

POLYTECHNIC OF ŠIBENIK
DEPARTMENT OF ADMINISTRATIVE LAW
SPECIALIST GRADUATE PROFESSIONAL STUDY OF
ADMINISTRATIVE LAW

SYLLABUS

Academic year 2021/22



Šibenik, 2021

The Program of the Specialist Graduate Professional Study of Administrative Law is a complete unit that provides competencies for work in the field of public administration, local self-government, legal entities with public authority, public services and other segments of the public sector.

Upon completion of the specialist graduate professional study of Administrative Law, participants acquire basic theoretical, methodological and applied knowledge in the field of law, branches of administrative law, as well as in the field of economics, information technology, communication sciences, ethics and foreign languages.

The specialist professional study consists of four semesters, in which acquired basic administrative law education is upgraded, and specialist courses are conducted, while in the fourth semester the professional practice and the final work are performed.

After passing all enrolled subjects and defending the final thesis, the title is acquired: professional specialist in public administration (Spec. publ. adm.).

The title of public administration specialist is based on educating students for professional work in public administration and the public sector, with the application of modern administrative knowledge and skills that provide trained staff for work especially in public administration bodies, local government and public services.

Graduate professional study Administrative Law lasts two years during which students are required to enroll and pass courses worth a minimum of 120 ECTS credits.

The Ordinance on Study regulates general issues organized and conducted by the Polytechnic of Šibenik, which primarily relates to conducting studies and studying in the context of the implementation of the Bologna Declaration, ECTS credit system and issues related to professional bodies responsible for monitoring study quality. The Ordinance on Study regulates issues related to the conduct of studies at undergraduate and specialist graduate professional studies: types of studies, duration of studies, enrollment, organization and manner of conducting studies, student status, exam rules, appeals against grades, procedures for repetition exams, right to inspect exam results, progress through studies, professional practice, completion of studies, quality assurance of studies and other issues of importance for studying at the Polytechnic.

Before submitting the final thesis for assessment and defense, the student must pass all previously enrolled courses, submit a diary of professional practice and achieve a minimum of 120 ECTS credits.

1. LIST OF TEACHERS AND ASSOCIATES WHO TEACH AT THE SPECIALIST GRADUATE PROFESSIONAL STUDY ADMINISTRATIVE LAW

NAME AND SURNAME OF THE TEACHER	COURSE	CONTACTE-MAIL
Ivana BRATIĆ s.lect.	English For Public Administration	bratic@vus.hr
Assoc. Prof. PhD Milorad Čupurdija, college prof.with tenure	Public management	misoc@net.hr
Divna Goleš,s. lect.	Public service quality management	divna@vus.hr
Vesna JURIN BAKOTIC, lect.	Family law with registrar	vjbakotic@vus.hr
Gina Lugovic, s. lect.	Ethics of public service	gina@vus.hr
Prof. Boris Ljubanović, PhD	Comparative Public Administration Public administration and special administrative procedures	ljboris@pravos.hr
PhD, Ivan Malenica, s. lect.	European Administrative Law	ivanm@vus.hr
MSc. Krešimir Nimac, lect.	Administrative Law Policies	kresonimac@gmail.com
MSc. Tomislav Ninić, lect.	Public policies and legal regulation	tomislav_ninic@hotmail.com
PhD. Ninoslav Gregurić-Bajza, s. lect.	Public Procurement System	nbajza@bak.hr
PhD. Ivica Poljicak, college professor	EU project management	poljicak@vus.hr
Prof. Ante Pulić, PhD	Efficiency of public administration	Ap@zavod.com.hr
Ivan Rancic, s. lect.	Decentralization management	irancic@vus.hr
PhD. Ljubo Runjic, college professor	European integration and European Union institutions	runjic@vus.hr
Mirko Škarica, lect.	Misdemeanor law	Mirko.the jumper@pssi.pravosudje.hr
Sanja Veštić Mirčeta, lect.	Protection of human rights	svestic@vus.hr
MSc. Damir Vlaić, lect.	Tax and customs system	damir.vlaic@porezna-uprava.hr
Assoc.prof. PhD. Dragan Zlatović, college professor	Law of non-profit organizations	zlatovic@vus.hr

2. PLACE OF TEACHING OF THE SPECIALIST GRADUATE PROFESSIONAL STUDY OF ADMINISTRATIVE LAW

Teaching at the Specialist graduate professional study of Administrative Law is performed at the Polytechnic of Šibenik, in Šibenik, address "Trg Andrije Hebranga11". At this location, in addition to the service offices, there are 17 lecture rooms with a total area of 1167 m². The spaces in which the teaching process takes place provide optimal conditions with regard to the number of students enrolled (Table 1).

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

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

The aforementioned space contains spatial capacities that, in keeping with the standards of higher education, enable students to have good quality monitoring and participation in educational activities.

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

Classes take place in Šibenik.

3. LIST OF COURSES, TEACHERS AND ASSOCIATES, COURSE SCHEDULE AND WORKLOAD OF STUDENTS AT THE SPECIALIST GRADUATE PROFESSIONAL STUDY ADMINISTRATIVE LAW

Teaching assignment for the Specialist graduate professional study Administrative law in ac. year 2021/22									
Year of study:I									
Semester: I									
CODE	COURSE	COURSE HOLDER	P	V	S	ECTS	STATUS	Codes FULL-TIME	Codes PART-TIME
SU-KJU101	Comparative Public Administration	Prof. Boris Ljubanović, PhD	45	15	0	6	OBLIGATORY	201408	202157
SU-JME102	Public management	Assoc. Prof. PhD Milorad Ćupurdija, college prof. with tenure	30	15	0	5	O	201409	202156
SU-EJS103	Ethics of public service	Mr. Gina Lugović, s. lect.	30	15	0	5	O	201410	202153
SU-EJU105	European integration and European Union institutions	PhD. Ljubo Runjic, college professor (exercises entrusted to Rančić, I.)	30	15	0	5	O	201411	202154
SU-JPR104	Public policies and legal regulation	MSc. Tomislav Ninić, lect.	45	15	0	6	O	201412	202155
SU-CPA106	English for Public Administration	Ivana Bratić, s. lect.	30	0	0	3	O	201413	202152
Semester: II									
CODE	COURSE	COURSE HOLDER	P	V	S	ECTS	STATUS		
SU-DUP107	Public administration and special administrative procedures	Prof. Boris Ljubanović, PhD	30	15	0	5	O	201414	202158
SU-PUP217	Misdemeanor law	Mirko Škarica, lect.	30	15	0	5	O	211129	211249
SU-UPD109	Decentralization management	Ivan Rancic, s. lect.	30	15	0	5	O	201416	202162
SU-ZLP110	Protection of human rights	Sanja Veštić Mirčeta, lect. / Alen Lalić	30	15	0	5	O	201417	202163

SU-PNO111	Law of non-profit organizations	Assoc.prof. Dragan Zlatović, college prof.with tenure.	30	15	0	5	O	201418	202160
SU-SJN216	Public Procurement System	PhD. Ninoslav Gregurić-Bajza, s. lect.	30	15	0	5	O	211250	211251
Semester: III									
CODE	SUBJECT	COURSE HOLDER	P	V	S	ECTS	STATUS		
SU-EUP108	European Administrative Law	Ph.D. Ivan Malenica, s. lect. (performance of exercises Alen Lalic, mag. iur.)	30	15	0	5	O	214887	214888
SU-UJU214	Efficiency of public administration	Prof. Dr. Sc. Ante Pulić	30	15	0	5	O	214889	214890
SU-UEF223	Managing EU projects	Ph.D. Ivica Poljicak, college prof.	30	15	0	5	O	214910	214892
SU-OPM229	Family law with registry	Vesna Jurin Bakotic, s. lect.	30	15	0	5	O	214893	214894
	Elective course		30	15	0	5	E		
	Elective course		30	15	0	5	E		
Electoral Colleges List - Semester III:									
CODE	SUBJECT	COURSE HOLDER	P	V	S	ECTS	STATUS		
SU-UKJ218	Quality management of public services	Divna Goleš, mage. oec., s. lect.	30	15	0	5	O	214895	214896
SU-JSL220	Police administrative law	MSc. Krešimir Nimac, pred.	30	15	0	5	O	214897	214898
SU-PCS222	Tax and customs system	MSc. Damir Vlaic, lect.	30	15	0	5	O	214899	214900
SU-PKU112	Business communication in public administration	Ph.D. Ivica Poljicak, college prof..	30	15	0	5	O		

SU-EKU228	E-communications in public administration	MSc. Ivan Livaja, s. lect.	30	15	0	5	O		
SU-SJN221	European Labour and Civil Service Law	Associate prof. Ph.D. Dragan Zlatović, college prof. with tenure	30	15	0	5	O		
SU-PUP219	Navigational administrative law	MSc. Krešimir Nimac, lect.	30	15	0	5	O		
SU-UJS213	Managing public services	Prof. PhD Milorad Čupurdija, college prof.	30	15	0	5	O		
SU-GEP226	Geodetic law	Prof. PhD Jozo Čizmić	30	15	0	5	O		
SU-ISU215	Information systems and information security in public administration	Prof. PhD Marija Boban	30	15	0	5	O		
Semester: IV									
CODE	SUBJECT	COURSE HOLDER	P	V	S	ECTS	STATUS		
SU-SUP224	Professional practice	Rančić, I. / Lalić, A.				15	O	214906	214907
SU-ZAR225	Final thesis	Mentor				15	O	214908	214909

*At the Specialist Graduate Professional Study Programme Administrative law courses are conducted in cycles and can also be performed remotely.

** Three elective courses are performed at the Specialist Graduate Professional Study Programme Administrative Law in the III Semester of the Academic Year 2021/22: Public Service Quality Management, Police Administrative Law and Tax and Customs System.

4. ACADEMIC CALENDAR FOR THE ACADEMIC YEAR 2020/2021

The academic calendar of the Polytechnic of Šibenik for the academic year 2021/2022 was adopted at the 29th session of the Expert Council of the Polytechnic of Šibenik (electronic session), which was held in July 2021.

WINTER SEMESTER:

- lectures in the winter semester run from October 4 to December 23, 2021, and from January 7 to January 29, 2022.
- winter holidays run from December 24, 2021 to January 5, 2022, and in that period the Polytechnic will not work with students,
- additional or/and consultative lectures for part-time students will be held in the terms prescribed by the Decision on the adoption of implementation plans for the study programs in the academic year 2021/2022.
- the winter regular exam period runs from January 31 to February 26, 2022.

SUMMER SEMESTER:

- summer semester lectures run from February 28 to June 11, 2022,
- additional or/and consultative lectures for extraordinary students will be held in the terms prescribed by the Decision on the adoption of implementation
- plans for the study programs in the academic year 2021/2022,
- the summer regular exam period runs from June 13 to July 09, 2022,
- summer holidays run from July 25 to August 19, 2022.

AUTUMN EXAM TIME PERIOD:

- the autumn regular exam period runs from August 22 to September 17, 2022.

SEMESTER TESTING:

- winter semester testing and summer semester enrollment will run from February 14 to February 18, 2022,
- summer semester testing and enrollment in the academic year 2022/2023 will run from July 11 to July 15, and from September 19 to September 30, 2022.

5. SCHEDULE OF CUMULATIVE CLASSES

Teaching at the Graduate Professional Study Programme Administrative Law of the Polytechnic of Šibenik is performed cumulatively i.e. in cycles according to the schedule published on the Polytechnic's website: <http://www.vus.hr/?stranice=raspored-predavanja-preddiplomski-upravni-studij&id=225>

6. EXAM PERIODS FOR ACADEMIC YEAR 2020/21.

The regular winter exam period runs from 31 January 2022 to 26 February 2022.

The regular summer exam period runs from 13 June 2022 to 9 July 2022.

The regular autumn exam period runs from 22 August 2022 to 17 September 2022.

In more detail on the website <http://www.vus.hr/?stranice=ispitni-rokovi-preddiplomski-upravni-studij&id=226>

7. CURRICULA AND COURSE CONTENT WITH EXPECTED LEARNING OUTCOMES AND BASIC LITERATURE

General Information		
Course holder	Prof. Boris Ljubanović, Ph.D.	
Course title	Comparative public administration	
Study program	Specialist graduate professional study Programme Administrative Study	
Subject Status	Obligatory	
Year	I.	
Points value and how classes are performed	ECTS student load coefficient	6
	Number of hours (P+V+S)	45+15+0
COURSE DESCRIPTION		
<i>Course Objectives</i>		
<p>Participants gain insight into the possibilities and fundamental questions of the comparative method in the study of political systems and public administration and the selection and classification of countries (given the historical context, administrative tradition, political and legal systems in which public administration operates, and other criteria based on a neo-institutional theoretical approach). European administrative traditions, key differences between Western European and Eastern European countries and global processes affecting the convergence of administrative systems are obtained. A broader comparative insight is gained through the comparison between the relationship between public administration and the political system, the structure and activities of the state administration and local self-government, administrative staff, modern administrative reforms and experience in decentralizing the governance of large cities in Western European countries (United Kingdom, Germany, France, Italy, Sweden) and transition countries (Central European and Baltic, and surrounding countries). In practical terms, students acquire through this course the possibility of applying comparative knowledge in the process of adapting Croatian legislation to the European acquis and harmonizing the Croatian administrative system with European standards. The necessary professional competences necessary for negotiation and cooperation in bilateral and multilateral processes of implementing administrative reforms according to the advice of international organizations and the analysis and application of certain normative-institutional and organizational solutions taken from comparative administrative systems are also being developed.</p>		
<i>Conditions for entering the course</i>		
There are no necessary conditions for enrolling a course		
<i>Expected learning outcomes for the subject</i>		
<p>Students are expected to be able to:</p> <ul style="list-style-type: none"> - explain the basic features of the administrative systems of leading Western European countries and Anglo-Saxon countries - identify problems in the application of the comparative method in the study of public administration, recognize the possibilities of applying the results of comparative analysis of public administration, 		

- assess the influence of the European Union on the convergence of administrative systems in transition countries.
- single out ways of cooperation between administrative bodies, recognize instruments of coordination of state administration, explain the relationship between administration and citizens, list and explain categories of administrative staff,
- identify different objectives, content and methods of administrative reforms in European countries
- compare ways of evaluating and advancing officers, get acquainted with the problems of depoliticization and professionalization of administrative staff, identify the fundamental problems of payment systems in comparative systems, express similarities and differences between civil service systems
- recommend certain comparative experiences for improving the Croatian administrative system
- come up with proposals for problems of the Croatian administrative system modeled on the European countries

Course Contents

- 1) Comparative method in the study of public administration. Comparative method in social sciences. Neo-institutional approach and comparative method. Case studies, focused comparisons, truth tables, statistical analysis. The strengths and weaknesses of the comparative method. Selection and classification of countries for comparison. Western European countries and transition countries. Models of public administration.
- (2) Public administration and political system Democratic/undemocratic type of political system and public administration. Variants of democratic political systems (parliamentary, presidential, assembly) and the position of public administration in them. Formal and actual relationship between government and administration in individual countries. Powers of the representative body and head of state to the administration. Government: composition, position in the system, responsibilities and powers, center of government.
- (3) State administration Structure of state administration in more important European countries. Differentiation of state administration, type and number of administrative bodies. Principles of organizing administrative bodies and distributing jobs between them. Horizontal delimitation of administrative affairs (scope), modalities of vertical differentiation and territorial organization within individual administrative bodies.
- (4) Local self-government European Charter on Local Self-Government. Local government reforms. Political decentralisation of administrative systems. Localization and globalization. Decentralisation of the governance of large cities in Western European countries. City managers.
- (5) Administrative staff of the Category of Administrative Staff with numerical indicators. Civil service legislation and civil service systems. Application of European staff standards. Types of classification and progression systems. Models of salaries and evaluations of officers. Salaries based on work performance. Education, training and training systems in service. Depoliticization and professionalization of personnel.
- (6) Administrative reforms Distinguishing between administrative reforms in the transition countries and countries of Western Europe. Managerial reforms and classic administrative reforms. Areas and intensity of reforms. Principles, measures and the course of reforms. The results of administrative reforms. Application of new methods of administrative action, multi-level governance, assessment of the effects of new regulations, quality management of public services. Innovations in the performance of public services and in human resources management in public administration. New organizational solutions.

Types of teaching

- lectures
- seminars and workshops
- x exercises
- distance education

- individual tasks
- multimedia and network
- laboratory
- mentoring work

				<input type="checkbox"/> field classes		<input type="checkbox"/> Other _____	
<i>Comments</i>							
<i>Student obligations</i>							
Classes are conducted in the form of lectures, exercises, individual work with students in consultations, group discussions, through individual research work and deeper study of individual questions and in the form of mentoring work. Class activity will be evaluated through interaction in lectures.							
<i>Monitoring students' work</i>							
Attendance	x	Teaching Activity	x	Seminar paper		Experimental work	
Written exam	x	Oral exam	x	Essay		Research	
Project	x	Continuous knowledge check		Report		Practical work	X
Portfolio							
<i>Grading and evaluation of students' work during class and final exam</i>							
The evaluation of students' activities and work is done through the assessment of student engagement, the results of group discussions and the oral exam (in the case of a smaller number of registered students). The second, classic form of passing is possible through the final exam. The final exam will be carried out in the form of a written test where a maximum of 10 points can be achieved							
<i>Obligatory literature (at the time of application of the study programme proposal)</i>							
<ol style="list-style-type: none"> 1) Koprić Ivan, Gordana Marčetić, Anamarija Musa, Vedran Djulabic, Goranka Lalić Novak (2014) Administrative Science – Public Administration in the contemporary European context. Zagreb: Faculty of Law, University of Zagreb 2) Koprić, Ivan (your.) (2003) Modernization of Croatian Administration, Polytechnic of Zagreb, p. 12. 1.-178., 198.- 213 3) Marčetić, Gordana (2005) Public servants and transition, Zagreb, Polytechnic of Zagreb and Konrad Adenauer Stiftung, p. 12. 70.-117., 266.-282., 297.-301. 4) Marčetić, Gordana (2007) Human Resources Management in Public Administration, Zagreb, Modern Public Administration, p. 12. 264.-289. 5) Pusić, Eugen (2007) State and State Administration, Zagreb, Polytechnic of Social Education and Faculty of Law in Zagreb, p. 12. 408.-451. 6) Pusić, Eugen (2007) Public Administration and Social Theory, Zagreb, Contemporary Public Administration, p. 12. 118.-130., 180.- 183., 199.-208., 222.-226., 308.-324., 351.-354. 7) Ivanisevic, Stjepan (2008) European experience in decentralisation of large-city governance, Croatian Public Administration 8(2): 407-420. 							
<i>Supplementary literature (at the time of application of the study programme proposal)</i>							
<i>Number of copies of Obligatory literature in relation to the number of students currently attending classes in the course</i>							
<i>Title</i>				<i>Number of copies</i>		<i>Number of students</i>	
Modernization of Croatian administration				5			

Public servants and transition	3	
<i>Quality monitoring methods that ensure the acquisition of exit knowledge, skills and competences</i>		
<p>Monitoring of the quality and performance of the course is carried out through survey forms aimed at students who assess the quality of teaching and teachers as a whole, the organization of teaching, the encouragement of interest in students and the relevance and quality of the information obtained. The survey is anonymous, although the students surveyed can also share their opinions under their full name. In the survey, students are free to evaluate the performance of classes according to the different criteria proposed in the questionnaire, and they can also make their own comments on the performance of classes. The processing of the survey is carried out according to standard statistical methods. The results of the survey are of a top secret nature and can only be used in a pre-established manner. The appropriate rulebook should be developed on the conduct of the survey and the interpretation of the data obtained by the survey.</p>		

General Information		
Course holder	Prof.PhD Milorad Ćupurdija, college prof. with tenure	
Course title	Public management	
Study program	Specialist graduate professional study Programme Administrative Study	
Course Status	Obligatory	
Year	I.	
Points value and how classes are performed	ECTS student load coefficient	5
	Number of hours (P+V+S)	30+15+0
COURSE DESCRIPTION		
<i>Course Objectives</i>		
The aim of the course is to enable students to acquire knowledge about public management.		
<i>Conditions for entering the course</i>		
General conditions required for admission to the 2nd semester of study.		
<i>Expected learning outcomes for the course</i>		
<ol style="list-style-type: none"> 1. Analyze the historical development of public management 2. Evaluate the meaning and most important processes in public management 3. Identify the advantages and disadvantages of public management methods and instruments 4. Assess trends in the development of public management from the point of view of modern doctrinal-theoretical knowledge about public management 5. Critically address the application of public management methods and instruments in Croatia 6. Compare the methods and instruments of public management in Croatia with the methods and instruments of public management in comparative administrative systems 7. Choose a reform model based on the use of modern methods and instruments of public management applicable in Croatian public administration and public sector 		

8. Management of complex communication, interactions with others and the process of cooperation in the field of public management		
<i>Course Contents</i>		
1. Introductory lecture; determination of subjects and areas of public management 2. Historical development of public management 3. Organization theories and public management 4. Managerialism and budget 5. Managerism and human resources management in the public sector 6. The relationship between public management and public policies 7. The emergence of "new public management" as a dimension of globalization 8. Models of reform/Modernisation of public administration 9. Privatisation and market model 10. Comparative analysis of the privatisation process in the world 11. Result management model and associated culture of the organisation 12. Restructuring of organisations and local level reform. 13. Attitude towards citizen (Citizen with Charter)/ Provision of services ("service delivery") - "Value for money". 14. Model of good governance. Public-private partnership. 15. The formation of portfolios of public administration reform models and its relevance to the Croatian public sector		
<i>Types of teaching</i>	lectures X seminars and workshops exercises X distance education field classes	individual tasks multimedia and network laboratory mentoring work Other _____
<i>Comments</i>		

Student obligations

Students are obliged to attend at least 75% of classes (lectures and exercises). Students are obliged to create a seminar paper and pass a written and oral exam.

