



Trg Andrije Hebranga 11
22000 Šibenik | Hrvatska
T: 022 311 060
F: 022 216 716
www.vus.hr



POLYTECHNIC OF ŠIBENIK

DEPARTMENT OF ADMINISTRATIVE LAW

PROFESSIONAL UNDERGRADUATE STUDY OF ADMINISTRATIVE
LAW

Erasmus+ Course Catalogue

Academic year 2021-2022

Dean PhD Ljubo Runjić, college professor

Head of department PhD Dragan Zlatović, assistant prof.

Šibenik, April 2021

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Course list

Professor	Component code	Course	ECTS
S. Veštić Mirčeta	NC12	Fundamentals of the theory of state and law	5
I.Beljo	129859	Statistics	3
I.Bratić	201175	English in administration I	3
G.Lugović	201176	Fundamentals of scientific and professional work	2
I.Bratić	201183	English in administration II	3
Lj. Runjić	202242	Basics of international law	5
Lj. Runjić	202243	Administrative and legal system of EU	5
J. Žaja	201186	Financing of public administration	5
I.Bratić	201187	English in administration III	3
I.Bratić	201188	English in administration IV	3
V.Jurin Bakotić	NC13	Basics of civil law	5
I.Livaja	142651	Databases in administration	5
D.Zlatović	NC14	Management of companies	5
Lj. Runjić	202255	Law of international organizations	5
I. Rančić	NC15	Introduction to Administration	6

Full Course Curriculums

1. GENERAL INFORMATION			
1.1. Course lecturer	Sanja Veštić Mirčeta, lecturer	1.8. Course code in ISVU	
1.2. Course title	Fundamentals of the theory of state and law	1.9. Course code in MOZVAG	
1.3. Assistants and/or associates		1.10. Forms of teaching (number of hours Lecturing + Practical exercises + Seminars + e learning)	(45+0+15+0)
1.4. Study programme (specialist, undergraduate, graduate)	Undergraduate Professional 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	
1.6. Year of study	1 st	1.13. Modernization	Yes
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	General course objective is to adopt fundamental terms of state and law for the purpose of understanding models of functioning of the state and of the society in Croatia as well as in the world in general. Within that objective is to understand types and division of states as well as to understand their impact on creation and appliance of legal norms. Students will be acquainted with fundamentals of historical development of opinion on state and law. Students will learn fundamental types of legal norms and legal acts, primarily focusing on acts of executive and legislative power in Republic of Croatia.		
2.2. Terms of course entry and required competences	Terms of entry for the first year of study.		
2.3. Learning outcomes on the study programme level	IU1: To link the basic concepts of different branches of the law and to generalize issues of work in public administration. IU2: To analyze the interference of international, European and national law. IU10: To organize and to implement a team work and to critically evaluate the opinions and attitudes of team members		
2.4. Expected learning outcomes on the course level	Learning outcomes 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

	To define and to differentiate fundamental terms of state and of law.				1,4	
	To explain and to analyze specific characteristics of state, state organization and types of states.				2,4	
	To explain and to differentiate legal norms and other social norms, sources of legal norms, creators of legal norms and types of legal norms.				2,4	
	To describe and to analyze structure of legal norm.				2,4	
	To differentiate legal norms and legal acts and to explain legal force of legal act (norm).				4,2	
	To define and to analyse legal relation.				1,4	
	To demonstrate and to analyze application of legal norm.				3,4	
	To identify and to differentiate legal institutions, legal branches and legal areas..				4	
	To critically consider democratic processes.				5	
	To estimate importance of legal norms in daily life and community governance.				6	
2.5. Course content according to detailed curriculum schedule	Constructive allignement					
	No	Thematic unit	LO of the course	Content/teaching methods	Evaluation	Time
	1.	Introduction to course and lesson plan. Concept of state- power, coercion, authority, legitimacy and hierarchy.	1	Listen to lectures. Listen to lectures and read literature. Get to know course content and documents on e-learning.	On colloquium or on exam students know to define and to explain concept of organsation and to define, to explain and to differentiate concepts of power, coercion, authority, legitimacy and hierarchy.	2 hours 7 hours
	2.	Concept of state- state as community and as organisation, specific characteristics of state.	1,2	Listen to lectures and read literature. Learn how to write and how to present seminar paper. Literature needed for writing seminar papers and relevant databases are presented. Seminar papers topics are given.	On colloquium or on exam students know to define concept of state, to specify, to describe, to explain and to analyze specific characteristics of state.	9 hours
3.	State organization.	1,2	Listen to lecture and read literature. Explor content of thematic unit and	On colloquium or on exam students know to define , to explain and to analyse temrs: state officials, state	9 hours	

				write and present seminar paper.	organs and jurisdiction, to specify, to explain and to differentiate types of state organs, to specify, to explain and to differentiate levels of division of labor in state, to specify, to explain and to analyze state activities, to explain hierarchy in state and to describe state organisation in Republic of Croatia. Written and presented seminar paper.		
	4.	Types of states- classification of states.	1,2,9	Listen to lecture and read literature. Explor content of thematic unit and write and present seminar paper.	On colloquium or on exam students know to specify types of states and to explain distinguishing criteria, to explain and to analyze types of states. Written and presented seminar paper.	9 hours	
	5.	Types of states- democracy, bureaucracy, changes of state order and of legal order, modern state.	1,2,9	Listen to lecture and read literature. Explor content of thematic unit and write and present seminar paper.	On colloquium or on exam students know to define and to explain democracy and its historical development, to specify and to differentiate types of democracy, to specify and to differentiate elements of democracy, to define and to explain concept of bureaucracy, to specify and to explain changes of state and of legal order, to specify elements of modern state. Written and presented seminar paper.	9 hours	
	6.	Concept of law. Legal order and moral order- social norms.	1,3,10	Listen to lecture and read literature. Explor content of thematic unit and write and present seminar paper.	On colloquium or on exam students know to define concept of law, to define and to explain social norm, to define, to explain and to analyze customs, moral and legal norms. Written and presented seminar paper.		
	7.	Legal order and moral order- sources of legal norms, state and other creators of legal norms, legal system and procedural law.	1,3,10	Listen to lecture and read literature. Creating mental map.	On colloquium or on exam students know to explain sources of legal norms, relationship between state and law, role of other subjects in creating legal norms, procedural law. Created mental map.	9 hours	

	8.	Legal norm and legal acts- structure of legal norm.	1,4,10	Listen to lecture and read literature. Explor content of thematic unit and write and present seminar paper.	On colloquium or on exam students know to explain structure of legal norm, to explain and to analyze delict, legal responsibility, sanctions and punishments. Written and presented seminar paper.	9 hours	
	9.	Legal norm and legal acts- types of legal norms, legal acts, hierarchy of legal norms and legal acts, sources of law, principle of legality.	1,3,5,10	Listen to lecture and read literature. Explor content of thematic unit and write and present seminar paper.	On colloquium or on exam students know to differentiate and to explain types of legal norms, to define and to explain legal acts, to explain analyze hierarchy of legal norms and legal acts, to explain and to analyse principle of legality. Written and presented seminar paper.	9 hours	
	10.	Legal norm and legal acts- constitution, laws, bylaws, general acts of social organizations, customary law, individual legal acts, validity, fairness and efficiency of legal norms (acts).	1,5,10	Listen to lecture and read literature. Explor content of thematic unit and write and present seminar paper.	On colloquium or on exam students know to define, to explain and to analyze constitution, laws, bylaws, general acts of social organizations, customary law, individual legal acts, validity, fairness and efficiency of legal norms (acts). Written and presented seminar paper.	9 hours	
	11.	Legal relation- composition and types of legal relation, legal subjects, legal object, legal authorisation, legal obligation and legal object.	1,6,10,	Listen to lecture and read literature. Explor content of thematic unit and write and present seminar paper.	On colloquium or on exam student know to define, to explain and to analyze legal relation, composition and types of legal relation, legal subjects, legal object, legal authorisation, legal obligation and legal object. Written and presented seminar paper.	9 hours	
	12.	Legal relation- formation and termination of legal relationship, legal facts and legal evidence, legal actions and legal gap.	1,6,10	Listen to lecture and read literature. Explor content of thematic unit and write and present seminar paper.	On colloquium or on exam students know to explain and to analyze formation and termination of legal relation, to define, to explain and to analyse legal facts and legal evidence, legal actions and legal gaps. Written and presented seminar paper.	9 hours	
	13.	Application of legal norm.	1,7,10	Listen to lecture and read literature. Explor content of thematic unit and write and present seminar paper.	On colloquium or on exam students know to explain application of legal norms. Written and presented seminar paper.	9 hours	
	14.	Systematisation of legal norms.	1,8,10	Listen to lecture and read literature. Explor content of thematic unit and	On colloquium or on exam students know to define and to explain systematization of legal norms and to define, to differentiate and to analyze legal	9 hours	

				write and present seminar paper.	institutions, legal branches and legal areas.		
	15.	Final observations / Repetition and preparation for exam.		Listen to lecture and read literature. Creating mental map.	Written and presented term paper. Created mental map.		24 hours

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 obligated to write and to present seminar paper.</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, creating of mental map, writing and presenting term paper and through two colloquia); b) during the course (active participation in classes, creating of mental map and writing and presenting term paper) and by passing the exam (written and oral part of the exam).</p>						
3.2. Monitoring student work (enter the share of ECTS credits for each activity so that the total number of ECTS points corresponds to the credit score of the course)	Attendance	2	Written exam	1,5 (without colloquia)	Project		
	Experimental work		Research		Practical work		
	Essay		Report		Continuous examination		
	Colloquium	2,5 (without written exam)	Seminar paper	0,5	Other		
	Class activity		Oral exam	1 (without colloquia)	Other		
3.3. Student workload	<p>Student workload on all bases for 1 ECTS credit is 30 hours in a semester and is estimated as:</p> <ol style="list-style-type: none"> 1. Attending classes and exercises. 60 hours 2. Writing and presenting seminar paper. 15 hours 3. Preparing colloquia or exams through individual work. 75 hours 						

4. GRADING SYSTEM

4.1. Grading seminar papers					
4.2. Grading colloquia/ written and oral exam	Unsatisfactory		Satisfactory		Above average
	Responds by memory, without a deeper understanding. Does not know or apply basic terms and concepts. Does not know how to apply or explain the contents of the course with examples.		Reproduces the basic concepts and without difficulty imparts new knowledge, understands the material, explains the terms and concepts supported with examples.		Knowledge is at the level of analysis, synthesis and evaluation. Observes the principles, accurately and thoroughly explains the content of the material, and logically connects and explains the terms and concepts supported with examples. Finds solutions that were not originally given. Notes correlations with related material.
4.3. Final grade according to evaluation elements	Active course attendance	70-74,9% of attendance	75-79,9% of attendance	80-89,9% of attendance	90-100% of attendance
		2 points	5 points	10 points	20 points
	Colloquia/ Written exam	2	3	4	5
		50-64,9%	65-79,9%	80-89,9%	90-100%
		25 points	30 points	35 points	40 points
	Oral exam	2	3	5	5
25 points		30 points	35 points	40 points	
4.3. Final grade according to absolute division		Percentage of acquired knowledge, skills and competences (teaching + final exam)	Numerical grade	ECTS grade	
		90 – 100%	5 (excellent)	A	
		80 – 89,9%	4 (very good)	B	
		65 – 79,9%	3 (good)	C	
		60 – 64,9%	2 (satisfactory)	D	
		50 – 59,9%	2 (satisfactory)	E	
5. ADDITIONAL COURSE INFORMATION					
5.1. Compulsory literature (available in the library and via other media)	Title			Number of copies in the library	Availability via other media
	Visković, N., Teorija države i prava, Zagreb, 2006. (odabrana poglavlja)				
5.2. Additional literature (at the moment of changes and/or amended)	1. Visković, N., Pojam prava, Split, 1981.				

of study programme)	2. Visković, N., Argumentacija i pravo, Split, 1997.
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>

2. GENERAL INFORMATION			
1.1. Course lecturer	Ivana Beljo	1.8. Course code in ISVU	129859
1.2. Course title	Statistics	1.9. Course code in MOZVAG	
1.3. Assistants and/or associates		1.10. Forms of teaching (number of hours Lecturing +Practical exercises + Seminars + e learning)	(30+15+0+0)
1.4. Study programme (specialist, undergraduate, graduate)	Undergraduate Professional Study Administrative Law	1.11. Level of e- learning application (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	3
1.6. Year of study	1 st	1.14. 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	<p>The goal is to provide students with theoretical knowledge:</p> <ul style="list-style-type: none"> To define fundamental terms of descriptive statistics. To effectively understand and recognize fundamental statistical procedures and methods; To develop and apply the learned content of this course in business practice 		
2.2. Terms of course entry and required competences	4 year secondary education completed; qualification level 4.2 according to the CROQF.		
2.3. Learning outcomes on the study programme level	<p>LO7: To analyze and to apply the basic rules in the field of IT administrative law and statistics on solving the expert problems in the area of public administration.</p> <p>LO 8: To use and to develop the complex written and oral communication in Croatian and English language.</p> <p>LO 9: To use specific computer skills in basic and advanced program packages for work in public administration.</p> <p>LO 10: To organize and to implement a team work and to critically evaluate the opinions and attitudes of team members.</p>		
2.4. Expected learning outcomes on the course level	<p>Learning outcomes according to the Bloom's taxonomy: (up to two verbs per LO)</p>		<p>Level of LO:</p> <p>1- remembering, 2- understanding, 3- application, 4-analysis, 5-evaluation, 6-synthesis</p>

	1.	To define and explain fundamental terms of descriptive statistics			1, 2	
	2.	to prepare tabular and graphical data representation of statistical data			3, 4	
	3.	to calculate and to interpret measures of central tendency and measures of dispersion			3, 4	
	4.	to identify time series type, to calculate and to interpret the values of dynamics indicators			2, 3, 4	
	5.	to perform correlation and regression analysis, to comment the results and to draw a conclusion about the relationship between variables			3, 4, 5	
	6.	to estimate the linear trend equation and to apply it for forecasting future values of the time series			3, 4, 6	
2.5. Course content according to detailed curriculum schedule	Constructive allignment					
	no	Thematic unit	LO of the course	Content/teaching methods	Evaluation	Time
	16.	Introduction into the course and detailed plan.	-	Listen to lectures. Work independently on computer, get to know course content and elearning documents.	-	2 h
	17.	Basic statistical terms.	1, 2	Listen to lectures and read literature. The exercises demonstrate how to solve tasks. Solve exercises.	In colloquium or written and oral exams students define basic statistical terms.	4 h
	18.	Statistical tables. Cumulative frequency	1, 2	Listen to lectures and read literature. The exercises demonstrate how to solve tasks. Solve exercises.	In colloquium or written and oral exams students define basic statistical terms, They describe the data in a tables. They know how to calculate cumulative and relative frequencies.	3 h
	19.	Grouping data and graphical data representatio.	1,2	Listen to lectures and read literature. The exercises demonstrate how to solve tasks. Solve exercises.	In colloquium or written and oral exams students know how to group and graphically present data	3 h
	20.	Measures of central tendency.	1, 2,3	Listen to lectures and read literature. The exercises demonstrate how to solve tasks. Solve exercises.	In colloquium or written and oral exams students know how to define and describe measures of central tendency, division of central tendency. Calculate and comment on the resulting calculations.	3 h
	21.	Measures of central tendency.	1, 2, 3	Listen to lectures and read literature. The exercises demonstrate how to solve tasks. Solve exercises.	In colloquium or written and oral exams students know how to define and describe measures of central tendency, division of central tendency. Calculate and comment on the resulting calculations.	3 h
	22.	Measures of dispersion.	1,2, 3	Listen to lectures and read literature. The exercises demonstrate how to solve tasks. Solve exercises.	In colloquium or written and oral exams students know how to define and describe dispersion measures, division into absolute and relative. Calculate dispersion measures and comment on obtained calculations.	3 h
	23.	Standardized value. Colloquium.	1, 2, 3	Write the colloquium.	-	15 h
	24.	Time series.	1, 2, 4	Listen to lectures and read literature. The exercises demonstrate how to	In colloquium or written and oral exams students know how to define and differentiate the type of	3 h

				solve tasks. Solve exercises.	time series, examine and solve dynamic indicators, and comment on obtained solutions		
	25.	Indices.	1, 2, 4	Listen to lectures and read literature. The exercises demonstrate how to solve tasks. Solve exercises.	In colloquium or written and oral exams students know how to define and calculate indices, and comment on solutions obtained.	3 h	
	26.	Correlation and regression.	1, 2, 5	Listen to lectures and read literature. The exercises demonstrate how to solve tasks. Solve exercises.	In colloquium or written and oral exams students know how to perform correlation analysis, sketch the scatterplot, calculate Pearson's correlation coefficient, and draw conclusions about the correlation of phenomena.	3 h	
	27.	Correlation and regression.	1, 2, 5	Listen to lectures and read literature. The exercises demonstrate how to solve tasks. Solve exercises.	In colloquium or written and oral exams students know how to perform linear regression analysis, comment on solutions, and draw conclusions about the correlation of phenomena.	3 h	
	28.	Trend.	1, 6	Listen to lectures and read literature. The exercises demonstrate how to solve tasks. Solve exercises.	In colloquium or written and oral exams students know how to estimate a linear trend equation and apply it when forecasting future values of a time series.	3 h	
	29.	Chi-square test. Colloquium	1,4,5,6	Write the colloquium.	-	15 h	
	30.	Revision		Listen to lectures and read literature.	-	15 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 two 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	0,5	Written exam	1 (without colloquia)	Project	
	Experimental work		Research		Practical work	
	Essay		Report		Continuous examination	

	Colloquium	2 (without written exam)	Seminar paper		Other	
	Class activity	0,5	Oral exam	1 (without colloquia)	Other	
3.3. Student workload	Student workload on all bases for 1 ECTS credit is 30 hours in a semester and is estimated as: 4. Attending classes and exercises 45 hours 5. 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%	
	Oral exam	25 points	30 points	35 points	40 points	
		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			
	Title	Number of copies in the library	Availability via other media
5.1. Compulsory literature (available in the library and via other media)	Petz, B. i sur. (2012.) Petzova statistika: Osnovne statističke metode za nematematičare, Naklada Slap, Zagreb (selected chapters)	5	
	Dumičić, K. i sur. (2011.) Poslovna statistika, ELEMENT d.o.o., Zagreb (selected chapters)	5	
5.2. Additional literature (at the moment of changes and/or amended of study programme)	Teaching material and exercises Boban, M. i Mečev, D. (2011.) Poslovna statistika, Veleučilište u Šibeniku, recenzirana skripta		
5.3. Quality assurance methods that ensure the acquisition of knowledge, skills and competences	The control of students' work quality and the acquisition of necessary knowledge and skills will be ensured through interactive work. By keeping track of attendance and student activity during classes and provided information on students' progress through short colloquiums and homework, information for further guidance to students will be provided in order to increase the efficiency of their work. Students will be informed about their rights and obligations as well as the methods of work and the required literature. Indicators of quality assurance system: Student survey, monitoring of annual data from the Croatian employment service on the annual state of student employment, surveys from employers and Alumni association.		
5.4. Informing about the course and contacting the teacher	It is the responsibility of each student to be regularly informed about the course, the coursework, and the classroom activities. All notices of classes or possible adjournment will be published in a timely manner on the e-learning site of the course and on the website of the Polytechnic. Students can contact teachers during the consultation period (at least one hour per week), while for short questions and explanations they can be contacted during class. It is also possible to ask questions by e-mail (from the official e-mail address at @vus.hr), which will be answered as soon as possible (no later than five working days after receiving the e-mail).		

