

**UNIVERSITY OF APPLIED SCIENCES IN SIBENIK  
DEPARTMENT OF ADMINISTRATIVE STUDIES  
PROFESSIONAL GRADUATE STUDY ADMINISTRATIVE STUDY**

## **CURRICULUM**

### **PROFESSIONAL GRADUATE STUDY ADMINISTRATIVE STUDY**

**ACADEMIC YEAR 2025./26.**



**Sibenik, 2025.**

The program of professional graduate studies Administrative studies is a rounded unit that provides competencies for work in the field of public administration, local self-government, legal entities with public authorities, public services and other segments of the public sector.

By completing the professional graduate study Administrative studies acquires basic theoretical, methodological and application knowledge in the field of law, branches of administrative law, as well as in the field of economics, information technology, communication sciences, ethics and foreign languages.

Professional graduate study Administrative studies consists of four semesters, in which the acquired basic administrative legal education is upgraded, and special specialist courses are conducted, while in the fourth semester semester semester semester semester professional practice and final work is performed.

After passing all enrolled courses and defended final work, the following title is obtained: Master of public Administration (mag. publ. adm.).

The title of Master of public Administration is based on education of students for professional work in public administration and public sector, using modern administrative knowledge and skills provided by educated staff for work especially in state administration bodies, local self-government and public services.

Professional graduate study Administrative studies lasts for two years during which the student is obliged to enrol in and pass courses worth at least 120 ECTS credits.

The study Ordinance regulates general issues set up and conducted by the University of Applied Sciences in Sibenik, primarily related to the conduct of studies and study in the context of the implementation of the Bologna Declaration, the ECTS credit system and issues related to professional bodies responsible for monitoring the quality of study. The study Ordinance regulates issues pertaining to the conducting of undergraduate professional and specialist graduate professional studies: types of studies, duration of studies, enrolment in studies, structure and manner of conducting studies, student status, rules on examinations, complaints about grades, procedures for repeated examinations, right of insight into test results, advancement through studies, professional practice, completion of studies, quality assurance of studies and other issues relevant for studying at the University.

Before submitting the final paper on grading and defence, the student must pass all previously enrolled courses, submit a journal of professional practice and achieve a minimum of 120 ECTS credits.

# 1. LIST OF TEACHERS AND ASSOCIATES TEACHING AT PROFESSIONAL GRADUATE STUDY ADMINISTRATIVE STUDY

TEACHER'S FIRST AND LAST NAME	COURSE	CONTACT E-MAIL
Ivana Bratić	English for public administration	<a href="mailto:bratic@vus.hr">bratic@vus.hr</a>
Alan Lalić.	Good Government Environmental law Specific administrative procedures Professional practice	<a href="mailto:alalic@vus.hr">alalic@vus.hr</a>
Divna Goleš.	Quality management of public services	<a href="mailto:divna@vus.hr">divna@vus.hr</a>
Vesna Jurin Bakotić	Family law	<a href="mailto:vjbakotic@vus.hr">vjbakotic@vus.hr</a>
Krunoslav Malenica	Ethics of public Service	<a href="mailto:kmalenica27@gmail.com">kmalenica27@gmail.com</a>
Ivan Malenica	European Administrative Law State Administration	<a href="mailto:ivanm@vus.hr">ivanm@vus.hr</a>
Krešimir Nīmac.	Police Administrative Law	<a href="mailto:kresonimac@gmail.com">kresonimac@gmail.com</a>
Tomislav Ninić.	Management of public policies	<a href="mailto:tomislav_ninic@hotmail.com">tomislav_ninic@hotmail.com</a>
Ivica Poljićak	Management of EU projects	<a href="mailto:poljicak@vus.hr">poljicak@vus.hr</a>
Jelena Žaja	Public administration efficiency	<a href="mailto:Ap@zavod.com.hr">Ap@zavod.com.hr</a>
Ivan Rančić	Management of decentralisation	<a href="mailto:Irancic@vus.hr">Irancic @vus, hr</a>

Ljubo Runjić.	European integration and the institutions of the European Union	<a href="mailto:runjic@vus.hr">runjic@vus.hr</a>
Mirko Škarica	Misdemeanour law	<a href="mailto:mskarica@vus.hr">mskarica@vus.hr</a>
Sanja Veštić Mirčeta	Protection of human rights European Administrative Law	<a href="mailto:svestic@vus.hr">svestic@vus.hr</a>
Mario Dominik Burić	European in teracities and institutions of the European Union State Administration	<a href="mailto:mburic@vus.hr">mburic@vus.hr</a>
Dragan Zlatović	Law of non-profit organisations	<a href="mailto:zlatovic@vus.hr">zlatovic@vus.hr</a>

## **2. PLACE OF TEACHING AT PROFESSIONAL GRADUATE STUDY ADMINISTRATIVE STUDIES**

Teaching at professional graduate professional study Administrative studies is conducted at the University of Applied Sciences in Sibenik, Sibenik, at the address of Andrija Hebrang Square 11. In addition to the office of the services, there are 17 lectures with a total area of 1167 m<sup>2</sup>.

The spaces in which the teaching process takes place provide optimal conditions with regard to the number of students enrolled.

This area contains spatial capacities which, by following the standards of teaching higher education, enable students to perform quality monitoring and participation in teaching activities.

Teaching at the University takes place during the week from Monday to Friday (in exceptional cases Saturday in the morning) according to the schedule of hours published on the bulletin boards and on the official website of the University. In accordance with the requirements of the Ordinance on the content of a licence and the conditions for issuing a licence for performing higher education activities, performing a study programme and re-accreditation of higher education institutions (Official Gazette, No. 24/10) Art. 5th century 2, the higher education institution meets the ratio of the number of enrolled students to the spatial opportunities for teaching (application is at least 1.25 m<sup>2</sup>/student).

Classes are taking place in Sibenik.

### 3. LIST OF COURSES, TEACHERS AND ASSOCIATES, COURSE HOURLY RATES AND WORKLOAD OF STUDENTS AT PROFESSIONAL GRADUATE STUDY ADMINISTRATIVE STUDY

Entrustment of teaching for the Professional graduate study Administrative study in the academic year 2025./26.									
Semester	O/E	holder	lecture course title	weekly hours				ECTS	
Semester									
W	O	Malenica, I.	European Administrative Law *	Malenica, I./Veštić Mirčeta, S.	Malenica, I /Veštić Mirčeta, S.	2		1 E	5
W	O	Lalić, A.	Good Government	Lalić, A.	Lalić, A.	3		1 E	6
W	O	Malenica, K.	Public Service Ethics	Malenica, K.	Malenica, K.	2		1 E	5
W	O	Runjić, Lj.	European integration and the institutions of the European Union	Runjić, Lj/Burić, M.D.	Burić, M.D.	2		1 E	5
W	O	Ninić, T.	Management of public policies	Ninić, T.	Ninić, T.	3		1 E	6
W	O	Bratić I.	English for public administration	Cousin I.		2			3

Semester II									
S	O	Malenica, I.	State Administration	Malenica, I./Burić, M.D.	Burić, M.D.	2		1 E	5
S	O	Škarica, M.	Misdemeanour law	Škarica, M.	Škarica, M.	2		1 E	5
S	O	Rančić, I.	Management of Decentralisation	Rančić, I.	Rančić, I.	2		1 E	5
S	O	Veštić Mirčeta, S.	Protection of human rights	Veštić Mirčeta, S.	Veštić Mirčeta, S.	2		1 E	5

S	O	Zlatović, D.	Law of non-profit organisations	Zlatović, D.	Zlatović, D.	2		1 E	5
S	O	Lalić, A.	Environmental law	Lalić, A.	Lalić, A.	2		1 E	5

Semester III									
W	O	Lalić, A.	Special administrative procedures	Lalić, A.	Lalić, A.	2		1 E	5
W	O	Žaja, J.	Public administration of Efficiency	Žaja, J.	Žaja, J.	2		1 E	5
W	O	Poljičak, I.	Management of EU projects *	Poljičak, I.	Poljičak, I.	2		1 E	5
W	O	Jurin Bakotić, V.	Family law	Jurin Bakotić, V.	Jurin Bakotić, V.	2		1 E	5
W	E	Goleš, D.	Quality Management of public service	Goleš, D.	Goleš, D.	2		1 E	5
W	E	Nimac, K.	Police administrative law	Nimac, K.	Nimac, K.	2		1 E	5
W	E	Spahija, M.	Criminal law of civil servants**	Spahija, M.	Spahija, M.	2		1 E	5
W	E	Žaja, J.	Tax and Custom System**	Žaja, J.	Žaja, J.	2		1 E	
Semester IV									
LJ	O	Lalić, A.	Professional practice	Lalić, A.	Lalić, A.				15
LJ	O	Mentor	Master's Thesis						15

Legend:

S- seminar

E- excercises

\* At the professional graduate study Administrative studeies is conducted live in turbulence, except for the course Managing EU projects which can also be held according to the weekly schedule throughout the semester. Exceptionally, classes can be conducted using a hybrid model (live and remote) at the courses EU Project Management, State Administration and European Administrative Law.

\*\* At the Professional graduate study Administrative studeies in the III semester of the academic year 2024/25 will not be conducted the electoral course “Tax and Customs system” and „Criminal law of civil servant“.



#### **4. ACADEMIC CALENDAR FOR THE ACADEMIC YEAR 2025./26.**

##### **I.**

Classes at the professional studies of the Polytechnic of Šibenik in the academic year 2025/2026 begin on September 29, 2025.

##### **II.**

Classes in the winter semester will be held from September 29, 2025 to December 23, 2025 and from January 7, 2026 to January 23, 2026.

Classes in the summer semester will be held from February 23, 2026 to June 5, 2026.

##### **III.**

Additional, consultative, classes for part-time students will be held at the times prescribed by the Decision on the adoption of the implementation plans of study programs in the academic year 2025/2026.

##### **IV.**

Winter holidays will last from December 24, 2025 to January 6, 2026 and during that period the Polytechnic will not work with students.

The summer holidays last from July 20, 2026 to August 14, 2026, and during that period the Polytechnic will not work with students.

##### **V.**

Enrollment in higher years of study for the academic year 2026/2027 will take place from September 15 to 25, 2026.

## **5. SCHEDULE FOR CONDUCTING CUMULATIVE CLASSES**

Teaching at the Professional graduate study Administrative study of the University of Applied Sciences in Sibenik is conducted cumulatively, i.e. in cycles (turbits) according to the schedule published on the website of the University of Applied Sciences <http://www.vus.hr/?stranice=raspored-predavanja&id=210>.

## **6. TEST DEADLINES AND TEST DEADLINES FOR THE ACADEMIC YEAR 2025./26.**

The regular winter exam period lasts from January 26, 2026 to February 20, 2026.

The regular summer exam period lasts from June 8, 2026 to July 3, 2026.

The regular autumn exam period lasts from August 24, 2026 to September 18, 2026.

More details on the website [https://www.vus.hr/studiji/diplomski/pravo/ispitni\\_rokovi\\_i\\_izvedbeni\\_plan](https://www.vus.hr/studiji/diplomski/pravo/ispitni_rokovi_i_izvedbeni_plan)

## **7. CURRICULUM AND COURSE CONTENT WITH EXPECTED LEARNING OUTCOMES AND BASIC LITERATURE**

1. GENERAL COURSE INFORMATION			
1.1. Course title	<b>EUROPEAN ADMINISTRATIVE LAW</b>	1.8. Course code in ISVU	
1.2. Course lecturer	<b>Professor of professional studies Ivan Malenica, Ph.D.</b>	1.9. Course code in MOZVAG	
1.3. Assistants and/or associates	Sanja Veštić Mirčeta, senior lecturer	1.10. Forms of teaching (number of hours Lecturing + Practical exercises + Seminars + e learning)	30+15+0
1.4. Study programme (specialist, undergraduate, graduate)	<b>Professional graduate study</b>	1.11. Level of e- learning application (1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup> level), percentage of on line course performance (max. 20%)	1. level- study materials are available online 0%
1.5. Course status (obligatory, optional)	Obligatory	1.12. Number of course revisions	1.
1.6. Year of study	First (I.)	1.13. Modernization	<input checked="" type="checkbox"/> yes <input type="checkbox"/> no
1.7. Credit score (ECTS)	5	1.14. 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 fundamental objective of the course is to enable students to perform administrative tasks, namely to be able to apply fundamental concepts of EU in area of administrative law, particularly when deciding of rights and obligations of parties in the administrative procedures and when adopting administrative acts. Furthermore the aim is to introduce students to european governing and european policies, process of making EU acts and sources of EU

	administrative law. Moreover the goal is to introduce students with specificities of european administrative area, especially with european administrative principles, administrative proceedings and supervision of legality of executive and administrative bodies in EU.		
2.2. Terms of course entry and required competences	General conditions for admission the first (I) year of study programme.		
2.3. . Learning outcomes on the study programme level	LO 1,2,13,14,17		
2.4. Expected learning outcomes on the course level	<b>Learning outcomes</b> according to the Bloom`s taxonomy: (up to two verbs per LO)		<b>Level of LO:</b> 1- remembering, 2- understanding, 3- application, 4-analysis, 5-evaluation, 6-synthesis
	To critically examine process of Europeanization and to estimate stages of adopting EU policy and acts.		6
	To chose form and method of performing administrative tasks in european administrative area.		6/7
	To justify application of european principles and administrative standards.		5
	To reexamine compatibility of conducting the administrative procedure and of actions made by executive and administrative bodies with sources of administrative law of EU.		6
	To demonstrate critical analysis of specific european administrative law legal institute.		6

2.5. Course content according to detailed curriculum schedule	<b>Constructive allignement</b>					
	<b>no</b>	<b>Thematic unit</b>	<b>LO of the course</b>	<b>Content/teaching methods</b>	<b>Evaluation</b>	<b>Time</b>
		Concept of european administrative law.	1,2,3	Listen to lecture, read literature, debate.	On oral exam students can define basic concepts of european administrative law.	9

		Development of European Union and EU institutions; Creation and development of european administrative law.	1,2,3	Listen to lecture, read literature, debate.	On oral exam student can define history development of EU and specificities of european administrative law.	8
		Sources of european administrative law.	1,2,3	Listen to lecture, read literature, debate.	On colloquium or on exam students can demonstrate and place legal sources of european administrative law.	8
		Separation of powers between EU and member states.	1,2,3	Listen to lecture, read literature, debate.	On colloquium or on exam students can explain power relationship between EU and member states.	8
		Basic principles of application of european administrative law.	2,3,4	Listen to lecture, read literature, debate.	On colloquium or on exam students can analyze scopes of basic principles of european administrative law.	10
		Court protection in EU, Preliminary proceeding, Complaint against member state.	2,3,4,5	Listen to lecture, read literature, debate.	On colloquium or on exam students can present specific characteristics of judicial protection in EU, with special emphasis on preliminary proceeding.	10
		Judicial supervision of the legality of EU acts- direct actions.	4,5	Listen to lecture, read literature, debate.	On colloquium and or on exam students can explain and apply direct actions.	10
		Basics of judicial supervision and sanctions for illegality.	2,4,5	Listen to lecture, read literature, debate.	On colloquium or on exam students can analyze basic principles of judicial supervision and of possible sanctions.	9
		Court protection from silence of administration (failure to act) ; indirect actions.	4,5	Listen to lecture, read literature, debate.	On colloquium or on exam students can present court protection from silence of administration.	9
		Council of Europe, The European convention for the Protection of Human Rights and Fundamental Freedoms.	2,3	Listen to lecture, read literature, debate.	On colloquium or on exam students can present specificities and relations between EU and Council of Europe, with special accent on analysis of European convention provisions.	8
		Protection of fundamental human rights in EU.	2,3,5	Listen to lecture, read literature, debate.	On colloquium or on exam students can analyze modalities for protection of fundamental human rights in EU, based on court practice.	10

	EU Citizenship, Rights of citizens	2,3	Listen to lecture, read literature, debate.	On colloquium or on exam students can present status of EU citizens.	9
	EU liability for damage	2,3,5	Listen to lecture, read literature, debate.	On colloquium or on exam students can explain EU liability for damage.	9
	Responsability of Member States for violation of EU law.	2,3,4	Listen to lecture, read literature, debate.	On colloquium or on exam students can explain responsibility of Member States for violation of EU law.	9
	Administrative proceedings, Right to access informations	2,3,4,5	Listen to lecture, read literature, debate.	On colloquium or on exam students can present specificities of administrative proceedings in particular situations.	9

### 3. EVALUATION OF STUDENTS` WORK

3.1. Students` obligations	In accordance with the Regulations on Studying and the Regulations on Student Assessment and Evaluation: for all full-time students attendance of at least 70% . Part-time students are required to attend classes at least 50%.															
	Passing oral exam.															
3.2. Monitoring student work (enter the share of ECTS credits for each activity so that the total number of ECTS points corresponds to the credit score of the course))	Attendance	1 ECTS														
	Practical work	1 ECTS														
	Written exam															
	Oral exam	3 ECTS			Other											
					Other											
3.3. . Student workload	<table><tr><td colspan="2">Student workload on all bases for 1 ECTS credit is 30 hours in a semester and is estimated as:</td></tr><tr><td><i><b>Obligation</b></i></td><td><i><b>Hours (estimated)</b></i></td></tr><tr><td>Attendance</td><td>50</td></tr><tr><td>Seminar paper</td><td>25</td></tr><tr><td>Preparation for the midterm / exam through self-study</td><td>60</td></tr></table>						Student workload on all bases for 1 ECTS credit is 30 hours in a semester and is estimated as:		<i><b>Obligation</b></i>	<i><b>Hours (estimated)</b></i>	Attendance	50	Seminar paper	25	Preparation for the midterm / exam through self-study	60
							Student workload on all bases for 1 ECTS credit is 30 hours in a semester and is estimated as:									
							<i><b>Obligation</b></i>	<i><b>Hours (estimated)</b></i>								
							Attendance	50								
							Seminar paper	25								
							Preparation for the midterm / exam through self-study	60								

### 4. FORMIRANJE OCJENE

4.1. Grading seminar papers	-
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4.2. Grading colloquia/ written and oral exam	Unsatisfactory		Satisfactory		Above average	
	Responds by memory, without a deeper understanding. Does not know or apply basic terms and concepts. Does not know how to apply or explain the contents of the course with examples.		Reproduces the basic concepts and without difficulty imparts new knowledge, understands the material, explains the terms and concepts supported with examples.		Knowledge is at the level of analysis, synthesis and evaluation. Observes the principles, accurately and thoroughly explains the content of the material, and logically connects and explains the terms and concepts supported with examples. Finds solutions that were not originally given. Notes correlations with related material.	
4.3. Final grade according to evaluation elements	Active course attendance	0,5				
	Practical work	0,5				
	Colloquia/ Written exam	2				
	Oral exam	2				
4.4. Final grade according to absolute division		Percentage of acquired knowledge, skills and competences (teaching + final exam)	Numerical grade	ECTS grade		
		90-100%	5	A		
		80-89,9%	4	B		
		65-79,9%	3	C		
		60-64,9%	2	D		
		50-59,9%	2	E		
5. ADDITIONAL COURSE INFORMATION						
5.1. Compulsory literature (available in the library and via other media)	Title				Number of copies in the library	Availability via other media
	Derđa, Dario, Osnove upravnog prava Europske unije, Pravni fakultet Sveučilišta u Rijeci,(2012) Omejec, Jasna; Vijeće Europe i Europska unija: institucionalni i pravni okvir; Novi informator (2008), str. (glava I., glava II. (str. 97.-105., 113.-133.), glava III., glava IV. (str. 305.-314.), Prilog III.)					



5.2. Additional literature (at the moment of changes and/or amended of study programme)	Hartley, Trevor; Temelji prava Europske zajednice: uvod u ustavno i upravno pravo Europske zajednice; Pravni fakultet Sveučilišta u Rijeci (2004), str. poglavlje 4. (str. 105.-111.), poglavlje 7. (str. 235.-241.), poglavlja 11.-17 Borković, Ivo; Upravno pravo; Narodne novine (2002), str. poglavlja koja se odnose na upravno pravo u oblasti EU		
5.3. 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>		
5.4. Informing about the course and contacting the teacher	<p>It is the responsibility of each student to be regularly informed about the course, the coursework, and the classroom activities. All notices of classes or possible adjournment will be published in a timely manner on the e-learning site of the course and on the website of the Polytechnic. Students can contact teachers during the consultation period (at least one hour per week), while for short questions and explanations they can be contacted during class. It is also possible to ask questions by e-mail (from the official e-mail address at @ vus.hr), which will be answered as soon as possible (no later than five working days after receiving the e-mail).</p>		

1. GENERAL INFORMATION ON THE CASE			
1.1. Name of object	<b>GOOD GOVERNANCE</b>	1.8. College code in ISVU	
1.2. Case holders	<b>Alen Lalic, lect.</b>	1.9. College code in MOZVAG	
1.3. Associates		1.10. Method of teaching (number of hours P + V + S + e-learning)	45+15+0
1.4. Study programme (professional, specialist graduate professional study programme)	<b>Specialist graduate professional study programme</b>	1.11. Level of application of e-learning (level 1,2,3), Percentage of course performance on line (max. 20%)	Level 1 – materials available online, 0%
1.5. College status (O,I)	Obligatory	1.12. Ordinal number of amendments to the description of the college	0
1.6. Year of study	1.	1.13. Modernization	<input type="checkbox"/> yes <input type="checkbox"/> no
1.7. Credit score (ECTS)	6	1.14. Estimation of the percentage of amendments College program	Less than 20% <input type="checkbox"/> More than 20% <input type="checkbox"/>

2. CASE DESCRIPTION	
2.1. Objectives of the College	The aim of the course is to enable students to acquire knowledge of good governance (right to good governance) as a modern model of public administration

2.2. Requirements for course admission and entry competences required for the course	Conditions for enrollment in the 1st year of study	
2.3. Programme-wide learning outcomes to which the course contributes	IU 1.2, 3,4,5,6,7,8,9, 10, 12,14,15, 17	
2.4. Expected learning outcomes at course level (4-10 learning outcomes)	<b>Learning outcomes according to Bloom's taxonomy:</b> <i>(up to two verbs per IU)</i>	
	<b>Analyze</b> the historical development of administrative doctrines from classical to contemporary administrative doctrines	<b>IU level:</b> 1- remembrance, 2- understanding, 3- application, 4-analysis, 5-valuation, 6-synthesis 4
	<b>Understand</b> the most important and important processes in the doctrine of good governance	2
	<b>Evaluate the pros and cons of good governance</b>	5
	<b>Apply</b> good governance models from EU law to the right of the Republic of Croatia	3
	<b>Compare</b> models and instruments of good governance in the Republic of Croatia	4
	<b>analyze and synthesize</b> administrative reforms based on the use of modern methods and instruments of good governance applicable in Croatian public administration and the public sector	6
	<b>Critically</b> refer to the application of good governance methods and instruments in the Republic of Croatia	5

2.5. Course content elaborated in detail according to the hourly rate	<b>Constructive alignment</b>					
	<b>r.br.</b>	<b>Thematic unit</b>	<b>IU College</b>	<b>Teaching content/method</b>	<b>Evaluation</b>	<b>Time required</b>
		Introductory lecture; determination of objects and areas of good governance	1,2	They listen to lectures and read literature, discussing the topic on display.	In the oral exam, students define the subject and area of good governance	3 hours
		Historical development of administrative doctrines from classical administrative models to modern administrative doctrines and the right to good governance (right to good governance)	2,3, 5	They listen to lectures and read literature, discussing the topic on display. Exercises: students get to know and recognize models of public governance according to the historical development of the same models of public management.	In the oral exam, students define the historical development of administrative doctrines and know how to distinguish public administration models that have been developed throughout history and critically relate to them, pointing out the advantages and disadvantages of each administrative model.	3 hours 2 hours

		Exercises: analysis of administrative models and recognition of them according to historical theoretical models				
		EU law and right to good governance  Exercises: Analysis of judicial decisions of the European Court of Justice, which develops the concept of the right to good administration	3,4,5, 6,	They listen to the lecture and read the literature, discuss the topic on display.  Exercises: students read and analyse ESP judgments relating to the right to good governance	Students in the oral exam recognize the concept of the right to good administration in EU law and know how to compare it with the management model in the Republic of Croatia with the synthesis of changes to the model of public management in the Republic of Croatia according to the concept of the right to good administration from EU law. Also, students recognize the concepts of the right to good governance model that have arisen from the judgments of the European Court of Justice.	3 hours 2 hours
		European Code of Good Conduct for Administration Employees  Exercises: Comparative analysis of the European Code of Ethics in relation to codes of ethics in public law bodies of the Republic of Croatia	3,4,5, 6,	They listen to the lecture and read the literature, discuss the topic on display.  Exercises: Students analyze and notice the difference between the European Code of Ethics and codes of ethics adopted by public law bodies in the Republic of Croatia.	Students in the oral exam recognize the concept of good behavior of officials according to the European Code of Good Conduct of Employees in Administration and know how to compare it with ethical codes in the Republic of Croatia with a critical review and synthesis of changes to ethical codes in the Republic of Croatia in accordance with the European Code of Good Conduct of Administrative Employees.	3 hours 2 hours
		Application of the EU concept of the right to good governance in Croatian law  Exercises: Analysis of compliance of the EU concept of the right to good administration with The Republic of Croatia law	4,5,6	They listen to the lecture and read the literature, discuss the topic on display.  Exercises: On the basis of previous lectures and exercises on the EU concept of the right to good administration, students analyze and critically present opinions on the compliance of EU law with Croatian law, and synthesize possible changes in Croatian law, all regarding the concept of the right to good administration in EU law.	Students in the oral exam recognize the EU concept of the right to good administration and know how to synthesize deviations from the right to good administration in Croatian law with the proposal of legislative and other legal amendments in the Republic of Croatia.	3 hours 2 hours
		The concept of good governance in other countries  Exercises: Comparative analysis of the concept of good governance in other countries in relation to the concept of the right to good	4,5,6,	They listen to the lecture and read the literature, discuss the topic on display.  Exercises: students comparatively analyze the concept of the right to good governance developed in other countries and present critical opinions about differences in relation to the concept of the right to good	Students in the oral exam recognize the concept of the right to good administration in other countries and know how to synthesize deviations from the right to good administration in Croatian law with the proposal of legislative and other legal changes in the Republic of Croatia.	3 hours 2 hours

		governance in the Republic of Croatia		administration in the Republic of Croatia		
		Advantages and disadvantages of good governance	2, 5,6	They listen to the lecture and read the literature, discuss the topic on display.	Students in the oral exam know how to recognize the advantages and disadvantages of good governance and synthesize possible changes to the concept of good governance.	3 hours
		Attitude of good governance to classical administrative doctrine  Exercises: Application of the model of the right to good governance to the classical administrative structure	2,5,6.	They listen to the lecture and read the literature, discuss the topic on display.  Exercises: Students apply the concept of the right to good administration to the model of classical state administration and synthesize possible changes to the state administration structure according to the trend of the right to good administration and vice versa.	Students in the oral exam recognize the advantages of classical administrative doctrine in relation to the model of good governance and synthesize possible changes to the concept of good governance according to the model of classical administrative doctrine.	3 hours 1 hour
		Modern trends- from agnecification to deagansification	5,6.	They listen to the lecture and read the literature, discuss the topic on display.	Students critically reflect on the main advantages and disadvantages of agencyization or deagnification and synthesize in which administrative areas to abandon or adopt an agency model of public management.	3 hours
		Aganecification according to EU law and application of models in Croatian law  Exercises: Noticing a change in the agency model of public sector management towards new theoretical thinking	2,3 ,5,6.	They listen to the lecture and read the literature, discuss the topic on display.  Exercises: students, based on theoretical knowledge of the trend towards degnification, notice which agency models in the Republic of Croatia should be changed, abolished or annexed to the classical state structure	Students recognize models of agencying in the Republic of Croatia and know how to synthesize models of agency public management according to the applicable EU law.	3 hours 2 hours
		The role of public administration in shaping public policy	2,3,5,6	They listen to the lecture and read the literature, discuss the topic on display.	Students in the oral exam know how to recognize the role of public administration in shaping state policy with a critical review of the democratic deficit of the same and synthesize possible further models of the influence of administration on policy formation.	3 hours
		Strengthening the capacity of public administration in shaping public policy	2,3,5,6	They listen to the lecture and read the literature, discuss the topic on display.	Students in the oral exam know how to recognize the role of public administration in shaping state policy with a critical review of the democratic deficit and synthesize possible further models of the influence of the administration on policy formation.	3 hours

		Participation of citizens in the design and work of public administration	4,5,6	They listen to the lecture and read the literature, discuss the topic on display.	Students at the oral exam critically reflect on the participation of citizens in the design and control of public administration with the synthesis of proposals for better control of public administration by citizens.	3 hours
		The impact of digital technologies on the concept of good governance  Exercises: access to and study of digital models that enhance the concept of good governance	2,3,4,5,6	They listen to the lecture and read the literature, discuss the topic on display.  Exercises: students access and study various digital technologies through computers that enhance the application of the concept of good governance	Students know how to recognize and analyze the impact of digital technologies that enhance the concept of the right to good governance and critically reflect on the possibility of further digitalization of public administration.	3 hours 2 hours
		The trend of further reforms of public administration and changes in the modalities of the concept of good governance and the right to good governance,  Concluding considerations	5,6	They listen to the lecture and read the literature, discuss the topic on display.	Students in the oral exam on the basis of earlier thematic units know how to notice the trend in which the further development of public administration and the concept of good governance will go, with a critical review of the same and synthesizing possible new concrete models of public governance.	3 hours

### 3. EVALUATION OF STUDENT WORK

3.1. Obligations of the student	In accordance with the Regulations on studying and the Ordinance on the evaluation and evaluation of students' work: for all full-time students attendance at least 70%. Part-time students are obliged to attend classes at least 50%.					
	Students can pass the final exam by passing the subject course on the oral exam.					
3.2. Monitoring the work of students (enroll in the share of ECTS credits for each activity so that the total number of ECTS credits corresponds to the credit value of the course)	Active attendance of classes	1 ECTS				
	Exercises	2 ECTS				
	Written exam					
	Viva voce	3 ECTS			(other enroll)	
					(other enroll)	
3.3. Student workload	The student's workload on all grounds is for 1 ECTS credit 30 hours of work in the semester and is assessed as:					
	Obligation		Hours (estimate)			
	Attendance of classes		60			
	Preparation of seminar papers and presentations		15			

		Preparation for colloquium/exam through self-study	75			
4. FORMATION OF THE RATING						
4.1. Evaluation of the seminar paper						
4.2. Assessment of colloquiums / written and oral part of the exam	Badly		Satisfactorily		Above average	
	It responds from memory, without a deeper understanding. No he knows and does not apply basic terms and concepts. He does not know how to apply or explain the content with examples course.		Reproduces core concepts and without difficulty he transfers new knowledge, understands the material, explains terms and concepts substantiated by examples		Knowledge is at the level of analysis, synthesis and evaluation. Notices legalities, accurately and thoroughly explains the content of the material logically connects and explains terms and concepts that he substantiates with examples. Find solutions that were not originally given. Spotting correlation with related material	
4.3. Formation of the final assessment according to the elements of evaluation	Active attendance of classes	1				
	Exercises	2				
	Passing the colloquium / Written part of the exam					
	Oral part of the exam	3				
4.4. Formation of a final assessment based on absolute distribution		Percentage of acquired knowledge, skills and competences (teaching + final exam)	Numerical rating	ECTS rating		
		90 – 100%	5 (excellent)	A		
		80 – 89,9%	4 (very good)	B		
		65 – 79,9%	3 (good)	C		
		60 – 64,9%	2 (sufficient)	D		
		50 – 59,9%	2 (sufficient)	E		