Monitoring students' work

Attendance	X	Teaching Activity	X	Seminar paper	X	Experimental work	
Written exam	X	Oral exam	X	Essay		Research	
Project		Continuous knowledge check		Report		Practical work	
Portfolio							

Evaluation and evaluation of students' work during class and final exam

The work of the student in the course will be graded and evaluated during class and in the final exam. The total number of credits a student can achieve in a course is 100. Through participation and activity in class, the student can achieve up to 10 points, through the preparation of seminar work up to 15 points and on the final exam (written and oral) up to 75 points.

Obligatory literature (at the time of application of the study programme proposal)

1. Djulabić, Vedran; Public Service Charters: an attempt to raise the quality of public administration and strengthen the role of citizens; Proceedings of the Faculty of Law in Zagreb, whatever. 56th, No. 1 (2006), p. 7-48.
2. Djulabić, Vedran; Application of market instruments in public administration: opportunities and limitations; Friedrich Ebert Stiftung and the Institute of Public Administration (2014), p. 12. 9-27.
3. Koprić, Ivan, Gordana Marčetić, Anamarija Musa, Vedran Djulabić, Goranka Lalić Novak; Administrative science - public administration in modern society; Law School (2014), p. 104-132.
4. Perko-Šeparović, Inge; Public management challenges, public administration dilemmas; (2006)
5. Perko-Šeparović, Inge; Paradoxes of new public management; Faculty of Political Science (2003), p. 85-94.
6. Perko-Šeparović, Inge; New public management - British model; Political thought, 39 (4) (2002), p. 31-44.
7. Manojlovic, Romea; Performance management in Croatian local self-government; Institute of Public Administration (2016), p. 12. 65-96.

Supplementary literature (at the time of application of the study programme proposal)

<i>Number of copies of Obligatory literature in relation to the number of students currently attending classes in the subject</i>		
<i>Title</i>	<i>Number of copies</i>	<i>Number of students</i>
Public Service Charters: an attempt to raise the quality of public administration and strengthen the role of citizens	1	40
Application of market instruments in public administration: opportunities and limitations	1	40
Administrative science - public administration in modern society	5	40
Public management challenges, public administration dilemmas	5	40
Paradoxes of new public management	1	40
New public management - British model	1	40
Performance management in Croatian local self-government	1	40
<i>Quality monitoring methods that ensure the acquisition of exit knowledge, skills and competences</i>		
<p>During the semester, the suggestions and reactions of students will be continuously monitored. In the last week of classes, an anonymous survey will be conducted in which students will evaluate the quality of the classes held. An analysis of student performance in the held exams will also be carried out.</p>		

General Information		
Course holder	MSc. Gina Lugović, s. lect.	
Course title	Ethics of public service	
Study program	SPECIALIST GRADUATE PROFESSIONAL STUDY ADMINISTRATIVE LAW	
Subject Status	Obligatory	
Year	1	
Points value and how classes are performed	ECTS student load coefficient	5
	Number of hours (P+V+S)	30+15+0
SUBJECT DESCRIPTION		
<i>Subject Objectives</i>		
<p>1. Getting to know the basic concepts of ethics in public administration.</p> <p>2. Adopting basic concepts of ethics and psychology that influence interpersonal relationships:</p> <p>Students acquire knowledge about basic theoretical approaches in the field of ethics and are trained to apply moral and ethical principles in business, to apply the concept of social responsibility and to solve moral and ethical dilemmas while adopting prosocial, antisocial, aggressive behavior and systems of motivation and value.</p>		
<i>Conditions for entering the case</i>		
Certified enrollment and attendance.		
<i>Expected learning outcomes for the subject</i>		
<p>Individual learning outcomes</p> <ul style="list-style-type: none"> - Identify specific knowledge in the field of ethics. - Identify fundamental theoretical approaches - Identify links between ethics and management - Interpret problematic situations - Analyze and synthesize different approaches - Build systematic knowledge for further study and analysis 		

- Critically judge the application of ethics in different situations of action in public administration
- Critically judge wider social and ethical problems in the field of ethics in public administration

Subject Contents

Defining and explaining ethics in public administration. The structure of ethics: professional ethics and ethics of an individual, members of a particular profession. Written and unwritten rules (ethics, etiquette, morality, code, protocol). Rules of conduct towards clients, colleagues and the public. Ethical theories and types of ethics: interpersonal, functional, professional ethics and ethics of employees. The relationship between ethics and organizational culture, the mass of the media and the Internet. Ethics and social responsibility. Protecting human rights. Implementation of ethics in the business environment (organizational climate and culture). Ethical dilemmas in public administration, violations of ethical norms: criminal activities, corruption. Ways to conduct ethical behavior and ethics checks. Institutionalization of ethics: ethics committees, teaching ethics in management level programs, factors of increasing ethics in public administration. Psychological aspects of ethics/morality: fundamental scientific explanations of moral development and learning of morality, prosocial, antisocial and aggressive behavior. Sociocultural and legal aspects of ethics/morality: value systems of different cultures/ethical norms, the impact of the globalisation process on compliance with ethical norms.

<i>Types of teaching</i>	x lectures	<input type="checkbox"/> individual tasks
	<input type="checkbox"/> seminars and workshops	<input type="checkbox"/> multimedia and network
	x exercises	<input type="checkbox"/> laboratory
	<input type="checkbox"/> distance education	<input type="checkbox"/> mentoring work
	<input type="checkbox"/> field classes	<input type="checkbox"/> Other _____

Comments

Student obligations

Full-time students are obliged to attend a minimum of 70% of lectures. Part-time students are required to attend a minimum of 30% of lectures.

All students are required to participate in the exercises. The exercises complement the theoretical content of the subject.

Students are recommended to consult.

Monitoring students' work

Attendance	1	Teaching Activity		Seminar paper		Experimental work	
Written exam	3	Oral exam		Essay		Research	
Project		Continuous knowledge check		Report		Practical work	
Portfolio						Exercises	1

Evaluation and evaluation of students' work during class and final exam

- Full-time students attend a minimum of 70% of classes and part-time students attend a minimum of 30% of classes during the semester.
- Positively rated exercises. The condition for taking the exam is the signature after the established attendance at the lectures and the successful exercise. The final assessment of the student's knowledge is the result of attendance at lectures and exercises and the written part of the exam.

Obligatory literature (at the time of application of the study programme proposal)

Musa, A. (your.), Ethics and Integrity in Public Administration, 3.Forum for Public Administration, Friedrich-Ebert-Stftung & Institute of Public Administration, Zagreb, 2013.
Bebek, B., Kolumbić, A., Business Ethics, Synergy, Zagreb, 2000.
Žugaj, M., Šehović, J., Cingula, M. (2004): Organization, Second, supplemented and amended edition, Chapter 12: Ethics in Business, Varaždin, TIVA, 571-590.

Supplementary literature (at the time of application of the study programme proposal)

Aleksic, A. (2007). Business ethics - element of successful business, Proceedings of the Faculty of Economics in Zagreb, 5, 419-428. (pdf)

Number of copies of Obligatory literature in relation to the number of students currently attending classes in the subject

<i>Title</i>	<i>Number of copies</i>	<i>Number of students</i>
Business ethics	5	

Quality monitoring methods that ensure the acquisition of exit knowledge, skills and competences

Control of the quality of work of students and the acquisition of the necessary knowledge and skills will ensure:

- interactive work on lectures,
- keeping records of the attendance and activities of students in lectures,
- obtained information based on exam results, necessary to increase the efficiency of work,
- by referring students to law, obligations, working methods and the necessary literature.

Quality assurance system indicators: student surveys.

General Information		
Course holder	Ph.D. Ljubo Runjic, college prof.	
Course title	European integration and the institutions of the European Union	
Study program	Specialist graduate professional study programme	
Subject Status	Obligatory	
Year	1	
Points value and how classes are performed	ECTS student load coefficient	5
	Number of hours (P+V+S)	30+15+0
SUBJECT DESCRIPTION		
<i>Subject Objectives</i>		
The aim of the course is to enable students to acquire knowledge about the history of European integration and the institutions of the European Union.		
<i>Conditions for entering the case</i>		
General conditions necessary for admission to the 1st semester of study. Knowledge of fundamental concepts in the field of international and European law.		
<i>Expected learning outcomes for the subject</i>		
<p>Analysis</p> <ul style="list-style-type: none"> - recognise the economic, political, diplomatic, international, social and cultural aspects of European integration - analyse the pros and cons of the existing institutional set-up of the European Union <p>Evaluation</p> <ul style="list-style-type: none"> - assess the contribution of European integration to the development of international relations in Europe - review the existing role of the Institutions of the European Union in protecting the interests of the Union, its citizens and Member States - determine the role of individual Institutions of the European Union in the creation of European law 		

Synthesis

- predict the further course of European integration
- propose changes to the internal structure, tasks and functioning of individual institutions of the European Union

Cognitive skills

- collecting, interpreting and assessing various relevant facts and concepts in designing solutions and solving complex tasks or problems within a specialized field of work in unpredictable conditions

Subject Contents

1. Introductory lecture
2. Post-World War II Europe; Schuman's plan; Paris Treaty (1952) and the European Coal and Steel Community
3. Treaties of Rome (1958) and the European Economic Community and the European Atomic Energy Community
4. Crisis in the development of the European Community – the so-called 'empty chair policy' and the Luxembourg Compromise (1965-66); conflict between intergovernmental and supranational tendencies
5. 'Supranation' of the European Community/Union - European Single Act (1987); Maastricht Treaty (1993); Treaty of Amsterdam (1999) and Treaty of Nice (2003)
6. Constitutional Treaty for Europe (2004) and Lisbon Treaty (2009)
7. The European Single Currency; Enlargement of the European Community/Union (1973-2013)
8. Generally on the institutions of the European Union
9. European Parliament
10. The European Council; Council of Ministers
11. European Commission
12. Court of Justice of the European Union
13. The European Central Bank; Court of Auditors
14. Agencies and other bodies of the European Union
15. Final lecture

<i>Types of teaching</i>				lectures X seminars and workshops exercises X distance education field classes	individual tasks multimedia and network laboratory mentoring work Other _____		
<i>Comments</i>							
<i>Student obligations</i>							
Students are obliged to attend at least 75% of classes (lectures and exercises). Students are required to create a seminar paper and pass an oral exam.							
<i>Monitoring students' work</i>							
Attendance	X	Teaching Activity		Seminar paper	X	Experimental work	
Written exam		Oral exam	X	Essay		Research	
Project		Continuous knowledge check		Report		Practical work	
Portfolio							
<i>Evaluation and evaluation of students' work during class and final exam</i>							
The work of the student in the subject will be evaluated and evaluated during class and in the final exam. The total number of credits a student can achieve in a course is 100. Through participation in classes, the student can achieve up to 10 points, through the preparation of seminar work up to 15 points and in the final exam up to 75 points.							
<i>Obligatory literature (at the time of application of the study programme proposal)</i>							
<ol style="list-style-type: none"> 1. Dinan, D., <i>Origins and Evolution of the European Union</i>, Oxford, Oxford University Press, 2014. 2. Fairhurst, J., <i>Law of the European Union</i>, Harlow, Pearson Education Limited, 2014. 3. Čapeta, T., Rodin, S., <i>Basics of European Union law</i>, Zagreb, Official Gazette, 2011. 4. Mintas Hodak, Lj.(your), <i>European Union</i>, Zagreb, Mate, 2010. 5. Consolidated versions of the Treaty on European Union and the Treaty on the Functioning of the European Union; <i>Official Journal of the European Union</i>, C202, 2016. 							
<i>Supplementary literature (at the time of application of the study programme proposal)</i>							
<ol style="list-style-type: none"> 1. Rodin, S., Čapeta T., Goldner Lang, I.(your.), <i>Reform of the European Union - Lisbon Treaty</i>, Zagreb, Official Gazette, 2009. 2. Vukadinović, R., Čehulić, L., <i>Policy of European Integration</i>, Zagreb, Topical. 2005. 							
<i>Number of copies of Obligatory literature in relation to the number of students currently attending classes in the subject</i>							
<i>Title</i>			<i>Number of copies</i>		<i>Number of students</i>		
<i>Origins and Evolution of the European Union</i>			1		40		

<i>Law of the European Union</i>	1	40
Basics of EUROPEAN Union law	5	40
<i>European Union</i>	5	40
Consolidated versions of the Treaty on European Union and the Treaty on the Functioning of the European Union	40	40
<i>Quality monitoring methods that ensure the acquisition of exit knowledge, skills and competences</i>		
During the semester, the suggestions and reactions of students will be continuously monitored. In the last week of classes, an anonymous survey will be conducted in which students will evaluate the quality of the classes held. An analysis of student performance in the held exams will also be carried out.		

General Information		
Course holder	MSc Tomislav Ninić, lect.	
Course title	Public policies and legal regulation	
Study program	Specialist graduate professional study programme administrative study programme	
Subject Status	Obligatory	
Year	And the year	
Points value and how classes are performed	ECTS student load coefficient	6
	Number of hours (P+V+S)	45P +15V
SUBJECT DESCRIPTION		
<i>Subject Objectives</i>		
Within this course, students acquire knowledge about the creation, goals and content of public policies, their relationship with public administration and public governance. Linking public policy areas to the topic of legal regulation also acquires knowledge about the standards and processes of regulation and general legal acts and their application and interpretation.		
<i>Conditions for entering the case</i>		
<i>Expected learning outcomes for the subject</i>		
<p>Knowledge:</p> <ol style="list-style-type: none"> 1. Explain the concept of public policies in relation to the concepts of politics and public governance and their role in the public administration system. 2. Explain how to create these public policy objectives. 3. Explain the types and hierarchy of legal regulations and general legal acts 4. Explain the process and standards of regulation, legislative procedures and processes for the emergence of lower regulations and general legal acts <p>Skills:</p> <ol style="list-style-type: none"> 1. Analyse the application of public policies of different areas in practice 2. To form the basic content of a legal regulation or general act in a particular, 		

Area							
<i>Subject Contents</i>							
Topic 1 - Introduction to syllabus - Public policies and legal regulation; fundamental concepts Topic 2 - Public policymakers, how public policy makers are created and Topic 3 - Public policy relationship to politics, administration, public governance and legal regulation Topic 4 - Comparative Public Policy Topic 5 - European Public Policies Topic 6 - From public policies and strategies to legal regulation - creating rights Topic 7 Types and hierarchies of legal regulations and general legal acts Topic 8 - Nomotechnical standards of regulations and general acts Topic 9 - Procedures for shaping legal regulations and general legal acts 10.topic -Interpretation (interpretation) of regulations, their application and change; final discussion							
<i>Types of teaching</i>				<input type="checkbox"/> lectures <input type="checkbox"/> seminars and workshops <input type="checkbox"/> exercises <input type="checkbox"/> distance education <input type="checkbox"/> field classes		<input type="checkbox"/> individual tasks <input type="checkbox"/> multimedia and network <input type="checkbox"/> laboratory <input type="checkbox"/> mentoring work <input type="checkbox"/> Other _____	
<i>Comments</i>							
<i>Student obligations</i>							
The obligations of students are: attendance, active participation in activities during classes and exercises, solving colloquiums, written and oral exam.							
<i>Monitoring students' work</i>							
Attendance		Teaching Activity		Seminar paper		Experimental work	
Written exam		Oral exam		Essay		Research	
Project		Continuous knowledge check		Report		Practical work	
Portfolio							
<i>Evaluation and evaluation of students' work during class and final exam</i>							
attendance 30% activity and creativity in class 15% performance of exercises 15%							

colloquium/Exam 40%		
<i>Obligatory literature (at the time of application of the study programme proposal)</i>		
1. Colebatch, Hal.K, <i>Policy</i> , Faculty of Political Sciences, Zagreb 2004		
2. Milotic, Ivan, Peranic, Domagoj, <i>Nomotechnics</i> , RRIF, Zagreb, 2015.		
<i>Supplementary literature (at the time of application of the study programme proposal)</i>		
1.Friday, Zdravko, <i>Policy approach in Croatian public administration</i> , Forum for Public Administration, Fridrich Ebert Stiftung and Institute of Public Administration, Zagreb, 2013.		
2. Hill, Michael, <i>Public PolicyMaking Process</i> , Faculty of Political Sciences, Zagreb, 2010.		
3. Livaja Anamarija, MilotiĆ, Ivan, <i>Commentary on unique nomotechnical rules</i> , RriF-plus, Zagreb, 2015.		
4. Hill, Michael, <i>Public PolicyMaking Process</i> , Faculty of Political Sciences, Zagreb, 2010.		
<i>Number of copies of Obligatory literature in relation to the number of students currently attending classes in the subject</i>		
<i>Title</i>	<i>Number of copies</i>	<i>Number of students</i>
Policy	5	
Nomotechnics	5	
<i>Quality monitoring methods that ensure the acquisition of exit knowledge, skills and competences</i>		
Student survey. Online survey at the college level. Self-evaluation of course performance. Evaluation of teaching at the level of the chair/expert council.		

