



Šibenik University of Applied Sciences

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Erasmus+

DEPARTMENT OF ADMINISTRATIVE STUDIES

PROFESSIONAL GRADUATE STUDY ADMINISTRATIVE STUDIES

Erasmus+ Course Catalogue

Academic year 2025-2026

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Contents

Course list.....	3
Full Course Curriculums	4
European integrations and institutions of the European Union	5
Good Governance.....	12
Protection of human rights	20
Law of international organizations.....	27
Management of companies.....	28
Ethics in public service.....	29
E-governance.....	34
Intellectual property and information systems	35
Environmental Law	42
English for public administration	49
Fundamentals of scientific and professional work	54
E-government	61

Course list

Course	Professor	Lecturing	PE	ECTS
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
Ethics in public service	G. Lugović	3	1	5
E-governance	I. Rančić	3	1	5
Intellectual property and information systems	D. Zlatović	3	1	5
Environmental Law	A. Lalić	3	1	5
English for public administration	I. Bratić	2		3
Fundamentals of scientific and professional work	G. Lugović	2	1	3
E-government	I. Rančić	3	1	5

Full Course Curriculums

European integrations and institutions of the European Union

1. GENERAL COURSE INFORMATION			
1.1. Course title	EUROPEAN INTEGRATIONS AND INSTITUTIONS OF 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 st , 2 nd , 3 rd level), percentage of on line course performance (max. 20%)	1 st , 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 st	1.13. 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	Learning outcomes according to the Bloom`s taxonomy: (up to two verbs per LO)		Level of LO: 1- remembering, 2- understanding, 3- application, 4-analysis, 5-evaluation, 6-synthesis
	1. Analyze the historical, political, economic and diplomatic context of European integration.		4
	2. Distinguish the main directions of European integration.		4
	3. Show the spread of European integration		5
	4. Comment on the legal nature of the European Union		4
	5. Assess the further course of development of European integration processes		6
	6. Explain the institutional structure of the European Union		5
	7. Identify the rights and powers of the institutions of the European Union		4
	8. Evaluate the effect of European law on the Croatian national legal order		5
	9.		

2.5. Course content according to detailed curriculum schedule	Constructive allignment					
	no	Thematic unit	LO of the course	Content/teaching methods	Evaluation	Time
	1.	Introduction to the course and a detailed teaching plan	-	Listen to a lecture and get to know the course content and	-	3h

				documents on the e-learning course page by working independently on a computer.		
		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
	2.	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
	3.	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
	4.	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
	5.	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
	6.	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
	7.	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
	8.	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	At the colloquium or the written / oral exam students can demonstrate the spread of European integration.	15h

				individual countries into the European Union using practical examples.		
	9.	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
	10.	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
	11.	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
	12.	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"> from 0 - 24,9% ECTS credits- are rated F (unsuccessful) and cannot obtain ECTS credits, and must re-enroll in the next academic year; from 25 - 49,9% - are assessed by FX (insufficient) and must pass the written exam (test). Written exam (test) can be held in a regular or extraordinary exam period; more than 50% - students have the right to take the final exam. <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: 1. Attending classes and exercises 60 hours 2. 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 how to apply or explain the contents of the	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			

	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. Ćapeta, T., Goldner Lang, I., Perišin, T., Rodin, S.,(ur.), Prethodni postupak u pravu Europske unije – suradnja nacionalnih sudova s Europskim sudom, Zagreb, Narodne novine, 2011.					1			
	2. Ćapeta, 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., Ćapeta 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>		

Good Governance

1. GENERAL INFORMATION ON THE CASE			
1.1. Name of object	GOOD GOVERNANCE	1.8. College code in ISVU	
1.2. Case holders	Alen Lalic, lect.	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)	Specialist graduate professional study programme	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)	Learning outcomes according to Bloom's taxonomy: <i>(up to two verbs per IU)</i>	
	10. Analyze the historical development of administrative doctrines from classical to contemporary administrative doctrines	IU level: 1- remembrance, 2- understanding, 3- application, 4-analysis, 5-valuation, 6-synthesis 4
	11. Understand the most important and important processes in the doctrine of good governance	2
	12. Evaluate the pros and cons of good governance	5
	13. Apply good governance models from EU law to the right of the Republic of Croatia	3
	14. Compare models and instruments of good governance in the Republic of Croatia	4
	15. analyze and synthesize administrative reforms based on the use of modern methods and instruments of good governance applicable in Croatian public administration and the public sector	6
	16. Critically 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	Constructive alignment					
	r.br.	Thematic unit	IU College	Teaching content/method	Evaluation	Time required
	13.	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
	14.	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				
	15.	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
	16.	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
	17.	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
	18.	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 governance in the Republic of	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 administration in the Republic of	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

		Croatia		Croatia		
	19.	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
	20.	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
	21.	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
	22.	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
	23.	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
	24.	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
	25.	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	3 hours

					public administration with the synthesis of proposals for better control of public administration by citizens.	
	26.	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
	27.	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		75			

		self-study			
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			
5.1. Compulsory literature (available in the library and through other media)	<p>Vukojić 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. https://doi.org/10.31141/zrpf.2016.53.119.105</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 Pečuh & Faculty of Law University J.J.Strossmayer in Osijek, Pečuh-Osijek, 2011.</p>	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)	<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, Constitutional Changes of the Republic of Croatia and European Union, 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>

Protection of human rights

GENERAL COURSE INFORMATION			
1.1. Course title	Protection of human rights	1.8. Course code in ISVU	
1.2. Course lecturer	Sanja Veštić Mirčeta, lecturer	1.9. Course code in MOZVAG	
1.3. Assistants and/or associates		1.10. Forms of teaching (number of hours Lecturing + Practical exercises + Seminars + e learning)	30+15+0
1.4. Study programme (specialist, undergraduate, graduate)	Professional graduate study Administrative Study	1.11. Level of e- learning application (1 st , 2 nd , 3 rd 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.)	1.14. 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	Learning outcomes according to the Bloom`s taxonomy: (up to two verbs per LO)		Level of LO: 1- remembering, 2- understanding, 3- application, 4-analysis, 5-evaluation, 6-synthesis
	17. To explain concept of human rights and to differ stages in process of legal regulation of protection of human rights.		2,4
	18. To identify legal norms, mechanisms and institutions for protection of human rights on international, regional and national level.		4
	19. To evaluate impact of international and regional law on protection of human rights in the Republic of Croatia.		5
	20. To estimate efficiency of current human rights protection systems.		5
	21. To predict future trends in protection of human rights on international and national level.		6

2.5. Course content according to detailed curriculum schedule	Constructive alignment					
	no	Thematic unit	LO of the course	Content/teaching methods	Evaluation	Time
	28.	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
	29.	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

	30.	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 significance of United Nations for international protection of human rights as well as the role of charter and treaty bodies of UN. Practical work performed.	10
	31.	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 significance 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
	32.	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 significance 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 etc.) and estimate direction of further development of international protection of human rights. Practical work performed.	10
	33.	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
	34.	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
	35.	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 constitutional regulation of protection of human rights. Practical work performed.	10
	36.	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
	37.	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.	9