## 5. ADDITIONAL INFORMATION ON THE CASE

<p>5.1. Compulsory literature (available in the library and through other media)</p>	<p>Vukojičić Tomić, T. (2016). Good governance: from conceptualization to realization. <i>Political Thought</i>, 53 (2), 105-130.</p> <p>Šimac, N. (2016). The right to good public administration - in the context of European integration. <i>Proceedings of the Faculty of Law in Split</i>, 53 (1), 105-118. <a href="https://doi.org/10.31141/zrpfs.2016.53.119.105">https://doi.org/10.31141/zrpfs.2016.53.119.105</a></p> <p>Kellerhals Maeder, A. (2002). The state, the information society, "good governance", and the archives. <i>Croatian and Comparative Public Administration</i>, 4 (3-4), 717-742.</p> <p>Miošić Lisjak, N. (2006). How much "good government" is there in Croatian e-government?. <i>Annals of the Croatian Political Science Association</i>, 3 (1), 369-401.</p> <p>Woehrling, J. (2006). Judicial control of administration in Europe: according to a common model. <i>Croatian and Comparative Public Administration</i>, 6 (3), 56-56.</p> <p>Zvonimir, Lauc: The Concept of Croatian Governance, <i>Pravni vjesnik</i>, 11/1, Pravni fakultet Osijek, 2011;</p> <p>Zvonimir, Lauc: Good governance at regional level, Legal aspects of cross-border cooperation and EU integration: Hungary – Hrvyska, EUNICOP, Faculty of Law, University of Pećuh &amp; Faculty of Law University J.J.Strossmayer in Osijek, Pećuh-Osijek, 2011.</p>	<p>Number of copies in the library</p>	<p>Availability through other media</p>
<p>5.2. Supplementary literature (at the time of submission of amendments to the study programme)</p>	<p>Branko, Smerdel: The Demands of Constitutional Rule and the Concept of Constitutional Election, in "Building Democratic Constitutional Legal Rights" Institution of the Republic of Croatia in a Development Perspective, Croatian Association for Constitutional Law, Zagreb, 2011, p. 1-61.</p> <p>Zvonimir Lauc: The relationship between the state and self-government observed through the principle of subsidiarity, <i>Annals of the Institute for Scientific and artwork in Osijek</i>, Volume 26, Zagreb-Osijek 2010</p> <p>Zvonimir, Lauc: Acquis of the Council of Europe and Croatian Local Self-Government, <i>Constitutional Changes of the Republic of Croatia and European Union</i>, University of Split, Faculty of Law, Split, 2010;</p> <p>Zvonimir, Lauc: Management of the development of local and regional self-government, <i>Pravni vjesnik</i>, vol. 18, no. 1-2, Osijek 2002, p. 319-336.</p> <p>Zvonimir, Lauc: Decentralization - a condition of optimization of local and regional self-government, <i>Croatian Public Administration</i>, no. 3, Zagreb, 2001</p>		



<p>5.3. Ways of monitoring quality that ensure the acquisition of output knowledge, skills and competences</p>	<p>Quality control of students' work and acquisition of the necessary knowledge and skills will be ensured through interactive work. Keeping records of the presence and activities of students in teaching and obtained information on students' progress through colloquiums will provide information necessary for further instructions to students in order to increase the efficiency of their work. Students will be instructed in their rights and obligations and work methods and the necessary literature.</p> <p>Indicators of the quality assurance system: Student survey, monitoring of annual data from HZZZ on the annual state of employment of students, surveys of employers and association Alumni.</p>
<p>5.4. Informing the course and contacting the teacher</p>	<p>It is the obligation of every student to regularly inform themselves about the course, teaching and activities in classes. All notifications about the holding of classes or possible postponement of classes will be timely published on the e-learning pages of the course and on the website of the Polytechnic. Students can contact teachers during the consultation period (at least one hour per week), while for a short Questions and explanations can be addressed during class. It is also possible to ask questions by e-mail (from the official e-mail address on the domain @vus.hr) to which they will be answered as soon as possible (no later than five working days from receiving the e-mail)</p>

1. GENERAL INFORMATION ABOUT THE SUBJECT			
1.1. Title	<b>Public service ethics</b>	1.8. ISVU course code	201410/DUS3 202153/DUS3-I
1.2. Lecturer	Krunoslav Malenica, lecturer	1.9. MOZVAG course code	
1.3. Assistants and/or associates	None	1.10. Forms of teaching (number of hours Lecturing + Practical exercises + Seminars + e learning)	30L+15PE
1.4. Study programme (specialist, undergraduate, graduate)	<b>Specialist Graduate Professional Studies Administrative Studies</b>	1.11. Level of e- learning application (1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup> level), percentage of on line course performance (max. 20%)	1 <sup>st</sup> , materials available online, 0% of course online
1.5. Course status (obligatory, optional)	Optional	1.12. Number of course revisions	1.
1.6. Study year	1.	1.13. Modernization	<input checked="" type="checkbox"/> yes <input type="checkbox"/> no
1.7. Credit score (ECTS)	5	1.14. 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	1. Introduction to the basic concepts of ethics in public administration. 2. Adopting the basic concepts of ethics and psychology that affect interpersonal relationships: - Students acquire knowledge of basic theoretical approaches in the field of ethics and are trained to apply moral and ethical principles in business, to apply the concept of social responsibility and to resolve moral and ethical dilemmas with the adoption of prosocial, asocial, assertive behaviour and a system of motivation and values. Course enrolment requirements		
2.2. Terms of course entry and required competences	Certified enrolment and attendance index.		
2.3. Learning outcomes on the study programme level	1. Evaluate the impact of different social, political and economic circumstances on the organization, operation and financing of local public services.		
	2. Apply the provisions of the applicable regulations on the prevention of corruption and conflicts of interest, breaches of official duty and unethical behavior of officials and public officials		
	3. Outline and interpret the various forms and methods on which citizen-government relations are based		
	4. Ability to make appropriate decisions based on a synthesis of existing facts		
	5. Ability of independent professional work and teamwork		
2.4. Expected learning outcomes on the course level	<b>Learning outcomes</b> towards Bloom's taxonomy: (up to two verbs per LO)		<b>LO Level:</b> 1. <i>Recapture,</i> 2. <i>Understanding,</i> 3. <i>Application,</i>

						4. <i>Analysis,</i> 5. <i>Evaluation,</i> 6. <i>Synthesis</i>
	1. Classify specific terms from the field of ethics					5
	2. Connect the fundamental issues of ethics and public administration					5
	3. Assess conflict situations					5
	4. Analyze and identify the application of ethics in the business environment,					6
	5. Critically evaluate the application of ethics in public administration,					6/7
	6. Modify the existing ethical system and formulate it according to new requirements.					6/7
2.5. Course content according to detailed curriculum schedule	<b>Constructive alignment</b>					
	<b>No:</b>	<b>Thematic ensemble / Lecture Topic</b>	<b>Course LO</b>	<b>Content / Teaching Method</b>	<b>Evaluation</b>	<b>Time needed</b>
		Introductory lecture.	-	Lecture, introducing students to the course content, obligations, and documents on the course's e-learning page.	-	5 hours
		Defining and explaining ethics in public administration	1, 3, 5	Lecture and independent literature reading.	Students define the basic concepts of public administration ethics in the written exam. They know how to describe and explain a scientific goal and scientific methods.	10 hours
		Ethics structure: professional ethics and ethics of an individual belonging to a particular profession.	1, 3, 5	Lecture, guided discussion, and independent reading of literature.	In the written exam, students know how to enumerate, distinguish, and give an example of the ethics structure.	12 hours
		Written and unwritten rules (ethics, etiquette, morality, code, protocol).	1, 2, 3, 5	Lecture, demonstration of a practical task, leading a discussion on the topic, independent reading of literature.	In the written exam, students can define, describe the written and unwritten rules in ethics, and explain the etiquette, morality, code, protocol.	12 hours
		Rules of conduct towards clients, colleagues and the public.	1, 2, 3, 4, 5	Lecture and independent literature reading.	In the written exam, students can define, describe the rules of conduct towards clients, colleagues, and the public.	14 hours
		Ethical theories and types of ethics: interpersonal, functional, professional and employee ethics.	1, 3, 4, 5	Lecture, demonstration of a practical task, leading a discussion on the topic, independent reading of literature.	In the written exam, students can define and describe the ethical theories and types of ethics.	12 hours
		Relationship between ethics and organizational culture, mass media and the Internet.	1, 4, 5	Lecture and independent literature reading.	In the written exam, students can define and describe the relationship between ethics and organizational culture, mass media and the Internet.	10 hours

		Ethics and social responsibility.	1, 2, 3, 5	Lecture, demonstration of a practical task, leading a discussion on the topic, independent reading of literature.	On written exam, students know how to evaluate and describe ethics and social responsibility.	12 hours
		Protection of human rights. Implementation of ethics in the business environment (organizational climate and culture).	1, 2, 3, 5	Lecture and independent literature reading.	In the written and oral exam, students can define and describe the protection of human rights and to implement of ethics in the business environment.	12 hours
		Ethical dilemmas in public administration, ethics violations: criminal activity, corruption.	1, 2, 4, 5	Lecture, demonstration of a practical task, independent reading of literature.	In the written exam, students can define and describe ethical dilemmas in public administration, ethics violations such as criminal activity, corruption.	14 hours
		Ways of Conducting Ethical Conduct and Ethics Verification.	1, 2, 4, 5	Lecture and independent literature reading.	In the written exam, students can define and describe the ways of Conducting Ethical Conduct and Ethics Verification.	12 hours
		Institutionalizing Ethics: Ethics Committees, Teaching Ethics in Administration Level Programs, Factors of Increasing Ethics in Public Administration.	1, 2, 4, 5	Lecture, demonstration of a practical task, independent reading of literature.	In the written exam, students can define and describe the institutionalizing of ethics, and to define Ethics Committees, Teaching Ethics in Administration Level Programs, and Factors of Increasing Ethics in Public Administration.	12 hours
		Psychological aspects of ethics / morality: basic scientific explanations for moral development and moral learning, prosocial, asocial and aggressive behavior.	1, 2, 4, 5	Lecture and independent literature reading.	In the written exam, students can define and describe basic scientific explanations for moral development and moral learning, prosocial, asocial, and aggressive behaviour.	11 hours
		Sociocultural and Legal Aspects of Ethics / Morality: value systems of different cultures / ethical standards, the impact of globalization processes on ethical compliance.	1, 4, 5	Lecture, demonstration of a practical task, independent reading of literature.	In the written exam, students can define and describe value systems of different cultures / ethical standards, the impact of globalization processes on ethical compliance.	9 hours
		Ethics Codes and Model code of conduct for Public officials.	4, 5	Lecture and independent literature reading.	In the written exam, students can define and describe ethical codes and codes of conduct of public officials.	10 hours
		1. Analysis of ethical measures and ethical infrastructure of public	4, 5	Lecture and independent literature reading. Processing and preparation	Preparation of a seminar paper and interpretation of key concepts from the	12 hours

		administration in the Republic of Croatia.		of a seminar paper on the selected topic in written form.	selected topic of the seminar paper in the written exam.	
3. EVALUATION OF STUDENT WORK						
3.1. Students` obligations	Regular students are required to attend a minimum of 70%, with an extraordinary and at least 30% of lectures.). Students are advised to consult at the time of consultations or for another term. On the web site of the Polytechnic ( <a href="http://www.vus.hr">http://www.vus.hr</a> ).					
3.2. Monitoring student work (enter the share of ECTS credits for each activity so that the total number of ECTS points corresponds to the credit score of the course)	Attendance	1,5	Written exam	3,5	Project	
	Experimental work		Research		Practical work	
	Essay		Report		Continuous examination	
	Colloquium		Seminar paper	1	Practical exercises	
	Class activities		Oral exam		Other (inscribe)	
3.3. Student workload	The student's workload on all bases amounts to 1 ECTS point for 30 hours of work per semester and is estimated as:					
	Commitment			Hours (estimate)		
	Attending classes and activity on practical exercises			75		
	Preparation for the Colloquium / exam through self-study			105		
4. GRADING						
4.1. Seminar paper grading						
4.2. Colloquium / exam grading	Poor		Satisfying		Above average	
	Give answer by memory, no deeper understanding. Does not know and does not apply the basic terms and concepts. Cannot apply or explain the contents of the course.		Reproduces basic terms, without difficulty transfers new knowledge, understands subject matter, explains the terms and the notions that substantiate by examples.		Knowledge is at the level of analysis, synthesis and evaluation. It observes legitimacy, accurately and thoroughly explains the content of the subject, and logically links and explains the terms and concepts that it encapsulates. Find solutions that are not originally given. There is a correlation with correlative subjects.	
4.3. Creating a final grade according to evaluation elements	Active participation in the lessons	70-75% of attendance		76-86% of attendance	87-100% of attendance	Created mental map. Solved case study.
		2 points		4 points	7 points	3 points
	Colloquium / written exam	2		3	4	5
		50-64,9%		65-79,9%	80-89,9%	90-100%
		25 points		30 points	35 points	40 points
	Oral exam	2		3	5	5

		25 points	30 points	35 points	40 points
4.4. Creating a final grade according to absolute allocation	Percentage of adopted knowledge, skills and competences (teaching + final exam)		Numerous grade	ECTS grade	
	90 – 100%		5 (excellent)	A	
	80 – 89,9%		4 (very good)	B	
	65 – 79,9%		3 (good)	C	
	60 – 64,9%		2 (sufficient)	D	
	50 – 59,9%		2 (sufficient)	E	
5. ADDITIONAL INFORMATION ABOUT THE COURSE					
5.1. Compulsory literature (available in the library and through other media)	Title			Number of copies in the library	Availability via other media
	Musa, A. (ur.), Etika i integritet u javnoj upravi, 3. Forum za javnu upravu, Friedrich-Ebert-Stiftung & Institut za javnu upravu, Zagreb, 2013. (37 str.)			0	Internet - PDF
	Marčetić, G. (2013). Etički kodeksi i etika javnih službenika. <i>Croatian &amp; Comparative Public Administration</i> , 13(2), 499-539.			0	Internet - PDF
	Lugović, G. (2023./2024.) Etika javne službe, nastavni materijali.			0	PDF
5.2. Additional literature (at the moment of changes and/or amended of study programme)	Etički kodeks državnih službenika. „Narodne novine“ broj 40/11, 13/12.			0	Internet - PDF
5.3. Quality assurance methods that ensure the acquisition of knowledge, skills and competences	Quality control of students' work and acquiring the necessary knowledge and skills will be ensured: - conducting records on attendance and student activities in lectures, - interactive work on lectures, - the information obtained on the basis of the results of the examinations required to increase the efficiency of the work, - by referring students to rights, obligations, methods of work and the necessary literature. Quality assurance system indicators: Student surveys, Croatian Employment Bureau data on the student's annual employment status, employer surveys and Alumni Association.				
5.4. information on the course and contact with the teacher	It is obligatory for every student to regularly inform about the course, teaching and teaching activities. All information about teaching or any delay in teaching will be published on the e-learning pages of the course and on the web pages of the Polytechnic. Students can contact the teachers during the consultation term (at least one hour per week), while brief questions and explanations can be addressed during classes. It is possible to ask questions by e-mail (from the official e-mail address from the domain @ vus.hr) that will be answered in a short time (no later than five working days from the receipt of e-mail).				

2. GENERAL COURSE INFORMATION			
1.1. Course title	EUROPEAN INTEGRATIONS AND INSTITUTIONS OF THE EUROPEAN UNION	1.8. Course code in ISVU	201411 (DU4) (202154) (DU4-I)
1.2. Course lecturer	Ljubo Runjić, PhD, <i>Professor of Applied Studies</i>	1.9. Course code in MOZVAG	
1.3. Assistants and/or associates		1.10. Forms of teaching (number of hours Lecturing + Practical exercises + Seminars + e learning)	(45+15+0+0)
1.4. Study programme (specialist, undergraduate, graduate)	Professional Graduate Study Administrative Law	1.11. Level of e- learning application (1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup> level), percentage of on line course performance (max. 20%)	1 <sup>st</sup> , course materials are on-line, 0%
1.5. Course status (obligatory, optional)	Obligatory	1.12. Number of course revisions	1
1.6. Year of study	1 <sup>st</sup>	1.14. Modernization	<input checked="" type="checkbox"/> da <input type="checkbox"/> ne
1.7. Credit score (ECTS)	5	1.14. 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 knowledge about the history of European integration and the institutions of the European Union.
2.2. Terms of course entry and required competences	General conditions required for enrollment in the first semester of studies. Knowledge of basic terms in the field of theory of the state and law, constitutional law, international law, law of international organizations and european law, and finding internal and international legal sources.

2.3. Learning outcomes on the study programme level	<p>IU1: Connect the basic terms of different branches of law and generalize the issues of work in public administration.</p> <p>IU2: Identify contemporary administrative doctrines and their influence on the convergence of administrative systems in the world.</p> <p>IU3: Distinguish public policies in Croatia and compare them with public policies in other countries.</p> <p>IU13: Identify the principles of application of European administrative law in EU member states and apply knowledge of judicial protection of rights arising from Union law, and compare the advantages and disadvantages of administrative law in Croatia with the administrative law of the European Union.</p> <p>IU17: Evaluate the existing system of state administration and public services in Croatia and predict the future development of the national administrative system at different levels.</p>	
2.4. Expected learning outcomes on the course level	<p><b>Learning outcomes</b> according to the Bloom`s taxonomy: (up to two verbs per LO)</p>	<p><b>Level of LO:</b>  1- remembering,  2- understanding,  3- application,  4-analysis,  5-evaluation,  6-synthesis</p>
	Analyze the historical, political, economic and diplomatic context of European integration.	4
	Distinguish the main directions of European integration.	4
	Show the spread of European integration	5
	Evaluate on the legal nature of the European Union in contemporary international relations	6
	Assess the further course of development of European integration processes	6
	Explain the institutional structure of the European Union in relation to other international organizations	6
	Critically examine the rights and powers of the institutions of the European Union	6
	Evaluate the effect of European law on the Croatian national legal order	6/7

2.5. Course content according to detailed curriculum schedule	<b>Constructive alignment</b>					
	no	Thematic unit	LO of the course	Content/teaching methods	Evaluation	Time
		Introduction to the course and a detailed teaching plan	-	Listen to a lecture and get to know the course content and documents on the e-learning course page by working independently on a computer.	-	3h



		Introduction to the history of European integration	1, 2	Listen to the lecture and read the literature.	At the colloquium or the written / oral exam students can analyze the historical, political, economic and diplomatic context of European integration	6h
		The beginnings of European integration	1, 2, 3	Listen to a lecture and read literature.	At the colloquium or the written / oral exam students can present the historical development of European integration processes.	12h
		Treaties of Rome	1, 3	Listen to a lecture and read literature.	At the colloquium or the written / oral exam students can explain the most important aspects of the EEC.	10h
		European (economic-monetary) union	1, 3	Listen to lectures and read literature. At the exercises students deal with certain policies of the European (economic and monetary) Union.	At the colloquium or the written / oral exam students can explain the most important aspects of the European (economic-monetary) Union.	10h
		Preparations for EU enlargement	1, 3	Listen to lectures and read literature. At the exercises students deal with the Treaty of Amsterdam and the Treaty of Nice.	At the colloquium or the written / oral exam students can explain the legal foundations of the European Union.	10h
		From the European Constitution to the Lisbon Treaty	1, 2, 3, 4, 5	Listen to lectures and read literature. At the exercises students analyze the existing legal foundations of the European Union and discuss possible changes to the existing Founding Treaties.	At the colloquium or the written / oral exam students can explain the legal foundations of the European Union.	12h
		Determination of the nature of the European Union	1, 4, 5	Listen to lectures and read literature. At the exercises students analyze the legal nature of the European Union.	At the colloquium or the written / oral exam students can explain the legal nature of the European Union.	12h
		The expansion of European integration – the first, second and third enlargements	2, 3	Listen to lectures and read literature. At the exercises students analyze the entry of individual countries into the	At the colloquium or the written / oral exam students can demonstrate the spread of European integration.	15h

				European Union using practical examples.		
		The expansion of European integration – the fourth, fifth and sixth enlargements, the admission procedure	2, 3	Listen to lectures and read literature. At the exercises students analyze the entry of individual countries into the European Union using practical examples.	At the colloquium or the written / oral exam students can demonstrate the spread of European integration.	15h
		Institutions of the European Union - in general, Council of the European Union, European Council	4, 6, 7, 8	Listen to lectures and read literature. At the exercises students work on the composition and powers of individual bodies of the European Union.	At the colloquium or the written / oral exam students can present and explain the composition and powers of individual bodies of the European Union and evaluate the effect of European law on the Croatian national legal order.	15h
		Institutions of the European Union – European Commission, European Parliament, Court of Justice of the European Union, other bodies, agencies and interest groups	4, 6, 7, 8	Listen to lectures and read literature. At the exercises students deal with the composition and powers of individual bodies of the European Union.	At the colloquium or the written / oral exam students can present and explain the composition and powers of individual bodies of the European Union and evaluate the effect of European law on the Croatian national legal order.	15h
		Institutions of the European Union – European Commission, European Parliament, Court of Justice of the European Union, other bodies, agencies and interest groups	4, 6, 7, 8	Listen to lectures and read literature. At the exercises students deal with the composition and powers of individual bodies of the European Union.	At the colloquium or the written / oral exam students can present and explain the composition and powers of individual bodies of the European Union and evaluate the effect of European law on the Croatian national legal order.	15h
3.1. Students` obligations	<p>In accordance with the Regulations on Studying and the Regulations on Student Assessment and Evaluation: for all full-time students attendance of at least 70%. Part-time students are required to attend classes at least 50%. All students are required to carry calculator and formulae list.</p> <p>Students who have during the course achieved:</p> <ul style="list-style-type: none"> <li>• from 0 - 24,9% ECTS credits- are rated F (unsuccessful) and cannot obtain ECTS credits, and must re-enroll in the next academic year;</li> <li>• from 25 - 49,9% - are assessed by FX (insufficient) and must pass the written exam (test). Written exam (test) can be held in a regular or extraordinary exam period;</li> <li>• more than 50% - students have the right to take the final exam.</li> </ul> <p>Students can take the final exam from the course in two ways: a) during the course of teaching through continuous monitoring of students (active participation in classes and through three colloquia); b) by passing the exam (written and oral part of the exam).</p>					

3.2. Monitoring student work (enter the share of ECTS credits for each activity so that the total number of ECTS points corresponds to the credit score of the course))	Attendance		Written exam	2 (without colloquia)	Project	
	Experimental work		Research		Practical work	
	Essay		Report		Continuous examination	
	Colloquium	4,5 (without written exam)	Seminar paper		Other	
	Class activity		Oral exam	2,5 (without colloquia)	Other	
3.3. . Student workload	Student workload on all bases for 1 ECTS credit is 30 hours in a semester and is estimated as: Attending classes and exercises 60 hours Preparing colloquia or exams through individual work 90 hours					
4. GRADING						
4.1. Grading seminar papers	The evaluation element	Unsatisfactory	Satisfactory	Above average		
	Organization	The paper is not organized in a logical order and lacks structure.	The paper is well structured with a clear distinction between the introduction, the main body of the text and the conclusion.	The paper is well structured with a clear distinction between the introduction, the main body of the text and the conclusion, which are logically interconnected.		
	Terminology, writing style	Words and expressions low in line with official terminology. The writing style is not appropriate, the sentences are too long, of a modest vocabulary and with frequent and repeated grammatical errors.	Words and expressions are in line with official terminology. The writing style is appropriate, the sentence structure is clear, the vocabulary is appropriate and there are few grammatical errors.	Words and expressions are aligned with official terminology and show an understanding of their meaning. The writing style is excellent, the sentences are clear and concise, the vocabulary is rich and there are no grammatical errors.		
	Citing and referencing references	The sources are not listed at all. The references do not fit the topic and show a cursory approach to exploring the topic.	The sources are listed but incomplete and with errors. The references are relevant to the topic and show a satisfactory research attitude.	The sources are accurately, completely and consistently listed. The references are appropriate, their list is "rich" and comprehensive and shows a detailed research approach.		
4.2. Grading colloquia/ written and oral exam	Unsatisfactory		Satisfactory	Above average		
	Responds by memory, without a deeper understanding. Does not know or apply basic terms and concepts. Does not know		Reproduces the basic concepts and without difficulty imparts new knowledge, understands the material, explains the terms and concepts supported with examples.	Knowledge is at the level of analysis, synthesis and evaluation. Observes the principles, accurately and thoroughly explains the content of the material, and logically connects and explains the terms and concepts supported with examples. Finds solutions that		

	how to apply or explain the contents of the course with examples.			were not originally given. Notes correlations with related material.		
4.3. Final grade according to evaluation elements	Active course attendance	70-75% of attendance	76-86% of attendance	87-100% of attendance		
		3 points	5 points	10 points		
	Colloquia/ Written exam	2	3	4	5	
		50-64,9%	65-79,9%	80-89,9%	90-100%	
		27 points	33 points	39 points	45 points	
	Oral exam	2	3	5	5	
	27 points	33 points	39 points	45 points		
4.4. Final grade according to absolute division	Percentage of acquired knowledge, skills and competences (teaching + final exam)		Numerical grade	ECTS grade		
		90 – 100%	5 (excellent)	A		
		80 – 89,9%	4 (very good)	B		
		65 – 79,9%	3 (good)	C		
		60 – 64,9%	2 (satisfactory)	D		
		50 – 59,9%	2 (satisfactory)	E		
5. ADDITIONAL COURSE INFORMATION						
5.1. Compulsory literature (available in the library and via other media)	Title				Number of copies in the library	Availability via other media
	1. Mintas Hodak, Lj.(ur.), <i>Europska unija</i> , Zagreb, Mate, 2010.				5	-
5.2. Additional literature (at the moment of changes and/or amended of study programme)	1. 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.				1	
	2. Čapeta, T., Rodin, S., Osnove prava Europske unije, Zagreb, Narodne novine, 2018.				5	
	3. Dinan, D.,(ur.), <i>Origins and Evolution of the European Union</i> , Oxford, Oxford University Press, 2014.				1	-
	4. Fairhurst, J., Law of the European Union, Harlow, Pearson Education Limited, 2014.				1	-
	5. Rodin, S., Čapeta T., Goldner Lang, I.(ur.), Reforma Europske unije - Lisabonski ugovor, Zagreb, Narodne novine, 2009.				1	-
					-	-

	6. Pročišćene verzije Ugovora o Europskoj uniji i Ugovora o funkcioniranju Europske unije; <i>Službeni list Europske unije</i> , C 202, 2016.		available online
5.3. 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>		
5.4. Informing about the course and contacting the teacher	<p>It is the responsibility of each student to be regularly informed about the course, the coursework, and the classroom activities. All notices of classes or possible adjournment will be published in a timely manner on the e-learning site of the course and on the website of the Polytechnic. Students can contact teachers during the consultation period (at least one hour per week), while for short questions and explanations they can be contacted during class. It is also possible to ask questions by e-mail (from the official e-mail address at @ vus.hr), which will be answered as soon as possible (no later than five working days after receiving the e-mail).</p>		

<b>1. GENERAL INFORMATION ON THE CASE</b>		
Case holder	TOMISLAV NINIĆ	
Subject name	Management of public policies	
Study programme	Professional graduate studies Administrative studies	
Status of the subject	Mandatory	
Year	And the year	
Point value and method of teaching	ECTS student load coefficient	6
	Number of hours (P + V + S)	45P + 15V
<b>COURSE DESCRIPTION</b>		
<i>Objectives of the case</i>		
Within this course students acquire knowledge about the creation, objectives and content of public policies, their relationship with public administration and public management. Linking public policy areas with the topic of legal Regulation also gathers knowledge about standards and processes of creating regulations and general legal acts and their application and interpretation.		
<i>Conditions for registering the case</i>		
<i>Expected learning outcomes for the subject</i>		
<p><i>Knowledge:</i></p> <p>Analyse the notion of public policies in relation to the notions of policy and public governance and their role in the system of public administration.</p> <p>Evaluate and suggest how it is created and the objectives of public policies.</p> <p>Classify the types and hierarchy of legal regulations and general legal acts</p> <p>Critically evaluate the process and standards of creating regulations, legislative procedure and processes of creating lower regulations and general legal acts</p> <p><i>Skills:</i></p> <p>Analyse the application of public policies in different areas in practice</p> <p>2. Formulate the basic content of a legal Regulation or general act in a given, given Area</p>		
<i>Content of the case</i>		

topic 1 - familiarisation with syllabus - public policies and legal Regulation; basic terms
topic 2 - public policy makers, way of creating and objectives of public policies
topic 3 - relation of public policies to politics, administration, public governance and legal Regulation
topic 4 – comparative public policies
topic 5 - European public policies
topic 6 - from public policies and strategies to legal Regulation - Creating rights
7. topic of type and hierarchy of legal regulations and general legal acts
topic 8 – Notechnical standards of regulations and general acts
topic 9 - procedures for drafting legal regulations and general legal acts
topic 10 - interpretation (interpretation) of regulations, their application and change; final discussion

<i>Classes runtime types</i>				lectures seminars and workshops exercises distance learning field instruction	autonomous tasks multimedia and networks laboratory mentoring other _____		
<i>Comments</i>							
<i>Obligations of students</i>							
Students' obligations are: attending classes, actively participating in activities during classes and exercises, resolving colloquiums, written and oral exams.							
<i>Monitoring the work of students</i>							
Attendance		Teaching activity		Seminar work		Experimental work	
Written exam		Oral exam		Essay		Research	
Project		Continuous knowledge verification		Referral		Practical work	
Portfolio							
<i>Assessment and evaluation of student work during classes and final exams</i>							
attendance at 30% activity and creativity in teaching 15% exercise performance 15% 40% Colloquium/exam							

	Percentage of knowledge, skills and competences acquired (teaching + final exam)	Numerical rating	ECTS score
	90 – 100%	5 (Excellent)	AND
	80 – 89,9%	4 (very good)	B
	65 – 79,9%	3 (Good)	C
	50 – 64,9%	2 (sufficient)	D
<i>Mandatory literature (at the time of application of the study programme proposal)</i>			
<p>Colebatch, Hal.K, <i>Policy</i>, Fakultet političkih znanosti ,Zagreb 2004</p> <p>Milotić, Ivan, Peranić, Domagoj, <i>Nomotehnika</i>, RRIF, Zagreb, 2015.</p>			
<i>Supplementary literature (at the time of application of the study programme proposal)</i>			
<p>1.Petak, Zdravko, <i>Policy pristup u hrvatskoj javnoj upravi</i>, Forum za javnu upravu, Fridrich Ebert Stiftung i Institut za javnu upravu, Zagreb, 2013.</p> <p>2. Hill, Michael, <i>Proces stvaranja javnih politika</i>, Fakultet političkih znanosti, Zagreb, 2010.</p> <p>3. Livaja Anamarija, Milotić, Ivan, <i>Komentar jedinstvenih nomotehnička pravila</i>, RRiF-plus, Zagreb, 2015.</p> <p>4. Hill, Michael, <i>Proces stvaranja javnih politika</i>, Fakultet političkih znanosti, Zagreb, 2010.</p>			
<i>Number of copies of mandatory literature compared to the number of students currently attending classes</i>			
<i>Title</i>		<i>Number of copies</i>	<i>Number of students</i>
Policy		5	
Nomoretechnique		5	



*Quality monitoring methods ensuring the acquisition of exit knowledge, skills and competences*

Student poll. Online survey at college level. Self-evaluation of the college's performance. Evaluation of teaching at the level of the Chair/expert Council.