General Information		
Course holder	Ivana Bratić, s. lect.	
Course title	English for Public Administration	
Study program	Specialist graduate professional study Programme Administrative Study	
Subject Status	Obligatory	
Year	1.	
Points value and how classes are performed	ECTS student load coefficient	3
	Number of hours (P+V+S)	30+0+0
1. SUBJECT DESCRIPTION		
1.1.1.		
<p><i>1.1. Subject Objectives</i> The aim of the course is to master professional vocabulary in English, which is related to public administration and the business world. Also, the aim is to master the intended grammatical structures and use them correctly in spoken and written English. Furthermore, the aim is to train students to actively serve English in the sphere of public administration.</p>		
<p><i>1.2. Conditions for entering the case</i> General conditions for admission to the 1st semester of study</p>		
<p><i>1.3. Expected learning outcomes for the subject</i> After successfully mastering the course, students will:</p> <ul style="list-style-type: none"> - be able to define and describe professional vocabulary related to public administration - be able to understand and analyse English-language texts that deal with the area of public administration - be able to synthesize processed and create forms of written and oral communication (presentations, research, business letters and emails) related to public administration 		

1.4. Subject Contents

Week 1: Introductory session - Course description: Topics, reading materials, assessment requirements. Week 2: Placement Test.

Week 3: Introducing Public Administration Terminology. Reading 1: Reading Comprehension, Vocabulary Practice.

Week 4: Introducing Public Administration Terminology (II). Reading 2. Case Study, Students' Project. Week 5: The Concept of". Reading 3: Reading Comprehension, Vocabulary Practice, Language Exercises.

Week 6: The Concept of Preventy (II). Reading 4: Case Study, Students' Project.

Week 7: Civil Service. Reading 5. Reading Comprehension, Vocabulary Practice, Language Exercises. Week 8: Democracy as a Form of Government. Reading 6. Reading Comprehension, Vocabulary Practice, Language Exercises. 3

Week 9: Types, Forms and Levels of Government. Reading 7. Reading Comprehension, Vocabulary Practice, Language Exercises.

Week 10: The Concept of Administrative Power: Reading 8. Case Study, Students' Project.

Week 11: The Concept of Public Service Culture: Reading 9. Case Study, Students' Project.

Week 12: The Relationship Between Politics and Administration: The Concept of Issue Networks. Reading 10. Case Study, Students' Project.

Week 13: Writing Techniques: Research Papers, Formal Letter Writing.

Week 14: Conclusions. Revision.

Week 15: Finaling discussions. Evaluation of the course

1.5. Types of teaching

X lectures
X seminars and workshops
X exercises
 distance education
 field classes

X individual tasks
X multimedia and network
 laboratory
 mentoring work
 Other _____

1.6. Comments

For the most part, classes are conducted in the form of interactive teaching, group work and independent learning through the performance of case studies and seminars.

1.7. Student obligations

Students have an obligation to attend classes in the amount of at least 70% of class hours. If the student does not meet this condition, he is not entitled to sign which further prevents him from taking the exam. In addition to palms, the student has the obligation to perform tasks and activities during the course and it will be a prerequisite for creating the final grade.

<i>1.8. Monitoring students' work</i>							
Attendance	0,25	Teaching Activity	0,25	Seminar paper	0,25	Experimental work	
Written exam	1	Oral exam	1	Essay		Research	
Project		Continuous knowledge check		Report		Practical work	0,25
Portfolio							
<p><i>1.9. Evaluation and evaluation of students' work during class and final exam</i> The student is obliged to regularly attend classes during which he is expected to actively participate in discussions and a series of tasks set by the course leader. These activities are necessary for regular monitoring and checking of the student's work, as well as for making a final assessment.</p>							
<i>1.10. Obligatory literature (at the time of application of the study programme proposal)</i>							
SOČANEĆ, L., JAVORNIK ČUBRIĆ, M., English for Public Administration, Official Gazette, Zagreb, 2018.							
<p><i>1.11. Supplementary literature (at the time of application of the study programme proposal)</i> DOBROLET, O.V., A.R. ZHOROVA, English for Public Administration, 2008. (Textbook) STILLMAN R.J., Public Administration: concepts and cases. Boston: Wadsworth, 2010. HUTCHINSON, T., WATERS, A. (2002), English for Specific Purposes, Cambridge University Press.</p>							
<i>1.12. Number of copies of Obligatory literature in relation to the number of students currently attending classes in the subject</i>							
<i>Title</i>				<i>Number of copies</i>		<i>Number of students</i>	
English For Public Administration				5			
<i>1.13. Quality monitoring methods that ensure the acquisition of exit knowledge, skills and competences</i>							
Control of the quality of work of students and the acquisition of the necessary knowledge and skills will ensure: <ul style="list-style-type: none"> - interactive work on lectures, - keeping records of the attendance and activities of students in lectures, - obtained information based on exam results, necessary to increase the efficiency of work, 							

- by referring students to law, obligations, working methods and the necessary literature.		
Quality assurance system indicators: student surveys.		
General Information		
Course holder	Prof. Boris Ljubanović, Ph.D.	
Course title	State administration and special administrative procedures	
Study program	Specialist graduate professional study Programme Administrative Study	
Subject Status	Obligatory	
Year	1	
Points value and how classes are performed	ECTS student load coefficient	5
	Number of hours (P+V+S)	30+15+0
SUBJECT DESCRIPTION		
1.1.2.		
<i>Subject Objectives</i>		
The aim of the course is to introduce students to all organizational forms of state administration in the Republic of Croatia, and especially related to numerous special administrative procedures that are of importance for the work of the state administration. Familiarize students with the specific rules and principles that apply to the conduct of public administration. Particular emphasis shall be placed on the specificity of the administrative procedure and the relationship between general and specific administrative procedures. Explain and point out to students the existence of problems with the number of specific administrative procedures whose provisions deviate greatly from the general law (General Administrative Procedure Act, OG 47/09). Nomotechnical aspects. Inspection or administrative supervision.		
<i>Conditions for entering the case</i>		
There are no special conditions for enrollment		
<i>Expected learning outcomes for the subject</i>		
After completing the course, the student will be able to:		
- interpret the position of the state administration in the wider political and administrative system in Croatia and differentiate the types of state administration affairs.		

- review the need for a general and specific administrative procedure,
- group individual specific administrative procedures into larger units according to the matter regulated by such
- express your own critical court on the provisions of certain special laws and their relationship to the General Administrative Procedure Act
- explain the current and from the point of view of the rule of law the important problem of the increasing standardisation of specific administrative procedures against the general administrative procedure.
- explain the development of codifications of administrative procedural law and fundamental factors that condition the existence of a number of special procedural laws or special procedural rights.
- apply the acquired knowledge in this subject to concrete examples from practice with the interpretation of the legal texts of the selected institutes.
- compare the quality of legal provisions in certain specific administrative areas
- design the filling of certain legal gaps in the texts of individual special laws;
- review the possibility of long-term application of existing legal solutions

Subject Contents

- territorial administrative system and institutional innovation in the state administration. Administrative affairs and personal changes in modern administrative systems
- central state administration and local state administration authorities
- administrative affairs and personal changes in modern administrative systems
- concept and types of special parts of administrative law in comparative and Croatian law.
- special parts of administrative law in the EU legal system. The relationship between general and specific parts of administrative law.
- special administrative procedures - customs, tax, in matters of pension insurance, health insurance, social welfare, etc.
- legal sources of special procedures: international contracts (customs, pension insurance, etc.), laws, bylaws (admissibility), rules of the profession. The relationship of the regulations of a special administrative procedure to general administrative procedural law. Derogation or not from the principle of general administrative procedure.
- the party's problems in the special administrative procedure, the representation of the party to the proceedings
- Typology of procedural errors in a particular special administrative procedure
- Remedies - regular and extraordinary.
- Enforcement of a decision, in particular a decision obliging the adopter to give performance to a party

Types of teaching

- | | |
|---|--|
| <ul style="list-style-type: none"> x lectures <input type="checkbox"/> x seminars and workshops <input type="checkbox"/> x exercises <input type="checkbox"/> <input type="checkbox"/> distance education x field classes <input type="checkbox"/> | <ul style="list-style-type: none"> x individual Tasks <input type="checkbox"/> <input type="checkbox"/> multimedia and network <input type="checkbox"/> laboratory <input type="checkbox"/> mentoring work <input type="checkbox"/> Other _____ |
|---|--|

Comments

<i>Student obligations</i>							
Evaluation of students' activities and work is carried out through oral exposure of seminar work, assessment of student engagement, results of group discussions and oral exam (in the case of a smaller number of registered students). The second, classic form of passing is possible through the final exam. The final exam will be carried out in the form of a written paper comparing one selected special law with the provisions of the General Administrative Procedure Act. Students are obliged to regularly attend lectures with active participation in the discussion on the selected topic and to present their own views, opinions, arguments and suggestions regarding the problem issue. In the event of a prolonged period of time inability to attend classes, students are obliged to justify their absences to the professor concerned.							
<i>Monitoring students' work</i>							
Attendance	1	Teaching Activity		Seminar paper		Experimental work	
Written exam	2	Oral exam	2	Essay		Research	
Project		Continuous knowledge check	0,5	Report		Practical work	0,5
Portfolio							
<i>Evaluation and evaluation of students' work during class and final exam</i>							
The evaluation of students' activities and work is done through the assessment of student engagement, the results of group discussions and the oral exam (in the case of a smaller number of registered students). The second, classic form of passing is possible through the final exam.							
The final exam will be carried out in the form of a written test where a maximum of 10 points can be achieved							
<i>Obligatory literature (at the time of application of the study programme proposal)</i>							
<ol style="list-style-type: none"> 1. Ljubanović, Boris, Special Administrative Procedures in the Republic of Croatia, Croatian Public Administration, No. 1. 3/2006 2. Ljubanović, Boris, Peculiarities of tax and customs administrative procedure against the new general administrative procedure, Actuality of administrative administration and administrative practice – 2009, Engineering Bureau, Zagreb, 2009 3. Ljubanović, Boris, Conduct under the new Law on General Administrative Procedure and Special Administrative Procedures, Modernization of General Administrative Procedure and Public Administration in Croatia, Modern Public Administration, Zagreb, 2009 4. Djerđa, Dario, General Administrative Procedure in the Republic of Croatia, Engineering Bureau, Zagreb, 2010 							
<i>Supplementary literature (at the time of application of the study programme proposal)</i>							
Djerđa, Dario; Djulabic, Vedran; Koprić, Ivan et al., New Law on General Administrative Procedure, New Informant, Zagreb, 2009.							
<i>Number of copies of Obligatory literature in relation to the number of students currently attending classes in the subject</i>							
<i>Title</i>		<i>Number of copies</i>		<i>Number of students</i>			
General administrative procedure in the Republic of Croatia		5					

<i>Quality monitoring methods that ensure the acquisition of exit knowledge, skills and competences</i>		
<p>Monitoring of the quality and performance of the course is carried out through survey forms aimed at students who assess the quality of teaching and teachers as a whole, the organization of teaching, the encouragement of interest in students and the relevance and quality of the information obtained. The survey is anonymous, although the students surveyed can also share their opinions under their full name. In the survey, students are free to evaluate the performance of classes according to the different criteria proposed in the questionnaire, and they can also make their own comments on the performance of classes. The processing of the survey is carried out according to standard statistical methods. The results of the survey are of a top secret nature and can only be used in a pre-established manner. The appropriate rulebook should be developed on the conduct of the survey and the interpretation of the data obtained by the survey</p>		

General Information		
Course holder	Ivan Rancic, s.lect.	
Course title	Decentralisation Management	
Study program	Specialist graduate professional study Programme Administrative Study	
Subject Status	Obligatory	
Year	1	
Points value and how classes are performed	ECTS student load coefficient	5
	Number of hours (P+V+S)	30+15+0
SUBJECT DESCRIPTION		
<i>Subject Objectives</i>		
The aim of the course is to enable students to acquire knowledge about decentralisation management.		
<i>Conditions for entering the case</i>		
General conditions required for admission to the 2nd semester of study.		
<i>Expected learning outcomes for the subject</i>		
<ol style="list-style-type: none"> 1. Distinguish between individual types of decentralisations 2. Assess the impact of social processes – globalisation, Europeanisation and globalisation on decentralisation 3. Identify the advantages and disadvantages of decentralisation 4. Analyse decentralisation processes and the role of different local and regional self-government units and other relevant actors in this process 5. Critically judge the course of the decentralisation process in Croatia 6. Compare decentralisation processes in Croatia with decentralisation processes in comparative administrative systems 7. Choose and defend the decentralisation model for individual administrative portfolios in the Croatian public administration 		

8. Managing complex communication, interactions with others and cooperation in the decentralisation process		
<i>Subject Contents</i>		
1. Introductory lecture 2. Types of decentralisation 3. Decentralisation and modern social processes 4. Decentralisation in the context of modern reforms of public administration – new public management and good rule 5. Decentralisation in Western European countries 6. Decentralisation in transition countries 7. Foundations of the decentralisation process 8. Decentralisation objectives and programme 9. Bodies and entities participating in the decentralisation process 10. Planning and preparation of decentralisation 11. Decentralisation in certain administrative areas 12. Decentralisation evaluation 13. Decentralisation process in Croatia 14. Managing the decentralisation process in Croatia 15. Final lecture		
<i>Types of teaching</i>	lectures X seminars and workshops exercises X distance education field classes	individual tasks multimedia and network laboratory mentoring work Other _____
<i>Comments</i>		

Student obligations

Students are obliged to attend at least 75% of classes (lectures and exercises). Students are obliged to create a seminar paper and pass a written and oral exam.

Monitoring students' work

Attendance	X	Teaching Activity	X	Seminar paper	X	Experimental work	
Written exam	X	Oral exam	X	Essay		Research	
Project		Continuous knowledge check		Report		Practical work	
Portfolio							

Evaluation and evaluation of students' work during class and final exam

The work of the student in the subject will be evaluated and evaluated during class and in the final exam. The total number of credits a student can achieve in a course is 100. Through participation and activity in class, the student can achieve up to 10 points, through the preparation of seminar work up to 15 points and on the final exam (written and oral) up to 75 points.

Obligatory literature (at the time of application of the study programme proposal)

1. Djulabić, Vedran; Development and modernization of regional self-government in Croatia, in: Group of authors, Decentralization, Zagreb, Center Mika Tripalo, (2011), p. 12. 35-62.
2. Ivanisevic, Stephen; European experience in decentralising the governance of large cities, Croatian Public Administration, whatever. 8th, No. 2, (2008), p. 69-78; available in electronic form at: <http://www.iju.hr>.
3. Jurlina Alibegović, Dubravka; Fiscal decentralisation in Croatia: between wishes and possibilities, in: Musa, A.(your.), Forum for Public Administration.; Zagreb: Friedrich Ebert stiftung and Institute of Public Administration (2012), p.e. 7-28; available in electronic form at: <http://www.iju.hr>.
4. Koprić, Ivan; Management of the decentralisation process, Croatian Public Administration, whatever. 8, No. 1, (2008), p. 95-133; available in electronic form at: <http://www.iju.hr>.
5. Koprić, Ivan; Decentralisation and good city management, Croatian Public Administration, whatever. 9, No. 1, (2009), p. 69-78; available in electronic form at: <http://www.iju.hr>.

6. Scissors, Michael; Local scope in light of new functions and roles of local self-government, in: Koprić, I. Reform of local and regional self-government in the Republic of Croatia, Faculty of Law and Institute for Public Administration, (2013), p. 12. 55-98.

7. Law on Local and Regional Self-Government, OG 19/2013

8. Law on the System of State Administration, OG 150/11, 12/13, 93/16, 104/16

Supplementary literature (at the time of application of the study programme proposal)

Number of copies of Obligatory literature in relation to the number of students currently attending classes in the subject

<i>Title</i>	<i>Number of copies</i>	<i>Number of students</i>
Development and modernization of regional self-government in Croatia	3	40
European experience in decentralising the governance of large cities	5	40
Fiscal decentralisation in Croatia: between desires and possibilities	5	40
Managing the decentralisation process	5	40
Decentralisation and good city governance	5	40
Local scope in light of new functions and roles of local government	2	40

Quality monitoring methods that ensure the acquisition of exit knowledge, skills and competences

During the semester, the suggestions and reactions of students will be continuously monitored. In the last week of classes, an anonymous survey will be conducted in which students will evaluate the quality of the classes held. An analysis of student performance in the held exams will also be carried out.

General Information		
Course holder	Sanja Veštić Mirčeta, lect. / Alen Lalić	
Course title	Protecting human rights	
Study program	Specialist graduate professional study Programme Administrative Study	
Subject Status	Obligatory	
Year	First (I.)	
Points value and how classes are performed	ECTS student load coefficient	5
	Number of hours (P+V+S)	30+15+0
SUBJECT DESCRIPTION		
<i>Subject Objectives</i>		
The aim of the course is to enable students to acquire knowledge about human rights and their international legal protection (with special emphasis on the protection of human rights within the Framework of the European Union), and about human rights and fundamental freedoms and their protection in the Republic of Croatia.		
<i>Conditions for entering the case</i>		
General conditions for admission of the second (I) semester of the first (I) year of specialist graduate professional Administrative Study		
<i>Expected learning outcomes for the subject</i>		
<p>After passing the exam, students will be able to:</p> <ul style="list-style-type: none"> - determine the concept of human rights, distinguish between types of human rights and explain the history of human rights development, - single out and explain fundamental documents on human rights and ways to protect human rights at universal and European level, - single out and explain human rights and fundamental freedoms in the Republic of Croatia and ways of protecting them at national level, - link knowledge on the protection of human rights at international and national level, - assess the contribution of European and national institutions in the protection of the rights of citizens of the Republic of Croatia, - analyse the priority areas of human rights protection in the Republic of Croatia. 		
<i>Subject Contents</i>		
<ol style="list-style-type: none"> 1. Introductory statements (2 hours) 2. Protection of human rights in international law - protection of human rights in a universal way, protection of human rights on the European continent and other regional protection systems (4 hours) 		

<p>3. European Convention for the Protection of Human Rights and Fundamental Freedoms (ECHR)- generally on the ECHR, individual rights and freedoms protected by the ECHR, procedures provided for by the ECHR, the practice of the European Court of Human Rights (4 hours)</p> <p>4. Human rights and fundamental freedoms in the constitutional order of the Republic of Croatia (4 hours)</p> <p>5. Protection of human rights and fundamental freedoms before the Constitutional Court of the Republic of Croatia (4 hours)</p> <p>6. Relationship between the Constitutional Court of the Republic of Croatia and the European Court of Human Rights in cases of protection of human rights and fundamental freedoms (3 hours)</p> <p>7. Ombudsperson in the Republic of Croatia (3 hours)</p> <p>8. Special Ombudsmen in the Republic of Croatia -Gender Equality Ombudsman, Children's Ombudsman, Ombudsman for Persons with Disabilities (3 hours)</p> <p>9. Concluding and signature sharing (3 hours)</p>							
<i>Types of teaching</i>				x lectures <input type="checkbox"/> seminars and workshops x exercises <input type="checkbox"/> distance education <input type="checkbox"/> field classes		x individual Tasks x multimedia and network <input type="checkbox"/> laboratory x mentoring work <input type="checkbox"/> Other _____	
<i>Comments</i>				-			
<i>Student obligations</i>							
Students are obliged to attend lectures as a percentage of attendance by a specific study program. Students are obliged to pass the regular exam.							
<i>Monitoring students' work</i>							
Attendance	1	Teaching Activity	1	Seminar paper		Experimental work	
Written exam		Oral exam	3	Essay		Research	
Project		Continuous knowledge check		Report		Practical work	
Portfolio							
<i>Evaluation and evaluation of students' work during class and final exam</i>							
<i>The presence of students in class and active commitment in teaching will also be evaluated in the regular exam.</i>							
<i>Obligatory literature (at the time of application of the study programme proposal)</i>							
KREGAR, Josip et.al., Human Rights, Introduction to Study, Zagreb, 2014, p.1-60.							
SMERDEL, Branko, Constitutional Order of European Croatia, Zagreb, 2013, p.95-119, 289-346,427-453, 465-471							
GOMIEN, Donna, European Convention on Human Rights, Zadar, 2007.							

KRAPAC, Davor, Proceedings before the Constitutional Court of the Republic of Croatia-Organization and procedural elements of constitutional control, Zagreb, 2014, p. 12. 60-67, 181-204, 232-272.