3. GENERAL INFORMATION			
1.1. Course lecturer	Ivana Bratić, prof., higher lecturer	1.8. Course code in ISVU	201175
1.2. Course title	English in administration 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)	(30+0+0)
1.4. Study programme (specialist, undergraduate, graduate)	Undergraduate 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	1.15. Modernization	Yes
1.7. Credit score (ECTS)	3	1.14. Percentage estimate of course changes and/or supplements	Less than 20% <input checked="" type="checkbox"/> More than 20 % <input type="checkbox"/>
2. COURSE DESCRIPTION			
2.1. Course objectives	The objective of the course English language 1 is to master basic vocabulary in English related to administrative, legal and business world in general, as well as the accurate grammatical structures that include the correct use of verb tenses in spoken and written English, mastering the new lexical units, and the proper use of syntax in English sentences, as well as the use of general linguistic competences at B1 level.		
2.2. Terms of course entry and required competences	Four-year secondary education completed; Possession of a Level 4.2 qualification according to the CROQF. Proficiency in English at minimum B1 level.		
2.3. Learning outcomes on the study programme level	LO8: Use and develop complex written and oral communication in Croatian and English LO10: Organize and conduct teamwork and critically evaluate the opinions and attitudes of team stakeholders LO12: Compile and draft acts and submissions and to undertake basic procedural actions in administrative and other legal proceedings as well as in the administrative dispute		
2.4. Expected learning outcomes on the course level	Learning outcomes 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. Understand and apply basic terms in legal English terminology					2,3	
	2. Solve and apply grammatical structures on texts and grammar tasks					3	
	3. Interpret and use verb tenses in a real linguistic context					3,4	
	4. Solve and interpret grammatical tasks in English					3	
	5. Develop and demonstrate (in front of fellow students) a brief presentation in English					3	
	6. Analyze and compare differences in the use of basic verb tenses in English					4	
	7. Select and argue one of the topics within the course					5	
	8. Explain and translate a specific text of a business-legal character					6	
	9. Prepare and compose an essay in English					6	
2.5. Course content according to detailed curriculum schedule	Constructive allignment						
	no	Thematic unit	LO of the course	Content/teaching methods	Evaluation	Time	
	31.	Introduction into the course and detailed plan	-	Listen to lectures. Work independently on computer, get to know course content and elearning documents.	-	2 h	
	32.	Grammar review	1,2	Students repeat and name the grammatical structures adopted.	At colloquium or written and oral exam students know how to understand and apply basic grammatical tenses in the English language and, to apply grammatical structures in texts and grammatical tasks, they are able to use part of general language competence on the B1 level.	4 h	
33.	Present Simple vs. Present Continuous	1,2,3,4	Students listen to a lecture and read literature. They use multimedia and networking. They solve tasks.	At colloquium or written and oral exam students know how to understand and apply basic grammatical tenses in the English language and, to apply grammatical structures in texts and grammatical tasks, they are able to use part of general language competence on the B1 level.	4 h		

	34.	Grammar exercises; text analysis, sentence analysis	1,2,3	Students listen to a lecture and read literature. They solve tasks.	At colloquium or written and oral exam students know how to understand and apply basic grammatical tenses in the English language and, to apply grammatical structures in texts and grammatical tasks, they are able to use part of general language competence on the B1 level.	4 h	
	35.	Business and the law	1,2,3,8	Students read the text, spot new or unfamiliar vocabulary, paraphrase it into English and translate it into Croatian.	At colloquium or written and oral exam students answer the questions regarding the texts from the coursebook and apply new vocabulary.	4 h	
	36.	Past Simple vs. Past Continuous	1,2,3,4	Students listen to a lecture and read literature. They solve tasks.	At colloquium or written and oral exam students know how to understand and apply basic grammatical tenses in the English language and, to apply grammatical structures in texts and grammatical tasks, they are able to use part of general language competence on the B1 level.	4 h	
	37.	Review 1	1,2,3,5,6	Students solve grammatical tasks and tasks related to understanding, translating and paraphrasing.	Students can apply grammatical structures on texts and assignments, interpret and use verb tenses, are able to communicate in English regarding the topics from the coursebook as well as to express their own opinions, develop a shorter essay within the course topics, use part of general language competences at B1 level.	6 h	
	38.	In house lawyers	5,6,7,8	Students read the text of a legal character, identify new vocabulary, paraphrase it into English and translate it to Croatian.	At the colloquium or the written and oral exam students can apply new professional vocabulary of legal character in written and spoken communication and use part of general language competences at B1 level.	10 h	
	39.	Handling international disputes	5,6,7,8	Students read the text of a legal character, identify new vocabulary, paraphrase it into English and translate it to Croatian.	At the colloquium or the written and oral exam students can apply new professional vocabulary of legal character in written and spoken communication and use part of general language competences at B1 level.	6 h	
	40.	Case study – writing and discussion	1,2,3,5,6,9	Students write an essay in English on one of the topics treated during the course.	At the colloquium or written and oral exam students are able to apply grammatical and syntactic structures and to communicate in English regarding the topics from the coursebook, express their own opinions, develop a short essay, use part of general language competences at B1 level.	6 h	

	41.	Present Perfect Tense	1,2,3,4,6	Students listen to a lecture. They master the details related to form, use, spelling of Present Perfect Tense especially in relation to Past Simple Tense.	At colloquium or written and oral exam students know how to understand and apply basic grammatical tenses in the English language and, to apply grammatical structures in texts and grammatical tasks, they are able to use part of general language competence on the B1 level.	10 h	
	42.	Mixed Tenses	1,2,3,4,5,6,7,8,9	Students listen to a lecture and read the literature. They use multimedia and networking. They solve tasks.	At the colloquium or the written and oral exam students can apply grammatical structures on texts and assignments, interpret and use verb tenses in context, communicate in English, express their own opinions, develop a short essay. They will write business email in English, use part of general language competences at B1 level.	10 h	
	43.	Different countries; different legal systems	1,2,3,9	Students read the text of a legal character, identify new vocabulary, paraphrase it into English and translate it to Croatian.	At the colloquium or the written and oral exam students can apply new professional vocabulary of legal character in written and spoken communication and use part of general language competences at B1 level.	4 h	
	44.	Case study	1,2,3,6,9	Students write an essay in English on one of the topics treated during the course. They present it in front of other students in the course.	At the colloquium or written and oral exam students are able to apply grammatical and syntactic structures and to communicate in English regarding the topics from the coursebook, express their own opinions, develop a short essay, use part of general language competences at B1 level.	6 h	
	45.	Review II	1,2,3,4,5,6,7,8,9	Students do grammatical and vocabulary tasks.	Students can apply grammatical structures on texts and assignments, interpret and use verb tenses, are able to communicate in English regarding the topics from the coursebook as well as to express their own opinions, develop a shorter essay within the course topics, use part of general language competences at B1 level.	10 h	

3. EVALUATION OF STUDENTS' WORK

3.1. Students' obligations	<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>
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3.2. Monitoring student work (enter the share of ECTS credits for each activity so that the total number of ECTS points corresponds to the credit score of the course)	Attendance	0,5	Written exam	1 (without colloquia)	Project	
	Experimental work		Research		Practical work	
	Essay		Report		Continuous examination	
	Colloquium	2 (without written exam)	Seminar paper		Other	
	Class activity	0,5	Oral exam	1 (without colloquia)	Other	
3.3. Student workload	Student workload on all bases for 1 ECTS credit is 30 hours in a semester and is estimated as: 6. Attending classes and exercises 45 hours 7. 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%	
	Oral exam	25 points	30 points	35 points	40 points	
		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

	Title	Number of copies in the library	Availability via other media
5.1. Compulsory literature (available in the library and via other media)	1. „Market Leader“, Business Law, A Robin Widdowson, Pearson/Longman, 2010 (the mandatory part only applies to the topics described in this implementation plan)	1	e-materijal available to all students on Claroline system of the Polytechnic of Šibenik
	2. „Osnovna gramatika engleskog jezika“, Ivana Bratić, Veleučilište u Šibeniku, (e-izdanje) (the mandatory part only applies to the topics described in this implementation plan)		e-materijal available to all students on Claroline system of the Polytechnic of Šibenik
5.2. Additional literature (at the moment of changes and/or amended of study programme)	Peter Strutt , „Market Leader - Business Grammar and Usage“, Business English , Pearson/Longman, 2000.		
5.3. Quality assurance methods that ensure the acquisition of knowledge, skills and competences	The control of students' work quality and the acquisition of necessary knowledge and skills will be ensured through interactive work. By keeping track of attendance and student activity during classes and provided information on students` progress through short colloquiums and homework, information for further guidance to students will be provided in order to increase the efficiency of their work. Students will be informed about their rights and obligations as well as the methods of work and the required literature. Indicators of quality assurance system: Student survey, monitoring of annual data from the Croatian employment service on the annual state of student employment, surveys from employers and Alumni association.		
5.4. Informing about the course and contacting the teacher	It is the responsibility of each student to be regularly informed about the course, the coursework, and the classroom activities. All notices of classes or possible adjournment will be published in a timely manner on the e-learning site of the course and on the website of the Polytechnic. Students can contact teachers during the consultation period (at least one hour per week), while for short questions and explanations they can be contacted during class. It is also possible to ask questions by e-mail (from the official e-mail address at @ vus.hr), which will be answered as soon as possible (no later than five working days after receiving the e-mail).		

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	Introduce students to: - types of scientific and professional papers, - research in science, - methods and stages of research work, - data collection methods in the research process, - research instruments, - data processing and analysis, - and applying acquired knowledge to research processes and writing.
2.2. Terms of course entry and required competences	No input competence.
2.3. Learning outcomes on the study programme level	LO12. To draft acts and submission and to undertake basic procedural actions in the administrative and other legal proceedings and disputes

<p>2.4. Expected learning outcomes on the course level</p>	<p>Learning outcomes towards Bloom's taxonomy: (up to two verbs per LO)</p>				<p>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></p>	
	<p>1. To identify and describe adequate methods of data collection in the research process,</p>				<p>1</p>	
	<p>2. To explain acquired knowledge through research processes and in research writing,</p>				<p>2</p>	
	<p>3. Use appropriate research methodology,</p>				<p>3</p>	
	<p>4. Analyze the importance of ethical issues and principles in the research process,</p>				<p>4</p>	
	<p>5. Independently and responsibly advocate the basic principles of critical review of relevant literature, and correctly reference the used literature.</p>				<p>5</p>	
	<p>6. To apply and manage acquired knowledge in writing and interpreting your own research.</p>				<p>6</p>	
<p>2.5. Course content according to detailed curriculum schedule</p>	<p>Constructive alignment</p>					
	<p>No:</p>	<p>Thematic ensemble / Lecture Topic</p>	<p>Course LO</p>	<p>Content / Teaching Method</p>	<p>Evaluation</p>	<p>Time needed</p>
		<p>Introduction to the course and a detailed performance plan</p>	<p>-</p>	<p>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.</p>	<p>-</p>	<p>2 hours</p>
	<p>46.</p>	<p>Defining science. Scientific objective and scientific method.</p>	<p>12</p>	<p>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.</p>	<p>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.</p>	<p>3 hours</p>
	<p>47.</p>	<p>Research and research philosophy. Types and ethics of research.</p>	<p>12</p>	<p>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.</p>	<p>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).</p>	<p>5 hours</p>
	<p>48.</p>	<p>Quantitative methodology. Basic features of the quantitative approach.</p>	<p>12</p>	<p>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.</p>	<p>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).</p>	<p>4 hours</p>
	<p>49.</p>	<p>Qualitative methodology. Principles of qualitative research.</p>	<p>12</p>	<p>Listen to the lecture and read the literature. At the seminar student individually, in pairs or Socrates threes made mental map and solve</p>	<p>In the written and oral exam, they can define, describe the qualitative methodology, and explain the basic features of the qualitative approach.</p>	<p>3 hours</p>

			case studies thus presenting the appropriateness of previously acquired knowledge and presenting adopted knowledge and ideas, discuss issues.	Seminar paper created and presented (using computer programs independently).	
50.	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
51.	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
52.	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
53.	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
54.	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	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	3 hours

				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.	created and presented (using computer programs independently).	
	55.	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
	56.	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
	57.	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
	58.	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
	59.	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 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

	60.	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
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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)		
	1. Attending classes			30		
	2. Creating and Presenting seminar paper			15		
	3. 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	Sources are listed, but incomplete and with errors. The references are appropriate for	Sources are accurate, complete and consistent. The references are appropriate, their list is "rich"

		a superficial approach to the research topic.	the subject and show a satisfactory research attitude.	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%
Oral exam	25 points	30 points	35 points	40 points	
	2	3	5	5	
4.4. Creating a final grade according to absolute allocation	Percentage of adopted knowledge, skills and competences (teaching + final exam)	25 points	30 points	35 points	40 points
		2	3	5	5
		Numerous grade		ECTS grade	
		90 – 100%	5 (excellent)	A	
		80 – 89,9%	4 (very good)	B	
		65 – 79,9%	3 (good)	C	
60 – 64,9%	2 (sufficient)	D			
50 – 59,9%	2 (sufficient)	E			
5. ADDITIONAL INFORMATION ABOUT THE COURSE					
5.1. Compulsory literature (available in the library and through other media)	Title			Number of copies in the library	Availability via other media
	1. Mejovšek, M. (2008.). Metode znanstvenog istraživanja, (str. 3-195). Jastrebarsko: Naklada Slap.			5	/
	2. Milas, G. (2009.). Istraživačke metode u psihologiji i drugim društvenim znanostima (str. 51-59). Jastrebarsko: Naklada Slap.			3	/

5.2. Additional literature (at the moment of changes and/or amended of study programme)	1. Milas, G. (2009.). Istraživačke metode u psihologiji i drugim društvenim znanostima (str. 3-47). Jastrebarsko: Naklada Slap.	3	/
5.3. Quality assurance methods that ensure the acquisition of knowledge, skills and competences	<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>		

4. GENERAL INFORMATION			
1.1. Course lecturer	Ivana Bratić, prof., higher lecturer	1.8. Course code in ISVU	201183
1.2. Course title	English in administration II	1.9. Course code in MOZVAG	
1.3. Assistants and/or associates		1.10. Forms of teaching (number of hours Lecturing +Practical exercises + Seminars + e learning)	(30+0+0)
1.4. Study programme (specialist, undergraduate, graduate)	Undergraduate Professional Study of Public Administration	1.11. Level of e- learning application (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% X <input type="checkbox"/> More than 20 % <input type="checkbox"/>
2. COURSE DESCRIPTION			
2.1. Course objectives	The objective of the course English language 2 is to master basic vocabulary in English related to administrative, legal and business world in general, as well as the accurate grammatical structures that include the correct use of verb tenses in spoken and written English, mastering the new lexical units, and the proper use of syntax in English sentences, as well as the use of general linguistic competences at B1 level.		
2.2. Terms of course entry and required competences	Four-year secondary education completed; Possession of a Level 4.2 qualification according to the CROQF. Proficiency in English at minimum B1 level.		
2.3. Learning outcomes on the study programme level	LO8: Use and develop complex written and oral communication in Croatian and English LO10: Organize and conduct teamwork and critically evaluate the opinions and attitudes of team stakeholders LO12: Compile and draft acts and submissions and to undertake basic procedural actions in administrative and other legal proceedings as well as in the administrative dispute		
2.4. Expected learning outcomes on the course level	Learning outcomes 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,

					<i>6-synthesis</i>	
	1. Understand and apply basic terms in legal English terminology				2,3	
	2. Solve and apply grammatical structures on texts and grammar tasks				3	
	3. Interpret and use verb tenses in a real linguistic context				3,4	
	4. Solve and interpret grammatical tasks in English				3	
	5. Develop and demonstrate (in front of fellow students) a brief presentation in English				3	
	6. Analyze and compare differences in the use of basic verb tenses in English				4	
	7. Select and argue one of the topics within the course				5	
	8. Explain and translate a specific text of a business-legal character				6	
9. Prepare and compose an essay in English				6		
2.5. Course content according to detailed curriculum schedule	Constructive allignement					
	no	Thematic unit	LO of the course	Content/teaching methods	Evaluation	Time
	61.	Introduction into the course and detailed plan	-	Listen to lectures. Work independently on computer, get to know course content and elearning documents.	-	2 h
	62.	Common law / Civil Law	1,8	Students read the text in English. They understand new and unfamiliar vocabulary and professional terms, paraphrase them into English and offer an adequate translation into Croatian. They answer the questions.	At the colloquium or written and oral exam students will be able to explain in English the differences between Common Law and Civil Law, identify all words connected to legal character and be able to use and interpret them.	4 h
63.	Reading / Text analysis	1,2,3,4,5,8	Students read the text in English. They understand new and unfamiliar vocabulary and professional terms, paraphrase them into English and offer an adequate translation into	At the colloquium or written and spoken exam students will know to apply basic grammatical and syntactic structures in written and spoken language.	4 h	

				Croatian. They answer the questions.			
64.	Future tenses (Future Simple)	2, 3, 4, 6		Students listen the lesson. They solve different linguistic tasks.	Students will be able to distinguish details related to form, spelling and use of future tenses in English.	4 h	
65.	Future tenses (going to + infinitive)	2, 3, 4, 6		Students listen the lesson. They solve different linguistic tasks.	Students will be able to distinguish details related to form, spelling and use of future tenses in English.	4 h	
66.	Grammar exercises	2, 3, 4, 6		Students listen the lesson. They solve linguistic tasks regarding mixed grammatical tenses.	Students will know to differentiate and to correctly apply the Future Simple and „going to + infinitive“ form.	4 h	
67.	Review I	1, 3, 4, 5, 6, 7, 8, 9		Students solve grammar tasks and tasks related to comprehension, translation and paraphrasing.	At the colloquium or the written and oral exam students will explain and solve all grammatical tasks as well as new legal vocabulary.	6 h	
68.	New ways of dealing with fraud	1, 2, 5, 6		Students read the text in English. They understand new and unfamiliar vocabulary and professional terms, paraphrase them into English and offer an adequate translation into Croatian. They answer the questions.	Students will know how to paraphrase the text correctly and to explain new vocabulary. They will also know to form new sentences by using the new vocabulary.	4 h	
69.	Protecting intellectual property	1, 5, 7, 8, 9		Students read the text in English. They understand new and unfamiliar vocabulary and professional terms, paraphrase them into English and offer an adequate translation into Croatian. They answer the questions.	At the colloquium or the written and oral exam, students are able to paraphrase the text, explain the words and terms of the legal character related to the intellectual property issue as well as to form new sentences by using the new vocabulary.	4 h	
70.	Past Perfect Tense	2, 3, 4, 6		Students listen the lesson. They solve different linguistic tasks.	Students will know how to form, spell and use this grammatical tense.	10 h	
71.	Text Completion (grammar exercise)	2, 3, 4, 6		Students independently and in groups of two students deal with the text, solve grammatical tasks, translate sentences into English or Croatian.	At the colloquium or the written and oral exam, students are able to paraphrase the text, explain the words and terms of the legal character related to the intellectual property issue as well as to form new sentences by using the new vocabulary.	10 h	
72.	Contract law	1, 5, 7, 8, 9		Students read the text in English. They understand new and unfamiliar vocabulary and professional terms, paraphrase them into English and offer an adequate translation into Croatian. They answer the questions.	At the colloquium or the written and oral exam the students will be able to paraphrase the text, explain the new vocabulary, answer the questions related to the text.	10 h	

	73.	Modal verbs	2, 3, 4, 6	Students listen the lesson. They solve different linguistic tasks.	At the colloquium or the written and oral exam students know how to correctly use modal verbs in written and spoken language.	4 h	
	74.	Passive voice	2, 3, 4, 6	Students listen the lesson. They solve different linguistic tasks.	At the colloquium or the written and oral exam students know how to correctly use passive voice in written and spoken language.	4 h	
	75.	Review II	1, 2, 3, 4, 5, 6, 7, 8, 9	Students solve grammar tasks and tasks related to comprehension, translation and paraphrasing.	Students will know how to paraphrase the text correctly and to explain new vocabulary. They will also know to form new sentences by using the new vocabulary.	16 h	

3. EVALUATION OF STUDENTS' WORK

3.1. Students' obligations	<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>
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3.2. Monitoring student work (enter the share of ECTS credits for each activity so that the total number of ECTS points corresponds to the credit score of the course)	Attendance	0,5	Written exam	1 (without colloquia)	Project	
	Experimental work		Research		Practical work	
	Essay		Report		Continuous examination	
	Colloquium	2 (without written exam)	Seminar paper		Other	
	Class activity	0,5	Oral exam	1 (without colloquia)	Other	

3.3. Student workload	<p>Student workload on all bases for 1 ECTS credit is 30 hours in a semester and is estimated as:</p> <p>8. Attending classes and exercises 45 hours</p> <p>9. Preparing colloquia or exams through individual work 45 hours</p>
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4. GRADING SYSTEM

