

ŠIBENIK UNIVERSITY OF APPLIED SCIENCES

DEPARTMENT OF ADMINISTRATIVE STUDIES

PROFFESIONAL GRADUATE STUDY

ADMINISTRATIVE LAW

Erasmus+ Course Catalogue

Academic year 2026/27

Dean PhD Ljubo Runjić, college professor

Head of department PhD Dragan Zlatović, college professor

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Course list

Course	Professor	Lecturing	ECTS
European integrations and institutions of the European Union	Lj. Runjić/M. D. Burić	30	5
Good Governance	A. Lalić	30	6
Environmental Law	A. Lalić		
Protection of human rights	S. Veštić Mirčeta	30	5
English for public administration	I. Bratić	20	3
Law of non-profit organizations	D.Zlatović	30	5
Management of Decentralization	I.Rančić	30	5
Public administration efficiency	J.Žaja	30	5

Full Course Curricula

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

2.1. Objectives of the College	The aim of the course is to enable students to acquire knowledge of good governance (right to good governance) as a modern model of public administration	
2.2. Requirements for course admission and entry competences required for the course	Conditions for enrollment in the 1st year of study	
2.3. Programme-wide learning outcomes to which the course contributes	IU 1.2, 3,4,5,6,7,8,9, 10, 12,14,15, 17	
2.4. Expected learning outcomes at course level (4-10 learning outcomes)	<p>Learning outcomes according to Bloom's taxonomy:</p> <p><i>(up to two verbs per IU)</i></p>	<p>IU level</p> <p>1- re</p> <p>2- un</p> <p>3- ap</p> <p>4- ana</p> <p>5- val</p> <p>6- syn</p>
	Analyze the historical development of administrative doctrines from classical to contemporary administrative doctrines	
	Understand the most important and important processes in the doctrine of good governance	
	Evaluate the pros and cons of good governance	
	Apply good governance models from EU law to the right of the Republic of Croatia	
	Compare models and instruments of good governance in the Republic of Croatia	
	analyze and synthesize administrative reforms based on the use of modern methods and instruments of good governance applicable in Croatian public administration and the public sector	

	Critically refer to the application of good governance methods and instruments in the Republic of Croatia				
2.5. Course content elaborated in detail according to the hourly rate	Constructive alignment				
	r.br.	Thematic unit	IU College	Teaching content/method	Evaluation
		Introductory lecture; determination of objects and areas of good governance	1,2	They listen to lectures and read literature, discussing the topic on display.	In the oral exam, students define the s area of good governance
		Historical development of administrative doctrines from classical administrative models to modern administrative doctrines and the right to good governance (right to good governance) Exercises: analysis of administrative models and recognition of them according to historical theoretical models	2,3, 5	They listen to lectures and read literature, discussing the topic on display. Exercises: students get to know and recognize models of public governance according to the historical development of the same models of public management.	In the oral exam, students define the h development of administrative doctrin how to distinguish public administrati that have been developed throughout critically relate to them, pointing out t advantages and disadvantages of each administrative model.
	EU law and right to good governance Exercises: Analysis of judicial decisions of the European Court of Justice, which develops the concept of the right to good administration	3,4,5, 6,	They listen to the lecture and read the literature, discuss the topic on display. Exercises: students read and analyse ESP judgments relating to the right to good governance	Students in the oral exam recognize th the right to good administration in EU know how to compare it with the man model in the Republic of Croatia with of changes to the model of public mar the Republic of Croatia according to t the right to good administration from students recognize the concepts of the governance model that have arisen fro judgments of the European Court of J	

