12. Percentage estimate of course changes and/or supplements	Less than 20% <input checked="" type="checkbox"/> More than 20 % <input type="checkbox"/>
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.		

<p>2.3. Learning outcomes on the study programme level</p>	<ol style="list-style-type: none"> 1. To link the underlying concepts of international law. 2. To analyze the relationship between international law and national law. 3. To assess the trends in modern management development at the international level. 4. To analyze the impact of social processes, in the first instance of globalization and euro-integration, on international administrative systems. 5. To organize and implement team work, and critically judge the opinions and attitudes of team members. 6. Individually and responsibly search, interpret and apply relevant literature and legal rules in the field of international law. 7. To anticipate the future development of international law and its impact on national administrative systems.
<p>2.4. Expected learning outcomes on the course level</p>	<p>Knowledges After successfully mastering a course, students will be able to:</p> <ol style="list-style-type: none"> 1. Analyze individual branches of international law. 2. Identify sources of international law. 3. Identify similarities and differences between individual subjects of international law. 4. Comment on the relationship between international and national law in terms of international legal doctrine and existing international law. 5. Identify the role of particular international legal entities in the creation of international law. 6. Assess the role of international law in regulating relations in the international community of recognized entities. 7. To anticipate the development of the international legal order, taking into account existing relations in the international community. <p>Cognitive Skills After successfully mastering a course, student will be able to:</p> <ul style="list-style-type: none"> - collect, interpret, evaluate, select and creatively use different relevant facts, concepts and procedures in designing solutions and solving complex tasks or problems within a specialized area of work in unpredictable conditions.
<p>2.5. Course content according to detailed curriculum schedule</p>	<ol style="list-style-type: none"> 1. Introduction - the concept of international law, division of international law, sources of international law, history of international law 2. Subjects of international law - general view, individual, international organisms, state 3. The subjects of international law - insurgency and liberation movements, relations of addiction, areas of special status, the Holy See and the State of Vatican City, neutrality 4. The objects of international law - state territory, borders, rivers 5. The objects of international law - the sea, the international channels, the airspace, the outer space 6. Objects of international law - acquisition of areas, succession of states, interstate services 7. Individual in international law - citizens and foreigners, international protection of individual, minorities, criminal responsibility of individuals 8. The bodies of international relations - in general, bodies of foreign representation, diplomatic representatives, diplomatic privileges, consuls, international officials 9. Legal facts of international law - legal affairs in general, unilateral legal affairs, international treaties 10. International Organizations - United Nations (founding, law, membership, organs) 11. International Organizations - United Nations Specialized Institutions, other United Nations associated Organizations, subsidiary organs of the United Nations, regional organizations 12. Peaceful settlement of disputes and maintain of peace - negotiation, enquiry, mediation, conciliation, arbitration, International Court of Justice

	<p>13. The United Nations role in peaceful settlement of disputes and maintain of peace- peaceful settlement of disputes within the United Nations, submission of disputes to the United Nations, collective measures, peace operations, disarmament</p> <p>14. The law of armed conflicts - sources, concepts, persons involved in armed conflict, restrictions on hostilities, protection of certain categories of persons, war occupation</p> <p>15. The law of armed conflicts - concept of neutrality, rights and duties of neutral, blockade, plunder law</p>					
2.6. Teaching methods	<input checked="" type="checkbox"/> lectures <input checked="" type="checkbox"/> seminars and workshops <input type="checkbox"/> practical exercises <input type="checkbox"/> distance education <input type="checkbox"/> mixed e-learning <input type="checkbox"/> field teaching		<input checked="" type="checkbox"/> independent tasks <input type="checkbox"/> multimedia and network <input type="checkbox"/> laboratory <input checked="" type="checkbox"/> mentoring <input type="checkbox"/> other		2.7. Comments:	
2.8. Students` obligations	Students are required to attend 70% of lectures and exercises, and to prepare and present seminar work. Students are required to pass an 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)	Attendance	0.5	Written exam		Project	
	Experimental work		Research		Practical work	
	Essay		Report		Continuous examination	
	Colloquium		Seminar paper	1	Other	
	Class activity	0.5	Oral exam	3	Other	
2.10. Grading and evaluating students` work during classes and on the exam	<p>Seminar paper Using the compulsory and supplementary literature, as well as other relevant sources, the student will, through the seminar paper, elaborate on a specific issue from a particular teaching unit. The total number of points a student can earn for seminar work is 20 (20% of the final grade).</p> <p>Final exam At the final exam, written and oral examines the knowledge according to the predicted outcomes of the teachings. The total number of points a student can earn on an oral exam 80 (80% of the final grade).</p>					
2.11. 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.				5	
2. Andrassy, J., Bakotić, B., Lapaš, D., Seršić, M., Vukas, B., Međunarodno pravo 2, Zagreb, Školska knjiga, 2012.				5		
3. Andrassy, J., Bakotić, B., Seršić, M., Vukas, B., Međunarodno pravo 3, Zagreb, Školska knjiga, 2006.				5		

	4. Shaw, M.N., International Law, Cambridge, Cambridge University Press, 2014.	1	
2.12. Additional literature (at the moment of changes and/or amended of study programme)	1. Degan, V.Đ., Međunarodno pravo, Rijeka, Školska knjiga, 2011. 2. Runjić, Lj., Međunarodnopravni subjektivitet međunarodnih organizama u suvremenom međunarodnom pravu, Veleučilište u Šibeniku, 2016.	5 5	
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.		

13. GENERAL INFORMATION			
1.1. Course lecturer	Ljubo Runjić, PhD, Senior Lecturer	1.7. Credit score (ECTS)	5
1.2. Course title	Administrative and legal system of EU	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 (1 st , 2 nd , 3 rd level), percentage of on line course performance (max. 20%)	1
1.4. Study programme (specialist, undergraduate, graduate)	Undergraduate	13.10. Number of course revisions	II.
1.5. Course status (obligatory, optional)	Obligatory	13.11. Modernization	Yes
1.6. Year of study	I.	1.12. Percentage estimate of course changes and/or supplements	Less than 20% <input checked="" type="checkbox"/> More than 20 % <input type="checkbox"/>

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	<ol style="list-style-type: none"> 1. To link the underlying concepts of European law. 2. To analyze the relationship between European and national law. 3. To evaluate trends in the contemporary management development at EU level, to analyze and critically evaluate the organization, body and functioning of the European Union. 4. To analyze the impact of social processes on the development of the European Union's administrative and legal system. 5. To evaluate the effects of the activities of bodies and organizations of the European Union on citizens' lives. 6. To organize and implement teamwork, and critically judge the opinions and attitudes of team members. 7. Individually and responsibly search, interpret and apply relevant literature and legal rules in the area of European law. 8. To anticipate the future development of European law and its impact on national administrative systems.
2.4. Expected learning outcomes on the course level	<p>Knowledges After successfully mastering a course, student will be able to:</p> <ol style="list-style-type: none"> 1. Analyze European law and its relationship with national law. 2. Identify sources of European law. 3. Distinguish the powers of the European Union. 4. Comment on the institutional structure of the European Union. 5. Make a request to the European Court. 6. Determine the effect of European law on the national legal systems of the Member States. 7. To anticipate the future development of European integration processes. <p>Cognitive Skills After successfully mastering a course, student will be able to:</p> <ul style="list-style-type: none"> - collect, interpret, evaluate, select and creatively use different relevant facts, concepts and procedures in designing solutions and solving complex tasks or problems within a specialized area of work in unpredictable conditions. <p>Responsibility After successfully mastering a course, student will be able to:</p> <ul style="list-style-type: none"> - Take the ethical and social responsibility to manage and evaluate the professional development of individuals and groups in unpredictable conditions.
2.5. Course content according to detailed curriculum schedule	<ol style="list-style-type: none"> 1. Introduction - Basic Concepts of European Union Law, Founding Treaties, Treaty of Lisbon 2. History of European Integration 3. European Union law 4. The powers of the European Union

	<p>5. Institutions of the European Union - European Parliament, European Council, Council of Ministers, European Commission</p> <p>6. Legislative procedures</p> <p>7. Institutions of the European Union - Court of the European Union</p> <p>8. Application of EU law to national courts - direct effect, superiority of European law</p> <p>9. Application of EU law to national courts - direct effect of directives</p> <p>10. State liability for damage in EU law</p> <p>11. The foundations of the internal market of the EU - in general</p> <p>12. Basis of the internal market - freedom of movement of goods, freedom of movement of services</p> <p>13. The previous procedure</p> <p>14. Emergency preliminary procedure, how to file a request to the European Court</p> <p>15. Application of EU law in the legal order of the Republic of Croatia</p>					
2.6. Teaching methods	<input checked="" type="checkbox"/> lectures <input type="checkbox"/> seminars and workshops <input type="checkbox"/> practical exercises <input type="checkbox"/> distance education <input type="checkbox"/> mixed e-learning <input type="checkbox"/> field teaching	<input checked="" type="checkbox"/> independent tasks <input type="checkbox"/> multimedia and network <input type="checkbox"/> laboratory <input checked="" type="checkbox"/> mentoring <input type="checkbox"/> other			2.7. Comments:	
2.8. Students` obligations	Students are required to attend 70% of lectures and exercises, and to prepare and present seminar work. Students are required to pass an 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)	Attendance	0.5	Written exam		Project	
	Experimental work		Research		Practical work	
	Essay		Report		Continuous examination	
	Colloquium		Seminar paper	1	Other	
	Class activity	0.5	Oral exam	3	Other	
2.10. Grading and evaluating students` work during classes and on the exam	<p>Seminar paper Using the compulsory and supplementary literature, as well as other relevant sources, the student will, through the seminar paper, elaborate on a specific issue from a particular teaching unit. The total number of points a student can earn for seminar work is 20 (20% of the final grade).</p> <p>Final exam At the final exam, written and oral examines the knowledge according to the predicted outcomes of the teachings. The total number of points a student can earn on an oral exam 80 (80% of the final grade).</p>					

	Title	Number of copies in the library	Availability via other media
2.11. Compulsory literature (available in the library and via other media)	1. 1. Čapeta, T., Rodin, S., Osnove prava Europske unije, Zagreb, Narodne novine, 2011. 2. Fairhurst, J., Law of the European Union, Harlow, Pearson Education Limited, 2014.	5 1	
2.12. Additional literature (at the moment of changes and/or amended of study programme)	1. Rodin, S., Čapeta T., Goldner Lang, I.(ur.), Reforma Europske unije - Lisabonski ugovor, Zagreb, Narodne novine, 2009. 2. Čapeta, 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. 3. Mintas Hodak, Lj.(ur.), Europska unija, Zagreb, Mate, 2010.	1 1 1	
2.13. Quality assurance methods that ensure the acquisition of knowledge, skills and competences	<p>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.</p> <p>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.</p>		