1. GENERAL INFORMATION			
1.1. Course lecturer	Ivana Bratić, prof., higher lecturer	1.8. Course code in ISVU	201413
1.2. Course title	<b>English for Public Administration</b>	1.9. Course code in MOZVAG	
1.3. Assistants and/or associates		1.10. Forms of teaching (number of hours Lecturing +Practical exercises + Seminars + e learning)	(30+0+0)
1.4. Study programme (specialist, undergraduate, graduate)	Specialist Graduate Professional Study of Public Administration	1.11. Level of e- learning application (1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup> level), percentage of on line course performance (max. 20%)	1 <sup>st</sup> , course materials are on-line, 0%
1.5. Course status (obligatory, optional)	Obligatory	1.12. Number of course revisions	2
1.6. Year of study	1 <sup>st</sup>	1.15. Modernization	Yes
1.7. Credit score (ECTS)	3	1.14. 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 objective of the course is to master professional vocabulary in English related to public administration and the business world. The goal is also to master the predicted grammatical structures and correct them use in spoken and written English. Furthermore, the goal is to train students for active service in English in public administration.		
2.2. Terms of course entry and required competences	General requirements for enrolment in the first semester of study.		
2.3. Learning outcomes on the study programme level	<p>Use and develop complex written and oral communication in Croatian and English</p> <p>Organize and conduct teamwork and critically evaluate the opinions and attitudes of team stakeholders</p> <p>Compile and draft acts and submissions and to undertake basic procedural actions in administrative and other legal proceedings as well as in the administrative dispute</p>		
2.4. Expected learning outcomes on the course level	<b>Learning outcomes</b> according to the Bloom`s taxonomy: (up to two verbs per LO)		<b>Level of LO:</b> 1- remembering, 2- understanding, 3- application, 4-analysis,

						5-evaluation, 6-synthesis	
	- <b>define</b> and <b>describe</b> professional vocabulary related to public administration					4,5,6	
	- <b>understand</b> and <b>analyze</b> English language texts that cover the domain of public administration					4,5,6	
	- <b>synthesize</b> and <b>create</b> forms of written and oral communication (presentations, research, business letters and emails) related to public administration					4,5,6	
2.5. Course content according to detailed curriculum schedule	<b>Constructive allignement</b>						
	<b>no</b>	<b>Thematic unit</b>	<b>LO of the course</b>	<b>Content/teaching methods</b>	<b>Evaluation</b>	<b>Time</b>	
		Introductory session - Course description	-	Listen to lectures. Work independently on computer, get to know course content and elearning documents.	-	2 h	
		Placement Test	3,6	Students compile language texts.	At written and oral exam students can paraphrase or explain English terms by using synonyms and learned vocabulary and offer an adequate Croatian version of those English expressions. They are able to independently translate the text in English and answer the questions.	4 h	
		Introducing Public Administration Terminology	2,3,5	Students process the text in English. They learn about new language structures. They solve tasks.	At written and oral exam students can paraphrase or explain English terms by using synonyms and learned vocabulary and offer an adequate Croatian version of those English expressions. They are able to independently translate the text in English and answer the questions.	4 h	
		Introducing Public Administration Terminology (II).	2,3,5	Students listen the lesson. They compile vocabulary exercises.	At written and oral exam students will be able to use new vocabulary regarding public administration.	4 h	
		The Concept of Bureaucracy. Reading 3: Reading Comprehension, Vocabulary Practice, Language Exercises.	5,6	Students listen the lecture. They translate the text and do language excercises.	Students will know how to compile documents in english and will be able to comprehend new teminology and use it in written and spoken language.	4 h	
		The Concept of Bureaucracy (II). Reading 4: Case Study, Students' Project.	3,4,5,6	Students listen the lecture. They work in teams.	Students will know how to compile documents in english and will be able to comprehend new teminology and use it in written and spoken language.	4 h	
		Civil Service.	3,4,5,6	Reading Comprehension, Vocabulary Practice, Language Exercises.	Students will know to treat formal documents in English.	6 h	

		Democracy as a Form of Government.	4,5,6	Reading, Comprehension, Vocabulary Practice, Language Exercises	At written and oral exam students can paraphrase or explain English terms by using synonyms and learned vocabulary and offer an adequate Croatian version of those English expressions. They are able to independently translate the text in English and answer the questions.	4 h	
		Types, Forms and Levels of Government. Reading 7. Reading Comprehension, Vocabulary Practice, Language Exercises.	5,6	Reading Comprehension, Vocabulary Practice, Language Exercises.	At written and oral exam students can paraphrase or explain English terms by using synonyms and learned vocabulary and offer an adequate Croatian version of those English expressions. They are able to independently translate the text in English and answer the questions.	4 h	
		The Concept of Administrative Power	3,4,5,6	Case Study, Students' Project. Students work in teams and participate in discussion.	At written and oral exam students can paraphrase or explain English terms by using synonyms and learned vocabulary and offer an adequate Croatian version of those English expressions. They are able to independently translate the text in English and answer the questions.	10 h	
		The Concept of Public Service Culture	4,5,6	Reading, Case Study, Students' Project. Students work in teams and participate in discussion.	At written and oral exam students will be able to present a project to other students.	10 h	
		The Relationship Between Politics and Administration: The Concept of Issue Networks.	3,4,5,6	Case Study, Students' Project.	At written and oral exam students will be able to present a project to other students.	10 h	
		Writing Techniques: Research Papers, Formal Letter Writing.	1,2,3,4	Students work in a team. They express themselves in written form and participate in discussions.	Students will be able to write formal business letter and research papers.	4 h	
		Conclusions. Revision.	1,2,3,4,5,6	Students listen the lecture and participate in discussions.		4 h	
		Concluding discussions. Evaluation of the course	1,2,3,4,5,6	Students answer the questions and do vocabulary exercises, write a report on one of the topics from the coursebook.	At the colloquium or at final exam, students are able to explain and solve tasks related to the legal vocabulary learned during the course and to explain the relevant topic.	16 h	

### 3. EVALUATION OF STUDENTS' WORK

3.1. Students' obligations	<p>In accordance with the Regulations on Studying and the Regulations on Student Assessment and Evaluation: for all full-time students attendance of at least 70%. Part-time students are required to attend classes at least 50%. All students are required to carry calculator and formulae list.</p> <p>Students who have during the course achieved:</p> <ul style="list-style-type: none"> <li>from 0 - 24,9% ECTS credits- are rated F (unsuccessful) and cannot obtain ECTS credits, and must re-enroll in the next academic year;</li> <li>from 25 - 49,9% - are assessed by FX (insufficient) and must pass the written exam (test). Written exam (test) can be held in a regular or extraordinary exam period;</li> </ul>
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	<ul style="list-style-type: none"><li>more than 50% - students have the right to take the final exam.</li></ul> Students can take the final exam from the course in two ways: a) during the course of teaching through continuous monitoring of students (active participation in classes and through three colloquia); b) by passing the exam (written and oral part of the exam).					
3.2. Monitoring student work (enter the share of ECTS credits for each activity so that the total number of ECTS points corresponds to the credit score of the course)	Attendance	0,5	Written exam	1	Project	
	Experimental work		Research		Practical work	
	Essay		Report		Continuous examination	
	Colloquium		Seminar paper		Other	
	Class activity	0,5	Oral exam	1	Other	
3.3. Student workload	Student workload on all bases for 1 ECTS credit is 30 hours in a semester and is estimated as: 1. Attending classes and exercises 45 hours 2. Preparing colloquia or exams through individual work 45 hours					
4. GRADING SYSTEM						
4.1. Grading seminar papers						
4.2. Grading colloquia/ written and oral exam	Unsatisfactory		Satisfactory		Above average	
	Responds by memory, without a deeper understanding. Does not know or apply basic terms and concepts. Does not know how to apply or explain the contents of the course with examples.		Reproduces the basic concepts and without difficulty imparts new knowledge, understands the material, explains the terms and concepts supported with examples.		Knowledge is at the level of analysis, synthesis and evaluation. Observes the principles, accurately and thoroughly explains the content of the material, and logically connects and explains the terms and concepts supported with examples. Finds solutions that were not originally given. Notes correlations with related material.	
4.3. Final grade according to evaluation elements	Active course attendance	70-74,9% of attendance	75-79,9% of attendance	80-89,9% of attendance	90-100% of attendance	
		2 points	5 points	10 points	20 points	
	Colloquia/ Written exam	2	3	4	5	
		50-64,9%	65-79,9%	80-89,9%	90-100%	
		25 points	30 points	35 points	40 points	
	Oral exam	2	3	5	5	
		25 points	30 points	35 points	40 points	

4.3. Final grade according to absolute division		Percentage of acquired knowledge, skills and competences (teaching + final exam)	Numerical grade	ECTS grade	
		90 – 100%	5 (excellent)	A	
		80 – 89,9%	4 (very good)	B	
		65 – 79,9%	3 (good)	C	
		60 – 64,9%	2 (satisfactory)	D	
		50 – 59,9%	2 (satisfactory)	E	
5. ADDITIONAL COURSE INFORMATION					
5.1. Compulsory literature (available in the library and via other media)	Title			Number of copies in the library	Availability via other media
	SOČANEC, L., JAVORNIK ČUBRIĆ, M., English for Public Administration, Narodne novine, Zagreb, 2018 (the mandatory part only applies to the topics described in this implementation plan)			5	e-materijal available to all students on Claroline system of the Polytechnic of Šibenik
5.2. Additional literature (at the moment of changes and/or amended of study programme)	1. DOBROLET, O.V., A.R. ZHOROVA, English for Public Administration, 2008. (Textbook) 2. STILLMAN R.J., Public administration: concepts and cases. Boston: Wadsworth, 2010. 3. HUTCHINSON, T., WATERS, A. (2002), English for Specific Purposes, Cambridge University Press.				
5.3. Quality assurance methods that ensure the acquisition of knowledge, skills and competences	The control of students' work quality and the acquisition of necessary knowledge and skills will be ensured through interactive work. By keeping track of attendance and student activity during classes and provided information on students` progress through short colloquiums and homework, information for further guidance to students will be provided in order to increase the efficiency of their work. Students will be informed about their rights and obligations as well as the methods of work and the required literature. Indicators of quality assurance system: Student survey, monitoring of annual data from the Croatian employment service on the annual state of student employment, surveys from employers and Alumni association.				
5.4. Informing about the course and contacting the teacher	It is the responsibility of each student to be regularly informed about the course, the coursework, and the classroom activities. All notices of classes or possible adjournment will be published in a timely manner on the e-learning site of the course and on the website of the Polytechnic. Students can contact teachers during the consultation period (at least one hour per week), while for short questions and explanations they can be contacted during class. It is also possible to ask questions by e-mail (from the official e-mail address at @ vus.hr), which will be answered as soon as possible (no later than five working days after receiving the e-mail).				

### 3. GENERAL COURSE INFORMATION

1.1. Course title	<b>STATE ADMINISTRATION</b>	1.8. Course code in ISVU	
1.2. Course lecturer	<b>Ph.D. Ivan Malenica, Prof.</b>	1.9. Course code in MOZVAG	
1.3. Assistants and/or associates	Mario Dominik Burić	1.10. Forms of teaching (number of hours Lecturing + Practical exercises + Seminars + e learning)	30+15+0
1.4. Study programme (specialist, undergraduate, graduate)	<b>Professional graduate study</b>	1.11. Level of e- learning application (1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup> level), percentage of on line course performance (max. 20%)	1st level – materials available online, 0%
1.5. Course status (obligatory, optional)	O	1.12. Number of course revisions	1
1.6. Year of study	1st	1.16. Modernization	Yes    No
1.7. Credit score (ECTS)	5	1.14. 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 main objective of the course is to acquire knowledge and skills related to the system, organization and functions of state administration, suitable for later inclusion in work processes in administrative structures of the state, local and regional self-government units and in public and
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	private law entities. The aim is to train students, especially in administrative and similar professional jobs, in administrative structures of the state, in local and regional self-government units and in public and private law institutions.		
2.2. Terms of course entry and required competences	Requiremen for enrollment in the 1st year of study		
2.3. . Learning outcomes on the study programme level	IU 1, IU 2, IU 3, IU 4, IU 5, IU 7, IU 8, IU 9, IU 12, IU 14, IU 16, IU 17		
2.4. Expected learning outcomes on the course level	<b>Learning outcomes</b> accroding to the Bloom`s taxonomy: (up to two verbs per LO)		<b>Level of LO:</b> 1- remembering, 2- understanding, 3- application, 4-analysis, 5-evaluation, 6-synthesis
	Reexamine the role of state administration in society		6
	Identify the fundamental issues of state administration		6
	Reexamine the relationship between citizens and state administration		6
	Critically judge administrative reforms and modernization of state administration		6/7
	Judge the process of Europeanization of national administrations		6

92.5. Course content according to detailed curriculum schedule	Constructive allignement					
	No	Thematic unit	LO of the course	Content/teaching methods	Evaluation	Time



		Basic issues of state administration. Territorial administrative system.	1,2	They listen to lectures and read literature, discuss the presented topic.	In the oral exam, students define the basic concepts of the administrative system and state administration	9
		State administration as part of the system - elements and internal relations within that system	1,2,3	They listen to lectures and read literature, discuss the presented topic.	In the preliminary exam or oral exam, they know how to present and position state administration in the political and legal system	8
		Development of the relationship between citizens and administration	1,2,3,4,5	They listen to lectures and read literature, discuss the presented topic.	In the preliminary exam or oral exam, they know how to explain the relations between state administration and citizens	8
		Importance and forms of influence of the Croatian Parliament on state administration	1,2,3,4	They listen to lectures and read literature, discuss the presented topic.	In the preliminary exam or oral exam, they know how to explain the relations between state government and state administration	8
		Powers of the President of the Republic in relation to state administration	1,2,3,4	They listen to lectures and read literature, discuss the presented topic.	In the preliminary exam or oral exam, they know how to analyze the relations between state government and state administration	10
		Government as political and administrative leadership	1,2,3,4	They listen to lectures and read literature, discuss the presented topic.	In the preliminary exam or oral exam, they know how to present the relations between state government and state administration	10
		Administrative tasks. Classification. Scope and competence	1,2,4	They listen to lectures and read literature, discuss the presented topic.	In the preliminary exam or oral exam, they know how to present the specificities of administrative tasks	10
		Changes in the way administrative tasks are performed	1,2,4	They listen to lectures and read literature, discuss the presented topic.	In the preliminary exam or oral exam, they know how to present the modalities of performing administrative tasks	9
		Tasks in the Croatian state administration	1,2,4	They listen to lectures and read literature, discuss the presented topic.	In the preliminary exam or oral exam, they know how to present the specificities of tasks in state administration in the Republic of Croatia	9
		Personal changes in modern administrative systems		They listen to lectures and read literature, discuss the presented topic.	In the preliminary exam or oral exam, they know how to present the personal aspects of state administration	8
		Staff in the Croatian state administration		They listen to lectures and read literature, discuss the presented topic.	In the preliminary exam or oral exam, they know how to present the personal aspects of state administration	10
		Organization of the Croatian state administration. The center of the government as the coordinating		They listen to lectures and read literature, discuss the presented topic.	In the preliminary exam or oral exam, they know how to present the personal aspects of state administration	9

		center of state administration: the government secretariat and other institutions of the government center				
		Coordination instruments. Joined up and coordination in the state administration system		They listen to lectures and read literature, discuss the presented topic.	In the they know how to present the instruments of coordination in the state administration in a colloquium or oral exam	9
		Government centers. Supervision over Croatian state administration. Public services (services of general interest) - concept, classification, development, and relationship with public authority. Public services in the law and politics of the European Union. Framework of public services' operations in Croatia		They listen to lectures and read literature, discuss the presented topic.	They can analyze public services in a colloquium or oral exam	9
	2.	Administrative reforms. Managerial reforms of public administration and their effects. EU standards and modernization of public administration in transition countries. Principles, directions, and measures of modernization of Croatian public administration. Public administration development strategy		They listen to lectures and read literature, discuss the presented topic.	At the colloquium or oral exam, they can present and evaluate administrative reforms	9

### 3. EVALUATION OF STUDENTS` WORK

3.1. Students` obligations	According to the Study Regulations and the Regulations on the Assessment and Evaluation of Student Work: for all regular students, attendance at classes of at least 70%. Part-time students have an obligation to attend at least 50% of lectures. Students can pass the final exam by taking the course final oral exam.					
3.2. Monitoring student work (enter the share of ECTS credits for each activity so that the total number of ECTS points	Attendance	1ECTS	Written exam		Project	
	Experimental work	1ECTS	Research		Practical work	
	Essay		Report		Continuous examination	

corresponds to the credit score of the course))	Colloquium		Seminar paper		Other	
	Class activity		Oral exam	3ECTS	Other	
3.3. . Student workload	The student's workload per all bases is 30 hours of work per semester for 1 ECTS credit and is estimated as:					
	<b>Obligation</b>			<b>Hours (estimate)</b>		
	Attendance at classes			50		
	Preparation of seminar paper and presentation			25		
	Preparation for colloquium/exam through independent study			60		
4. FORMIRANJE OCJENE						
4.1. Grading seminar papers						
4.2. Grading colloquia/ written and oral exam	Unsatisfactory		Satisfactory		Above average	
	Answers from memory, without deeper understanding. Does not know or apply basic terms and concepts. Cannot apply or explain content with examples.		Reproduces basic terms and without difficulty transfers new knowledge, understands the material, explains terms and concepts with examples.		Knowledge at the level of analysis, synthesis, and evaluation. Notices regularities, accurately and thoroughly explains content and logically connects and explains terms and concepts with examples. Finds solutions that were not initially given. Notices correlations with related material.	
4.3. Final grade according to evaluation elements	Active course attendance	0,5				
		0,5				
	Colloquia/ Written exam	2				
	Oral exam	2				
4.4. Final grade according to absolute division		Percentage of acquired knowledge, skills and	Numerical grade	ECTS grade		

		competences (teaching + final exam)			
		90 – 100%	5 (excellent)	A	
		80 – 89.9%	4 (very good)	B	
		65 – 79.9%	3 (good)	C	
		50 – 64.9%	2 (sufficient)	D	

## 5. ADDITIONAL COURSE INFORMATION

	Title	Number of copies in the library	Availability via other media
5.1. Compulsory literature (available in the library and via other media)	Koprić I., Marčetić G., Musa A., Đulabić V., Lalić Novak G.; Administrative Science - Public Administration in the Modern European Context; Faculty of Law, University of Zagreb - Study Center for Public Administration and Public Finance (2021), pp. 49-51, 173-231, 233-266, 369-408 Constitution of the Republic of Croatia Law on the Government of the Republic of Croatia Law on the State Administration System Law on the Organization and Scope of Bodies of State Administration Law on Institutions Regulation on General Rules for the Internal Organization of Bodies of State Administration		
5.2. Additional literature (at the moment of changes and/or amended of study programme)	Pusić, E., State and State Administration, Faculty of Law in Zagreb, 2007		
5.3. Quality assurance methods that ensure the acquisition of knowledge, skills and competences	The quality control of students' work and the acquisition of the necessary knowledge and skills will be ensured through interactive work. Keeping records of attendance and student activity in classes and obtaining information about student progress through colloquiums will provide the necessary information for further instructions to students to increase the efficiency of their work. Students will be informed about their rights and obligations, work methods, and required literature. Quality assurance system indicators: Student survey, monitoring annual data from HZZZ on the annual employment status of students, employer surveys, and the Alumni association.		

<p>5.4. Informing about the course and contacting the teacher</p>	<p>Each student is required to regularly inform themselves about the course, teaching schedule, and activities in the classes. All announcements regarding the conduct of classes or possible postponement of classes will be promptly published on the e-learning pages of the course and on the College's website. Students can contact teachers during consultation hours (at least one hour per week), while short questions and explanations can be addressed during classes. It is also possible to ask questions via email (from the official email address on the @vus.hr domain), which will be answered as soon as possible (no later than five working days from receiving the email).</p>
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<b>General information</b>		
<b>Case holder</b>	MIRKO ŠKARICA	
<b>Subject name</b>	<b>MISDEMEANOUR LAW</b>	
<b>Study programme</b>	<b>Professional graduate studies Administrative studies</b>	
<b>Status of the subject</b>	Mandatory	
<b>Year</b>	II-I	
<b>Point value and method of teaching</b>	ECTS student load coefficient	5 ECTS
	Number of hours (P + V + S)	30 + 15 +0
<b>COURSE DESCRIPTION</b>		
Objectives of the case		
<p>Acquaint students with institutes and the application and principles of misdemeanour law, the concept of misdemeanour, as socially unacceptable behaviour, the purpose of punishment, forms of degree of guilt, penalties, warning measures and protective measures with types of all decisions in misdemeanour proceedings, proceedings towards juvenile perpetrators of misdemeanours, parties to proceedings, actual and local jurisdiction of courts, assumptions and progress and conduct of the main hearing and urgent proceedings.</p> <p>Explain to students the concepts of an indictment, the submission of an indictment proposal, the issuing of a misdemeanour order and a mandatory misdemeanour order, from everyday practice and from the provisions of the Misdemeanour Act the behaviour of the plaintiffs and accused persons and other entities, during the proceedings with regard to the trial, the concept of “equality of arms” explain the specific and different procedural procedures when delivering all types of documents and decisions in misdemeanour proceedings. To approximate to students the concepts and types of regular and extraordinary appeal against the decision taken as a form of protection of the accused, the legal consequences of the conviction, the costs of the proceedings and the collection of the fine, and all other proceedings and actions related to misdemeanour proceedings.</p> <p>Since misdemeanour law in the legal system is at the intersection of administrative and criminal law, mastering the principle of misdemeanour law contributes to understanding the entire legal system.</p>		
Conditions for registering the case		

Conditions for enrolment of the second year of study
Expected learning outcomes for the subject
<p>After successful completion of the course and acquired knowledge in the field of misdemeanour law, students will be able to:</p> <ul style="list-style-type: none"> <li>- <b>analyze</b> the concept of misdemeanour law and its relationship with other legal branches and the relationship between misdemeanour and other criminal acts;</li> <li>- <b>understand and explain</b> basic institutes of misdemeanour law and proceedings (types of misdemeanour legal sanctions, compulsory misdemeanour order, etc.);</li> <li>- <b>classify and reexamine</b> the terms of the general part of misdemeanour law and proceedings, the characteristics of individual misdemeanours and the content of individual procedural acts in misdemeanour proceedings;</li> <li>- <b>apply</b> the acquired knowledge from the general and special part of misdemeanour law in practice;</li> <li>- <b>compare the</b> Croatian misdemeanour system with other States' misdemeanour systems and <b>examine</b> its compliance with EU law;</li> <li>- <b>analyse</b> existing case law in the segment of misdemeanour law.</li> <li>- <b>evaluate the</b> quality, sustainability and feasibility of legal and theoretical institutes of misdemeanour law in practical conditions;</li> <li>- <b>evaluate the</b> national misdemeanour system from the aspect of constitutional and international law.</li> </ul>
Content of the case
<p>1. Material misdemeanour Act, 2. Offense, 3. Guilt, 4. Misdemeanour sanctions and their application 5. Confiscation of proceeds, confiscation of objects, rehabilitation, 6. Misdemeanour proceeding, based on principles, 7. Preliminary question, 8. Jurisdiction of the courts, 9. Exemption, 10. Misdemeanour law subjects, 11. Submissions minutes and a tour of the file, 12. Delivery, 13. Time-limits and restitutio in integrum, 14. Measures to ensure the presence of the accused, 14. Costs of misdemeanour proceedings, 15. Criminal investigation and evidence collection in the conduct of surveillance, 15. Misdemeanour proceedings in the first degree, 16. Course of action, 17. Judgment, 18. Misdemeanour proceedings before state administration bodies, 16. Appeal, 17. Outstanding remedies, 18. Special procedures - urgent proceedings and proceedings before a minor offender, 19. Misdemeanor warrant 20. Mandatory misdemeanor order, 21. Collection of fines at the crime scene, 22. Enforcement of infringement decisions and enforcement of safeguards, 23. The exercise procedure for the common good 24. Procedure for the enforcement of a foreign judgment</p>





In teaching activity and effort to accomplish tasks independently are particularly valued.

During the academic year, students are given two colloquiums in which they will show the previously acquired knowledge from a part of the material they have heard and mastered.

During the course of the course, students are obliged to prepare a seminar paper in which they will use legal sources which they are obliged to state in accordance with the regulations stipulated for legal acts.

At the final exam they must achieve a minimum of 50% credits on the written part of the exam and answer the given more complex questions in the oral part.

<i>Percentage of knowledge, skills and competences acquired (teaching + final exam)</i>	<i>Numerical rating</i>	<i>ECTS score</i>
90 – 100%	5 (Excellent)	AND
80 – 89,9%	4 (very good)	B
65 – 79,9%	3 (Good)	C
50 – 64,9%	2 (sufficient)	D

#### Mandatory literature (at the time of application of the study programme proposal)

- Aviani Damir: Prekršajno pravo , Pravni fakultet sveučilišta u Splitu. 2013.
- Josipović Ivo i dr., Komentar Prekršajnog zakona, Narodne novine, Zagreb, 2014.
- Veić Petar: Prekršajni zakon - komentar i sudska praksa, 2013.
- Juras, D., Filipović, H., Komentar zakona o prekršajima protiv javnog reda i mira sa sudskom praksom, Novi informator, Zagreb, 2020.
- Rašo Marko, Korotaj Gordana: Novosti u postupovnim odredbama prekršajnog postupka, Hrvatski ljetopis za kazneno pravo i praksu, vol 20. ,2013. br. 2. str 779-793
- Prekršajni zakon
- Zakon o sigurnosti prometa na cestama
- Zakon o prekršajima protiv javnog reda i mira
- Zakon o zaštiti od nasilja u obitelji
- Zakon o sprječavanju nereda na sportskim natjecanjima

Supplementary literature (at the time of application of the study programme proposal)		
<p>-Getoš Anna Maria; Gulišija Miranda: Analiza pravnih lijekova u prekršajnom postupku s naglaskom na institut obveznog prekršajnog naloga u svijetlu sudske prakse i komparativnih europskih rješenja, Hrvatski ljetopis za kazneno pravo, vol 18. ,2011. ,br. 2., str. 621-677</p> <p>- Derenčinović Damir; Gulišija Miranda; Dragičević Prtenjača Marta: Novosti u materijalnopравnim odredbama Prekršajnog zakona, Hrvatski ljetopis za kazneno pravo i praksu, vol. 20., 2013., br. 2., str. 751-777</p> <p>-Bonačić Marin; Marko Rašo: Obilježja prekršajnog prava i sudovanja aktualna pitanja i prioriteti „de lega ferenda“ Hrvatski ljetopis za kazneno pravo i praksu, vol. 19. , 2012., br. 2. str. 439-472</p> <p>-Novosel Dragan; Rašo Marko; Burić Zoran: Razgraničenje kaznenih djela i prekršaja u svijetlu presude Europskog suda za ljudska prava u predmetu Maresti protiv Hrvatske, Hrvatski ljetopis za kazneno pravo i praksu, vol 17., 2010., br. 2., str. 785-812</p>		
Number of copies of mandatory literature compared to the number of students currently attending classes		
Title	Number of copies	Number of students
Misdemeanour law	Online	
Quality monitoring methods ensuring the acquisition of exit knowledge, skills and competences		
<p>Students will be monitored through interactive work through which the acquisition of necessary knowledge and skills will be controlled. A record of student attendance and active participation in teaching will be kept, and knowledge on student progress through the colloquium will be collected and documented, through which information will be obtained with the aim of improving and more efficient and quality further work of students.</p> <p>Students will be referred to their rights and obligations, working methods and required literature at the beginning and during their studies. Student survey, monitoring of annual HZZZ data on the annual employment status of student administration, employer surveys and Alumni associations.</p>		

GENERAL COURSE INFORMATION				
1.1. Course title	Management of decentralization	1.8. Course code in ISVU		
1.2. Course lecturer	Ivan Rančić , s. lect.	1.9. Course code in MOZVAG		
1.3. Assistants and/or associates		1.10. Forms of teaching (number of hours Lecturing +Practical exercises + Seminars + e learning)	Pe+s+s	
1.4. Study programme (specialist, undergraduate, graduate)	Specialist graduate professional study Administrative study	1.11. Level of e- learning application (1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup> level), percentage of on line course performance (max. 20%)		
1.5. Course status (obligatory, optional)	o	1.12. Number of course revisions		
1.6. Year of study	4	1.17. Modernization	<input type="checkbox"/> da <input checked="" type="checkbox"/> ne	
1.7. Credit score (ECTS)	6	1.14. Percentage estimate of course changes and/or supplements	Less than 20% More than 20 %	X <input type="checkbox"/> <input type="checkbox"/>
2. COURSE DESCRIPTION				
2.1. Course objectives	The goal of the course is to enable students to acquire knowledge about decentralization management			

2.2. Terms of course entry and required competences	General conditions required for enrollment in II. semester of study	
2.3. . Learning outcomes on the study programme level	IU1, IU3, IU4, Iu7, IU8, IU9, IU10, IU 11, IU17	
2.4. Expected learning outcomes on the course level	<b>Learning outcomes</b> according to the Bloom`s taxonomy: (up to two verbs per LO)	<b>Level of LO:</b> 1- remembering, 2- understanding, 3- application, 4-analysis, 5-evaluation, 6-synthesis
	Categorize types of decentralization and explain common characteristics, similarities and differences between individual types of management. 4, 6	
	Interpret the relevant law, judge which of the offered legal solutions is the most appropriate for managing the decentralization of individual organizations and plan the method of establishment, organization and operation of individual organizations, management activities. 5, 6	
	Predict the procedures for determining legally relevant facts and deciding on issues in the field of managing decentralization in society and apply the relevant law to the established facts. 5, 6	
	Select and use various databases on the relationship between citizen administration, case law and relevant legal literature when preparing a decision on various legal issues related to public or local self-government 5, 6	

	Responsibly and independently search and transfer relevant literature and legal rules in the field of administrative systems and management activities. 5, 6						
	Propose and argue proposals for the decentralization process and the system of studying decentralization in Croatia. 5, 6						
	Anticipate the future development of decentralization in Croatia 6/7						
2.5. Course content according to detailed curriculum schedule	Constructive allignement						
	no	Thematic unit	LO of the course	Content/teaching methods	Evaluation	Time	
		Introductory lecture					
		Types of decentralization		They listen to lectures and read literature. During the exercises, they analyze examples from practice independently and in teams and draw conclusions about the application of legal regulations in administrative organizations	At the colloquium or written / oral exam, they can enumerate and differentiate the goals of administrative systems and explain the processes of differentiation and integration, i.e. interest dominance and autonomy in administrative systems		

				3. In group work, the		
		Decentralization and contemporary social processes		They listen to lectures and read literature. During the exercises, they analyze examples from practice independently and in teams and draw conclusions about the application of legal regulations to a concrete factual situation, and the dilemmas of division	At the colloquium or written/oral exam, they are able to define and describe the specifics of the administration study modality, especially the dilemma of territorial division.  Prepared and presented practical work (independently using computer programs and judicial	
		Decentralization in the context of modern public administration reforms  - new public management and good governance		They listen to lectures and read literature. During the exercises, independently and in teams, they analyze examples from practice and draw conclusions about the application of legal regulations to		

				a specific factual situation, and draw up acts related to the		
		Decentralization in Western European countries		At the colloquium or written/oral exam, they can define societies of persons, list their common and distinguishing characteristics, that is, analyze and explain the modalities of the management study system.	At the colloquium or written/oral exam, they can define societies of persons, list their common and distinguishing characteristics, that is, analyze and explain the modalities of the management study system •	
		Decentralization in transition countries		They listen to lectures and read literature. During the exercises, they analyze examples from practice independently and in teams and draw conclusions about the application of legal regulations	At the colloquium or written / oral exam, they know how to define the concepts of urbanization and metropolitanization.  Prepared and presented practical work (independently using computer programs and sources of judicial and other legal practice	

				to a concrete factual situation  related to urbanization and		
		Foundations of the decentralization  process		They listen to lectures and read literature. During the exercises, they analyze examples from practice independently and in teams and draw conclusions about the application of legal regulations to a specific factual situation.	At the colloquium or written/oral exam, they know how to define each of the tendencies in management and list their common and distinguishing characteristics •	
		Objectives and program of decentralization		At the colloquium or written/oral exam, they can define the historical influence and development of the administration, state their common and distinguishing	They listen to lectures and read literature.  They use multimedia and the network.  During the exercises, they individually research the content of this thematic area by searching the database about administration	



				characteristics, or analyze it according to years.	in the political system and its influence on the	
		Bodies and entities participating in the decentralization process		<p>They listen to lectures and read literature.</p> <p>They use multimedia and the network.</p> <p>During the exercises, they individually research the content of this thematic area by searching the database about administration in the political system and its influence on the</p>	<p>At the colloquium or written/oral exam, they can define what is management in local self-government, state their common and distinguishing characteristics, that is, analyze and explain management modalities in administrative organizations •</p>	
		Planning and preparation of decentralization		They listen to lectures and read literature.	At the colloquium or written / oral exam, they can define the means of political control, state their common and distinguishing	

				During the exercises, they demonstrate the means of political control of the administration	characteristics, that is, analyze and explain the goal of the means of political control of the administration.	
		Decentralization in certain administrative areas		They listen to lectures and read literature.  They use multimedia and the network.  The types and peculiarities of local bodies are presented.  In the group work at the seminar, the brainstorming method and the discussion method	At the colloquium or written/oral exam, they know how to define and interpret local bodies.  Propose a way of solving a certain organizational structure of dispute management based on the presented facts of the case.	
		Evaluation of decentralization		They listen to lectures and read literature.	They listen to lectures and read literature.	