	<p>European Code of Good Conduct for Administration Employees</p> <p>Exercises: Comparative analysis of the European Code of Ethics in relation to codes of ethics in public law bodies of the Republic of Croatia</p>	3,4,5, 6,	<p>They listen to the lecture and read the literature, discuss the topic on display.</p> <p>Exercises: Students analyze and notice the difference between the European Code of Ethics and codes of ethics adopted by public law bodies in the Republic of Croatia.</p>	<p>Students in the oral exam recognize the concept of good behavior of officials according to the European Code of Good Conduct of Employees in Administration and know how to compare it with ethical codes in the Republic of Croatia with a critical review and synthesis of changes to ethical codes in the Republic of Croatia in accordance with the European Code of Good Conduct of Administrative Employees.</p>	<p>3 hours</p> <p>2 hours</p>
	<p>Application of the EU concept of the right to good governance in Croatian law</p> <p>Exercises: Analysis of compliance of the EU concept of the right to good administration with The Republic of Croatia law</p>	4,5,6	<p>They listen to the lecture and read the literature, discuss the topic on display.</p> <p>Exercises: On the basis of previous lectures and exercises on the EU concept of the right to good administration, students analyze and critically present opinions on the compliance of EU law with Croatian law, and synthesize possible changes in Croatian law, all regarding the concept of the right to good administration in EU law.</p>	<p>Students in the oral exam recognize the EU concept of the right to good administration and know how to synthesize deviations from the right to good administration in Croatian law with the proposal of legislative and other legal amendments in the Republic of Croatia.</p>	<p>3 hours</p> <p>2 hours</p>
	<p>The concept of good governance in other countries</p> <p>Exercises: Comparative analysis of the concept of good governance in other countries in relation to the concept of the right to good governance in the Republic of Croatia</p>	4,5,6,	<p>They listen to the lecture and read the literature, discuss the topic on display.</p> <p>Exercises: students comparatively analyze the concept of the right to good governance developed in other countries and present critical opinions about differences in relation to the concept of the right to good administration in the Republic of Croatia</p>	<p>Students in the oral exam recognize the concept of the right to good administration in other countries and know how to synthesize deviations from the right to good administration in Croatian law with the proposal of legislative and other legal changes in the Republic of Croatia.</p>	<p>3 hours</p> <p>2 hours</p>

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

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

3.1. Obligations of the student	<p>In accordance with the Regulations on studying and the Ordinance on the evaluation and evaluation of students' work: for all full-time students attendance at least 70%. Part-time students are obliged to attend classes at least 50%.</p> <p>Students can pass the final exam by passing the subject course on the oral exam.</p>						
3.2. Monitoring the work of students (enroll in the share of ECTS credits for each activity so that the total number of ECTS credits corresponds to the credit value of the course)	Active attendance of classes	1 ECTS					
	Exercises	2 ECTS					
	Written exam						
	Viva voce	3 ECTS			(other enroll)		
					(other enroll)		
3.3. Student workload	<p>The student's workload on all grounds is for 1 ECTS credit 30 hours of work in the semester and is assessed as:</p>						
	Obligation		Hours (estimate)				
	Attendance of classes		60				
	Preparation of seminar papers and presentations		15				
	Preparation for colloquium/exam through self-study		75				
4. FORMATION OF THE RATING							
4.1. Evaluation of the seminar paper							

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

		60 – 64,9%	2 (sufficient)	D		
		50 – 59,9%	2 (sufficient)	E		
5. ADDITIONAL INFORMATION ON THE CASE						
5.1. Compulsory literature (available in the library and through other media)	<p>Vukojičić Tomić, T. (2016). Good governance: from conceptualization to realization. <i>Political Thought</i>, 53 (2), 105-130.</p> <p>Šimac, N. (2016). The right to good public administration - in the context of European integration. <i>Proceedings of the Faculty of Law in Split</i>, 53 (1), 105-118. https://doi.org/10.31141/zrpf.2016.53.119.105</p> <p>Kellerhals Maeder, A. (2002). The state, the information society, "good governance", and the archives. <i>Croatian and Comparative Public Administration</i>, 4 (3-4), 717-742.</p> <p>Miošić Lisjak, N. (2006). How much "good government" is there in Croatian e-government?. <i>Annals of the Croatian Political Science Association</i>, 3 (1), 369-401.</p> <p>Woehrling, J. (2006). Judicial control of administration in Europe: according to a common model. <i>Croatian and Comparative Public Administration</i>, 6 (3), 56-56.</p> <p>Zvonimir, Lauc: The Concept of Croatian Governance, <i>Pravni vjesnik</i>, 11/1, Pravni fakultet Osijek, 2011;</p> <p>Zvonimir, Lauc: Good governance at regional level, <i>Legal aspects of cross-border cooperation and EU integration</i>:</p>	Number of copies in the library		Av thro 1		

	<p>Hungary – Hrvyska, EUNICOP, Faculty of Law, University of Pećuh & Faculty of Law University</p> <p>J.J.Strossmayer in Osijek, Pećuh-Osijek, 2011.</p>			
<p>5.2. Supplementary literature (at the time of submission of amendments to the study programme)</p>	<p>Branko, Smerdel: The Demands of Constitutional Rule and the Concept of Constitutional Election, in "Building Democratic Constitutional Legal Rights"</p> <p>Institution of the Republic of Croatia in a Development Perspective, Croatian Association for Constitutional Law, Zagreb, 2011, p. 1-61.</p> <p>Zvonimir Lauc: The relationship between the state and self-government observed through the principle of subsidiarity, Annals of the Institute for Scientific and</p> <p>artwork in Osijek, Volume 26, Zagreb-Osijek 2010</p> <p>Zvonimir, Lauc: Acquis of the Council of Europe and Croatian Local Self-Government, Constitutional Changes of the Republic of Croatia and</p> <p>European Union, University of Split, Faculty of Law, Split, 2010;</p> <p>Zvonimir, Lauc: Management of the development of local and regional self-government, Pravni vjesnik, vol. 18, no. 1-2, Osijek</p> <p>2002, p. 319-336.</p> <p>Zvonimir, Lauc: Decentralization - a condition of optimization of local and regional self-government, Croatian Public Administration, no.</p> <p>3, Zagreb, 2001</p>			