14. GENERAL INFORMATION			
1.1. Course lecturer	Dijana Mečev	1.7. Credit score (ECTS)	5
1.2. Course title	PUBLIC FINANCE	1.8. Forms of teaching (number of hours Lecturing +Practical exercises + Seminars + e learning)	45L + 30P
1.3. Assistants and/or associates	Jelena Žaja	1.9. Level of e- learning application (1 st , 2 nd , 3 rd level), percentage of on line course performance (max. 20%)	1 st level – materials available on-line, 0%
1.4. Study programme (specialist, undergraduate, graduate)	Undergraduate	14.10. Number of course revisions	1
1.5. Course status (obligatory, optional)	Obligatory	14.11. Modernization	Yes
1.6. Year of study	II	1.12. Percentage estimate of course changes and/or supplements	Less than 20% <input checked="" type="checkbox"/> More than 20 % <input type="checkbox"/>

2. COURSE DESCRIPTION		
2.1. Course objectives	To enable students to consider the significance of certain fiscal instruments for public administration funding, to learn how to differentiate categories of public revenues and expenditures and to identify the basic principles of taxation.	
2.2. Terms of course entry and required competences	No requirements.	
2.3. Learning outcomes on the study programme level	<p>To link the basic concepts of different branches of the law and to generalize issues of work in public administration.</p> <p>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.</p> <p>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.</p> <p>To use and to develop the complex written and oral communication in Croatian and English language</p> <p>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.</p> <p>To anticipate the future development at different levels of national constitutional arrangement and the administrative system.</p>	
2.4. Expected learning outcomes on the course level	It is expected that students will be able to: explain the basic types and characteristics of public revenues and public expenditures; explain the basic principles of the tax procedure as a type of administrative procedure; explain the basic determinants of income tax, profit tax and value added tax; explain the role of the budget and other instruments used to finance public expenditures; define and critically evaluate certain categories of budget law in the context of contemporary legal approaches.	
2.5. Course content according to detailed curriculum schedule	<p><u>Lectures:</u> Introduction to the course and the way of work (1 hour), public revenues (5 hours), tax terminology (3 hours), tax-debt relationship (1 hour), public expenditure (2 hours), income tax (3 hours), first colloquium (2 hours), profit tax (corporate income tax) (3 hours), value added tax (3 hours), excise duties and special taxes (3 hours), state budget, budget functions(3 hours), fiscal decentralization (3 hours), financing of the local government (3 hours), public debt (3 hours), bankruptcy of the state (3 hours), public companies in the function of financing public needs (2 hours), second colloquium (2 hours).</p> <p><u>Practical exercises:</u> Introduction to the way of work (1 hour), public revenues (2 hours), tax terminology (1 hour), public expenditure (1 hour), income tax (1 hour), profit tax (1 hour), VAT (1 hour), excise and special taxes (1 hour), budget, budget functions (1 hour), fiscal decentralization (1 hour), financing of local government (1 hour), public debt (1 hour), state bankruptcy (1 hour), public companies in the function of financing public needs (1 hour).</p>	
2.6. Teaching methods	<input type="checkbox"/> lectures <input type="checkbox"/> seminars and workshops <input checked="" type="checkbox"/> practical exercises <input type="checkbox"/> distance education <input type="checkbox"/> mixed e-learning	<input type="checkbox"/> independent tasks <input type="checkbox"/> multimedia and network <input type="checkbox"/> laboratory <input type="checkbox"/> mentoring <input type="checkbox"/> other
	2.7. Comments:	

	<input type="checkbox"/> field teaching					
2.8. Students` obligations	<p>For all full-time students class attendance (lectures and exercises) of at least 50%. Part-time students do not have the obligation to attend classes, except in cases when the classes are specifically organized for them.</p> <p>Create and successfully present seminar paper. It is recommended that students participate actively in classes, which includes participation in discussions, case studies, etc.</p> <p>The obligation of each student is to be regularly informed about the course. All announcements about the course and eventual postponement of the classes will be published on the e-learning page of the course, where all the information on the course as well as the teaching materials and the list of literature are included.</p>					
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	Written exam	3 (without colloquium)	Project	
	Experimental work		Research		Practical work	
	Essay		Report		Continuous examination	
	Colloquium	3 (without written exam)	Seminar paper		Problem solving task	1
	Class activity		Oral exam		Other	
2.10. Grading and evaluating students` work during classes and on the exam	<p>Students can choose to pass the course through a colloquium (2 colloquia) or written exam. Each colloquium carries max. 30 points. The course will be passed successfully through the colloquiums by students who score 30 points (cumulative scoring - 2 colloquiums combined). Alternatively, students can pass the course by taking the written exam.</p>					
2.11. Compulsory literature (available in the library and via other media)	Title			Number of copies in the library	Availability via other media	
	Šimurina, N. et. al. (2012) Javne financije u Hrvatskoj, Ekonomski fakultet Zagreb (selected chapters).			5		
	Ministarstvo financija, Porezna uprava (2012) Hrvatski porezni sustav. Zagreb: MFIN, PU				YES	
2.12. Additional literature (at the moment of changes and/or amended of study programme)	<p>Lecture materials.</p> <p>Opći porezni zakon.</p> <p>Zakon o porezu na dohodak.</p> <p>Zakon o porezu na dobit.</p> <p>Zakon o porezu na dodanu vrijednost.</p>				Available on e-learning page.	

2.13. Quality assurance methods that ensure the acquisition of knowledge, skills and competences	<p>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.</p> <p>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.</p>
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15. GENERAL INFORMATION			
1.1. Course lecturer	Ivana Bratić	1.7. Credit score (ECTS)	3+3
1.2. Course title	English language 2	1.8. Forms of teaching (number of hours Lecturing +Practical exercises + Seminars + e learning)	60L (1st + 2nd semester)
1.3. Assistants and/or associates	/	1.9. Level of e- learning application (1 st , 2 nd , 3 rd level), percentage of on line course performance (max. 20%)	3
1.4. Study programme (specialist, undergraduate, graduate)	Undergraduate study of public administration	15.10. Number of course revisions	2
1.5. Course status (obligatory, optional)	Obligational	15.11. Modernization	Yes
1.6. Year of study	2 nd	1.12. Percentage estimate of course changes and/or supplements	Less than 20% X <input type="checkbox"/> More than 20 % <input type="checkbox"/>
2. COURSE DESCRIPTION			
2.1. Course objectives	<p>The aim of the teaching process of the course English language 1 is to upgrade the learned grammatical structures with the new vocabulary from a business and legal background. Furthermore, the aim is to develop the competence of reading and understanding formal texts, communicating, and giving presentations in English.</p> <p>The aim of the course is also to introduce students to multicultural diversity at the European and global level and to develop the skills which would prepare them for such business environment; public speaking skills, active listening, business letter writing (business label) and the basics of bargaining skills.</p>		
2.2. Terms of course entry and required competences	(The knowledge of English language at minimum B1 level)		

<p>2.3. Learning outcomes on the study programme level</p>	<p>After successfully mastering of English Language 1 course, students will be able to:</p> <ol style="list-style-type: none"> 1. Use English and Croatian language properly in written and spoken form 2. Use specific computer skills in basic and advanced packages applied to public administration tasks 3. Organise and implement teamwork, and critically judge the opinions and attitudes of team members 4. Individually organise acts and submissions and undertake basic procedural actions in administrative and other legal proceedings.
<p>2.4. Expected learning outcomes on the course level</p>	<p>After successfully mastering English Language 2 course, students will be able to:</p> <ol style="list-style-type: none"> 1. develop reading and speaking activity in English regarding the texts of administrative and legal character in English 2. translate the text of a legal character from English to Croatian 3. hold teamwork activity to explore a topic certain topics on their own choice 4. prepare (in Power Point) a presentation in English 5. publicly present the presentation in English 6. write business letter (complaints, call for appointment, job offers, job applications) in English 7. critically express and explain their opinion in English regarding one of the topics dealt with during the course
<p>2.5. Course content according to detailed curriculum schedule</p>	<p>1st SEMESTER</p> <p>1. Company structure; Characteristics of a company - the students will know exactly how to explain the differences between the term "private company" and "public company", as well as to explain the characteristics of a public company. New English expressions will be adopted.</p> <p>2. Reading and comprehension - the students will know how to read the text, adopt new vocabulary and paraphrase the formal expressions into English, as well as to find the appropriate translation into Croatian. As a verification of understanding, they will be able to independently paraphrase the text in English.</p> <p>3. Multi-word verbs; grammar notes – the students will know how to paraphrase "multi-word verbs" from English language and to translate them into Croatian. They will be able to use them in writing and speaking.</p> <p>4. Board meetings – the students will be able to explain the English term "board meetings" and to explain the participants in board meetings as well as the fact that they can be held even if all participants are not physically present at the same place. The student will adopt the vocabulary related to this matter and know how to repeat and apply it in another context.</p> <p>5. How to Make a Good Presentation - The student will know how to leave a good impression, what to avoid, what to embed in the beginning of the presentation, how to organize his presentation into meaningful entities, how to put the audience in place.</p> <p>6. Student's presentations and discussion - Each student will individually, or in a group of two, present a topic in the form of presentation to his colleagues.</p> <p>7. Shareholder's meetings - the students will differentiate the terms related to shareholders and shareholder meetings. They will be able to read the text correctly, manage the new vocabulary and paraphrase it into English as well as to find the appropriate translation into the Croatian language. As a verification of understanding, they will be able to independently paraphrase the English text and answer the relevant questions.</p>

	<p>8. Student's presentations and discussion - Each student will individually, or in a group of two, present a topic in the form of presentation to his colleagues.</p> <p>9. Boardroom battle - the students will be able to read the text correctly, manage the new vocabulary and paraphrase it into English as well as to find the appropriate translation into the Croatian language. As a verification of understanding, they will be able to independently paraphrase the English text and answer the relevant questions.</p> <p>10. Student's presentations and discussion - Each student will know individually, or in a group of two, present a topic in the form of presentations to his colleagues.</p> <p>11. Active listening - Students will be able to explain what active listening is, what is there that can be done to improve our listening activity, as well as how to control the conversation with a speaker.</p> <p>12. Student's presentations and discussion - Each student will individually, or in a group of two, present a topic in the form of presentation to his colleagues.</p> <p>13. Marketing Agreements - the students will be able to read the text correctly, manage the new vocabulary and paraphrase it into English as well as to find the appropriate translation into the Croatian language. As a verification of understanding, they will be able to independently paraphrase the English text and answer the relevant questions.</p> <p>14. Document Completion / Student's Presentations - Each student will individually, or in a group of two, present a topic in the form of presentation to his colleagues. After each of the topics presented, the discussion follows.</p> <p>15. Final review - the student will be able to connect the learned material in a meaningful whole. They will be able to answer questions related to any of the topics discussed during the course. They will be able to properly maintain the presentation in public and actively listen to the attentive co-speaker.</p>		
2.6. Teaching methods	<input checked="" type="checkbox"/> lectures <input type="checkbox"/> seminars and workshops <input checked="" type="checkbox"/> practical exercises <input type="checkbox"/> distance education <input type="checkbox"/> mixed e-learning <input type="checkbox"/> field teaching	<input checked="" type="checkbox"/> independent tasks <input checked="" type="checkbox"/> multimedia and network <input type="checkbox"/> laboratory <input type="checkbox"/> mentoring <input type="checkbox"/> other	<p>2.7. Comments:</p> <p>Teaching is conducted in the form of lectures ex-cathedra in combination with interactive teaching and independent learning. Interactive teaching implies active participation of students in teaching process in terms of analysing, discussing and individual text processing. By analysing and processing the text, vocabulary and expert phraseology are adopted, and by solving grammar exercises, students master the grammar as a prerequisite for creating a more complete vision of the structure of the English sentence.</p> <p>The student is encouraged to participate actively in teaching His creativity is also encouraged in order to master the grammatical and syntactic structure of the English language.</p>
2.8. Students` obligations	<p>Regular students are required to attend lessons for at least 70% of teaching hours. Extraordinary students have the obligation to attend lessons in the amount of at least 50% of teaching hours. If students do not meet the requirement to attend the course, they will be deprived of their signature at the end of the semester.</p> <p>Likewise, students who attend regular classes will have the opportunity to attend the colloquia, while non-regular students will not have such a chance.</p>		