					Practical work performed.	
	38.	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
	39.	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
	40.	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
	41.	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
	42.	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"> from 0 - 24,9% ECTS credits- are rated F (unsuccessful) and cannot obtain ECTS credits, and must re-enroll in the next academic year; from 25 - 49,9% - are assessed by FX (insufficient) and must pass the written exam (test). Written exam (test) can be held in a regular or extraordinary exam period; more than 50% - students have the right to take the final exam. <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)	Attendance	1,5 ECTS	Written exam	1,5 ECTS (no colloquium)	Project	
	Experimental work		Research		Practical work	0,5 ECTS
	Essay		Report		Continuous examination	

of the course))	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:							
	Obligation					Hours (estimated)		
	1. Attendance					45		
	2. Practical work					15		
	3. Preparation for the midterm / exam through self-study					90		
4. FORMIRANJE OCJENE								
4.1. Grading seminar papers	-							
4.2. Grading colloquia/ written and oral exam	Unsatisfactory			Satisfactory			Above average	
	Responds by memory, without a deeper understanding. Does not know or apply basic terms and concepts. Does not know how to apply or explain the contents of the course with examples.			Reproduces the basic concepts and without difficulty imparts new knowledge, understands the material, explains the terms and concepts supported with examples.			Knowledge is at the level of analysis, synthesis and evaluation. Observes the principles, accurately and thoroughly explains the content of the material, and logically connects and explains the terms and concepts supported with examples. Finds solutions that were not originally given. Notes correlations with related material.	
4.3. Final grade according to evaluation elements	Active course attendance	70-74,9 % 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					
5.1. Compulsory literature (available in the library and via other media)	Title			Number of copies in the library	Availability via other media
	KREGAR, Josip et.al., Ljudska prava, Uvod u studij, Zagreb, 2014., izabrana poglavlja BUERGENTHAL, Thomas, SHELTON, Dinah, STEWART, David P., Međunarodna ljudska prava u sažetom obliku, Rijeka, 2011. , izabrana poglavlja SMERDEL, Branko, Ustavno uređenje europske Hrvatske, Zagreb, 2020., izabrana poglavlja 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) 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) Zakon o pravobranitelju za ravnopravnost spolova (NN 82,08, 69/17) Zakon o pučkom pravobranitelju (NN 76/12) Zakon o pravobranitelju za djecu (NN 73/17) Zakon o pravobranitelju za osobe s invaliditetom (NN 107/07)				
5.2. Additional literature (at the moment of changes and/or amended of study programme)	Andrassy, J., Bakotić, B., Seršić, M., Vukas, B., Međunarodno pravo 1, Školska knjiga, Zagreb, 2010., izabrana poglavlja Degan, Vladimir-Đuro, Međunarodno pravo, Školska knjiga, Zagreb, 2011., izabrana poglavlja Lapaš, D., Šošić, T. M. (ur.), <i>Međunarodno javno pravo – izbor dokumenata</i> , 3. izd., Zagreb, 2005. (glava VII.). GOMIEN, Donna, Europska konvencija o ljudskim pravima, Zadar, 2007. OMEJEC, Jasna: Primjena Konvencije za zaštitu ljudskih prava i temeljnih sloboda u radu domaćih sudova (Prvi dio), Hrvatska pravna revija, Inženjerski biro d.d, Zagreb, god. VII., br. 7–8 (srpanj – kolovoz 2007). Str. 1–9. / izvorni znanstveni članak / UDK 341.231.14 : 343.11 / OMEJEC, Jasna: Primjena Konvencije za zaštitu ljudskih prava i temeljnih sloboda u radu domaćih sudova (II. dio), Hrvatska pravna revija, Inženjerski biro d.d, Zagreb, god. VII., br. 9 (rujan 2007). Str. 1–15. / izvorni znanstveni članak / UDK 341.231.14 : 343.11 / AVIANI, Damir: Kontrola uprave putem pučkog pravobranitelja Zbornik radova Pravnog fakulteta u Splitu, god. 53, 1/2016., str. 139.-164				

<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 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>

Law of international organizations

Management of companies

Ethics in public service

1. GENERAL INFORMATION ABOUT THE SUBJECT			
1.1. Title	Public service ethics	1.8. ISVU course code	201410/DUS3 202153/DUS3-I
1.2. Lecturer	MA Gina Lugović, s. lecturer	1.9. MOZVAG course code	
1.3. Assistants and/or associates	None	1.10. Forms of teaching (number of hours Lecturing + Practical exercises + Seminars + e learning)	30L+15PE
1.4. Study programme (specialist, undergraduate, graduate)	Specialist Graduate Professional Studies Administrative Studies	1.11. Level of e- learning application (1 st , 2 nd , 3 rd level), percentage of on line course performance (max. 20%)	1 st , 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	x yes <input type="checkbox"/> no
1.7. Credit score (ECTS)	5	1.14. Percentage estimate of course changes and/or supplements	Less than 20% x 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	Learning outcomes towards Bloom's taxonomy: (up to two verbs per LO)					LO Level: 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. To identify the specific knowledge in the field of ethics,					1
	2. Explain the links between ethics and governance,					2
	3. Interpret problematic situations,					3
	4. Analyze and identify the application of ethics in the business environment,					4
	5. Critically evaluate the application of ethics in public administration,					5
	6. Modify the existing ethical system and formulate it according to new requirements.					6
2.5. Course content according to detailed curriculum schedule	Constructive alignment					
	No:	Thematic ensemble / Lecture Topic	Course LO	Content / Teaching Method	Evaluation	Time needed
	43.	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
	44.	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
	45.	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
	46.	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
	47.	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
	48.	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	10 hours

					media and the Internet.	
	49.	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
	50.	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
	51.	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
	52.	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
	53.	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
	54.	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
	55.	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
	56.	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

	57.	Analysis of ethical measures and ethical infrastructure of public administration in the Republic of Croatia.	4, 5	Lecture and independent literature reading. Processing and preparation of a seminar paper on the selected topic in written form.	Preparation of a seminar paper and interpretation of key concepts from the selected topic of the seminar paper in the written exam.	12 hours			
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 (http://www.vus.hr).								
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)					
	4. Attending classes and activity on practical exercises			75					
	5. 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
	1. 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
	2. Marčetić, G. (2013). Etički kodeksi i etika javnih službenika. <i>Croatian & Comparative Public Administration</i> , 13(2), 499-539.			0	Internet - PDF
	3. 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)	1. 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).				