4.1. Grading seminar papers	
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4.2. Grading colloquia/ written and oral exam	Unsatisfactory		Satisfactory		Above average				
	Responds by memory, without a deeper understanding. Does not know or apply basic terms and concepts. Does not know how to apply or explain the contents of the course with examples.		Reproduces the basic concepts and without difficulty imparts new knowledge, understands the material, explains the terms and concepts supported with examples.		Knowledge is at the level of analysis, synthesis and evaluation. Observes the principles, accurately and thoroughly explains the content of the material, and logically connects and explains the terms and concepts supported with examples. Finds solutions that were not originally given. Notes correlations with related material.				
4.3. Final grade according to evaluation elements	Active course attendance	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%	
	Oral exam	25 points		30 points		35 points		40 points	
		2		3		5		5	
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	
	3. „Market Leader“, Business Law, A Robin Widdowson, Pearson/Longman, 2010 (the mandatory part only applies to the topics described in this implementation plan)					1		e-materijal available to all students on Claroline system of the Polytechnic of Šibenik	
	4. „Osnovna gramatika engleskog jezika“, Ivana Bratić, Veleučilište u Šibeniku, (e-izdanje) (the mandatory part only applies to the topics described in this implementation plan)							e-materijal available to all students on Claroline system of the Polytechnic of Šibenik	

5.2. Additional literature (at the moment of changes and/or amended of study programme)	Peter Strutt , „Market Leader - Business Grammar and Usage“, Business English , Pearson/Longman, 2000.
5.3. Quality assurance methods that ensure the acquisition of knowledge, skills and competences	<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>

5. GENERAL INFORMATION			
1.1. Course lecturer	Ljubo Runjić, PhD, Senior Lecturer	1.8. Course code in ISVU	140814 202242
1.2. Course title	Basics of international law	1.9. Course code in MOZVAG	
1.3. Assistants and/or associates		1.10. Forms of teaching (number of hours Lecturing +Practical exercises + Seminars + e learning)	(45+15+0+0)
1.4. Study programme (specialist, undergraduate, graduate)	Undergraduate Professional Study Administrative Law	1.11. Level of e- learning application (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	4
1.6. Year of study	2 nd	1.17. Modernization	Yes
1.7. Credit score (ECTS)	5	1.14. Percentage estimate of course changes and/or supplements	Less than 20% X More than 20 % □
2. COURSE DESCRIPTION			
2.1. Course objectives	The aim of the course is to enable students to acquire basic knowledge of the system of legal rules governing relations between international legal subjects.		
2.2. Terms of course entry and required competences	General conditions required for enrollment in III. semester. Understanding of fundamental concepts in the area of state theory and law, constitutional law, as well as finding internal and international legal sources.		
2.3. Learning outcomes on the study programme level	LO1: Link the basic concepts of different branches of law and generalize the issues of work in public administration LO2: To analyze the interferences of international, European and national law LO3: To analyze and critically evaluate the structure and functioning of the state government in the Republic of Croatia and the structure, bodies and mode of functioning of the European Union, and to evaluate trends in the modern development of public administration. LO4: To analyze the impact of social processes on the constitutional order and administrative systems, in particular the processes of globalization, euro-integration, transition, urbanization, regionalization and decentralization. LO8: To use and develop complex written and oral communication in Croatian and English. LO10: To organize and conduct teamwork, and critically evaluate the opinions and attitudes of team stakeholders		

2.4. Expected learning outcomes on the course level	Learning outcomes 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	
	7.	To analyze individual branches of international law.				4	
	8.	To identify sources of international law.				4	
	9.	To identify and explain the constituent elements of particular categories of subjects of international law.				5	
	10.	To explain the relationship between international and national law in terms of international legal doctrine and existing international law.				5	
	11.	To examine the role of certain international legal entities in the creation of international law.				4	
	12.	To evaluate the role of international law in regulating relations in the international community of recognized subjects.				5	
	13.	To anticipate the development of the international legal order, taking into account the existing relations in the international community.				5	
2.5. Course content according to detailed curriculum schedule	Constructive allignment						
	no	Thematic unit	LO of the course	Content/teaching methods	Evaluation	Time	
	76.	Introduction to the course and a detailed teaching plan	-	Listen to a lecture. At the seminar, students are introduced to the course content and documents on the e-learning page of the course by working independently on a computer.	-	3 h	
		Introduction - the concept of international law, divisions of international law, sources of international law, history of international law	1, 2, 4, 6	Listen to a lecture and read literature.	At the colloquium or the written / oral exam students can define the basic concepts of administrative systems in the science of administration.	5 h	
	77.	Subjects of international law - general views, individual, international organisms, state	1, 2, 3, 5	Listen to a lecture and read literature.	At the colloquium or the written / oral examination, they can define certain categories of subjects of international law and identify and explain their constituent elements.	10 h	
	78.	Subjects of International Law - Insurgency and Liberation Movements, Addiction Relations, Special Areas, Holy See and Vatican City State, Permanent Neutrality	1, 2, 3, 5	Listen to a lecture and read literature.	At the colloquium or the written / oral examination, they can define certain categories of subjects of international law and identify and explain their constituent elements.	8 h	
79.	Objects of international law - state territory, borders, rivers	1, 2, 6, 7	Listen to a lecture and read literature. At the exercises students on practical	At the colloquium or the written / oral exam students can define the basic institutes in the	10 h		

			examples carry out demarcation on land, sea and rivers.	science of objects of international law and explain the basic ways of demarcation of state power in space.		
80.	Objects of international law - sea, international excavation, airspace, space	1, 2, 6, 7	Listen to a lecture and read literature. At the exercises, students analyze examples from international case law.	At the colloquium or the written / oral exam, students know how to analyze and explain the international regimes at sea, the international treaties, the airspace and space.	10 h	
81.	Objects of international law - acquisition of territories, succession of states, interstate servitudes	1, 2, 6, 7	Listen to a lecture and read literature. At the exercises, students analyze individual institutes from the science of objects of international law.	At the colloquium or the written / oral exam, students can differentiate and explain different ways of acquisition an area. Explain the succession of states and interstate servitudes.	10 h	
82.	Individual in international law - citizens and foreigners, international protection of man, minorities, criminal responsibility of the individual	2, 5, 6, 7	Listen to a lecture and read literature. At the exercises students analyze cases from international jurisprudence.	At the colloquium or the written / oral exam, students can identify and enumerate basic international human rights documents.	10 h	
83.	the bodies of international relations - in general, organs of external representation, diplomatic representatives, diplomatic privileges, consuls, international officials	1, 2, 6, 7	Listen to a lecture and read literature. At the exercises students analyze diplomatic and consular examples.	At the colloquium or the written / oral exam, students can identify the sources of diplomatic and consular law, and list and describe individual institutes from that field.	10 h	
84.	Legal facts of international law - legal affairs in general, unilateral legal acts, treaties	1, 2, 6, 7	Listen to a lecture and read literature. At the exercises, students simulate the process of concluding treaties.	At the midterm exam or the written / oral exam, students can identify and explain each type of legal conducts.	10 h	
85.	International organizations - United Nations (establishment, right, membership, organs)	1, 2, 5, 6, 7	Listen to a lecture and read literature. At the exercises students simulate the decision-making process of the United Nations Security Council.	At the colloquium or the written / oral exam, students can explain the organizational structure of the United Nations and their role in creating international law.	10 h	
86.	International organizations - United Nations specialized agencies, other international organizations related to the United Nations, United Nations subsidiary bodies, regional organizations	1, 2, 5, 6, 7	Listen to a lecture and read literature. At the exercises students analyze the goals, organization and functioning of individual international organizations within the United Nations system.	At the midterm or written / oral examination, students can describe the goals and activities of individual international organizations within the United Nations system.	10 h	
87.	Peaceful dispute settlement and peacekeeping - negotiation, enquiry, mediation, conciliation, arbitration, judicial settlement	1, 2, 4, 6, 7	Listen to a lecture and read literature. At the exercises, students analyze relevant international case law	At the colloquium or written / oral exam students know enumerate and explain the various peaceful settlement of disputes and ensuring peace.	8 h	
88.	The role of the United Nations in the peaceful settlement of disputes and in securing peace - the peaceful	1, 2, 6, 7	Listen to a lecture and read literature. At the exercises students analyze case studies of peaceful dispute resolution and peacekeeping.	At the colloquium or the written / oral examination, students can explain the various means of peaceful settlement of disputes and the securing of peace within the United Nations.	8 h	

		settlement of disputes within the United Nations, bringing disputes to the United Nations, collective action, peacekeeping, disarmament					
	89.	Law of Armed Conflict - sources, concept, persons involved in armed conflict, restrictions on the conduct of hostilities, protection of certain categories of persons, war occupation	1, 2, 6, 7	Listen to a lecture and read literature. At the exercises, students analyze relevant case studies on the rights of armed conflict.		At the colloquium or the written / oral examination, students can define the basic institutes of the rights of armed conflicts and identify and enumerate international normative sources of the rights of the armed conflicts.	8 h
	90.	The law of armed conflicts - the concept of neutrality, the rights and duties of neutrals, blockades, the right of seizure	1, 2, 6, 7	Listen to a lecture and prepare individually for the exam. At the exercises, students analyze relevant case studies on the rights of armed conflict.		At the colloquium or the written / oral examination, students can define the basic institutes of the rights of armed conflicts and identify and enumerate international normative sources of the rights of the armed conflicts.	20 h

3. EVALUATION OF STUDENTS' WORK

3.1. Students' obligations	<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: 10. Attending classes and exercises 60 hours 11. Preparing colloquia or exams through individual work 90 hours				
4. GRADING SYSTEM					
4.1. Grading seminar papers	The evaluation element	Unsatisfactory	Satisfactory	Above average	
	Organization	The paper is not organized in a logical order and lacks structure.	The paper is well structured with a clear distinction between the introduction, the main body of the text and the conclusion.	The paper is well structured with a clear distinction between the introduction, the main body of the text and the conclusion, which are logically interconnected.	
	Terminology, writing style	Words and expressions low in line with official terminology. The writing style is not appropriate, the sentences are too long, of a modest vocabulary and with frequent and repeated grammatical errors.	Words and expressions are in line with official terminology. The writing style is appropriate, the sentence structure is clear, the vocabulary is appropriate and there are few grammatical errors.	Words and expressions are aligned with official terminology and show an understanding of their meaning. The writing style is excellent, the sentences are clear and concise, the vocabulary is rich and there are no grammatical errors.	
	Citing and referencing references	The sources are not listed at all. The references do not fit the topic and show a cursory approach to exploring the topic.	The sources are listed but incomplete and with errors. The references are relevant to the topic and show a satisfactory research attitude.	The sources are accurately, completely and consistently listed. The references are appropriate, their list is "rich" and comprehensive and shows a detailed research approach.	
4.2. Grading colloquia/ written and oral exam	Unsatisfactory		Satisfactory		Above average
	Responds by memory, without a deeper understanding. Does not know or apply basic terms and concepts. Does not know how to apply or explain the contents of the course with examples.		Reproduces the basic concepts and without difficulty imparts new knowledge, understands the material, explains the terms and concepts supported with examples.		Knowledge is at the level of analysis, synthesis and evaluation. Observes the principles, accurately and thoroughly explains the content of the material, and logically connects and explains the terms and concepts supported with examples. Finds solutions that were not originally given. Notes correlations with related material.
4.3. Final grade according to evaluation elements	Active course attendance	70-75% of attendance	76-86% of attendance	87-100% of attendance	
		3 points	5 points	10 points	

	Colloquia/ Written exam	2	3	4	5
		50-64,9%	65-79,9%	80-89,9%	90-100%
		27 points	33 points	39 points	45 points
	Oral exam	2	3	5	5
		27 points	33 points	39 points	45 points
4.4. Final grade according to absolute division		Percentage of acquired knowledge, skills and competences (teaching + final exam)	Numerical grade	ECTS grade	
		90 – 100%	5 (excellent)	A	
		80 – 89,9%	4 (very good)	B	
		65 – 79,9%	3 (good)	C	
		60 – 64,9%	2 (satisfactory)	D	
		50 – 59,9%	2 (satisfactory)	E	
5. ADDITIONAL COURSE INFORMATION					
5.1. Compulsory literature (available in the library and via other media)	Title			Number of copies in the library	Availability via other media
	1. Andrassy, J., Bakotić, B., Seršić, M., Vukas, B., Međunarodno pravo 1, Zagreb, Školska knjiga, 2010. (selected chapters)			5	
	2. Andrassy, J., Bakotić, B., Lapaš, D., Seršić, M., Vukas, B., Međunarodno pravo 2, Zagreb, Školska knjiga, 2012. (selected chapters)			5	
	3. Andrassy, J., Bakotić, B., Seršić, M., Vukas, B., Međunarodno pravo 3, Zagreb, Školska knjiga, 2006. (selected chapters)			5	
5.2. Additional literature (at the moment of changes and/or amended of study programme)	1. Degan, V. Đ., Međunarodno pravo, Zagreb, Školska knjiga, 2011.			5	
	2. Runjić, Lj., Međunarodnopravni subjektivitet međunarodnih organizama u suvremenom međunarodnom pravu, Veleučilište u Šibeniku, 2016.			5	
	3. Runjić, Lj., Pravo međunarodnih organizacija, Rijeka, Libertin, 2019.			5	
	4. Shaw, M. N., International Law, Cambridge, Cambridge University Press, 2014.			2	
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	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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6. GENERAL INFORMATION			
1.1. Course lecturer	Ljubo Runjić, PhD, Senior Lecturer	1.8. Course code in ISVU	140815 202243
1.2. Course title	Administrative and legal system of EU	1.9. Course code in MOZVAG	
1.3. Assistants and/or associates		1.10. Forms of teaching (number of hours Lecturing + Practical exercises + Seminars + e learning)	(45+0+15+0)
1.4. Study programme (specialist, undergraduate, graduate)	Undergraduate Professional Study Administrative Law	1.11. Level of e- learning application (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	4
1.6. Year of study	2 nd	1.18. Modernization	Yes
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 basic knowledge about European law and its application and the institutions of the European Union.		
2.2. Terms of course entry and required competences	General conditions required for enrollment in III. semester. Understanding of fundamental concepts in the area of state theory and law, constitutional law, as well as finding internal and international legal sources.		
2.3. Learning outcomes on the study programme level	<p>LO1: Link the basic concepts of different branches of law and generalize the issues of work in public administration</p> <p>LO2: To analyze the interferences of international, European and national law</p> <p>LO3: To analyze and critically evaluate the structure and functioning of the state government in the Republic of Croatia and the structure, bodies and mode of functioning of the European Union, and to evaluate trends in the modern development of public administration.</p> <p>LO4: To analyze the impact of social processes on the constitutional order and administrative systems, in particular the processes of globalization, euro-integration, transition, urbanization, regionalization and decentralization.</p> <p>LO8: To use and develop complex written and oral communication in Croatian and English.</p>		

	LO10: To organize and conduct teamwork, and critically evaluate the opinions and attitudes of team stakeholders					
2.4. Expected learning outcomes on the course level	Learning outcomes 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
	14. To analyze European law and its relationship with national law.					4
	15. To identify sources of European law.					4
	16. To differentiate the powers of the European Union.					4
	17. To demonstrate the institutional set-up of the European Union.					5
	18. To make a request to the European Court of Justice.					6
	19. To evaluate the impact of European law on the national legal systems of the Member States.					5
20. To anticipate the future development of European integration processes					5	
2.5. Course content according to detailed curriculum schedule	Constructive allignment					
	no	Thematic unit	LO of the course	Content/teaching methods	Evaluation	Time
	91.	Introduction to the course and detailed curriculum	-	Listen to a lecture and get to know the course content and documents on the e-learning course page by working independently on a computer.	-	3 h
		Introduction - Basic Concepts of European Union Law, Founding Treaties, Treaty of Lisbon	1, 2	Listen to a lecture and read literature.	At the colloquium or the written / oral examination students can define the basic concepts of European law.	5 h
	92.	History of European integration	3, 4, 6	Listen to a lecture and read literature.	At the colloquium or the written / oral exam students can show the historical development of European integration processes.	10 h
	93.	European Union law	1, 2, 5, 6, 7	Listen to a lecture and read literature.	At the colloquium or the written / oral exam, students can identify and classify sources of European law and explain the different types of sources.	8 h
	94.	Powers of the European Union	3, 6	Listen to a lecture and read literature. At the exercises on practical examples students analyze individual powers of the European Union, as well as the principles of which they are limited.	At the colloquium or the written / oral examination, students can define the powers of the European Union and explain the principles that limit them.	10 h
	95.	Institutions of the European Union - European Parliament, European Council, Council of Ministers,	4, 6	Listen to a lecture and read literature. At the exercises students deal with the composition and powers of individual	At the colloquium or written / oral exam know show and explain the institutional structure of the European Union.	10 h

	European Commission, legislative procedures		bodies of the European Union.		
96.	Legislative procedures	1, 4, 6	Listen to a lecture and read literature. At the exercises students analyze the different types of legislative procedures.	At the colloquium or the written / oral exam students can distinguish and explain the ordinary legislative procedure and the specific legislative procedures.	10 h
97.	Institutions of the European Union - Court of Justice of the European Union Application of EU law before national courts - direct effect, superiority of European law	3, 4, 5	Listen to a lecture and read literature. At the exercises students analyze the institutional structure of the European Union with special reference to its main bodies.	At the colloquium or written / oral exam students know show and explain the institutional structure of the European Union, including the composition and powers of its principal organs.	10 h
98.	Application of EU law before national courts - direct effect, superiority of European law	1, 3, 6, 7	Listen to a lecture and read literature. At the exercises students address the relevant case law of the European Court of Justice regarding the direct effect and supremacy of European law.	At the colloquium or the written / oral examination, students can explain the direct effect and superiority of European law and substantiate this with relevant examples from the case law of the European Court of Justice.	10 h
99.	Application of EU law before national courts - direct effect of directives	1, 3, 6, 7	Listen to a lecture and read literature. At the exercises students address the relevant case law of the European Court of Justice regarding the direct effect of directives.	At the colloquium or the written / oral examination, students can show and explain the direct effect of directives by example.	10 h
100.	State liability for damages in EU law	1, 6	Listen to a lecture and read literature. At the exercises analyze examples of state liability for damages in EU law.	At the colloquium or the written / oral exam, students can identify and enumerate cases where the state is liable for damages under EU law.	10 h
101.	Basics of the EU internal market - in general	1, 2, 6	Listen to a lecture and read literature. At the exercises students discuss the reasons for establishing an EU common market.	At the colloquium or the written / oral examination, students can explain the reasons for establishing the EU Common Market and define the concepts of positive and negative integration.	10 h
102.	Basics of the internal market - freedom of movement of goods, freedom of movement for services	1, 2, 6	Listen to a lecture and read literature. At the exercises students analyze the relevant TFEU norms on market freedoms.	At the colloquium or the written / oral exam, students can list the EU's market freedoms and explain them based on the relevant TFEU norms.	8 h
103.	Infringement procedure	1, 5, 6	Listen to a lecture and read literature. At the exercises students analyze relevant case studies of the European Court of Justice.	At the colloquium or the written / oral examination, students can explain the purpose of the pre-litigation procedure, show the course of the proceedings, define the jurisdiction of the European Court of Justice in the infringement procedure and make a simple request to the European Court of Justice.	8 h
104.	Urgent infringement procedure, how to apply to the European Court of Justice	1, 5, 6	Listen to a lecture and read literature. At the exercises students analyze relevant examples from the case law of the European Court of Justice and practice preparing applications to the European Court of Justice.	At the colloquium or the written / oral exam students can explain the purpose of the infringement procedure and show the course of the procedure.	8 h