				During the exercises, they analyze examples from practice independently and in teams and search databases about	During the exercises, they analyze examples from practice independently and in teams and search databases about	
		Decentralization process in Croatia		They listen to lectures and read literature. During the exercises, they analyze examples from practice independently and in teams and search databases about	At the colloquium or written / oral exam, they know how to define the jobs of people in the administration and propose a model of participation in a specific working environment •	
		Management of the decentralization process in Croatia		They listen to the lecture and prepare individually for the exam. During the exercises, they analyze certain definitions related to	At the colloquium or written/oral exam, they know how to define and explain the peculiarities of theoretical models.	

				theoretical management models		
		Final lecture		independence		
<b>3. EVALUATION OF STUDENTS' WORK</b>						
3.1. Students' obligations	<p>In accordance with the Rulebook on studying and the Rulebook on assessment and evaluation of student work: for all full-time students, a minimum of 70% class attendance. Part-time students are obliged to attend a minimum of 50% of lectures. All students must create, present and positively evaluate a seminar paper. Students who achieved during the course:</p> <ul style="list-style-type: none"> <li>• From 0 – 24.9% of ECTS points - they are graded F (failed) and cannot acquire ECTS points, and must re-enroll in the course in the following academic year;</li> <li>• From 25 – 49.9% - they are graded FX (insufficient) and must sit and pass a written exam (test). The written exam (test) can be held during the regular or extraordinary exam period;</li> <li>• More than 50% - students have the right to access the final exam of the course. Students can pass the final exam from the course in two ways: a) during classes through continuous monitoring of students (active participation in classes and preparation and presentation of practical work and solving a case study and two colloquiums); b) during classes (active participation in classes and preparation and presentation of practical work and solution of case studies) and by taking an exam (written exam).</li> </ul>					
3.2. Monitoring						

student work (enter the share of ECTS credits for each activity so that the total number of ECTS points corresponds to the credit score of the course ))						
					Other	
					Other	
3.3. . Student workload	Student workload on all bases for 1 ECTS credit is 30 hours in a semester and is estimated as:					
4. FORMIRANJE OCJENE						
4.1. Grading seminar	-					

ar papers					
4.2. Grading colloquia/ written and oral exam					
	Unsatisfactory		Satisfactory		Above average
4.3. Final grade according to evaluation elements	Active course attendance	The paper is not organized in a logical order and lacks structure.			
		Words and expressions not aligned with official terminology.	The paper is well structured with a clear distinction between the introduction, the main body of the text and the conclusion •	The paper is well structured with a clear distinction between the introduction, the main part of the text and the conclusion, which are excellently logically connected to each other.	
	Colloquia/ Written exam	frequent and repeated grammatical errors.	Words and expressions are aligned with official terminology.	Words and expressions are aligned with official terminology and	

		No sources are given at all. The references do not match the topic and show a superficial approach to researching the topic •	The writing style is appropriate, the sentence structure is clear, the vocabulary is appropriate and there are few grammatical errors.	demonstrate an understanding of their meaning. The writing style is excellent, the sentences are clear and concise, the vocabulary is rich and there are no grammatical errors.	
	Oral exam	The references do not match the topic and show a superficial approach to researching the topic •	The sources are listed, but incompletely and with errors. References are appropriate for the topic and demonstrate a satisfactory research attitude.	Words and expressions are aligned with official terminology and demonstrate an understanding of their meaning. The writing style is excellent, the sentences are clear and concise, the vocabulary is rich and there are no grammatical errors.	

[illegible]



	god. 9, br. 1, (2009), str. 69-78; dostupno i u elektronskom obliku na: <a href="http://www.iju.hr">http://www.iju.hr</a> . 6. Škarica, Mihovil; Lokalni djelokrug u svjetlu novih funkcija i uloga lokalne samouprave, u: Koprić, I.(ur.) Reforma lokalne i regionalne samouprave u Republici Hrvatskoj,		
5.2. Additional literature (at the moment of changes and/or amended of study programme)	7. Zakon o lokalnoj i područnoj (regionalnoj) samoupravi, NN 19/2013 8. Zakon o sustavu državne uprave, NN 150/11, 12/13, 93/16, 104/16		
5.3. Quality assurance methods that ensure the acquisition of knowledge, skills and competences	<p>Control of the quality of students' work and the acquisition of the necessary knowledge and skills will be ensured through interactive work. By keeping records of students' attendance and activities in class and the information obtained about students' progress through colloquia, the information necessary for further instructions to students will be obtained in order to increase the efficiency of their work. Students will be informed about their rights and obligations, work methods and necessary literature.</p> <p>Indicators of the quality assurance system: Student survey, monitoring of annual data from HZZZ on the annual state of student employment, employer and Alumni association surveys</p>		

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- Informing about the course and contacting the teacher It is the duty of every student to regularly inform themselves about the course, the course and activities in the class. All information about the holding of classes or possible postponement of classes will be published in a timely manner on the e-learning pages of the course and on the website of the Polytechnic. Students can contact teachers during the consultation period (at least one hour a week), while for short questions and explanations they can be contacted during classes. It is also possible to ask questions by e-mail (from the official e-mail address on the @vus.hr domain), which will be answered as soon as possible (no later than five working days from the receipt of the e-mail).

GENERAL COURSE INFORMATION			
1.1. Course title	<b>Protection of human rights</b>	1.8. Course code in ISVU	
1.2. Course lecturer	<b>Sanja Vešić Mirčeta, senior lecturer</b>	1.9. Course code in MOZVAG	
1.3. Assistants and/or associates		1.10. Forms of teaching (number of hours Lecturing + Practical exercises + Seminars + e learning)	30+15+0
1.4. Study programme (specialist, undergraduate, graduate)	Professional graduate study Administrative Study	1.11. Level of e- learning application (1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup> level), percentage of on line course performance (max. 20%)	1. level- study materials are available online 0%
1.5. Course status (obligatory, optional)	Obligatory	1.12. Number of course revisions	1.
1.6. Year of study	First (I.)	1.18. Modernization	<input checked="" type="checkbox"/> yes <input type="checkbox"/> no
1.7. Credit score (ECTS)	5	1.14. 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 knowledge of human rights and international, regional and domestic system for the protection of human rights.

2.2. Terms of course entry and required competences	General conditions for admission of the second (I) semester of the first (I) year of study programme.	
2.3. . Learning outcomes on the study programme level	LO 1,7,8,9,12,13,15,16,17	
2.4. Expected learning outcomes on the course level	<b>Learning outcomes</b> according to the Bloom`s taxonomy: (up to two verbs per LO)	<b>Level of LO:</b> 1- remembering, 2- understanding, 3- application, 4-analysis, 5-evaluation, 6-synthesis
	To explain concept of human rights and to differ stages in process of legal regulation of protection of human rights.	4
	To identify legal norms, mechanisms and institutions for protection of human rights on international, regional and national level.	5
	To evaluate impact of international and regional law on protection of human rights in the Republic of Croatia.	6
	To estimate efficiency of current human rights protection systems.	6
	To predict future trends in protection of human rights on international and national level.	6

2.5. Course content according to detailed curriculum schedule	<b>Constructive allignement</b>					
	<b>no</b>	<b>Thematic unit</b>	<b>LO of the course</b>	<b>Content/teaching methods</b>	<b>Evaluation</b>	<b>Time</b>
		Introduction to course and lesson plan. Concept of human rights. History of human rights.	1,5	Get to know course content and documents on e-learning. Listen to lecture, read literature, debate.	On colloquium and on exam students can define concept of human rights and explain history of human rights (from concept to legal regulation). Practical work performed.	7
		Individual in international law. History of international protection of human rights..	1,2,3,4,5	Listen to lecture, read literature, debate, practice.	On colloquium and on exam student can elaborate history of international protection of human rights. Practical work performed.	10
		United Nations and protection of human rights- introduction, charter and treaty bodies	1,2,3,4,5	Listen to lecture, read literature, debate, practice.	On colloquium and on exam students can explain the significanc of United Nations for international protection of human rights as well as the role of charter and treaty bodies od UN. Practical work performed.	10

		United Nations and protection of human rights- core documents	1,2,3,4,5	Listen to lecture, read literature, debate, practice.	On colloquium and on exam students can explain content and significant of United Nations Charter, Universal Declaration of Human Rights, International Covenant of Civil and Political Rights and International Covenant Economic, Social and Cultural Rights. Practical work performed.	10
		United Nation and protection of human rights- core documents	1,2,3,4,5	Listen to lecture, read literature, debate, practice.	On colloquium and on exam students can explain content and significant of other United Nations core treaties (such as Convention on Prevention and Punishment of Crime of Genocide, International Convention on the Elimination of All Forms of Racial Discrimination ect.) and estimate direction of further development of international protection of human rights. Practical work performed.	10
		Council of Europe and protection of human rights	1,2,3,4,5	Listen to lecture, read literature, debate, practice.	On colloquium and on exam students can explain significance of Council of Europe for protection of human rights, especially by analyzing norms and impact of European Convention on Human Rights and European Social Charter and by explaining significance of European Court of Human Rights. Practical work performed.	10
		European Union and protection of human rights	1,2,3,4,5	Listen to lecture, read literature, debate, practice.	On colloquium and on exam students can explain role of European Union in protection of human rights, especially by analyzing content and significance of Charter of the Fundamental Rights. Practical work performed.	10
		Protection of human in legal system of Republic of Croatia- introduction, constitutional regulation	1,2,3,4,5	Listen to lecture, read literature, debate, practice.	On colloquium and on exam students can explain how fundamental rights are protected in Republic of Croatia as well as the consitutitunal regulation of protection of human rights. Practical work performed.	10
		Role of Constitutional Court of Republic of Croatia in protection of human rights	1,2,3,4,5	Listen to lecture, read literature, debate, practice.	On colloquium and on exam students can explain role of Constitutional court of Republic of Croatia in protection of human rights. Practical work performed.	9
		Ombudsman	1,2,3,4,5	Listen to lecture, read literature, debate, practice.	On colloquium and on exam students can explain significance of ombudsman for protection of human rights in Republic of Croatia. Practical work performed.	9
		Gender Equality Ombudsperson	1,2,3,4,5	Listen to lecture, read literature, debate, practice.	On colloquium and on exam students can explain significance of Gender Equality Ombudsperson for protection of human rights in Republic of Croatia. Practical work performed.	7

		Ombudsman for Children	1,2,3,4,5	Listen to lecture, read literature, debate, practice.	On colloquium and on exam students can explain significance of Ombudsman for Children for protection of human rights in Republic of Croatia. Practical work performed.	7
		Ombudsman for persons with disabilities	1,2,3,4,5	Listen to lecture, read literature, debate, practice.	On colloquium and on exam students can explain significance of Ombudsman for persons with disabilities for protection of human rights in Republic of Croatia. Practical work performed.	7
		Other institutions for protection of human rights in Republic of Croatia	1,2,3,4,5	Listen to lecture, read literature, debate, practice.	On colloquium and on exam students can explain significance of other institutions in Republic of Croatia for protection of human rights. Practical work performed.	7
		Final observations / Repetition and preparation for exam.	1,2,3,4,5	Listen to lecture, read literature, debate, practice.		27

### 3. EVALUATION OF STUDENTS' WORK

3.1. Students' obligations	<p>In accordance with the Regulations on Studying and the Regulations on Student Assessment and Evaluation: for all full-time students attendance of at least 70%. Part-time students are required to attend classes at least 50%.</p> <p>Students who have during the course achieved:</p> <ul style="list-style-type: none"> <li>from 0 - 24,9% ECTS credits- are rated F (unsuccessful) and cannot obtain ECTS credits, and must re-enroll in the next academic year;</li> <li>from 25 - 49,9% - are assessed by FX (insufficient) and must pass the written exam (test). Written exam (test) can be held in a regular or extraordinary exam period;</li> <li>more than 50% - students have the right to take the final exam.</li> </ul> <p>Students can take the final exam from the course in two ways: a) during the course of teaching through continuous monitoring of students (active participation in classes, practical work during practical exercises and through two colloquia); b) during the course (active participation in classes and practical work during practical exercises) and by passing the exam (written and oral part of the exam).</p>					
3.2. Monitoring student work (enter the share of ECTS credits for each activity so that the total number of ECTS points corresponds to the credit score of the course))	Attendance	1,5 ECTS	Written exam	1,5 ECTS (no colloquium)	Project	
	Experimental work		Research		Practical work	0,5 ECTS
	Essay		Report		Continuous examination	
	Colloquium	3 ECTS (no exam)	Seminar paper		Other	
	Class activity		Oral exam	1,5 ECTS (no colloquium)	Other	
3.3. . Student workload	Student workload on all bases for 1 ECTS credit is 30 hours in a semester and is estimated as:					

		<b><i>Obligation</i></b>			<b><i>Hours (estimated)</i></b>				
		Attendance			45				
		Practical work			15				
		Preparation for the midterm / exam through self-study			90				
<b>4. FORMIRANJE OCJENE</b>									
4.1. Grading seminar papers	-								
4.2. Grading colloquia/ written and oral exam	<b>Unsatisfactory</b>			<b>Satisfactory</b>		<b>Above average</b>			
	Responds by memory, without a deeper understanding. Does not know or apply basic terms and concepts. Does not know how to apply or explain the contents of the course with examples.			Reproduces the basic concepts and without difficulty imparts new knowledge, understands the material, explains the terms and concepts supported with examples.		Knowledge is at the level of analysis, synthesis and evaluation. Observes the principles, accurately and thoroughly explains the content of the material, and logically connects and explains the terms and concepts supported with examples. Finds solutions that were not originally given. Notes correlations with related material.			
4.3. Final grade according to evaluation elements	Active course attendance	70-74,9 % attendance		75-79,9% attendance		80-89,9% attendance		90-100% attendance	
		2 points		4 points		7 points		10 points	
	Practical work	2		3		4		5	
		5 points		7 points		8 points		10 points	
	Colloquia/ Written exam	2		3		4		5	
		50-64,9%		65-79,9%		80-89,9%		90-100%	
		25 points		30 points		35 points		40 points	
	Oral exam	2		3		4		5	
		25 points		30 points		35 points		40 points	
4.4. Final grade according to absolute division		Percentage of acquired knowledge, skills and competences (teaching + final exam)		Numerical grade		ECTS grade			
		90-100%		5		A			
		80-89,9%		4		B			
		65-79,9%		3		C			
		60-64,9%		2		D			
		50-59,9%		2		D			

## 5. ADDITIONAL COURSE INFORMATION

	Title	Number of copies in the library	Availability via other media
5.1. Compulsory literature (available in the library and via other media)	<p>KREGAR, Josip et.al., Ljudska prava, Uvod u studij, Zagreb, 2014., izabrana poglavlja</p> <p>BUERGENTHAL, Thomas, SHELTON, Dinah, STEWART, David P., Međunarodna ljudska prava u sažetom obliku, Rijeka, 2011. , izabrana poglavlja</p> <p>SMERDEL, Branko, Ustavno uređenje europske Hrvatske, Zagreb, 2020., izabrana poglavlja</p> <p>Ustav Republike Hrvatske (NN 56/90, 135/97, 08/98, 113/00, 124/00, 28/01, 41/01, 55/01, 76/10, 85/10 i 05/14)</p> <p>Ustavni zakon o Ustavnom sudu Republike Hrvatske (NN 56/90, 135/97, 08/98, 113/00, 124/00, 28/01, 41/01, 55/01, 76/10, 85/10 i 05/14)</p> <p>Zakon o pravobranitelju za ravnopravnost spolova (NN 82,08, 69/17)</p> <p>Zakon o pučkom pravobranitelju (NN 76/12)</p> <p>Zakon o pravobranitelju za djecu (NN 73/17)</p> <p>Zakon o pravobranitelju za osobe s invaliditetom (NN 107/07)</p>		
5.2. Additional literature (at the moment of changes and/or amended of study programme)	<p>Andrassy, J., Bakotić, B., Seršić, M., Vukas, B., Međunarodno pravo 1, Školska knjiga, Zagreb, 2010., izabrana poglavlja</p> <p>Lulić, M., Muhvić, D. (ur.), Ljudska prava: izbor međunarodnih dokumenata, Pravni fakultet u Osijeku, Osijek, 2022.</p> <p>Pavlović, Š., Europska konvencija za zaštitu ljudskih prava i temeljnih sloboda: protokoli uz konvenciju: Europski sud za ljudska prava, Libertin naklada d.o.o., Rijeka, 2020.</p> <p>Omejec, Jasna, Konvencija za zaštitu ljudskih prava i temeljnih sloboda u praksi Europskog suda za ljudska prava, Novi informator, 2014.</p> <p>Barić, S., Bodiroga-Vukobrat, N. (2002.), Povelja temeljnih ljudskih prava Europske unije s komentarom, Zagreb, Organizator</p>		
5.3. 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>		



<p>5.4. Informing about the course and contacting the teacher</p>	<p>It is the responsibility of each student to be regularly informed about the course, the coursework, and the classroom activities. All notices of classes or possible adjournment will be published in a timely manner on the e-learning site of the course and on the website of the Polytechnic. Students can contact teachers during the consultation period (at least one hour per week), while for short questions and explanations they can be contacted during class. It is also possible to ask questions by e-mail (from the official e-mail address at @ vus.hr), which will be answered as soon as possible (no later than five working days after receiving the e-mail).</p>
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## 1. GENERAL INFORMATION

1.1. Subject name	<b>Law of Non-Profit Organization</b>	1.8. Course Code in the ISVU	201411 (DU4) (202154) (DU4-I)
1.2. Case holders	<b>Dragan Zlatović</b>	1.9. MOZVAG College Code	
1.3. Colleagues	No	1.10. Method of teaching (number of hours P + V + S + e-learning)	(30 +15 +0 +0)
1.4. Study programme (vocational undergraduate, vocational graduate studies)	<b>professional graduate studies</b>	1.11. Level of application of e-learning (level 1, 2, 3), Percentage of courses conducted online (max 20%)	tier 1 – materials available online, 0%
1.5. College status (O, I)	Required (O)	1.12. Sequence number of amendments and/or supplements to the college description	1.
1.6. Year of study	1st study year	1.13. Modernisation	<input checked="" type="checkbox"/> not to <input type="checkbox"/>
1.7. Point value (ECTS)	5	1.14. Assessment of the percentage of amendments and/or supplements college programmes	Less than 20% <input checked="" type="checkbox"/> More than 20% <input type="checkbox"/>

## 2. COURSE DESCRIPTION

2.1. Objectives of the college	The main goal of the course is to introduce students to the specificities of non-profit organizations and their organization and way of working. The aim is to train students to understand the structure of non-profit organisations, how they are established and operated. Refer students to all positive regulations that are important for their establishment and work, both in domestic law and in EU law. The aim of the course is also to acquire the competences necessary to participate in administrative adjustments in the field of non-profit sector law in accordance with European standards for the protection of human rights and fundamental freedoms.
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2.2. Conditions for admission of the college and the input competences required for the college	General conditions required for enrolment in the second semester of studies.	
2.3. Learning outcomes at programme level to which the college contributes	<b>IU1: Connect basic concepts of different branches of law and generalize the problem of work in public administration</b>	
	IU2: identify modern administrative doctrines and their impact on the convergence of administrative systems in the world.	
	IU3: distinguish public policies in Croatia and compare them with public policies in other countries	
	IU5: choose methods and instruments of public management that are suitable for use in certain parts of public administration and public sector in Croatia IU15: Predlo to develop and devise the establishment of individual non-profit organizations and to valorise the manner of action of state and public administration in the context of the protection of fundamental rights at the general level and those relating to the non-profit sector	
	IU17: evaluate the existing system of state administration and public services in Croatia and predict the future development of the national administrative system at different levels	
2.4. Expected learning outcomes at college level (4-10 learning outcomes)	<b>Learning outcomes</b> according to Bloom taxonomy: <i>(up to two verbs per IU)</i>	<b>Level IU:</b> 1 - a memory, 2 - Understanding, 3 - use, 4-analysis, 5-evaluation, 6-synthesis
	categorize basic concepts of civil society and non-profit organizations in the Republic of Croatia compared to comparable solutions	5
	compare and evaluate the legal Regulation of non-profit organizations in the Republic of Croatia in the light of relevant international standards,	5
	propose and justify the establishment of individual non-profit organisations	5/6
	develop and propose for general acts of non-profit organisations in accordance with their objectives and activities	5/6
	critically analyse the impacts and possibilities of cooperation between the state and local community with non-profit civil society organisations	6
	recommend and/or supervise the activities of individual non-profit organisations	6
	analyse administrative and administrative case-law in the field of non-profit organisations using available practice bases, regulations and professional literature,	6
	assess the development of legislation and practice in the Republic of Croatia under the influence of EU law, as well as the practice of the European Court of human Rights	6/7

2.5. Content of the course elaborated in detail according to the lesson hourly rate	Constructive alignment					
	R.B.I.	Thematic Unit	And in the course	Content/method of teaching	Valuation	Required time
		Introduction to the course and detailed curriculum	-	They listen to the lecture and get acquainted with the content of the course and documents on the e-learning page of the course by working independently on the computer.	-	3 hours
		Concepts of civil society, non-profit/non-governmental organisations and social capital	1, 5, 8	They listen to the talk and read the literature.	At a colloquium or written/oral exam, they are able to analyse the role of the non-profit sector in the context of national public policies and international standards	6 hours
		General human rights issues with a particular focus on freedom of association	1, 5, 8	They listen to the talk and read the literature.	They are able to categorise and analyse human rights in general at a colloquium or written/oral exam; freedom of association as a human right; restricting freedom of association and human rights in general.	12 hours
		Associations – legal status and action	1, 2, 3, 4, 6, 7	They listen to the talk and read the literature. During the exercises, they process the procedure and normative basis for the establishment of associations,	At a colloquium or written/oral exam, they can analyse and apply fundamental issues related to the establishment and operation of associations: the term, legal basis and elements; the establishment process; activities; action in legal transport; the termination of existence; the prohibition and its legal consequences; an example of a Union as an association.	15 hours
		Public gathering as a modality of civil society manifestation	1,5, 7, 8	They listen to the talk and read the literature. The exercise deals with the prerequisites for the exercise of freedom of	At a colloquium or written/oral exam, they shall explain the most significant aspects of the right to a public	10 hours

				assembly with the preparation of applications and approvals.	gathering; the right to a public gathering and peaceful protest in general and its link with civil society; positive and negative obligations of the State; criteria for assessing the reasonableness of State interference with the right to freedom of public assembly; analysis of the current legislation on public gathering and relevant resolution of the Constitutional Court of the Republic of Croatia, with special emphasis on the process of reporting peaceful assembly and public protest and the role of the state in their progress and possible termination; a public event; other forms of public gathering.	
		Foundations	1, 2, 3, 4, 6, 7	They listen to the talk and read the literature. During the exercises, they process the foundation's founding process.	At a colloquium or written/oral exam, they can categorize and apply basic postulates of the activities of foundations: the term, legal basis and elements; organisation; the purpose; founders; the establishment process; foreign foundations; the supervision of foundations; tax credits; the termination of the foundation; specific foundations; foundations in a parallel legal perspective; the development of Regulation and competence; problems in current legislation and future developments in this regard...	15 hours
		Institutions	1, 2, 3, 4, 6 and 7	They listen to the talk and read the literature. At the exercises they analyse the status of institutions, especially public institutions in the Republic of Croatia	At a colloquium or written/oral exam, they are able to determine the basic characteristics of institutions and the procedure for their establishment and organisation: the term, legal basis and elements; place of institutions in	15 hours

					Croatian legislation; founders; the relationship between the founder and the institution; a public institution; the establishment process; the operation of the institution; the organisational forms; supervision of establishments; the termination of the institution; examples of institutions	
		Religious communities as special non-profit organizations	1, 2, 3, 4, 6 and 7	They listen to the talk and read the literature. At the exercises they analyse the legal nature of the religious communities in the Republic of Croatia with a reference to the special status of the Catholic Church.	At a colloquium or written/oral exam, they shall explain the basic prerequisites for the establishment and operation of religious organisations, in particular: the term, legal basis and elements; Records of religious communities; the meaning of the status of the religious community; the registration process; internal issues of the religious community; operational limitations; relationship with the State; financing; social rights of religious officials and students of religious schools and colleges; deletion from the record; analysis of current issues.	15 hours
		Status of political parties in the Republic of Croatia	1, 2, 3, 4, 6 and 7	They listen to the talk and read the literature. At practical exercises, they analyse the establishment and normative Regulation of the activities of political parties in the Republic of Croatia.	At the colloquium or written/oral exam, they present the activities and normative framework of political parties in the Republic of Croatia:	12 hours
		Right of access to information	2, 5, 6, 7 and 8	They listen to the talk and read the literature. In practical exercises, they analyse the exercise of the right of access to information.	At a colloquium or written/oral exam they can present the modalities of exercising the right of access to information in the Republic of Croatia: an overview of the constitutional and legal provisions; the proportionality test and the public interest test; remedies for the protection of the right of access to	15 hours

					information.	
		Civil society and cooperation with the state in the context of Croatia's relations with the European Union	1, 2, 5, 6, 7 and 8	They listen to the talk and read the literature. The national and European legal framework and practice shall be analysed.	Analyse social capital and new government models in a colloquium or written/oral exam; the role of civil society in European Union action; reflective Deliberative Polyarchy; open methods of coordination; civil dialogue; cooperation between the Republic of Croatia and civil society organisations, Union influence; financing of civil society organisations; participatory democracy; the right of access to information; consultation of the public concerned; regulatory impact assessment; provision of social services by civil society organisations	12 hours
		Legal treatment of volunteering as an inherent socially responsible activity	1, 2, 5 and 8	They listen to the talk and read the literature. They work on volunteer contracts during exercises.	At a colloquium or written/oral exam they can present and apply the legal framework of volunteering in the Republic of Croatia: why volunteering; the term and elements; forms; action by the UN, the Council of Europe and the European Union; an overview of the model of volunteering Regulation; volunteering in the Republic of Croatia.	10 hours
		Provision of humanitarian aid as a form of socially responsible action by civil society organisations (non-profit organisations):	1, 2, 5 and 8	They listen to the talk and read the literature. During the exercises they discuss the modalities of organizing humanitarian action within the framework of legal Regulation in the Republic of Croatia.	At the colloquium or written/oral exam, they shall categorise and present the fundamental legal aspects of humanitarian action: the forms of provision of humanitarian aid; who and how it can provide humanitarian aid; restrictions on humanitarian actions; State supervision and obligations of the state in the Regulation of volunteering.	10 hours

<b>3. EVALUATION OF STUDENT WORK</b>																
3.1. Obligations of the student	<p>In accordance with <i>the Ordinance on study</i> and <i>the Ordinance on evaluation and evaluation of student work</i>: for all full-time students, attendance at a minimum of 70%. Part-time students are obliged to attend lecture classes at least 50%. All students must prepare, present and collate seminar work positively.</p> <p>Students who achieved:</p> <ul style="list-style-type: none"> <li>Of 0-24.9% of ECTS credits - they are rated F (unsuccessful) and cannot acquire ECTS credits, and must re-enter the course in the next academic year;</li> <li>Of 25-49.9% - are assessed by FX (insufficient) and must exit and pass a written exam (test). A written test (test) may be held within a regular or exceptional test period;</li> <li>More than 50% - students are entitled to the final examination of the case.</li> </ul> <p>Students can take the final exam from the college in two ways: a) during classes through continuous monitoring of students (active participation in classes and preparation and presentation of seminar papers and two colloquiums); B) during classes (active participation in classes and preparation and presentation of seminar papers) and taking exams (written and oral exams).</p>															
3.2. Monitoring student performance (enter the share of ECTS credits for each activity so that the total number of ECTS credits corresponds to the percentage value of the course)	Attendance	0,5	Written exam	2	Project											
	Experimental work		Research		Practical work	0,5										
	Essay		Referral		Continuous verification											
	Colloquiums		Seminar work		(other type)											
	Teaching activities		Oral exam	2	(other type)											
3.3. Student workload	<p>The workload of a student on all grounds is 1 ECTS point 30 hours in the semester and is estimated as:</p> <table border="1"> <thead> <tr> <th><i>Appointment</i></th> <th>Hours (estimate)</th> </tr> </thead> <tbody> <tr> <td>Attendance</td> <td>60</td> </tr> <tr> <td>Preparation for the self-study Colloquium/exam</td> <td>90</td> </tr> <tr> <td></td> <td></td> </tr> <tr> <td></td> <td></td> </tr> </tbody> </table>						<i>Appointment</i>	Hours (estimate)	Attendance	60	Preparation for the self-study Colloquium/exam	90				
<i>Appointment</i>	Hours (estimate)															
Attendance	60															
Preparation for the self-study Colloquium/exam	90															
<b>4. FORM RATING</b>																