E-governance

Intellectual property and information systems

1. GENERAL INFORMATION			
1.1. Course lecturer	doc. dr.sc. Dragan Zlatović, prof..v. š. dr. sc. Frane Urem, prof. v. š.	1.8. Course code in ISVU	
1.2. Course title	INTELLECTUAL PROPERTY AND INFORMATION SYSTEMS	1.9. Course code in MOZVAG	
1.3. Assistants and/or associates		1.10. Forms of teaching (number of hours Lecturing +Practical exercises + Seminars + e learning)	(45+0+15+0)
1.4. Study programme (specialist, undergraduate, graduate)	Specialist Professional Study	1.11. Level of e- learning application (1 st , 2 nd , 3 rd level), percentage of on line course performance (max. 20%)	1 st , course materials are on-line, 0%
1.5. Course status (obligatory, optional)	Optional	1.12. Number of course revisions	4
1.6. Year of study	2 nd	1.15. Modernization	Yes
1.7. Credit score (ECTS)	6	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	Students are trained for the self-use of industrial property law (Patent Law, Trade Marks Law, Industrial Design Law, Law on Geographical Designation , Law on the Protection of Topography of Semiconductor Products, Obligatory Relationship Act - provisions regulating the contract about a license). Students gain knowledge about the protection and disposal of industrial property rights. Further, students are trained to be able to independently present and explain the underlying criteria for distinguishing copyright and related rights, defining basic copyright institutions, describing and explaining the course of the copyright protection process. Students are trained to assess the violation of intellectual property rights in the contemporary intellectual capital of entrepreneurs and to link these rights to modalities and the advertising and marketing strategy. Students are trained to select the optimal model of software licensing in a business organization and realize the importance of ethical behavior in the use of information systems.		
2.2. Terms of course entry and required competences	General conditions required for enrollment in II. semester. Understanding of fundamental concepts in the area of intellectual property and digital society.		

2.3. Learning outcomes on the study programme level	<ul style="list-style-type: none"> ➤ To organize and lead team work, and critically judge the opinions and attitudes of team members ➤ To individually and responsibly search relevant literature for reaching solutions and conclusions, ➤ To analyze and interpret key business trends and innovations in the micro and macro business environment and propose innovative solutions and tactics of innovation in business ➤ To valorize and apply basic legal institutions in business environment 					
2.4. Expected learning outcomes on the course level	Learning outcomes according to the Bloom's taxonomy: (up to two verbs per LO)				Level of LO: 1- remembering, 2- understanding, 3- application, 4-analysis, 5-evaluation, 6-synthesis	
	1. Interpret and analyze the intellectual property right, and the relationship with other branches of law.				4	
	2. Categorize individual forms of industrial property (patent, trademark, industrial design, geographic origin, topography, trade name, unfair competition, know-how) and distinguish author's works by type and copyright and related rights				4	
	3. Use different databases on legal sources, jurisprudence and relevant legal literature when preparing a decision on various legal issues				4	
	4. Composition of submissions in industrial property rights protection procedures and drafting of individual contracts on the use of industrial property rights and copyrights and related rights, in particular contracts applicable to the information society				5	
	5. Identify basic forms of computer piracy				6	
	6. Categorize and use the terms of the electronic signature and the certificate				5	
	7. Synthesize and showcase practical licensing software issues				5	
2.5. Course content according to detailed curriculum schedule	Constructive allignment					
	no	Thematic unit	LO of the course	Content/teaching methods	Evaluation	Time
	58.	Introduction to the course and detailed curriculum	-	Listen to a lecture and get to know the course content and documents on the e-learning course page by working independently on a computer.	-	3 h
		Introduction to Intellectual Property Rights (concept, development, legal sources)	1, 2	Listen to a lecture and read literature.	At the colloquium or the written / oral examination students can define the basic concepts of IPR law.	5 h

	59.	Industrial property rights - signs of distinction (trademark, industrial design)	1-5	Listen to a lecture and read literature.	At the colloquium or the written / oral exam students can show the protection of trademarks and industrial design.	10 h	
	60.	Industrial property rights - signs of distinction (trade name, geographic origin, semiconductor product topography, unfair competition)	1-5	Listen to a lecture and read literature.	At the colloquium or the written / oral exam, students can identify and classify sources of the other sign of distinction and their protection	8 h	
	61.	Industrial property rights - patent law	1-5	Listen to a lecture and read literature. At the exercises on practical examples students analyze registration forms for IPR	At the colloquium or the written / oral examination, students can show registration of patent under national law and international and EU law	10 h	
	62.	Industrial property rights - trade secrets and know-how	1-5	Listen to a lecture and read literature. At the exercises students deal with the protection of trade secret under TRIPS Agreement and EU directive.	At the colloquium or written / oral exam know show and explain the „soft law“ of IPR	10 h	
	63.	Industrial Property Rights - merchandising, sponsorship, GDPR	1-5	Listen to a lecture and read literature. At the exercises students analyze the different types of merchandising (character, personal etc.) and GDPR.	At the colloquium or the written / oral exam students can distinguish and explain the „soft law“ of IPR	10 h	
	64.	Copyright and Related Rights - copyright, content, restrictions, collective and individual protection, copyright contracts	1-5	Listen to a lecture and read literature. At the exercises students analyze the copyright protection under international, EU and national level	At the colloquium or written / oral exam students know show and explain the specific position of copyright under IPR	10 h	
	65.	Assignment and Protection of Intellectual Property Rights - licenses, franchises, cases, civil and criminal protection	1-5	Listen to a lecture and read literature. At the exercises students analyze protection of IPR. At the exercise students address the relevant case law of national courts	At the colloquium or written / oral exam students know show and explain the different models of assignment of IPR. At the colloquium or the written / oral examination, students can explain the direct effect and substantiate this with relevant examples from the case law of the national courts.	10 h	
	66.	Licensing Software	1, 2, 7	Listen to a lecture and read literature. At the exercises students address the relevant case law of the Eanalyze different kind of software licences..	At the colloquium or the written / oral examination, students can show and write some software licence in practical area.	10 h	
	67.	Trademarks and patent rights for software products	1-7	Listen to a lecture and read literature. At the exercises analyze examples of state liability for damages in EU law.	At the colloquium or the written / oral exam, students can identify and enumerate cases where the state is liable for damages under EU law.	10 h	
	68.	Copyright for software products	1-7	Listen to a lecture and read literature. At the exercises students discuss the reasons for establishing an EU common market.	At the colloquium or the written / oral examination, students can explain the reasons for establishing the EU Common Market and define the concepts of positive and negative integration.	10 h	
	69.	Software piracy	3, 5-7	Listen to a lecture and read literature. At the exercises students address the relevant case law of the European	At the colloquium or the written / oral examination, students can explain the direct effect and superiority of European law and substantiate	8 h	

				Court of Justice regarding the protection of IPR	this with relevant examples from the case law of the European Court of Justice.		
	70.	Code of professional ethics and the rules in using licensed software	5-7	Listen to a lecture and read literature. At the exercises students analyze codes and rules in using licensed software.	At the colloquium or the written / oral examination, students can explain specific rules of ethical using licensed products	8 h	
	71.	Registration and urgent infringement procedure, how to apply to the national bodies, courts and European Court of Justice	1-7	Listen to a lecture and read literature. At the exercises students analyze relevant examples from the case law of the national bodies and courts European Court of Justice and practice preparing applications to the European Court of Justice.	At the colloquium or the written / oral exam students can explain the purpose of the registration and infringement procedure and show the course of the procedure.	8 h	
	72.	Application of EU law in the legal order of the Republic of Croatia	1-7	Listen to a lecture and prepare individually for the exam. At the exercises students study the constitutional and legal norms that apply to the application of EU law in the field of IPR in the legal order of the Republic of Croatia.	At the colloquium or the written / oral examination, students can define the obligations of the Member States as well as the regulatory authorities regarding the application of EU IPR law in the legal order of the Republic of Croatia.	20 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"> from 0 - 24,9% ECTS credits- are rated F (unsuccessful) and cannot obtain ECTS credits, and must re-enroll in the next academic year; from 25 - 49,9% - are assessed by FX (insufficient) and must pass the written exam (test). Written exam (test) can be held in a regular or extraordinary exam period; more than 50% - students have the right to take the final exam. <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	2,5 (without colloquia)	Project	
	Experimental work		Research		Practical work	
	Essay		Report		Continuous examination	
	Colloquium	5,5 (without written exam)	Seminar paper		Other	