Universal Declaration of Human Rights

International Covenant on Civil and Political Rights

International Pact on Economic, Social and Cultural Rights

Convention for the Protection of Human Rights and Fundamental Freedoms

Anti-discrimination law.

Gender Equality Act.

Ombudsperson Act

Children's Ombudsman Act

Disability Ombudsman Act

Supplementary literature (at the time of application of the study programme proposal)

BUERGENTHAL, Thomas, SHELTON, Dinah, STEWART, David P., International Human Rights in Concise Form, Rijeka, 2011.

Election of decisions of the Constitutional Court of the Republic of Croatia 2015, Editor-in-Chief: OMEJEC, Jasna, Zagreb, 2016.

OMEJEC, Jasna: Application of the Convention for the Protection of Human Rights and Fundamental Freedoms in the Work of Domestic Courts (Part I), *Croatian Legal Review*, Engineering Bureau d.d., Zagreb, whatever. VII., no. 7 (July - August 2007). P. 1 / original scientific article / UDK 341.231.14 : 343.11 /

OMEJEC, Jasna: Application of the Convention for the Protection of Human Rights and Fundamental Freedoms in the Work of Domestic Courts (Part II), *Croatian Legal Review*, Engineering Bureau d.d., Zagreb, whatever. VII., no. 9 (September 2007). P. 1 / original scientific article / UDK 341.231.14 : 343.11 /

AVIANI, Damir: Control of management through the Ombudsperson Proceedings of the Faculty of Law in Split, y.e. 53, 1/2016, p. 139.-164.

Number of copies of Obligatory literature in relation to the number of students currently attending classes in the subject

<i>Title</i>	<i>Number of copies</i>	<i>Number of students</i>
SMERDEL, Branko, Constitutional Order of European Croatia, Zagreb, 2013.	5	30
	5	30

KREGAR, Josip et.al., Human Rights, Introduction to Study, Zagreb, 2014.		
GOMIEN, Donna, European Convention on Human Rights, Zadar, 2007.		30
KRAPAC, Davor, Proceedings before the Constitutional Court of the Republic of Croatia-Organization and procedural elements of constitutional control, Zagreb, 2014.	5	30
<i>Quality monitoring methods that ensure the acquisition of exit knowledge, skills and competences</i>		
The quality monitoring in question will be ensured through interactive teaching work, record keeping of students' attendance and activities in class, passing exams. In addition, quality assurance system indicators are used: student survey, annual data of the Croatian National Hospital on the annual status of employed students, employer surveys, participation of students in papers with teachers, participation of students in professional and scientific conferences, ALUMNI, etc.		

General Information		
Course holder	Assoc.prof. Ph.D. Dragan Zlatović, college prof.with tenure	
Course title	The right of non-profit organizations	
Study program	Specialist graduate professional study Programme Administrative Study	
Subject Status	Obligatory	
Year	1.	
Points value and how classes are performed	ECTS student load coefficient	5
	Number of hours (P+V+S)	30+15+0
SUBJECT DESCRIPTION		
<i>Subject Objectives</i>		
<p>The main goal of the course is to introduce students to the specifics of non-profit organizations and their organization and way of working. The goal is to train students to understand the structure of nonprofits, how they are founded and work. Refer students to all positive law regulations that are important for the establishment and their work, both in domestic law and in european union law. The aim of the course is also to acquire the competences necessary to participate in administrative adjustments in the field of non-profit sector law in accordance with European standards of protection of human rights and fundamental freedoms.</p>		
<i>Conditions for entering the case</i>		
There are no special conditions for enrollment		
<i>Expected learning outcomes for the subject</i>		
<p>Upon passing the exam, students will be able to: 1) distinguish between the basic concepts of civil society and non-profit organizations in the Republic of Croatia,2) find and use positive legal regulations of non-profit organizations in the Republic of Croatia, 3) compare and evaluate the legal regulations of non-profit organizations in the Republic of Croatia in light of relevant international standards,4) propose and design the establishment of individual non-profit organizations 5) prepare general acts of non-profit organisations;</p>		

- 6) critically analyse the effects and opportunities of cooperation between the state and the local community with non-profit civil society organisations.
- 7) propose and/or supervise the activities of individual non-profit organisations;
critically analyse administrative and administrative-governmental practices in the field of non-profit organisations
- 8) assess the future development of legislation and practices in Croatia under the influence of EUROPEAN Union law, as well as the practices of the European Court of Human Rights;
- 9) valorise the way state and public administrations act in the context of protecting fundamental rights relating to the non-profit sector.

Subject Contents

1. Introduction: concepts of civil society, non-profit/non-governmental organisations and social capital.2. General human rights issues with a particular focus on freedom of association: human rights in general; freedom of association as a human right; restricting freedom of association and human rights in general.3. Associations: concept, legal basis and elements; the process of incorporation; activities; action in legal transactions; cessation of existence; prohibition and its legal consequences; example of trade unions as an association.4. Public gathering as a form of civil society: the right to public assembly and peaceful protest in general and its connection to civil society; positive and negative obligations of the state; criteria for assessing the reasonableness of the state's interference in the right to freedom of public assembly; analysis of the current legislation on public assembly and the relevant resolution of the Constitutional Court of the Republic of Croatia, with special emphasis on the procedure for reporting peaceful assembly and public protest and the role of the state in their course and possible termination; public event; other forms of public assembly.

5. Foundations and Foundations in the Republic of Croatia: concept, legal basis and elements; structure; purpose; founders; the process of incorporation; foreign foundations; supervision of foundations; tax breaks; termination of the foundation; specific foundations; foundations in a comparative perspective; development of regulation and competences; problems in the current legislation and future developments in this regard. 6. Institutions in the Republic of Croatia: concept, legal basis and elements; the place of institutions in Croatian legislation; founders; the relationship between the founder and the institution; public institution; the process of incorporation; the work of the institution; organisational forms; supervision of institutions; termination of the institution; examples of institutions.7. Religious communities as a specific form of civil society organisations: concept, legal basis and elements; Records of religious communities; the meaning of the status of the religious community; registration process; internal issues of the religious community; restrictions on action; relationship with the state; funding; the social rights of religious officials and students of religious schools and colleges; deletion from records; analysis of current problems.8. Political parties as a specific form of civil society: a concept, a legal basis with particular reference to sovereignty and elements of representative democracy; legislative framework for the activities of political parties; registration of the parties; control over political parties; cessation; review of the Law on financing political activities and election campaigns. 9. Right of access to information: review of constitutional and legal provisions; proportionality test and public interest test; remedies to protect the right of access to information.10. Civil society and cooperation with the state in the context of the relations of the Republic of Croatia with the European Union: social capital and new rule models; the role of civil society in the activities of the European Union; reflexively deliberative polyarchy; open methods of coordination; civil dialogue; cooperation between the Republic of Croatia and civil society organizations, union influence; funding of civil society organisations; participatory democracy; the right to access information; consultation with the interested public; assessing the effects of regulations; provision of social services by civil society organisations11. Legal treatment of volunteering as an inherent socially responsible activity: why volunteering; concept and elements; shapes; action by the UN, the Council of Europe and the European Union; overview of the model of regulation of volunteering; volunteering in the Republic of Croatia.12. Providing humanitarian aid as a form of socially responsible action by civil society organisations (non-profit organisations): forms of humanitarian aid provision; who and how can provide humanitarian assistance; restrictions on humanitarian actions; state supervision and state obligations in regulating volunteering.

<i>Types of teaching</i>		<input checked="" type="checkbox"/> lectures <input checked="" type="checkbox"/> seminars and workshops <input checked="" type="checkbox"/> exercises <input type="checkbox"/> distance education <input checked="" type="checkbox"/> field classes		<input checked="" type="checkbox"/> individual tasks <input type="checkbox"/> multimedia and network <input type="checkbox"/> laboratory <input type="checkbox"/> mentoring work <input checked="" type="checkbox"/> Other _____	
<i>Comments</i>					
<i>Student obligations</i>					
Classes are conducted in the form of lectures, practical work, individual work with students in consultations, group discussions, through individual research work and deeper study of individual issues and in the form of mentoring work. Class activity will be evaluated through interaction in lectures.					
<i>Monitoring students' work</i>					
Attendance	0,5	Teaching Activity	x	Seminar paper	Experimental work
Written exam	2	Oral exam	2	Essay	Research
Project		Continuous knowledge check		Report	Practical work
Portfolio					0,5
<i>Evaluation and evaluation of students' work during class and final exam</i>					
<p><i>The evaluation of students' activities and work is done through the assessment of student engagement, the results of group discussions and the oral exam (in the case of a smaller number of registered students). The second, classic form of passing is possible through the final exam. The final exam will be carried out in the form of a written test where a maximum of 10 points can be achieved</i></p>					
<i>Obligatory literature (at the time of application of the study programme proposal)</i>					
<p>1.M.Dika-S.Ljubišić-D.Medvedović-I.Šprajc: Commentary on the Law on Associations (with Forms), B.a.b.e.-ICNL, Zagreb, 2003. 2..D. Medvedović: Concept and main characteristics of institutions in: Law on Institutions, Informator, Zagreb, 1995</p>					
<i>Supplementary literature (at the time of application of the study programme proposal)</i>					
<p>Books: Ivanda, S., Public Institutions, Osijek, 2008. Bežovan, G., Civil Society, Globus Publishing Institute, 2004, Zagreb,</p> <p>Articles and other publications: S. Barić and D. Dobrić, "Europeanization of civil society in the Republic of Croatia: taking social capital seriously?" in: Proceedings of the Faculty of Law, University of Rijeka, vol. 33, No. 2/2012, p. 883-916.</p>					

M. Radin, "Right to freedom of assembly and association in practice of the European Court of Human Rights and the Constitutional Court of the Republic of Croatia", in: Croatian Legal Review, October 2010, p. 12. 1-13.

S. Trader, "Right to freedom of association in practice of the Constitutional Court of the Republic of Croatia", in: Croatian Legal Review, June 2010, p. 12. 1-9.

S. Barić, "Volunteering as an inherently socially responsible activity – legal aspects", in: Proceedings from the international scientific conference 'Socially Responsible Management', Rijeka, 5 and 6 October 2007, TIM Press and Faculty of Law, 2008, p. 12. 213-238.

S. Barić, "Legal Aid and Non-Profit Organizations in the Republic of Croatia", in: Proceedings of the Faculty of Law, University of Rijeka, vol. 25, no. 2/2004, p. 935-956.

S. Barić, "Legal System of Cooperation of Non-Profit Organizations with Government and Bodies of Local Self-Government and Administration in the Republic of Croatia", ICNL – B.a.B.e., Zagreb, 2000

D. Zlatović, "Legal Status of the Foundation", Law and Taxes, No. 7, 2007.

D. Zlatović, "Legal Position of Artistic Organizations and Associations in Culture", Croatian Flat Show, No. 11, 2005.

D. Zlatović, "Basic General Acts of the Institution", Informator, No. 5483, 2006.

Regulations:

Constitution of the Republic of Croatia

Law on Institutions

Law on Associations

Law on Foundations and Foundations

Law on Cooperatives

Law on Political Parties

Law to the legal position of religious communities

Volunteering Act

Humanitarian Aid Act

Number of copies of Obligatory literature in relation to the number of students currently attending classes in the subject

<i>Title</i>	<i>Number of copies</i>	<i>Number of students</i>
Commentary on the Associations Act	Online	
Law on Institutions	5	

Quality monitoring methods that ensure the acquisition of exit knowledge, skills and competences

Monitoring of the quality and performance of the course is carried out through survey forms aimed at students who assess the quality of teaching and teachers as a whole, the organization of teaching, the encouragement of interest in students and the relevance and quality of the information obtained. The survey is anonymous, although the students surveyed can also share their opinions under their full name. In the survey, students are free to evaluate the performance of classes according to the different criteria proposed in the questionnaire, and they can also make their own comments on the performance of classes. The processing of the survey is carried out according to standard statistical methods. The results of the survey are of a top secret nature and can only be used in a pre-established manner. The appropriate rulebook should be developed on the conduct of surveys and the interpretation of data obtained by survey.

General Information		
Course holder	Ph.D. Ninoslav Gregurić-Bajza, s.lect.	
Course title	PUBLIC PROCUREMENT SYSTEM	
Study program	Specialist graduate professional study Programme Administrative Study	
Subject Status	Obligatory	
Year	1.	
Points value and how classes are performed	ECTS student load coefficient	5
	Number of hours (P+V+S)	30+15+0
SUBJECT DESCRIPTION		
<i>Subject Objectives</i>		
<p>The aim of the course is to introduce students to the public procurement system, its basic concepts and procedures, as well as to acquire basic knowledge and skills for carrying out public procurement procedures. By processing the concept of public procurement on case cases, students are educated:</p> <ul style="list-style-type: none"> ➤ to acquire practical knowledge of the drafting of documents in the public procurement system; ➤ procedural procedures accompanying public procurement. 		
<i>Conditions for entering the case</i>		
Conditions for registration in iii.semester		
<i>Expected learning outcomes for the subject</i>		
<p>After passing the course, students will:</p> <ul style="list-style-type: none"> ● define key terms relating to public procurement ● identify basic stages in public procurement ● explain the differences in certain procurement procedures ● use the Electronic Public Procurement Bulletin and understand the posts contained in it ● understand the importance of the public procurement system; ● draw up a procurement plan for the obliged entities of the application of the ZJN; ● analyse the quality of public procurement procedures carried out . 		

<i>Subject Contents</i>							
1) Introduction to the public procurement system, 2) General provisions on public procurement, 3) Public procurement payers, 4) Procurement procedures, 6) Open procurement procedure 7) Restricted and negotiated procedures 8) Procurement methods 9) E-procurement, 10) Tender documents, 11) Conditions and evidence of the ability of tenderers to tender in the public procurement system, 12) EOJN and public procurement disclosures, 13) Tenders, opening, review and evaluation of tenders, 14) Decision-making procedure and redress, 15) Appeal procedure 16) Administrative dispute and practice of administrative courts in public procurement 17) Contracts for public procurement and performance of contracts.							
<i>Types of teaching</i>				x lectures <input type="checkbox"/> seminars and workshops x exercises <input type="checkbox"/> distance education <input type="checkbox"/> field classes		<input type="checkbox"/> individual tasks <input type="checkbox"/> multimedia and network <input type="checkbox"/> laboratory <input type="checkbox"/> mentoring work <input type="checkbox"/> Other _____	
<i>Comments</i>							
<i>Student obligations</i>							
Classes are performed) in the form of lectures (30 hours) and exercises (3 p.m. Students are obliged to attend classes at a minimum of 70% of lectures and 50% of exercises.							
<i>Monitoring students' work</i>							
Attendance	1	Teaching Activity	1	Seminar paper		Experimental work	
Written exam	1	Oral exam	1	Essay		Research	
Project		Continuous knowledge check		Report		Practical work	1
Portfolio							
<i>Evaluation and evaluation of students' work during class and final exam</i>							
Students during class do exercises in the team. Students have the right to go out on two colloquiums in which they must earn at least 51% of the points from both colloquiums in order to access the oral part of the exam.							
Students who have failed to pass one colloquium of two have the right to go out for a remedial colloquium. If students do not pass the colloquium, they have the possibility to take the written exam, in which they must achieve a minimum of 51% of the points in order to have the right to take the oral part of the exam. On the oral exam, a concluding grade is formed in accordance with the given points limits.							

Obligatory literature (at the time of application of the study programme proposal)

Turudic, M., Public Procurement Law, Official Gazette, Zagreb, 2017.
Public Procurement Act

Supplementary literature (at the time of application of the study programme proposal)

Poljicak, A., Public Procurement System (script)
Bovis, C., The Law of EU Public Procurement, **Oxford University Press**, 2015.

Number of copies of Obligatory literature in relation to the number of students currently attending classes in the subject

<i>Title</i>	<i>Number of copies</i>	<i>Number of students</i>
Public procurement law	3	
Public procurement system	Online	

Quality monitoring methods that ensure the acquisition of exit knowledge, skills and competences

Keeping records of students' attendance and activities in teaching, continuous monitoring of student progress through exercises and colloquiums. Students are informed about their rights and obligations and working methods and the necessary literature.

Quality assurance system indicators: student survey, monitoring of annual data from HZZZ on the annual state of student employment, employer surveys and alumni associations.

General Information		
Course holder	Mirko Škarica, lect.	
Course title	MISDEMEANOR LAW	
Study program	Specialist graduate professional study Programme Administrative Study	
Subject Status	Obligatory	
Year	2	
Points value and how classes are performed	ECTS student load coefficient	5 ECTS
	Number of hours (P+V+S)	30 + 15+0
SUBJECT DESCRIPTION		
Subject Objectives		
<p>Introduce students to institutes and applications and principles of misdemeanor law, the concept of violations, as socially unacceptable behavior, the purpose of punishment , forms of guilt, penalties, warning measures and protective measures of the types of all decisions in misdemeanor proceedings, proceedings against juvenile offenders, parties to the proceedings, the actual and territorial jurisdiction of the courts, the presumptions and course and conduct of the main hearing and expeditious proceedings. Explain to students the concepts of indictment, filing of an indictment, issuing a misdemeanor warrant and a Obligatory misdemeanor warrant, from everyday practice and from the provisions of the Misdemeanor Act explain the behavior of prosecutors and accused persons and other entities, during the course of the proceedings with a review of the trial, the concept of "equality of weapons" to justify a specific and different procedural way of acting when serving all types of documents and decisions in misdemeanor proceedings. Bring students closer to the concepts and types of ordinary and extraordinary remedy against the decision taken as a form of protection of the accused, the legal consequences of the conviction, the costs of the proceedings and the collection of a fine, and all other procedures and actions related to misdemeanor proceedings. Since misdemeanor law in the legal system is at the crossroads of administrative and criminal law, mastering the principle of misdemeanor law contributes to the understanding of the entire legal system.</p>		
Conditions for entering the case		
Conditions for enrolment II year study		
Expected learning outcomes for the subject		
<p>After successfully completing the course and the collected knowledge in the field of misdemeanor law, students will be able to:</p> <ul style="list-style-type: none"> - explain the concept of misdemeanor law and its relationship to other legal branches and the relationship between violations and other criminal acts; 		

- **understand and explain the** basic institutes of misdemeanor law and procedure (types of misdemeanor sanctions, Obligatory misdemeanor order, etc.);
- **interpret the** concepts of the general part of the misdemeanor law and procedure, the characteristics of individual violations and the content of certain procedural actions in the misdemeanor proceedings;
- **apply** the acquired knowledge from the general and special part of misdemeanor law in practice;
- **compare the** Croatian misdemeanor system with the misdemeanor systems of other countries and **examine** its compliance with EUROPEAN Union law;
- **analyse** existing case law in the misdemeanor law segment.
- **assess the** quality, sustainability and feasibility of legal and theoretical institutes of misdemeanor law in practical conditions;
- **evaluate the** national misdemeanor system from the point of view of constitutional and international law.