4.1. Evaluation of seminar work	Valuation element	Bad		Satisfactory		Above average	
	Organisation	The work is not organized in logical order and lacks structure.		The work is well structured with a clear distinction between the introduction, the main part of the text and the conclusion.		The work is well structured with a clear distinction between the introduction, the main part of the text and the conclusion that are perfectly logically linked to each other.	
	Terminology, writing style	Words and expressions low in accordance with official terminology. The style of writing is inappropriate, sentences are long, modest vocabulary and with frequent and repeated grammatical errors.		Words and expressions are consistent with official terminology. The writing style is appropriate, the sentence structure is clear, the vocabulary is appropriate and there are few grammatical errors.		Words and expressions harmonize with official terminology and show an understanding of their meaning. The style of writing is excellent, sentences are clear and concise, vocabulary is rich and there are no grammatical mistakes.	
	Quoting and referencing	Sources are not listed at all. References do not match the subject and show a superficial approach to topic research.		Sources are listed, but incomplete and with errors. References are appropriate for the subject and show a satisfactory research attitude.		The sources are accurate, complete and consistent. References are appropriate, their list is “rich” and comprehensive and shows a detailed research approach.	
4.2. Assessment of the colloquium/written and oral part of the examination	Bad		Satisfactory			Above average	
	Responds from memory, no deeper understanding. Does not know or apply basic terms and terms. He does not know how to apply or explain the content of the course.		It reproduces basic concepts and easily transmits new knowledge, understands the material, justifies terms and concepts supported by examples.			Knowledge is at the level of analysis, synthesis and evaluation. It recognizes the legality, accurately and thoroughly justifies the content of the material and logically connects and justifies the terms and terms supported by examples. Finds solutions that weren't originally given. It notices correlations with related material.	
4.3. Preparation of final evaluation according to evaluation elements	Active attendance	70-75% of attendance		76-86% of attendance		87-100% of attendance	
		3 points		5 points		10 points	
	Examinations/written part of examinations	2		3		4	
		50-64,9%		65-79,9%		80-89,9%	
		27 points		33 points		39 points	
						5	
						90-100%	
						45 points	

	Oral part of the exam	2	3	5	5
		27 points	33 points	39 points	45 points
4.4. Forming a final score based on absolute distribution		Percentage of knowledge, skills and competences acquired (teaching + final exam)	Numerical rating	ECTS score	
		90 – 100%	5 (Excellent)	AND	
		80 – 89,9%	4 (very good)	B	
		65 – 79,9%	3 (Good)	C	
		50 – 64,9%	2 (sufficient)	D	

## 5. MORE INFORMATION ABOUT THE SUBJECT

5.1. Mandatory literature (available in the library and via other media)	Title	Number of copies in the Library	Accessibility via other media
	Zlatović, D., Upravljanje neprofitnim organizacijama: Pravni aspekti , Knjige 1 i 2., Libertin naklada, Rijeka, 2022-2024.	20	Online on e-learning
5.2. Supplementary literature (at the time of application for amendments to the study programme)	<p>M.Dika-S.Ljubišić-D.Medvedović-I.Šprajc: Komentar Zakona o udrugama (s obrascima), B.a.b.e.-ICNL, Zagreb, 2003.</p> <p>D. Medvedović: Pojam i glavna obilježja ustanova u: Zakon o ustanovama, Informator, Zagreb, 1995</p> <p>Ivanda, S., Javne ustanove, Osijek, 2008.</p> <p>Bežovan, G., Civilno društvo, Nakladni zavod Globus, 2004., Zagreb,</p> <p>Članci i druge publikacije:</p> <p>S. Barić i D. Dobrić, “Europeizacija civilnog društva u RH: shvaćanje socijalnog kapitala ozbiljno?” u: Zbornik Pravnog fakulteta Sveučilišta u Rijeci, vol. 33, br. 2/2012, str. 883-916.</p> <p>M. Radin, „Pravo na slobodu okupljanja i udruživanja u praksi Europskog suda za ljudska prava i Ustavnog suda RH“, u: Hrvatska pravna revija, listopad 2010, str. 1-13.</p> <p>S. Trgovac, „Pravo na slobodu udruživanja u praksi Ustavnog suda RH“, u: Hrvatska pravna revija, lipanj 2010, str. 1-9.</p> <p>S. Barić, "Volonterstvo kao inherentno socijalno odgovorna djelatnost – pravni aspekti“, u: Zborniku radova s međunarodnog znanstvenog skupa 'Socijalno odgovorno gospodarenje', Rijeka, 5. i 6. listopada 2007., TIM Press i Pravni fakultet, 2008., str. 213-238.</p>	-	<p>Online</p> <p>-</p> <p>-</p> <p>-</p> <p>-</p> <p>available online</p>

	<p>S. Barić, "Pravna pomoć i neprofitne organizacije u RH", u: Zbornik Pravnog fakulteta Sveučilišta u Rijeci, vol. 25, br. 2/2004, str. 935-956.</p> <p>S. Barić, "Pravni sustav suradnje neprofitnih organizacija s vladom i tijelima lokalne samouprave i uprave u Republici Hrvatskoj", ICNL – B.a.B.e., Zagreb, 2000</p> <p>D. Zlatović, „Pravni status zaklade“, Pravo i porezi, br.7., 2007.</p> <p>D. Zlatović, „Pravni položaj umjetničkih organizacija i udruga u kulturi“, Hrvatska ravna revija, br.11., 2005.</p> <p>D. Zlatović, „Temeljni opći akti ustanove“, Informator, br.5483., 2006.</p> <p>Ustav RH</p> <p>Zakon o ustanovama</p> <p>Zakon o udrugama</p> <p>Zakon o zakladama i fundacijama</p> <p>Zakon o zadrugama</p> <p>Zakon o političkim strankama</p> <p>Zakon pravnom položaju vjerskih zajednica</p> <p>Zakon o volonterstvu</p> <p>Zakon o humanitarnoj pomoći</p>		
5.3. Quality monitoring methods ensuring the acquisition of exit knowledge, skills and competences	<p>Quality control of student work and acquisition of necessary knowledge and skills will be ensured through interactive work. Keeping a record of students' attendance and activity in teaching and the information obtained on student progress through the colloquium will provide information necessary for further guidance to students in order to increase the efficiency of their work. Students will be informed of their rights and obligations, working methods and necessary literature.</p> <p>Indicators of quality assurance system: student survey, monitoring of annual data with HZZZ on the annual employment status of students, employer survey and Alumni association.</p>		
5.4. Providing of information relating to colleges and contact with teachers	<p>It is the obligation of every student to be regularly informed about the course, the course and the teaching activities. All notices on the holding of classes or the possible postponement of classes will be published in a timely manner on the e-learning pages of the course and on the website of the Polytechnic. Students can contact teachers during the consultation period (at least one hour a week), while short questions and explanations can be addressed during classes. You can also ask questions by e-mail (from the official e-mail address at @vus. hr), which will be answered as soon as possible (no later than five working days from the receipt of the e-mail).</p>		

1. GENERAL INFORMATION ON THE CASE			
1.1. Name of object	<b>ENVIRONMENTAL LAW</b>	1.8. College code in ISVU	
1.2. Case holders	<b>Alen Lalic, lec.</b>	1.9. College code in MOZVAG	
1.3. Associates		1.10. Method of teaching (number of hours P + V + S + e-learning)	30+15+0
1.4. Study programme (professional, specialist graduate professional study programme)	<b>Specialist graduate professional study programme</b>	1.11. Level of application of e-learning (level 1,2,3), Percentage of course performance on line (max. 20%)	Level 1 – materials available online, 0%
1.5. College status (O,I)	Obligatory	1.12. Ordinal number of amendments to the description of the college	1
1.6. Year of study	1.	1.13. Modernization	<input type="checkbox"/> yes <input type="checkbox"/> no
1.7. Credit score (ECTS)	5	1.14. Estimation of the percentage of amendments College program	Less than 20% <input type="checkbox"/> More than 20% <input type="checkbox"/>

2. CASE DESCRIPTION	
2.1. Objectives of the College	The aim of the course is to enable students to acquire knowledge about the importance of environmental protection, legal sources and institutional levels of environmental protection at the national and international level.

2.2. Requirements for course admission and entry competences required for the course	General conditions for enrolment of the second (I) semester of the first (I) year of specialist graduate professional administrative study	
2.3. Programme-wide learning outcomes to which the course contributes	IU 1, 2, 3, 4, 7, 9, 10, 11, 13,15, 16, 17	
2.4. Expected learning outcomes at course level (4-10 learning outcomes)	<b>Learning outcomes according to Bloom's taxonomy:</b> <i>(up to two verbs per IU)</i>	<b>IU level:</b> <i>1- remembrance, 2- understanding, 3- application, 4-analysis, 5-valuation, 6-synthesis</i>
	<b>describe</b> environmental components and individual loads <b>identify and understand</b> environmental subjects	2,2
	<b>Explain and apply</b> environmental sources and instruments;	2
	<b>Analyze</b> the duties and powers of state authorities, local and regional self-government units and legal entities with public authority in the field of environmental protection;	4
	<b>Synthesize what</b> would happen if some legal norm in the field of environmental law was violated <b>valorize</b> the conduct of competent public law bodies in environmental protection; <b>represent an</b> opinion on the importance of the environment and the need for its legal protection;	6,5,6

2.5. Course content elaborated in detail according to the hourly rate	<b>Constructive alignment</b>					
	<b>r.br.</b>	<b>Thematic unit</b>	<b>IU College</b>	<b>Teaching content/method</b>	<b>Evaluation</b>	<b>Time required</b>
		Introductory presentation of environmental law, concept and subject of environmental law	2, 3,4	They listen to lectures and read literature, discussing the topic on display.	Students in the oral exam know how to define the concept and subject of environmental law according to the theoretical understanding of it in Croatian and international law.	3 hours

	Environmental sources and environmental instruments  Exercises: sources of environmental law	2,3,4	They listen to lectures and read literature, discussing the topic on display.  Exercises: students get to know and recognize the sources and instruments of environmental protection	Students in the oral exam know how to define the sources and instruments of environmental law and highlight those sources that have an impact on certain components of the environment.	3 hours 2 hours
	Informing the public, public and interested public participation and access to justice in environmental matters  Exercises: citizen participation in environmental protection	3,4,5	They listen to the lecture and read the literature, discuss the topic on display.  Exercises: students read and analyze the instruments by which citizens supervise public and private entities regarding environmental protection.	Students in the oral exam know how to perceive the way citizens participate in environmental protection and critically relate to the synthesis of possible forms of supervision of public and private entities at their local level	3 hours 2 hours
	Inspection and administrative supervision of environmental protection  Exercises: administrative inspection supervision of environmental protection	4,5,6	They listen to the lecture and read the literature, discuss the topic on display.  Exercises: Students analyze and study the acts adopted by the relevant inspection and administrative bodies as environmental protection measures	Students in the oral exam know how to recognize the failure of public and private entities regarding environmental protection and draw up a petition informing the competent authority about environmental violations	3 hours 2 hours
	Administrative protection of individual environmental components  Exercises: administrative procedure of individual components of the environment	4,5,6	They listen to the lecture and read the literature, discuss the topic on display.  Exercises: Students, based on earlier lectures and exercises, analyze specific administrative courses that are conducted in order to protect individual components of the environment.	Students in the oral exam understand the course of the administrative procedure related to the protection of individual environmental components with the knowledge of students to independently synthesize the administrative act from the subject administrative area.	3 hours 3 hours
	Administrative protection of the environment from the impact of loads  Exercises: Administrative procedure for environmental protection from the impact of loads	4,5,6	They listen to the lecture and read the literature, discuss the topic on display.  Exercises: Students, based on earlier lectures and exercises, analyze specific administrative subjects conducted for the study of environmental impact assessment.	Students in the oral exam understand the course of the administrative procedure related to protection from the impact of loads with the knowledge of students to independently synthesize the administrative act from the subject administrative area.	3 hours 2 hours
	Civil law environmental protection  Exercises: Analysis of civil and legal acts in the field of environmental protection	4,5,6	They listen to the lecture and read the literature, discuss the topic on display.  Exercises: students analyze petitions, submissions and decisions made within the framework of civil legal protection of the environment	Students in the oral exam know how to compare the quality of legal provisions in the field of environmental protection, and draw up petitions of lawsuits and judgments in the field of civil legal protection of the environment.	3 hours 2 hours

		International legal aspects of environmental protection  Exercises: international legal aspects of environmental protection	5,6, 7	They listen to the lecture and read the literature, discuss the topic on display.  Exercises: students analyze international legal aspects of environmental protection, their compliance with the law of the Republic of Croatia and the possibilities of forced application of subject instruments.	Students in the oral exam know how to recognize international legal sources of environmental protection and know how to draft a petition to relevant international organizations in the field of environmental protection.	3 hours 2 hours
		Criminal law environmental protection	5,6,8	They listen to the lecture and read the literature, discuss the topic on display.	Students in the oral exam recognize the criminal legal aspect of certain parts of environmental protection, with a critical review of the extension or reduction of criminal liability for individual environmental components with the synthesis of the description of the being of a new criminal offense.	3 hours
		Environment from a tax law point of view, concluding considerations, repetition	5,6,7	They listen to the lecture and read the literature, discuss the topic on display.	Students in the oral exam recognize the types and amount of environmental taxes in the Republic of Croatia, with the possibility to draw up a tax ruling on the basis of a specific tax administrative legal subject.	3 hours

### 3. EVALUATION OF STUDENT WORK

3.1. Obligations of the student	In accordance with the Regulations on studying and the Ordinance on the evaluation and evaluation of students' work: for all full-time students attendance at least 70%. Part-time students are obliged to attend classes at least 50%.  Students can pass the final exam by passing the subject course on the oral exam.					
3.2. Monitoring the work of students (enroll in the share of ECTS credits for each activity so that the total number of	Active attendance of classes	2 ECTS				
	Viva voce	3 ECTS				

ECTS credits corresponds to the credit value of the course)					(other enroll)									
					(other enroll)									
3.3. Student workload	The student's workload on all grounds is for 1 ECTS credit 30 hours of work in the semester and is assessed as:													
	<table><tr><td><b><i>Obligation</i></b></td><td><b><i>Hours (estimate)</i></b></td></tr><tr><td>Attendance of classes</td><td>45</td></tr><tr><td>Preparation of seminar papers and presentations</td><td>15</td></tr><tr><td>Preparation for colloquium/exam through self-study</td><td>90</td></tr></table>			<b><i>Obligation</i></b>	<b><i>Hours (estimate)</i></b>	Attendance of classes	45	Preparation of seminar papers and presentations	15	Preparation for colloquium/exam through self-study	90			
	<b><i>Obligation</i></b>	<b><i>Hours (estimate)</i></b>												
	Attendance of classes	45												
	Preparation of seminar papers and presentations	15												
Preparation for colloquium/exam through self-study	90													
4. FORMATION OF THE RATING														
4.1. Evaluation of the seminar paper														
4.2. Assessment of colloquiums / written and oral part of the exam	<b>Badly</b>		<b>Satisfactorily</b>		<b>Above average</b>									
	It responds from memory, without a deeper understanding. No he knows and does not apply basic terms and concepts. He does not know how to apply or explain the content with examples Course.		Reproduces core concepts and without difficulty he transfers new knowledge, understands the material, explains terms and concepts substantiated by examples		Knowledge is at the level of analysis, synthesis and evaluation. Notices legalities, accurately and thoroughly explains the content of the material logically connects and explains terms and concepts that he substantiates with examples. Find solutions that were not originally given. Spotting correlation with related material									
4.3. Formation of the final assessment according to the elements of evaluation	Active attendance of classes	2												
	Exercises													
	Passing the colloquium / Written part of the exam													



	Oral part of the exam	3			
4.4. Formation of a final assessment based on absolute distribution		Percentage of acquired knowledge, skills and competences (teaching + final exam) 90 – 100% 80 – 89,9% 65 – 79,9% 60 – 64,9% 50 – 59,9%	Numerical rating 5 (excellent) 4 (very good) 3 (good) 2 (sufficient) 2 (sufficient)	ECTS rating And B C D E	
<b>5. ADDITIONAL INFORMATION ON THE CASE</b>					
5.1. Compulsory literature (available in the library and through other media)	O. Lončarić-Horvat, L. Cvitanović, I. Gliha, T. Josipović, D. Medvedović. J. Omejec, M. Seršić, Environmental Law, Zagreb, 2003.  Criminal Code - environmental crimes, Environmental Protection Act Nature Protection Act Water Law Air Protection Act Noise Protection Act Forest Law Law on Sustainable Waste Management			Number of copies in the library	Availability through other media
5.2. Supplementary literature (at the time of submission of amendments to the study programme)	Carter Neil, Environmental Strategies – Ideas, Activism, Action, Barbat, Zagreb, 2004. Cifrić Ivan, Social Ecology – Contributions to the Foundation of discipline, Globus, Zagreb, 1987 Cifrić Ivan, Lexicon of Social Ecology, Školska knjiga, Zagreb, 2012. Črnjar Mladen, Economics and Environmental Policy, Faculty of Economics and Business in Rijeka and Glossa, The River, 2002. Holy Mirela, Mythical Aspects of Ecofeminism, TIM –press, Zagreb, 2007. Galić, B. and Žažar, K, eds., Development and environment – perspectives on sustainability, proceedings, PF press, Zagreb, 2013. Glavač Vjekoslav, Introduction to Global Ecology, State Directorate for Nature and Environmental Protection and Croatian Forests, Zagreb, 1999 Goodstein Eban, Economics and Environment, MATE, Zagreb, 2003. McCormick John, Understanding the European Union, MATE, Zagreb, 2010. Rifkin Jeremy, The European Dream – how Europe's vision of the future is slowly overshadowing America's dream, Školska knjiga, Zagreb, 2006. Šimleša Dražen, Ecological footprint – How development has crushed sustainability, TIP press, Zagreb,				

	2010.		
5.3. Ways of monitoring quality that ensure the acquisition of output knowledge, skills and competences	<p>Quality control of students' work and acquisition of the necessary knowledge and skills will be ensured through interactive work. Keeping records of the presence and activities of students in teaching and obtained information on students' progress through colloquiums will provide information necessary for further instructions to students in order to increase the efficiency of their work. Students will be instructed in their rights and obligations and work methods and the necessary literature.</p> <p>Indicators of the quality assurance system: Student survey, monitoring of annual data from HZZZ on the annual state of employment of students, surveys of employers and association Alumni.</p>		
5.4. Informing the course and contacting the teacher	<p>It is the obligation of every student to regularly inform themselves about the course, teaching and activities in classes. All notifications about the holding of classes or possible postponement of classes will be timely published on the e-learning pages of the course and on the website of the Polytechnic. Students can contact teachers during the consultation period (at least one hour per week), while for a short Questions and explanations can be addressed during class. It is also possible to ask questions by e-mail (from the official e-mail address on the domain @vus.hr) to which they will be answered as soon as possible (no later than five working days from receiving the e-mail)</p>		

1. GENERAL INFORMATION ON THE CASE			
1.1. Name of object	<b>SPECIAL ADMINISTRATIVE PROCEDURES</b>	1.8. College code in ISVU	
1.2. Case holders	<b>Alen Lalić, lec.</b>	1.9. College code in MOZVAG	
1.3. Associates		1.10. Method of teaching (number of hours P + V + S + e-learning)	30+15+0
1.4. Study programme (professional, specialist graduate professional study programme)	<b>Specialist graduate professional study programme</b>	1.11. Level of application of e-learning (level 1,2,3), Percentage of course performance on line (max. 20%)	Level 1 – materials available online, 0%
1.5. College status (O,I)	Obligatory	1.12. Ordinal number of amendments to the description of the college	1
1.6. Year of study	1.	1.13. Modernization	<input type="checkbox"/> yes <input type="checkbox"/> no
1.7. Credit score (ECTS)	5	1.14. Estimation of the percentage of amendments College program	Less than 20% <input type="checkbox"/> More than 20% <input type="checkbox"/>

2. CASE DESCRIPTION	
2.1. Objectives of the College	The aim of the course is to familiarize students with the specifics of the administrative procedure and the relationship between general and special administrative procedures. Explain and point out to students the existence of the problem of the number of specific administrative procedures whose provisions largely deviate from the general law (Law on General Administrative Procedure, OG 47/09). Nomotechnical aspects. Inspection or administrative supervision

2.2. Requirements for course admission and entry competences required for the course	Conditions for enrollment in the 1st year of study	
2.3. Programme-wide learning outcomes to which the course contributes	IU 1.2, 3,4,5,7,8,9, 12,14,16, 17	
2.4. Expected learning outcomes at course level (4-10 learning outcomes)	<b>Learning outcomes according to Bloom's taxonomy:</b> <i>(up to two verbs per IU)</i>	
	<b>Review</b> the need for a general and specific administrative procedure	<b>IU level:</b> 1- remembrance, 2- understanding, 3- application, 4-analysis, 5-valuation, 6-synthesis 2
	<b>Group</b> individual special administrative procedures into larger units according to the matter governed by such procedures	3
	<b>express</b> their own critical judgment on the provisions of certain special laws and their relationship to the Law on General Administrative Procedure	5
	<b>explain</b> the current and from the point of view of the rule of law an important problem of increasing standardization of special administrative procedures versus general administrative procedures Process.	3
	<b>explain</b> the development of codifications of administrative procedural law and fundamental factors that condition the existence of a large number of special procedural laws or special procedural rights	3
	<b>apply</b> the acquired knowledge from this subject to specific examples from practice with the interpretation of legal texts of selected institutes	6
	<b>compare</b> the quality of legal provisions in certain special administrative areas <b>design</b> to fill certain legal gaps in the texts of individual special laws; <b>review</b> the possibility of long-term application of existing legal solutions	4, 6, 5

2.5. Course content elaborated in detail according to the hourly rate	<b>Constructive alignment</b>					
	<b>r.br.</b>	<b>Thematic unit</b>	<b>IU College</b>	<b>Teaching content/method</b>	<b>Evaluation</b>	<b>Time required</b>
		Introductory lecture; the concept and types of special parts of administrative law in comparative and Croatian law	3,4	They listen to lectures and read literature, discussing the topic on display.	Students in the written and oral exams know how to define the concept and types of special parts of the administrative procedure in Croatia and comparative law.	3 hours

		<p>Special parts of administrative law in the EU legal system. Relationship between general and specific parts of administrative law</p> <p>Exercises: specific parts of administrative law in EU law and their relationship to general rules</p>	2,3,4	<p>They listen to lectures and read literature, discussing the topic on display.</p> <p>Exercises: students get to know and identify special parts of administrative law in EU law and analyze its relationship to the general rules of administrative law</p>	<p>Students in the written and oral exams know how to define the relationship between general and special parts of administrative law in the EU and highlight the parts of the special administrative procedure that are otherwise regulated in EU law.</p>	<p>3 hours 2 hours</p>
		<p>Special administrative procedures - customs, tax, in matters of pension insurance, health insurance, social welfare, etc.</p> <p>Exercises: special administrative procedures in special administrative areas</p>	3,4,5	<p>They listen to the lecture and read the literature, discuss the topic on display.</p> <p>Exercises: students read and analyze the legal rules from selected special administrative procedures and critically think about the justification of such special provisions.</p>	<p>Students in the written and oral exam know the specifics of certain special upright procedures and their differences in relation to the rules of the general administrative procedure</p>	<p>3 hours 2 hours</p>
		<p>Legal sources of special procedures: international treaties (customs, pension insurance, etc.), laws, bylaws (admissibility), rules of the profession.</p> <p>Exercises: legal sources of special administrative procedures</p>	2,3,4	<p>They listen to the lecture and read the literature, discuss the topic on display.</p> <p>Exercises: Students analyze and study legal sources of special rules of administrative conduct in the Republic of Croatia</p>	<p>Students in the written and oral exam know how to recognize, analyze and evaluate the legal sources of special rules of administrative procedure.</p>	<p>3 hours 2 hours</p>
		<p>The relationship of regulations of special administrative procedure to general administrative procedural law. Deviation or not from the principle of general administrative Process</p> <p>Exercises: the relationship of special administrative rules shall act according to the general rules of administrative procedure with regard to the principles of the General Administrative Procedure</p>	4,5,6	<p>They listen to the lecture and read the literature, discuss the topic on display.</p> <p>Exercises: Students, based on earlier lectures and exercises on the necessity of compliance with the general and special rules of administrative procedure, analyze the rules of special administrative procedures on their compliance with the general principles of the General Administrative Procedure Act.</p>	<p>Students in the written and oral exam know how to compare the quality of legal provisions in certain special administrative areas, design the filling of certain legal gaps in the texts of certain special laws and review the possibility of long-term application of existing legal solutions</p>	<p>3 hours 3 hours</p>

		Problems of a party in a special administrative procedure, representation of a party in the proceedings  Exercises: compliance of the concept of a party in the rules on special administrative procedure with the Law on General Administrative Procedure	4,5,6	They listen to the lecture and read the literature, discuss the topic on display.  Exercises: students analyze the rules of special administrative procedures regarding their compliance with the notion of a party according to the General Administrative Procedure Act	Students in the written and oral exams know how to compare the quality of legal provisions in certain special administrative areas, design the filling of certain legal gaps in the texts of certain special laws and review the possibility of long-term application of existing legal solutions regarding the understanding of the party in administrative proceedings	3 hours 2 hours
		Typology of procedural errors in a particular administrative procedure  Exercises: differentiation of types of procedural errors in special administrative procedures	4,5,6	They listen to the lecture and read the literature, discuss the topic on display.  Exercises: students analyze the provisions of special administrative procedures and typically distinguish deviations from the General Administrative Procedure Act that are justified and those that are not justified	Students in the written and oral exam know how to compare the quality of legal provisions in certain special administrative areas, group procedural errors on the principle of important and non-essential deviations from the rules of general administrative procedure and review the possibility of long-term application of existing legal solutions.	3 hours 2 hours
		Remedies - regular and extraordinary.  Exercises: filing a regular or extraordinary remedy due to non-compliance of the rules of the special administrative procedure with the General Administrative Procedure Act	5,6, 7	They listen to the lecture and read the literature, discuss the topic on display.  Exercises: students, based on the previous acquired knowledge of the necessity of compliance of special rules with the General Administrative Procedure Act, synthesize the possibility of submitting a legal remedy to specific administrative solutions.	Students in the written and oral exam know how to recognize important and irrelevant deviations of special rules of administrative procedure from the rules of general administrative procedure and synthesize them in the form of a regular or extraordinary legal remedy.	3 hours 2 hours
		Enforcement of the decision, in particular the decision by which the adopter is obliged to act to the party	5,6, 8	They listen to the lecture and read the literature, discuss the topic on display.	Students recognize the deviations of special rules of administrative conduct from the general rules of administrative conduct in the provisions on the enforcement of administrative decisions, and synthesize possible legislative amendments that will harmonize the procedure for executing administrative acts in the rules of special administrative procedure with the rules of general administrative conduct.	3 hours
		Concluding considerations, repetition				3 hours


### 3. EVALUATION OF STUDENT WORK

3.1. Obligations of the student														
3.2. Monitoring the work of students (enroll in the share of ECTS credits for each activity so that the total number of ECTS credits corresponds to the credit value of the course)	Active attendance of classes	1 ECTS												
	Exercises	1 ECTS												
	Written exam	1 ECTS												
	Viva voce	2 ECTS			(other enroll)									
					(other enroll)									
3.3. Student workload	The student's workload on all grounds is for 1 ECTS credit 30 hours of work in the semester and is assessed as:													
	<table><tr><td><i><b>Obligation</b></i></td><td><i><b>Hours (estimate)</b></i></td></tr><tr><td>Attendance of classes</td><td>45</td></tr><tr><td>Preparation of seminar papers and presentations</td><td>15</td></tr><tr><td>Preparation for colloquium/exam through self-study</td><td>90</td></tr></table>		<i><b>Obligation</b></i>	<i><b>Hours (estimate)</b></i>	Attendance of classes	45	Preparation of seminar papers and presentations	15	Preparation for colloquium/exam through self-study	90				
	<i><b>Obligation</b></i>	<i><b>Hours (estimate)</b></i>												
	Attendance of classes	45												
	Preparation of seminar papers and presentations	15												
Preparation for colloquium/exam through self-study	90													

### 4. FORMATION OF THE RATING

4.1. Evaluation of the seminar paper			
4.2. Assessment of colloquiums / written and oral part of the exam	<b>Badly</b>	<b>Satisfactorily</b>	<b>Above average</b>
	It responds from memory, without a deeper understanding. No	Reproduces core concepts and without difficulty	Knowledge is at the level of analysis, synthesis and evaluation.

	he knows and does not apply basic terms and concepts. He does not know how to apply or explain the content with examples Course.		he transfers new knowledge, understands the material, explains terms and concepts substantiated by examples		Notices legalities, accurately and thoroughly explains the content of the material logically connects and explains terms and concepts that he substantiates with examples. Find solutions that were not originally given. Spotting correlation with related material	
4.3. Formation of the final assessment according to the elements of evaluation	Active attendance of classes	1				
	Exercises	0,5				
	Passing the colloquium / Written part of the exam					
		1,5				
	Oral part of the exam	2				
4.4. Formation of a final assessment based on absolute distribution		Percentage of acquired knowledge, skills and competences (teaching + final exam)	Numerical rating	ECTS rating		
		90 – 100%	5 (excellent)	And		
		80 – 89,9%	4 (very good)	B		
		65 – 79,9%	3 (good)	C		
		60 – 64,9%	2 (sufficient)	D		
		50 – 59,9%	2 (sufficient)	E		
		5. ADDITIONAL INFORMATION ON THE CASE				
5.1. Compulsory literature (available in the library and through other media)	1. Ljubanović, Boris, Special Administrative Procedures in the Republic of Croatia, Croatian Public Administration, no. 3/2006 2. Ljubanović, Boris, Peculiarities of tax and customs administrative procedure versus the new general administrative procedure, Actualities of administrative administration and administrative practice – 2009., Inženjerski biro, Zagreb, 2009				Number of copies in the library	Availability through other media



	3. Ljubanović, Boris, Conduct under the new Law on General Administrative Procedure and Special Administrative Procedures, Modernization of the General Administrative Procedure and Public Administration in Croatia, Contemporary Public Administration, Zagreb, 2009		
	4. Derda, Dario, General Administrative Procedure in the Republic of Croatia, Inženjerski biro, Zagreb, 2010		
5.2. Supplementary literature (at the time of submission of amendments to the study programme)	Derda, Dario; Đulabić, Vedran; Koprić, Ivan et al., New Law on General Administrative Procedure, Novi informator, Zagreb, 2009.		
5.3. Ways of monitoring quality that ensure the acquisition of output knowledge, skills and competences	<p>Quality control of students' work and acquisition of the necessary knowledge and skills will be ensured through interactive work. Keeping records of the presence and activities of students in teaching and obtained information on students' progress through colloquiums will provide information necessary for further instructions to students in order to increase the efficiency of their work. Students will be instructed in their rights and obligations and work methods and the necessary literature.</p> <p>Indicators of the quality assurance system: Student survey, monitoring of annual data from HZZZ on the annual state of employment of students, surveys of employers and association Alumni.</p>		
5.4. Informing the course and contacting the teacher	<p>It is the obligation of every student to regularly inform themselves about the course, teaching and activities in classes. All notifications about the holding of classes or possible postponement of classes will be timely published on the e-learning pages of the course and on the website of the Polytechnic. Students can contact teachers during the consultation period (at least one hour per week), while for a short Questions and explanations can be addressed during class. It is also possible to ask questions by e-mail (from the official e-mail address on the domain @vus.hr) to which they will be answered as soon as possible (no later than five working days from receiving the e-mail)</p>		