	Class activity	0,5	Oral exam	3 (without colloquia)	Other	
3.3. Student workload	Student workload on all bases for 1 ECTS credit is 30 hours in a semester and is estimated as: 3. Attending classes and exercises 60 hours 4. Preparing colloquia or exams through individual work 90 hours					
4. GRADING SYSTEM						
4.1. Grading seminar papers	The evaluation element	Unsatisfactory	Satisfactory		Above average	
	Organization	The paper is not organized in a logical order and lacks structure.	The paper is well structured with a clear distinction between the introduction, the main body of the text and the conclusion.		The paper is well structured with a clear distinction between the introduction, the main body of the text and the conclusion, which are logically interconnected.	
	Terminology, writing style	Words and expressions low in line with official terminology. The writing style is not appropriate, the sentences are too long, of a modest vocabulary and with frequent and repeated grammatical errors.	Words and expressions are in line with official terminology. The writing style is appropriate, the sentence structure is clear, the vocabulary is appropriate and there are few grammatical errors.		Words and expressions are aligned with official terminology and show an understanding of their meaning. The writing style is excellent, the sentences are clear and concise, the vocabulary is rich and there are no grammatical errors.	
	Citing and referencing references	The sources are not listed at all. The references do not fit the topic and show a cursory approach to exploring the topic.	The sources are listed but incomplete and with errors. The references are relevant to the topic and show a satisfactory research attitude.		The sources are accurately, completely and consistently listed. The references are appropriate, their list is "rich" and comprehensive and shows a detailed research approach.	
4.2. Grading colloquia/ written and oral exam	Unsatisfactory		Satisfactory		Above average	
	Responds by memory, without a deeper understanding. Does not know or apply basic terms and concepts. Does not know how to apply or explain the contents of the course with examples.		Reproduces the basic concepts and without difficulty imparts new knowledge, understands the material, explains the terms and concepts supported with examples.		Knowledge is at the level of analysis, synthesis and evaluation. Observes the principles, accurately and thoroughly explains the content of the material, and logically connects and explains the terms and concepts supported with examples. Finds solutions that were not originally given. Notes correlations with related material.	
4.3. Final grade according to evaluation elements	Active course attendance	70-75% of attendance	76-86% of attendance	87-100% of attendance		
		3 points	5 points	10 points		

	Colloquia/ Written exam	2	3	4	5
		50-64,9%	65-79,9%	80-89,9%	90-100%
		27 points	33 points	39 points	45 points
	Oral exam	2	3	5	5
		27 points	33 points	39 points	45 points
4.4. Final grade according to absolute division		Percentage of acquired knowledge, skills and competences (teaching + final exam)	Numerical grade	ECTS grade	
		90 – 100%	5 (excellent)	A	
		80 – 89,9%	4 (very good)	B	
		65 – 79,9%	3 (good)	C	
		60 – 64,9%	2 (satisfactory)	D	
		50 – 59,9%	2 (satisfactory)	E	
5. ADDITIONAL COURSE INFORMATION					
5.1. Compulsory literature (available in the library and via other media)	Title			Number of copies in the library	Availability via other media
	CORNISH, William / LLEWELYN, David, Intellectual Property: Patents, Copyright, Trade Marks and Allied Rights, London, Sweet & Maxwell, 2019, 9. ed.				
5.2. Additional literature (at the moment of changes and/or amended of study programme)	TRITTON, Guy / DAVIS, Richard / QUINTIN, Thomas St., Intellectual Property in Europe, London, 5.ed, 2020.				
	GRUNEN, Richard S., Intellectual Property and Digital Content, Vol.1., EE Publishing, 2013.				
5.3. Quality assurance methods that ensure the acquisition of knowledge, skills and competences	The control of students' work quality and the acquisition of necessary knowledge and skills will be ensured through interactive work. By keeping track of attendance and student activity during classes and provided information on students` progress through short colloquiums and homework, information for further guidance to students will be provided in order to increase the efficiency of their work. Students will be informed about their rights and obligations as well as the methods of work and the required literature. Indicators of quality assurance system: Student survey, monitoring of annual data from the Croatian employment service on the annual state of student employment, surveys from employers and Alumni association.				

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

1. GENERAL INFORMATION ON THE CASE			
1.1. Name of object	ENVIRONMENTAL LAW	1.8. College code in ISVU	
1.2. Case holders	Alen Lalic, lec.	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)	Specialist graduate professional study programme	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)	Learning outcomes according to Bloom's taxonomy: <i>(up to two verbs per IU)</i>	
	IU level: 1- remembrance, 2- understanding, 3- application, 4-analysis, 5-valuation, 6-synthesis	
	22. describe environmental components and individual loads	2,2
	23. identify and understand environmental subjects	
	24. Explain and apply environmental sources and instruments;	2
	25. Analyze 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
	26. Synthesize what would happen if some legal norm in the field of environmental law was violated	6,5,6
	27. valorize the conduct of competent public law bodies in environmental protection;	
	28. represent an opinion on the importance of the environment and the need for its legal protection;	
	29.	
	30.	
	31.	

2.5. Course content elaborated in detail according to the hourly rate	Constructive alignment					
	r.br.	Thematic unit	IU College	Teaching content/method	Evaluation	Time required
	73.	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

	74.	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
	75.	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
	76.	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
	77.	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
	78.	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
	79.	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

	80.	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
	81.	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
	82.	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
	83.					
	84.					
	85.					
	86.					
	87.					

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><i>Obligation</i></td><td><i>Hours (estimate)</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>Obligation</i>	<i>Hours (estimate)</i>	Attendance of classes	45	Preparation of seminar papers and presentations	15	Preparation for colloquium/exam through self-study	90			
	<i>Obligation</i>	<i>Hours (estimate)</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	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	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)	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)	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 Žazar, 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.				

<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>

English for public administration

2. GENERAL INFORMATION			
1.1. Course lecturer	Ivana Bratić, prof., higher lecturer	1.8. Course code in ISVU	201413
1.2. Course title	English for Public Administration	1.9. Course code in MOZVAG	
1.3. Assistants and/or associates		1.10. Forms of teaching (number of hours Lecturing +Practical exercises + Seminars + e learning)	(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 st , 2 nd , 3 rd level), percentage of on line course performance (max. 20%)	1 st , 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 st	1.16. 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	Use and develop complex written and oral communication in Croatian and English Organize and conduct teamwork and critically evaluate the opinions and attitudes of team stakeholders Compile and draft acts and submissions and to undertake basic procedural actions in administrative and other legal proceedings as well as in the administrative dispute		