	105.	Application of EU law in the legal order of the Republic of Croatia	1, 6	Listen to a lecture and prepare individually for the exam. At the exercises students study the constitutional and legal norms that apply to the application of EU law in the legal order of the Republic of Croatia.	At the colloquium or the written / oral examination, students can define the obligations of the Member States as well as the regulatory authorities regarding the application of EU law in the legal order of the Republic of Croatia.	20 h
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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>
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3.2. Monitoring student work (enter the share of ECTS credits for each activity so that the total number of ECTS points corresponds to the credit score of the course)	Attendance		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	<p>Student workload on all bases for 1 ECTS credit is 30 hours in a semester and is estimated as:</p> <p>12. Attending classes and exercises 60 hours</p> <p>13. Preparing colloquia or exams through individual work 90 hours</p>
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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	The paper is well structured with a clear distinction between the introduction, the main body of the text

			and the conclusion.	and the conclusion, which are logically interconnected.		
	Terminology, writing style	Words and expressions low in line with official terminology. The writing style is not appropriate, the sentences are too long, of a modest vocabulary and with frequent and repeated grammatical errors.	Words and expressions are in line with official terminology. The writing style is appropriate, the sentence structure is clear, the vocabulary is appropriate and there are few grammatical errors.	Words and expressions are aligned with official terminology and show an understanding of their meaning. The writing style is excellent, the sentences are clear and concise, the vocabulary is rich and there are no grammatical errors.		
	Citing and referencing references	The sources are not listed at all. The references do not fit the topic and show a cursory approach to exploring the topic.	The sources are listed but incomplete and with errors. The references are relevant to the topic and show a satisfactory research attitude.	The sources are accurately, completely and consistently listed. The references are appropriate, their list is "rich" and comprehensive and shows a detailed research approach.		
4.2. Grading colloquia/ written and oral exam	Unsatisfactory		Satisfactory		Above average	
	Responds by memory, without a deeper understanding. Does not know or apply basic terms and concepts. Does not know how to apply or explain the contents of the course with examples.		Reproduces the basic concepts and without difficulty imparts new knowledge, understands the material, explains the terms and concepts supported with examples.		Knowledge is at the level of analysis, synthesis and evaluation. Observes the principles, accurately and thoroughly explains the content of the material, and logically connects and explains the terms and concepts supported with examples. Finds solutions that were not originally given. Notes correlations with related material.	
4.3. Final grade according to evaluation elements	Active course attendance	70-75% of attendance	76-86% of attendance	87-100% of attendance		
		3 points	5 points	10 points		
	Colloquia/ Written exam	2	3	4	5	
		50-64,9%	65-79,9%	80-89,9%	90-100%	
		27 points	33 points	39 points	45 points	
	Oral exam	2	3	5	5	
		27 points	33 points	39 points	45 points	
4.4. Final grade according to absolute division		Percentage of acquired knowledge, skills and competences (teaching + final exam)	Numerical grade	ECTS grade		

		90 – 100%	5 (excellent)	A	
		80 – 89,9%	4 (very good)	B	
		65 – 79,9%	3 (good)	C	
		60 – 64,9%	2 (satisfactory)	D	
		50 – 59,9%	2 (satisfactory)	E	
5. ADDITIONAL COURSE INFORMATION					
5.1. Compulsory literature (available in the library and via other media)	Title			Number of copies in the library	Availability via other media
	1. Čapeta, T., Rodin, S., Osnove prava Europske unije, Zagreb, Narodne novine, 2011.			5	
5.2. Additional literature (at the moment of changes and/or amended of study programme)	1. Čapeta, T., Goldner Lang, I., Perišin, T., Rodin, S.,(ur.), Prethodni postupak u pravu Europske unije – suradnja nacionalnih sudova s Europskim sudom, Zagreb, Narodne novine, 2011.			1	
	2. Fairhurst, J., Law of the European Union, Harlow, Pearson Education Limited, 2014. 3. Mintas Hodak, Lj.(ur.), Europska unija, Zagreb, Mate, 2010. 4. Rodin, S., Čapeta T., Goldner Lang, I.(ur.), Reforma Europske unije - Lisabonski ugovor, Zagreb, Narodne novine, 2009.			1 5 1	
5.3. Quality assurance methods that ensure the acquisition of knowledge, skills and competences	The control of students' work quality and the acquisition of necessary knowledge and skills will be ensured through interactive work. By keeping track of attendance and student activity during classes and provided information on students` progress through short colloquiums and homework, information for further guidance to students will be provided in order to increase the efficiency of their work. Students will be informed about their rights and obligations as well as the methods of work and the required literature. Indicators of quality assurance system: Student survey, monitoring of annual data from the Croatian employment service on the annual state of student employment, surveys from employers and Alumni association.				
5.4. Informing about the course and contacting the teacher	It is the responsibility of each student to be regularly informed about the course, the coursework, and the classroom activities. All notices of classes or possible adjournment will be published in a timely manner on the e-learning site of the course and on the website of the Polytechnic. Students can contact teachers during the consultation period (at least one hour per week), while for short questions and explanations they can be contacted during class. It is also possible to ask questions by e-mail (from the official e-mail address at @ vus.hr), which will be answered as soon as possible (no later than five working days after receiving the e-mail).				

7. GENERAL INFORMATION			
1.1. Course lecturer	Jelena Žaja	1.8. Course code in ISVU	201186
1.2. Course title	Financing of public administration	1.9. Course code in MOZVAG	
1.3. Assistants and/or associates		1.10. Forms of teaching (number of hours Lecturing + Practical exercises + Seminars + e learning)	(45+15+0+0)
1.4. Study programme (specialist, undergraduate, graduate)	Undergraduate Professional Study Administrative Law	1.11. Level of e- learning application (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	2 nd	1.19. Modernization	Yes
1.7. Credit score (ECTS)	5	1.14. Percentage estimate of course changes and/or supplements	Less than 20% <input checked="" type="checkbox"/> More than 20 % <input type="checkbox"/>
2. COURSE DESCRIPTION			
2.1. Course objectives	<p>The aim is that student, based on theoretical knowledge and case studies, be able to:</p> <ul style="list-style-type: none"> • Learn to distinguish between categories of public revenues and expenditures. • Learn to identify the basic determinants of the tax system. • Understand the importance of certain fiscal instruments for financing public administration. 		
2.2. Terms of course entry and required competences	4 year secondary education completed; qualification level 4.2 according to the CROQF.		
2.3. Learning outcomes on the study programme level	<p>LO1. To link the basic concepts of different branches of the law and to generalize issues of work in public administration.</p> <p>LO4. To analyze the impact of social processes on constitutional and administrative systems, in particular of the process of globalization, Euro-integration, transition, urbanization, regionalization and decentralization.</p> <p>LO6. To evaluate how the effects of the activities of bodies and organizations of public administration and other authorities at different levels interfere with the lives of the citizens.</p> <p>LO8. To use and to develop the complex written and oral communication in Croatian and English language.</p> <p>LO10. Organize and conduct teamwork and make critical judgments.</p> <p>LO11. To explore, interpret and apply the relevant literature as well as the proper legal rules for drafting and issuing regulations and acts in administrative and other legal proceedings, administrative disputes and different actions of bodies of the state authority like administrative bodies and organizations, utility companies and other public institutions.</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.	to demonstrate knowledge and understanding of the content of the course by defining and describing the basic concepts in ecology and environmental protection,				1, 4
	2.	to differentiate between the basic concepts of tax terminology and link the effects and objectives of taxation,				4, 3
	3.	to identify and interpret the basic determinants of income tax, profit tax and value added tax,				4, 3
	4.	to categorize different types of public revenues and assess the degree of fiscal decentralization				6,5
	5.	to evaluate the role of the budget in financing public expenditure and compare it with other instruments that serve the purpose of financing public expenditure,				5,4
	6.	to analyze and critically evaluate fiscal policy as well as the size and structure of public debt,				4,5
	7.	to use materials and tools to search scientific and professional literature in Croatian and in English and present accepted knowledge, ideas, problems and solutions independently and in the team.				3,6
2.5. Course content according to detailed curriculum schedule	Constructive allignment					
	no	Thematic unit	LO of the course	Content/teaching methods	Evaluation	Time
	106.	Introduction to the course and a detailed performance plan.	-	Listen to the lecture. On seminary teaching, by independent work on the computer students get acquainted with course content and documents on the e-learning course page.	-	2 h
		Financing of public needs. Public goods.	1, 7	Listen to the lecture and read the literature.	In a colloquy or written and oral exam students can identify sources of funding for public needs. They can describe the differences between public and private sector financial activities. They can categorize public revenues and give examples for particular categories of revenues. They can distinguish between taxes and contributions. They can outline the Croatian tax system.	4 h
	107.	Taxes. Tax terminology.	1, 2, 7	Listen to the lecture and read the literature.	In a colloquy or written and oral exam students can interpret the basic concepts of tax terminology. They can list and explain goals, principles of taxation, theory of justification for taxation, determine the correlation of effects and goals of taxation.	4 h
108.	Tax evasion.	1, 2, 7	Listen to the lecture and read the literature. Students individually or in pairs explore the content of this topic area by searching the database and	In a colloquy or written and oral exam students can interpret different taxpayer actions aimed at avoiding or minimizing tax liability. Students are familiar with examples of illegal tax evasion, they	4 h	

				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.	can propose measures to avoid tax lawfully. They can explain and give examples of the concepts of tax roll and multiple taxation. Created and presented seminar paper (by independent use of computer programs).		
109.	Income tax.	1, 2, 3, 7		Listen to the lecture and read the literature. At the practical exercises they determine the amount of income tax on specific examples. They solve case studies on the exposed topic after which the method of discussing the topic is applied.	In a colloquy or written and oral exam students can explain the concept of income and identify the forms of income that are subject to taxation, list the legal regulations governing income tax. Moreover, students can distinguish the basic characteristics of income tax, explain its role in public revenue and analyze the role of personal deduction in the tax system. Solved case study.	10 h	
110.	Profit tax.	1, 2, 3, 7		Listen to the lecture and read the literature. Individually or in pairs solve case studies thus presenting the appropriateness of previously acquired knowledge and presenting adopted knowledge and ideas, discuss issues.	In a colloquy or written and oral exam students can state the basic features of corporate income tax and explain its role in public revenue. They can decide in which cases government bodies will be taxed with profit tax. Furthermore, students can determine tax base, and give an example of the tax incentives in the corporative income tax system. Created and presented seminar paper (by independent use of computer programs).	10 h	
111.	Value added tax.	1, 2, 3, 7		Listen to the lecture and read the literature. Students individually or in pairs explore the content of this topic area by searching the database and based on it and read literature students write seminar paper thus presenting the acquired knowledge and making their own ideas, and ways to solve problems. Methods of brain storm and discussion on the exposed topic is applied in the whole group.	In a colloquy or written and oral exam they can state the basic features of VAT and explain its importance for public revenues. They can systematize VAT tax rates. Solved case study. Created and presented seminar paper (by independent use of computer programs).	8 h	
112.	Excise and special taxes.	1, 2, 4, 7		Listen to the lecture and read the literature. Listen to the lecture and read the literature. Students individually or in pairs explore the content of this thematic area and based on it and the read literature, students write seminar paper thus presenting the acquired knowledge and making their own ideas, and ways to solve problems.	In a colloquy or written and oral exam they can state the basic characteristics of special taxes and excise duties and explain their role in public revenues. Created and presented seminar paper (by independent use of computer programs).	10 h	
113.	Fiscal decentralization.	1, 4, 7		Listen to the lecture and read the literature. Students individually or in	In a colloquy or written and oral exam they can explain the concept of fiscal decentralization, its	4 h	

				pairs explore the content of this thematic area and based on it and the read literature, students write seminar paper thus presenting the acquired knowledge and making their own ideas, and ways to solve problems.	advantages and disadvantages. They can analyze and estimate the degree of fiscal decentralization of the Croatian tax system. Created and presented seminar paper (by independent use of computer programs).		
114.	Financing of the local government.	1, 2, 4, 7		Listen to the lecture and read the literature. At the practice exercises they solve a case study.	In a colloquy or written and oral exam students can identify the basic characteristics of county and city (municipal) revenues and explain their role in public revenues. Solved case study. Created and presented seminar paper (by independent use of computer programs).	6 h	
115.	Public expenditures.	1, 2, 7		Listen to the lecture and read the literature. Students individually or in pairs explore the content of this thematic area and based on it and the read literature, students write seminar paper thus presenting the acquired knowledge and making their own ideas, and ways to solve problems. Methods of brain storm and discussion on the exposed topic is applied in the whole group.	In a colloquy or written and oral exam students can define and describe the concept, types, principles and structure of public expenditure. Created and presented seminar paper (by independent use of computer programs).	8 h	
116.	State budget, budget functions.	1, 5, 7		Listen to the lecture and read the literature. At the practice exercises they solve a case study.	In a colloquy or written and oral exam they can define and describe the underlying concepts of budget law, categorize budget levels and analyse budget documents. Created and presented seminar paper (by independent use of computer programs).	8 h	
117.	Other instruments in financing public needs.	1, 5, 7		Listen to the lecture and read the literature. They use multimedia and network. At the seminar student individually explore the content of this topic area by searching the database and based on it and read literature students write seminar paper thus presenting the acquired knowledge and making their own ideas, and ways to solve problems.	In a colloquy or written and oral exam students can categorize public needs financing instruments, construct links between individual financial needs financing instruments. Created and presented seminar paper (by independent use of computer programs).	10 h	
118.	Public debt.	1, 6,7		Listen to the lecture and read the literature. Students individually or in pairs explore the content of this thematic area and based on it and the read literature, students write seminar paper thus presenting the acquired knowledge and making their own ideas, and ways to solve problems. Methods of brain storm and	In a colloquy or written and oral exam students can define and describe the concepts of public loan and public debt. They can determine the scope of public debt and the goals of managing public debt. They critically judge the amount and structure of public debt. They can elaborate on Maastricht convergence criteria. Created and presented seminar paper (by independent use of computer programs).	8 h	

				discussion on the exposed topic is applied in the whole group.		
	119.	Instruments of fiscal policy.	1, 6,7	Listen to the lecture and read the literature. Students individually or in pairs explore the content of this thematic area and based on it and the read literature, students write seminar paper thus presenting the acquired knowledge and making their own ideas, and ways to solve problems.	In a colloquy or written and oral exam they can describe and critically evaluate the effects of fiscal policy, define the goals to be achieved by implementing fiscal policy and assess the constraints in implementing fiscal policy.	8 h
	120.	Concluding Considerations / Repeating and Preparing for Exam.		Listen to the lecture, read the literature and individual preparation for the exam.		26 h

3. EVALUATION OF STUDENTS' WORK

3.1. Students' obligations	<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 pass the final exam in two ways: a) during the course through continuous student attendance (active participation in the lessons, solving case studies, making and presenting the seminar paper and passing two colloquia); b) during the course (active participation in the lessons, solving case studies, creating and presenting the seminar paper) and passing the exam (written and oral exam).</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	2	Written exam	1,5 (by submitting both colloquiums the student is relieved of an written examination)	Project	
	Experimental work		Research		Practical work	
	Essay		Report		Continuous examination	
	Colloquium	2,5 (by submitting both colloquiums the student is relieved of a written and oral examination)	Seminar paper	0,5	Other	
	Class activity		Oral exam	1 (by submitting both colloquiums the student is relieved of an oral examination)	Other	

3.3. Student workload	Student workload on all bases for 1 ECTS credit is 30 hours in a semester and is estimated as: 14. Attending classes and exercises 60 h 15. Creating and presenting seminar paper 10 h 16. Preparing colloquia or exams through individual work 80 h
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4. GRADING SYSTEM

4.1. Grading seminar papers	Valuation Element	Unsatisfactory	Satisfactory	Above average	
	Organization	The paper is not organized in a logical order and its structure is lacking.	The paper is well structured with a clear distinction between the introduction, the main part of the text and the conclusion.	The paper is well-structured with a clear distinction between the introduction, the main part of the text and the conclusions that are perfectly logically linked to one another	
	Terminology, writing style	Words and phrases are low harmonized with official terminology. Writing style is not appropriate, sentences are too long, modest vocabulary, and frequent and repeated grammatical mistakes.	Words and phrases are aligned with official terminology. The writing style is appropriate, the sentence structure is clear, the vocabulary is appropriate and has little grammatical errors.	Words and phrases are aligned with official terminology and show an understanding of their meaning. The writing style is excellent, the sentences are clear and concise, the vocabulary is rich and there are no grammatical errors.	
	Quoting and referencing	Sources are not specified at all. The references do not match the topic and show a superficial approach to the research topic.	Sources are listed, but incomplete and with errors. The references are appropriate for the subject and show a satisfactory research attitude.	Sources are accurate, complete and consistent. The references are appropriate, their list is "rich" and comprehensive and shows a robust research approach.	
4.2. Grading colloquia/ written and oral exam	Unsatisfactory	Satisfactory		Above average	
	Responds by memory, without a deeper understanding. Does not know or apply basic terms and concepts. Does not know how to apply or explain the contents of the course with examples.	Reproduces the basic concepts and without difficulty imparts new knowledge, understands the material, explains the terms and concepts supported with examples.		Knowledge is at the level of analysis, synthesis and evaluation. Observes the principles, accurately and thoroughly explains the content of the material, and logically connects and explains the terms and concepts supported with examples. Finds solutions that were not originally given. Notes correlations with related material.	
4.3. Final grade according to evaluation elements	Active course attendance	70-75% of attendance	76-86% of attendance	87-100% of attendance	Solved case study.
		2 points	4 points	7 points	3 points
	Seminar paper	2	3	4	5
		5 points	7 points	8 points	10 points
	Colloquia/ Written exam	2	3	4	5
50-64,9%		65-79,9%	80-89,9%	90-100%	

		25 points	30 points	35 points	40 points
	Oral exam	2	3	5	5
		25 points	30 points	35 points	40 points
4.3. Final grade according to absolute division		Percentage of acquired knowledge, skills and competences (teaching + final exam)	Numerical grade	ECTS grade	
		90 – 100%	5 (excellent)	A	
		80 – 89,9%	4 (very good)	B	
		65 – 79,9%	3 (good)	C	
		60 – 64,9%	2 (satisfactory)	D	
		50 – 59,9%	2 (satisfactory)	E	
5. ADDITIONAL COURSE INFORMATION					
5.1. Compulsory literature (available in the library and via other media)	Title			Number of copies in the library	Availability via other media
	Šimurina, N. i sur. (2012) Javne financije u Hrvatskoj, Ekonomski fakultet Zagreb (selected chapters)			5	
	Mečev, D. i Žaja, J. (2017) Financiranje središnje države i lokalnih vlasti. Šibenik, Veleučilište u Šibeniku (selected chapters)				Available On-line
5.2. Additional literature (at the moment of changes and/or amended of study programme)	Ministarstvo financija, Porezna uprava (2012) Hrvatski porezni sustav. Zagreb: MFIN, PU (selected chapters)				Available On-line
	Rosen, H.S. i Gayer, T., Javne financije, 8.izdanje, Institut za javne financije, Zagreb, 2010. (selected chapters)			2	
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>				

PK-SP-2. Description of a new course or an amended and/or changed or modernized course