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

GENERAL COURSE INFORMATION				
1.1. Course title	EUROPEAN INTEGRATIONS AND INSTITUTIONS OF THE EUROPEAN UNION	1.8. Course code in ISVU	201411 (DU4) (202154) (DU4-I)	
1.2. Course lecturer	Ljubo Runjić, PhD, <i>Professor of Applied Studies</i>	1.9. Course code in MOZVAG		
1.3. Assistants and/or associates		1.10. Forms of teaching (number of hours Lecturing + Practical exercises + Seminars + e learning)	(45+15+0+0)	
1.4. Study programme (specialist, undergraduate, graduate)	Professional Graduate Study Administrative Law	1.11. Level of e- learning application (1 st , 2 nd , 3 rd level), percentage of on line course performance (max. 20%)	1 st , course materials are o	
1.5. Course status (obligatory, optional)	Obligatory	1.12. Number of course revisions	1	
1.6. Year of study	1 st	1.13. Modernization	<input checked="" type="checkbox"/> da	<input type="checkbox"/> ne
1.7. Credit score (ECTS)	5	1.14. Percentage estimate of course changes and/or supplements	Less than 20% More than 20 %	

2. COURSE DESCRIPTION	
2.1. Course objectives	The aim of the course is to enable students to acquire knowledge about the history of European integration and the institution
2.2. Terms of course entry and required competences	General conditions required for enrollment in the first semester of studies. Knowledge of basic terms in the field of theory of constitutional law, international law, law of international organizations and european law, and finding internal and international
2.3. Learning outcomes on the study programme level	<p>IU1: Connect the basic terms of different branches of law and generalize the issues of work in public administration.</p> <p>IU2: Identify contemporary administrative doctrines and their influence on the convergence of administrative systems in the</p> <p>IU3: Distinguish public policies in Croatia and compare them with public policies in other countries.</p> <p>IU13: Identify the principles of application of European administrative law in EU member states and apply knowledge of arising from Union law, and compare the advantages and disadvantages of administrative law in Croatia with the administrative Union.</p> <p>IU17: Evaluate the existing system of state administration and public services in Croatia and predict the future development of system at different levels.</p>
2.4. Expected learning outcomes on the course level	<p>Learning outcomes according to the Bloom's taxonomy: (up to two verbs per LO)</p> <p>Analyze the historical, political, economic and diplomatic context of European integration.</p> <p>Distinguish the main directions of European integration.</p> <p>Show the spread of European integration</p>

	Evaluate on the legal nature of the European Union in contemporary international relations					
	Assess the further course of development of European integration processes					
	Explain the institutional structure of the European Union in relation to other international organizations					
	Critically examine the rights and powers of the institutions of the European Union					
	Evaluate the effect of European law on the Croatian national legal order					
2.5. Course content according to detailed curriculum schedule	Constructive allignment					
	no	Thematic unit	LO of the course	Content/teaching methods	Evaluation	
		Introduction to the course and a detailed teaching plan	-	Listen to a lecture and get to know the course content and documents on the e-learning course page by working independently on a computer.	-	
		Introduction to the history of European integration	1, 2	Listen to the lecture and read the literature.	At the colloquium or the written exam students can analyze the political, economic and diplomatic context of European integration	
	The beginnings of European integration	1, 2, 3	Listen to a lecture and read literature.	At the colloquium or the written exam students can present the development of European integration processes.		