2.4. Expected learning outcomes on the course level	Learning outcomes according to the Bloom`s taxonomy: (up to two verbs per LO)					Level of LO: 1- remembering, 2- understanding, 3- application, 4-analysis, 5-evaluation, 6-synthesis	
	- define and describe professional vocabulary related to public administration					4,5,6	
	- understand and analyze English language texts that cover the domain of public administration					4,5,6	
	- synthesize and create 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	Constructive allignment						
	no	Thematic unit	LO of the course	Content/teaching methods	Evaluation	Time	
	88.	Introductory session - Course description	-	Listen to lectures. Work independently on computer, get to know course content and elearning documents.	-	2 h	
	89.	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	
	90.	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	
	91.	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	
	92.	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	
	93.	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	4 h	

					language.		
	94.	Civil Service.	3,4,5,6	Reading Comprehension, Vocabulary Practice, Language Exercises.	Students will know to treat formal documents in English.	6 h	
	95.	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	
	96.	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	
	97.	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	
	98.	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	
	99.	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	
	100.	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	
	101.	Conclusions. Revision.	1,2,3,4,5,6	Students listen the lecture and participate in discussions.		4 h	
	102.	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	In accordance with the Regulations on Studying and the Regulations on Student Assessment and Evaluation: for all full-time students attendance of at least 70%. Part-time students are required to attend classes at least 50%. All students are required to carry calculator and formulae list. Students who have during the course achieved: <ul style="list-style-type: none">from 0 - 24,9% ECTS credits- are rated F (unsuccessful) and cannot obtain ECTS credits, and must re-enroll in the next academic year;from 25 - 49,9% - are assessed by FX (insufficient) and must pass the written exam (test). Written exam (test) can be held in a regular or extraordinary exam period;more than 50% - students have the right to take the final exam. Students can take the final exam from the course in two ways: a) during the course of teaching through continuous monitoring of students (active participation in classes and through three colloquia); b) by passing the exam (written and oral part of the exam).					
3.2. Monitoring student work (enter the share of ECTS credits for each activity so that the total number of ECTS points corresponds to the credit score of the course)	Attendance	0,5	Written exam	1	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: 5. Attending classes and exercises 45 hours 6. Preparing colloquia or exams through individual work 45 hours					
4. GRADING SYSTEM						
4.1. Grading seminar papers						
4.2. Grading colloquia/ written and oral exam	Unsatisfactory		Satisfactory		Above average	
	Responds by memory, without a deeper understanding. Does not know or apply basic terms and concepts. Does not know how to apply or explain the contents of the course with examples.		Reproduces the basic concepts and without difficulty imparts new knowledge, understands the material, explains the terms and concepts supported with examples.		Knowledge is at the level of analysis, synthesis and evaluation. Observes the principles, accurately and thoroughly explains the content of the material, and logically connects and explains the terms and concepts supported with examples. Finds solutions that were not originally given. Notes correlations with related material.	
4.3. Final grade according to evaluation elements	Active course attendance	70-74,9% of attendance	75-79,9% of attendance	80-89,9% of attendance	90-100% of attendance	
		2 points	5 points	10 points	20 points	

	Colloquia/ Written exam	2		3		4		5		
		50-64,9%		65-79,9%		80-89,9%		90-100%		
		25 points		30 points		35 points		40 points		
	Oral exam	2		3		5		5		
		25 points		30 points		35 points		40 points		
4.3. Final grade according to absolute division		Percentage of acquired knowledge, skills and competences (teaching + final exam)	Numerical grade		ECTS grade					
		90 – 100%	5 (excellent)		A					
		80 – 89,9%	4 (very good)		B					
		65 – 79,9%	3 (good)		C					
		60 – 64,9%	2 (satisfactory)		D					
		50 – 59,9%	2 (satisfactory)		E					
5. ADDITIONAL COURSE INFORMATION										
5.1. Compulsory literature (available in the library and via other media)	Title						Number of copies in the library		Availability via other media	
	1. 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).									

Fundamentals of scientific and professional work

1. GENERAL INFORMATION ABOUT THE SUBJECT			
1.1. Title	FUNDAMENTALS OF SCIENTIFIC AND PROFESSIONAL WORK	1.8. ISVU course code	201176
1.2. Lecturer	MA Gina Lugović, s. lecturer	1.9. MOZVAG course code	
1.3. Assistants and/or associates	None	1.10. Forms of teaching (number of hours Lecturing + Practical exercises + Seminars + e learning)	15L+15S
1.4. Study programme (specialist, undergraduate, graduate)	UNDERGRADUATE PROFESSIONAL STUDY ADMINISTRATIVE STUDY	1.11. Level of e- learning application (1 st , 2 nd , 3 rd level), percentage of on line course performance (max. 20%)	1 st , materials available online, 0% of course online
1.5. Course status (obligatory, optional)	Obligatory	1.12. Number of course revisions	1.
1.6. Study year	1.	1.13. Modernization	<input type="checkbox"/> yes <input type="checkbox"/> no
1.7. Credit score (ECTS)	2	1.14. Percentage estimate of course changes and/or supplements	Less than 20% <input type="checkbox"/> More than 20 % <input type="checkbox"/>

2. COURSE DESCRIPTION	
2.1. Course objectives	<p>Introduce students to:</p> <ul style="list-style-type: none"> - types of scientific and professional papers, - research in science, - methods and stages of research work, - data collection methods in the research process, - research instruments, - data processing and analysis, - and applying acquired knowledge to research processes and writing.
2.2. Terms of course entry and required competences	No input competence.

2.3. Learning outcomes on the study programme level	LO12. To draft acts and submission and to undertake basic procedural actions in the administrative and other legal proceedings and disputes					
2.4. Expected learning outcomes on the course level	Learning outcomes towards Bloom's taxonomy: (up to two verbs per LO)					LO Level: 7. <i>Recapture</i> , 8. <i>Understanding</i> , 9. <i>Application</i> , 10. <i>Analysis</i> , 11. <i>Evaluation</i> , 12. <i>Synthesis</i>
	1. To identify and describe adequate methods of data collection in the research process,					1
	2. To explain acquired knowledge through research processes and in research writing,					2
	3. Use appropriate research methodology,					3
	4. Analyze the importance of ethical issues and principles in the research process,					4
	5. Independently and responsibly advocate the basic principles of critical review of relevant literature, and correctly reference the used literature.					5
	6. To apply and manage acquired knowledge in writing and interpreting your own research.					6
2.5. Course content according to detailed curriculum schedule	Constructive alignment					
	No:	Thematic ensemble / Lecture Topic	Course LO	Content / Teaching Method	Evaluation	Time needed
	103.	Introduction to the course and a detailed performance plan	-	Listen to the lecture. On seminary teaching, by independent work on the computer students get acquainted with course content and documents on the e-learning course page.	-	2 hours
		Defining science. Scientific objective and scientific method.	12	Listen to the lecture and read the literature. At the seminar student individually, in pairs or Socrates threes made mental map and solve case studies thus presenting the appropriateness of previously acquired knowledge and presenting adopted knowledge and ideas, discuss issues.	Students define the basic concepts of science during the written and oral exam. They know how to describe and explain a scientific goal and scientific methods.	3 hours
	104.	Research and research philosophy. Types and ethics of research.	12	Listen to the lecture and read the literature. At the seminar student individually, in pairs or Socrates threes made mental map and solve case studies thus presenting the appropriateness of previously acquired knowledge and presenting adopted knowledge and ideas, discuss issues.	In the written and oral exam, they know how to enumerate, distinguish and give an example of an environmental factor. Seminar paper created and presented (using computer programs independently).	5 hours
	105.	Quantitative methodology. Basic features of the quantitative approach.	12	Listen to the lecture and read the literature. At the seminar student individually, in pairs or Socrates threes made mental map and solve case studies thus presenting the appropriateness of previously acquired knowledge and presenting adopted knowledge	In the written and oral exam, they can define, describe the quantitative methodology, and explain the basic features of the quantitative approach. Seminar paper created and presented (using computer programs independently).	4 hours