8. GENERAL INFORMATION			
1.1. Course lecturer	Ivana Bratić, prof., higher lecturer	1.8. Course code in ISVU	201187
1.2. Course title	English in administration III	1.9. Course code in MOZVAG	
1.3. Assistants and/or associates		1.10. Forms of teaching (number of hours Lecturing +Practical exercises + Seminars + e learning)	(30+0+0)
1.4. Study programme (specialist, undergraduate, graduate)	Undergraduate Professional Study of Public Administration	1.11. Level of e- learning application (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	1.20. Modernization	Yes
1.7. Credit score (ECTS)	3	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	The objective of the course English language 3 is to improve the learned grammatical structures with new vocabulary from the business and legal world and to develop competencies in reading and understanding, as well as communicating and doing presentations in English. The aim of the course is also to familiarize students with multicultural diversity at European and global level and to develop competencies and skills like; public speaking skills, active listening, writing a business letter (business etiquette) and the basics of negotiation skills.		
2.2. Terms of course entry and required competences	Four-year secondary education completed; Possession of a Level 4.2 qualification according to the CROQF. Proficiency in English at minimum B1 level.		
2.3. Learning outcomes on the study programme level	LO8: Use and develop complex written and oral communication in Croatian and English LO10: Organize and conduct teamwork and critically evaluate the opinions and attitudes of team stakeholders LO12: Compile and draft acts and submissions and to undertake basic procedural actions in administrative and other legal proceedings as well as in the administrative dispute		
2.4. Expected learning outcomes on the course level	Learning outcomes 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. Understand and apply the basic terms in legal terminology in English			2, 3	
		2. Retell and explain the texts of business-legal character			2	
		3. Analyze and translate the text from English into Croatian			4	
		4. Give an example and some of the "legal phenomena" in the British system and compare them with those in the Croatian system			2, 4	
		5. Prepare and give a Power Point presentation in English			3, 4	
		6. Collect data and write an essay in English			6	
		7. Conclude and discuss a topic covered during the course duration			5	
2.5. Course content according to detailed curriculum schedule	Constructive allignment					
	no	Thematic unit	LO of the course	Content/teaching methods	Evaluation	Time
	121.	Introduction into the course and detailed plan	-	Listen to lectures. Work independently on computer, get to know course content and elearning documents.	-	2 h
	122.	Company structure; Characteristics of a company	1, 2, 3	Students read the text in English. They understand new and unfamiliar vocabulary and professional terms, paraphrase them into English and offer an adequate translation into Croatian. They answer the questions.	At the colloquium or the written and oral exam students are able to accurately explain the differences between the term "private company" and "public company", the characteristics of a public company. The student will be able to paraphrase new English terms into English.	4 h
	123.	Multi-word verbs	1, 2, 3, 4,	Students process the text in English. They learn about new language structures. They solve tasks.	At the colloquium or the written and oral exam students know how to apply new linguistic structures in speaking and writing.	4 h
	124.	Board meetings	1, 2, 3, 4, 7	Students read the text in English. They understand new and unfamiliar vocabulary and professional terms,	At the colloquium or the written and oral exam students will be able to explain in English the term "board meetings"; who can attend board meetings	4 h

			paraphrase them into English and offer an adequate translation into Croatian. They answer the questions.	and other related questions.		
125.	How to make a good presentation	4, 5, 6, 7	Students listen the lesson. They participate in the discussion.	Students will know to explain how to make a good impression, what to avoid and what to incorporate into the beginning of any presentation, how to organize a presentation into meaningful units, how to put yourself „in the listener's shoes“.	4 h	
126.	Student's presentations and discussion	4, 5, 6, 7	Students listen he presentation. They participate in the discussion.	Students know how to gather information, make a story and prepare a presentation in English. They know how to make a good impression, what to avoid, and what to incorporate into the beginning of a presentation, how to organize their presentation into meaningful units.	4 h	
127.	Shareholder's meetings	1, 2, 3, 4	Students read the text in English. They understand new and unfamiliar vocabulary and professional terms, paraphrase them into English and offer an adequate translation into Croatian. They answer the questions.	At the colloquium or the written and oral exam students know how to explain terms related to shareholders and shareholder meetings. They can paraphrase English expressions and find adequate translation into Croatian.	6 h	
128.	Review I	1, 2, 3, 4, 5, 6, 7	Students answer the questions regarding the topics done during the semester.	At the colloquium or the written and oral exam students can explain and solve the tasks related to new vocabulary and explain relevant topic dealt during the course duration.	4 h	
129.	Boardroom battle	1, 2, 3, 4	Students read the text in English. They understand new and unfamiliar vocabulary and professional terms, paraphrase them into English and offer an adequate translation into Croatian. They answer the questions.	At the colloquium or the written and oral exam, students can paraphrase professional terminology in English and find an adequate translation into Croatian as well as use acquired language competences in English.	4 h	
130.	Student's presentations and discussion	4, 5, 6, 7	Students listen the presentation. They participate in the discussion.	Students know how to gather information, make a story and prepare a presentation in English. They know how to make a good impression, what to avoid, and what to incorporate into the beginning of a presentation, how to organize their presentation into meaningful units.	10 h	
131.	Active listening	3, 4, 6, 7	Students listen to a lecture. They answer the questions and participate in the discussion.	At the colloquium or the written and oral exam students can explain what active listening is, what we can do to improve our listening, how to control the conversation with the speaker.	10 h	
132.	Student's presentations and discussion	4, 5, 6, 7	Students listen the presentation. They participate in the discussion.	Students know how to gather information, make a story and prepare a presentation in English. They know how to make a good impression, what to	10 h	

					avoid, and what to incorporate into the beginning of a presentation, how to organize their presentation into meaningful units.		
	133.	Marketing agreements	2, 3, 4, 6	Students read the text in English. They understand new and unfamiliar vocabulary and professional terms, paraphrase them into English and offer an adequate translation into Croatian. They answer the questions.	At the colloquium or the written and oral exam, students can paraphrase professional terminology in English and find an adequate translation into Croatian as well as use acquired language competences in English.	4 h	
	134.	Document completion	1, 2, 3, 4	Students process the text in english. They solve tasks.	At the colloquium or the written and oral exam, students can paraphrase professional terminology in English and find an adequate translation into Croatian as well as use acquired language competences in English.	4 h	
	135.	Review II	1, 2, 3, 4, 5, 6, 7	Students answer the questions regarding the topics done during the semestar.	At the colloquium or the written and oral exam students can explain and solve the tasks related to new vocabulary and explain relevant topic dealt during the course duration.	16 h	

3. EVALUATION OF STUDENTS' WORK

3.1. Students' obligations	<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	0,5	Written exam	1 (without colloquia)	Project	
	Experimental work		Research		Practical work	
	Essay		Report		Continuous examination	
	Colloquium	2 (without written exam)	Seminar paper		Other	
	Class activity	0,5	Oral exam	1 (without colloquia)	Other	

3.3. Student workload	Student workload on all bases for 1 ECTS credit is 30 hours in a semester and is estimated as: 17. Attending classes and exercises 45 hours 18. 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%
	Oral exam	25 points	30 points	35 points	40 points
		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	Title			Number of copies in the library	Availability via other media

other media)	5. "Legal English", William R. McKay, Helen E. Charlton, Pearson/Longman, 2005. (the mandatory part only applies to the topics described in this implementation plan)	1	e-materijal available to all students on Claroline system of the Polytechnic of Šibenik
	6. „Osnovna gramatika engleskog jezika“, Ivana Bratić, Veleučilište u Šibeniku, (e-izdanje) (the mandatory part only applies to the topics described in this implementation plan)		e-materijal available to all students on Claroline system of the Polytechnic of Šibenik
5.2. Additional literature (at the moment of changes and/or amended of study programme)	"Busine Grammar and Usage", Market Leader, Business English, Peter Strutt, Pearson/Longman, 2000.		Available on-line
5.3. Quality assurance methods that ensure the acquisition of knowledge, skills and competences	<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>		

9. GENERAL INFORMATION			
1.1. Course lecturer	Ivana Bratić, prof., higher lecturer	1.8. Course code in ISVU	201188
1.2. Course title	English in administration IV	1.9. Course code in MOZVAG	
1.3. Assistants and/or associates		1.10. Forms of teaching (number of hours Lecturing + Practical exercises + Seminars + e learning)	(30+0+0)
1.4. Study programme (specialist, undergraduate, graduate)	Undergraduate Professional Study of Public Administration	1.11. Level of e- learning application (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	1.21. 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	<p>The objective of the course English language 3 is to improve grammatical structures with new vocabulary from the business and legal world and to develop competencies in reading and understanding, as well as communicating and doing presentations in English.</p> <p>The aim of the course is also to familiarize students with multicultural diversity at European and global level and to develop competencies and skills like; public speaking skills, active listening, writing a business letter (business etiquette) and the basics of negotiation skills.</p>		
2.2. Terms of course entry and required competences	Four-year secondary education completed; Possession of a Level 4.2 qualification according to the CROQF. Proficiency in English at minimum B1 level.		
2.3. Learning outcomes on the study programme level	<p>LO8: Use and develop complex written and oral communication in Croatian and English</p> <p>LO10: Organize and conduct teamwork and critically evaluate the opinions and attitudes of team stakeholders</p> <p>LO12: Compile and draft acts and submissions and to undertake basic procedural actions in administrative and other legal proceedings as well as in the administrative dispute</p>		
2.4. Expected learning outcomes on the course level	<p>Learning outcomes according to the Bloom's taxonomy: (up to two verbs per LO)</p>		<p>Level of LO:</p> <p>1- remembering, 2- understanding, 3- application, 4-analysis, 5-evaluation,</p>

						6-synthesis	
	1. Understand and apply the basic terms in legal terminology in English					2, 3	
	2. Retell and explain the texts of business-legal character					2	
	3. Analyze and translate the text from English into Croatian					4	
	4. Give an example and some of the "legal phenomena" in the British system and compare them with those in the Croatian system					2, 4	
	5. Organize and conduct a teamwork					6	
	6. Collect data and write an essay in English					6	
	7. Conclude and discuss a topic covered during the course duration					5	
	8. Write a business letter in English					6	
2.5. Course content according to detailed curriculum schedule	Constructive allignment						
	no	Thematic unit	LO of the course	Content/teaching methods	Evaluation	Time	
	136.	Introduction into the course and detailed plan	-	Listen to lectures. Work independently on computer, get to know course content and elearning documents.	-	2 h	
	137.	Civil litigation; injunctions		Students read the text in English. They understand new and unfamiliar vocabulary and professional terms, paraphrase them into English and offer an adequate translation into Croatian. They answer the questions.	At the colloquium or at written and oral exam students can paraphrase or explain English terms by using synonyms and learned vocabulary and offer an adequate Croatian version of those English expressions. They are able to independently translate the text in English and answer the questions.	4 h	
	138.	Drafting injunction order		Students process the text in English. They learn about new language structures. They solve tasks.	At the colloquium or at written and oral exam students can paraphrase or explain English terms by using synonyms and learned vocabulary and offer an adequate Croatian version of those English expressions. They are able to independently translate the text in English and answer the questions.	4 h	

	139.	Business letters; how to write a business e-mail – Introduction		Students listen the lesson. They compile vocabulary exercises.	At the colloquium or at written and oral exam students know basic concepts; formal e-mail, informal e-mail; they know how to compose a business letter / email, how to make it visually acceptable, how to properly start and end an email, how to use spelling and expressions in formal mail.	4 h	
	140.	Formal e-mails – Job application		Students listen the lecture. They compose business letter.	At the colloquium or at written and oral exam students know to write formal email for job application.	4 h	
	141.	How to write a business e-mail; An invitation for a meeting		Students listen the lecture. They compose business letter.	At the colloquium or at written and oral exam students know to write formal email; invitation for a meeting.	4 h	
	142.	Business e-mails; Complaints		Students read the text in English. They understand new and unfamiliar vocabulary and professional terms, paraphrase them into English and offer an adequate translation into Croatian. They answer the questions.	At the colloquium or at written and oral exam students know to write formal email; complaints to a service or product.	6 h	
	143.	Review I		Students answer the questions. They write business email.	Students know how to write a business letter in English.	4 h	
	144.	Case study		Students work in a team. They express themselves in written form and participate in discussions.	Students can express their opinions in spoken and written language.	4 h	
	145.	Breach of contract claim		Students read the text in English. They understand new and unfamiliar vocabulary and professional terms, paraphrase them into English and offer an adequate translation into Croatian. They answer the questions.	At the colloquium or at written and oral exam students can paraphrase or explain English terms by using synonyms and learned vocabulary and offer an adequate Croatian version of those English expressions. They are able to independently translate the text in English and answer the questions.	10 h	
	146.	Road traffic accident		Students read the text in English. They understand new and unfamiliar vocabulary and professional terms, paraphrase them into English and offer an adequate translation into Croatian. They answer the questions.	At the colloquium or at written and oral exam students can paraphrase or explain English terms by using synonyms and learned vocabulary and offer an adequate Croatian version of those English expressions. They are able to independently translate the text in English and answer the questions.	10 h	
	147.	Trial		Students read the text in English. They understand new and unfamiliar vocabulary and professional terms, paraphrase them into English and offer an adequate translation into Croatian. They answer the questions.	At the colloquium or at written and oral exam students can paraphrase or explain English terms by using synonyms and learned vocabulary and offer an adequate Croatian version of those English expressions. They are able to independently translate the text in English and answer the	10 h	

				questions.	
	148.	Case study		Students work in a team. They express themselves in written form and participate in discussions.	Students can express their opinions in spoken and written language.
	149.	Negotiation		Students listen the lecture and participate in discussions.	Students can differentiate the basic principles of negotiation in business world.
	150.	Review II		Students answer the questions and do vocabulary exercises.	At the colloquium or at final exam, students are able to explain and solve tasks related to the legal vocabulary learned during the course and to explain the relevant topic.

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	0,5	Written exam	1 (without colloquia)	Project	
	Experimental work		Research		Practical work	
	Essay		Report		Continuous examination	
	Colloquium	2 (without written exam)	Seminar paper		Other	
	Class activity	0,5	Oral exam	1 (without colloquia)	Other	
3.3. Student workload	<p>Student workload on all bases for 1 ECTS credit is 30 hours in a semester and is estimated as:</p> <p>19. Attending classes and exercises 45 hours</p> <p>20. Preparing colloquia or exams through individual work 45 hours</p>					

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
	7. "Legal English", William R. McKay, Helen E. Charlton, Pearson/Longman, 2005. (the mandatory part only applies to the topics described in this implementation plan)				1	e-materijal available to all students on Claroline system of the Polytechnic of Šibenik
	8. „Osnovna gramatika engleskog jezika“, Ivana Bratić, Veleučilište u Šibeniku, (e-izdanje) (the mandatory part only applies to the topics described in this implementation plan)					e-materijal available to all students on Claroline system of

			the Polytechnic of Šibenik
5.2. Additional literature (at the moment of changes and/or amended of study programme)	"Busine Grammar and Usage", Market Leader, Business English, Peter Strutt, Pearson/Longman, 2000.		Available on-line
5.3. Quality assurance methods that ensure the acquisition of knowledge, skills and competences	<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>		

10. GENERAL INFORMATION			
1.1. Course lecturer	Vesna Jurin Bakotić, law graduate, a senior lecturer	1.8. Course code in ISVU	140796
1.2. Course title	Basics of civil law	1.9. Course code in MOZVAG	
1.3. Assistants and/or associates		1.10. Forms of teaching (number of hours Lecturing + Practical exercises + Seminars + e learning)	(45+15+0+0)
1.4. Study programme (specialist, undergraduate, graduate)	Undergraduate Professional Study Administrative Law	1.11. Level of e- learning application (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	4
1.6. Year of study	2 st	1.22. Modernization	Yes
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	The aim of the teaching process is to develop the ability of students to master the basic concepts of civil law, particularly those related to performing lower and middle decision-making, such as official work in notary and attorney's offices, administrative bodies in state administration and companies, land registry departments of municipal court. The acquired knowledge will help them master the theoretical legal knowledge that they will be able to apply in concrete situations and on the basis of which they will understand the meaning of civil law in the legal system of our country.		
2.2. Terms of course entry and required competences	Conditions for enrollment of the second year of study.		
2.3. Learning outcomes on the study programme level	<ol style="list-style-type: none"> 1. (IU1) Link the basic concepts of different branches of law and generalize the issues of work in public administration 2. (IU2) Analyze the interferences of international, European and national law 3. (IU6) Evaluate the effects on the life of citizens of the actions of bodies and organizations of public administration and other entities at different levels 4. (IU10) Organize and conduct team work and critically evaluate the opinions and attitudes of team stakeholders 5. (IU11) Independently and responsibly search, interpret and apply relevant literature and legal rules for drafting and enacting regulations and acts in administrative and other legal proceedings, administrative disputes and activities of governing bodies and organizations, utility companies and institutions 		

2.4. Expected learning outcomes on the course level	Learning outcomes 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. Define and analyze civil law institutes, in theory and positive law.				1, 4	
	2. Categorize and analyze individual institutes of compulsory and succession law.				2, 4	
	3. Conduct procedures for determining legally relevant facts and deciding disputable and uncontested issues in the field of civil law and apply relevant law to established facts				2, 5	
	4. Use different databases on legal sources, case law and relevant legal literature when preparing a decision on various legal issues and present a legal framework in the field of private law				6, 3	
	5. Evaluate the legal basis and draw up draft contracts and individual and general legal acts and explanations of individual and general normative acts				4, 6	
2.5. Course content according to detailed curriculum schedule	Constructive allignment					
	no	Thematic unit	LO of the course	Content/teaching methods	Evaluation	Time
	151.	INTRODUCTION TO CIVIL LAW.	1,3,5	Listen to lectures. In the course of independent work on the computer, they are introduced to the course content and documents on the e-learning page of the course.	In colloquium or he written exam, they define the basic concepts of civil law. They analyze the principles in this area of law. Establish and interpret the legal framework of civil law.	10 h
	152.	.SUBJECTS OF CITIZENS 'RIGHTS	1, 2,3,4,5,6	Listen to a lecture and read literature. They practice case studies independently and in a team and draw conclusions on the application of legal regulations	In colloquium or the written exam students know to enumerate, differentiate and give an example of basic civil law sources at a colloquium or a written exam, and know how to apply the appropriate positive legal regulation to a specific example.	6 h
	153.	CIVIL LEGAL SUBJECTS	1, 2,3,4,5,6	Listen to a lecture and read literature. They practice case studies independently and in a team and draw conclusions on the application of legal regulations	In colloquium or a written exam, they can enumerate, distinguish who can be the subject of a civil relationship and what prerequisites are required for a person to be capable of being a participant in a civil relationship. Civil law objects, the division of things, the characteristics of the act and the functions and characteristics of the property are distinguished.	6 h
154.	LEGAL BUSINESS	1, 2,3,4,5,6,7	Listen to a lecture and read literature. They practice case studies independently and in a team and draw conclusions on the application of legal regulations	In colloquium or the written exam students know to define and describe what is required to achieve a certain legal effect, what are the forms of manifesting the will and related to this type of legal affairs, the content of the same, the way of concluding, the assumptions for validity and nullity	12 h	

					and the consequences of invalidity	
155.	REAL RIGHTS	1, 2,3,4,5,6	Listen to lectures and read literature. They use multimedia and networking. During the exercises, they individually explore the content of this topic area by searching the database, and on the basis of it and reading the literature, they create a seminar paper that presents the acquired knowledge and presents their own ideas, and ways to solve problems.		In colloquium or a written exam students know to define and e institutes of real law, outline their characteristics and limitations.	12 h
156.	LAW OF PLEDGE, THE RIGHT OF CONSTRUCTION.	1,3,5,6,7	Listen to a lecture and read literature. They use multimedia and networking. During the exercises, they individually explore the content of this topic area by searching the database, and on the basis of it and reading the literature, they create a seminar paper that presents the acquired knowledge and presents their own ideas, and ways to solve problems.		In colloquium or the written exam, students know to define and describe the importance of the property right institute, concept, characteristics, content, restrictions, types, methods of protection of property rights.	10 h
157.	COMPULSORY LAW.	1,2, 3,4,5,6,7	Listen to a lecture and read literature. They use multimedia and networking. During the exercises, they individually explore the content of this topic area by searching the database, and on the basis of it and reading the literature, they create a seminar paper that presents the acquired knowledge and presents their own ideas, and ways to solve problems..		In colloquium or the written and oral exam students know how to define, describe, and compare ownership with other real property rights in someone else's real estate.	12 h
158.	TYPES OF AND CONDITIONS OF CONTRACT.	1, 4,5,6,7	Listen to a lecture and read literature. They use multimedia and networking. During the exercises, they individually explore the content of this topic area by searching the database, and on the basis of it and reading the literature, they create a seminar paper that presents the acquired knowledge and presents their own ideas, and ways to solve problems.		In colloquium or the written and oral exam students know how to define and describe the manner and types of publishing real rights in real estate, arranging land registers, principles that are characteristic of land registration law and types of land registration.	6 h

	159.	CONTRACTING, TERMINATION OF OBLIGATION	1, 2,3,4,5,6,7	Listen to a lecture and read literature. They use multimedia and networking. During the exercises, they individually explore the content of this topic area by searching the database, and on the basis of it and reading the literature, they create a seminar paper that presents the acquired knowledge and presents their own ideas, and ways to solve problems.	In colloquium or the written and oral exam, students know to define and describe the specifics of compulsory law through principles and characteristics and, through the above, distinguish the subject part of civil law from other branches of law. They also learn how obligations are based, how they should be performed, and possible ways of liability in the event of a breach. Seminar paper created and presented (using computer programs independently).	8 h
	160.	CONTRACTS	1,2,3,4,5,6,7	Listen to a lecture and read literature. They use multimedia and networking. During the exercises, they individually explore the content of this topic area by searching the database, and on the basis of it and reading the literature, they create a seminar paper that presents the acquired knowledge and presents their own ideas, and ways to solve problems.	In colloquium or the written and oral exam they can define and describe and independently make an example of contracts, what are the preconditions for conclusion and what contracts can be concluded	10 h
	161.	SERVICE CONTRACT	1, 2,3,4,5,6,7	Listen to a lecture and read literature. Skills and examples of contracts are independently prepared at the seminar classes	At the colloquium or the written and oral exam they can define, describe the elements needed to enter into contracts for the transfer of property and rights, what are the obligatory contents of the contract of sale, exchange, donation and are able to make a contracts	10 h
	162.	EXTRAORDINARY LIABILITIES	1, 2,3,4,5,6,7	Listen to a lecture and read literature. They use multimedia and networking. During the exercises, they individually explore the content of this topic area by searching the database, and on the basis of it and reading the literature, they create a seminar paper that presents the acquired knowledge and presents their own ideas, and ways to solve problems.	In colloquium or the written and oral exam they know how to define and describe and differentiate the circumstances as well as the prerequisites for the termination of the legal relationship as well as the legal effects arising therefrom. Seminar paper created and presented (using computer programs independently).	12 h
	163.	INHERITANCE RIGHTS.	1, 2,3,4,5,6,7	Listen to a lecture and read literature. They use multimedia and networking. During the exercises, they individually explore the content of this topic area by searching the database, and on the basis of it and reading the literature, they create a seminar paper that presents the acquired knowledge and presents their	In colloquium or the written and oral exam, they can define and describe the basic non-contractual obligations, such as liability for damages, unilateral declaration of will as a source of obligations, acquisition without basis, management without a warrant.	8 h

				own ideas, and ways to solve problems.		
164.	INHERITANCE RIGHTS CONTRACTS, PROBATE PROCEEDINGS.	1,2,3,5,6,7,		. Listen to lectures and read literature.	In colloquium or the written and oral exam they know how to explain and evaluate the assumptions necessary for the property to continue its legal destiny even after the decedent's death and what are the basic principles and characteristics of inheritance by law	8 h
165.	REVISION			Listen to lectures and and individually prepare for the exam.read literature	-	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	1	Written exam	2 (without colloquia)	Project	
	Experimental work		Research		Practical work	
	Essay		Report		Continuous examination	
	Colloquium	3 (without written and oral exam)	Seminar paper	0,5	Other	
	Class activity	0,5	Oral exam	1 (without colloquia)	Other	
3.3. Student workload	<p>Student workload on all bases for 1 ECTS credit is 30 hours in a semester and is estimated as:</p> <ol style="list-style-type: none"> Attending classes and exercises 75 hours Creation of seminar work and presentation 15 hours Preparing colloquia or exams through individual work 90 hours 					