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

				European Union using practical examples.			
		The expansion of European integration – the fourth, fifth and sixth enlargements, the admission procedure	2, 3	Listen to lectures and read literature. At the exercises students analyze the entry of individual countries into the European Union using practical examples.	At the colloquium or the written / oral exam students can demonstrate the spread of European integration.		15h
		Institutions of the European Union - in general, Council of the European Union, European Council	4, 6, 7, 8	Listen to lectures and read literature. At the exercises students work on the composition and powers of individual bodies of the European Union.	At the colloquium or the written / oral exam students can present and explain the composition and powers of individual bodies of the European Union and evaluate the effect of European law on the Croatian national legal order.		15h
		Institutions of the European Union – European Commission, European Parliament, Court of Justice of the European Union, other bodies, agencies and interest groups	4, 6, 7, 8	Listen to lectures and read literature. At the exercises students deal with the composition and powers of individual bodies of the European Union.	At the colloquium or the written / oral exam students can present and explain the composition and powers of individual bodies of the European Union and evaluate the effect of European law on the Croatian national legal order.		15h
		Institutions of the European Union – European Commission, European Parliament, Court of Justice of the European Union, other bodies, agencies and interest groups	4, 6, 7, 8	Listen to lectures and read literature. At the exercises students deal with the composition and powers of individual bodies of the European Union.	At the colloquium or the written / oral exam students can present and explain the composition and powers of individual bodies of the European Union and evaluate the effect of European law on the Croatian national legal order.		15h
3.1. Students` obligations	In accordance with the Regulations on Studying and the Regulations on Student Assessment and Evaluation: for all full-time students attendance least 70%. Part-time students are required to attend classes at least 50%. All students are required to carry calculator and formulae list.						

	<p>Students who have during the course achieved:</p> <ul style="list-style-type: none"> from 0 - 24,9% ECTS credits- are rated F (unsuccessful) and cannot obtain ECTS credits, and must re-enroll in the next academic year; from 25 - 49,9% - are assessed by FX (insufficient) and must pass the written exam (test). Written exam (test) can be held in an extraordinary exam period; more than 50% - students have the right to take the final exam. <p>Students can take the final exam from the course in two ways: a) during the course of teaching through continuous monitoring of student participation in classes and through three colloquia; b) by passing the exam (written and oral part of the exam).</p>					
<p>3.2. Monitoring student work (enter the share of ECTS credits for each activity so that the total number of ECTS points corresponds to the credit score of the course))</p>	Attendance		Written exam	2 (without colloquia)	Project	
	Experimental work		Research		Practical work	
	Essay		Report		Continuous examination	
	Colloquium	4,5 (without written exam)	Seminar paper		Other	
	Class activity		Oral exam	2,5 (without colloquia)	Other	
<p>3.3. . Student workload</p>	<p>Student workload on all bases for 1 ECTS credit is 30 hours in a semester and is estimated as:</p> <p>Attending classes and exercises 60 hours</p> <p>Preparing colloquia or exams through individual work 90 hours</p>					
<p>4. GRADING</p>						
<p>4.1. Grading seminar papers</p>	<p>The evaluation element</p>	<p>Unsatisfactory</p>	<p>Satisfactory</p>		<p>Above average</p>	
	<p>Organization</p>	<p>The paper is not organized in a logical order and lacks structure.</p>	<p>The paper is well structured with a clear distinction between the introduction, the main body of the text and the conclusion.</p>		<p>The paper is well structured with clear distinction between the introduction, the main body of the text and the conclusion, which are interconnected.</p>	

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

		27 points	33 points	39 points		45 points
	Oral exam	2	3	5		5
		27 points	33 points	39 points		45 points
4.4. Final grade according to absolute division		Percentage of acquired knowledge, skills and competences (teaching + final exam)	Numerical grade	ECTS grade		
		90 – 100%	5 (excellent)	A		
		80 – 89,9%	4 (very good)	B		
		65 – 79,9%	3 (good)	C		
		60 – 64,9%	2 (satisfactory)	D		
		50 – 59,9%	2 (satisfactory)	E		
5. ADDITIONAL COURSE INFORMATION						
5.1. Compulsory literature (available in the library and via other media)	Title				Number of copies in the library	Available oth
	1. Mintas Hodak, Lj.(ur.), <i>Europska unija</i> , Zagreb, Mate, 2010.				5	-
5.2. Additional literature (at the moment of changes and/or amended of study programme)	1. Čapeta, T., Goldner Lang, I., Perišin, T., Rodin, S.,(ur.), <i>Prethodni postupak u pravu Europske unije – suradnja nacionalnih sudova s Europskim sudom</i> , Zagreb, Narodne novine, 2011.				1	
	2. Čapeta, T., Rodin, S., <i>Osnove prava Europske unije</i> , Zagreb, Narodne novine, 2018.				5	
	3. Dinan, D.,(ur.), <i>Origins and Evolution of the European Union</i> , Oxford, Oxford University Press, 2014.				1	