				and ideas, discuss issues.		
	106.	Qualitative methodology. Principles of qualitative research.	12	Listen to the lecture and read the literature. At the seminar student individually, in pairs or Socrates threes made mental map and solve case studies thus presenting the appropriateness of previously acquired knowledge and presenting adopted knowledge and ideas, discuss issues.	In the written and oral exam, they can define, describe the qualitative methodology, and explain the basic features of the qualitative approach. Seminar paper created and presented (using computer programs independently).	3 hours
	107.	Choosing and defining research problems. Collection of literature. Development of a theoretical framework. Defining research goals.	12	Listen to the lecture and read the literature. At the seminar student individually explore the content of this topic area by searching the database and based on it and read literature students write seminar paper thus presenting the acquired knowledge and making their own ideas, and ways to solve problems. Methods of brain storm and discussion on the exposed topic is applied in the whole group.	In the written and oral exam, they can define and describe the problems of research, anticipate planning to collect literature, judge and decide on a theoretical framework, propose a research goal / objectives. Seminar paper created and presented (using computer programs independently).	5 hours
	108.	Defining hypotheses, variables and scale of measurement.	12	Listen to the lecture and read the literature. At the seminar student individually explore the content of this topic area by searching the database and based on it and read literature students write seminar paper thus presenting the acquired knowledge and making their own ideas, and ways to solve problems. Methods of brain storm and discussion on the exposed topic is applied in the whole group.	In the written and oral exam, they can define and describe hypotheses, plan variables and measurement scales, and interpret the correlation between hypotheses and variables. Seminar paper created and presented (using computer programs independently).	4 hours
	109.	Drafting a survey. Determination of sample and type of research.	12	Listen to the lecture and read the literature. At the seminar student individually explore the content of this topic area by searching the database and based on it and read literature students write seminar paper thus presenting the acquired knowledge and making their own ideas, and ways to solve problems. Methods of brain storm and discussion on the exposed topic is applied in the whole group.	On written and oral exam, they know how to evaluate the research design and define and describe the samples of the research participants; know how to list and describe and interpret types of research. Seminar paper created and presented (using computer programs independently).	5 hours
	110.	Compiling a research instrument.	12	Listen to the lecture and read the literature. They use multimedia and network. Listen to the lecture and read the literature. At the seminar student individually explore the content of this topic area by searching the database and based on it and read literature students write seminar paper thus presenting the acquired knowledge and making their own ideas, and ways to solve problems. Methods of brain storm and discussion on the exposed topic is applied in the whole group.	In the written and oral exam, they are able to select and combine questions for the research instrument (s) based on the objective and hypotheses of the research. Seminar paper created and presented (using computer programs independently).	4 hours

	111.	Data collection methods: desk analysis, content analysis, case study, observation.	12	Listen to the lecture and read the literature. Listen to the lecture and read the literature. At the seminar student individually explore the content of this topic area by searching the database and based on it and read literature students write seminar paper thus presenting the acquired knowledge and making their own ideas, and ways to solve problems. Methods of brain storm and discussion on the exposed topic is applied in the whole group.	In the written and oral exam, they can define and describe desk analysis, content analysis, case studies and observation as one of the methods of data collection and analyse and compare each other, suggest a method that provides the best solution for the research objective. Seminar paper created and presented (using computer programs independently).	3 hours
	112.	Data collection methods: a survey.	12	Listen to the lecture and read the literature. At the seminar, students solve the case study.	In the written and oral exam, they can define and describe the survey as a method of data collection, and by analysing it with other methods, propose a method that gives the best solution for the research objective. Seminar paper created and presented (using computer programs independently).	4 hours
	113.	Data collection methods: interview, focus group.	12	Listen to the lecture and read the literature. At the seminar, students solve the case study.	In the written and oral exam, they can define and describe the interview and focus group as data collection methods, and by analysing with other methods, propose a method that provides the best solution for the research objective. Seminar paper created and presented (using computer programs independently).	4 hours
	114.	Data collection methods: other research methods.	12	Listen to the lecture and read the literature. They use multimedia and network. Listen to the lecture and read the literature. At the seminar student individually explore the content of this topic area by searching the database and based on it and read literature students write seminar paper thus presenting the acquired knowledge and making their own ideas, and ways to solve problems. Methods of brain storm and discussion on the exposed topic is applied in the whole group.	In the written and oral exam, they can define and describe other research methods as data collection methods, and analyse them and propose a method that provides the best solution for the research goal. Seminar paper created and presented (using computer programs independently).	3 hours
	115.	Data processing and analysis. Showing results. Discussion and conclusion.	12	Listen to the lecture and read the literature. Listen to the lecture and read the literature. At the seminar student individually explore the content of this topic area by searching the database and based on it and read literature students write seminar paper thus presenting the acquired knowledge and making their own ideas, and ways to solve problems. Methods of brain storm and discussion on the exposed topic is applied in the whole group.	In the written and oral exam, they can define and describe other research methods as data collection methods, and analyse them and propose a method that provides the best solution for the research goal. Seminar paper created and presented (using computer programs independently).	4 hours
	116.	Instructions and tips for creating a work. Language and writing style.	12	Listen to the lecture and read the literature. Listen to the lecture and read the literature. At the seminar student individually explore the content of this topic area by searching the	In the written and oral exam, they can define and describe other research methods as data collection methods, and analyse them and propose a method that provides the best solution for the research goal.	4 hours

				database and based on it and read literature students write seminar paper thus presenting the acquired knowledge and making their own ideas, and ways to solve problems. Methods of brain storm and discussion on the exposed topic is applied in the whole group.	Seminar paper created and presented (using computer programs independently).	
	117.	Types of scientific and professional papers. Basic principles of critical review of the literature.	12	Listen to the lecture and read the literature. Listen to the lecture and read the literature. At the seminar student individually explore the content of this topic area by searching the database and based on it and read literature students write seminar paper thus presenting the acquired knowledge and making their own ideas, and ways to solve problems. Methods of brain storm and discussion on the exposed topic is applied in the whole group.	In the written and oral exam, they can define and describe other research methods as data collection methods, and analyse them and propose a method that provides the best solution for the research goal. Seminar paper created and presented (using computer programs independently).	3 hours
3. EVALUATION OF STUDENT WORK						
3.1. Students` obligations	Attendance at class, completed seminar papers.					
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	0,5	Project	
	Experimental work		Research		Practical work	
	Essay		Report		Continuous examination	
	Colloquium		Seminar paper	0,5	Other (inscribe)	
	Class activities		Oral exam		Other (inscribe)	
3.3. Student workload	The student's workload on all bases amounts to 1 ECTS point for 30 hours of work per semester and is estimated as:					
	Commitment			Hours (estimate)		
	6. Attending classes			30		
	7. Creating and Presenting seminar paper			15		
	8. Preparation for the Colloquium / exam through self-study			15		
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	70-75% of attendance		76-86% of attendance		87-100% of attendance		Created mental map. Solved case study.
		2 points		4 points		7 points		3 points
	Seminar paper	2		3		4		5
		5 points		7 points		8 points		10 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
	4. Mejovšek, M. (2008.). Metode znanstvenog istraživanja, (str. 3-195). Jastrebarsko: Naklada Slap.	5	/
	5. Milas, G. (2009.). Istraživačke metode u psihologiji i drugim društvenim znanostima (str. 51-59). Jastrebarsko: Naklada Slap.	3	/
5.2. Additional literature (at the moment of changes and/or amended of study programme)	2. Milas, G. (2009.). Istraživačke metode u psihologiji i drugim društvenim znanostima (str. 3-47). Jastrebarsko: Naklada Slap.	3	/
5.3. Quality assurance methods that ensure the acquisition of knowledge, skills and competences	<p>Quality control of students' work and acquiring the necessary knowledge and skills will be ensured:</p> <ul style="list-style-type: none"> - 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. <p>Quality assurance system indicators: Student surveys, Croatian Employment Bureau data on the student's annual employment status, employer surveys and Alumni Association.</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 (no later than five working days from the receipt of e-mail).</p>		