4. GRADING SYSTEM

4.1. Grading seminar papers	The evaluation element	Unsatisfactory	Satisfactory	Above average
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	Organization	The paper is not organized in a logical order and lacks structure.	The paper is well structured with a clear distinction between the introduction, the main body of the text and the conclusion.	The paper is well structured with a clear distinction between the introduction, the main body of the text and the conclusion, which are logically interconnected.		
	Terminology, writing style	Words and expressions low in line with official terminology. The writing style is not appropriate, the sentences are too long, of a modest vocabulary and with frequent and repeated grammatical errors.	Words and expressions are in line with official terminology. The writing style is appropriate, the sentence structure is clear, the vocabulary is appropriate and there are few grammatical errors	Words and expressions are aligned with official terminology and show an understanding of their meaning. The writing style is excellent, the sentences are clear and concise, the vocabulary is rich and there are no grammatical errors.		
	Citing and referencing references	The sources are not listed at all. The references do not fit the topic and show a cursory approach to exploring the topic..	The sources are listed but incomplete and with errors. The references are relevant to the topic and show a satisfactory research attitude	The sources are accurately, completely and consistently listed. The references are appropriate, their list is "rich" and comprehensive and shows a detailed research approach.		
4.2. Grading colloquia/ written and oral exam	Unsatisfactory		Satisfactory		Above average	
	Responds by memory, without a deeper understanding. Does not know or apply basic terms and concepts. Does not know how to apply or explain the contents of the course with examples.		Reproduces the basic concepts and without difficulty imparts new knowledge, understands the material, explains the terms and concepts supported with examples.		Knowledge is at the level of analysis, synthesis and evaluation. Observes the principles, accurately and thoroughly explains the content of the material, and logically connects and explains the terms and concepts supported with examples. Finds solutions that were not originally given. Notes correlations with related material.	
4.3. Final grade according to evaluation elements	Active course attendance	70-74,9% of attendance	75-86% of attendance	87-100% of attendance	Izrađena mentalna mapa Riješene studije slučaja	
		2 points	4 points	7 points	3 points	
	Seminar paper	2	3	4	5	
		5	7 points	8 points	10 points	
	Colloquia/ Written exam	2	3	4	5	
		50-64,9%	65-79,9%	80-89,9%	90-100%	
	Oral exam	25 points	30 points	35 points	40 points	
2		3	5	5		
Oral exam	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

	Title	Number of copies in the library	Availability via other media
5.1. Compulsory literature (available in the library and via other media)	1. Petar Klarić - Mladen Vedriš, Građansko pravo, Narodne novine, Zagreb, 2014	3	
	2. Zakon o obveznim odnosima	5	
	3. Zakon o vlasništvu i drugim stvarnim pravima		
	4. Zakon o nasljeđivanju		
5.2. Additional literature (at the moment of changes and/or amended of study programme)	1. GAVELLA, N., JOSIPOVIĆ, T., GLIHA, I., BELAJ, V., STIPKOVIĆ, Z., Stvarnopravo, II. izmijenjeno i dopunjeno izdanje, Svezak prvi i drugi, Narodne novine, Zagreb, 2007. 2. GAVELLA, N., BELAJ, V., Nasljedno pravo, Narodne novine, 2008. 3. GORENC, VILIM (urednik): Komentar Zakona o obveznim odnosima, 2005.		
5.3. Quality assurance methods that ensure the acquisition of knowledge, skills and competences	The control of students' work quality and the acquisition of necessary knowledge and skills will be ensured through interactive work. By keeping track of attendance and student activity during classes and provided information on students' progress through short colloquiums and homework, information for further guidance to students will be provided in order to increase the efficiency of their work. Students will be informed about their rights and obligations as well as the methods of work and the required literature. Indicators of quality assurance system: Student survey, monitoring of annual data from the Croatian employment service on the annual state of student employment, surveys from employers and Alumni association.		
5.4. Informing about the course and contacting the teacher	It is the responsibility of each student to be regularly informed about the course, the coursework, and the classroom activities. All notices of classes or possible adjournment will be published in a timely manner on the e-learning site of the course and on the website of the Polytechnic. Students can contact teachers during the consultation period (at least one hour per week), while for short questions and explanations they can be contacted during class. It is also possible to ask questions by e-mail (from the official e-mail address at @vus.hr), which will be answered as soon as possible (no later than five working days after receiving the e-mail).		

11. GENERAL INFORMATION			
1.1. Course lecturer	Ivan Livaja	1.8. Course code in ISVU	142651
1.2. Course title	Databases in administration	1.9. Course code in MOZVAG	
1.3. Assistants and/or associates		1.10. Forms of teaching (number of hours Lecturing + Practical exercises + Seminars + e learning)	(45+15+0+0)
1.4. Study programme (specialist, undergraduate, graduate)	Undergraduate Professional Study Administrative Law	1.11. Level of e- learning application (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	2
1.6. Year of study	3 st	1.23.Modernization	Yes
1.7. Credit score (ECTS)	6	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	<ul style="list-style-type: none"> • Understanding database application in shaping business processes in management • Adopting and expanding knowledge in the field through: <ul style="list-style-type: none"> - Creating documentation in some parts of database in administration - Database Management - Logical data modelling - Organization of data in Database administration - Defining requirements • Models of databases in social system 		
2.2. Terms of course entry and required competences	4 year secondary education completed; qualification level 4.2 according to the CROQF.		
2.3. Learning outcomes on the study programme level	LO5: To manage the human resources, office operations and various administrative processes and to establish the communication with different users of public administration		
	LO7: To analyze and to apply the basic rules in the field of IT administrative law and statistics on solving the expert problems in the area of public administration		
	LO8: To use and to develop the complex written and oral communication in Croatian and English language		
	LO9: To use specific computer skills in basic and advanced program packages for work in public administration		

	LO10: To organize and to implement a team work and to critically evaluate the opinions and attitudes of team members					
2.4. Expected learning outcomes on the course level	Learning outcomes 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 the application of information technologies in public administration, develop knowledge, skills and attitudes about the structures and organization of databases related to administration and its activity, and apply work with databases in administration.				4, 5	
	Classify and explain common features, similarities and differences between current and relevant information and communication technologies, and database structure and organization of law				4, 6	
	Implement database implementation procedures in administration and the judiciary and in other public services.				3, 5	
	Describe and make a diagram of the relational scheme of simpler databases, and the explanation to determine and plan the internal organization of the concrete.				2, 5	
	Propose and argue proposals for the application of databases in the administration				5	
2.5. Course content according to detailed curriculum schedule	Constructive allignment					
	no	Thematic unit	LO of the course	Content/teaching methods	Evaluation	Time
	166.	Introduction to Databases in administration	-	Listen to lectures. Work independently on computer, get to know course content and elearning documents.	-	10 h
	167.	Introduction to Databases in administration	5, 8	Listen to lectures and read literature. The exercises demonstrate how to solve tasks. Solve exercises.	At the midterm or the written / oral exam define the basic concepts of databases. They analyze databases in the field of administration.	8 h
	168.	Organization of data in administration	5, 8	Listen to lectures and read literature. The exercises demonstrate how to solve tasks. Solve exercises.	At the midterm or written / oral exam, they can define the physical modeling of the database. Practical work created and presented (using computer programs and sources of information technologies independently.)	8 h
	169.	Organization of data in administration	5, 7	Listen to lectures and read literature. The exercises demonstrate how to solve tasks. Solve exercises.	At the midterm or written / oral exam, they can define the physical modeling of the database. Practical work created and presented (using computer programs and sources of information technologies independently.)	14 h
	170.	Relational database management system (DMBS)	5, 7, 8, 9	Listen to lectures and read literature. The exercises demonstrate how to solve tasks. Solve exercises.	At the midterm or written / oral exam, they can define the physical modeling of the database. Practical work created and presented (using computer programs and sources of information technologies independently.)	12h

	171.	Relational database management system (DMBS)	5, 7, 8, 9, 10	Write the colloquium.	-	14 h	
	172.	Using and maintaining a database	5, 7, 8, 9, 10	Listen to lectures and read literature. The exercises demonstrate how to solve tasks. Solve exercises.	At the midterm or written / oral exam, they can define the physical modeling of the database. Practical work created and presented (using computer programs and sources of information technologies independently.)	14 h	
	173.	Conceptual modeling of data	5, 7, 8, 9, 10	Listen to lectures and read literature. The exercises demonstrate how to solve tasks. Solve exercises.	At the midterm or written / oral exam, they can define the physical modeling of the database. Practical work created and presented (using computer programs and sources of information technologies independently.)	14 h	
	174.	Logical data modeling	5, 7, 8, 9, 10	Listen to lectures and read literature. The exercises demonstrate how to solve tasks. Solve exercises.	At the midterm or written / oral exam, they can define the physical modeling of the database. Practical work created and presented (using computer programs and sources of information technologies independently.)	10 h	
	175.	Physical modeling of data	5, 7, 8, 9, 10	Listen to lectures and read literature. The exercises demonstrate how to solve tasks. Solve exercises.	At the midterm or written / oral exam, they can define the physical modeling of the database. Practical work created and presented (using computer programs and sources of information technologies independently.)	10 h	
	176.	Database management in administration	5, 7, 8, 9, 10	Listen to lectures and read literature. The exercises demonstrate how to solve tasks. Solve exercises.	At the midterm or written / oral exam, they can define the physical modeling of the database. Practical work created and presented (using computer programs and sources of information technologies independently.)	10 h	
	177.	Database models in the social system	5, 7, 8, 9, 10	Listen to lectures and read literature. The exercises demonstrate how to solve tasks. Solve exercises.	At the midterm or written / oral exam, they can define the physical modeling of the database. Practical work created and presented (using computer programs and sources of information technologies independently.)	12 h	
	178.	Introducing and administering database in administration	5, 7, 8, 9, 10	Listen to lectures and read literature. The exercises demonstrate how to solve tasks. Solve exercises.	At the midterm or written / oral exam, they can define the physical modeling of the database. Practical work created and presented (using computer programs and sources of information technologies independently.)	14 h	
	179.	Defense and presentation of the seminar, recurrence of colloquia		Write the colloquium.	Analysis of seminar papers	15 h	
	180.	Defense and presentation of the seminar, recurrence of colloquia		Listen to lectures and read literature.	Analysis of seminar papers	15 h	

3. EVALUATION OF STUDENTS' WORK

3.1. Students` obligations	<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 two 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	2,0	Written exam	3,0 (without colloquia)	Project
	Experimental work		Research		Practical work
	Essay		Report		Continuous examination 0,5
	Colloquium	3,0 (without written exam)	Seminar paper		Other
	Class activity		Oral exam	0,5	Other
3.3. Student workload	<p>Student workload on all bases for 1 ECTS credit is 30 hours in a semester and is estimated as:</p> <p>24. Attending classes and exercises 75 hours</p> <p>25. Preparing colloquia or exams through individual work 105 hours</p>				
4. GRADING SYSTEM					
4.1. Grading seminar papers					
4.2. Grading colloquia/ written and oral exam	Unsatisfactory		Satisfactory		Above average
	Responds by memory, without a deeper understanding. Does not know or apply basic terms and concepts. Does not know how to apply or explain the contents of the course with examples.		Reproduces the basic concepts and without difficulty imparts new knowledge, understands the material, explains the terms and concepts supported with examples.		Knowledge is at the level of analysis, synthesis and evaluation. Observes the principles, accurately and thoroughly explains the content of the material, and logically connects and explains the terms and concepts supported with examples. Finds solutions that were not originally given. Notes correlations with related material.
4.3. Final grade according to evaluation elements	Active course attendance	70-74,9% of attendance	75-79,9% of attendance	80-89,9% of attendance	90-100% of attendance
		2 points	5 points	10 points	20 points
	Colloquia/ Written exam	2	3	4	5

		50-64,9%	65-79,9%	80-89,9%	90-100%	
		25 points	30 points	35 points	40 points	
	Oral exam	2	3	5	5	
		25 points	30 points	35 points	40 points	
4.3. Final grade according to absolute division		Percentage of acquired knowledge, skills and competences (teaching + final exam)	Numerical grade	ECTS grade		
		90 – 100%	5 (excellent)	A		
		80 – 89,9%	4 (very good)	B		
		65 – 79,9%	3 (good)	C		
		60 – 64,9%	2 (satisfactory)	D		
50 – 59,9%	2 (satisfactory)	E				
5. ADDITIONAL COURSE INFORMATION						
5.1. Compulsory literature (available in the library and via other media)	Title				Number of copies in the library	Availability via other media
	An Introduction to Database Systems, 8th Edition; C.J. Date; Addison Wesley				7	
					5	
5.2. Additional literature (at the moment of changes and/or amended of study programme)	Teaching material and exercises					
	A First Course in Database Systems; J. D. Ullman, J. Widom; Prentice-Hall; 2007; ISBN: 9780136006374					
	Database Systems: A Practical Approach to Design, Implementation, and Management; T. M. Connolly, C. E. Begg; Addison Wesley; 2004					
5.3. Quality assurance methods that ensure the acquisition of knowledge, skills and competences	<p>The control of students' work quality and the acquisition of necessary knowledge and skills will be ensured through interactive work. By keeping track of attendance and student activity during classes and provided information on students` progress through short colloquiums and homework, information for further guidance to students will be provided in order to increase the efficiency of their work. Students will be informed about their rights and obligations as well as the methods of work and the required literature.</p> <p>Indicators of quality assurance system: Student survey, monitoring of annual data from the Croatian employment service on the annual state of student employment, surveys from employers and Alumni association.</p>					
5.4. Informing about the course and contacting the teacher	<p>It is the responsibility of each student to be regularly informed about the course, the coursework, and the classroom activities. All notices of classes or possible adjournment will be published in a timely manner on the e-learning site of the course and on the website of the Polytechnic. Students can contact teachers during the consultation period (at least one hour per week), while for short questions and explanations they can be contacted during class. It is also possible to ask questions by e-mail (from the official e-mail address at @ vus.hr), which will be answered as soon as possible (no later than five working days after receiving the e-mail).</p>					

1. GENERAL INFORMATION			
1.1. Course lecturer	doc. dr. sc. Dragan Zlatović, prof. v. š.	1.7. Credit score (ECTS)	6
1.2. Course title	Management of companies	1.8. Forms of teaching (number of hours Lecturing +Practical exercises + Seminars + e learning)	45L + 15 PE
1.3. Assistants and/or associates		1.9. Level of e- learning application (1 st , 2 nd , 3 rd level), percentage of on line course performance (max. 20%)	
1.4. Study programme (specialist, undergraduate, graduate)	undergraduate	1.10. Number of course revisions	2
1.5. Course status (obligatory, optional)	optional	1.11. Modernization	+
1.6. Year of study	III	1.12. Percentage estimate of course changes and/or supplements	Less than 20% x More than 20 % □
2. COURSE DESCRIPTION			
2.1. Course objectives	General and specific knowledge of the system of commercial law in the Republic of Croatia, including general and specific knowledge that enables the understanding and identification of companies, analysis and synthesis of information on companies, developed ability to acquire acquired knowledge in solving various practical problems related to companies, their organization , management and business.		
2.2. Terms of course entry and required competences	Conditions for enrollment of the third year of study.		
2.3. Learning outcomes on the study programme level	<p>To link the basic concepts of different branches of the law and to generalize issues of work in public administration</p> <p>To analyze the interference of international, European and national law</p> <p>To evaluate how the effects of the activities of bodies and organizations of public administration and other authorities at different levels interfere with the lives of the citizens</p> <p>To use and to develop the complex written and oral communication in Croatian and English language</p> <p>To organize and to implement a team work and to critically evaluate the opinions and attitudes of team members</p> <p>To explore, interpret and apply the relevant literature as well as the proper legal rules for drafting and issuing regulations and acts in administrative and other legal proceedings, administrative disputes and different actions of bodies of the state authority like administrative bodies and organizations, utility companies and other public institutions</p> <p>To draft acts and submission and to undertake basic procedural actions in the administrative and other legal proceedings and disputes</p>		
2.4. Expected learning outcomes on the course level	<p>1. Analyze the rights of companies and commercial law, their relationship with each other and the relationship with other branches of law.</p> <p>2. Categorize types of companies or trade agreements in Croatian law and explain common features, similarities and differences between individual types of companies in the Republic of Croatia and the EU and the practical reasons for the existence of companies as well as the rights and</p>		

	<p>obligations of the contracting parties in trade agreements.</p> <p>3. Interpret the applicable law, ascertain which of the legal solutions offered is best suited to the establishment, organization and management of an individual society, to choose optimal contractual solutions to commercial law and to demonstrate the manner of establishment, organization and operation of particular types of companies;</p> <p>4. Carry out the procedures of establishing legally relevant facts and decision-making on issues in the area of company law and commercial contract law and apply the relevant facts to relevant law</p> <p>5. Use different databases on legal sources, jurisprudence and relevant legal literature when preparing a decision on various legal issues related to corporate governance and contractual law.</p> <p>6. Compile drafts of simpler contracts and other founding and general acts of companies and explain these acts, as well as individual trade agreements and plan the internal organization of a particular trading company.</p> <p>7. Recommend suggestions of optimal forms of companies and contractual relations for a particular situation</p>	
2.5. Course content according to detailed curriculum schedule	<p>1. COMMERCIAL LAW AND THE LAW OF ASSOCIATION - commercial law, company law, legal power, corporate governance;</p> <p>2. GENERAL CHARACTERISTICS OF TRADING UNDERTAKINGS - a trader, an individual trader, a trade company, a subcontractor, a subsidiary, a business, a company, a head office, an entry into the court register, conditions for starting a business;</p> <p>3. MANAGEMENT AND REPRESENTATION OF COMPANIES - management bases, management entities, management forms, decision-making in a company, representation of companies;</p> <p>4. PERSONAL COMPANIES - societies, persons, parenting, public companies</p> <p>5. PERSONAL COMPANIES - a command society, a secret society, an economic interest association;</p> <p>6. LIMITED LIABILITY COMPANY- concept, establishment, legal relations between members, bodies, simply a limited liability company;</p> <p>7. PUBLIC LIMITED COMPANY (<i>company limited by shares</i>)- concept, share capital, shares, establishment;</p> <p>8. PUBLIC LIMITED COMPANY - monistic and dualistic models of corporate government, termination of joint stock companies;</p> <p>9. SPECIAL CAPITAL COMPANIES - Mutual Insurance Company, Credit Union, Credit Institution, Leasing Company, Factoring Company;</p> <p>10. EUROPEAN LAW OF COMPANIES – legal source, European society (SE), European Economic Interest Grouping , European Cooperative Society (SCE)</p> <p>11. RELATED COMPANIES - the term and types of affiliated companies (depending on the ruling, the corporation and the group of companies, the companies with mutual interests, the companies linked to entrepreneurial contracts);</p> <p>12. STATUS CHANGES AND TERMINATION OF COMPANIES - status changes, transformation, bankruptcy, ways of termination of companies;</p> <p>13. PARTICIPATION OF WORKERS IN MANAGEMENT OF COMPANIES - Workers 'Council, Workers' Assembly, European Works Council, Employee Representative;</p> <p>14. INTELLECTUAL CAPITAL MANAGEMENT IN COMPANY - intellectual capital, intellectual property (patent, trademark, design, designation of origin, copyright), trade secret;</p> <p>15. SPECIAL SOCIETIES IN CROATIAN LAW - Cooperatives, European Cooperatives, Associations, Institutions</p>	
2.6. Teaching methods	<p>x lectures</p> <p><input type="checkbox"/> seminars and workshops</p> <p>x practical exercises</p> <p><input type="checkbox"/> distance education</p> <p><input type="checkbox"/> mixed e-learning</p> <p>x field teaching</p>	<p><input type="checkbox"/> independent tasks</p> <p><input type="checkbox"/> multimedia and network</p> <p><input type="checkbox"/> laboratory</p> <p>x mentoring</p> <p><input type="checkbox"/> other</p>
	<p>2.7. Comments:</p>	