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	1,50	Written exam	1.50 (without colloquia)	Project	
	Experimental work		Research		Practical work	
	Essay		Report		Continuous examination	1
	Colloquium	1, 50 (without the written exam)	Seminar paper		Other	
	Class activity	1	Oral exam	1	Other	
2.10. Grading and evaluating students` work during classes and on the exam	<p>Linking learning outcomes with knowledge verifications:</p> <p>As stated above in the Section 2.7, since teaching is conducted in combination with interactive teaching and independent learning, which implies the active participation of students in the classroom, the evaluation by the teacher is already carried out during the lesson itself in terms of the active participation of the student. Active participation in teaching involves solving the grammar exercises that the students are given at the beginning of each lesson as a "warming up activity". By doing that activity, the students refresh their knowledge to be able to connect it to a new language structures. The same principle of exercise is repeated after the introduction of a new task (unit); students are given the handouts to analyse and fill in. After that, reading and verbal verification follows.</p> <p>By using this method, the teacher gets the insight in the knowledge of the students, their comprehension, attendance and the interest for the subject as a whole. Therefore, the way of checking their language competences is through essays, tasks, reading activity, translation and language exercises.</p> <p>In addition to this monitoring of student activities, as a formal way of examining knowledge, two colloquia are organized, through which the students (if they get a minimum score) have the opportunity to pass a written part of the exam in English language 2 and to access the entire exam.</p> <p>The oral part implies the verbal examination written and answering questions related to the legal vocabulary that was processed during the course.</p>					
2.11. Compulsory literature (available in the library and via other media)	Title				Number of copies in the library	Availability via other media
	William R. McKay, Helen E. Charlton, "Legal English", Pearson/Longman, 2005. Bratić, I., „Osnovna gramatika engleskog jezika“, Veleučilište u Šibeniku (e-izdanje)				1	DA DA
2.12. Additional literature (at the moment of changes and/or amended of study programme)	Peter Strutt, „Market Leader - Busine Grammar and Usage", Business English, Pearson/Longman, 2000.				1	DA

2.13. Quality assurance methods that ensure the acquisition of knowledge, skills and competences	<p>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 home work, 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.</p> <p>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.</p>
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16. GENERAL INFORMATION			
1.1. Course lecturer	Vesna Jurin Bakotić, law graduate, a senior lecturer	1.7. Credit score (ECTS)	5
1.2. Course title	Office Business and Correspondence	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 (1 st , 2 nd , 3 rd level), percentage of on line course performance (max. 20%)	
1.4. Study programme (specialist, undergraduate, graduate)	Undergraduate	16.10. Number of course revisions	3
1.5. Course status (obligatory, optional)	Obligatory	16.11. Modernization	Yes
1.6. Year of study	II	1.12. Percentage estimate of course changes and/or supplements	Less than 20% <input checked="" type="checkbox"/> X More than 20 % <input type="checkbox"/> □
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	Terms of entry for the second year of study		
2.3. Learning outcomes on the study programme level	1. To manage the human resources, office operations and various administrative processes and to establish the communication with different users of public services 2. 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		

	<p>3. 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</p> <p>4. To organize and to implement a team work and to critically evaluate the opinions and attitudes of team members</p> <p>5. 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</p>
<p>2.4. Expected learning outcomes on the course level</p>	<p>It is expected that students after graduation from the Office Business and Correspondence courses can:</p> <ol style="list-style-type: none"> 1. clearly understand the significance of the most important office-based institutes in the legal system so that they can be clearly and comprehensively presented 2. Use different databases on legal sources, court practices and relevant legal literature when preparing a decision on various legal issues. 3. Compare and differentiate the way of conducting office business and correspondence in the bodies of state administration, local and regional self-government. 4. rank and evaluate all relevant facts related to the subject in practice and to present them to the experts and the laypersons 5. Independently categorize, receive, search and store documents 6. Generate general and specific knowledge of the phenomenon and significance of correspondence in the administration and other bodies of public authority.
<p>2.5. Course content according to detailed curriculum schedule</p>	<ol style="list-style-type: none"> 1. Introduction to the course and the detailed performance plan of the course -The students will be able to define and describe the basic terms of office business. 2. Entities which are responsible for managing the office business and organization of performing the office business - Students will be able to compare and differentiate ways of doing office business in various bodies and institutions at the state level as well as in the private sector. Students will be able to define the notion of the administrative office and to present its work. 3. Principles and basic concepts of office operations - Students will be able 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. 4. A Unique Classification Code System - Students will be able 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. 5. Registered official records in office business - Students will be able to define basic, auxiliary and special records. 6. Office Operations - students will be able to differentiate and categorize the types of activities that are being undertaken in the office business. 7. Stamps, seals, marks - Students will be able to distinguish between the use of seals and stamps in office business. 8. Writing 1st . colloquium 9. Handling of Parties` Submissions in Administrative Procedure - Students will be able to distinguish between submissions, orderly and disorderly in administrative proceedings as well as dealing with submissions that are incomplete. 10. Administrative fees - Students will be able 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. 11. Provision of written in the administrative procedure - The student will be able 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. 12. Special types of delivery of paper (documents) -The student will be able to define and explain the meaning of particular cases of delivery of papers.

	<p>13. Business Communication - Students will be able to differentiate ways of business communication and correspondence with parties in office business.</p> <p>14. Application of Information Technology in Office Business - Students will be able to define e-office and e-business.</p> <p>15. Writing 2nd colloquium</p>					
2.6. Teaching methods	lectures seminars and workshops practical exercises field teaching		independent tasks mentoring		2.7. Comments:	
2.8. Students` obligations	<p>Teaching takes place in the form of lectures and presentations of seminar papers in the exercise session. Lectures are accompanied by mandatory literature so that students can prepare before the lecture. Students undertake simple hypothetical tasks • Teaching takes place in the second year of the third semester (winter semester) in the form of lectures and 45 hours of lectures, 3 hours per week and 15 hours of exercise, 1 hour per week. Consultations are held in the indicated term or in agreement with the course lecturer.</p> <p>The student is required to actively participate in the classroom. A regular student who is absent from more than 30% of the classes determined by the study program will be denied the signature and cannot take the exam.</p>					
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 colloquium)	Project	
	Experimental work		Research		Practical work	
	Essay		Report		Continuous examination	
	Colloquium	2 (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	<p>During the academic year, students are given 2 colloquia, showing their knowledge gained from topics of the course. During the course they are obliged to prepare a seminar paper, using mostly legal sources cited in accordance with the regulations for legal acts. In addition, they must master the use and selection of court practice and the recognition of key decision elements that are relevant to the topic of their work and problems which are pointed out by scientific and expert articles. At the final exam, they must achieve a minimum of 50% of the points on the written part of the exam and answer the most complex questions in the oral exam.</p>					

		Number of copies in the library	Availability via other media
2.11. Compulsory literature (available in the library and via other media)	Kasabašić, Š., Uredsko poslovanje u primjeni i postupanje s podnescima stranaka u upravnom postupku, Novi informator, Zagreb, 2007. Uredba o uredbom poslovanju Pravilnik o jedinstvenim klasifikacijskim oznakama i brojevanim oznakama stvaralaca i primalaca akata		
2.12. 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		
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.		

IV. SEMESTER

17. GENERAL INFORMATION			
1.1. Course lecturer	Ivan Malenica	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. Sanja Veštić mag.iur 2. Ante Galić mag.iur	1.9. Level of e- learning application (1 st , 2 nd , 3 rd level), percentage of on line course performance (max. 20%)	1. level–On-line performance, 0%
1.4. Study programme (specialist, undergraduate, graduate)	UNDERGRADUATE	17.10. Number of course revisions	1.
1.5. Course status (obligatory, optional)	O	17.11. Modernization	Yes
1.6. Year of study	2.	1.12. Percentage estimate of course changes and/or supplements	Less than 20% <input type="checkbox"/> More than 20 % <input type="checkbox"/>
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	<p>Link the basic concepts of the various branches of law and generalize problems of the work in public administration</p> <ul style="list-style-type: none"> - 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 		