E-government

GENERAL COURSE INFORMATION			
1.1. Course title	E-government	1.8. Course code in ISVU	
1.2. Course lecturer	Ivan Rančić	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)	+Practical exercises + Seminars + e learning
1.4. Study programme (specialist, undergraduate, graduate)	undergraduate studies, administrative studies	1.11. Level of e- learning application (1 st , 2 nd , 3 rd 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	2023/2024	1.17. Modernization	X <input 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% X <input type="checkbox"/> More than 20 % <input type="checkbox"/>
2. COURSE DESCRIPTION			

2.1. Course objectives	<p>Getting to know students with the basic terms of e-Professor, understanding the subjects of the e-Professor, the methods that are used in Croatia. It is a whole to enable students with understanding of e-schemes, technologies that follow the administration in the 21st century, a problem that occurs in e-starting, learn the meaning and importance of application of information and communication technology to get to know students. real including), global, European, comparative and Croatian trends</p> <p>Famous students with administrative-organizational, political, social and economic causes and consequences of the development of e-government</p>	
2.2. Terms of course entry and required competences	<p>Conditions for enrollment in the third year of study</p>	
2.3. . Learning outcomes on the study programme level	<p>Connect the basic concepts of different branches of law in the context of e-administration and the application of technology in administration</p> <p>To organize teamwork in e-government, to critically judge the attitudes and opinions of participants in e-government through various forms of application of communication in administration</p> <p>Use and develop complex written and oral communication in Croatian and English</p> <p>Independently and responsibly search, interpret and apply relevant literature and legal rules for the drafting and adoption of regulations and acts in administrative and other legal proceedings, administrative disputes and actions of state authorities, i.e. administrative bodies and organizations</p> <p>Analyze and apply basic rules in the field of IT activities in e-government.</p> <p>Use specific computer skills in basic and advanced application packages.</p>	

	To predict the future development of the application of technology in e-government	
2.4. Expected learning outcomes on the course level	Learning outcomes according to the Bloom`s taxonomy: (up to two verbs per LO)	Level of LO: 1- remembering, 2- understanding, 3- application, 4- analysis, 5- evaluation, 6- synthesis
	Define and analyze electronic administration and the relationship with other parts of public administration, local, regional, state administratio	1-4
	Classify the parts of e-administration, and explain common features, similarities and differences in the application of modern technologies in public administration	2-6
	Interpret the applicable law, judge which of the legal solutions offered is the most appropriate for the application of technology in e-law, and plan the way of establishment, organization and operation of individual parts of e-government	2-5-6
	Select and use different databases in e-government, and relevant legal literature when preparing a decision on various legal issues related to e-government	5-3
	Responsibly and independently search and transfer relevant literature and legal rules in the field of e-government	3-5
	Propose and argue proposals for optimal technologies in e-government, and information and communication technology study systems	5-6

	Connect the basic concepts of different branches of law						5-6
	Use and develop complex written and oral communication in Croatian and English						
	Use and develop complex written and oral communication in Croatian and English.						
	Manage information technology in the administration						
2.5. Course content according to detailed curriculum schedule	Constructive allignement						
	no	Thematic unit	LO of the course	Content/teaching methods	Evaluation	Time	
	118.	introductory lecture		They are listening to a lecture.	At the colloquium or		
				In the seminar class, by	written / oral exam, they		
				independent work on the	define the basic concepts		
computer, they become familiar				of public administration			
with the content of the course	and local self-government.						
and the documents on the e-	They analyze the						
learning page of the course.	principles in this legal						

					area. They determine and interpret the legal framework of the administration.	
	119.	Concept, features and measurement of e-government, information		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 e-government.	At the colloquium or written and oral exam, they know how to enumerate, differentiate and give an example of technology in public administration	
	120.	Theoretical approaches to e-government		They listen to lectures and read literature. During the exercises, they analyze examples from practice independently and in	At the colloquium or written/oral exam, they are able to define and describe the specifics of the	

				<p>teams and draw conclusions about the application of legal regulations to a concrete factual situation, and the dilemmas of division are debated.</p>	<p>administration study modality, especially the dilemma of territorial division. Prepared and presented practical work (independently using computer programs and sources of judicial and other legal practice</p>	
	121.	<p>Technological, organizational, legal, political, social and procedural aspects of e-government</p>		<p>They listen to lectures and read literature. During exercises, independently and in teams, they analyze examples from practice and draw conclusions about the application of legal regulations to a concrete factual</p>	<p>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</p>	

				<p>situation, and compile acts related to the establishment of territorial organizations and the study system of e-government in them.</p>	<p>modalities of the management study system.</p> <p>Prepared and presented practical work (independently using computer programs and sources of judicial and other legal practice</p>	
	122.	Organizational technology in public administration - concept, components, development		<p>They listen to lectures and read literature. During the exercises, they analyze administration as an empirical science independently and in teams.</p>	<p>At the colloquium or written / oral exam, they know how to define e-government, state their common and distinguishing characteristics, that is, analyze and explain e-</p>	

					government as empirical knowledge. Prepared and presented practical work (independently using computer programs and judicial and other legal sources	
	123.	Communications in public administration		They listen to lectures and read literature. During exercises, independently and in teams, they analyze examples from practice and draw conclusions about the application of legal regulations to a specific factual situation related to electronic	At the colloquium or written / oral exam, they know how to define the concepts of e-administration, communication, and implementation. Prepared and presented	

				communication in e-administration.	practical work (independently using computer programs and sources of judicial and other legal practice).	
	124.	Social and economic aspects of e-government and e-public services		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 can define the historical influence and development of the administration, state their common and distinguishing characteristics, or analyze it according to years.	