2.8. Students` obligations	Lectures are performed using a combined method - ex cathedra / case. Theoretical curriculum is presented using computer presentations and handouts, while the practical content segment is presented through an analysis of typical cases, general acts, decisions and court judgments. Through the exercises students are introduced to the basic forms of founding companies. Students become acquainted with the drafting of founding acts and the procedure of registering a company in a court register. Students are required to attend classes. A regular student who is absent from more than 30% of the tuition fees determined by the study program will be denied the signature or will be unable to attend the exam.					
2.9. Monitoring student work (enter the share of ECTS credits for each activity so that the total number of ECTS points corresponds to the credit score of the course)	Attendance	1,5	Written exam	2,5 (without colloquiums)	Project	
	Experimental work		Research		Practical work	0,5
	Essay		Report		Continuous examination	
	Colloquium	2,5 (without written exam)	Seminar paper	0,5	Other	
	Class activity	0,5	Oral exam	0,5	Other	
2.10. Grading and evaluating students` work during classes and on the exam	All students are required to make a founding act of limited liability company, using compulsory legal literature and legal sources, forms, independence in search of databases and registers, and use of other sources, jurisprudence and comments. In the practical part of the lessons students are obliged to compile an independent founding act of the company and prepare a form for registering the company in the court register. Students are obliged to develop seminar work in the area of law, especially through analysis of regulations or judicial solutions. During the course of the course, students can write two colloquia for the purpose of checking the knowledge of the part of the material to which the colloquy relates. Students who place both colloquia with a minimum grade are eligible to enroll in the assessment obtained on the basis of the results of the colloquium and seminar work without the need for examinations. They are obliged to apply for the exam in the regular exam period. Students who fail to complete the course through a colloquium will have a final exam in which they must achieve a minimum of 50% + 1 point on a written exam.					
2.11. Compulsory literature (available in the library and via other media)	Title				Number of copies in the library	Availability via other media
	ZLATOVIĆ, D., Upravljanje trgovačkim društvima, Libertin naklada, Rijeka, 2014. Zakon o trgovačkim društvima Zakon o preuzimanju dioničkih društava Zakon o sudskom registru					
2.12. Additional literature (at the moment of changes and/or amended of study programme)	1. BARBIĆ, J., Pravo društava, I-III, Organizator, Zagreb, 2013. 2. BARBIĆ, J. i dr., Korporativno upravljanje, HUM-CROMA, Zagreb, 2008. 3. PETROVIĆ, S., CERONJA, P., Osnove prava društava, Pravni fakultet u Zagrebu, Zagreb, 2013.					

<p>2.13. Quality assurance methods that ensure the acquisition of knowledge, skills and competences</p>	<p>The control of students' work quality and the acquisition of necessary knowledge and skills will be ensured through interactive work. By keeping track of attendance and student activity during classes and provided information on students' progress through short colloquiums and homework, information for further guidance to students will be provided in order to increase the efficiency of their work. Students will be informed about their rights and obligations as well as the methods of work and the required literature.</p> <p>Indicators of quality assurance system: Student survey, monitoring of annual data from the Croatian employment service on the annual state of student employment, surveys from employers and Alumni association.</p>
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12. GENERAL INFORMATION			
1.1. Course lecturer	Ljubo Runjić, PhD, Senior Lecturer	1.8. Course code in ISVU	142644 202255
1.2. Course title	Law of international organizations	1.9. Course code in MOZVAG	
1.3. Assistants and/or associates		1.10. Forms of teaching (number of hours Lecturing +Practical exercises + Seminars + e learning)	(45+15+0+0)
1.4. Study programme (specialist, undergraduate, graduate)	Undergraduate Professional Study Administrative Law	1.11. Level of e- learning application (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	4
1.6. Year of study	3 rd	1.24. Modernization	Yes
1.7. Credit score (ECTS)	6	1.14. Percentage estimate of course changes and/or supplements	Less than 20% X More than 20 % □
2. COURSE DESCRIPTION			
2.1. Course objectives	The aim of the course is to enable students to acquire general and specific knowledge of international organizations - their structure, activities and powers, and to introduce students to the most important international organizations and their position and role in the international legal order.		
2.2. Terms of course entry and required competences	General conditions required for enrollment in V. semester. Knowledge of fundamental concepts in the field of international public law.		
2.3. Learning outcomes on the study programme level	<p>LO1: Link the basic concepts of different branches of law and generalize the issues of work in public administration</p> <p>LO2: To analyze the interferences of international, European and national law</p> <p>LO3: To analyze and critically evaluate the structure and functioning of the state government in the Republic of Croatia and the structure, bodies and mode of functioning of the European Union, and to evaluate trends in the modern development of public administration.</p> <p>LO4: To analyze the impact of social processes on the constitutional order and administrative systems, in particular the processes of globalization, euro-integration, transition, urbanization, regionalization and decentralization.</p> <p>LO8: To use and develop complex written and oral communication in Croatian and English.</p>		

	LO10: To organize and conduct teamwork, and critically evaluate the opinions and attitudes of team stakeholders					
2.4. Expected learning outcomes on the course level	Learning outcomes 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
	21. To analyze the constituent elements of international organizations.					4
	22. To identify sources of law of international organizations.					4
	23. To distinguish different types of international organizations.					4
	24. To examine the legal obligation of individual acts of international organizations for its member states.					4
	25. To evaluate the role of international organizations in the creation of international law.					5
	26. To evaluate the role of international organizations in regulating existing relations in the international community of recognized entities.					5
	27. To anticipate the development of international organizations' rights, taking into account existing relations in the international community.					5
2.5. Course content according to detailed curriculum schedule	Constructive allignment					
	no	Thematic unit	LO of the course	Content/teaching methods	Evaluation	Time
	181.	Introduction to the course and a detailed teaching plan	-	Listen to a lecture. At the seminar, students are introduced to the course content and documents on the e-learning page of the course by working independently on a computer.	-	3 h
		Introduction - the concept of law of international organizations	2, 3	Listen to a lecture and read literature.	At the colloquium or the written / oral exam students can define basic terms of the law of international organizations.	5 h
	182.	Sources of law of international organizations	2	Listen to a lecture and read literature.	At the colloquium or the written / oral exam, students can identify the sources of law of international organizations and enumerate the sources in material and formal terms.	12 h
	183.	The concept of international organizations	1, 3	Listen to a lecture and read literature. At the exercises students, independently and in a team, analyze the constituent elements of international organizations.	At the colloquium or written / oral exam students can define an international organization, distinguish its constituent elements and explain them individually.	12 h
184.	Historical development	5, 6, 7	Listen to a lecture and read literature. At the exercises students,	At the colloquium or the written / oral exam students can show the historical development of	12 h	

				independently and in a team, give an overview of the historical development of international organizations.	international organizations in general, and individually the development of the largest universal international organization - the United Nations.		
185.	Legal subjectivity of international organizations	1, 2		Listen to a lecture and read literature. At the exercises students, independently and in a team, study relevant case law - the Bernadotte case before the ICJ	At the colloquium or the written / oral examination, students are able to identify the elements of legal personality, explain the ways of their acquisition in the internal legal orders as well as in the international legal order, and at the same time enumerate the consequences of acquiring a legal personality.	12 h	
186.	Membership of international organizations	1, 3		Listen to a lecture and read literature. At the exercises students, independently and in a team, analyze the structure of membership of international organizations.	At the colloquium or written / oral examination, students can identify members of international organizations, distinguish between different categories of membership and enumerate membership rights and obligations.	12 h	
187.	Organs of international organizations	1, 5		Listen to a lecture and read literature. At the exercises students, , independently and in a team, simulate the decision-making process in international organizations.	At the colloquium or the written / oral examination, students can explain the organizational structure of international organizations, enumerate particular types of organs and state their composition and powers.	12 h	
188.	Acts of international organizations	4, 5, 6, 7		Listen to a lecture and read literature. At the exercises students, independently and in a team, present different types of acts of international organizations.	At the colloquium or the written / oral examination, they can classify the acts of international organizations and explain their impact in the internal legal systems of the member states.	10 h	
189.	Privileges and immunities of international organizations and international civil servants	6, 7		Listen to a lecture and read literature. At the exercises students, independently and in a team, analyze Convention on the Privileges and Immunities of the United Nations and Convention on the Privileges and Immunities of the Specialized Institutions of the United Nations.	At the colloquium or written / oral exam students know list and examples to explain certain privileges and immunities of international organizations.	10 h	
190.	International organizations and international legal responsibility	6, 7		Listen to a lecture and read literature. At the exercises students, independently and in a team, present examples of case law in which the question of international legal responsibility of international organizations was raised.	At the colloquium or the written / oral exam, students can explain the key institutes of international legal responsibility of international organizations.	10 h	
191.	International organizations and the peaceful settlement of disputes	5, 6, 7		Listen to a lecture and read literature. At the exercises students, independently and in a team, handle selected cases.	At the colloquium or the written / oral exam, students can describe and evaluate the role of international organizations in the peaceful settlement of international disputes.	10 h	

	192.	Financial issues of international organizations	1, 2	Listen to a lecture and read literature. At the exercises students, independently and in a team, discuss ways of financing international organizations.	At the colloquium or the written / oral exam, students are able to enumerate ways of financing international organizations.	10 h	
	193.	Termination of international organization and issue of succession	1, 2	Listen to a lecture and read literature. At the exercises students, independently and in a team, study examples of succession of international organization.	At the colloquium or written / oral examination, students can list the reasons for termination of an international organization and explain the concept of succession of international organizations.	10 h	
	194.	International non-governmental organizations	3, 5, 6, 7	Listen to a lecture and read literature. At the exercises students, independently and in a team, analyze the organization, goals and activities of individual international non-governmental organizations.	At the colloquium or written / oral exam students knows list of international non-governmental organizations from different fields of human activity and at the same time show their structure, goals and actions.	10 h	
	195.	Certain international organizations - United Nations, United Nations specialized agencies, IAEA, regional organizations	3, 5, 6, 7	Listen to a lecture and prepare individually for the exam. At the exercises students, independently and in a team, analyze the organization, goals and activities of certain international organizations.	At the colloquium or written / oral examination, students can enumerate the specialized institutions of the United Nations, as well as the most important regional international organizations, while displaying their organization, goals and activities.	30 h	

3. EVALUATION OF STUDENTS' WORK

3.1. Students' obligations	<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: 26. Attending classes and exercises 60 hours 27. 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		

		2	3	4	5
	Colloquia/ Written exam	50-64,9%	65-79,9%	80-89,9%	90-100%
		27 points	33 points	39 points	45 points
	Oral exam	2	3	5	5
	27 points	33 points	39 points	45 points	
4.4. Final grade according to absolute division		Percentage of acquired knowledge, skills and competences (teaching + final exam)	Numerical grade	ECTS grade	
		90 – 100%	5 (excellent)	A	
		80 – 89,9%	4 (very good)	B	
		65 – 79,9%	3 (good)	C	
		60 – 64,9%	2 (satisfactory)	D	
		50 – 59,9%	2 (satisfactory)	E	
5. ADDITIONAL COURSE INFORMATION					
5.1. Compulsory literature (available in the library and via other media)	Title			Number of copies in the library	Availability via other media
	1. Runjić, Lj., Pravo međunarodnih organizacija, Rijeka, Libertin, 2019. (odabrana poglavlja)			5	
5.2. Additional literature (at the moment of changes and/or amended of study programme)	1. Andrassy, J., Bakotić, B., Seršić, M., Vukas, B., Međunarodno pravo 1, Zagreb, Školska knjiga, 2010.			5	
	2. Andrassy, J., Bakotić, B., Lapaš, D., Seršić, M., Vukas, B., Međunarodno pravo 2, Zagreb, Školska knjiga, 2012.			5	
	3. Degan, V. Đ., Međunarodno pravo, Zagreb, Školska knjiga, 2011.			5	
	4. Klabbbers, J., An Introduction to International Institutional Law, Cambridge, Cambridge Univerisity Press, 2009			5	
	5. Lapaš, D., Pravo međunarodnih organizacija, Zagreb, Narodne novine, 2008.			5	
	6. Runjić, Lj., Međunarodnopravni subjektivitet međunarodnih organizama u suvremenom međunarodnom pravu, Veleučilište u Šibeniku, 2016.			5	
5.3. Quality assurance methods that ensure the acquisition of knowledge, skills and competences	The control of students' work quality and the acquisition of necessary knowledge and skills will be ensured through interactive work. By keeping track of attendance and student activity during classes and provided information on students' progress through short colloquiums and homework, information for further guidance to students will be provided in order to increase the efficiency of their work. Students will be informed about their				

	<p>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.</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>

1. THE INFORMATION			
1.1. Carriers of the subject	Ivan Rančić, mag. Iur., v. pred.	1.7. Credits (ECTS)	6
1.2. Name of the object	Introduction to Administration	1.8. Teaching mode (number of hours P + V + S + e-learning)	45+30
1.3. Contributors		1.9. Level of e-learning (1st, 2nd, 3rd level), percentage of on-line courses (max 20%)	
1.4. Study program (professional, specialist graduate professional study)	Undergraduate Professional Study Program	1.10. The number of changes and / or additions to the course description	II
1.5. Course status (O, I)	O	1.10. modernization	<input type="checkbox"/>
1.6. Year of study	1	1:11. Estimate the percentage of changes and / or additions to the course program	Less than 20% <input checked="" type="checkbox"/> X Over 20% <input type="checkbox"/>
2. DESCRIPTION OF THE SUBJECT			
2.1. Course objectives	The core objective of the course is to acquire knowledge and skills appropriate to later involvement in work processes in governmental, local and regional self-government structures and in public and private persons. The aim is to enable students with understanding of governance, tendencies that accompany management in the 21st century, teaches in the administration, learns the meaning of the organization, examines the work of the administrative organizations and their impact on the general development of the administration.		
2.2. Requirements for enrollment of the course and entrance competencies required for the course	Conditions for enrollment of the first year of study.		
2.3. The learning outcomes at the level of programs to which			

<p>the course contributes</p>	<ul style="list-style-type: none"> - Link basic concepts of different branches of law and generalize issues of public administration work - Analyze the interference of international, European and national law - Analyze and critically evaluate the structure and functioning of the state government in the Republic of Croatia and the structure, bodies and functioning of the European Union, and to evaluate trends in the modern development of public administration, - Analyze the impact of social processes on constitutional and administrative systems, particularly the process of globalization, euro-integration, transition, urbanization, regionalization and decentralization - Evaluate the effects of the activities of bodies and organizations of public administration and other authorities at different levels on the lives of citizens - Use and develop complex written and oral communication in Croatian and English - Organize and implement teamwork, and critically judge the opinions and attitudes of team members - Individually and responsibly to search, interpret and apply the relevant literature and legal rules for drafting and issuing regulations and acts in administrative and other legal proceedings, administrative disputes and actions of government bodies, ie administrative bodies and organizations, utility societies and institutions - To anticipate the future development of national constitutional and administrative systems at different levels
<p>2.4. Expected learning outcomes at the level of the course (4-10 learning outcomes)</p>	<ol style="list-style-type: none"> 1. Knowledge and understanding 2. After successfully mastering the course, students will be able to: 3. 1. Identify the fundamental features of modern administrative processes and structures and historical development and the contemporary role of public administration in relation to 4. 2. Define the basic concepts of public administration such as administrative organization, public affairs, management, public administration, public management, public service. 5. 3. Interpret the basic features of public administration.

	<p>6. 4. Apply acquired insight into social phenomena to explain historical and contemporary elements of administrative development.</p> <p>7. 5. Distinguish and categorize parts of public administration - state administration, territorial self-government and public services.</p> <p>8. 6. Analyze the mutual impacts of governance development and current social processes, particularly globalization, Euro-integration, post-socialist transition, urbanization, regionalization and decentralization.</p> <p>9. 7. Formulate the underlying principles of functioning and functioning of public administration in the contemporary context.</p> <p>10. 8. Evaluate trends in the contemporary development of public administration in relation to the various approaches to basic administrative doctrines.</p>
<p>2.5. The content of the course is elaborated in detail by the class teacher</p>	<p>1. According to a modern administration.</p> <p>2. Definition of administration</p> <p>3. Manual organization and management activity.</p> <p>4. Management features.</p> <p>5. Tendencies of administrative organizations.</p> <p>6. Work of administration in the political system.</p> <p>6. Organizational structure of administration.</p> <p>7. Processes of organization</p> <p>8. Leadership</p> <p>9. Medical Management Resources</p> <p>10. Planing into the administration</p> <p>11. Administration in the administration</p>

	12.Administration 13. Steps in the administration. 14 Supervision in the administration 15.Europeising national administrations					
2.6. Types of Teaching:	<input type="checkbox"/> x lectures <input type="checkbox"/> x seminars and workshops <input type="checkbox"/> x exercises <input type="checkbox"/> distance education <input type="checkbox"/> mixed e-learning <input type="checkbox"/> field teaching		<input type="checkbox"/> x independent tasks <input type="checkbox"/> multimedia and network <input type="checkbox"/> laboratory <input type="checkbox"/> x mentoring work <input type="checkbox"/> (buy-in)		2.7. Comments:	
2.8. Obligation of students	Lectures are presented by presentations, handout, analyzing everyday processes that take place or have an impact on the administration, comparing with foreign countries and making conclusions. Students are obliged to take part in classes, regular attendance at 75%, exercises, self-assessment and teamwork, and participation in teaching.					
2.9. Monitoring student work (enter the share of ECTS credits for each activity so that the total number of ECTS points corresponds to the credit score of the course)	Attending classes	2,0	Written exam	2,5 (without collages)	Project	
	Experimental work		Research		Practical work	
	Essay		Referat		Continuous check	
	colloquia	2,5 (without written permission)	Seminar work	0,5	(others to enroll)	
	Activities in teaching	0,5	Usmeni test	0,5	(others to enroll)	
2.10. Evaluating and evaluating students' work during classroom	During the course of the classes, students can write two colloquia for the purpose of examining the knowledge of the part of the material to which the colloquy relates. Students who place both colloquia with a minimum grade are eligible to enroll in the assessment obtained on the basis of the results of					

and final exam	the colloquium and the seminar work without the need for examinations. They are obliged to apply for the exam in the regular exam period. Students who do not complete the course through a colloquium will take the exam in a regular exam period.		
2.11. Compulsory literature (available in the library and through other media)	Title	Number of copies in the library	Access via other media
	Koprić I., Marčetić G., Musa A., Đulabić V., Lalić Novak G. ; Administrative Science - Public Administration in a Contemporary European Context; Faculty of Law, University of Zagreb (2014), - selected chapters	5	
2.12. Supplementary literature (at the time of application for amendment and / or amendment of the study program)	<p>Ivanišević, S. et al., Hrestomatija of Administrative Science Volume I and II. , Faculty of Law, University of Zagreb, Zagreb, 1998.</p> <p>Pusić, E. : School of Management, School Book, Zagreb, 2002 (only a large slogan)</p> <p>Koprić, I., et.al. : Public Administration-Teaching Material, Social Polytechnic of Zagreb, Faculty of Law in Zagreb; Zagreb, 2006, p. 3-9, 19-37, 161-166, 347-395, 395-405.</p> <p>Koprić, I., Musa, A., Lalić Novak, G. (2012) European Administrative Space, Zagreb: Institute of Public Administration, pp. 11-56. and 63-70.</p> <p>Constitution of the Republic of Croatia</p> <p>Law on Civil Servants and Employees</p> <p>Law on Local and Regional Self-Government</p>	2	

	The Law on the Organization and the Scope of Ministries and Other Central Government Bodies, Law on the State Administration System Law on the Government of the Republic of Croatia		
2.13. Quality assurance methods that ensure the acquisition of knowledge, skills and competences	Relevant quality monitoring is achieved by encouraging and checking the active participation of students in the teaching activities, evaluating the seminar work and the work contract, evaluating the two quarters and completing the exams. This includes student surveys, CES data on employment of completed students, surveys and reviews of employers, participation of students in works with teachers, participation of students at professional and scientific conferences, ALUMNI and so on.		