	<p>acts in administrative and other legal actions, administrative proceedings and activities of government bodies or administrative bodies and organizations, utilities and institutions</p> <p>- Organize acts and submissions individually and undertake basic procedural actions in administrative and other legal proceedings and in administrative dispute</p>																																										
<p>2.4. Expected learning outcomes on the course level</p>	<p>It is expected that the student after passing the exam from the course of Judicial control of public authorities, be able to:</p> <ul style="list-style-type: none"> - 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. 																																										
<p>2.5. Course content according to detailed curriculum schedule</p>	<table border="1"> <thead> <tr> <th colspan="3" data-bbox="562 671 1301 715">LECTURE</th> <th colspan="3" data-bbox="1301 671 2168 715">SEMINARS/ PRACTICAL EXERCISES</th> </tr> <tr> <th data-bbox="562 715 674 751">Week</th> <th data-bbox="674 715 775 751">Hours</th> <th data-bbox="775 715 1301 751">Tematska jedinica</th> <th data-bbox="1301 715 1413 751">Week</th> <th data-bbox="1413 715 1563 751">Hours</th> <th data-bbox="1563 715 2168 751">Tematska jedinica</th> </tr> </thead> <tbody> <tr> <td data-bbox="562 751 674 852">1</td> <td data-bbox="674 751 775 852">3</td> <td data-bbox="775 751 1301 852">Introduction lecture (administrative dispute act)</td> <td data-bbox="1301 751 1413 852">1</td> <td data-bbox="1413 751 1563 852">2</td> <td data-bbox="1563 751 2168 852">Introduction lecture</td> </tr> <tr> <td data-bbox="562 852 674 1031">2</td> <td data-bbox="674 852 775 1031">3</td> <td data-bbox="775 852 1301 1031">Determination of the term administrative dispute Connesction between administrative procedure and administrative dispute</td> <td data-bbox="1301 852 1413 1031">2</td> <td data-bbox="1413 852 1563 1031">2</td> <td data-bbox="1563 852 2168 1031">Presentation of seminar papers</td> </tr> <tr> <td data-bbox="562 1031 674 1147">3</td> <td data-bbox="674 1031 775 1147">3</td> <td data-bbox="775 1031 1301 1147">Principles of administrative dispute</td> <td data-bbox="1301 1031 1413 1147">3</td> <td data-bbox="1413 1031 1563 1147">2</td> <td data-bbox="1563 1031 2168 1147">Presentation of seminar papers</td> </tr> <tr> <td data-bbox="562 1147 674 1257">4</td> <td data-bbox="674 1147 775 1257">3</td> <td data-bbox="775 1147 1301 1257">Jurisdiction in administrative dispute Parties in administrative dispute</td> <td data-bbox="1301 1147 1413 1257">4</td> <td data-bbox="1413 1147 1563 1257">2</td> <td data-bbox="1563 1147 2168 1257">Presentation of seminar papers</td> </tr> <tr> <td data-bbox="562 1257 674 1345">5</td> <td data-bbox="674 1257 775 1345">3</td> <td data-bbox="775 1257 1301 1345">Representatives of party in the administrative procedure</td> <td data-bbox="1301 1257 1413 1345">5</td> <td data-bbox="1413 1257 1563 1345">2</td> <td data-bbox="1563 1257 2168 1345">Presentation of seminar papers</td> </tr> </tbody> </table>	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
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	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	<input checked="" type="checkbox"/> lectures <input checked="" type="checkbox"/> seminars and workshops <input type="checkbox"/> practical exercises <input type="checkbox"/> distance education <input type="checkbox"/> mixed e-learning <input type="checkbox"/> field teaching		<input type="checkbox"/> independent tasks <input type="checkbox"/> multimedia and network <input type="checkbox"/> laboratory <input type="checkbox"/> mentoring <input type="checkbox"/> other		2.7. Comments: 	

2.8. Students` obligations	<p>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.</p> <p>It is recommended that students participate actively during the lectures, which includes participation in discussions, solving case studies, designing a project assignment, etc.</p> <p>Seminar work need to prepared, presented and positively evaluated.</p> <p>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.</p>					
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	<p>All students (regular and part-time) can choose between two exam options, which are explain below.</p> <p>Option A. Placement of exams through colloquium</p> <p>In order to achieve the right of passing the exam through a colloquium, students are expected to:</p> <ul style="list-style-type: none"> - participate actively during the lectures - produce and present a seminar paper <p>Note: If a student does not pass the first colloquium, he / she has no right to go to the next one.</p> <p>Option B. Exit to a regular exam (written and oral exam)</p> <p>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):</p>					
2.11. Compulsory literature (available in the library and via other media)	Title				Number of copies in the library	Availability via other media
	<p>1. Đerđa, Dario i Šikić, Marko; Komentar Zakona o upravnim sporovima; Novi informator (2012)</p> <p>2. Đerđa, Dario; Upravni spor; Pravni fakultet Sveučilišta u Rijeci (2016),</p>					

2.12. Additional literature (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	<p>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.</p> <p>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.</p>		

1. THE 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	<input type="checkbox"/>
1.6. Year of study	II	1:11. Estimate the percentage of changes and / or additions to the course program	Less than 20% <input type="checkbox"/> Over 20% <input type="checkbox"/>
2. OPIS PREDMETA			
2.1. Course objectives	<p>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.</p>		

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	<ul style="list-style-type: none"> - - 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)	<p>After successfully mastering a course, students will be able to:</p> <ul style="list-style-type: none"> - 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.
	<ul style="list-style-type: none"> - - 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.Temporary 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 <input type="checkbox"/> Workshops and workshops x exercises <input type="checkbox"/> distance education <input type="checkbox"/> mixed e-learning <input type="checkbox"/> field teaching	<input type="checkbox"/> independent tasks <input type="checkbox"/> multimedia and network <input type="checkbox"/> laboratory X mentoring work <input type="checkbox"/> (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	
	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					

<p>2.12. Supplementary literature (at the time of application for amendment and / or amendment of the study program)</p>	<p>Hellmut Wollmann: Contemporary Administrative Reforms in Germany in Ivan Koprić (eds.): Modernization of Croatian Administration, Social Polytechnic, Zagreb, 2003, p. 23. - 36.</p> <p>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.</p> <p>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.</p> <p>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.</p>	<p>1</p>	
<p>2.13. Quality assurance methods that ensure the acquisition of knowledge, skills and competences</p>	<p>The quality control of students' work and the acquisition of the necessary knowledge and skills will be ensured:</p> <ul style="list-style-type: none"> - 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. 		
	<p>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.</p>		

1. THE INFORMATION			
1.1. Carriers of the subject	Ivan Rančić, s. lec.	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	<input type="checkbox"/>
1.6. Year of study	II	1:11. Estimate the percentage of changes and / or additions to the course program	Less than 20% <input type="checkbox"/> X Over 20% <input type="checkbox"/>
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	<ul style="list-style-type: none"> - - 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 		

	<ul style="list-style-type: none"> - - 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)	<ul style="list-style-type: none"> - 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 <input type="checkbox"/> distance education <input type="checkbox"/> mixed e-learning <input type="checkbox"/> field teaching	<input type="checkbox"/> independent tasks <input type="checkbox"/> multimedia and network <input type="checkbox"/> laboratory X mentoring work <input type="checkbox"/> (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	
2.12. Supplementary literature (at the time of application for amendment and / or amendment of the study program)	<ol style="list-style-type: none"> 1. 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. 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. 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. 4. European Charter on Local Self-Government 5. 5. Constitution of the Republic of Croatia (Articles 4, 133-138) 6. 6. Law on Local and Regional Self-Government; 7. 7. Law on the City of Zagreb 				1	

<p>2.13. Quality assurance methods that ensure the acquisition of knowledge, skills and competences</p>	<p>The quality control of students' work and the acquisition of the necessary knowledge and skills will be ensured:</p> <ul style="list-style-type: none"> - 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. <p>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.</p>		
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18. GENERAL INFORMATION			
1.1. Course lecturer	doc. dr.sc. Dragan Zlatović, s. lec.	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 (1 st , 2 nd , 3 rd level), percentage of on line course performance (max. 20%)	
1.4. Study programme (specialist, undergraduate, graduate)	undergraduate	18.10. Number of course revisions	II
1.5. Course status (obligatory, optional)	Obligatory	18.11. Modernization	+
1.6. Year of study	II	1.12. Percentage estimate of course changes and/or supplements	Less than 20% <input type="checkbox"/> More than 20 % <input type="checkbox"/>
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.		

	<p>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.</p>
2.2. Terms of course entry and required competences	<p>Terms of entry for the second year of study.</p>
2.3. Learning outcomes on the study programme level	<ul style="list-style-type: none"> - 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	<ol style="list-style-type: none"> 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	<ol style="list-style-type: none"> 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

	<p>of workers who are temporarily or permanently incapable of work, protection of the dignity of workers;</p> <p>4. Working hours - full, incomplete and shortened working hours, overtime, time schedule, redistribution of working hours, night work, shift work;</p> <p>5. Vacations and Permits;</p> <p>6. Wages and salaries;</p> <p>7. Compensation for damages, inventions and technical advances of workers, prohibition of competition of workers with the employer;</p> <p>8. Termination of employment contract - legal remedies, regular dismissal, extraordinary dismissal, cancellation deadlines, court cessation, severance pay, collective surplus of workers;</p> <p>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;</p> <p>10. Participation of decision-makers - workers 'councils, workers' meetings, employee representatives in employer bodies;</p> <p>11. Social Dialogue and Partnership - Employers 'and Employers' Associations, Economic and Social Councils;</p> <p>12. Collective labor relations - collective agreements, solving collective labor disputes;</p> <p>13. Supervision over the application of labor regulations - administrative measures, misdemeanor liability, criminal offenses against labor relations;</p> <p>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;</p> <p>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.</p>		
2.6. Teaching methods	<p>x lectures</p> <p><input type="checkbox"/> seminars and workshops</p> <p>x practical exercises</p> <p><input type="checkbox"/> distance education</p> <p><input type="checkbox"/> mixed e-learning</p> <p><input type="checkbox"/> field teaching</p>	<p>x independent tasks</p> <p>x multimedia and network</p> <p><input type="checkbox"/> laboratory</p> <p>x mentoring</p> <p><input type="checkbox"/> other</p>	2.7. Comments:
2.8. Students` obligations	<p>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,</p>		

	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	<p>Linking Learning Outcomes and Knowledge Checks:</p> <p>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.</p> <p>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.</p> <p>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.</p>				
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 roditeljskim 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 literature (at the moment of changes and/or amended of study programme)	<p>Učur, M.Đ., Socijalno pravo, Informator, Zagreb, 2000.</p> <p>Potočnjak, Ž., Radni odnosi državnih službenika, Pravni fakultet u Zagrebu, Zagreb, 2013.</p> <p>Učur, M., Zlatović, D., Moslavac, B., Malenica, I., Čupurdija, M., Veliki komentar Zakona o radu, Libertin naklada, Rijeka, 2018.</p> <p>Blanpain, R., European Labour Law, 12th ed., Kluwer Law Int., 2010.</p>			
2.13. Quality assurance methods that ensure the acquisition of knowledge, skills and competences	<p>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.</p> <p>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.</p>			

19. GENERAL INFORMATION

1.1. Course lecturer	Ivana Bratić	1.7. Credit score (ECTS)	3+3
1.2. Course title	English language 2	1.8. Forms of teaching (number of hours Lecturing +Practical exercises + Seminars + e learning)	60L (1st + 2nd semester)

1.3. Assistants and/or associates	/	1.9. Level of e- learning application (1 st , 2 nd , 3 rd level), percentage of on line course performance (max. 20%)	3
1.4. Study programme (specialist, undergraduate, graduate)	Undergraduate study of public administration	19.10. Number of course revisions	2
1.5. Course status (obligatory, optional)	Obligational	19.11. Modernization	Yes
1.6. Year of study	2 nd	1.12. Percentage estimate of course changes and/or supplements	Less than 20% <input checked="" type="checkbox"/> More than 20 % <input type="checkbox"/>
2. COURSE DESCRIPTION			
2.1. Course objectives	<p>The aim of the teaching process of the course English language 1 is to upgrade the learned grammatical structures with the new vocabulary from a business and legal background. Furthermore, the aim is to develop the competence of reading and understanding formal texts, communicating, and giving presentations in English.</p> <p>The aim of the course is also to introduce students to multicultural diversity at the European and global level and to develop the skills which would prepare them for such business environment; public speaking skills, active listening, business letter writing (business label) and the basics of bargaining skills.</p>		
2.2. Terms of course entry and required competences	(The knowledge of English language at minimum B1 level)		
2.3. Learning outcomes on the study programme level	<p>After successfully mastering of English Language 1 course, students will be able to:</p> <ol style="list-style-type: none"> 1. Use English and Croatian language properly in written and spoken form 2. Use specific computer skills in basic and advanced packages applied to public administration tasks 3. Organise and implement teamwork, and critically judge the opinions and attitudes of team members 4. Individually organise acts and submissions and undertake basic procedural actions in administrative and other legal proceedings. 		
2.4. Expected learning outcomes on the course level	<p>After successfully mastering English Language 2 course, students will be able to:</p> <ol style="list-style-type: none"> 8. develop reading and speaking activity in English regarding the texts of administrative and legal character in English 9. translate the text of a legal character from English to Croatian 10. hold teamwork activity to explore a topic certain topics on their own choice 11. prepare (in Power Point) a presentation in English 12. publicly present the presentation in English 		