					Prepared and presented practical work (independently using computer programs and sources of judicial and other legal practice)	
	125.	The developmental role of e-government		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 can define each newspaper in the e-administration, their common and distinguishing characteristics. Prepared and presented practical work	

					(independently using computer programs and sources of judicial and other legal practice).	
	126.	E-administration and citizens		<p>They listen to lectures and read literature.</p> <p>They use multimedia and the network.</p> <p>During the exercises, they individually explore the content of this thematic area by searching the database on administration in the political system and its own</p>	<p>At the colloquium or written / oral exam, they can define what communication through e-government is, state their common and distinguishing characteristics, that is, analyze and explain the novelties of e-government.</p> <p>Prepared and presented practical work</p>	

					(independently using computer programs and sources of judicial and other legal practice).	
	127.	The right to access and reuse public sector information and open data		<p>They listen to lectures and read literature.</p> <p>During the exercises, they demonstrate communication technologies in e-administration.</p>	<p>At the colloquium or written / oral exam, they can define the means of political control, state their common and distinguishing characteristics, that is, analyze and explain the importance of the application of modern technologies in e-government.</p>	

					Prepared and presented practical work (independently using computer programs and sources of judicial and other legal practice	
	128.	Privacy protection and security		They listen to lectures and read literature. During the exercises, they demonstrate communication in e-government	At the colloquium or written/oral exam, they can define and describe the concept and forms of administration as a human activity. Prepared and presented practical work (independently using computer programs and	

					sources of judicial and other legal practice	
	129.	E-participation. E-administration and the private sector		<p>They listen to lectures and read literature.</p> <p>They use multimedia and the network.</p> <p>The types and peculiarities of local bodies are presented.</p> <p>In the group work at the seminar, the brainstorming method and the discussion method on the presented topic are applied.</p>	<p>At the colloquium or written / oral exam, they know how to define e-government.</p> <p>Propose a way of solving a certain organizational structure of dispute management based on the presented facts of the case</p>	
	130.	E-administration as an internal organizational process (within the		<p>They listen to lectures and read literature.</p>	<p>At the colloquium or written / oral exam, they</p>	

		administration and between the administration and other authorities). E-administration and local self-government		During the exercises, they analyze examples from practice, which are performed by people in the administration, independently and in teams. During the exercises, they demonstrate the procedure of the decentralization process itself using the example of the county and the city.	know how to define the jobs of people in the administration and propose a model of participation in a specific working environment. Prepared and presented practical work (independently using computer programs and sources of judicial and other legal practice).	
	131.	International and European trends with selected comparative experiences and application in Croatia.		They listen to lectures and read literature. During the exercises, they analyze examples from practice	At the colloquium or written / oral exam, they can define and analyze the concept and forms of	

				independently and in teams and search databases on forecasting in management and planning.	forecasting or planning in management Prepared and presented practical work (independently using computer programs and sources of judicial and other legal practice	
	132.	REPETITORIUM		They listen to the lecture and prepare individually for the exam. During the exercises, they analyze certain definitions related to theoretical management models independently and in teams	At the colloquium or written/oral exam, they are able to define and explain the peculiarities of the application of technology in e-administration, its flaws and virtues in use. Prepared and presented	

					practical work (independently using computer programs and sources of judicial and other legal practice).	
3. EVALUATION OF STUDENTS' WORK						
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.</p> <p>Students who achieved during the course:</p> <ul style="list-style-type: none"> • 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; • 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; • More than 50% - students have the right to access the final exam of the course. 					

	<p>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).</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))	Attending classes	2	exam	2	Project	
	Experimental work Essay		Seminar work	0.5	Practical work	
	Activities in class	0.5				
					Other	
					Other	
3.3. . Student workload	<p>1. Attending classes 45</p> <p>2. Preparation of practical work and presentation 15</p> <p>3. Preparation for the colloquium/exam through self-study 105</p>					

4. FORMIRANJE OCJENE					
4.1. Grading seminar papers	-				
4.2. Grading colloquia/ written and oral exam	Unsatisfactory	Satisfactory		Above average	
	He answers from memory, without deeper understanding. He does not know and does not apply basic terms and concepts. He does not know how to apply or explain the content of the course with examples	Reproduces basic concepts and transfers new knowledge without difficulty, understands material, explains terms and concepts supported by examples		Knowledge is at the level of analysis, synthesis and evaluation. He observes laws, accurately and thoroughly explains the content of the material, and logically connects and explains terms and concepts, which he supports with examples. Finds solutions that were not originally given. Observes correlations with related material	
4.3. Final grade according to evaluation elements	Active course attendance	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		

		<p>Words and expressions not aligned with official terminology. The writing style is not appropriate, the sentences are too long, the vocabulary is modest and with frequent and repeated grammatical errors</p>			
	Colloquia/ Written exam	<p>No sources are given at all.</p> <p>The references do not match the topic and show a superficial approach to researching the topic</p>	<p>Words and expressions are aligned with official terminology. The writing style is appropriate, the sentence structure is clear, the vocabulary is appropriate and there are few grammatical</p>		

					errors.			
	Oral exam							
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 (izvrstan)	A			
			80 – 89,9%	4 (vrlo dobar)	B			
			65 – 79,9%	3 (dobar)	C			
			60 – 64,9%	2 (dovoljan)	D			
			50 – 59,9%	2 (dovoljan)	E			
5. ADDITIONAL COURSE INFORMATION								
5.1. Compulsory literature (available in the library)	Title						Number of copies in the library	Availability via other media
	OBLIGATORY: Koprić, I., Musa, A., Vrček, N.; E-uprava; Institut za javnu upravu (2017), str							

and via other media)	<p>OBLIGATORY: Koprić, I.; Struktura i komuniciranje u upravnim organizacijama; Pravni fakultet u Zagrebu (1999), str. 87-109, 118-124, 230-256</p> <p>OBLIGATORY: Koprić, I., Musa, A., Giljević, T.; Građani i uprava (poglavlja: E-uprava, One-stop-shop, Transparentnost i otvorenost); Institut za javnu upravu (2017), str</p> <p>OBLIGATORY: Musa, A. (ur.); Uprava u digitalno doba: Otvoreni podaci.; Friedrich Ebert Stiftung. (2015), str</p> <p>OBLIGATORY: Nixon et al.; Understanding e-government in Europe, Issues and Challenges.; Routledge (2009), str</p> <p>OBLIGATORY Annabel Z.Dodd Telekomunikacije Zagreb 2020</p>			
	<p>: Odabrani recentni radovi o e-upravi u uglednim časopisima iz područja javne uprave, a osobito časopisa Electronic Journal of E-Government, Journal of Information Technology and Politics, Electronic Government, Journal of E-Governance; , str</p> <p>: Periodične recentne publikacije na temu korištenja informacijsko-komunikacijske tehnologije u javnom sektoru OECD-a i UN-a (npr. UN E-government Survey 2016); (2016), str</p> <p>: Recentni dokumenti Europske unije o e-upravi i informacijskom društvu (npr. Europska komisija (2015) Digital Single Market); , str</p>			

	<p>Contini, F., Lanzara, G.F.; ICT and Innovation in Public Sector; Palgrave McMillan (2009), str</p> <p>Dunleavy et al.; Digital Era Governance; Oxford University Press (2005), str</p> <p>Hague, B.N., Loader, B.D.; Digital Democracy. Discourse and decisionmaking in information age.; (1999), str</p> <p>: Henmann, P.; Governing Electronically, E-Government and Reconfiguration of Public Administration.; Palgrave Macmillan (2010), str</p>			
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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	<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>		