Subject Contents

1. Material misdemeanor law, 2. Foul, 3. Guilt, 4. Misdemeanor sanctions and their application 5. Confiscation of proceeds, confiscation of items, rehabilitation, 6. Misdemeanor proceedings, based on principles, 7. Previous question, 8. Jurisdiction of the courts, 9. Exemption, 10. Subjects of misdemeanor law, 11. Submissions to the clerks and a review of the file, 12. Delivery, 13. Deadlines and restitution, 14. December 2015 Measures to ensure the presence of the accused, 14. Costs of misdemeanor proceedings, December 15, 2015 Investigations of violations and the collection of evidence in the conduct of surveillance, 15. Misdemeanor proceedings in the first instance, 16. Course of proceedings, 17. Verdict, 18. Misdemeanor proceedings before state administration bodies, 16. Appeal, 17. Extraordinary remedies, 18. Special procedures-expedited proceedings and proceedings before a juvenile offender, 19. Misdemeanor warrant 20. Obligatory misdemeanor warrant, December 21, 2015. He is levying fines at the scene of the offence, 22 December 2013. Enforcement of infringement decisions and enforcement of safeguards, 23 October 2015 Community service execution procedure 24. Procedure for the enforcement of a foreign court decision

Types of teaching

- | | |
|---|--|
| <ul style="list-style-type: none"> x lectures x seminars and workshops x exercises <input type="checkbox"/> distance education x field classes | <ul style="list-style-type: none"> x individual Tasks x multimedia and network <input type="checkbox"/> laboratory x mentoring work x other _____ |
|---|--|

Comments

Student obligations

Classes take the form of lectures, performing and presenting seminar papers when holding seminar workshops. During the lecture, students are obliged to follow the Obligatory literature with which they can be prepared before the lecture.

Classes are taught in the first year of specialist graduate study in the second semester (summer semester) in the form of 30 hours of lectures, 2 hours a week and 15 hours of seminar classes per 1 hour per week.
 Consultations are held at a certain time or in agreement with the lecturer.
 The student is obliged to actively participate in the classes, the Student who missed more than 30% of the teaching hours established by the study program, will be denied the signature and will not be able to take the exam.

Monitoring of students' work: For all full-time students Obligatory attendance in class (lectures, exercises) of at least 70%. Part-time students are under no obligation to attend lectures, unless classes are specifically organised for them. For all students, the obligation to create and present one practical work – the drafting of a court act.

Attendance	1	Teaching Activity	0,5	Seminar paper		Experimental work	
Written exam	2	Oral exam		Essay		Research	
Project		Continuous knowledge check	0,5	Report		Practical work	1
Portfolio							

Evaluation and evaluation of students' work during class and final exam

The adoption of material is evaluated and evaluated and an acceptable level of knowledge is required, not recognition itself.
 In class, the activity and effort in order to fulfill tasks on their own is especially evaluated.
 During the academic year, students are given two colloquiums on which they will show the knowledge acquired so far from the part of the material they have listened to and mastered
 During class, students are obliged to produce seminar work, during which they will use legal sources that they are obliged to state in accordance with the regulations provided for legal acts.
 In the final exam, they must achieve a minimum of 50% of the points on the written part of the exam and answer the given more complex questions in the oral part.

Obligatory literature (at the time of application of the study programme proposal)

- Aviani Damir: Misdemeanor Law, Faculty of Law, University of Split. 2013.
- Josipović Ivo et al., Commentary on the Misdemeanor Law, Official Gazette, Zagreb, 2014.
- Veić Petar: Misdemeanor Law - Commentary and Case Law, 2013.
- Raso Marko, Korotaj Gordana: News on the procedural provisions of the misdemeanor proceedings, Croatian Chronicle of Criminal Law and Practice, Vol. 20, 2013 No. 2013. 2nd pp 779-793
- Misdemeanor law
- Road Safety Act
- Law on violations against public order
- Domestic Violence Protection Act
- Law on the Prevention of Disorder in Sports Competitions

Supplementary literature (at the time of application of the study programme proposal)

-Anna Maria Getoš; Gulishija Miranda: Analysis of remedies in misdemeanor proceedings with emphasis on the institute of Obligatory misdemeanor order in light of case law and comparative European solutions, Croatian Chronicle of Criminal Law, Vol. 18, 2011, No. 1011. 2nd, p. 621-677

- Derenčinović Damir; Gulishija Miranda; Dragičević Prtenjača Marta: News in the material provisions of the Misdemeanor Act, Croatian Chronicle of Criminal Law and Practice, vol. 20, 2013, No. 2nd, p. 751-777

- Bonačić Marin; Marko Raso: Characteristics of misdemeanor law and justice current issues and priorities "de lega ferenda" Croatian Chronicle for Criminal Law and Practice, vol. 19, 2012, No. 2nd p. 439-472

- Novosel Dragan; Raso Marko; Burić Zoran: Delimitation of criminal offences and offences in light of the judgment of the European Court of Human Rights in Maresti v. Croatia, Croatian Chronicle of Criminal Law and Practice, Vol. 17, 2010, No. 1010. 2nd, p. 785-812

Number of copies of Obligatory literature in relation to the number of students currently attending classes in the subject

Title	Number of copies	Number of students
Misdemeanor law	Online	

Quality monitoring methods that ensure the acquisition of exit knowledge, skills and competences

Students will be monitored through interactive work through which the acquisition of the necessary knowledge and necessary skills will be controlled. Records will be kept of student presence and active participation in teaching, and knowledge about student advancement through colloquiums will be collected and recorded, through which the collected and recorded knowledge will be obtained with the aim of improving and more efficient and quality further work of students. Students will be referred to their rights and obligations, working methods and necessary literature at the beginning and during their studies. Student survey, monitoring of annual data from HZZZ on the annual employment status of student administration, surveys of employers and alumni associations.

General Information		
Course holder	PhD. Ivan Malenica, s. lect.	
Course title	European Administrative Law	
Study program	Specialist graduate professional study Programme Administrative Study	
Subject Status	Obligatory	
Year	II.	
Points value and how classes are performed	ECTS student load coefficient	5
	Number of hours (P+V+S)	30+15+0
SUBJECT DESCRIPTION		
<i>Subject Objectives</i>		
Introduce students to the administrative law of the European Union and the application of European administrative law to the legal system of the Republic of Croatia		
<i>Conditions for entering the case:</i>		
No special conditions		
<i>Expected learning outcomes for the subject</i>		
<ul style="list-style-type: none"> - identify the principles of application of European administrative law in EU Member States; - handle the sources of European administrative law; - use the CHARTER of Fundamental Rights of the EU in concrete examples; - apply knowledge of judicial protection of rights arising from EU law; - distinguish the jurisdiction of the CJEU from that of the European Court of Human Rights; - review how the principles of European administrative law apply to a particular case; - assess the future development of domestic administrative law under the influence of European administrative law; 		
<i>Subject Contents</i>		
<ul style="list-style-type: none"> -European administrative law - term -Development of the European Union and the institution - Emergence and development of European administrative law 		

<ul style="list-style-type: none"> -European Administrative Law - Sources -Separation of powers between the EU and the Member States -Application of European administrative law - basic principles -Judicial protection in the EU, Preliminary proceedings, Action against a Member State for non-compliance -Judicial review of the legality of Union acts - direct actions, - Grounds of judicial review and sanctions for illegality -Judicial protection against "silence of administration" (non-adopting of acts) - Indirect rebuttal -Council of Europe, European Convention for the Protection of Human Rights and Fundamental Freedoms -Protection of fundamental human rights in the European Union -Citizenship of the European Union, Citizens' Rights of the Charter -Responsibility of the European Union for damages -Member States' responsibility for breaching EU law - Administrative procedures, Right of access to information 							
<i>Types of teaching</i>				<input checked="" type="checkbox"/> lectures seminars and workshops <input checked="" type="checkbox"/> exercises <input type="checkbox"/> distance education <input type="checkbox"/> field classes		<input type="checkbox"/> individual tasks <input type="checkbox"/> multimedia and network <input type="checkbox"/> laboratory <input checked="" type="checkbox"/> mentoring work <input type="checkbox"/> Other _____	
<i>Comments</i>							
<i>Student obligations</i>							
Classes are conducted in the form of lectures, exercises, individual work with students in consultations, group discussions, through individual research work and deeper study of individual questions and in the form of mentoring work. Class activity will be evaluated through interaction in lectures.							
<i>Monitoring students' work</i>							
Attendance	0,5	Teaching Activity	0,5	Seminar paper	x	Experimental work	
Written exam	2	Oral exam	1	Essay		Research	
Project	0,5	Continuous knowledge check	x	Report		Practical work	0,5
Portfolio							
<i>Evaluation and evaluation of students' work during class and final exam</i>							
<p><i>The evaluation of students' activities and work is done through the assessment of student engagement, the results of group discussions and the oral exam (in the case of a smaller number of registered students). The second, classic form of passing is possible through the final exam.</i></p> <p><i>The final exam will be carried out in the form of a written test where a maximum of 10 points can be achieved</i></p>							
<i>Obligatory literature (at the time of application of the study programme proposal)</i>							

Djerđa, Dario, Basics of Administrative Law of the European Union, Faculty of Law, University of Rijeka, (2012)
 Omejec, Jasna; Council of Europe and the European Union: institutional and legal framework; New Informant (2008), p. (Title I, Title II (p. 12). 97-105, 113-133), Title III, Title IV (p. 12). 305-314), Annex III)
 Hartley, Trevor; Foundations of European Community law: introduction to constitutional and administrative law of the European Community; Faculty of Law, University of Rijeka (2004), p. 12. Chapter 4 (p. 105-111), Chapter 7 (p. 12). 235-241), Chapters 11-17 (123670)
 Borković, Ivo; Administrative law; Official Gazette (2002), p. chapters relating to administrative law in the EU

Supplementary literature (at the time of application of the study programme proposal)

Number of copies of Obligatory literature in relation to the number of students currently attending classes in the subject

<i>Title</i>	<i>Number of copies</i>	<i>Number of students</i>
Council of Europe and the European Union	5	
Administrative law	5	
Basics of Administrative Law of the European Union	5	

Quality monitoring methods that ensure the acquisition of exit knowledge, skills and competences

Monitoring of the quality and performance of the course is carried out through survey forms aimed at students who assess the quality of teaching and teachers as a whole, the organization of teaching, the encouragement of interest in students and the relevance and quality of the information obtained. The survey is anonymous, although the students surveyed can also share their opinions under their full name. In the survey, students are free to evaluate the performance of classes according to the different criteria proposed in the questionnaire, and they can also make their own comments on the performance of classes. The processing of the survey is carried out according to standard statistical methods. The results of the survey are of a top secret nature and can only be used in a pre-established manner. The appropriate rulebook should be developed on the conduct of the survey and the interpretation of the data obtained by the survey.

General Information		
Course holder	Prof. Ante Pulić, PhD	
Course title	Efficiency of public administration	
Study program	Specialist graduate professional study Programme Administrative Study	
Subject Status	Obligatory	
Year	II	
Points value and how classes are performed	ECTS student load coefficient	5
	Number of hours (P+V+S)	30+15+0
SUBJECT DESCRIPTION		
<p><i>Subject Objectives</i></p> <ul style="list-style-type: none"> - Explain the meaning, role and content of efficient work of public administration; - Introduce students to the basic models of efficiency checking of employees in public administration; - Explain the meaning of public servants in society and the importance of efficiently performing tasks; - From the point of view of efficiency locate and identify the fundamental problems of the Croatian civil service system; - Present the process of modernization and Europeanization of the performance of official tasks at a higher level of efficiency. 		
<p><i>Conditions for entering the case</i></p> <ul style="list-style-type: none"> - No special conditions 		
<p><i>Expected learning outcomes for the subject</i></p> <p>After successfully mastering the course, students will be able to:</p> <ul style="list-style-type: none"> - Explain the basic concepts of efficient work of public administration and related models of efficiency determination; - Map workflows to monitor their effectiveness later; 		

- Determine the basic categories of staff employed in public administration in order to improve their efficiency;
- Summarize the characteristic characteristics and role of state, local and public employees in order to improve their work;
- Single out the key elements that are essential for effective public administration;
- Analyze the current situation and propose measures to improve and modernize the civil service system in the Croatian state administration and regional and local self-government;
- Check the state of efficiency of public administration at local, regional and national level and in legal entities with public authority (agencies institutes, funds, institutes, etc.);
- Assess the quality and compliance of Croatian civil service legislation with EU standards related to the efficiency of public administration;
- From the point of view of efficiency of public administration, valorize international recommendations and guidelines and implement them if necessary;
- Actively participate in improving the efficiency of work in state administration organizations, local and regional self-government bodies and public institutions and public companies.

Subject Contents

- Principles of efficiency and effectiveness of public administration
- Efficiency from Taylor to the present day
- Assumptions for increasing efficiency and effectiveness in the public administration system
- Knowledge
- Intellectual capital
- Folder of major processes in public administration
- Planning and execution in public administration
- Relationship between public administration bodies and public service users
- International and European standards and tools in public policy
- Measuring process efficiency – monitoring and evaluation of results and effects of public administration jobs
- Models for measuring efficiency
- Check models on realistic examples
- Efficiency at county and local unit level
- Efficiency and reward
- Permanent education and efficiency
- Impact of reform measures to increase the efficiency of public administration

Types of teaching

- lectures
- exercises
- distance education
- field classes

<i>Comments</i>							
<i>Student obligations</i>							
<ul style="list-style-type: none"> - Attend lectures; - Actively participate in classes through interactive discussion with the teacher and other students; - Learn exam material consisting of Obligatory literature and one of the proposed articles of your choice ; - If the student chooses to write a project/seminar paper from this course, it is necessary to consult with the teacher about the selection of the topic, literature and concept of work. 							
<i>Monitoring students' work</i>							
Attendance	1	Teaching Activity		Seminar paper		Experimental work	
Written exam	3	Oral exam		Essay		Research	
Project	1	Continuous knowledge check		Report		Practical work	
Portfolio							
<i>Evaluation and evaluation of students' work during class and final exam</i>							
<ul style="list-style-type: none"> - The arrival of students for the lecture is recorded; - In the table of records, in addition to the names of each student, notes are entered on the activity in class, individual statements on a topic, understanding the material, the quality of the discussion and the like; - Knowledge is checked in a written exam and evaluated with a score from sufficient (2) to excellent (5). If the student fails to demonstrate a sufficient level of knowledge in the exam or is not satisfied with the grade offered, he or she shall be referred for a re-examination within the time limit agreed jointly with the teacher; - Seminar paper is evaluated with a rating from sufficient (2) to excellent (5). If the work does not meet the minimum standards of written work, the teacher instructs the student to supplement or rewrite it. - Students can participate in practical research that can be recognized as part of the exam. 							
<i>Obligatory literature (at the time of application of the study programme proposal)</i>							
Koprić, I., Džinić, J., Manojlović, K. (your.), Quality and Efficiency Management in Public Administration, Institute of Public Administration, 2016. Public administration development strategy for the period 2015-2020							
<i>Supplementary literature (at the time of application of the study programme proposal)</i>							
Ante Pulić: Principles of Intellectual Capital Efficiency – Short Presentation, CCE, Zagreb, 2009 Karmen Jelčić: Intellectual Capital Management Manual, 4th edition, CCE, Zagreb, 2010. Čandrlić - Dankoš, I. (2017). Possibilities of using the audit of quality management systems to improve the efficiency of public administration. <i>Oeconomica Jadertina</i> , 7 (1), 54-65							

Koprić, I., Reform of public administration in Croatia: neither painful cuts nor gradual changes – a new administrative paradigm is necessary, Political Analysis, No. 26, 2016.

Canotes, D., Motivation of public servants as a factor of effectiveness , Croatian Public Administration, year.9., No.2., 2009.

Musa, A. (ue.), Digital Age Administration, Transformational Potential of E-Administration for Greater Efficiency and Responsibility, Forum for Public Administration, Institute of Public Administration, Zagreb, 2018.

Number of copies of Obligatory literature in relation to the number of students currently attending classes in the subject

<i>Title</i>	<i>Number of copies</i>	<i>Number of students</i>

Quality monitoring methods that ensure the acquisition of exit knowledge, skills and competences

- Get acquainted with the workplace of students and follow on specific cases the application of acquired knowledge in everyday work tasks;
- Monitor student participation in professional and scientific conferences and research projects;
- Publish scientific papers with students and monitor their scientific research work during their studies.

General Information		
Course holder	PhD. Ivica Poljicak, college prof..	
Course title	MANAGING EUROPEAN UNION PROJECTS	
Study program	Specialist graduate professional study Programme Administrative Study	
Subject Status	Obligatory	
Year	II	
Points value and how classes are performed	ECTS student load coefficient	5
	Number of hours (P+V+S)	30+15+0
SUBJECT DESCRIPTION		
<i>Subject Objectives</i>		
Train students to understand the management of EU projects, to be able to identify all the main steps from idea to project development and implementation. The key objective is to prepare students to participate in writing and implement EU projects.		
<i>Conditions for entering the case</i>		
Conditions for admission of the second study year		
<i>Expected learning outcomes for the subject</i>		
After passing the course, students will:		
<ul style="list-style-type: none"> ● define key concepts relating to the management of EU projects; ● find the ESI Funds; ● understand the institutional framework for the implementation of EU funds in the Republic of Croatia; ● understand project cycle management; ● create a logical matrix; ● find current tenders for EU projects; ● fill out project applications; know how to plan and monitor the implementation of EU projects; ● Create reports 		
<i>Subject Contents</i>		

Introduction to the European Union. EU bodies: European Parliament, European Council, Council of the European Union, European Commission. Use of funds: EU strategies and policies 2014-2020 European Structural and Investment Funds. Union programs. Institutional framework for the implementation of EU funds in the Republic of Croatia. EU programmes available to the Republic of Croatia - a Member State. Project cycle management. Distinguish between a program and a project. Defining the basic characteristics of a project. Elements and the course of the project cycle. Logical Matrix Approach (PLM). Emergence and use in EU projects. Defining PLM. Main steps PLM. The information contained in the logical matrix - the structure of LM. PLM - elaborates the analysis phase and planning phase. Stakeholder analysis: target groups, shorter beneficiaries, partners, associates. Problem analysis: making a problem tree. Goal analysis: making tree goals. Analysis and selection of strategies. Filling in the logical matrix. An example of good practice. Preparation of the project budget. The most common categories of costs. The most common mistakes in budgeting. Project planning and monitoring. Identifying project activities. Manage activities, resources, and costs. Filling in the project application. Example of a successfully completed project application. Evaluation of the project application. Steps in evaluation. Making a decision on the acceptance of the project for funding. Project implementation. The role of stakeholders in implementation. The project team. Contractual obligations in the implementation of the project. Public procurement on projects. Audit trail in the implementation of EU projects. Project tracking in the budget system. Preparation of reports and monitoring of implementation. Final review of the main steps, necessary for the successful development and implementation of EU projects

<i>Types of teaching</i>	<input checked="" type="checkbox"/> lectures <input type="checkbox"/> seminars and workshops <input checked="" type="checkbox"/> exercises <input type="checkbox"/> distance education <input type="checkbox"/> field classes	<input checked="" type="checkbox"/> individual Tasks <input type="checkbox"/> multimedia and network <input type="checkbox"/> laboratory <input type="checkbox"/> mentoring work <input type="checkbox"/> Other _____
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Comments

Student obligations

Classes are taught in the third semester (winter semester) in the form of lectures (30 hours) and exercises (3 p.m. Students are obliged to attend classes at a minimum of 70% of lectures and exercises, which is a condition for signature.

Monitoring students' work

Attendance	0,5	Teaching Activity		Seminar paper		Experimental work	
Written exam	2	Oral exam	1	Essay		Research	
Project	1	Continuous knowledge check	0,5	Report		Practical work	
Portfolio							

Evaluation and evaluation of students' work during class and final exam

November is making key elements of the project at the exercises. They can take the written exam on colloquiums or take the written exam separately. The exam ends with an oral exam.

Obligatory literature (at the time of application of the study programme proposal)

Bešlić, B., Copic, M., Kosor, K., Kulakowski, N., Maletić, I., Zrinušić, N., EU Project Management, TIM4PIN, Zagreb, 2014.