	<p>13. write business letter (complaints, call for appointment, job offers, job applications) in English</p> <p>14. critically express and explain their opinion in English regarding one of the topics dealt with during the course</p>	
<p>2.5. Course content according to detailed curriculum schedule</p>	<p>2nd SEMESTER</p> <p>1. Civil litigation; injunctions - the students will be able to read the text correctly, manage the new vocabulary and paraphrase it into English as well as to find the appropriate translation into the Croatian language. As a verification of understanding, they will be able to independently paraphrase the English text and answer the relevant questions.</p> <p>2. Drafting injunction order - the students will be able to answer questions related to the topic.</p> <p>3. Business letters; how to write a business e-mail - Introduction; the student will learn the basic concepts; formal e-mail, informal e-mail; they will learn how to make a business letter visually acceptable, how to properly start and finish e-mail, as well as how to use a proper spelling and expressions in a formal mail.</p> <p>4. Case study - the students will learn how to express their opinion in the form of a short essay. They will be able to critically compare their thinking with those from the other colleagues in the group.</p> <p>5. How to write a business e-mail; An invitation for a meeting - the student will be able to write an e-mail of invitation for a business meeting.</p> <p>6. Business e-mails; Complaints – the students will be able to write formal e-mail of complaint about a received service or product.</p> <p>7. Formal e-mails - Job application - the student will know how to write a formal e-mail of job application.</p> <p>8. Review - Students independently write their emails.</p> <p>9. Breach of contract claim - the students will be able to read the text correctly, manage the new vocabulary and paraphrase it into English as well as to find the appropriate translation into the Croatian language. As a verification of understanding, they will be able to independently paraphrase the English text and answer the relevant questions.</p> <p>10. Road traffic accident - the students will be able to read the text correctly, manage the new vocabulary and paraphrase it into English as well as to find the appropriate translation into the Croatian language. As a verification of understanding, they will be able to independently paraphrase the English text and answer the relevant questions.</p> <p>11. Trial - the students will be able to read the text correctly, manage the new vocabulary and paraphrase it into English as well as to find the appropriate translation into the Croatian language. As a verification of understanding, they will be able to independently paraphrase the English text and answer the relevant questions.</p> <p>12. Translation - The student will be able to translate the text from Croatian to English (regarding the vocabulary learned during the course) as well as from Croatian to English.</p> <p>13. Negotiation – the students will be familiar with the basics of bargaining in the business world.</p> <p>14. Case study – the students will be able to express their opinion on the given topic and defend their position regarding that topic.</p> <p>15. Review - roleplaying simulation.</p>	
<p>2.6. Teaching methods</p>	<p>X <input type="checkbox"/> lectures</p> <p><input type="checkbox"/> seminars and workshops</p> <p>X <input type="checkbox"/> practical exercises</p> <p><input type="checkbox"/> distance education</p> <p><input type="checkbox"/> mixed e-learning</p> <p><input type="checkbox"/> field teaching</p>	<p>X <input type="checkbox"/> independent tasks</p> <p>x <input type="checkbox"/> multimedia and network</p> <p><input type="checkbox"/> laboratory</p> <p><input type="checkbox"/> mentoring</p> <p><input type="checkbox"/> other</p> <p>2.7. Comments:</p> <p>Teaching is conducted in the form of lectures ex-cathedra in combination with interactive teaching and independent learning. Interactive teaching implies active participation of students in teaching process in terms of analysing, discussing</p>

					and individual text processing. By analysing and processing the text, vocabulary and expert phraseology are adopted, and by solving grammar exercises, students master the grammar as a prerequisite for creating a more complete vision of the structure of the English sentence. The student is encouraged to participate actively in teaching His creativity is also encouraged in order to master the grammatical and syntactic structure of the English language.	
2.8. Students` obligations	Regular students are required to attend lessons for at least 70% of teaching hours. Extraordinary students have the obligation to attend lessons in the amount of at least 50% of teaching hours. If students do not meet the requirement to attend the course, they will be deprived of their signature at the end of the semester. Likewise, students who attend regular classes will have the opportunity to attend the colloquia, while non-regular students will not have such a chance.					
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	1,50	Written exam	1.50 (without colloquia)	Project	
	Experimental work		Research		Practical work	
	Essay		Report		Continuous examination	1
	Colloquium	1, 50 (without the written exam)	Seminar paper		Other	
	Class activity	1	Oral exam	1	Other	
2.10. Grading and evaluating students` work during classes and on the exam	<p>Linking learning outcomes with knowledge verifications:</p> <p>As stated above in the Section 2.7, since teaching is conducted in combination with interactive teaching and independent learning, which implies the active participation of students in the classroom, the evaluation by the teacher is already carried out during the lesson itself in terms of the active participation of the student. Active participation in teaching involves solving the grammar exercises that the students are given at the beginning of each lesson as a "worming up activity". By doing that activity, the students refresh their knowledge to be able to connect it to a new language structures. The same principle of exercise is repeated after the introduction of a new task (unit); students are given the handouts to analyse and fill in. After that, reading and verbal verification follows.</p> <p>By using this method, the teacher gets the insight in the knowledge of the students, their comprehension, attendance and the interest for the subject as a whole. Therefore, the way of checking their language competences is through essays, tasks, reading activity, translation and language exercises. In addition to this monitoring of student activities, as a formal way of examining knowledge, two colloquia are organized, through which the students (if they get a minimum score) have the opportunity to pass a written part of the exam in English language 2 and to access the entire exam.</p> <p>The oral part implies the verbal examination written and answering questions related to the legal vocabulary that was processed during the course.</p>					

	Title	Number of copies in the library	Availability via other media
2.11. Compulsory literature (available in the library and via other media)	William R. McKay, Helen E. Charlton, "Legal English", Pearson/Longman, 2005. Bratić, I., „Osnovna gramatika engleskog jezika“, Veleučilište u Šibeniku (e-izdanje)	1	DA DA
2.12. Additional literature (at the moment of changes and/or amended of study programme)	Peter Strutt, „Market Leader - Busine Grammar and Usage", Business English, Pearson/Longman, 2000.	1	DA
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.		

20. GENERAL INFORMATION			
1.1. Course lecturer	Vesna Jurin Bakotić, law graduate, a senior lecturer	1.7. Credit score (ECTS)	5
1.2. Course title	The Basics of Civil Law	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 (1 st , 2 nd , 3 rd level), percentage of on line course performance (max. 20%)	
1.4. Study programme (specialist, undergraduate, graduate)	Undergraduate	20.10. Number of course revisions	3
1.5. Course status (obligatory, optional)	Obligatory	20.11. Modernization	Yes

1.6. Year of study	II	1.12. Percentage estimate of course changes and/or supplements	Less than 20% More than 20 %	X □
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	Terms of entry for the second year of study			
2.3. Learning outcomes on the study programme level	<ol style="list-style-type: none"> 1. To analyze the interference of international, European and national law 2. 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 3. To organize and to implement a team work and to critically evaluate the opinions and attitudes of team members 4. 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 5. 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	<p>After successfully mastering a subject, the student will be able to:</p> <ol style="list-style-type: none"> 1. Understand and evaluate the meaning of the most important civil law institutes in the legal system and make them clear and understandable. To rank, categorize and evaluate all important facts related to the subject in practice and to present them to the experts and lay people 3. Use independently domestic and foreign literature and search modern databases in the field of civil law and find out which of the legal solutions is best suited to solving a particular legal problem in the area of civil law 4. Valorise the fundamental features of the civil law institute and develop a critical thinking and independent suggestions of possible solutions to specific problems 5. Critically evaluate matter in solving new and complex problems as a basis for developing new knowledge and connecting knowledge in particular areas in unpredictable conditions, and accordingly independently compile proposed solutions to legal problems. 			
2.5. Course content according to detailed curriculum schedule	<ol style="list-style-type: none"> 1. INTRODUCTION TO CIVIL LAW: Concept, title, principles of civil law, Civil Rights System, Sources; Students will become familiar with civil law (the general part, real, compulsory, inheritance) as a branch of law, content of the subject, and relationship with other branches of law 2. SUBJECTS OF CITIZENS 'RIGHTS: natural persons (creation, termination, legal, business and delinquency), legal persons (types and concepts, legal, business and delinquency) 3. CIVIL LEGAL SUBJECTS: things, acting, assets 4. LEGAL BUSINESS: concept, type, content; CONFIDENTIALITY: Introduction, Principle, Possession: Concept, Property Types, Acquisition and Termination of Ownership, Possession of Things and Rights, Legal Effects of Ownership, Protection of Property, Conditions, Time Limits, Obligations, Forms of Legal Work, Validity, Convalidation, The right to ownership, characteristics, forms, acquisition, protection; Students become acquainted with the specifics of real law through principles and characteristics, and through this they differentiate the subject of civil law from other branches of law. 6. REAL RIGHTS 7. LAW OF PLEDGE, THE RIGHT OF CONSTRUCTION. 			