GENERAL COURSE INFORMATION			
1.1. Course title	<b>Public Administration Efficiency</b>	1.8. Course code in ISVU	
1.2. Course lecturer	Jelena Žaja, s.lec.	1.9. Course code in MOZVAG	
1.3. Assistants and/or associates	-	1.10. Forms of teaching (number of hours Lecturing + Practical exercises + Seminars + e learning)	(30+15+0+0)
1.4. Study programme (specialist, undergraduate, graduate)	Professional Graduate Study Programme Administrative Law	1.11. Level of e- learning application (1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup> level), percentage of on line course performance (max. 20%)	1 <sup>st</sup> – materials available on-line, 0%
1.5. Course status (obligatory, optional)	Obligatory	1.12. Number of course revisions	3
1.6. Year of study	2 <sup>nd</sup>	1.19. Modernization	<input checked="" type="checkbox"/> yes <input type="checkbox"/> no
1.7. Credit score (ECTS)	5	1.14. 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	<ul style="list-style-type: none"> <li>• To explain the meaning, role and content of efficient public administration;</li> <li>• To familiarise students with the basic models of checking the efficiency of employees in public administration;</li> <li>• To explain the meaning of public servants in society and the importance of the efficient performance of tasks;</li> <li>• From the point of view of efficiency, locate and determine the fundamental problems of the Croatian civil service system;</li> </ul>

	• Show the process of modernization and Europeanization of the performance of official duties at a higher level of efficiency.	
2.2. Terms of course entry and required competences	No conditions.	
2.3. . Learning outcomes on the study programme level	LO: 1,3,4,5,7,8,9,10,12,14,17	
2.4. Expected learning outcomes on the course level	<b>Learning outcomes</b> according to the Bloom`s taxonomy: (up to two verbs per LO)	
	1.Analyze the performance management system in the Croatian public administration and evaluate its success.	Level of LO: 1- remembering, 2- understanding, 3- application, 4-analysis, 5-evaluation, 6-synthesis 4,5
	2.Determine the key elements of effective public administration.	6,3
	3.To examine the reasons, goals and results of the reform of the strategic planning system.	6
	4.Analyze the situation and propose measures to improve and modernize the civil service system in the Croatian public administration.	4,6
	5.Choose adequate methods and tools and apply them in the evaluation of the efficiency of public administration work.	6,4

2.5. Course content according to detailed curriculum schedule	<b>Constructive allignement</b>					
	<b>no</b>	<b>Thematic unit</b>	<b>LO of the course</b>	<b>Content/teaching methods</b>	<b>Evaluation</b>	<b>Time</b>
	1.	Introduction to the course and detailed lesson plan.		Students are listening to a lecture. Students become familiar with the course content, obligations and work methods.		2 hours
		Principles of efficiency and effectiveness in the public administration system.	1,2	Students listen to lectures and read literature. During the exercises, they independently and in groups study examples from practice, after which the method of discussing the presented topic is applied.	At the colloquium or written and oral exam, they can compare the principles of efficiency, effectiveness, and economy in the context of public administration and create examples for each principle.	7 hours
	2.	Performance management in Croatian public administration.	1,2,3	Students listen to lecture and read literature. During the exercises, students independently and in teams study examples, regulations and strategic documents related to the development of efficiency	At the colloquium or written and oral exam, they can judge the key determinants of efficient and effective public administration. They can elaborate why it is important to measure and manage efficiency. They know how to critically comment on the success of the performance management	8 hours

				management systems in the Croatian public administration.	system development process so far in the Croatian public administration.	
	3.	Strengthening the efficiency of public administration through the strategic planning system.	1,2,3	Students listen to lectures and read literature. During exercises, students study examples and regulations from the field of strategic planning independently and in teams.	At a colloquium or a written and oral exam, they can judge the reasons, goals and results of the reform of the strategic planning system. They know how to define, categorize and create a hierarchical structure of acts of the strategic planning system.	8 sati
	4.	Main processes in the public administration.	1,2	Students listen to lectures and read literature. In exercises based on case presentations, they analyze processes in administrative bodies from different aspects.	At the colloquium or written and oral exam, they can categorize public administration tasks into basic groups of processes in public administration. They can propose approaches for harmonizing the services provided by public law bodies with the real needs of users. Written and presented seminar paper.	8 hours
	5.	Planning and execution in public administration.	1,2,3,4	Students listen to lectures and read literature. During the exercises, using a multimedia network, they study key strategic documents related to planning and execution in public administration.	At the colloquium or written and oral exam, they can identify the main difficulties and shortcomings of the existing system of planning and execution in public administration. They can describe the main goals of strategic planning and connect national strategic objectives and the state budget. Written and presented seminar paper.	8 hours
	6.	Measuring efficiency - monitoring and evaluating the results and effects of work in public administration.	1,4,5	Students listen to lectures and read literature. During the exercises, they analyze relevant examples from practice regarding monitoring, measuring and evaluating results and effects in public administration.	At the colloquium or written and oral exam, they can explain the components and peculiarities of different levels of performance management. They can categorize different dimensions of performance (results, outcomes, efficiency, cost-effectiveness). Written and presented seminar paper.	12 hours
	7.	Models for measuring efficiency.	1,2,4,5	Students listen to lectures and read literature. During the exercises, they analyze relevant examples from practice regarding the models for measuring efficiency in public administration.	At the colloquium or written and oral exam, they can formulate assumptions for improving efficiency. They can explain different models for measuring the efficiency of public administration. Written and presented seminar paper.	10 hours
	8.	The use of financial indicators in assessing the effectiveness of budget users.	1,5	Students listen to lectures and read literature. During the exercises, they calculate and interpret financial indicators using concrete examples.	At the colloquium or written and oral exam, they can choose adequate financial indicators and use them in evaluating the effectiveness of budget users. Written and presented seminar paper.	10 hours
	9.	The system of internal controls as a mechanism for improving the efficiency of public administration.	1,5	Students listen to lectures and read literature. During the exercises, they study examples of internal control systems and audit implementation, after which the discussion method on the presented topic is applied.	At the colloquium or written and oral exam, they can construct a framework for developing the internal control system by defining its components and giving an overview of its principles, methods and procedures. They can determine the purpose and scope of the system of internal controls and internal audits. Written and presented seminar paper.	8 hours

	10.	The role of state audit in evaluating the efficiency of the public sector.	1,5	Students listen to lectures and read literature. During the exercises, they study the reports of the State Audit Office on the efficiency audits carried out.	At the colloquium or written and oral exam, they can explain the types of audits. They can define entities that are subject to audit. Analyze the role and impact of state audit on the efficiency of the public sector. Written and presented seminar paper.	6 hours
	11.	Efficiency management in local self-governing units.	1,2,3,4	Students listen to lectures and read literature. During the exercises, they analyze the current level of application of the efficiency management instrument in local self-governing units and discuss proposals for its improvement.	At the colloquium or written and oral exam, they can evaluate the state, problems and incentives of the efficiency management system in local self-governing units. Written and presented seminar paper.	10 hours
	12.	The relationship between public administration bodies and users of public services.	4,5	Students listen to lectures and read literature. During the exercises, they analyze relevant examples from practice on the relationship between public administration bodies and users of public services, after which the method of discussion on the presented topic is applied.	At the colloquium or written and oral exam, they know the obligations of public law bodies towards service users. They can propose ways to improve communication and cooperation between public administration bodies and users of public services. Written and presented seminar paper.	8 hours
	13.	Efficiency and remuneration system. Permanent education and efficiency.	1,5	Students listen to lectures and read literature. During the exercises, they analyze relevant examples from practice regarding education, remuneration and efficiency in public administration.	At a colloquium or a written and oral exam, they can explain the existing training and reward systems for public administration employees, review them, and recommend improvement measures. Written and presented seminar paper.	10 hours
	14.	The impact of reform measures aimed at increasing the efficiency of public administration.	1,4	Students listen to lectures and read literature. During the exercises, they analyze relevant examples from practice regarding the set goals and achieved results of reform measures in the public administration system.	At the colloquium or written and oral exam, they can explain the approaches, policies and practices implemented to increase public administration's efficiency and evaluate their effectiveness. Written and presented seminar paper.	10 hours
	15.	Final considerations/Revision and preparation for the exam.		Students listen to lectures, read literature and individually prepare for the exam.		25 hours

### 3. EVALUATION OF STUDENTS' WORK

3.1. Students' obligations	<p>In accordance with the Book of Rules and the Rulebook on Student Assessment and Evaluation: for all full-time students, attendance of at least 70% is required. Part-time students are required to attend classes at least 50%. All students must create, present and positively colloquy seminar paper.</p> <p>Students who have during the course achieved:</p> <ul style="list-style-type: none"> <li>• From 0 – 24,9% ECTS credits- is rated F (unsuccessful) and cannot get ECTS credits and must re-enrol in the subject in the next academic year;</li> <li>• From 25 – 49,9% ECTS credits - is rated FX (inadequate) and has to come out and pass the test (exam). A written exam can be held in a regular or extraordinary exam period;</li> <li>• More than 50% ECTS credits - students have the right to access the final exam of the subject.</li> </ul>
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	Students can pass the final exam in two ways: a) during the course through continuous student attendance (active participation in the lessons, solving case studies, making and presenting the seminar paper and passing colloquium); b) during the course (active participation in the lessons, solving case studies, creating and presenting the seminar paper) and passing the exam (written and oral exam). Access to the colloquium/exam is conditioned with a written and presented seminar paper					
3.2. Monitoring student work (enter the share of ECTS credits for each activity so that the total number of ECTS points corresponds to the credit score of the course)	Attendance	1,5	Written exam	(by submitting colloquia, the student is relieved of a written examination)	Project	
	Experimental work		Research		Practical work	
	Essay		Report		Continuous examination	
	Colloquium	3 (by submitting colloquia, the student is relieved of a written and oral examination)	Seminar paper	0,5	Other (inscribe)	
	Class activities		Oral exam	1 (by submitting colloquia, the student is relieved of an oral examination)	Other (inscribe)	
3.3. Student workload	Student workload on all bases for 1 ECTS credit is 30 hours in a semester and is estimated as follow:					
	<b><i>Commitment</i></b>			<b><i>Hours (estimate)</i></b>		
	Attending classes			45		
	Creating and presenting seminar paper			15		
	Preparation for the Colloquium / exam through self-study			90		
4. GRADING						
4.1. Grading seminar papers	<b>Valuation Element</b>	<b>Unsatisfactory</b>		<b>Satisfactory</b>		<b>Above average</b>
	Organization	The paper is not organized in a logical order and its structure is lacking.		The paper is well structured with a clear distinction between the introduction, the main part of the text and the conclusion.		The paper is well-structured with a clear distinction between the introduction, the main part of the text and the conclusions that are perfectly logically linked to one another.
	Terminology, writing style	Words and phrases are low harmonized with official terminology. Writing style is not appropriate, sentences are too long, modest vocabulary, and frequent and repeated grammatical mistakes.		Words and phrases are aligned with official terminology. The writing style is appropriate, the sentence structure is clear, the vocabulary is appropriate and has little grammatical errors.		Words and phrases are aligned with official terminology and show an understanding of their meaning. The writing style is excellent, the sentences are clear and concise, the vocabulary is rich and there are no grammatical errors.
	Quoting and referencing	Sources are not specified at all. The references do not match the topic and show a superficial approach to the research topic.		Sources are listed, but incomplete and with errors. The references are appropriate for the subject and show a satisfactory research attitude.		Sources are accurate, complete and consistent. The references are appropriate, their list is "rich" and comprehensive and shows a robust research approach.
4.2. Grading colloquia/ written and oral exam	<b>Unsatisfactory</b>		<b>Satisfactory</b>		<b>Above average</b>	
	Responds by memory, without a deeper understanding. Does not know or apply basic terms and concepts. Does not know how to apply or explain the contents of the course with examples.		Reproduces the basic concepts and without difficulty imparts new knowledge, understands the material, explains the terms and concepts supported with examples.		Knowledge is at the level of analysis, synthesis and evaluation. Observes the principles, accurately and thoroughly explains the content of the material, and logically connects and explains the terms and concepts supported with examples. Finds solutions that were not originally given. Notes correlations with related material.	

4.3. Final grade according to evaluation elements	Active course attendance	70-75% of the attendance		76-86% of the attendance		87-100% of the attendance		Solved case study.		
		2 points		4 points		7 points		3 points		
	Colloquia/ Written exam	2		3		4		5		
		5 points		7 points		8 points		10 points		
		2		3		4		5		
	Oral exam	50-64,9%		65-79,9%		80-89,9%		90-100%		
25 points		30 points		35 points		40 points				
4.4. Final grade according to absolute division		Percentage of acquired knowledge, skills and competences (teaching + final exam)		Numerical grade		ECTS grade				
		90 – 100%		5 (excellent)		A				
		80 – 89,9%		4 (very good)		B				
		65 – 79,9%		3 (good)		C				
		50 – 64,9%		2 (sufficient)		D				
5. ADDITIONAL COURSE INFORMATION										
5.1. Compulsory literature (available in the library and via other media)	Title						Number of copies in the library		Availability via other media	
	Koprić, I., Džinić, J., Manojlović, R. (ur.) Upravljanje kvalitetom i učinkovitošću u javnoj upravi, Institut za javnu upravu, 2016. (odabrana poglavlja).								Available online	
	Nacionalni plan razvoja javne uprave za razdoblje od 2022. do 2027. godine, Ministarstvo pravosuđa i uprave, 2022.								Available online	
5.2. Additional literature (at the moment of changes and/or amended of study programme)	Ante Pulić: Principi efikasnosti intelektualnog kapitala – kratki prikaz, HGK, Zagreb, 2009 Čandrić - Dankoš, I. Mogućnosti korištenja audita sustava upravljanja kvalitetom za unaprjeđenje učinkovitosti javne uprave, 2017. Oeconomica Jadertina, 7 (1), 54-65 Koprić, I., Reforma javne uprave u Hrvatskoj: ni bolni rezovi ni postupne promjene – nužna je nova upravna paradigma, Političke analize, br.26., 2016. Kanoti, D., Motivacija javnih službenika kao čimbenik djelotvornosti , Hrvatska javna uprava, 9 (2), 2009. Musa, A. (ue.), Uprava u digitalno doba, Transformacijski potencijal e-uprave za veću učinkovitost i odgovornost, Forum za javnu upravu, Institut za javnu upravu, Zagreb, 2018. Ježovita, A. Specifičnosti analize financijskih izvještaja proračunskih korisnika, Zbornik Ekonomskog fakulteta u Zagrebu, 16 (2), 2018. Modernizacija javne uprave, World Bank, 2019.								Available online	

<p>5.3. 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>
<p>5.4. Informing about the course and contacting the teacher</p>	<p>It is obligatory for every student to regularly inform about the course, teaching and teaching activities. All information about teaching or any delay in teaching will be published on the e-learning pages of the course and the web pages of the Polytechnic. Students can contact the teachers during the consultation term (at least one hour per week), while brief questions and explanations can be addressed during classes. It is possible to ask questions by e-mail (from the official e-mail address of the domain @vus.hr) that will be answered in a short time (no later than five working days from the receipt of the e-mail).</p>



1. GENERAL INFORMATION			
1.1. Case holders	IVICA POLJIČAK	1.7. Point value (ECTS)	6
1.2. Subject name	<b>MANAGEMENT OF EU PROJECTS</b>	1.8. Method of teaching (number of hours P + V + S + e-learning)	30P+30V
1.3. Colleagues	no	1.9. E-learning application level (level 1, 2, 3), percentage of courses conducted online (max 20%)	
1.4. Study programme (professional, specialist graduate professional study)	Specialist graduate Professional studies Management	1.10. Sequence number of amendments and/or supplements to the college description	-
1.5. College status (O, I)	O	1.10. Modernisation	<input type="checkbox"/>
1.6. Year of study	2.	1.11. Assessment of the percentage of college programme amendments and/or supplements	Less than 20% <input type="checkbox"/> More than 20% <input type="checkbox"/>
2. COURSE DESCRIPTION			
2.1. Objectives of the college	Train students to understand the management of EU projects, to recognize all the main steps from the idea to the design and implementation of the project. The key goal is to prepare students to participate in writing and implementing EU projects.		
2.2. Conditions for admission of the college and the input competences required for the college	conditions necessary for the enrolment of the second year.		
2.3. Learning outcomes at programme level to which the college contributes	Students will acquire knowledge and skills that will enable them to participate in the preparation, development and implementation of EU projects.		
2.4. Expected learning outcomes at college level (4-10 learning outcomes)	After passing the course, students will: <ul style="list-style-type: none"> <li>• analyze key concepts relating to the management of EU projects;</li> <li>• present the European Structural Funds;</li> <li>• critically examine the institutional framework for the implementation of EU funds in the Republic of Croatia;</li> <li>• be able to manage the project cycle;</li> <li>• know how to build and recommend a logical matrix;</li> <li>• analyze to find current tenders for EU projects;</li> <li>• fshape project applications; know how to plan and monitor the implementation of EU projects;</li> <li>• prepare and evaluate reports in accordance with standards and guidelines.</li> </ul>		
2.5. Content of the course elaborated in detail according to the lesson hourly rate	Introduction to the European Union. EU bodies: European Parliament, European Council, Council of the European Union, European Commission. Use of funds: EU strategies and policies for the period 2014-2020 European Structural and Investment Funds. Union programs. Institutional framework for the implementation of EU funds in the Republic of Croatia. EU programmes available to the Republic of Croatia - Member State. Project cycle management. The distinction between the programme and the project. Defining the basic characteristics of the project. Elements and progress of the project cycle. Logic Matrix access (PLM). Creation and use in EU projects. Defining PLM. Main steps PLM. Information contained in the logical matrix - structure of LM. PLM - elaboration of analysis and planning phases. Stakeholder analysis: target groups, user roots, partners, collaborators. Problem		

	analysis: creating a problem tree. Goal analysis: creating a goal tree. Analysis and selection of strategy. Filling out the logical matrix. An example of good practice. Preparation of the project budget. The most common cost categories. The most common errors in budgeting. Project planning and monitoring. Identification of project activities. Management of activities, resources and expenses. Filling out the project application. Example of successfully completed project application. Assessment of project application. Steps in the evaluation. Taking a decision on the acceptance of the project for funding. Project implementation. The role of stakeholders in the implementation. Project team. Contractual obligations in the implementation of the project. Public procurement on projects. Audit trail in the implementation of EU projects. Project monitoring in the budget system. Preparation of reports and monitoring of implementation. Final overview of the main steps necessary for the successful development and implementation of EU projects					
2.6. Classes runtime types:	X lectures <input type="checkbox"/> seminars and workshops X exercises <input type="checkbox"/> distance education <input type="checkbox"/> mixed e-learning <input type="checkbox"/> field instruction		<input type="checkbox"/> independent assignments <input type="checkbox"/> multimedia and networks <input type="checkbox"/> a laboratory <input type="checkbox"/> mentoring <input type="checkbox"/> (ost.upi hours)		2.7. Comments:	
2.8. Obligation of students	Classes are conducted in the third semester (winter semester) in the form of lectures (30 hours) and exercises (30 hours). Students are required to attend classes at a minimum of 50% of lectures and exercises, which is a condition for signing.					
2.9. Monitoring student performance (enter the share of ECTS credits for each activity so that the total number of ECTS credits corresponds to the percentage value of the course)	Attendance	1	Written exam	4	Project	1
	Experimental work		Research		Practical work	
	Essay		Referral		Continuous verification	
	Colloquiums	4	Seminar work		(other type)	
	Teaching activities		Oral exam		(other type)	
2.10. Assessment and evaluation of student work during classes and final exams	During the exercises, November develops key elements of the project. They may take the written exam in colloquiums or take the written exam separately. The exam ends with an oral exam.					
2.11. Mandatory literature (available in the library and via other media)	Title				Number of copies in the Library	Accessibility via other media
	Upravljanje EU projektima (2014.), Zagreb,TIM4PIN d.o.o.				5	

2.12. Supplementary literature (at the time of application for amendments to the study programme)	. Tufekčić, M., Tufekčić, Ž., (2013.) EU politike i fondovi: 2014.-2020., Zagreb, Plavi partner	5	
2.13. Quality monitoring methods ensuring the acquisition of exit knowledge, skills and competences	Keeping records of students' attendance and activity in teaching, continuous monitoring of students' progress through colloquiums. Students will be informed of their rights and obligations, working methods and necessary literature. Indicators of quality assurance system: student survey, monitoring of annual data with HZZZ on the annual employment status of students, employer survey and Alumni association.		

GENERAL COURSE INFORMATION			
1.1. Course title	Vesna Jurin Bakotić, law graduate, senior lecturer	1.8. Course code in ISVU	
1.2. Course lecturer	Family law	1.9. Course code in MOZVAG	
1.3. Assistants and/or associates		1.10. Forms of teaching (number of hours Lecturing + Practical exercises + Seminars + e learning)	30L+15P
1.4. Study programme (specialist, undergraduate, graduate)	Specialist graduate study of Administrative Law	1.11. Level of e- learning application (1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup> level), percentage of on line course performance (max. 20%)	1 <sup>st</sup> – materials are available on line
1.5. Course status (obligatory, optional)	Obligatory	1.12. Number of course revisions	2
1.6. Year of study	1 <sup>st</sup>	1.20. Modernization	X da <input type="checkbox"/> ne
1.7. Credit score (ECTS)	5	1.14. 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	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	No conditions	
2.3. . Learning outcomes on the study programme level	IU 1: To link the basic concepts of different branches of the law and to generalize issues of work in public administration.	
	IU4: Analyze the position of State Administration in the political-administrative system and public administration system in Croatia and the relationship between public authority and public services.	
	IU8: Analyze the process of organizing a complete e-Government digital platform	
	IU9: Propose and interpret the different forms and methods on which the relations between citizens and administration are based	
	IU10: Evaluate the impact of different social, political and economic circumstances on the organization, operation and financing of local public services.	
	IU14: Apply the acquired basic knowledge about administrative acts to the actions of State Administration bodies, propose the adoption of administrative acts, and compare the institutes of general administrative and the institutes of special administrative and other procedures.	
	IU15: Propose and design the establishment of individual non-profit organizations and valorize the way state and public administration act in the context of the protection of fundamental rights and freedoms to the non-profit sector.	
	IU16: Analyze legal provisions governing special administrative procedures as well as judicial supervision of individual and general acts.	
	IU17: Evaluate the existing system of State Administration and public services in Croatia and predict the future development of the national administrative system at different levels	
2.4. Expected learning outcomes on the course level	<b>Learning outcomes</b> according to the Bloom`s taxonomy: (up to two verbs per LO)	<b>Level of LO:</b> 1- remembering, 2- understanding, 3- application, 4-analysis, 5-evaluation, 6-synthesis
	Define and analyze institutes of family law and registrar, in theory and positive law.	4,5
	Categorize and analyze individual family law.	4
	To interpret the relevant international, European and domestic law and to decide which of the legal solutions offered is most appropriate for the solution of a particular legal problem.	4,5

	Conduct procedures for establishing legally relevant facts and deciding disputable and uncontested matters in the field of family law, and apply relevant law to established facts	6
	Use different databases on legal sources, case law and relevant legal literature when preparing a decision on different legal issues and present a legal framework within the family law institute	6

2.5. Course content according to detailed curriculum schedule	<b>Constructive allignment</b>					
	<b>no</b>	<b>Thematic unit</b>	<b>LO of the course</b>	<b>Content/teaching methods</b>	<b>Evaluation</b>	<b>Time</b>
		Introduction into the course and detailed plan. Contracting a marriage; Forms of marriage (civil and religious) Prerequisites for the existence of marriage, court proceedings and legal consequences of non-existence of marriage; Prerequisites for the validity of marriage	1,3,5	Listen to lectures. In the course of independent work on the computer, they are introduced to the course content and documents on the e-learning page of the course.	In colloquium or written and oral exams students define basic terms of Family Law	8 h  8 h
		Personal rights and duties of spouses; The termination of marriage - the basis of termination; marital dispute Death termination; termination of marriage by proclaiming the missing spouse is dying; Divorce - Concept, Divorce and Marital Divorce, Agreed Marriage Divorce, Divorce Causes	1, 2,3,4,5,6	Listen to a lecture and read literature. They practice case studies independently and in a team and draw conclusions on the application of legal regulations	In colloquium or written and oral exams students y know can enumerate, differentiate and give personal exams at the colloquium or the written examnd the duties of spouses. They know how to state the basics of marriage and divorce	8 h
		Withdrawal of marriage; Mediation before divorce Extramarital Community; Same -sex communities	1, 2,3,4,5,6	Listen to a lecture and read literature. They practice case studies independently and in a team and draw conclusions on the application of legal regulations	In colloquium or the written exam, they know describe the mediation process before the divorce.	8 h

		Historical review of legal arrangements of relationship between parents and children; Family status of the child; Determining Motherhood; Marital paternity; Establishing paternity with recognition	1, 2,3,4,5,6	Listen to a lecture and read literature. They practice case studies independently and in a team and draw conclusions on the application of legal regulations	In colloquium or written exam students know how to define and describe the historical overview of the legal regulation of the relationship between parents and children, and assess the importance of determining the origin of the child	8 h
		Determination of paternity through court Dispute of motherhood and paternity Legal arrangement of medically assisted fertilization	1, 2,3,4,5,6	Listen to lectures and read literature. They use multimedia and networking. During the exercises, they individually explore the content of this topic area by searching the database, and on the basis of it and reading the literature, they create a seminar paper that presents the acquired knowledge and presents their own ideas, and ways to solve problems.	In colloquium or written and oral exams students know how to define and list and explain the meaning and characteristics of determining the origin of a child	8 h
		Legal arrangement of parents and children relationships; Historical Review, Children's Rights - Convention on the Children's rights, Child Welfare	1,3,5,6	Listen to a lecture and read literature. They use multimedia and networking. During the exercises, they individually explore the content of this topic area by searching the database, and on the basis of it and reading the literature, they create a seminar paper that presents the acquired knowledge and presents their own ideas, and ways to solve problems.	In colloquium or written and oral exams students know how to define and explain legal regulation of parent-child relationships, and state and evaluate the significance of the Conventions.	8 h
		Parental care; legal arrangement of parents and children's relations in the LAW Realization of parental care; jurisdiction of the court; Responsibility of the Social Welfare Centre Measures to protect personal interests of children; Measures to protect the property interests of children	1,2, 3,4,5,6	Listen to a lecture and read literature. They use multimedia and networking. During the exercises, they individually explore the content of this topic area by searching the database, and on the basis of it and reading the literature, they create a seminar paper that presents the acquired knowledge and presents their own ideas, and ways to solve problems..	In colloquium or written and oral exams students know how to define and designate the individual institutions responsible for the particular procedure.	8 h
		Adoption - concept and goal Assumption for adopting (passive and active adoptive ability); intergovernmental adoption.	1, 4,5,6	Listen to a lecture and read literature. They use multimedia and networking. During the exercises, they individually explore the content of this topic area by searching the database, and on the basis of it and	In colloquium or written and oral exams students know how to define and describe the conditions for startup and procedure implementation of adoption at national and international level.	8 h

				reading the literature, they create a seminar paper that presents the acquired knowledge and presents their own ideas, and ways to solve problems.		
		The concept of custody; Contemporary tendencies of the development of custodial institutions Guardianship - basic principles, competence; kind of custody; Legal status of guardian	1, 2,3,4,5,6	Listen to a lecture and read literature. They use multimedia and networking. During the exercises, they individually explore the content of this topic area by searching the database, and on the basis of it and reading the literature, they create a seminar paper that presents the acquired knowledge and presents their own ideas, and ways to solve problems.	In colloquium or written and oral exams students know how to define define and distinguish basic principles, jurisdiction; types of custody	8 h
		Custody of juveniles; Custodian for a special case; Special guardian in child attending procedures - the child's procedural position Denial of Business Ability; custody and parental care for adults .	1,2,3,4,5,6	Listen to a lecture and read literature. They use multimedia and networking. During the exercises, they individually explore the content of this topic area by searching the database, and on the basis of it and reading the literature, they create a seminar paper that presents the acquired knowledge and presents their own ideas, and ways to solve problems.	In colloquium or written and oral exams students know how to define describe the assumptions for starting the setup process guardians for minors	8 h
		Support - Legal Nature and Principles Support among Married Companions; Support between extramarital partners and same-sex partners .	1,2,3,4,5,6	Listen to a lecture and read literature. Skills and examples of contracts are independently prepared at the seminar classes	In colloquium or written and oral exams students know how define the legal nature and principles of maintenance.	8 h
		Support between parents and children; How to Determine Your Support, Support among other Relatives; Judicial proceeding; resignation of support	1,2,3,4,5,6	Listen to a lecture and read literature. They use multimedia and networking. During the exercises, they individually explore the content of this topic area by searching the database, and on the basis of it and reading the literature, they create a seminar paper that presents the acquired knowledge and presents their own ideas, and ways to solve problems.	In colloquium or the written and oral exam they can define i describe the consequences of parental and child support..	8 h
		Property relations of spousal and extramarital partners; marriage	1,2,3,4,5,6	Listen to a lecture and read literature. They use multimedia and networking.	In colloquium or the written and oral exam they can define and describe implementation of the resolution of property relations, and differentiate	8 h



		acquisitions; Debts and gifts in marital law. Marriage contract; Cost of birth of extramarital child; Property relations between parents and children		During the exercises, they individually explore the content of this topic area by searching the database, and on the basis of it and reading the literature, they create a seminar paper that presents the acquired knowledge and presents their own ideas, and ways to solve problems.	situations when it comes to marital and extra-marital property, and accordingly apply the appropriate regulation	
		Registry of birth books, type of matrix, type of enrolment	1,2,3,5,6,	. Listen to lectures and read literature.	In colloquium or the written and oral exam they know state the types of registers and explain the procedure for adoption enrollment solutions and individual registry.	8 h
		Revision		Listen to lectures and and individually prepare for the exam.read literature	-	30 h
3. EVALUATION OF STUDENTS` WORK						
3.1. Students` obligations	In accordance with the Regulations on Studying and the Regulations on Student Assessment and Evaluation: for all full-time students attendance of at least 70%. Part-time students are required to attend classes at least 50%. All students are required to carry calculator and formulae list.					
3.2. Monitoring student work (enter the share of ECTS credits for each activity so that the total number of ECTS points corresponds to the credit score of the course))	Attendance	1	Written exam	2 (without colloquia)	Project	
	Experimental work		Research		Practical work	
	Essay		Report		Continuous examination	
	Colloquium	3 (without written and oral exam)	Seminar paper	0,5	Other	
	Class activity	0,5	Oral exam	1 (without colloquia)	Other	
3.3. . Student workload	Student workload on all bases for 1 ECTS credit is 30 hours in a semester and is estimated as: Attending classes and exercises 45 hours Creation of seminar work and presentation 15 hours Preparing colloquia or exams through individual work 90 hours					
4. FORMIRANJE OCJENE						
4.1. Grading seminar papers	-					
4.2. Grading colloquia/ written and oral exam	Unsatisfactory		Satisfactory		Above average	
	Responds by memory, without a deeper understanding. Does not know or apply basic terms		Reproduces the basic concepts and without difficulty imparts new knowledge, understands the material,		Knowledge is at the level of analysis, synthesis and evaluation. Observes the principles, accurately and	

	and concepts. Does not know how to apply or explain the contents of the course with examples.		explains the terms and concepts supported with examples		thoroughly explains the content of the material, and logically connects and explains the terms and concepts supported with examples. Finds solutions that were not originally given. Notes correlations with related material.				
4.3. Final grade according to evaluation elements	Active course attendance	70-74,9% of attendance		75-86% of attendance		87-100% of attendance		Izrađena mentalna mapa Riješene studije slučaja	
		2 points		4 points		7 points		3 points	
	Seminar paper Colloquia/ Written exam	2		3		4		5	
		5		7 points		8 points		10 points	
		2		3		4		5	
	Oral exam	50-64,9%		65-79,9%		80-89,9%		90-100%	
		25 points		30 points		35 points		40 points	
4.4. Final grade according to absolute division		Percentage of acquired knowledge, skills and competences (teaching + final exam)		Numerical grade		ECTS grade			
		90 – 100%		5 (excellent)		A			
		80 – 89,9%		4 (very good)		B			
		65 – 79,9%		3 (good)		C			
		60 – 64,9%		2 (satisfactory)		D			
		50 – 59,9%		2 (satisfactory)		E			
5. ADDITIONAL COURSE INFORMATION									
5.1. Compulsory literature (available in the library and via other media)	Title					Number of copies in the library		Availability via other media	
	D. Hrabar, et sur, Obiteljsko pravo, Narodne novine, Zagreb, 2021.					3		On- line	
	D. Hrabar, A. Korać Graovac: Obiteljsko pravo i matičarstvo,Narodne novine, Zagreb 2019					5			
	V.Jurin Bakotić, Obiteljsko pravo s matičarstvom, nastavni materijal, handout								
5.2. Additional literature (at the moment of changes and/or amended of study programme)	Obiteljski zakon Zakon o životnom partnerstvu osoba istog spola Zakon o ravnopravnosti spolova Zakon o državnim maticama Zakon o osobnom imenu								

	<p>Zakon o privremenom uzdržavanju</p> <p>Zakon o pravobranitelju za djecu</p> <p>Zakon o zaštiti od nasilja u obitelji</p> <p>Zakon o suzbijanju diskriminacije</p> <p>Zakon o medicinski pomognutoj oplodnji</p>		
5.3. 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>		
5.4. Informing about the course and contacting the teacher	<p>It is the responsibility of each student to be regularly informed about the course, the coursework, and the classroom activities. All notices of classes or possible adjournment will be published in a timely manner on the e-learning site of the course and on the website of the Polytechnic. Students can contact teachers during the consultation period (at least one hour per week), while for short questions and explanations they can be contacted during class. It is also possible to ask questions by e-mail (from the official e-mail address at @ vus.hr), which will be answered as soon as possible (no later than five working days after receiving the e-mail).</p>		

1. GENERAL INFORMATION ABOUT THE SUBJECT			
1.1. Title	QUALITY MANAGEMENT OF PUBLIC SERVICES	1.8. ISVU course code	214895 214896
1.2. Lecturer	Divna Goleš, Master of Economics, Senior lecturer	1.9. MOZVAG course code	
1.3. Assistants and/or associates	None	1.10. Forms of teaching (number of hours Lecturing +Practical exercises + Seminars + e learning)	(30+0+15+0)
1.4. Study programme (specialist, undergraduate, graduate)	graduate	1.11. Level of e- learning application (1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup> level), percentage of on line course performance (max. 20%)	1 <sup>st</sup> – materials available On-line, 0%
1.5. Course status (obligatory, optional)	optional	1.12. Number of course revisions	1.
1.6. Study year	2 <sup>st</sup>	1.13. Modernization	<input checked="" type="checkbox"/> yes <input type="checkbox"/> no
1.7. Credit score (ECTS)	5	1.14. 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 acquaint students with basic terms related to the basics of quality theory, the implementation of the quality management system and costs in the quality management system. The aim of improving the quality management system in the public sector is to introduce, analyze and apply methods and tools that can be used to recognize and eliminate non-conformities. Explain the importance and instruments of efficiency management and evaluation in public administration in general, and especially in Croatian conditions.