Supplementary literature (at the time of application of the study programme proposal)

Tufekčić, M., Tufekčić, Ž., (2013) EU policies and funds: 2014-2020, Zagreb, Blue Partner

Number of copies of Obligatory literature in relation to the number of students currently attending classes in the subject

<i>Title</i>	<i>Number of copies</i>	<i>Number of students</i>
Managing EU projects	5	

Quality monitoring methods that ensure the acquisition of exit knowledge, skills and competences

Keeping records of students' attendance and activities in class, continuously monitoring students' progress through colloquiums. Students will be informed about their rights and obligations and working methods and the necessary literature.

Quality assurance system indicators: student survey, monitoring of annual data from HZZZ on the annual state of student employment, employer surveys and alumni associations.

1. GENERAL INFORMATION ON THE CASE			
1.1. Subject name	FAMILY LAW WITH REGISTRY	1.8. Course code in ISVU	143041
1.2. Course holders	Vesna Jurin Bakotic, s. lect..	1.9. Course code in MOZVAG	
1.3. Associates	None	1.10 Teaching method (number of hours P+V+S+e-learning)	(30+15+0+0)
1.4. Study program (professional, specialist graduate professional study)	Specialist professional study Administrative study	1.11. Level of application of e-learning (level 1,2,3), Percentage of course performance online (max. 20%)	Level 1 - Materials available online, 0%
1.5 Course status (O,I)	Obligatory	1.12 The order number of amendments and/or amendments to the course description	-
1.6. Year of study	2nd study year	1.13 Modernization	<input checked="" type="checkbox"/> yes•
1.7. Points Value (ECTS)	5	1.14 Estimating the percentage of amendments course programmes	Less than 20% <input type="checkbox"/> <input checked="" type="checkbox"/> More than 20% of <input type="checkbox"/>
2. DESCRIPTION OF THE CASE			
2.1. Course objectives	<p>The aim of the teaching process is to introduce students to the institutes of family law and registrarship of law, which includes knowledge about how certain status law relationships arise, their content, rights and obligations of participants and how they cease and the legal consequences that follow.</p> <p>This includes, in particular, the acquisition of knowledge about the legal regulation of marriage, cohabitation and same-sex union, legal relations between parents and children, adoption, guardianship, maintenance between family members, property relationships between family members. In addition, the aim is to familiarize students with ways to resolve family law disputes in legal proceedings. A special emphasis on the course is getting acquainted with the procedures that are conducted in front of the registrar.</p> <p>Train students to properly solve family legal problems in practice, thereby promoting the values of tolerance and the rule of law in everyday life</p>		
2.2. Conditions for enrolment of courses and input competences required for the course	Conditions for enrolling in the second year of study.		

2.3. Learning outcomes at programme level to which the college contributes	Link fundamental concepts of different branches of law and generalize the issue of work in public administration	
	Analyse interferences of international, European and national law	
	Evaluate the effects of the activities of public administration bodies and organisations and other entities of government at different levels on the lives of citizens	
	Organize and conduct work in the team, and critically judge the opinions and views of team stakeholders	
	Independently and responsibly search, interpret and apply the relevant literature and legal rules for the drafting and adoption of regulations and acts in administrative and other legal conduct, administrative dispute and the activities of administrative bodies and organizations, utilities and institutions	
2.4. Expected course-level learning outcomes (4-10 learning outcomes)	Learning outcomes according to bloom's taxonomy: <i>(up to two verbs per IU)</i>	Level IU: 1- filing, 2- understanding, 3- application, 4-analysis, 5-valuation, 6-synthesis
	Define and analyze the institutes of family law and registry, in theory and positive law.	1, 4
	Categorize and present the acquired knowledge, ideas, problems and solutions of family law issues, independently and in the team.	2, 4
	To analyse the relevant international, European and domestic law and judge which of the legal solutions offered is best suited to solve a particular legal problem.	2, 5
	Carry out procedures for establishing legally relevant facts and deciding on contentious and uncontested matters in the field of family law and apply to established facts the relevant law	6, 3
	Use different databases on legal sources, case law and relevant legal literature when preparing a decision on different legal issues and present the legal framework within the framework of family law institute	4, 6

Constructive alignment					
r.br.	Thematic unit	IU courses	Content/teaching method	Evaluation	Time needed
2.5. Course content elaborated in detail according to lesson hourly rates	Introduction to the course and detailed performance plan of classes.	-	They're listening to class. On exercises, they get acquainted with the content of the course and the documents on the e-learning page of the subject.	-	4 hours
	Introduction to family law; Sources of family law; Marriage law – the concept and main features, legal theories about marriage, definitions of marriage; Marriage; Form of marriage (civil and religious) Presumptions for the existence of a marriage, legal proceedings and legal consequences of the absence of marriage; Assumptions for the validity of a marriage	1, 3, 5	They listen to lectures, browse databases, and read literature.	In a colloquium or written exam, they define the basic concepts of family law	8 hours
	Personal rights and duties of spouses; Termination of marriage - the basics of termination; marriage dispute Termination of marriage by death; termination of the marriage by declaring the missing spouse dead; Divorce – concept, divorce and separation of marriages, divorce by mutual consent, divorce causes	1, 2, 3, 4, 5, 6	They listen to lectures and read literature. In the exercises, they independently and in the team analyze examples from practice and draw conclusions on the application of legal regulations to a specific factual situation, and draw up acts concerning the institutes of family law	In a colloquium or written exam, they know how to list, distinguish and give personal pairings and the duties of the spouses. They know how to state the basics of termination of marriage and divorce	10 h
	Annulment of marriage; Mediation before divorce Cohabiting Cohabiting; Same-sex unions	1, 2, 3, 4, 5, 6	They listen to lectures and read literature. In the exercises, they independently and in the team analyse practices and draw conclusions on the application of legal regulations to a specific factual situation, and draw up submissions in procedures to protect individual rights	On a colloquium or written exam, they know how to show mediation before a divorce.	10 h
	Historical overview of the legal regulation of parent-child relations; Family status of the child; Determining motherhood; Marital paternity; Determination of paternity by recognition	1, 2, 3, 4, 5, 6, 7	They listen to lectures and read literature. In exercises independently and in the team, they analyze practices and draw conclusions on the application of legal regulations to a specific factual situation, and draw up acts related to the protection of private rights of individuals	In a colloquium or written exam, they know how to define and describe a conscious examination legal assessment of parent-child relations, and assess the importance of identifying origin of the child	12 h
	Determination of paternity by judicial means Challenge to motherhood and paternity Legal regulation of medically assisted insemination	1, 2, 3, 4, 5, 6	In the exercises, they independently and in the team analyze practices and draw conclusions on the application of legal regulations to a specific factual situation, and draw up acts regarding the possibility of exercising individual rights	In a colloquium or written exam, they can define and indicate and explain the meaning and characteristics of determining the origin of the child	12 h
	Legal regulation of parent-child relations; Historical Review, Children's Rights -	1, 3, 5, 6, 7	They listen to lectures and read literature. They use multimedia and network.	In a colloquium or written exam, they know how to define and explain	10 h

	Convention on the Rights of the Child, Welfare of the Child		In the exercises, they individually explore the content of this thematic area by searching the database and, based on it and the literature read, they produce a seminar paper presenting the acquired knowledge and presenting their own ideas, and ways to solve problems.	legally regulated the relationship between parents and children, and to state and evaluate the significance of the Conventions.	
	Parental care; legal regulation of the relationship between parents and children in the ObZ; Exercise of parental care; jurisdiction of the court; competence of the Social Welfare Centre Measures to protect the personal interests of children; Measures to protect children's property interests	1, 2, 3, 4, 5, 6, 7	They listen to lectures and read literature. They use multimedia and network. In the exercises, they individually explore the content of this thematic area by searching the database and, based on it and the literature read, they produce a seminar paper presenting the acquired knowledge and presenting their own ideas, and ways to solve problems.	On a colloquium or written and oral exam, they know how to define and determine the individual institutions responsible for each procedure.	12 h
	Adoption – the concept and objective of the Presumption for the establishment of adoption (passive and active adoptive capacity); interstate adoption	1, 4, 5, 6, 7	They listen to lectures and read literature. They use multimedia and network. In the exercises they individually explore the content of this thematic area by searching the database and based on it and the read literature, they produce a seminar paper presenting the acquired knowledge and presenting their own ideas, and listen to the lecture and read the literature. They use multimedia and network. In the exercises, they individually explore the content of this thematic area by searching the database, and based on it and the literature read, they produce a seminar paper presenting the acquired knowledge and presenting their own ideas, and ways to solve problems.	In colloquium or written and oral exam they know how to define, Describe the conditions for starting and proceedings implementation of adoption at national and international level.	10 h
	The concept of custody; modern tendencies of the development of the custody institute Custody - basic principles, jurisdiction; types of custody; Legal status of guardian	1, 2, 3, 4, 5, 6, 7	They listen to lectures and read literature. They use multimedia and network. In the exercises, they individually explore the content of this thematic area by searching the database and, based on it and the literature read, they produce a seminar paper presenting the acquired knowledge and presenting their own ideas, and ways to solve problems.	In colloquium or written and oral exam they know define and distinguish basic principles, jurisdiction; types of custody	10 h
	Custody of minors; Custody of a special case; Special guardian in procedures involving the child - the procedural position of the child Deprivation of business capacity; custody and parental care for adults	1, 2, 3, 4, 5, 6, 7	They listen to lectures and read literature. In exercises, they independently make sketches and examples of solutions	In colloquium or written and oral exam they know define and describe the assumptions for initiating the setup process guardian for minors	10 h
	Maintenance - legal nature and principles Maintenance between spouses; maintenance	1, 2, 3, 4, 5, 6, 7	They listen to lectures and read literature. In exercises, they independently make sketches and examples of solutions	In colloquium or written and oral exam they know define the legal nature and principles of maintenance.	10 h

	between cohabiling comrades and same-sex partners				
	Maintenance between parents and children; Method of determining maintenance Maintenance among other relatives; Court proceedings; cessation of maintenance	1, 2, 3, 4, 5, 6, 7	They listen to lectures and read literature. They use multimedia and network. In the exercises, they individually explore the content of this thematic area by searching the database and, based on it and the literature read, they produce a seminar paper presenting the acquired knowledge and presenting their own ideas, and ways to solve problems.	In colloquium or written and oral exam, they can define and describe the consequences of maintenance between parents and children.	12 h
	Property relationships between spouses and cohabitants; matrimonial property; Debts and gifts in matrimonial law. Marriage contract; Costs of childbirth of an illegitimate child; Property relations between parents and children	1, 2, 3, 4, 5, 6, 7	They listen to lectures and read literature. In the exercises, they individually explore the content of this thematic area by searching the database and, based on it and the literature read, they produce a seminar paper presenting the acquired knowledge and presenting their own ideas, and ways to solve problems.	In a colloquium or written and oral exam, they know how to define and describe implementation of the resolution of property relations, and distinguish situations in the case of matrimonial and cohabitation, and accordingly apply the appropriate regulation	10 h
	Registrarship, types of queen cells type of enrolment	1, 2, 3, 5, 6, 7	They listen to lectures and read literature.	In colloquium or written and oral exam they know list the types of queens, and explain the solutions for registration and a common nut.	10 h
	Concluding considerations/Recurrence and preparation for the exam.		They listen to the lecture and prepare individually for the exam.		30 h

3. EVALUATION OF STUDENT'S WORK

3.1. Student obligations	<p>In accordance with <i>the Ordinance on Study</i> and the Ordinance on evaluation and evaluation of <i>student work</i>: for all full-time students attendance in class of at least 70%. Part-time students have an obligation to attend lecture classes at least 50%. All students must create, present and positively colloquiate the seminar paper.</p> <p>Students who have achieved during class:</p> <ul style="list-style-type: none"> From 0-24.9% ects credits- they are rated F (unsuccessful) and cannot earn ECTS credits, and must re-enroll in the subject in the next academic year; From 25 to 49.9% - they are rated FX (insufficient) and must come out and pass the written exam (test). The written exam (test) may be held within a regular or exceptional examination period; More than 50% - students exercise the right to access the final exam of the subject. <p>Students can pass the final exam in the course in two ways: a) during classes through continuous monitoring of students (active participation in classes and preparation of mental map and solving case studies, preparation and presentation of seminar work and two colloquiums); b) during class (active participation in teaching and preparation of mental map and resolution of case studies, preparation and presentation of seminar work) and passing exams (written and oral part of exams).</p>				
3.2. Monitoring the work of students (enter the share of ECTS credits for each activity so that the total number of ECTS	Attendance	1	Written exam	2 (no colloquiums)	Project
	Experimental work		Research		Practical work
	Essay		Report		Continuous verification
	Colloquiums	3 (no written or oral exam)	Seminar paper	0,5	(other type)
	Teaching Activities	0,5	Oral exam	1 (no colloquiums)	(other type)

credits corresponds to the credit value of the course)					
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3.3 Student workload	The workload of the student on all grounds is 1 ECTS point 30 hours of work in the semester and is estimated as:	
	Obligation	Hours (estimate)
	Attendance	75
	Preparation of seminar work and presentation	15
	Preparation for colloquium/exam through independent learning	90

4. FORMATION OF THE RATING

4.1. Evaluation of seminar work	Valuation Element	Badly	Satisfactorily	Above average
	Organization	The work is not organized in logical order and lacks structure.	The work is well structured with a clear difference between the introduction, the main part of the text and the conclusion.	The work is well structured with a clear difference between the introduction, the main part of the text and the conclusions that are excellently logically linked to each other.
	Terminology, writing style	Words and phrases are not aligned with official terminology. The writing style is not appropriate, the sentences are too long, of modest vocabulary and with frequent and repeated grammatical errors.	Words and phrases are aligned with official terminology. The writing style is appropriate, the sentence structure is clear, the vocabulary is appropriate and there are few grammatical errors.	Words and 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.
	Cite and list references	Sources are not listed at all. References do not fit the topic and show a superficial approach to exploring the topic.	Sources are listed, but incomplete and with errors. References are appropriate for the topic and show a satisfactory research position.	The sources are accurately, fully and consistently stated. The references are appropriate, their list is "rich" and comprehensive and shows a detailed research approach.

4.2. Evaluation of colloquiums / written and oral part of the exam	Badly	Satisfactorily	Above average
	It responds from memory, without a deeper understanding. It does not know or apply basic terms and terms. He does not know how to apply or explain to examples the content of the course.	It reproduces basic concepts and seamlessly transfers new knowledge, understands material, explains the terms and concepts it substantiates with examples.	Knowledge is at the level of analysis, synthesis and evaluation. It perceives legalities, explains the content of the material accurately and thoroughly, and logically connects and explains the terms and concepts it supports with examples. Finds solutions that weren't originally given. He sees correlations with related material.

4.3. Formation of the final assessment	Active attendance	70-75% present	76-86% presence	87-100% presence	Mental folder created Solved case studies
		2 points	4 points	7 points	3 points

according to the valuation elements	Seminar paper	2	3	4	5
		5 points	7 points	8 points	10 points
	Taking a colloquium / Written part of the exam	2	3	4	5
		50-64,9%	65-79,9%	80-89,9%	90-100%
		25 points	30 points	35 points	40 points
	Oral part of the exam	2	3	5	5
25 points		30 points	35 points	40 points	

4.4. Formation of the final assessment on the basis of absolute distribution	Percentage of acquired knowledge, skills and competences (teaching + final exam)	Numeric rating	ECTS rating
	90 – 100%	5 (excellent)	And
	80 – 89,9%	4 (very good)	B
	65 – 79,9%	3 (good)	C
	60 – 64,9%	2 (sufficient)	D
	50 – 59,9%	2 (sufficient)	E

5. ADDITIONAL INFORMATION ON THE CASE

	Title	Number of copies in the library	Availability through other media
5.1. Obligatory literature (available in the library and through other media)	1. Alinčić, M.; Brave, D.; Jakovac-Lozić, D.; Korac Graovac, A.: Family Law, Official Gazette, Zagreb, 2007.	3	
	2. Family Law	5	Available online
	3. Law on the Life Partnership of Persons of the Same Sex		
	4. Gender Equality Act		
	5. Law on State Nuts		
	6. Personal Name Act 5. Temporary Maintenance Act		

	<p>6. Children's Ombudsman Act 7. Domestic Violence Protection Act 8. Anti-discrimination law 9. Medically Assisted Reproduction Act</p>		
<p>5.2. Supplementary literature (at the time of application for amendments and/or additions to the study programme)</p>	<p>1. Alinčić, M.; Bakarić Abramović, A.; Belajec, V.; Dika, M.; Brave, D.; Hrvatin, B.; Jakovac-Lozić, D.; Korać Graovac, A.: Family Law - text of the law with notes, instructions and case law, III amended edition, Official Gazette, Zagreb, 2013</p>	<p>1</p>	
<p>5.3. Quality monitoring methods ensuring the acquisition of exit knowledge, skills and competences</p>	<p>Control of the quality of work of students and the acquisition of the necessary knowledge and skills will be ensured through interactive work. Keeping records of students' attendance and activities in teaching and information about students' progress through colloquiums will provide the information necessary for further instructions to students in order to increase the efficiency of their work. Students will be informed about their rights and obligations and working methods and the necessary literature. Quality assurance system indicators: Student survey, monitoring of annual data from HZZZ on the annual state of student employment, employer surveys and alumni associations.</p>		
<p>5.4. Course information and contact with the teacher</p>	<p>It is the obligation of each student to be regularly informed about the course, the conduct of classes and activities in class. All notices of teaching or possible postponement of classes will be published in a timely manner on the e-learning pages of the course and on the website of the Polytechnic. Students can contact teachers during the consultation period (at least one hour a week), while for brief questions and explanations they can turn during class. It is also possible to ask questions by e-mail (from the official e-mail address on the domain @vus.hr) to which it will be answered in the shortest possible time (no later than five working days after receiving the e-mail).</p>		

General Information		
Course holder	Divna Goleš, s.lect.	
Course title	PUBLIC SERVICE QUALITY MANAGEMENT	
Study program	Specialist graduate professional study Programme Administrative Study	
Subject Status	Optional	
Year	2	
Points value and how classes are performed	ECTS student load coefficient	5
	Number of hours (P+V+S)	30P+15V
SUBJECT DESCRIPTION		
<i>1.1. Subject Objectives</i>		
Introduce students to the basic concepts related to the basics of quality theory, implementation of the quality management system and costs in the quality management system. In order to improve the quality management system in the public sector is to know, analyze and apply methods and tools that can be used to identify and eliminate non-compliances. Explain the importance and instruments of efficiency management and evaluation in public administration in general and in Croatian conditions in particular.		
<i>1.2. Conditions for entering the case</i>		
Conditions for registration II.semester		
<i>1.3. Expected learning outcomes for the subject</i>		
<ol style="list-style-type: none"> 1. Explain the key concepts and processes that are essential in the quality management system in public administration 2. Assess the importance of quality policy in the public sector 3. Analyse the reasons for the improvement of the quality area, the role of quality costs and the development of quality-based systems in the public sector 4. Choose and reason to judge the suitability of selected quality management methods and techniques in public administration 5. Present the work clearly and understandably 		
<i>1.4. Subject Contents</i>		
<ol style="list-style-type: none"> 1. Concept and definition of quality in general and application to public administration 2. History of the development of quality systems and its application in public administration 		

- 3. Quality management in public administration
- 4. Quality management systems, standardization
- 5. Quality management models in public administration
- 6. Application of quality management principles
- 7. Development of national quality policy in public administration
- 8. General basics auditing and certification process
- 9. Costs of establishing and improving quality management systems in public administration
- 10. Quality management techniques in general and applications in public administration
- 11. Public sector quality awards

<i>1.5. Types of teaching</i>	<input checked="" type="checkbox"/> lectures <input type="checkbox"/> seminars and workshops <input checked="" type="checkbox"/> exercises <input type="checkbox"/> education remotely <input type="checkbox"/> field classes	<input checked="" type="checkbox"/> individual Tasks <input type="checkbox"/> multimedia and network <input type="checkbox"/> laboratory <input checked="" type="checkbox"/> mentoring work <input type="checkbox"/> other _____
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1.6. Comments Lectures are completed with the "case" method of characteristic cases completed with teamwork of students. Students are encouraged to work in teamwork in solving special tasks, practicing creativity techniques and presentation skills.