	<p>8. COMPULSORY LAW: concept, principles; Contracts in general: Concept and conclusion of contracts, Students are familiar with the specifics of compulsory law through principles and characteristics, and through this they differentiate the subject matter of civil law from other branches of law. They also know how obligations are based, how they should be exercised, as well as possible ways of liability in the event of a violation of the mandatory relationship</p> <p>9. TYPES OF AND CONDITIONS OF CONTRACT, reinforcement of the obligatory relationship, change in the obligatory relationship (change of subjects, change of content),</p> <p>10. CONTRACTING, TERMINATION OF OBLIGATION;</p> <p>11. CONTRACTS: transfer of things and rights (purchase, exchange, donation), use of other things (lease, loan, lending)</p> <p>12. SERVICE CONTRACT,;</p> <p>13. EXTRAORDINARY LIABILITIES: compensation for damages, unqualified acquisition, management without a warrant; One-sided statements of will: public promise of awards, securities.</p> <p>14. INHERITANCE RIGHTS: Principles, subjects (the deceased and heirs), the doctrine,</p> <p>15. INHERITANCE RIGHTS CONTRACTS, PROBATE PROCEEDINGS.</p>					
2.6. Teaching methods	lectures seminars and workshops practical exercises field teaching	independent tasks mentoring	2.7. Comments:			
2.8. Students` obligations	Teaching takes place in the form of lectures and presentations of seminars in the course of exercises. Lectures are accompanied by mandatory literature so that students can prepare before the lecture. Teaching takes place in the second year of the third semester (winter semester) in the form of lectures and this is 45 hours of lectures, 3 hours per week and 15 hours of exercise, 1 hour per week. Consultations are held in the indicated term or in agreement with the course lecturer. • The student is required to actively participate in the classroom. A regular student who is absent from more than 30% of the classes determined by the study program will be denied the signature and cannot take 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 (without colloquium)	Project	
	Experimental work		Research		Practical work	
	Essay		Report		Continuous examination	
	Colloquium	2v (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	<p>All students are required to make seminar work, using compulsory legal literature and legal sources, forms, with independence in searching databases and registers, and use of other sources, court practices and comments.</p> <p>Students are obliged to form an independent compulsory legal contract in the practical part of the lesson.</p> <p>During the course, students can write two colloquia for the purpose of checking the knowledge of the part of the material to which the colloquium relates.</p>					

	<p>Students passing both colloquia with a minimum rating are eligible to get the grade on the basis of the results of the Colloquia and seminar work without the need for examinations. They are obliged to apply for the exam in the regular exam period.</p> <p>Students who fail to complete the course through colloquia will have a final exam in which they must achieve a minimum of 50% + 1 point in a written exam.</p>		
2.11. Compulsory literature (available in the library and via other media)		Number of copies in the library	Availability via other media
	<p>Petar Klarić - Mladen Vedriš, Građansko pravo, Narodne novine, Zagreb, 2012 (selected chapters)</p> <p>Zakon o obveznim odnosima</p> <p>Zakon o vlasništvu i drugim stvarnim pravima</p> <p>Zakon o nasljeđivanju</p>	3	
2.12. Additional literature (at the moment of changes and/or amended of study programme)	<p>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.</p> <p>2. GAVELLA, N., BELAJ, V., Nasljedno pravo, Narodne novine, 2008. 3. GORENC, VILIM (urednik): Komentar Zakona o obveznim odnosima, 2005.</p>		
2.13. Quality assurance methods that ensure the acquisition of knowledge, skills and competences	<p>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.</p> <p>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.</p>		

V. SEMESTER

1. THE INFORMATION			
1.1. Carriers of the subject	Ivan Rančić, s. lec.	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	<input type="checkbox"/>
1.6. Year of study	III	1.11. Estimate the percentage of changes and / or additions to the course program	Less than 20% <input type="checkbox"/> X Over 20% <input type="checkbox"/>
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	<ul style="list-style-type: none"> - 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)	<ol style="list-style-type: none"> 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	<ol style="list-style-type: none"> 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:	<input type="checkbox"/> x lectures x <input type="checkbox"/> Workshops and Workshops x <input type="checkbox"/> exercises <input type="checkbox"/> distance education <input type="checkbox"/> mixed e-learning <input type="checkbox"/> field teaching	<input type="checkbox"/> x independent tasks <input type="checkbox"/> multimedia and network <input type="checkbox"/> laboratory <input type="checkbox"/> x mentoring work <input type="checkbox"/> (buy-in)	2.7. Comments:			
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	Attending classes	1,5	Written exam	2,5 (without collages)	Project	
	Experimental work		Research		Practical work	0,5
	Essay		Referat		Continuous check	

corresponds to the credit score of the course)	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
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						

21. GENERAL INFORMATION			
1.1. Course lecturer	Vesna Jurin Bakotić, law graduate, a senior lecturer	1.7. Credit score (ECTS)	6
1.2. Course title	Land Registry Law	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 (1 st , 2 nd , 3 rd level), percentage of on line course performance (max. 20%)	
1.4. Study programme (specialist, undergraduate, graduate)	Undergraduate	21.10. Number of course revisions	3
1.5. Course status (obligatory, optional)	Optional	21.11. Modernization	Yes
1.6. Year of study	III	1.12. Percentage estimate of course changes and/or supplements	Less than 20% <input checked="" type="checkbox"/> More than 20 % <input type="checkbox"/>
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	<ol style="list-style-type: none"> 1. To link the basic concepts of different branches of the law and to generalize issues of work in public administration 2. 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 3. To use and to develop the complex written and oral communication in Croatian and English language 4. 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 5. 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	<p>Learning outcomes:</p> <ol style="list-style-type: none"> 1. Clearly understand and evaluate the meaning of the most important institutes of land registry law in legal systems so that they can be presented in a clear and understandable way. 		

	<ol style="list-style-type: none"> 2. Analyse land registry law, rank it and assess its role within the overall legal system 3. Familiarize with the design, characteristics and composition of land registers and to judge which of the legal solutions offered is best suited to solving a particular legal problem in the field of land registry law 4. Carry out procedures for establishing legally relevant facts and decision-making on issues of land registry law and applying the relevant facts to relevant law and to make or propose to the competent authority the adoption of appropriate decisions. 5. Use different databases on legal sources, court practices and relevant legal literature when preparing a decision on various legal issues. 6. Compile design proposals for enrolment and implementation of the solution, ie apply practical knowledge of land registry entry and land registry procedure. 7. Validate the proposals and assumptions of the land registry entry, the legal effects of the land registry entry and the priority list and proceed according to the decision. 	
2.5. Course content according to detailed curriculum schedule	<ol style="list-style-type: none"> 1. Introduction to the course and a detailed performance plan. Students will be introduced to the course's aim and content and to the curriculum. 2. Disclosure of Real Property and Real Estate Rights. Students will be able to analyse the publication of real estate and movable property rights. 3. Historical overview of the real estate rights publication in the Republic of Croatia. Students will be introduced to the historical review of the real estate rights publication in the Republic of Croatia. 4. Land Register Law in the Republic of Croatia. Students will be able to value the importance of land registry law in the Republic of Croatia 5. Land Registry. Students will be able to describe land registry planning. 6. Characteristics of Land Registers. Students will be able to independently present land registry planning. 7. Composition of land registers. Students will know how to define: the main book, the land registry entry, the land registry body, the subdivision, the collection of records, the cadastral map collections, the land registry books, and the land registry log. In addition, students will be introduced to the electronic main book, which will enable them to independently search and use land registry databases. 8. Principles of land registry planning. Students will know to distinguish the principles of land registry planning: the principle of reality, the principle of enrolment, the principle of publicity, the principle of trust, the principle of privation, the principle of legality, the principle of priority, the principle of completeness, the principle of determination and the principle of visibility. 9. Land registry entry. Students will also be able to rank land registry entries. 10. Students will be able to assess which type of enrolment to apply in a particular case. 11. Types of land registry entry. Students will be able to clarify and determine which type of land registry entry is required: registration, pre-registration, record and "make entries visible". 12. Legal effects of land registry entry. Students will be able to clarify the legal effects of land registry entry. 13. First order of entry. Students will be able to explain the priority list and to know how to apply it consistently. 14. Land registry procedure. Students will be able to evaluate and implement the land registry procedure, compile the necessary decisions and other acts for the purpose of conducting the procedure. 15. Special types of land registry procedures. 	
2.6. Teaching methods	lectures seminars and workshops practical exercises field teaching	independent tasks mentoring
2.8. Students` obligations	2.7. Comments: Teaching takes place in the form of lectures and presentations of seminar papers as part of exercises and solving concrete examples from land registry practice. Lectures are accompanied by mandatory literature so that students can prepare before the lecture. Teaching takes place in the third semester	

	<p>(winter semester) in the form of lectures, 45 hours of lectures, 3 hours per week and 15 hours of exercises. Consultations are held in the indicated term or in agreement with the course lecturer. • The student is required to actively participate in the classroom. A regular student who is absent from more than 30% of the classes determined by the study program will be denied the signature and cannot take the exam.</p> <p>Adoption of knowledge is evaluated, and the level of application of knowledge rather than pure recognition is required. Activity and effort are evaluated in the lessons with the aim of achieving better fulfilment of tasks.</p>					
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	3 (without colloquium)	Project	
	Experimental work		Research		Practical work	
	Essay		Report		Continuous examination	
	Colloquium	3 (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	<p>All students are required to make seminar work, using compulsory legal literature and legal sources, forms, with independence in searching databases and registers, and use of other sources, court practices and comments.</p> <p>In the practical part of the class students are obliged to draw up an independent submission in the land register procedure.</p> <p>During the course, students can write two colloquia for the purpose of checking the knowledge of the part of the material to which the colloquium relates.</p> <p>Students passing both colloquia with a minimum rating are eligible to get a grade on the basis of the results of the Colloquia and seminar work without the need for examinations. They are obliged to apply for the exam in the regular exam period.</p> <p>Students who fail to complete the course through colloquia will have a final exam in which they must achieve a minimum of 50% + 1 point on a written exam.</p>					
2.11. 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
	Zakon o zemljišnim knjigama, NN 91/96, 68/98, 137/99, 114/01, 100/04, 107/07, 152/08, 126/10, 55/13, 60/13, 108/17				1	
	Pravilnik o unutarnjem ustroju, vođenju zemljišnih knjiga i obavljanju drugih poslova u zemljišnoknjižnim odjelima sudova (Zemljišnoknjižni poslovnik) (NN 123/02., 153/02. i 14/05., 60/10.)					
Zakon o vlasništvu i drugim stvarnim pravima, Narodne novine, br. 91/96., 68/98., 137/99., 22/00., 73/00., 114/01., 79/06., 141/06., 146/08., 38/09.,						

2.12. Additional literature (at the moment of changes and/or amended of study programme)	<p>1. GAVELLA, N. - JOSIPOVIĆ, T. - BELAJ, V. - STIPKOVIĆ, Z. - GLIHA, I., Stvarno pravo, Zagreb, 1998., i to: a) "Zemljišne knjige" (4. poglavlje); b) "Uvod u stvarna prava" (only basic concepts).</p> <p>2. RUŽIČKA, B., Zemljišna knjiga u svijetu i Hrvatskoj, "Hrvatsko sudstvo", 1997., br. 4, str. 25.-32.</p>		
2.13. Quality assurance methods that ensure the acquisition of knowledge, skills and competences	<p>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.</p> <p>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.</p>		

22. GENERAL INFORMATION			
1.1. Course lecturer	M. Sc. Ivan Livaja, senior lecturer	1.7. Credit score (ECTS)	6
1.2. Course title	Databases in administration	1.8. Forms of teaching (number of hours Lecturing +Practical exercises + Seminars + elearning)	45 Lecturing + 15 Practical
1.3. Assistants and/or associates		1.9. Level of e- learning application (1 st , 2 nd , 3 rd level), percentage of on line course performance (max. 20%)	1 st level, 0%
1.4. Study programme (specialist, undergraduate, graduate)	Undergraduate	22.10. Number of course revisions	1.
1.5. Course status (obligatory, optional)	Optional	22.11. Modernization	Yes
1.6. Year of study	3.	1.12. Percentage estimate of course changes and/or supplements	Less than 20% <input type="checkbox"/> More than 20 % <input type="checkbox"/>
2. COURSE DESCRIPTION			
2.1. Course objectives	<ul style="list-style-type: none"> • Understanding database application in shaping business processes in management • Adopting and expanding knowledge in the field through: <ul style="list-style-type: none"> - Creating documentation in some parts of database in administration - Database Management 		