2.2. Terms of course entry and required competences	Admission requirements for the 2nd year of study		
2.3. . Learning outcomes on the study programme level	<ul style="list-style-type: none"> <li>- connect the basic concepts of different branches and generalize the issues of work in public administration</li> <li>- evaluate the effectiveness of various mechanisms of supervision over the state administration</li> <li>- analyze the process of organizing a complete e-government service</li> <li>- sketch and interpret the different forms and methods on which the relations between citizens and administration are based</li> <li>- evaluate the existing system of state administration and public services in Croatia and predict the future development of the national administrative system at different levels</li> </ul>		
2.4. Expected learning outcomes on the course level	<b>Learning outcomes</b> towards Bloom's taxonomy:(up to two verbs per LO)		<b>LO Level:</b> 7. <i>Recapture,</i> 8. <i>Understanding,</i> 9. <i>Application,</i> 10. <i>Analysis,</i> 11. <i>Evaluation,</i> 12. <i>Synthesis</i>
	- connect key terms and processes that are essential in the quality management system in public administration		5
	- evaluate the importance of quality policy in public administration		6,7
	- evaluate the reasons for improving the quality area, the role of quality costs and the development of quality-based systems in public administration		6,7
	- choose the suitability of methods and techniques for quality management in public administration		6,7
	-present a seminar/approach paper		5

2.5. Course content according to detailed curriculum schedule	<b>Constructive alignment</b>					
	<b>No:</b>	<b>Thematic ensemble / Lecture Topic</b>	<b>Course LO</b>	<b>Content / Teaching Method</b>	<b>Evaluation</b>	<b>Time needed</b>
	4.	Introduction to the course and a detailed performance plan	-	Listen to the lecture. On seminary teaching, by independent work on the computer students get acquainted with course content and documents on the e-learning course page.	-	3 hours
	5.	The concept and definition of quality in general and its application to public administration	1	They listen to a lecture. They read the literature.	At the colloquium or the written and oral exam, they define fundamental insights into quality theory.	6 hours

	6.	The history of the development of the quality system and its application in public administration	1,5	They listen to a lecture. They read the literature.	At the colloquium or the written and oral exam they define and explain the concepts that occur in this thematic unit.	6 hours
	7.	Quality management in public administration	1,5	They listen to a lecture, they read the literature, present a seminar paper, followed by a discussion.	At the colloquium or the written and oral exam they define and explain the concepts that occur in this thematic unit.	6 hours
	8.	Quality management systems, standardization	2,5	They listen to a lecture, work in a team on case work, present a seminar paper, followed by a discussion.	At the colloquium or the written and oral exam they define and explain the concepts that occur in this thematic unit, then they should present and analyze the same on a concrete example.	12 hours
	9.	Models of quality management in public administration	2,3,5	They listen to a lecture, they read the literature, present a seminar paper, followed by a discussion.	At the colloquium or the written and oral exam they define and explain the concepts that occur in this thematic unit, then they should present and analyze the same on a concrete example.	9 hours
	10.	Application of principles for quality management	2,3,5	They listen to a lecture, work in a team on case work, present a seminar paper, followed by a discussion.	At the colloquium or the written and oral exam they define and explain the concepts that occur in this thematic unit, then they should present and analyze the same on a concrete example..	9 hours
	11.	Development of national quality policy in public administration	2,3,5	They listen to a lecture, work in a team on case work, present a seminar paper, followed by a discussion.	At the colloquium or the written and oral exam they define and explain the concepts that occur in this thematic unit, then they should present and analyze the same on a concrete example.	9 hours
	12.	Guidelines for quality management in public administration	2,3,5	They listen to a lecture, they read the literature, present a seminar paper, followed by a discussion.	At the colloquium or the written and oral exam they define and explain the concepts that occur in this thematic unit, then they should present and analyze the same on a concrete example.	12 hours
	13.	Documentation of the quality management system in public administration	2,3,5	They listen to a lecture, they read the literature, present a seminar paper, followed by a discussion.	At the colloquium or the written and oral exam they define and explain the concepts that occur in this thematic unit, then they should present and analyze the same on a concrete example.	12 hours
	14.	General basics auditing and certification process	2,3,5	They listen to a lecture, work in a team on case work, present a seminar paper, followed by a discussion	At the colloquium or the written and oral exam they define and explain the concepts that occur in this thematic unit, then they should present and analyze the same on a concrete example-	12 hours
	15.	Costs of establishing and improving the quality management system in public administration	3,4,5	They listen to a lecture, work in a team on case work, present a seminar paper, followed by a discussion	At the colloquium or the written and oral exam they define and explain the concepts that occur in this thematic unit, then they should present and analyze the same on a concrete example.	12 hours
	16.	Quality management techniques in general and application in public administration	3,4,5	They listen to a lecture, work in a team on case work, present a seminar paper, followed by a discussion	At the colloquium or the written and oral exam they define and explain the concepts that occur in this thematic unit, then they should present and analyze the same on a concrete example.	12 hours
	17.	Awards for quality in the public sector	3,4,5	They listen to a lecture, they read the literature, present a seminar paper, followed by a discussion	At the colloquium or the written and oral exam they define and explain the concepts that occur in this thematic unit, then they should present and analyze the same on a concrete example.	12 hours

	18.	Final lecture, signatures from the course, pre-exam (colloquium)	1,2,3,4,5	They listen to a lecture and prepare independently for the exam.	At the colloquium or the written and oral exam they define and explain the concepts that occur in this thematic unit.	18 hours
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### 3. EVALUATION OF STUDENT WORK

3.1. Students` obligations	In accordance with the Book of Rules and the Rulebook on Student Assessment and Evaluation: for all regular students attend at least 70% attendance. Part-time students have the obligation to attend at least 50% of lectures. All students must create, present and positively colloquy seminar paper.					
	Students who have during the course achieved: <ul style="list-style-type: none"><li>• From 0 – 24,9% ECTS credits- is rated F (unsuccessful) and cannot get ECTS credits and must re-enrol the subject in the next academic year;</li><li>• From 25 – 49,9% ECTS credits - is rated FX (inadequate) and has to come out and pass the test (exam). A written exam can be held in a regular or extraordinary exam period;</li><li>• More than 50% ECTS credits - students have the right to access the final exam of the subject.</li></ul>					
	Students can pass the final exam in two ways: a) during the course through continuous student attendance (active participation in the lessons, making and presenting the seminar paper, passing two colloquia); b) during the course (active participation in the lessons, creating and presenting the seminar) and passing the exam (written and oral exam).					
3.2. Monitoring student work (enter the share of ECTS credits for each activity so that the total number of ECTS points corresponds to the credit score of the course)	Attendance	1	Written exam	1	Project	
	Experimental work		Research		Practical work	
	Essay		Report		Continuous examination	
	Colloquium		Seminar/approach paper	1	Other (inscribe)	
	Class activities		Oral exam	2	Other (inscribe)	
3.3. Student workload	The student's workload on all bases amounts to 1 ECTS point for 30 hours of work per semester and is estimated as:					
	<b>Commitment</b>			<b>Hours (estimate)</b>		
	1. Attending classes			45		
	2. Creating and Presenting seminar paper			30		
	3. Preparation for the Colloquium / exam through self-study			75		

### 4. GRADING

4.1. Seminar paper grading	<b>Valuation Element</b>	<b>Poor</b>	<b>Satisfying</b>	<b>Above average</b>
	Organization	The paper is not organized in a logical order and its structure is lacking.	The paper is well structured with a clear distinction between the introduction, the main part of the text and the conclusion.	The paper is well-structured with a clear distinction between the introduction, the main part of the text and the conclusions that are perfectly logically linked to one another
	Terminology, writing style	Words and phrases are low harmonized with official terminology. Writing style is	Words and phrases are aligned with official terminology. The writing style is	Words and phrases are aligned with official terminology and show an understanding of

		not appropriate, sentences are too long, modest vocabulary, and frequent and repeated grammatical mistakes.	appropriate, the sentence structure is clear, the vocabulary is appropriate and has little grammatical errors.	their meaning. The writing style is excellent, the sentences are clear and concise, the vocabulary is rich and there are no grammatical errors.	
	Quoting and referencing	Sources are not specified at all. The references do not match the topic and show a superficial approach to the research topic.	Sources are listed, but incomplete and with errors. The references are appropriate for the subject and show a satisfactory research attitude.	Sources are accurate, complete and consistent. The references are appropriate, their list is "rich" and comprehensive and shows a robust research approach.	
4.2. Colloquium / exam grading	<b>Poor</b>		<b>Satisfying</b>		<b>Above average</b>
	Give answer by memory, no deeper understanding. Does not know and does not apply the basic terms and concepts. Cannot apply or explain the contents of the course.		Reproduces basic terms, without difficulty transfers new knowledge, understands subject matter, explains the terms and the notions that substantiate by examples.		Knowledge is at the level of analysis, synthesis and evaluation. It observes legitimacy, accurately and thoroughly explains the content of the subject, and logically links and explains the terms and concepts that it encapsulates. Find solutions that are not originally given. There is a correlation with correlative subjects.
4.3. Creating a final grade according to evaluation elements	Active participation in the lessons	70-76% of attendance	77-84% of attendance	85-92% of attendance	93-100% of attendance
		2 points	3 points	4 points	5 points
	Seminar/approach paper	2	3	4	5
		10 points	15 points	20 points	25 points
	Written exam	2	3	4	5
		15 points	20 points	25 points	30 points
	Oral exam	2	3	5	5
		25 points	30 points	35 points	40 points
4.4. Creating a final grade according to absolute allocation		Percentage of adopted knowledge, skills and competences (teaching + final exam)	Numerous grade	ECTS grade	
		90 – 100%	5 (excellent)	A	
		80 – 89,9%	4 (very good)	B	
		65 – 79,9%	3 (good)	C	
		60 – 64,9%	2 (sufficient)	D	
		50 – 59,9%	2 (sufficient)	E	

## 5. ADDITIONAL INFORMATION ABOUT THE COURSE



	Title	Number of copies in the library	Availability via other media
5.1. Compulsory literature (available in the library and through other media)	<ul style="list-style-type: none"> <li>- Lazibat, T. (2009). *Upravljanje kvalitetom*, Znanstvena knjiga, Zagreb</li> <li>- Goleš, D. (2011). *Upravljanje kvalitetom*. Skripta Veleučilišta u Šibeniku, Šibenik</li> <li>- Injac, N. (2002). *Mala enciklopedija kvalitete, I dio, Upoznajmo normu ISO 9000*. Oskar, Zagreb</li> </ul>	<p>7</p> <p>2</p>	e- learning
5.2. Additional literature (at the moment of changes and/or amended of study programme)	<ul style="list-style-type: none"> <li>- Koprić I., Džinić J., Manojlović R., Priručnik- Upravljanje kvalitetom i učinkovitošću u lokalnoj samoupravi i javnoj upravi, Institut za javnu upravu, Zagreb, 2011.</li> <li>- Banovac E., Kozak D., Magdlić L, Osnove, metode i alati kvalitete, Sveučilište u Osijeku, Strojarski fakultet Slavonski Brod, 2011.</li> <li>- Injac N., Mala enciklopedija kvaliete (II), Oskar, Zagreb, 2002.</li> <li>- Injac N., Mala enciklopedija kvalitete (III), Oskar, Zagreb, 2001.</li> <li>- Drljača M., Mala enciklopedija kvalitete (V), troškovi kvalitete, Oskar, Zagreb, 20004.</li> <li>- Guidelines for quality management in public administration (NN 65/2023)</li> </ul>		
5.3. Quality assurance methods that ensure the acquisition of knowledge, skills and competences	<p>Monitoring the quality of the teaching process, which ensures the necessary skills, will be carried out through the active participation of students in classes, the application of what has been learned during practical work on a concrete example of solving the problem of non-compliance of the quality management system in the public sector, and the implementation of written and oral exams.</p> <p>Conducting student surveys on student satisfaction with the manner and methods of course delivery.</p>		
5.4. information on the course and contact with the teacher	<p>It is obligatory for every student to regularly inform about the course, teaching and teaching activities. All information about teaching or any delay in teaching will be published on the e-learning pages of the course and on the web pages of the Polytechnic. Students can contact the teachers during the consultation term (at least one hour per week), while brief questions and explanations can be addressed during classes. It is possible to ask questions by e-mail (from the official e-mail address from the domain @ vus.hr) that will be answered in a short time.</p>		

1. GENERAL INFORMATION			
1.1. Course title	<b>Police administrative law</b>	1.8. Course code in ISVU	214897
1.2. Course lecturer	Ph.D Krešimir Nimac, titular senior lecturer	1.9. . Course code in MOZVAG	
1.3. Assistants and associates	no	1.10. Forms of teaching (number of hours Lecturing +Practical exercises + Seminars + e learning)	(30+15+0)
1.4. Study programme (specialist, undergraduate, graduate)	<b>Professional graduate study Administrative study</b>	1.11. Level of e- learning application (1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup> level), percentage of on line course performance (max. 20%)	1 <sup>st</sup> , course materials are on-line, 0%
1.5. Course status (obligatory, optional)	Optional	1.12. Number of course revisions	1.
1.6. Year of study	2nd	1.13. Modernization	<input checked="" type="checkbox"/> yes <input type="checkbox"/> no
1.7. Credit score (ECTS)	5	1.14. 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 gain knowledge about the basic principles of police administrative law, the organization of the police, police powers and tasks, and the peculiarities of police decisions in the area of personal conditions of citizens.

2.2. Terms of course entry and required competences	No conditions	
2.3. Learning outcomes on the study programme level	LO 1: Connect the basic concepts of different branches of law and generalize the problems of work in public administration	
	LO 2: Analyze the interferences of international, European and national law	
	LO 4: Analyze the impact of social processes on the constitutional order, especially the process of globalization, euro-integration, transition, urbanization, regionalization and decentralization	
	LO 8: Use and develop complex written and oral communication in Croatian and English	
	LO 10: Organize and conduct teamwork, and critically evaluate the opinions and attitudes of team members	
	LO 11: Independently and responsibly search, interpret and apply relevant literature and legal sources for drafting and enacting regulations and acts in administrative and other legal proceedings, administrative dispute and action of administrative bodies and organizations, utility companies and institutions	
	LO 13: Anticipate the future development of the national constitutional system and the administrative system at different levels	
2.4. Expected learning outcomes on the course level (4-10 learning outcomes)	<b>Learning outcomes</b> according to the Bloom`s taxonomy: (up to two verbs per LO)	
		<b>Level of LO:</b> 1-Remembering 2-understanding 3- application 4-analysis 5-evaluation 6-synthesis
	1. Analyze the structure of the police and its powers and tasks in Croatian law in relation to comparative police systems	5
	2. Clasify individual acts that are passed in a series of administrative procedures carried out by police	5
	3. Analyze the legal protection of citizens rights in administrative procedures conducted before the police	5
	4. Construct independently different administrative procedures carried out by the police (issuance of personal documents, travel documents, weapons documents)	6
	5. Evaluate the importance of protecting the rights of citizens in the area of police administrative law, especially with regard to the protection of rights guaranteed by the Constitution (the right to peaceful protest and public assembly etc.)	6
	6. Apply the acquired knowledge to concrete cases in a series of administrative procedures conducted before the police	6
2.5. Course content according to detailed curriculum schedule	Constructive alignment	

	No.	Thematic unit	LO of the course	Content/teaching methods	Evaluation	Time
	19.	Introduction into the course and detailed plan.	-	Students listen to a lecture. In the exercises students are introduced to the course content and documents on the e-learning page of the course..	-	2 hours
		INTRODUCTION TO POLICE ADMINISTRATIVE LAW	1,2	Students listen to a lecture, browse databases and read literature.	In the oral exam, they can define the basic concepts of police administrative law	3 hours
	20.	SOURCES OF POLICE LAW	1,2	Students listen to a lecture, browse databases and read literature. During the exercises, they independently explore the content of this thematic area by searching the database.	In the oral exam, they can define the sources of police law. Prepared and presented practical work (independent use of computer programs)	10 hours
	21.	POLICE ORGANIZATION – historical development and present state	1,2	Students listen to a lecture and read literature. In exercises independently and in a group using the brainstorming method and discussion methods about different police organizations in the world, and the effectiveness of such organizations.	In the oral exam, they can distinguish the forms of police organization in the world know the historical development, and the current police machine in the Republic of Croatia. Prepared and presented practical work (independent use of computer programs and sources of legal practice).	10 hours
	22.	RELATIONSHIP OF THE POLICE AND OTHER STATE INSTITUTIONS AND LEGAL ENTITIES WITH PUBLIC AUTHORITIES	1,2	Students listen to a lecture, browse databases and read literature.	In the oral exam, they can define correlations between the police and other state institutions and legal entities with public powers. Prepared and presented practical work (independent use of computer programs and sources of legal practice).	10 hours
	23.	SUPERVISION OVER THE WORK OF THE POLICE	1,2	Students listen to lectures and read literature. During the exercises, they analyze examples from	In the oral exam, they are able to define the ways in which supervision of police work is carried out, with special	5 hours

				practice independently and in groups and draw conclusions about the methods of monitoring the work on the police	reference to civilian supervision of police work. Prepared and presented practical work (independent use of computer programs and sources of legal practice).	
	24.	POLICE DUTIES AND AUTHORITIES	1,3,5	Students listen to lectures and read literature. They use multimedia and networking. During exercises in group work, they analyze examples from practice and draw conclusions about the application of police duties and powers of regulations to a specific factual situation, and by applying brainstorming methods and discussion methods on the presented topic.	In the oral exam, they know how to define police tasks and police powers, as well as the manner of their application, and especially the protection of citizens during the implementation of such tasks and powers. Prepared and presented practical work (independent use of computer programs and sources of judicial and other legal practice).	15 hours
	25.	PUBLIC GATHERING	1,2,3,4	Students listen to lectures and read literature. During exercises in group work, they analyze examples from practice and draw conclusions about the application of legal regulations to a specific factual situation, and they prepare a report of a public gathering to the police department.	In the oral exam, they can define the types of public gatherings, the obligations of the organizers, and the legal protection of the right to public gatherings. Prepared and presented practical work (independent use of computer programs and sources of judicial and other legal practice).	10 hours
	26.	PERSONAL SITUATIONS OF CITIZENS	2,3,4,6	Students listen to lectures and read literature. During the exercises, they analyze the procedures for issuing personal documents and Croatian citizenship independently and in groups.	In the oral exam, they know how to define the personal conditions of citizens, the method of issuing personal documents, determining the residence of citizens, as well as the method of issuing travel documents of Croatian citizens.	10 hours

					Prepared and presented practical work (independent use of computer programs and sources of judicial and other legal practice).	
	27.	RIGHTS AND DUTIES OF FOREIGNERS IN THE REPUBLIC OF CROATIA	1,2,5,6	Students listen to lectures and read literature. During the exercises, they review databases independently and in groups with special reference to the stay, movement and work of foreigners in the Republic of Croatia.	In the oral exam, they are able to describe the procedure for a foreigner's entry into the Republic of Croatia, his movement and stay, as well as define the conditions under which foreigners can work in the Republic of Croatia, with special reference to citizens of third countries. Prepared and presented practical work (independent use of computer programs and sources of legal practice).	10 hours
	28.	SUPERVISION AND PROTECTION OF THE STATE BORDER	1,2	Students listen to lectures, browse databases and read literature. During the exercises, they analyze the method and implementation of the supervision and protection of the state border as a group.	In the oral exam, they are able to define different models of monitoring and protection of the state border with special reference to the protection of the border against the illegal entry of migrants. Prepared and presented practical work (independent use of computer programs and sources of legal practice).	10 hours
	29.	INTERNATIONAL PROTECTION IN CROATIAN LAW	1,2,3,6	Students listen to lectures and read literature. During the exercises, the method of brainstorming and the method of discussing the advantages and disadvantages of certain forms of providing international protection in Croatian law are applied.	In the oral exam, they can define the types of international protection in Croatian law, with special reference to temporary protection. Developed and presented practical work (independent use of computer programs and sources of legal practice)	10 hours
	30.	THE RIGHT TO ASYLUM AND THE PROCEDURE FOR EXERCISE THE RIGHT TO ASYLUM	1,2,3,5	Students listen to lectures and read literature. During the exercises, they individually research the content of this thematic area by searching the database on	In the oral exam, they are able to define the right to asylum, the procedure for determining asylum, as well as the rights and duties of asylum seekers in the Republic of Croatia.	10 hours

				the state of asylum provision in the Republic of Croatia.	Prepared and presented practical work (independent use of computer programs and sources of legal practice).	
	31.	WEAPONS AND EXPLOSIVE SUBSTANCES	2,3,4,6	Students listen to lectures and read literature. During exercises independently or in a group, they analyze method and procedure of obtaining weapons in the Republic of Croatia for personal use.	In the oral exam, they can define the types of weapons, the necessary conditions for obtaining weapons, the procedure for obtaining weapons, and weapons documents. Prepared and presented practical work (independent use of computer programs and sources of legal practice).	10 hours
	32.	POLICE AND TRAFFIC	1,2,3	Students listen to lectures, browse databases and read literature.	In the oral exam, they can define the basic tasks of the police in the application of police powers in road traffic, the extraordinary transport of dangerous substances and the tasks of issuing a driver's license. Prepared and presented practical work (independent use of computer programs and sources of legal practice).	10 hours
	33.	PRIVATE SECURITY JOBS IN THE REPUBLIC OF CROATIA  Concluding considerations  Revision and exam preparation	2,3	Students listen to lectures and read literature. During exercises, independently or in a group, they analyze the way and forms of providing private protection in the Republic of Croatia. In conclusion, they consider the implementation of administrative procedure before the police in the future, especially in the light of digitization and the introduction of e-government.	In the oral exam, they know how to define private security jobs in the Republic of Croatia, as well as the performance of detective work. Prepared and presented practical work (independent use of computer programs and sources of legal practice).	15 hours

### 3. EVALUATION OF STUDENTS' WORK

3.1. Students' obligations

In accordance with the **Regulations on Studying** and the **Regulations on Student Assessment and Evaluation**: for all full-time students' attendance of at least 70%. Part-time students are required to attend classes at least 50%. All students must create, present and have a positively rated seminar paper.

	<p>Students who have achieved during the course:</p> <ul style="list-style-type: none"><li>from 0 - 24,9% ECTS credits- are rated F (unsuccessful) and cannot obtain ECTS credits, and must re-enrol in the next academic year;</li><li>from 25 - 49,9% - are assessed by FX (insufficient) and must pass the written exam (test). Written exam (test) can be held in a regular or extraordinary examination period;</li><li>more than 50% - students have the right to take the final exam.</li></ul> <p>Students can take the final exam in the course in two ways: a) during the course of teaching through continuous monitoring of students (active participation in teaching, preparation and presentation of seminar work and two midterm exams); b) during class (active participation in teaching, preparation and presentation of seminar work) and taking exams (written and oral part of the exam).</p>					
3.2. . Monitoring student work (enter the share of ECTS credits for each activity so that the total number of ECTS points corresponds to the credit score of the course)	Attendance	0,5	Written exam		Project	
	Experimental work		Research		Practical work	1
	Esssay		Report		Continuous examination	
	Colloquium (midterm)		Seminar paper		Other	
	Class activity	0,5	Oral exam	3	Other	
3.3. Student workload	Student workload on all bases for 1 ECTS credit is 30 hours in a semester and is estimated as:					
	<b><i>Obligation</i></b>			<b><i>Hours (estimated)</i></b>		
	4. Attendance			45		
	5. Writing seminar paper and presentation			10		
	6. Preparation for the midterm / exam through self-study			95		
4. ASSESSMENT FORMATION						
4.1. Grading seminar papers	<b>The evaluation element</b>	<b>Unsatisfactory</b>		<b>Satisfactory</b>		<b>Above average</b>
	Organization	The paper is not organized in a logical order and lacks structure.		The paper is well structured with a clear distinction between the introduction, the main body of the text and the conclusion.		The paper is well structured with a clear distinction between the introduction, the main body of the text and the conclusion, which are logically interconnected.
	Terminology, writing style	Words and expressions are not in line with official terminology. The writing style is not appropriate, the sentences		Words and expressions are in line with official terminology. The writing style is appropriate, the sentence structure is		Words and expressions are aligned with official terminology and show an understanding of their meaning. The



		are too long, of a modest vocabulary and with frequent and repeated grammatical errors.	clear, the vocabulary is appropriate and there are few grammatical errors.	writing style is excellent, the sentences are clear and concise, the vocabulary is rich and there are no grammatical errors.	
	Citing and references	The sources are not listed at all. The references do not fit the topic and show a cursory approach to exploring the topic.	The sources are listed but incomplete and with errors. The references are relevant to the topic and show a satisfactory research attitude.	The sources are accurately, completely and consistently listed. The references are appropriate, their list is "rich" and comprehensive and show a detailed research approach.	
4.2. Grading colloquia/ written and oral exam	Unsatisfactory		Satisfactory	Above average	
	Student responds by memory, without a deeper understanding, does not know or apply basic terms and concepts, does not know how to apply or explain the contents of the course with examples.		Student reproduces the basic concepts and without difficulty imparts new knowledge, understands the material, explains the terms and concepts supporting them with examples.	Knowledge is at the level of analysis, synthesis and evaluation. Student observes the principles of law, accurately and thoroughly explains the content of the material, and logically connects and explains the terms and concepts supporting them with examples. Finds solutions that were not originally given and notices correlations with related material.	
4.3. Final grade according to absolute division	Active attendance	70-75% attendance	76-86% attendance	87-100% attendance	Solved case studies
		2 points	4 points	7 points	3 points
	Seminar paper	2	3	4	5
		5 points	7 points	8 points	10 points
	Taking a colloquium/midterm	2	3	4	5
		50-64,9%	65-79,9%	80-89,9%	90-100%
		25 points	30 points	35 points	40 points
	Oral exam	2	3	5	5
25 points		30 points	35 points	40 points	
4.4. Final grade according to absolute division	Percentage of acquired knowledge, skills and competences (teaching + final exam)	Numerical grade	ECTS grade		
	90 – 100%	5 (excellent)	A		
	80 – 89,9%	4 (very good)	B		

	65 – 79,9%	3 (good)	C		
	60 – 64,9%	2 (satisfactory)	D		
	50 – 59,9%	2 (satisfactory)	E		
5. ADDITIONAL COURSE INFORMATION					
5.1. Compulsory literature (available in the library and via other media)	Title			Number of copies in the library	Availability via other media
	1. Stančić, F., Policijsko upravno pravo, Narodne novine, Zagreb, 2015.			5	
	2. Law on polic 3. Law on police duties and powers 4. Law on state border control 5. Immigration law 6. Law on the acquisition and possession of weapons by citizens 7. Law on Croatian citizenship 8. Residence law 9. Law on private protection 10. Law on identity card 11. Law on travel documents of Croatian citizens				
5.2. Additional literature (at the moment of changes and/or amended of study programme)					
5.3. Quality assurance methods that ensure the acquisition of knowledge, skills and competences	The control of students' work quality and the acquisition of necessary knowledge and skills will be ensured through interactive work. By keeping track of attendance and student activity during classes and provided information on students` progress through short colloquiums and homework, information for further guidance to students will be provided in order to increase the efficiency of their work. Students will be informed about their rights and obligations as well as the methods of work and the required literature. Indicators of quality assurance system: Student survey, monitoring of annual data from the Croatian employment service on the annual state of student employment, surveys from employers and Alumni association.				
5.4. . Informing about the course and contacting the teacher	It is the responsibility of each student to be regularly informed about the course, the coursework, and the classroom activities. All notices of classes or possible adjournment will be published in a timely manner on the e-learning site of the course and on the website of the Polytechnic. Students can contact teachers during the consultation period (at least one hour per week), while for short questions and explanations they can be contacted during class. It is also possible to ask questions by e-mail (from the official e-mail address at @ vus.hr), which will be answered as soon as possible (no later than five working days after receiving the e-mail).				