1.7. Student obligations

For the orderly execution of obligations and obtaining signatures, students are obliged to attend classes of at least 70% and independently create and present the work.

1.8. Monitoring students' work

Attendance	1	Teaching Activity		Seminar paper		Experimental work	
Written exam	2	Oral exam	1	Essay		Research	
Project		Continuous knowledge check		Report		Practical work	1
Portfolio							

1.9. Evaluation and evaluation of students' work during class and final exam

RATING METHOD

Attendance in class	70-76%	77-84%	85-92%	93-100%
	2 points	3 points	4 points	5 points
Practical work	2	3	4	5
	10 points	15 points	20 points	25 points
Written exam	2	3	4	5
	25 points	30 points	35 points	40 points
Oral exam	2	3	4	5
	15 points	20 points	25 points	30 points
OVERALL RATING	2	3	4	5
	50-64%	65-79%	80-89%	90-100%

1.10. Obligatory literature (at the time of application of the study programme proposal)

1. Lazibat. T., Quality Management, Scientific Book, Zagreb, 2011.
2. Goleš D., Quality Management, Script, Polytechnic of Šibenik, Šibenik, 2011.
3. Injac. N., Small Encyclopedia of Quality (I), Oskar, Zagreb, 2002.

1.11. Supplementary literature (at the time of application of the study programme proposal)

1. Koprčić I., Džinić J., Manojlović R., Manual- Quality and Efficiency Management in Local Self-Government and Public Administration, Institute for Public Administration, Zagreb, 2011.
2. Banovac E., Kozak D., Magdlić L., Basics, Methods and Tools of Quality, University of Osijek, Mechanical Faculty Slavonski Brod, 2011.
3. Injac N., Small Encyclopedia of the Qualifier (II), Oskar, Zagreb, 2002.
4. Injac N., Small Encyclopedia of Quality (III), Oskar, Zagreb, 2001.
5. Drljača M., Small Encyclopedia of Quality (V), Quality Costs, Oskar, Zagreb, 20004.

1.12. Number of copies of Obligatory literature in relation to the number of students currently attending classes in the subject

<i>Title</i>	<i>Number of copies</i>	<i>Number of students</i>
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Lazibat. T., Quality Management, Scientific Book, Zagreb, 2011.	5	
Goleš D., Quality Management, Script, Polytechnic of Sibenik, Šibenik, 2011.	e-edition e-learning	
An injac. N., Small Encyclopedia of Quality (I), Oskar, Zagreb, 2002.	7	
<i>1.13. Quality monitoring methods that ensure the acquisition of exit knowledge, skills and competences</i>		
Monitoring the quality of the teaching process that ensures the necessary skills will be carried out through the active participation of students in teaching, by applying the learned in the preparation of practical work on a concrete example of solving the problem of non-compliance of quality management systems in the public sector and by conducting written and oral exams.		
Conducting student surveys on student satisfaction about the way and methods of performing courses.		

General Information		
Course holder	MSc Krešimir Nimac, lect.	
Course title	POLICE ADMINISTRATIVE LAW	
Study program	Specialist graduate professional study Programme Administrative Study	
Subject Status	Optional	
Year	II	
Points value and how classes are performed	ECTS student load coefficient	5
	Number of hours (P+V+S)	30+15+0
SUBJECT DESCRIPTION		
<i>Subject Objectives</i>		
The aim of the course is to enable students to acquire knowledge about basic institutes of police administrative law, the formation of police, police powers and jobs and the peculiarities of police decisions in the field of personal condition of citizens.		
<i>Conditions for entering the case</i>		
Conditions for enrollment II year		
<i>Expected learning outcomes for the subject</i>		
<p>After successfully mastering the course, the student will be able to:</p> <ul style="list-style-type: none"> ● explain the structure of the police and its powers and affairs in Croatian law; ● distinguish between individual acts adopted in a series of procedures carried out by the police; ● analyse the legal protection of citizens' rights in proceedings before the police; ● construct independently the different procedures carried out by the police (issuance of identity documents, travel documents, weapons documents); ● value the importance of protecting citizens' rights in the field of police administrative law, especially in view of the protection of constitutionally guaranteed rights (right to peaceful protest, etc.); ● apply the acquired knowledge to specific cases in a series of administrative proceedings before the police as a state administration body; 		

<i>Subject Contents</i>							
1. Introduction to police administrative law / 2. Sources of police law / 3. Police structure - historical development and current situation / 4. The relationship between the police and other state bodies and legal entities with public authority / 5. Supervision of police work / 6. Police affairs and powers / 7. Public gathering / 8. Personal states of citizens / 9. Rights and duties of foreigners and interior bodies / 10. Border control / 11. International Protection / 12. Asylum law and asylum entitlement procedure / 13. The attitude of the police towards natural and legal persons / 14. Jurisdiction, authority and procedure of the police under misdemeanor law / 15. Weapons and explosive substances							
<i>Types of teaching</i>				<input checked="" type="checkbox"/> lectures <input type="checkbox"/> seminars and workshops <input checked="" type="checkbox"/> exercises <input type="checkbox"/> distance education <input checked="" type="checkbox"/> field classes		<input type="checkbox"/> individual tasks <input type="checkbox"/> multimedia and network <input type="checkbox"/> laboratory <input type="checkbox"/> mentoring work <input type="checkbox"/> Other _____	
<i>Comments</i>							
<i>Student obligations</i>							
Students are obliged to attend lectures as a percentage of attendance by a specific study program. Students are obliged to pass the regular exam.							
<i>Monitoring students' work</i>							
Attendance	0,5	Teaching Activity	0,5	Seminar paper		Experimental work	
Written exam		Oral exam	3	Essay		Research	
Project		Continuous knowledge check		Report		Practical work	1
Portfolio							
<i>Evaluation and evaluation of students' work during class and final exam</i>							
<i>The presence of students in class and active commitment in teaching will also be evaluated in the regular exam.</i>							
<i>Obligatory literature (at the time of application of the study programme proposal)</i>							
Staničić, Frane; Police administrative law; Narodne novine, Zagreb, 2015.							
<i>Supplementary literature (at the time of application of the study programme proposal)</i>							
Law on Police Law on Police Affairs and Powers							

Law on Border Control
 Immigration Act
 Asylum Act
 Law on Public Assembly
 Gun Law
 Explosive Substances Act
 Law on Travel Documents of Croatian Citizens
 ID Law
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1.14. Number of copies of Obligatory literature in relation to the number of students currently attending classes in the subject

	<i>Number of copies</i>	<i>Number of students</i>
Police administrative law	5	

Quality monitoring methods that ensure the acquisition of exit knowledge, skills and competences

The quality monitoring in question will be ensured through interactive teaching work, record keeping of students' attendance and activities in class, passing exams. In addition, quality assurance system indicators are used: student survey, annual data of the Croatian National Hospital on the annual status of employed students, employer surveys, participation of students in papers with teachers, participation of students in professional and scientific conferences, ALUMNI, etc.

General Information		
Course holder	MSc. Damir Vlaic, lect.	
Course title	TAX AND CUSTOMS SYSTEM	
Study program	SPECIALIST GRADUATE PROFESSIONAL STUDY ADMINISTRATIVE STUDY	
Subject Status	Optional	
Year	II	
Points value and how classes are performed	ECTS student load coefficient	5
	Number of hours (P+V+S)	30+15+0
SUBJECT DESCRIPTION		
<i>Subject Objectives</i>		
The main goal of the course is to introduce students to the organization and activities of the Tax and Customs Administration within the Ministry of Finance, and to acquire knowledge about certain types of taxes and structure of tax revenues in the Republic of Croatia.		
<i>Conditions for entering the case</i>		
There are no conditions. The Course Tax and Customs System correlates with the same courses at all Polytechnics and Universities of the Republic of Croatia.		
<i>Expected learning outcomes for the subject</i>		
<p>After passing the exam, students are expected to be able to:</p> <ul style="list-style-type: none"> - master the basic tax and customs terms, at a level that allows the analysis of legal norms governing the organisation and operation of the Tax and Customs Administration - interpret the standards of tax law and customs law; - critically evaluate and identify complex factors of the emergence of tax law relations and customs conduct; - explain the importance and objective of the tax procedure in the context of tax law and the implementation of the taxation procedure - define individual procedures in the framework of the implementation of the taxation procedure - set aside the principles on which the tax procedure is based - define the tax-legal and customs-legal relationship - categorize the ways of creating individual solutions in the context of tax law, the relationship within it and the material effects that these solutions produce; - use and apply knowledge about tax and customs procedures in practical work 		

- evaluate the approaches of individual states in the normative regulation of tax and customs authorisations of different levels of public authority;							
<i>Subject Contents</i>							
<ul style="list-style-type: none"> - Introductory lecture-Tax and Customs System - Principles of taxation, with particular reference to fairness in taxation - The importance of the tax and its impact on the legal and economic system of the state - Tax system of the Republic of Croatia - Tax Administration of the Republic of Croatia, Organization and Mode of Action - Tax forms, tax demarcation from other public benefits - General Tax Code - The concept of a tax authority, the tax debt relationship - Territorial determination of the taxpayer, jurisdiction - Tax acts in tax proceedings, tax books and records of taxpayers - Participation of taxpayers in tax proceedings, fact-finding, adoption of a tax act - Tax return, tax ruling, tax statute of limitations, enforcement proceedings, remedies - Concept of customs duties, customs tariff, registration and customs clearance of goods, customs declaration 							
<i>Types of teaching</i>				x lectures <input type="checkbox"/> seminars and workshops x exercises <input type="checkbox"/> distance education x field classes		x individual Tasks <input type="checkbox"/> multimedia and network <input type="checkbox"/> laboratory <input type="checkbox"/> mentoring work <input type="checkbox"/> Other _____	
<i>Comments</i>							
<i>Student obligations</i>							
For all full-time students Obligatory attendance in class (lectures, exercises) of at least 70%. Part-time students are under no obligation to attend lectures, unless classes are specifically organised for them. For all students, the obligation to create and present one practical work – the drafting of an administrative act.							
<i>Monitoring students' work</i>							
Attendance	0,5	Teaching Activity	0,5	Seminar paper		Experimental work	
Written exam	3	Oral exam		Essay		Research	
Project		Continuous knowledge check	0,5	Report		Practical work	0,5
Portfolio							
<i>Evaluation and evaluation of students' work during class and final exam</i>							

All students (full-time and part-time) can choose between two options for taking the exams that are clarified below.

Option A: laying via colloquium.

In order to exercise the right to take deposits via colloquiums, students are expected to:

- actively participate in classes and
- drafting and presenting seminar work.

Unless the student passes the first colloquium, he/sh has no right to go to the second.

Option B. Going to the regular exam period (written and oral exam).

Obligatory literature (at the time of application of the study programme proposal)

Arbutina, H., Rogić Lugarić, T., Filković, M., Basics of tax law (with example).; NN (2017)

Jokic, T., Customs System: customs procedures and treatment of foreign and domestic goods, Institute of Public Finance, Zagreb, 2007.

Supplementary literature (at the time of application of the study programme proposal)

Pero Jurković, Public Finance, Masmedia, Zagreb, 2002.

Barbara Jelčić, Public Finance, RRiF, Zagreb, 2001.

General Tax Code

Income Tax Act

Corporate Income Tax Act

Value Added Tax Act

Law on The Sales of Non-20ths Sales Tax

Customs Code of the Union

UCC - Delegated Regulation

UCC - Implementing Regulation

Law on the Implementation of Customs Legislation of the European Union

Regulation on the Customs Enforcement of Intellectual Property Rights

General Administrative Procedure Act

Number of copies of Obligatory literature in relation to the number of students currently attending classes in the subject

<i>Title</i>	<i>Number of copies</i>	<i>Number of students</i>
Basics of tax law	5	

<i>Quality monitoring methods that ensure the acquisition of exit knowledge, skills and competences</i>		
Through an internal survey, students are allowed to evaluate the work of teachers and the entire course teaching; comments, as well as suggestions.		

1. GENERAL INFORMATION ON THE CASE			
1.1. Subject name	PROFESSIONAL PRACTICE	1.8. Course code in ISVU	
1.2. Course holders	Ivan Rančić, s.lect. / Alen Lalić	1.9. Course code in MOZVAG	
1.3. Associates	None	1.10 Teaching method (number of hours P+V+S+e-learning)	
1.4. Study program (professional, specialist graduate professional study)	Undergraduate professional study Programme Administrative Study	1.11. Level of application of e-learning (level 1,2,3), Percentage of course performance online (max. 20%)	Level 1 - Materials available online, 0%
1.5 Course status (O,I)	Obligatory	1.12 The order number of amendments and/or amendments to the course description	
1.6. Year of study	3rd study year	1.13 Modernization	Yes
1.7. Points Value (ECTS)	15	1.14 Estimating the percentage of amendments course programmes	Less than 20% x More than 20% of □

2. DESCRIPTION OF THE CASE	
2.1. Course objectives	The main goal of the course is to introduce students to practical work in public bodies. The aim is to train students to understand the structure of the public bodies, how they function and work. Thanks to previously acquired theoretical knowledge and practical teaching, students are trained to work in public administration, in the work of an expert specialist in public administration.

2.2. Conditions for enrolment of courses and input competences required for the course	Enrolled in the 4th semester.	
2.3. Learning outcomes at programme level to which the college contributes	To analyze the position of state administration in the political-administrative system and public administration system in Croatia and the relationship between public government and public services.	
	Distinguish between the categories of staff employed in the Croatian state administration and their different roles	
	Apply the acquired basic knowledge about the administrative act to the activities of state administration bodies, propose and adopt administrative acts, and compare the institutes of general administrative procedure with the institutes of special administrative and other procedures	
	Analyse the legal provisions governing specific administrative procedures as well as judicial review of individual and general acts	
2.4. Expected course-level learning outcomes (4-10 learning outcomes)	Learning outcomes according to bloom's taxonomy: <i>(up to two verbs per IU)</i>	Level IU: <i>1- filing, 2- understanding, 3- application, 4-analysis, 5-valuation, 6-synthesis</i>
	1. Analyse the organisation of a public law body and assess the importance of such a structure.	4,6
	2. Identify the public law body's names.	4
	3. Choose a relevant legal regulation to perform a particular action.	6
	4. Assess the effectiveness of administrative proceedings in the first instance.	6
	5. Propose a legal one forštitu in administrative proceedings and administrative dispute.	6
	6. Identify the necessary competences of officials in public law bodies to carry out administrative tasks.	4
	7. Propose modalities for the efficient performance of public services.	6

2.5. Course content	Constructive alignment
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elaborated in detail according to lesson hourly rates	r.br.	Thematic unit	IU courses	Content/teaching method	Evaluation	Time needed
	1.	Performance of professional practice.	1-7	<p>Students are familiar with the organization and scope of the public law body, the legal regulations relevant for its work, the tasks it performs within its scope, in particular administrative tasks, administrative procedure and adoption of an administrative act, and the tasks performed by bachelors of public administration. Students are also familiar with the competence of officials to perform administrative tasks, the way public services are provided, the public law body's relationship with citizens and other relevant aspects of the public law body.</p> <p>In this srvh, all suitable teaching methods are used.</p>	Diary of Professional Practice produced and presented.	450

3. EVALUATION OF STUDENT'S WORK

3.1. Student obligations	<p>The obligations of polytechnic students in the performance of professional practice as well as the conditions and manner of conducting professional practice in the professional studies of the Polytechnic of Sibenik are prescribed by the Ordinance on Professional Practice. At this point, the same is described in a concise form.</p> <p>Students are obliged to perform internships. The student performs professional practice in the public law or judicial body, attorney's office, notary, public institution, utility company or other appropriate entity determined by the holder of the course professional practice independently or at the suggestion of the student. In order for the student to be admitted to professional practice, the course holder signs the Referral manual for the performance of professional practice</p>
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(Annex 2. Regulations on Professional Practice). Professional practice is carried out under the mentorship of an authorized person. During professional practice, the student is obliged to conscientiously and fairly perform the tasks and tasks entrusted to him and is obliged to comply with the legal regulations of the legal entity in which he performs his practice, to comply with the prescribed occupational safety measures, work obligations and security measures, and he is obliged to keep the assets of the legal entity in which he performs his professional practice and to make sure that his behavior or conduct does not cause harm to the legal entity and the Polytechnic. During the professional practice, the student produces a Diary of Professional Practice (Annex 4. Regulations on Professional Practice). Upon completion of professional practice, the mentor signs the same. After successfully completing professional practice, the authorised person in the legal entity in which the student practises signs and certifies the student with a Certificate of Professional Practice (Annex 5. Regulations on Professional Practice) in its part of the certificate. The Diary of Professional Practice and the Certificate of Professional Practice are obliged to submit the student to the holder of the course Professional Practice immediately after the completion of the professional practice, and at the latest by the end of the current academic year. If the holder of the course Professional Practice accepts the Diary of Professional Practice, he enters "satisfied" in the Certificate of Professional Practice and enters the index "satisfied". If the holder of the course Professional Practice does not accept the Journal of Professional Practice, he enters "did not satisfy" in the Certificate of Professional Practice and the student is obliged to re-enroll in the course Professional Practice in the next academic year.

The practice shall be terminated in the event of reasonable grounds and shall continue when such reasons cease to exist. The student or mentor informs about the existence or termination of the existence of the same course holders immediately upon their occurrence or upon knowledge of the existence of such reasons. The student may be recognized for the course Professional Practice if he or she is working or has worked in jobs that correspond to the practice envisaged in terms of content and complexity. In order for the course to be recognized, the student should submit a written application for recognition of professional practice (Annex 3 of the Regulations on Professional Practice) and a certificate from the legal entity with which he works or has worked, in the semester in which he is obliged to perform *his professional practice*. The certificate must contain the job title, a detailed job description and the start date of work, as well as the end date of work in case the employment has ceased. The recognition of professional practice is decided by the holder of the course.