	<ul style="list-style-type: none"> - Logical data modelling - Organization of data in Database administration - Defining requirements - Models of databases in social system 					
2.2. Terms of course entry and required competences	No conditions					
2.3. Learning outcomes on the study programme level	<ol style="list-style-type: none"> 1. To analyse 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 2. To use and to develop the complex written and oral communication in Croatian and English language 3. To use specific computer skills in basic and advanced program packages for work in public administration 4. 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						
2.5. Course content according to detailed curriculum schedule	Lecturing			Practical		
	Week	Hrs	Thematic unit	Week	Hrs	Thematic unit
	1	3	Introduction to Databases in administration	1	1	Introduction to Databases in administration
	2	3	Introduction to Databases in administration	2	1	Introduction to Databases in administration
	3	3	Organization of data in administration	3	1	Organization of data in administration
	4	3	Organization of data in administration	4	1	Organization of data in administration
	5	3	Relational database management system (DMBS)	5	1	Relational database management system (DMBS)
	6	3	Relational database management system (DMBS)	6	1	Relational database management system (DMBS)
	7	3	Using and maintaining a database	7	1	

						1. colloquium
	8	3	Conceptual modeling of data	8	1	Using and maintaining a database
	9	3	Logical data modeling	9	1	Data modeling
	10	3	Physical modeling of data	10	1	Data modeling
	11	3	Database management in administration	11	1	Database management in administration
	12	3	Database models in the social system	12	1	Database models in the social system
	13	3	Introducing and administering database in administration	13	1	Introducing and administering database in administration
	14	3	Defense and presentation of the seminar, recurrence of colloquia	14	1	2. colloquium
	15	3	Defense and presentation of the seminar, recurrence of colloquia	15	1	Defense and presentation of the seminar, recurrence of colloquia
2.6. Teaching methods	<input type="checkbox"/> lectures <input type="checkbox"/> seminars and workshops <input type="checkbox"/> practical exercises <input type="checkbox"/> distance education <input type="checkbox"/> mixed e-learning <input type="checkbox"/> field teaching		<input type="checkbox"/> independent tasks <input type="checkbox"/> multimedia and network <input type="checkbox"/> laboratory <input type="checkbox"/> mentoring <input type="checkbox"/> other		2.7. Comments:	
2.8. Students` obligations	<p>Obligation of students:for all regular students the attendance at lectures (lectures and seminars) of at least 50%. Students with part time status do not have the obligation to attend classes unless they are not specifically organized.</p> <p>It is recommended that students participate actively in teaching, which includes participation in discussions, solving case studies, developing a project assignment, etc.</p>					

	<p>Students who are unable to attend classes due to the status of an extraordinary student should consult with the professor at the time of consultations or emails (ilivaja@vus.hr)</p> <p>In addition, each student's obligation is to inform regularly about the course. It is desirable to ask students or professors about the course. All announcements about the maintenance or eventual postponement of the lessons will be published on the e-learning page of the course, where you will find all the information about the course as well as all the necessary materials.</p>					
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	3 (without colloquium)	Project	
	Experimental work		Research		Practical work	
	Essay		Report		Continuous examination	
	Colloquium	3 (without 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	<p>All students (regular and those with extraordinary status) can choose between two exam options, which are described in more detail below.</p> <p>Option A) Examination through colloquia In order to have the right to pass the exams through the colloquia, students are expected to actively participate in the classroom (case studies, exercises and short assignments)</p> <p>Option B) take a regular examination deadline (written and oral exam).</p>					
2.11. Compulsory literature (available in the library and via other media)	Title				Number of copies in the library	Availability via other media
	1. An Introduction to Database Systems, 8th Edition; C.J. Date; Addison Wesley					
2.12. Additional literature (at the moment of changes and/or amended of study programme)	1. A First Course in Database Systems; J. D. Ullman, J. Widom; Prentice-Hall; 2007; ISBN: 9780136006374					
	2. Database Systems: A Practical Approach to Design, Implementation, and Management; T. M. Connolly, C. E. Begg; Addison Wesley; 2004					

2.13. Quality assurance methods that ensure the acquisition of knowledge, skills and competences	<p>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.</p> <p>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.</p>
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23. 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 (1 st , 2 nd , 3 rd level), percentage of on line course performance (max. 20%)	
1.4. Study programme (specialist, undergraduate, graduate)	undergraduate	23.10. Number of course revisions	2
1.5. Course status (obligatory, optional)	optional	23.11. 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		

	<p>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</p> <p>To draft acts and submission and to undertake basic procedural actions in the administrative and other legal proceedings and disputes</p>
<p>2.4. Expected learning outcomes on the course level</p>	<ol style="list-style-type: none"> 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
<p>2.5. Course content according to detailed curriculum schedule</p>	<ol style="list-style-type: none"> 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 LIABILITY COMPANY- concept, establishment, legal relations between members, bodies, simply a limited liability company; 7. PUBLIC LIMITED COMPANY (<i>company limited by shares</i>)- 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	<input checked="" type="checkbox"/> lectures <input type="checkbox"/> seminars and workshops <input checked="" type="checkbox"/> practical exercises <input type="checkbox"/> distance education <input type="checkbox"/> mixed e-learning <input checked="" type="checkbox"/> field teaching	<input type="checkbox"/> independent tasks <input type="checkbox"/> multimedia and network <input type="checkbox"/> laboratory <input checked="" type="checkbox"/> mentoring <input type="checkbox"/> 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 literature (at the moment of changes and/or amended of study programme)	<p>1. BARBIĆ, J., Pravo društava, I-III, Organizator, Zagreb, 2013.</p> <p>2. BARBIĆ, J. i dr., Korporativno upravljanje, HUM-CROMA, Zagreb, 2008.</p> <p>3. PETROVIĆ, S., CERONJA, P., Osnove prava društava, Pravni fakultet u Zagrebu, Zagreb, 2013.</p>		
2.13. Quality assurance methods that ensure the acquisition of knowledge, skills and competences	<p>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.</p> <p>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.</p>		

24. GENERAL INFORMATION			
1.1. Course lecturer	Vesna Jurin Bakotić, law graduate, a senior lecturer	1.7. Credit score (ECTS)	6
1.2. Course title	Family law	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 (1 st , 2 nd , 3 rd level), percentage of on line course performance (max. 20%)	
1.4. Study programme (specialist, undergraduate, graduate)	Undergraduate	24.10. Number of course revisions	3
1.5. Course status (obligatory, optional)	Optional	24.11. Modernization	Yes
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	<p>To introduce students to the institutes of family law and law enforcement, including knowledge of the way in which certain legal status relations are created, their content, the rights and obligations of the participants and the manner of their termination and the legal consequences that subsequently follow.</p> <p>This includes, in particular, the acquisition of knowledge on the legal arrangement of marriages, extramarital and same-sex communities, legal relationships between parents and children, adoption, custody, support among family members, property relations between family members. In</p>		

	<p>addition, the aim is to familiarize students with ways of solving family law disputes in court proceedings. Special emphasis of the course is also acquaintance with the procedures that are being carried out before the registrar.</p> <p>To enable students to properly solve family law problems in practice, which promotes values of tolerance and the rule of law in everyday life</p>
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	<ol style="list-style-type: none"> 1. To link the basic concepts of different branches of the law and to generalize issues of work in public administration 2. To analyze the interference of international, European and national law 3. 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 4. To organize and to implement a team work and to critically evaluate the opinions and attitudes of team members 5. 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 6. To draft acts and submissions and to undertake basic procedural actions in administrative and other legal proceedings and disputes
2.4. Expected learning outcomes on the course level	<p>After successfully mastering a subject, the student will be able to:</p> <ul style="list-style-type: none"> - group the most important elements related to individual institutes of family law - explain the role of a magistrate in family law - interpret family law norms - use available local literature - apply acquired knowledge of the rights and duties of the registrar in practice - independently propose solutions to simpler legal issues - assess the advantages and disadvantages of existing family law - evaluate the relevant circumstances of each case and to choose the best solution in a specific legal case that appears in practice
2.5. Course content according to detailed curriculum schedule	<ol style="list-style-type: none"> 1. Introduction to Family Law; Sources of family law; Marriage law - concept and main features, legal theory of marriage, definition of marriage; 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 2. 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 3. Withdrawal of marriage; Mediation before divorce Extramarital Community; Same -sex communities 4. Historical review of legal arrangements of relationship between parents and children; Family status of the child; Determining Motherhood; Marital paternity; Establishing paternity with recognition 5. Determination of paternity through court Dispute of motherhood and paternity Legal arrangement of medically assisted fertilization 6. Legal arrangement of parents and children relationships; Historical Review, Children`s Rights - Convention on the Children`s rights, Child Welfare

	<p>7. 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</p> <p>8. Adoption - concept and goal Assumption for adopting (passive and active adoptive ability); intergovernmental adoption</p> <p>9. Adoption - the procedure for establishing (competence, course of procedure, adoption decision) Adaptation effects</p> <p>The concept of custody; Contemporary tendencies of the development of custodial institutions Guardianship - basic principles, competence; kind of custody; Legal status of guardian</p> <p>11. 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</p> <p>12. Support - Legal Nature and Principles Support among Married Companions; Support between extramarital partners and same-sex partners</p> <p>13. Support between parents and children; How to Determine Your Support, Support among other Relatives; Judicial proceeding; resignation of support</p> <p>14. Property relations of spousal and extramarital partners; marriage acquisitions; Debts and gifts in marital law. Marriage contract; Cost of birth of extramarital child; Property relations between parents and children</p> <p>15. Registry of birth books, type of matrix, type of enrolment</p>					
2.6. Teaching methods	lectures seminars and workshops practical exercises field teaching	independent tasks mentoring	2.7. Comments:			
2.8. Students` obligations	<p>Teaching takes place in the form of lectures and presentations of seminars in the course of exercises. Lectures are accompanied by mandatory literature so that students can prepare before the lecture. Teaching is conducted in the third year of the 5th semester (winter semester) in the form of lectures and 45 hours of lectures, 3 hours per week and 15 hours of exercise, 1 hour per week. Consultations are held in the indicated term or in agreement with the subject lecturer. • The student is required to actively participate in the classroom. A regular student who is absent from more than 30% of the lectures determined by the study program will be denied the signature and cannot take the exam.</p>					
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	3 (without colloquium)	Project	
	Experimental work		Research		Practical work	
	Essay		Report		Continuous examination	
	Colloquium	3(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	<p>All students are required to make seminar work, using compulsory legal literature and legal sources, forms, with independence in searching databases and registers, and use of other sources, court practice and comments.</p> <p>In the practical part of the class students are obliged to draw up an independent submission in the administrative procedure for enrolment in the registry. During the course, students can write two colloquia for the purpose of checking the knowledge of the part of the material to which the colloquium relates to.</p>					