1. THE INFORMATION			
1.1. Carriers of the subject	Ivan Rančić v. pred.	1.7. Credits (ECTS)	6
1.2. Name of the object	New Public Administration	1.8. Teaching mode (number of hours P + V + S + e-learning)	P+V+S 3+1+0
1.3. Contributors		1.9. Level of e-learning (1st, 2nd, 3rd level), percentage of on-line courses (max 20%)	
1.4. Study program (professional, specialist graduate professional study)	Undergraduate Professional Study Program	1.10. The number of changes and / or additions to the course description	
1.5. Course status (O, I)	O	1.10. modernization	<input type="checkbox"/>
1.6. Year of study	II	1:11. Estimate the percentage of changes and / or	Less than 20% <input type="checkbox"/>

		additions to the course program	Over 20% □
2. OPIS PREDMETA			
2.1. Course objectives	The new public administration is an object designed to provide students with the latest scientific and professional insight into the development of public administration in Croatia and in the world. As such, it is primarily intended for students who see the continued continuation of their career in public administration. The subject should allow for the deepening of the knowledge acquired by listening to the compulsory subject of Administrative Science in terms of their acquaintance with the most up-to-date management methods, the model of organization of state and public administration around the world, the principles that are being developed and embedded in the functioning of modern management (eg principles transparency) and possible tendencies in the development of modern administration.		
2.2. Requirements for enrollment of the course and entrance competencies required for the course	General conditions required for enrollment in the semester		
2.3. The learning outcomes at the level of programs to which the course contributes	<ul style="list-style-type: none"> - - Link basic concepts of different branches of law and generalize issues of public administration work - - Analyze the interference of international, European and national law - - Analyze and critically evaluate the structure and functioning of the state government in the Republic of Croatia and the structure, bodies and functioning of the European Union, and to evaluate trends in the modern development of public administration, - - Analyze the impact of social processes on constitutional and administrative systems, particularly the process of globalization, euro-integration, transition, urbanization, regionalization and decentralization - - Evaluate the effects of the activities of bodies and organizations of public administration and other authorities at different levels on the lives of citizens - - Organize and implement teamwork, and critically judge the opinions and attitudes of team members - - Individually and responsibly to search, interpret and apply the relevant literature and legal rules for drafting and issuing regulations and acts in administrative and other legal proceedings, administrative disputes and actions of government bodies, ie administrative bodies and organizations, utility societies and institutions - - To anticipate the future development of national constitutional and administrative systems at different levels 		
2.4. Expected learning outcomes at the level of the course (4-10 learning outcomes)	After successfully mastering a course, students will be able to:		

	<ul style="list-style-type: none"> - Interpret key public administration features. - Demonstrate problems of Croatian state administration, local self-government and public services. - Interpret the social and political causes of development and public administration reform.- Use the acquired insight into assessing current administrative reforms - Apply basic legal regulations governing the organization and system of Croatian public administration. <ul style="list-style-type: none"> - - Analyze the position of public administration in society. - - Compare the mutual impacts of administration development and current social processes. 						
2.5. The content of the course is elaborated in detail by the class teacher	1.Globalization and Management, 2.Public Administration, 3.Government and Administration, 4.Public Citizenship and Administration, 5.Management of Human Resources in Administration, 6.Scientists in the Modern Age, 7.Work of Public Servants in Transition, 8 .Regular problems of the city, 9.Publications of metropolitanization, 10.General services, 11. Public Administration Reform, 12.Manufacturing Modernization Measures, 13.Temporary Principles and Guidelines for Public Administration Reform, 14.Regulatory Reforms in Transition Countries, 15.Europeization of National Rights						
2.6. Types of Teaching:	x lectures <input type="checkbox"/> Workshops and workshops x exercises <input type="checkbox"/> distance education <input type="checkbox"/> mixed e-learning <input type="checkbox"/> field teaching	<input type="checkbox"/> independent tasks <input type="checkbox"/> multimedia and network <input type="checkbox"/> laboratory X mentoring work <input type="checkbox"/> (buy-in)	2.7. Comments:				
2.8. Obligation of students	Final Exam - Usmeni Exam						
2.9. Monitoring student work (enter the share of ECTS credits for each activity so that the total	Attending classes	1,5	Written exam		Project		
	Experimental work		Research		Practical work	0,5	

number of ECTS points corresponds to the credit score of the course)	Essay		Referat		Continuous check	
	colloquia		Seminar work	0,5	(others to enroll)	
	Activities in teaching	0,5	Usmeni test	3,0	(others to enroll)	
2.10. Evaluating and evaluating students' work during classroom and final exam	Usmeno i pismeno					
2.11. Compulsory literature (available in the library and through other media)	Title				Number of copies in the library	Access via other media
	Lozina - Klarić: New Public Administration, Faculty of Law in Split, Split, 2003 (selected chapters)				5	
	Koprić (ed): Modernization of Croatian Administration, Social Polytechnic, Zagreb, 2003, pp. 37-52				5	
2.12. Supplementary literature (at the time of application for amendment and / or amendment of the study program)	<p>Koprić I., Marčetić G., Musa A., Đulabić V., Lalić Novak G .; Administrative Science - Public Administration in a Contemporary European Context; Zagreb: Faculty of Law, University of Zagreb (2014), p. 1-13, 27-40, 45-49, 51-60, 64-72, 79-82, 90-93, 133-142, 142-154, 161-163, 177-190, 275-276, 280- 284, 289-306, 307-312, 319-324, 345-350, 362-365</p> <p>Hellmut Wollmann: Contemporary Administrative Reforms in Germany in Ivan Koprić (eds.): Modernization of Croatian Administration, Social Polytechnic, Zagreb, 2003, p. 23. - 36.</p>				1	

	<p>Christian Brünner: New Public Management: Contemporary Administrative Reforms in Austria in Ivan Koprić (eds.): Modernization of Croatian Administration, Social Polytechnic, Zagreb, 2003, p. 37 - 48.</p> <p>Marc Gjidara: Administrative Reforms and Adaptation of Administrative Education with Special Focus on French Governance in Ivan Koprić (eds.): Modernization of Croatian Administration, Social Polytechnic, Zagreb, 2003, p. 69 - 145.</p> <p>Ivan Koprić: Modernization of Croatian Administration: Questions, Proposals and Perspectives in Ivan Koprić (eds.): Modernization of Croatian Administration, Social Polytechnic, Zagreb, 2003, p. 439 - 452.</p>		
<p>2.13. Quality assurance methods that ensure the acquisition of knowledge, skills and competences</p>	<p>The quality control of students' work and the acquisition of the necessary knowledge and skills will be ensured:</p> <ul style="list-style-type: none"> - through interactive work on teaching, - conducting records on the attendance and activities of students in teaching, - Based on the results of the students in the seminar, internships and examinations, information will be provided for further instruction to students in order to increase the efficiency of their work. - Students will be referred to their rights and obligations to these methods of work and the necessary literature. <p>Quality assurance system indicators: Student survey, monitoring of annual data from the HZZZ about the annual employment status of students, employers' and Alumni association surveys.</p>		

1.THE INFORMATION			
1.1. Carriers of the subject	Ivan Rančić, v. pred.	1.7. Credits (ECTS)	5
1.2. Name of the object	1.THE INFORMATION	1.8. Teaching mode (number of hours P + V + S + e-learning)	P+V+S 3+1+0

1.3. Contributors		1.9. Level of e-learning (1st, 2nd, 3rd level), percentage of on-line courses (max 20%)	
1.4. Study program (professional, specialist graduate professional study)	Undergraduate Professional Study Program	1.10. The number of changes and / or additions to the course description	
1.5. Course status (O, I)	O	1.10. modernization	<input type="checkbox"/>
1.6. Year of study	II	1:11. Estimate the percentage of changes and / or additions to the course program	Less than 20% <input type="checkbox"/> X Over 20% <input type="checkbox"/>
2. DESCRIPTION OF THE SUBJECT			
2.1. Course objectives	The aim of the course is to acquaint students with the importance of local or regional formatting of the state. With quality horizontal and vertical shaping of power, citizens' satisfaction with life is attained, and ultimately the ultimate goal of every system. Local systems of individual countries are being explored and the best solution is sought, focusing on the acts of the Council of Europe and the European Union.		
2.2. Requirements for enrollment of the course and entrance competencies required for the course	General conditions required for enrollment in IV. Semester		
2.3. The learning outcomes at the level of programs to which the course contributes	<ul style="list-style-type: none"> - - Link basic concepts of different branches of law and generalize issues of public administration work - - Analyze the interference of international, European and national law - - Analyze and critically evaluate the structure and functioning of the state government in the Republic of Croatia and the structure, bodies and functioning of the European Union, and to evaluate trends in the modern development of public administration, - - Analyze the impact of social processes on constitutional and administrative systems, particularly the process of globalization, euro-integration, transition, urbanization, regionalization and decentralization - - To manage official potentials, office operations and various administrative processes, and to establish communication with public service users. - - Evaluate the effects of the activities of bodies and organizations of public administration and other authorities at different levels on the lives of citizens 		

	<ul style="list-style-type: none"> - - Use and develop complex written and oral communication in Croatian and English - - Organize and implement teamwork, and critically judge the opinions and attitudes of team members - - Individually and responsibly to search, interpret and apply the relevant literature and legal rules for drafting and issuing regulations and acts in administrative and other legal proceedings, administrative disputes and actions of government bodies, ie administrative bodies and organizations, utility societies and institutions - - Organize acts and submissions individually and undertake basic procedural actions in administrative and other legal proceedings and administrative proceedings - - To anticipate the future development of national constitutional and administrative systems at different levels 		
2.4. Expected learning outcomes at the level of the course (4-10 learning outcomes)	<ul style="list-style-type: none"> - After successfully mastering a course, students will be able to: - - Understand the system of local and regional self-government in Croatia and summarize the underlying principles on which this system is based - - Identify the various forms of territorial self-government that exist in the Croatian administrative policy system - - Explain the difference between the organization and the scope of the various types of territorial self-government units existing in Croatia (local, local, regional, city of Zagreb) - - Describe local and regional self-government in Croatia in relation to the basic models of local and regional self-government that exist in European countries. - - Design and plan the research of certain segments of territorial self-government and the application of doctrinal theoretical insights into those segments - - Compare the system of territorial self-government in Croatia with the local self-government system in the main European administrative traditions. 		
2.5. The content of the course is elaborated in detail by the class teacher	1.Introduction, 2.These territorial divisions, 3. Regionalization, 4.Territorial organization of local self-government, 5. Executive Structure in Local Self-Government, 6.Delegation and Local Government Affairs, 7.Educational Layer in Local Self-Government, 8. Repeat, 9.Local Office System, 10.Political Representative Layer, 11.Local Elections, 12.Political Representative Layer, 13.Municipal Self-Government, 14.Europeising Local Self-Government, 15.Central-Local Relations		
2.6. Types of Teaching:	x lectures X seminars and workshops x exercises <input type="checkbox"/> distance education	<input type="checkbox"/> independent tasks <input type="checkbox"/> multimedia and network <input type="checkbox"/> laboratory X mentoring work	2.7. Comments:

	<input type="checkbox"/> mixed e-learning <input type="checkbox"/> field teaching	<input type="checkbox"/> (buy-in)				
2.8. Obligation of students	Final Exam - Oral Exam.					
2.9. Monitoring student work (enter the share of ECTS credits for each activity so that the total number of ECTS points corresponds to the credit score of the course)	Attending classes	1,5	Written exam		Project	
	Experimental work		Research		Practical work	
	Essay		Referat		Continuous check	
	colloquia		Seminar work	0,5	Continuous check	
	Activities in teaching	0,5	Usmeni test	2,5	(others to enroll)	
2.10. Evaluating and evaluating students' work during classroom and final exam	Usmeno and Written					
2.11. Compulsory literature (available in the library and through other media)	Title				Number of copies in the library	Access via other media
	Koprić I., Marčetić G., Musa A., Đulabić V., Lalić Novak G .; Administrative Science - Public Administration in a Contemporary European Context; Faculty of Law, University of Zagreb (2014), p. 247-318				5	
	Koprić, I .; Twenty years of local and regional self-government in Croatia: development, status and perspectives. In: V. Đulabić (ed.) Local self-government and local elections; Institute for Public Administration (2011), p. 3-64				5	

2.12. Supplementary literature (at the time of application for amendment and / or amendment of the study program)	<ol style="list-style-type: none"> 1. 1. Koprić I. Vukojičić-Tomić; Local political system after the immediate election of the Mayor - state and controversy. in: I. Koprić (ed.) Reform of Local and Regional Self-Government in the Republic of Croatia; Faculty of Law and Public Administration Institute (2013), p. 155-188 2. 2. Marčetić, G .; New Local Law Officer and Human Resource Management in Reformed Local Self-Government. in: I. Koprić (ed.) Reform of Local and Regional Self-Government in the Republic of Croatia; Faculty of Law and Public Administration Institute (2013), p. 189-218 3. 3. Đulabić, V .; The position of counties in the statistical and political regionalization of Croatia. in: I. Koprić (ur.) Twenty years of local self-government in Croatia; Institute for Public Administration (2013), p. 183-200 4. 4. European Charter on Local Self-Government 5. 5. Constitution of the Republic of Croatia (Articles 4, 133-138) 6. 6. Law on Local and Regional Self-Government; 7. 7. Law on the City of Zagreb 	1	
2.13. Quality assurance methods that ensure the acquisition of knowledge, skills and competences	<p>The quality control of students' work and the acquisition of the necessary knowledge and skills will be ensured:</p> <ul style="list-style-type: none"> - through interactive work on teaching, - conducting records on the attendance and activities of students in teaching, - Based on the results of the students in the seminar, exercises and examinations, information will be provided for further instruction to students in order to increase the efficiency of their work. - students will be referred to their rights and obligations as well as the methods of work and the required literature. <p>Quality assurance system indicators: Student survey, monitoring of annual data from the HZZZ about the annual employment status of students, employers' and Alumni association surveys.</p>		

1.THE INFORMATION			
1.1. Carriers of the subject	Ivan Rančić, v. pred	1.7. Credits (ECTS)	6
1.2. Name of the object	Economic and communal law	1.8. Teaching mode (number of hours P + V + S + e-learning)	45P+15V
1.3. Contributors		1.9. Level of e-learning (1st, 2nd, 3rd level), percentage of on-line courses (max 20%)	
1.4. Study program (professional, specialist graduate professional study)	Undergraduate Professional Study Program	1.10. The number of changes and / or additions to the course description	
1.5. Course status (O, I)	I	1.10. modernization	<input type="checkbox"/>
1.6. Year of study	III	1:11. Estimate the percentage of changes and / or additions to the course program	Less than 20% <input type="checkbox"/> X Over 20% <input type="checkbox"/>
2. DESCRIPTION OF THE SUBJECT			
2.1. Course objectives	The aim of the course is to familiarize students with the basic concepts of economic, utility law, understanding the organization of utility services, analyzing the basic principles related to the functioning of the services, the administrative aspects of utility services in Europe and Croatia. The aim of the course is to introduce students to the issues of public services, utility activities, and to develop their skills in applying the learned knowledge to solve various problems in utility services.		
2.2. Requirements for enrollment of the course and entrance competencies required for the course	Requirement for completing the 3rd year of study		
2.3. The learning outcomes at the level of programs to which the course contributes	<ul style="list-style-type: none"> - Link basic concepts of different branches of law and generalize issues of public administration work - Analyze the impact of social processes on constitutional and administrative systems, particularly the process of globalization, euro-integration, transition, urbanization, regionalization and decentralization - To manage official potentials, office operations and various administrative processes, and to establish communication with public service 		

	<p>users.</p> <ul style="list-style-type: none"> - Evaluate the effects of the activities of bodies and organizations of public administration and other authorities at different levels on the lives of citizens - Organize and implement teamwork, and critically judge the opinions and attitudes of team members - Individually and responsibly to search, interpret and apply the relevant literature and legal rules for drafting and issuing regulations and acts in administrative and other legal proceedings, administrative disputes and actions of government bodies, ie administrative bodies and organizations, utility societies and institutions - Organize acts and submissions individually and undertake basic procedural actions in administrative and other legal proceedings and administrative proceedings
<p>2.4. Expected learning outcomes at the level of the course (4-10 learning outcomes)</p>	<ol style="list-style-type: none"> 1. Analyze economic and municipal law, their relationship with each other and with other branches of law. 2. Categorize the organization of utility services. 3. Make problems in organizations that appear in communal activities. 4. Use different databases on municipal services in Europe and Croatia 5. Analyze basic principles related to the functioning of utility services. 6. Continue simple concession agreements. 7. Valorize and develop the ability to apply learned knowledge to solve various problems in utility services
<p>2.5. The content of the course is elaborated in detail by the class teacher</p>	<ol style="list-style-type: none"> 1. Generally on Utility Services. 2. Introduction of communal activities. 3. Comparative representation of the performance of the service. 4. Management in the Republic of Croatia 5. Basic Principles for Performing Utilities in the Republic of Croatia 6. The way of performing public utilities.

	<p>7.Koncesije</p> <p>8.Group companies</p> <p>9. The former institutions</p> <p>10.Služba</p> <p>11. Highlight the drive</p> <p>11. Contract on Commitment of Communal Affairs</p> <p>12. Communal line</p> <p>13. Communal line</p> <p>13. Communal Contributions</p> <p>14. Municipal Infrastructure</p> <p>15. Jurisdiction of JLP (R) S in the performance of communal activities</p>		
<p>2.6. Types of Teaching:</p>	<p><input type="checkbox"/> x lectures</p> <p>x <input type="checkbox"/> Workshops and Workshops</p> <p>x <input type="checkbox"/> exercises</p> <p><input type="checkbox"/> distance education</p> <p><input type="checkbox"/> mixed e-learning</p> <p><input type="checkbox"/> field teaching</p>	<p><input type="checkbox"/> x independent tasks</p> <p><input type="checkbox"/> multimedia and network</p> <p><input type="checkbox"/> laboratory</p> <p><input type="checkbox"/> x mentoring work</p> <p><input type="checkbox"/> (buy-in)</p>	<p>2.7. Comments:</p>
<p>2.8. Obligation of students</p>	<p>Lectures are performed using a combined method - ex cathedra / case. Theoretical curriculum is presented using computer presentations and handouts, while the practical content segment is presented through an analysis of typical cases, general acts, decisions and judgments to a regular student who is absent from more than 30% of the teaching hours determined by the study program, will be denied the signature will not be able to access the exam.</p>		

	Exercises are also performed with lectures.					
2.9. Monitoring student work (enter the share of ECTS credits for each activity so that the total number of ECTS points corresponds to the credit score of the course)	Attending classes	1,5	Written exam	2,5 (without collages)	Project	
	Experimental work		Research		Practical work	0,5
	Essay		Referat		Continuous check	
	colloquia	2,5 (without written)	Seminar work	0,5	(others to enroll)	
	Activities in teaching	0,5	Usmeni test	0,5	(others to enroll)	
Access via other media	We value the acquisition of knowledge, the application of knowledge, participation in lecture discussions, self-fulfillment of tasks. During the academic year there are 2 colloquia with the aim of checking the acquired knowledge and the student is obliged to make practical work related to the utility activities and present it using the legal sources. .					
2.11. Compulsory literature (available in the library and through other media)	Title				Number of copies in the library	Access via other media
	ANTIC, T., Municipal Administrative Law, New Informant, Zagreb, 2008.				5	
	Law on Communal Economy					Yes
	. Desanka Sarvan: Communal Contribution, Informator, Zagreb, no. 5203, 2004. Desanka Sarvan: Utility Economy - de lege ferenda, Informator, Zagreb, no. 5238, 2004					
2.12. Supplementary literature (at the time of application for amendment and / or amendment of the study program)						Yes

2.13. Quality assurance methods that ensure the acquisition of knowledge, skills and competences			
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