3.2. Monitoring the work of students (enter the share of ECTS credits for each activity so that the total number of ECTS credits	Attendance		Written exam		Project	
	Experimental work		Research		Practical work	
	Essay		Report		Continuous verification	
	Colloquiums		Seminar paper		Execution of an expert bang	12 ECTS
	Teaching Activities		Oral exam		Writing a Journal of Professional Practice	3 ECTS

corresponds to the credit value of the course)						
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3.3 Student workload	The workload of the student on all grounds is 1 ECTS point 30 hours of work in the semester and is estimated as:	
	<i>Obligation</i>	<i>Hours (estimate)</i>
	1. Attending practice	360
	2. Writing a Journal of Professional Practice	90
	Altogether	450

4. FORMATION OF THE RATING

4.1. Evaluation of seminar work	/
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4.2. Evaluation of colloquiums / written and oral part of the exam	/
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4.3. Formation of the final assessment according to the valuation elements	There's no grading. Professional practice is evaluated descriptively ("satisfied" or "not satisfied").
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4.4. Formation of the final assessment on the basis of absolute distribution	/
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5. ADDITIONAL INFORMATION ON THE CASE

5.1. Obligatory literature (available in the library and through other media)	Title	Number of copies in the library	Availability through other media
5.2. Supplementary literature (at the time of application for amendments and/or additions to the study programme)	<p>Legal regulations and literature of undergraduate professional study Administrative Study. Legal regulations relevant to the work of the public law body.</p> <p>Legal regulations and literature of undergraduate professional study Administrative Studies. Legal regulations relevant to the work of the public law body.</p>		
5.3. Quality monitoring methods ensuring the acquisition of exit knowledge, skills and competences	<p>Control of the quality of work of students and the acquisition of the necessary knowledge and skills will be ensured through interactive work. Keeping records of students' attendance and activities in teaching and information about students' progress through colloquiums will provide the information necessary for further instructions to students in order to increase the efficiency of their work. Students will be informed about their rights and obligations and working methods and the necessary literature.</p> <p>Quality assurance system indicators: Student survey, monitoring of annual data from HZZZ on the annual state of student employment, employer surveys and alumni associations.</p>		
5.4. Course information and contact with the teacher	<p>It is the obligation of each student to be regularly informed about the course, the conduct of classes and activities in class. All notices of teaching or possible postponement of classes will be published in a timely manner on the e-learning pages of the course and on the website of the Polytechnic. Students can contact teachers during the consultation period (at least one hour a week), while for brief questions and explanations they can turn during class. It is also possible to ask questions by e-mail (from the official e-mail address on the domain @vus.hr) to which it will be answered in the shortest possible time (no later than five working days after receiving the e-mail).</p>		

1. GENERAL INFORMATION			
1.1. Course holders	-	1.8. Course code in ISVU	
1.2. Subject name	FINAL WORK	1.9. Course code in MOZVAG	
1.3. Associates	-	1.10 Teaching method (number of hours P+V+S+e-learning)	-
1.4. Study program (professional, specialist graduate professional study)	Specialistdiplom professional study Administrative study	1.11. Level of application of e-learning (level 1,2,3), percentage of courses on line (max. 20%)	Level 1 - materials available online, 0%
1.5 Course status (O, I)	Required	1.12 The order number of amendments and/or amendments to the course description	4
1.6. Year of study	3.	1.13 Modernization	Yes
1.7. Points Value (ECTS)	10	1.14 Estimating the percentage of amendments to the college programme	Less than 20% X More than 20% of <input type="checkbox"/>
2. DESCRIPTION OF THE CASE			
2.1. Course objectives	The aim of the course is for the student to successfully apply the acquired knowledge within the framework of the given topic in solving tasks related to the profession, thereby deepening theoretical knowledge adopted through the study program at the level of the title he acquires. Also, the aim of the course is for students to develop the ability to independently approach processing and solving complex and practical problems from the profession. Students develop the abilities to independently analyze the results of research as well as the skills of writing and presenting independent work.		
2.2. Conditions for enrolment of courses and input competences required for the course	Registered VI Semester		

2.3. Learning outcomes at programme level to which the college contributes	Learning outcomes of the course Final work depend on the topic and course chosen by the student.					
2.4. Expected course-level learning outcomes (4-10 learning outcomes)	Learning outcomes according to the Bloom Taxonomy: <i>(up to two verbs by IU)</i>					Level IU: 1 - <i>filing</i> , 2 - <i>understanding</i> , 3 - <i>application</i> , 4 - <i>analysis</i> , 5 - <i>valuation</i> , 6 - <i>synthesis</i>
	1. Select a topic and analyze the problem				4	
	2. Analyze and sublimate relevant data from literature and other data sources				3	
	3. Formulate and parse the context of research				6,4	
	4. Choose and apply the methodology of research and writing the final paper				5	
2.5. Course content elaborated in detail according to lesson hourly rates	-					
3. EVALUATION OF STUDENT'S WORK						
3.1. Student obligations	Students are required to write the Final Work under the guidance of a chosen or assigned mentor. To consult with the mentor on the given topic and the preparation of the final work The student is obliged to present and defend the final work before the Committee for evaluation and defense of the Final Work.					
3.2. Monitoring the work of students (enter	Attendance		Written exam		Project	
	Experimental work		Research		Practical work	

the share of ECTS credits for each activity so that the total number of ECTS credits corresponds to the credit value of the course)	Essay		Report		Presentation	
	Colloquiums		Seminar paper		Written part of the final work	7
	Teaching Activities		Oral exam		Oral defense of the final work	3

3.3 Student workload	The workload of the student on all grounds is 1 ECTS point 30 hours of work in the semester and is estimated as:					
	Obligation			Hours (estimate)		
	3.	Written part of the final work		210		
4.	Oral defense of the final work		90			

4. FORMATION OF THE RATING

4.1. Evaluation of the Final Work	Valuation Element	Badly	Satisfactorily	Above average
	Organization	The work is not organized in logical order and lacks structure.	The work is well structured with a clear difference between the introduction, the main part of the text and the conclusion.	The work is well structured with a clear difference between the introduction, the main part of the text and the conclusions that are excellently logically linked to each other.
Terminology, writing style	Words and phrases are not aligned with official terminology. The writing style is not appropriate, the sentences are too long, of modest vocabulary and with frequent and repeated grammatical errors.	Words and phrases are aligned with official terminology. The writing style is appropriate, the sentence structure is clear, the vocabulary is appropriate and there are few grammatical errors.	Words and 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.	
Cite and list references	Sources are not listed at all. References do not fit the topic and show a superficial	Sources are listed, but incomplete and with errors. References are appropriate for the topic and show a satisfactory research position.	The sources are accurately, fully and consistently stated. The references are appropriate, their list is "rich" and comprehensive and shows a detailed research approach.	

		approach to exploring the topic.				
4.3. Formation of the final assessment according to the valuation elements						
	Written part of the Final Work	2	3	4	5	
		5 points	10 points	15 points	20 points	
	Oral part of the Final Work	2	3	5	5	
5 points		10 points	15 points	20 points		
4.4. Formation of the final assessment on the basis of absolute distribution	Percentage of acquired knowledge, skills and competences		Numeric rating		ECTS rating	
	90 – 100%		5 (excellent)		And	
	80 – 89,9%		4 (very good)		B	
	65 – 79,9%		3 (good)		C	
	60 – 64,9%		2 (sufficient)		D	
	50 – 59,9%		2 (sufficient)		E	
5. ADDITIONAL INFORMATION ON THE CASE						
5.1. Obligatory literature (available in the library and through other media)	Title			Number of copies in the library		Availability through other media
	1. Final Work Regulations			-		
	2. Instructions for writing seminar and final work					
	3. Books and professional literature in the field of writing the final paper					
	4. Internet pages from the field of writing the final paper			-		-

<p>5.2. Supplementary literature (at the time of application for amendments and/or additions to the study programme)</p>	-	-	-
<p>5.3. Quality monitoring methods ensuring the acquisition of exit knowledge, skills and competences</p>	<p>Control of the quality of work of students and the acquisition of the necessary knowledge and skills will be ensured through interactive work. Keeping records of students' attendance and activities in teaching and information about students' progress through colloquiums will provide the information necessary for further instructions to students in order to increase the efficiency of their work. Students will be informed about their rights and obligations and working methods and the necessary literature. Quality assurance system indicators: Student survey, monitoring of annual data from HZZZ on the annual state of student employment, employer surveys and alumni associations.</p>		
<p>5.4. Course information and contact with the teacher</p>	<p>It is the obligation of each student to be regularly informed about the course, the conduct of classes and activities in class. All notices of teaching or possible postponement of classes will be published in a timely manner on the e-learning pages of the course and on the website of the Polytechnic. Students can contact teachers during the consultation period (at least one hour a week), while for brief questions and explanations they can turn during class. It is also possible to ask questions by e-mail (from the official e-mail address on the domain @vus.hr) to which it will be answered in the shortest possible time (no later than five working days after receiving the e-mail).</p>		

8. LIST OF COURSES THAT ARE PERFORMED IN ENGLISH IN WHOLE OR IN PART

- (1) English For Public Administration
- (2) European integration and the institutions of the European Union

9. OBJECTIVES OF THE STUDY PROGRAMME

The aim of this study programme is to qualitatively improve professionals in the field of public administration and in the public sector in general by introducing new additional knowledge and skills through specialization.

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

That is why it is necessary to approach the education of those personnel whose level of education, as well as the resulting competences, will correspond to the needs and jobs of public administration in Croatia. This was recognized by the Croatian Parliament, which adopted the Public Administration Development Strategy 2015-2020 on 12 June 2015. This Strategy proposes, among other things, the introduction of competence standards – general and specific, through which a higher degree of professionalisation of public administration will be achieved. Consequently, the competences that the student acquires upon completion of the program of this specialist graduate professional study can be divided into general and specific. General competences are a set of knowledge, skills and independence and responsibility with wide application in various activities that in doing so allows flexible adaptation to the requirements of various highly skilled tasks, while specific competences are inherent in specialists of public administration, that is, they are necessary for performing highly skilled tasks in public administration.

10. COMPETENCIES

General competencies are:

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

Specific competencies are:

- analysis and evaluation of comparative public administration
- ability to detect problems in public administration
- ability to solve more demanding problems in public administration independently
- ability to critically assess the functioning of state administration, local and regional self-government units, public services and other bodies with public powers
- ability to think about the values of ethical work
- ability to master different methods and techniques for the development and implementation of IT systems in public administration
- ability to apply acquired knowledge and skills in administrative law, public administration and management in state administration, local and regional self-government, public services, judicial and other public bodies, NGOs, etc.
- mastery of strategic planning and leadership in public administration
- ability to run business systems in the public sector
- ability to master the instruments, mechanisms and institutions of public finances for the implementation of economic policy
- ability to manage EU projects
- drafting and interpreting normative regulations in public administration

- knowledge of the rules of special administrative procedures
- understanding the functioning of national parliaments
- understanding the interdependence of economic events, social institutions and political decisions
- understanding and evaluation of human rights protection at national, European and international level
- understanding and evaluating the functioning of public administration within the European Administrative Area
- understanding diplomatic and consular relations in the context of modern international relations
- understanding complex tax procedures.

With the completion of the specialist graduate professional study Programme, Administrative Law, the participants acquire basic theoretical, methodological and application knowledge in the field of law, branches of administrative law, as well as in the fields of economics, information technology, communication sciences, ethics and foreign languages. Participants also adopt tools and methods by which they can permanently seek new knowledge and train skills even after completing a specialist graduate professional study programme. Students will be encouraged to take responsibility throughout their studies, especially for the obligations to perform the tasks undertaken during independent work in solving teaching tasks. Students will also build the competences of independent management, execution of entrusted tasks and critical review of their work.

11. STUDY PROGRAMME LEARNING OUTCOMES

1. to link the underlying concepts of different branches of law and generalize issues of work in public administration
2. to identify contemporary administrative doctrines and their impact on the convergence of administrative systems in the world.
3. to distinguish public policies in Croatia and compare them with public policies in other countries
4. to analyze the status of state administration in the political-administrative system and public administration system in Croatia, as well as the relationship between public authorities and public services.
5. to select methods and instruments of public management that are suitable for use in certain parts of public administration and public sector in Croatia
6. to differentiate categories of staff employed in Croatian state administration and their different roles
7. to evaluate effectiveness of various government supervision on public administration mechanisms
8. to analyze the process of organizing a complete e-administration service
9. to sketch and interpret various forms and methods on which citizens and administration relationships are based
10. to assess the impact of various social, political and economic circumstances on organization, operation and financing of local public services.
11. to propose measures to strengthen capacity of territorial self-government units and other relevant actors to participate in decentralization process
12. to apply provisions of applicable regulations on preventing corruption and conflicts of interest, violations of official duty and unethical behaviour of officials and public servants
13. to identify principles of applying European administrative law in EU Member States and to apply knowledge of judicial protection of rights deriving from Union law, and compare advantages and disadvantages of Croatian administrative law with EU administrative law;
14. to apply acquired basic knowledge of administrative act on the activities of state administration bodies, propose enactment of administrative acts, and compare institutes of general administrative procedure with institutes of special administrative and other procedures
15. to propose and design establishment of some non-profit organizations and to valorise the way in which state and public administration work in the context of protecting fundamental rights at general level and those relating to the non-profit sector.
16. to analyze legal provisions governing special administrative procedures as well as judicial supervision over individual and general acts,
17. to assess the existing system of state administration and public services in Croatia and foresee future development of the national administrative system at different levels.

12. LEARNING OUTCOMES OF THE STUDY PROGRAMME AND THE COURSES CONTRIBUTING TO THOSE OUTCOMES

LEARNING OUTCOME COURSE NAME	IU1	IU2	IU3	IU4	IU5	IU6	IU7	IU8	IU9	IU10	IU11	IU12	IU13	IU14	IU15	IU16	IU17
Comparative public administration	+	+	+	+	+		+	+	+		+		+			+	+
Public management	+	+	+	+	+	+	+	+	+	+		+		+	+		+
Ethics of public service	+			+		+		+	+			+					+
European integration and EU institutions	+	+	+										+				+
Public policies and legal regulation	+		+	+	+		+	+	+	+		+	+	+	+		+
English for Public Administration	+			+					+				+				
State administration and special administrative procedures	+	+	+	+	+		+	+	+			+		+		+	+
Misdemeanor law	+		+	+			+	+				+		+		+	+
Decentralisation Management	+		+	+			+	+	+	+	+						+
Protecting human rights	+						+	+	+			+	+		+	+	+

13. SCHEDULE OF TURNUS CLASSES AT THE ADMINISTRATIVE DEPARTMENT OF THE POLYTECHNIC OF SIBENIK

Academic year 2021/22

Winter Semester

Specialist graduate professional study Programme Administrative Study And a semester	Comparative Public Administration (Ljubanović)	Public Management (Čupurdija)	Ethics of Public Service (Lugović)	European integration ... (Runjic)	Public policies and legal regulations (Ninić)	English for Public Administration			Teaching at the polytechnic (except for the courses Comparative Public Administration and Public Management, which can be held according to the hybrid model)
Specialist graduate professional study Programme Administrative Study Iii Semester	Family law with registrarship (Jurin Bakotic)	Efficiency of public administration (Pulić)	Management of EU projects (Poljicak)	European Administrative Law (Malenica)	Quality management in public services (Goleš)	Police Law (Nimac)	Tax and Customs System (Vlaić)		Classes are held at the polytechnic (osim for courses European Administrative Law and Management of EU projects that can be performed according to hybrid model)

Summer Semester

<p>Specialist graduate professional study Programme Administrative Study And a semester</p>	<p>Law of non-profit organizations(Zlatović)</p>	<p>Protection of human rights (Veštić Mirčeta)</p>	<p>Public Procurement System (N. Gregurić Bajza)</p>	<p>Misdemeanor law (Scissors)</p>	<p>Decentralisation Management (Rančić)</p>	<p>State Administration and Special Administrative Procedures (Ljubanović)</p>			<p>Teaching at the polytechnic (except for the courses Public Procurement System and State Administration and special administrative procedures that can be held according to the hybrid model)</p>
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14. TERMS OF EXAM PERIODS IN THE ACADEMIC YEAR 2021/22.

Teacher	Board	Winter term	Summer term	Autumn term
Veštić Mirčeta, S. / Nimac K.	Basics of state and law theory	1.2.2022. 15.2.2022.	13.6.2022. 27.6.2022.	22.8.2022. 5.9.2022.
Rancic I	Introduction to management	4.2.2022. 22.2.2022.	15.6.2022. 29.6.2022.	24.8.2022. 7.9.2022.
Britvic Vetma. B. / Veštić Mirčeta, S.	Administrative Law 1	1.2.2022. 15.2.2022.	14.6.2022. 28.6.2022.	23.8.2022. 6.9.2022.
Nimac, K.	Constitutional Law I	2.2.2022. 16.2.2022.	14.6.2022. 28.6.2022.	23.8.2022. 6.9.2022.
Beljo, I.	Statistics	2.2.2022. 16.2.2022.	23.6.2022. 6.7.2022.	1.9.2022. 13.9.2022.
Jardas Duvnjak I	English Language 1	14.2.2022. 26.2.2022.	17.6.2022. 1.7.2022.	26.8.2022. 9.8.2022.
Britvic Vetma. B. /Veštić Mirčeta, S..	Administrative Law 2	1.2.2022. 15.2.2022.	14.6.2022. 28.6.2022.	23.8.2022. 6.9.2022.
Nimac, K.	Constitutional Law 2	3.2.2022. 17.2.2022.	15.6.2022. 29.6.2022.	24.8.2022. 7.9.2022.
Rancic, I.	Administrative systems	4.2.2022. 22.2.2022.	15.6.2022. 29.6.2022.	24.8.2022. 7.9.2022.
Poljicak I	Sociology of administration	5.2.2022. 19.2.2022.	18.6.2022. 2.7.2022.	27.8.2022. 10.9.2022.
Acalin J.	Administrative informatics	4.2.2022. 18.2.2022.	17.6.2022. 1.7.2022.	29.8.2022. 12.9.2022.
Bratić I	English Language 2	14.2.2022. 26.2.2022.	17.6.2022. 1.7.2022.	26.8.2022. 9.8.2022.
Britvic Vetma B.	Administrative procedural law	1.2.2022. 15.2.2022.	14.6.2022. 28.6.2022.	23.8.2022. 6.9.2022.
Runjic Lj.	Basics of international law	31.1.2022. 14.2.2022.	13.6.2022. 27.6.2022.	29.8.2022. 12.9.2022.
Runjic Lj.	Administrative and legal system of the European Union	31.1.2022. 14.2.2022.	13.6.2022. 27.6.2022.	29.8.2022. 12.9.2022.
Žaja J.	Funding for public administration	8.2.2022. 22.2.2022.	20.6.2022. 4.7.2022.	29.8.2022. 12.9.2022.
Cousin I	English 3	14.2.2022. 26.2.2022.	17.6.2022. 1.7.2022.	26.8.2022. 9.8.2022.
Jurin Bakotic V	Office business and correspondence	2.2.2022. 16.2.2022.	14.6.2022. 8.7.2022.	2.9.2022. 16.9.2022.
Britvic Vetma B.	Judicial review of the administration	1.2.2022. 15.2.2022.	14.6.2022. 28.6.2022.	23.8.2022. 6.9.2022.
Rancic I	New public administration	4.2.2022. 22.2.2022.	15.6.2022. 29.6.2022.	24.8.2022. 7.9.2022.
Galic, A.	Local government	8.2.2022. 22.2.2022.	16.6.2022. 30.6.2022.	30.8.2022. 12.9.2022.
Goldilocks D.	Basics of labour, social and civil service law	31.1.2022. 14.2.2022.	13.6.2022. 27.6.2022.	2.9.2022. 16.9.2022.
Cousin I	English Language 4	14.2.2022. 26.2.2022.	17.6.2022. 1.7.2022.	26.8.2022. 9.8.2022.
Jurin Bakotic V	Basics of civil law	1.2.2022. 15.2.2022.	13.6.2022. 7.7.2022.	1.9.2022. 15.9.2022.
Rancic I	Economic utility law	4.2.2022.	15.6.2022.	24.8.2022.

		22.2.2022.	29.6.2022.	7.9.2022.
Jurin Bakotic V	Land-book law	2.2.2022. 16.2.2022.	14.6.2022. 8.7.2022.	2.9.2022. 16.9.2022.
Livaja I	Databases in public administration	3.2.2022. 17.2.2022.	14.6.2022. 28.6.2022.	2.9.2022. 16.9.2022.
Galic A.	Nomotechnics	8.2.2022. 22.2.2022.	16.6.2022. 30.6.2022.	30.8.2022. 12.9.2022.
Jurin Bakotic V	Status law of citizens	1.2.2022. 15.2.2022	13.6.2022. 7.7.2022	1.9.2022. 15.9.2022.
Goldilocks D.	Company management	31.1.2022. 14.2.2022.	13.6.2022. 27.6.2022.	2.9.2022. 16.9.2022.
Kejo Z.	Public relations and communication in public administration	3.2.2022. 17.2.2022.	23.6.2022. 7.7.2022.	1.9.2022. 13.9.2022.

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Sibenik, 28.09.2021.



POLYTECHNIC OF SIBENIK

Dean:

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