	<p>Students passing both colloquia with a minimum rating are eligible to get the grade made on the basis of the results of the Colloquia and seminar work without the need for taking the exam. They are obliged to apply for the exam in the regular exam period.</p> <p>Students who fail to complete the course through colloquia will have a final exam in which they must achieve a minimum of 50% + 1 point in a written exam.</p>		
2.11. 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.		
	2. Obiteljski zakon, Narodne novine br. 103/15		
	3. Zakon o životnom partnerstvu osoba istog spola Narodne novine 92/14		
	4. Zakon o ravnopravnosti spolova Narodne novine br. 82/08, 69/17		
	5. Zakon o državnim maticama, Narodne novine br. 96/93, 76/13		
	6. Zakon o osobnom imenu, Narodne novine br. 118/12, 70/17 5. Zakon o privremenom uzdržavanju, Narodne novine, br. 92/14 6. Zakon o pravobranitelju za djecu, Narodne novine br. 73/17 7. Zakon o zaštiti od nasilja u obitelji, Narodne novine br. 70/17 8. Zakon o suzbijanju diskriminacije, Narodne novine, br. 85/2008, 112/12 9. Zakon o medicinski pomognutoj oplodnji, Narodne novine br. 86/12.		
2.12. 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.		
2.13. Quality assurance methods that ensure the acquisition of knowledge, skills and competences	<p>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.</p> <p>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.</p>		

25. GENERAL INFORMATION			
1.1. Course lecturer	Ljubo Runjić, PhD, Senior Lecturer	1.7. Credit score (ECTS)	6
1.2. Course title	Law of international organizations	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 (1 st , 2 nd , 3 rd level), percentage of on line course performance (max. 20%)	1
1.4. Study programme (specialist, undergraduate, graduate)	Undergraduate	25.10. Number of course revisions	II.
1.5. Course status (obligatory, optional)	Optional	25.11. Modernization	Yes
1.6. Year of study	I.	1.12. Percentage estimate of course changes and/or supplements	Less than 20% <input checked="" type="checkbox"/> More than 20 % <input type="checkbox"/>
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	<ol style="list-style-type: none"> 1. To link basic concepts of international organizations' rights. 2. To analyze the relationship between the rights of international organizations as a sub-system of international law and national law. 3. To assess the trends in the contemporary management development at the level of international organizations. 4. To anticipate the future development of international organizations' rights and their impact on national administrative systems. 		
2.4. Expected learning outcomes on the course level	<p>Knowledges</p> <p>After successfully mastering a course, student will be able to:</p> <ol style="list-style-type: none"> 1. Analyze constituent elements of international organizations. 2. Identify sources of law of international organizations. 3. Classify individual types of international organizations. 4. Examine the legal obligation of acts of international organizations for its Member States. 5. Assess the role of international organizations in the creation of international law. 6. Evaluate the role of international organizations in regulating existing relations in the international community of recognized entities. 7. To anticipate the development of international organizations' rights, taking into account existing international relations. 		

	<p>Cognitive Skills After successfully mastering a course, student will be able to: - collect, interpret, evaluate, select and creatively use different relevant facts, concepts and procedures in designing solutions and solving complex tasks or problems within a specialized area of work in unpredictable conditions.</p> <p>Responsibility After successfully mastering a course, student will be able to: - Take the ethical and social responsibility to manage and evaluate the professional development of individuals and groups in unpredictable conditions.</p>				
2.5. Course content according to detailed curriculum schedule	<ol style="list-style-type: none"> 1. Introduction - concept of law of international organizations 2. Sources of law of international organizations 3. The concept of an international organization 4. Historical development 5. Legal personality of international organizations 6. Membership of international organizations 7. Organs of international organizations 8. Acts of international organizations 9. Privileges and immunities of international organizations and international officials 10. International organizations and international legal responsibility 11. International organizations and peaceful settlement of disputes 12. Financial issues of international organizations 13. The termination of the international organization and the issue of succession 14. International non-governmental organizations 15. Existing international organizations 				
2.6. Teaching methods	<input checked="" type="checkbox"/> lectures <input type="checkbox"/> seminars and workshops <input type="checkbox"/> practical exercises <input type="checkbox"/> distance education <input type="checkbox"/> mixed e-learning <input type="checkbox"/> field teaching	<input checked="" type="checkbox"/> independent tasks <input type="checkbox"/> multimedia and network <input type="checkbox"/> laboratory <input checked="" type="checkbox"/> mentoring <input type="checkbox"/> other	2.7. Comments:		
2.8. Students` obligations	Students are required to attend 70% of lectures and exercises, and to prepare and present seminar work. Students are required to pass an 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)	Attendance	0.5	Written exam		Project
	Experimental work		Research		Practical work
	Essay		Report		Continuous examination
	Colloquium		Seminar paper	1	Other

	Class activity	0.5	Oral exam	3	Other	
2.10. Grading and evaluating students' work during classes and on the exam	<p>Seminar paper Using the compulsory and supplementary literature, as well as other relevant sources, the student will, through the seminar paper, elaborate on a specific issue from a particular teaching unit. The total number of points a student can earn for seminar work is 20 (20% of the final grade).</p> <p>Final exam At the final exam, written and oral examines the knowledge according to the predicted outcomes of the teachings. The total number of points a student can earn on an oral exam 80 (80% of the final grade).</p>					
2.11. Compulsory literature (available in the library and via other media)	Title			Number of copies in the library		Availability via other media
	<p>1. Lapaš, D., Pravo međunarodnih organizacija, Zagreb, Narodne novine, 2008.</p> <p>2. Klabbers, J., An Introduction to International Institutional Law, Cambridge, Cambridge University Press, 2009.</p> <p>3. Lj., Runjić, Međunarodnopravni subjektivitet međunarodnih organizama u suvremenom međunarodnom pravu, Veleučilište u Šibeniku, 2016.</p>			5		
2.12. 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.			5		
	2. Andrassy, J., Bakotić, B., Lapaš, D., Seršić, M., Vukas, B., Međunarodno pravo 2, Zagreb, Školska knjiga, 2012.			5		
	3. V. Đ. Degan, Međunarodno pravo, Rijeka, 2011.			5		
2.13. Quality assurance methods that ensure the acquisition of knowledge, skills and competences	<p>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.</p> <p>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.</p>					

VI. SEMESTER

1. GENERAL INFORMATION			
1.1. Course lecturer	Sanja Veštić Mirčeta, pred.	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 (1 st , 2 nd , 3 rd level), percentage of on line course performance (max. 20%)	
1.4. Study programme (specialist, undergraduate, graduate)	Undergraduate	1.10. Number of course revisions	
1.5. Course status (obligatory, optional)	Obligatory	1.11. Modernization	
1.6. Year of study	III	1.12. Percentage estimate of course changes and/or supplements	Less than 20% <input type="checkbox"/> More than 20 % <input type="checkbox"/>
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	<p>After successfully mastering the course the student will be able to:</p> <ul style="list-style-type: none"> - 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	<input type="checkbox"/> lectures	x independent tasks <input type="checkbox"/> multimedia and network <input type="checkbox"/> laboratory x mentoring x other			2.7. Comments:	
	<input type="checkbox"/> seminars and workshops x practical exercises <input type="checkbox"/> distance education <input type="checkbox"/> mixed e-learning <input type="checkbox"/> field teaching					
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 literature (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	<p>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.</p> <p>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.</p>		

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 (1 st , 2 nd , 3 rd level), percentage of on line course performance (max. 20%)	
1.4. Study programme (specialist, undergraduate, graduate)	undergraduate	1.10. Number of course revisions	
1.5. Course status (obligatory, optional)	obligatory	1.11. Modernization	
1.6. Year of study	III.	1.12. Percentage estimate of course changes and/or supplements	Less than 20% <input type="checkbox"/> More than 20 % <input type="checkbox"/>
2. COURSE DESCRIPTION			
2.1. Course objectives	<p>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</p>		

	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	<p>Students will be able to:</p> <ul style="list-style-type: none"> -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	<p>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.</p>					
2.6. Teaching methods	<input type="checkbox"/> lectures <input type="checkbox"/> seminars and workshops <input type="checkbox"/> practical exercises <input type="checkbox"/> distance education <input type="checkbox"/> mixed e-learning <input type="checkbox"/> field teaching		<input checked="" type="checkbox"/> independent tasks <input type="checkbox"/> multimedia and network <input type="checkbox"/> laboratory <input checked="" type="checkbox"/> mentoring <input type="checkbox"/> 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 literature (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	<p>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.</p> <p>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.</p>		

10. MATRIX OF LEARNING OUTCOMES OF UNDERGRADUATE PROFESSIONAL STUDIES OF ADMINISTRATIVE LAW FOR ACADEMIC YEAR 2018./2019.

<i>SUBJECT/ THE LEARNING OUTCOMES</i>	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
<i>Fundamentals of the theory of state and law</i>	+	+								+			
<i>Introduction to Administration</i>	+	+	+	+		+		+		+	+		+
<i>Administrative law I.*</i>	+	+		+	+	+	+	+	+	+	+	+	+
<i>Constitutional law *</i>	+	+	+	+				+		+	+		+
<i>Administrative informatics with statistics I</i>							+	+	+	+			
<i>English language I*</i>								+		+		+	
<i>Administrative law II</i>	+	+		+	+	+	+	+	+	+	+	+	+
<i>Administrative systems</i>	+	+	+	+		+				+	+		+
<i>Sociology of administration</i>				+		+				+			+
<i>Administrative informatics with statistics II</i>							+		+	+			
<i>Administrative procedural law</i>	+	+			+	+		+		+	+	+	+
<i>Basics of international law</i>	+	+	+	+						+	+		+
<i>Administrative and legal system of EU</i>	+	+	+	+		+				+	+		+

<i>Public finance</i>	+			+		+		+			+	+	
<i>Office Business and Correspondence</i>					+	+	+	+		+	+	+	
<i>Judicial control of public authorities</i>	+	+	+					+		+	+	+	+
<i>New Public Administration</i>	+	+	+	+		+				+	+		+
<i>Local government</i>	+	+	+	+	+	+		+		+	+	+	+
<i>Basis of labour, social and civil servants' rights</i>	+	+			+			+		+	+	+	
<i>English language 2*</i>								+		+		+	
<i>The Basics of Civil Law</i>	+	+				+				+	+	+	
<i>Economic and Communal Law</i>	+			+	+	+				+	+	+	
<i>Land Registry Law</i>	+					+		+			+	+	
<i>Databases in administration</i>							+	+	+	+			
<i>Management of companies</i>	+	+				+				+	+	+	
<i>Family law</i>	+	+				+				+	+	+	
<i>Law of international organizations</i>	+	+	+	+									+
<i>Administrative practice</i>			+		+	+	+	+	+	+	+	+	
<i>Final thesis</i>	+	+	+	+		+		+		+	+		+