1. GENERAL INFORMATION ABOUT THE SUBJECT			
1.1. Title	<b>Criminal law of civil servants</b>	1.8. ISVU course code	
1.2. Lecturer	Marko Spahija, lecturer	1.9. MOZVAG course code	
1.3. Assistants and/or associates	None	1.10. Forms of teaching (number of hours Lecturing + Practical exercises + Seminars + e learning)	(30+0+15+0)
1.4. Study programme (specialist, undergraduate, graduate)	graduate	1.11. Level of e- learning application (1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup> level), percentage of on line course performance (max. 20%)	1 <sup>st</sup> – materials available On-line, 0%
1.5. Course status (obligatory, optional)	optional	1.12. Number of course revisions	1.
1.6. Study year	2 <sup>st</sup>	1.13. Modernization	<input checked="" type="checkbox"/> yes <input type="checkbox"/> no
1.7. Credit score (ECTS)	5	1.14. 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 course is to introduce students of graduate administrative studies to the basics of criminal law and the influence of criminal and misdemeanor law on the liability of civil servants and employees of local and regional self-government units for punishable acts.</p>

2.2. Terms of course entry and required competences	Admission requirements for the 2nd year of study	
2.3. . Learning outcomes on the study programme level	IU 1, IU 9, IU 16, IU 17	
2.4. Expected learning outcomes on the course level	<b>Learning outcomes</b> towards Bloom's taxonomy:(up to two verbs per LO)	<b>LO Level:</b> 13. <i>Recapture</i> , 14. <i>Understanding</i> , 15. <i>Application</i> , 16. <i>Analysis</i> , 17. <i>Evaluation</i> , 18. <i>Synthesis</i>
	Analyze the basic concepts of criminal law and civil service law	4, 6
	Critically assess the criminal liability of civil servants in state bodies and bodies of local and regional self-government units	6
	Justify the application of the principle of criminal liability of civil servants	5, 6
	Analyze individual civil servant criminal acts through an assessment of case law and comparison with other forms of civil servant liability	5
	Review the disciplinary liability of civil servants	6

2.5. Course content according to detailed curriculum schedule	<b>Constructive alignment</b>					
	<b>No:</b>	<b>Thematic ensemble / Lecture Topic</b>	<b>Course LO</b>	<b>Content / Teaching Method</b>	<b>Evaluation</b>	<b>Time needed</b>
	34.	Introduction to the course and detailed implementation plan of the course	1	They are listening to a lecture. During exercises, they become familiar with the content of the course and documents through independent work.	-	4 hours
	35.	Introduction to criminal law, the concept of civil service law, the connection between criminal and	1, 2, 3, 4, 5	They listen to the lecture, read the literature, connect the legal provisions	In the preliminary exam or written/oral exam, they define the concept of official criminal law and the responsibility of officials for punishable acts	20 hours

		civil service law, civil service liability for criminal offenses				
	36.	General part of criminal law - criminal offense, classification of criminal offenses, principles, place and time of commission of a criminal offense, manner of commission of a criminal offense	1,2,3,5	They listen to lectures and read literature. They learn about general concepts of criminal law, analyze court practice and draw conclusions based on examples from practice	In the preliminary exam or written/oral exam, they know the concept of a criminal offense, the classification of criminal offenses, indefinite values as a legal characteristic of a criminal offense, the principle of legality, the principle of application of a more lenient law and the temporal validity of the law, the place, time and manner of committing a criminal offense	20
	37.	General part of criminal law - essence of a criminal offense, exclusion of illegality (necessary defense, extreme necessity, insignificant offense, special part of the Criminal Code), guilt	1,2,3,5	They listen to lectures and read literature. They learn about general concepts of criminal law, analyze court practice and draw conclusions based on examples from practice	In the preliminary exam or written/oral exam, they know the reasons for excluding illegality, they know how to explain the concepts of necessary defense, extreme necessity and trivial offense, they know the content of guilt, degrees of responsibility, forms of guilt, misconceptions in criminal law	20
	38.	General part of criminal law - stages of commission of a criminal offense, concurrence of criminal offenses, participation, causation	1,2,3,5	They listen to lectures and read literature. They learn about general concepts of criminal law, analyze court practice and draw conclusions based on examples from practice	In the preliminary exam or written/oral exam, they know how to distinguish between the stages of committing a criminal offense, they recognize the concept of concurrence of criminal offenses and prolonged criminal offense as well as causality, they know how to distinguish between participants in a criminal offense	20
	39.	General part of criminal law - criminal sanctions, penalties and punishment, security measures, special criminal measures, statute of limitations, legal consequences of conviction, rehabilitation and criminal records	1,2,3,5	They listen to lectures and read literature. They learn about general concepts of criminal law, analyze court practice and draw conclusions based on examples from practice	In the preliminary exam or written/oral exam, they know the types of criminal sanctions and the purpose of punishment. They know the method of sentencing, as well as the concept of community service, suspended sentences and partial suspended sentences. They know the types of special obligations and security measures, the method of confiscating property gains and confiscating objects. They know the concept and deadlines for the statute of limitations for criminal prosecution and the statute of limitations for the execution of a sentence, as well as the legal consequences of a conviction.	20
	40.	Special part of criminal law with emphasis on the concept and characteristics of civil service criminal offenses (criminal offenses against official duty, embezzlement	1,2,3,4, 6	They listen to the lecture and read the literature. They become familiar with the essential characteristics of certain criminal acts, analyze examples from practice and draw conclusions about the type of criminal act for certain behaviors	In a preliminary or written/oral exam, they can list official criminal offenses and their characteristics	20
	41.	Misdemeanor liability of civil servants and civil service liability for	2,3,4,6	They listen to the lecture and read the literature. They become familiar with the essential characteristics of certain	In the preliminary exam or written/oral exam, they know the connection between the misdemeanor and disciplinary liability of officials, they know how to	20

		misdemeanors in accordance with the Civil Servants Act and employees in local and regional self-government		misdemeanor acts, analyze examples from practice and become familiar with the misdemeanor liability of officials	list the misdemeanors prescribed by the Law on Civil Servants and Employees in Local (Regional) Self-Government	
	42.	Disciplinary liability of civil servants	2,3,4, 5, 6	They listen to the lecture and read the literature. They become familiar with the disciplinary acts of civil servants, the procedure for disciplinary acts and penalties in disciplinary proceedings, as well as the impact of disciplinary liability on criminal and misdemeanor liability	In the preliminary exam or written/oral exam, they know the types of disciplinary actions, disciplinary procedure and prescribed penalties	18
	43.	Disciplinary liability of civil servants in local and regional self-government bodies	2,3,4,5,6	They listen to the lecture and read the literature. They become familiar with the disciplinary acts of civil servants in local and regional self-government bodies, the procedure for disciplinary acts and penalties in disciplinary proceedings, as well as the impact of disciplinary liability on criminal and misdemeanor liability	In the preliminary exam or written/oral exam, they know the types of disciplinary actions, disciplinary procedure and prescribed penalties	18 hours
	44.					
	45.					
	46.					
	47.					
	48.					

### 3. EVALUATION OF STUDENT WORK

3.1. Students` obligations	<p>In accordance with the Book of Rules and the Rulebook on Student Assessment and Evaluation: for all regular students attend at least 70% attendance. Part-time students have the obligation to attend at least 50% of lectures. All students must create, present and positively colloquy seminar paper.</p> <p>Students who have during the course achieved:</p> <ul style="list-style-type: none"> <li>From 0 – 24,9% ECTS credits- is rated F (unsuccessful) and cannot get ECTS credits and must re-enrol the subject in the next academic year;</li> <li>From 25 – 49,9% ECTS credits - is rated FX (inadequate) and has to come out and pass the test (exam). A written exam can be held in a regular or extraordinary exam period;</li> <li>More than 50% ECTS credits - students have the right to access the final exam of the subject.</li> </ul> <p>Students can pass the final exam in two ways: a) during the course through continuous student attendance (active participation in the lessons, making and presenting the seminar paper, passing two colloquia); b) during the course (active participation in the lessons, creating and presenting the seminar) and passing the exam (written and oral exam).</p>
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3.2. Monitoring student work (enter the share of ECTS credits for each activity so that the total number of ECTS points corresponds to the credit score of the course)	Attendance	1	Written exam	2	Project	
	Experimental work		Research		Practical work	1
	Essay		Report		Continuous examination	
	Colloquium		Seminar/approach paper		Other (inscribe)	
	Class activities		Oral exam	2	Other (inscribe)	
3.3. Student workload	The student's workload on all bases amounts to 1 ECTS point for 30 hours of work per semester and is estimated as:					
	<i>Commitment</i>			<i>Hours (estimate)</i>		
	7. Attending classes			45		
	8. Creating and Presenting seminar paper			30		
	9. Preparation for the Colloquium / exam through self-study			75		
4. GRADING						
4.1. Seminar paper grading	Valuation Element	Poor		Satisfying		Above average
	Organization	The paper is not organized in a logical order and its structure is lacking.		The paper is well structured with a clear distinction between the introduction, the main part of the text and the conclusion.		The paper is well-structured with a clear distinction between the introduction, the main part of the text and the conclusions that are perfectly logically linked to one another
	Terminology, writing style	Words and phrases are low harmonized with official terminology. Writing style is not appropriate, sentences are too long, modest vocabulary, and frequent and repeated grammatical mistakes.		Words and phrases are aligned with official terminology. The writing style is appropriate, the sentence structure is clear, the vocabulary is appropriate and has little grammatical errors.		Words and phrases are aligned with official terminology and show an understanding of their meaning. The writing style is excellent, the sentences are clear and concise, the vocabulary is rich and there are no grammatical errors.
	Quoting and referencing	Sources are not specified at all. The references do not match the topic and show a superficial approach to the research topic.		Sources are listed, but incomplete and with errors. The references are appropriate for the subject and show a satisfactory research attitude.		Sources are accurate, complete and consistent. The references are appropriate, their list is "rich" and comprehensive and shows a robust research approach.
4.2. Colloquium / exam grading	Poor		Satisfying		Above average	
	Give answer by memory, no deeper understanding. Does not know and does not apply the basic terms and concepts. Cannot apply or explain the contents of the course.		Reproduces basic terms, without difficulty transfers new knowledge, understands subject matter, explains the terms and the notions that substantiate by examples.		Knowledge is at the level of analysis, synthesis and evaluation. It observes legitimacy, accurately and thoroughly explains the content of the subject, and logically links and explains the terms and concepts that it encapsulates. Find solutions that are not	

					originally given. There is a correlation with correlative subjects.				
4.3. Creating a final grade according to evaluation elements	Active participation in the lessons	70-76% of attendance		77-84% of attendance		85-92% of attendance		93-100% of attendance	
		2 points		3 points		4 points		5 points	
	Seminar/approach paper	2		3		4		5	
		10 points		15 points		20 points		25 points	
	Written exam	2		3		4		5	
		15 points		20 points		25 points		30 points	
	Oral exam	2		3		5		5	
		25 points		30 points		35 points		40 points	
4.4. Creating a final grade according to absolute allocation		Percentage of adopted knowledge, skills and competences (teaching + final exam)		Numerous grade		ECTS grade			
		90 – 100%		5 (excellent)		A			
		80 – 89,9%		4 (very good)		B			
		65 – 79,9%		3 (good)		C			
		60 – 64,9%		2 (sufficient)		D			
		50 – 59,9%		2 (sufficient)		E			
5. ADDITIONAL INFORMATION ABOUT THE COURSE									
5.1. Compulsory literature (available in the library and through other media)	Title					Number of copies in the library		Availability via other media	
	Kurtović Mišić, A., Krstulović Dragičević, A., Kazneno pravo (temeljni pojmovi i instituti), Udžbenici sveučilišta u Splitu, 2014.					5		e- learning on line	
	Kazneni zakon								
	Zakon o državnim službenicima								
	Zakon o službenicima i namještenicima u lokalnoj i područnoj (regionalnoj) samoupravi								
5.2. Additional literature (at the moment of changes and/or amended of study programme)	Cvitanović, L. et al., Kazneno pravo: posebni dio, Pravni fakultet Sveučilišta u Zagrebu, Zagreb, 2018.					2		e- learning on line	
	Prekršajni zakon								
	Zakon o kaznenom postupku								



<p>5.3. Quality assurance methods that ensure the acquisition of knowledge, skills and competences</p>	<p>Monitoring the quality of the teaching process, which ensures the necessary skills, will be carried out through the active participation of students in classes, the application of what has been learned during practical work on a concrete example of solving the problem of non-compliance of the quality management system in the public sector, and the implementation of written and oral exams.</p> <p>Conducting student surveys on student satisfaction with the manner and methods of course delivery.</p>
<p>5.4. information on the course and contact with the teacher</p>	<p>It is obligatory for every student to regularly inform about the course, teaching and teaching activities. All information about teaching or any delay in teaching will be published on the e-learning pages of the course and on the web pages of the Polytechnic. Students can contact the teachers during the consultation term (at least one hour per week), while brief questions and explanations can be addressed during classes. It is possible to ask questions by e-mail (from the official e-mail address from the domain @ vus.hr) that will be answered in a short time.</p>

## 1. GENERAL INFORMATION ON THE CASE

1.1. Subject name	<b>PROFESSIONAL PRACTICE</b>	1.8. Course Code in the ISVU	
1.2. Case holders	Alen Lalić,lec.t	1.9. MOZVAG College Code	
1.3. Colleagues	No	1.10. Method of teaching (number of hours P + V + S + e-learning)	
1.4. Study programme (professional, specialist graduate professional study)	<b>Professional graduate studies Administrative studies</b>	1.11. Level of application of e-learning (level 1, 2, 3), Percentage of courses conducted online (max 20%)	tier 1 – materials available online, 0%
1.5. College status (O, I)	Mandatory	1.12. Sequence number of amendments and/or supplements to the college description	
1.6. Year of study	2nd study year	1.13. Modernisation	Yes.
1.7. Point value (ECTS)	15	1.14. Assessment of the percentage of amendments and/or supplements college programmes	Less than 20% <input checked="" type="checkbox"/> x More than 20% <input type="checkbox"/>

## 2. COURSE DESCRIPTION

2.1. Objectives of the college	<b>The basic goal of the course is to introduce students to practical work in public law bodies. The aim is to train students to understand the structure of public bodies, how they function and work. Thanks to previously acquired theoretical knowledge and practical teaching, students are trained to work in public administration and in the jobs of a professional specialist in public administration.</b>	
2.2. Conditions for admission of the college and the input competences required for the college	Enrolled in the 4th semester.	
2.3. Learning outcomes at programme level to which the college contributes	Analyse the position of state administration in the political and administrative system and the public administration system in Croatia and the relationship between public authorities and public services.	
	Distinguish between categories of staff employed by the Croatian State Administration and their different roles	
	Apply acquired basic knowledge of the administrative act to the activities of state administration bodies, propose the adoption of administrative acts, and compare institutes of general administrative procedure with institutes of special administrative and other procedures	
	Analyse the legal provisions governing specific administrative procedures as well as judicial review of individual and general acts	
2.4. Expected learning outcomes at college level (4-10 learning outcomes)	<b>Learning outcomes</b> according to Bloom taxonomy: <i>(up to two verbs per IU)</i>	Level IU: 1 - a memory, 2 - Understanding , 3 - use, 4-analysis, 5-evaluation, 6-synthesis
	<b>Analyse the</b> organisation of a body governed by public law and <b>evaluate the</b> importance of such organisation.	4,6
	<b>Classify</b> the activities of a public law body.	5

	<b>Select</b> the relevant legal Regulation to carry out a specific action.					6
	<b>Assess the</b> effectiveness of the administrative procedures at first instance.					6
	<b>Propose</b> legal protection in an administrative procedure and in an administrative dispute.					6
	<b>Justify</b> the necessary competencies of officials in public law bodies for performing administrative tasks.					6
	<b>Propose</b> modalities for efficient public service delivery.					6
2.5. Content of the course elaborated in detail according to the lesson hourly rate	<b>Constructive alignment</b>					
	<b>R.B.I.</b>	<b>Thematic Unit</b>	<b>And in the course</b>	<b>Content/method of teaching</b>	<b>Valuation</b>	<b>Required time</b>
		Performance of professional practice.	1-7	Students become acquainted with the structure and scope of the public legal body, the legal regulations relevant to its work, the tasks it performs within its scope, and in particular the administrative tasks, administrative procedure and adoption of the administrative act, and the tasks performed by the bachelors of the public administration. Students also get acquainted with the competence of the official to perform administrative tasks, the manner of providing public services, the attitude of the public law body towards citizens and other relevant aspects of the public law body. All appropriate teaching methods are used in this heart.	A journal of professional practice was prepared and presented.	450

<b>3. EVALUATION OF STUDENT WORK</b>						
3.1. Obligations of the student	<p>The obligations of students of polytechnics in performing professional practice as well as the conditions and manner of conducting professional practice in professional studies of polytechnics in Sibenik are laid down in the Ordinance on professional practice. This point also describes it in a concise form. Students are obliged to carry out professional practice. The student performs professional practice in a public law body determined by the holder of the course. In order for a student to be accepted for professional practice, the holder of the course signs a referral for professional practice (Annex 2 of the Ordinance on professional practice). The professional practice is conducted under the supervision of an authorised person. During the performance of the professional practice, the student is obliged to perform the tasks and tasks entrusted to him conscientiously and honestly, and is obliged to comply with the legal regulations of the legal entity in which he performs the practice, to comply with the prescribed occupational safety measures, work obligations and safety measures, and to preserve the property of the legal entity in which he performs the professional practice and to ensure that his conduct or her does not harm the legal entity and the Polytechnic. During the performance of the professional practice, the student draws up a journal of professional practice (Annex 4 of the Ordinance on professional practice). Upon completion of the professional practice, the mentor shall sign it. After successfully completed professional practice, the authorised person in the legal entity in which the student performs the practice signs and certifies to the student a certificate of completed professional practice (Annex 5 of the Ordinance on professional practice) in his part of the certificate. The student shall submit the journal of professional practice and the certificate of professional practice to the lecturer immediately upon completion of the professional practice, and at the latest by the end of the current academic year. If the holder of the course of Professional practice accepts the journal of Professional practice, he shall enter the index “satisfied” in the certificate of completed professional practice. If the holder of the course Professional practice does not accept the journal of Professional practice, he shall enter “not satisfied” in the certificate of completed professional practice and the student shall re-enter the course Professional practice in the next academic year.</p> <p>The exercise of professional practice shall be terminated where there are reasonable grounds and shall continue when such grounds cease to exist. The student or mentor shall be informed of the existence or termination of the same college holders immediately upon their occurrence or upon becoming aware of the existence of such reasons.</p> <p>A student may be recognised as a course of Professional practice if he or she is working or has worked on tasks which, in terms of content and complexity, correspond to the intended practice. In order for the College of Professional practice to be recognised as a student, a written <i>application for recognition of a professional practice</i> (Annex 3 of the Ordinance on Professional practice) and a certificate from the legal entity with which he or she</p>					

	works should be submitted to the College holder in the semester in which he or she is required to perform the professional practice. The certificate shall contain the job title, a detailed description of the job title and the start date as well as the end date of the work if the employment relationship has ceased. The recognition of professional practice shall be decided by the holder of the college.					
3.2. Monitoring student performance (enter the share of ECTS credits for each activity so that the total number of ECTS credits corresponds to the percentage value of the course)	Attendance		Written exam		Project	
	Experimental work		Research		Practical work	
	Essay		Referral		Continuous verification	
	Colloquiums		Seminar work		Execution of a professional bang	12 ECTS
	Teaching activities		Oral exam		Writing of journals of professional practice	3 ECTS
3.3. Student workload	The workload of a student on all grounds is 1 ECTS point 30 hours in the semester and is estimated as:					
	<b>Appointment</b>			<b>Hours (estimate)</b>		
	Attending a practice			360		
	Writing of journals of professional practice			90		
	Total			450		
<b>4. FORM RATING</b>						
4.1. Evaluation of seminar work	/					
4.2. Assessment of the colloquium/written and oral part of the examination	/					
4.3. Preparation of final evaluation according to evaluation elements	No grades. Professional practice is assessed descriptively (“satisfied” or “not satisfied”).					
4.4. Forming a final score based on absolute distribution	/					

## 5. MORE INFORMATION ABOUT THE SUBJECT

5.1. Mandatory literature (available in the library and via other media)	Title	Number of copies in the Library	Accessibility via other media
5.2. Supplementary literature (at the time of application for amendments to the study programme)	Legal regulations and literature of undergraduate professional study Administrative study. Legal provisions relevant to the operation of a public body.		
5.3. Quality monitoring methods ensuring the acquisition of exit knowledge, skills and competences	Quality control of student work and acquisition of necessary knowledge and skills will be ensured through interactive work. Keeping a record of students' attendance and activity in teaching and the information obtained on student progress through the colloquium will provide information necessary for further guidance to students in order to increase the efficiency of their work. Students will be informed of their rights and obligations, working methods and necessary literature. Indicators of quality assurance system: student survey, monitoring of annual data with HZZZ on the annual employment status of students, employer survey and Alumni association.		
5.4. Providing of information relating to colleges and contact with teachers	It is the obligation of every student to be regularly informed about the course, the course and the teaching activities. All notices on the holding of classes or the possible postponement of classes will be published in a timely manner on the e-learning pages of the course and on the website of the Polytechnic. Students can contact teachers during the consultation period (at least one hour a week), while short questions and explanations can be addressed during classes. You can also ask questions by e-mail (from the official e-mail address at @vus. hr), which will be answered as soon as possible (no later than five working days from the receipt of the e-mail).		

<b>General information</b>		
Case holder	<b>Mentor</b>	
Subject name	MASTER'S THESIS	
Study programme	Professional graduate studies Administrative studies	
Status of the subject	Mandatory	
Year	II-I	
Point value and method of teaching	ECTS student load coefficient	15
	Number of hours	
<b>COURSE DESCRIPTION</b>		
Objectives of the case		
<p>The aim is to: professional, with the help of mentors, to process the selected topic, where the acquired theoretical and practical knowledge, as well as the ability to serve current domestic and foreign literature, as well as to search various databases on the Internet, are expressed. By the activity in preparing, elaborating and writing the master paper, the student expands his knowledge from the curriculum of the selected subject, which enables the student to prepare similar studies, studies and projects in direct practice. The choice of the topic of the final work would preferably be linked to the professional administrative practice itself.</p>		
Conditions for registering the case		
All examinations, professional administrative practice and other obligations provided for in the study plan and programme have been completed.		
Expected learning outcomes for the subject		
<p>The student will be able to:</p> <ul style="list-style-type: none"> <li>• analyse the professionally theoretical and practically selected topic</li> <li>• write the paper according to appropriate standards;</li> <li>• demonstrate your work</li> <li>• argue your point of view</li> </ul>		
Content of the case		
<p>The topic of the master thesis should be in the field of one of the subjects of a specialist graduate professional study. The minimum volume of written work shall be 40 pages. The master thesis should include an introduction defining the objectives of the method and the content of the work. The second part should include a theoretical approach to work based on the</p>		



consultation of selected literature from domestic and foreign sources in accordance with the consultation with the mentor, as a basis for processing the selected specific topic. Based on theoretical processing, a practical part of the paper is written in which the selected specific topic is elaborated in detail. In the final part or conclusion, a summary review of the discussed topic is given. Here is a list of literature and sources and a list of tables, charts, and illustrations. The work shall be adequately technically processed in accordance with the Ordinance on final work. After acceptance of the written work by the mentor, the mentor undergoes a defence procedure before a three-member Commission appointed by the study director.							
Classes runtime types					lectures seminars and workshops exercises distance learning field instruction		autonomous tasks multimedia and networks laboratory mentoring other _____
Comments							
Obligations of students							
Students are required to attend mentoring meetings							
Monitoring the work of students							
Attending a practice				Written work of the master thesis	50%	Experimental work	
Written exam or 2 colloquiums		Oral presentation and the defense of work	50%	Essay		Research	
Project		Continuous knowledge verification		Referral		Practical work	
Portfolio							

## 8. LIST OF COURSES TAKEN WHOLE OR IN PART IN ENGLISH

<b>Course</b>	<b>Professor</b>	<b>Lecturing</b>	<b>PE</b>	<b>ECTS</b>
European integrations and institutions of the European Union	Lj. Runjić/M. D. Burić	3	1	5
Good Governance	A. Lalić	3	1	5
Protection of human rights	S. Veštić Mirčeta	3	1	5
Law of international organizations	Lj. Runjić/M. D. Burić	3	1	5
Management of companies	D. Zlatović	3	1	5
E-governance	I. Rančić	3	1	5
Environmental Law	A. Lalić	2	1	5
English for public administration	I. Bratić	2		3

## **9. OBJECTIVES OF THE STUDY PROGRAM**

The goal of this study program is the qualitative improvement of experts for work in the field of public administration and in the public sector in general by introducing new additional knowledge and skills through specialization.

The foundation of modern public administration is a well-educated and competent staff. Analysis of data from the Register of Employees in the Public Sector reveals that the current level of professional education of employees in the public administration of the Republic of Croatia does not correspond to the needs and tasks of the Croatian public administration, that is, that the existing structure of employees cannot fully respond to the demands placed on modern public administration.

Precisely for this reason, it is necessary to approach the education of those personnel whose level of education, as well as the competences resulting from it, will correspond to the needs and tasks of public administration in Croatia. This was also recognized by the Croatian Parliament, which on June 12, 2015 adopted the Strategy for the Development of Public Administration for 2015-2020. Among other things, this Strategy proposes the introduction of competence standards - general and specific, through which a higher level of professionalization of public administration will be achieved. Accordingly, the competencies that the student acquires upon completion of the program of this specialist graduate professional study can be divided into general and specific. General competences are a set of knowledge, skills and independence and responsibility with wide application in various activities, which enables flexible adaptation to the requirements of various highly specialized jobs, while specific competencies are characteristic of public administration specialists, i.e. they are necessary for performing highly specialized jobs in public administration.

## 10. COMPETENCES

General competencies are:

- ☐ information management skills (ability to collect information from different sources)
- ☐ ability to analyze, synthesize and evaluate
- ☐ oral and written business communication in the mother tongue and at least one foreign language
- ☐ ability to use information and communication technologies
- ☐ ability to solve more demanding problems
- ☐ the ability to make independent decisions
- ☐ critical and self-critical abilities
- ☐ ability to work in interdisciplinary teams
- ☐ public speaking skills
- ☐ ethical behavior in an intercultural environment
- ☐ the ability to think creatively
- ☐ ability to apply knowledge in practice
- ☐ research skills
- ☐ lifelong learning ability
- ☐ ability to adapt to new situations
- ☐ planning and project management
- ☐ management and organizational skills.

Specific competencies are:

- ☐ analysis and evaluation of comparative public administration
- ☐ the ability to detect problems in public administration
- ☐ the ability to independently solve more demanding problems in public administration
- ☐ the ability to critically evaluate the functioning of the state administration, local and regional self-government units, public services and other bodies that have public powers
- ☐ the ability to think about the values of ethical work
- ☐ ability to master different methods and techniques of development and implementation of IT systems in public administration
- ☐ the ability to apply acquired knowledge and skills from administrative law, public administration and management in state administration, local and regional (regional) self-government, public services, judicial and other public bodies, non-governmental organizations, etc.
- ☐ mastering strategic planning and management in public administration
- ☐ ability to manage business systems in the public sector
- ☐ the ability to master the instruments, mechanisms and institutions of public finance for the implementation of economic policy
- ☐ ability to manage EU projects
- ☐ drafting and interpretation of normative regulations in public administration
- ☐ knowledge of the rules of special administrative procedures
- ☐ understanding the functioning of national parliaments
- ☐ understanding the interdependence of economic events, social institutions and political decisions
- ☐ understanding and evaluation of human rights protection at the national, European and international level

- ☐ understanding and evaluation of the functioning of public administration within the framework of the European Administrative Area
- ☐ understanding of diplomatic and consular relations in the context of contemporary international relations
- ☐ understanding of complex tax procedures.

Upon completion of the specialized graduate professional study Administrative study, participants acquire basic theoretical, methodological and applied knowledge in the field of law, branches of administrative law, as well as in the field of economics, information technology, communication sciences, ethics and foreign languages. The participants also adopt tools and methods with which they can permanently seek new knowledge and train skills even after completing the specialist graduate professional study. Students will be encouraged to take responsibility throughout their studies, especially for the obligations of completing the assigned tasks during independent work in solving teaching tasks. At the same time, students will build the competencies of independent management, execution of assigned tasks and critical review of their work.

## **11. LEARNING OUTCOMES OF THE STUDY PROGRAM**

1. Connect the basic concepts of different branches of law and generalize the issues of work in public administration
2. To identify contemporary administrative doctrines and their influence on the convergence of administrative systems in the world.
3. Distinguish public policies in Croatia and compare them with public policies in other countries
4. Analyze the position of the state administration in the political-administrative system and public administration system in Croatia and the relationship between public authority and public services.
5. Choose methods and instruments of public management that are suitable for application in certain parts of public administration and the public sector in Croatia
6. Differentiate between the categories of personnel employed in the Croatian state administration and their different roles
7. To assess the effectiveness of various mechanisms of supervision over the state administration
8. Analyze the process of organizing a complete e-government service
9. Sketch and interpret different forms and methods on which the relations between citizens and administration are based
10. Evaluate the impact of various social, political and economic circumstances on the organization, operation and financing of local public services.
11. Propose measures to strengthen the capacity of territorial self-government units and other relevant actors to participate in the decentralization process
12. Apply the provisions of the current regulations on the prevention of corruption and conflicts of interest, violations of official duties and unethical behavior of officials and public servants
13. Identify the principles of application of European administrative law in EU member states and apply knowledge of judicial protection of rights arising from Union law, and compare the advantages and disadvantages of administrative law in Croatia with the administrative law of the European Union;
14. Apply the acquired basic knowledge about administrative acts to the actions of state administration bodies, propose adoption of administrative acts, and compare institutes of general administrative procedure with institutes of special administrative and other procedures

15. Propose and design the establishment of individual non-profit organizations and valorize the way state and public administration act in the context of the protection of fundamental rights at the general level and those related to the non-profit sector.
16. Analyze legal provisions regulating special administrative procedures as well as judicial supervision over individual and general acts,
17. Evaluate the existing system of state administration and public services in Croatia and predict the future development of the national administrative system at different levels

**UNIVERSITY OF APPLIED SCIENCES ŠIBENIK**

**Dean**

Ph.D. Ljubo Runjić, prof.

Šibenik, July 7, 2025.