	<p>4. Fairhurst, J., Law of the European Union, Harlow, Pearson Education Limited, 2014.</p> <p>5. Rodin, S., Čapeta T., Goldner Lang, I.(ur.), Reforma Europske unije - Lisabonski ugovor, Zagreb, Narodne novine, 2009.</p> <p>6. Pročišćene verzije Ugovora o Europskoj uniji i Ugovora o funkcioniranju Europske unije; <i>Službeni list Europske unije</i>, C 202, 2016.</p>	<p>1</p> <p>1</p> <p>-</p>		<p>availa</p>
<p>5.3. Quality assurance methods that ensure the acquisition of knowledge, skills and competences</p>	<p>The control of students' work quality and the acquisition of necessary knowledge and skills will be ensured through interactive work. By keeping attendance and student activity during classes and provided information on students` progress through short colloquiums and homework, information further guidance to students will be provided in order to increase the efficiency of their work. Students will be informed about their rights and as well as the methods of work and the required literature.</p> <p>Indicators of quality assurance system: Student survey, monitoring of annual data from the Croatian employment service on the annual state employment, surveys from employers and Alumni association.</p>			
<p>5.4. Informing about the course and contacting the teacher</p>	<p>It is the responsibility of each student to be regularly informed about the course, the coursework, and the classroom activities. All notices of possible adjournment will be published in a timely manner on the e-learning site of the course and on the website of the Polytechnic. Students are contacted during class teachers during the consultation period (at least one hour per week), while for short questions and explanations they can be contacted during class possible to ask questions by e-mail (from the official e-mail address at @ vus.hr), which will be answered as soon as possible (no later than five days after receiving the e-mail).</p>			

GENERAL INFORMATION				
1.1. Course lecturer	Ivana Bratić, prof., higher lecturer	1.8. Course code in ISVU	201413	
1.2. Course title	English for Public Administration	1.9. Course code in MOZVAG		
1.3. Assistants and/or associates		1.10. Forms of teaching (number of hours Lecturing +Practical exercises + Seminars + e learning)	(30+0+0)	
1.4. Study programme (specialist, undergraduate, graduate)	Specialist Graduate Professional Study of Public Administration	1.11. Level of e- learning application (1 st , 2 nd , 3 rd level), percentage of on line course performance (max. 20%)	1 st , course materials are on-line, 0%	
1.5. Course status (obligatory, optional)	Obligatory	1.12. Number of course revisions	2	
1.6. Year of study	1 st	1.14. Modernization	Yes	
1.7. Credit score (ECTS)	3	1.14. Percentage estimate of course changes and/or supplements	Less than 20% More than 20 %	X <input type="checkbox"/> <input type="checkbox"/>

2. COURSE DESCRIPTION		
2.1. Course objectives	The objective of the course is to master professional vocabulary in English related to public administration and the business world. The goal is also to predict grammatical structures and correct their use in spoken and written English. Furthermore, the goal is to train students for active service in public administration.	
2.2. Terms of course entry and required competences	General requirements for enrolment in the first semester of study.	
2.3. Learning outcomes on the study programme level	Use and develop complex written and oral communication in Croatian and English Organize and conduct teamwork and critically evaluate the opinions and attitudes of team stakeholders Compile and draft acts and submissions and to undertake basic procedural actions in administrative and other legal proceedings as well as in the administrative dispute	
2.4. Expected learning outcomes on the course level	<p>Learning outcomes according to the Bloom`s taxonomy: (up to two verbs per LO)</p>	<p>Level of LO:</p> <p>1- remembering, 2- understanding, 3- application, 4-analysis, 5-evaluation, 6-synthesis</p>
	- define and describe professional vocabulary related to public administration	4,5,6
	- understand and analyze English language texts that cover the domain of public administration	4,5,6

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

	The Concept of Bureaucracy (II). Reading 4: Case Study, Students' Project.	3,4,5,6	Students listen the lecture. They work in teams.	Students will know how to compile documents in english and will be able to comprehend new terminology and use it in written and spoken language.	4 h
	Civil Service.	3,4,5,6	Reading Comprehension, Vocabulary Practice, Language Exercises.	Students will know to treat formal documents in English.	6 h
	Democracy as a Form of Government.	4,5,6	Reading, Comprehension, Vocabulary Practice, Language Exercises	At written and oral exam students can paraphrase or explain English terms by using synonyms and learned vocabulary and offer an adequate Croatian version of those English expressions. They are able to independently translate the text in English and answer the questions.	4 h
	Types, Forms and Levels of Government. Reading 7. Reading Comprehension, Vocabulary Practice, Language Exercises.	5,6	Reading Comprehension, Vocabulary Practice, Language Exercises.	At written and oral exam students can paraphrase or explain English terms by using synonyms and learned vocabulary and offer an adequate Croatian version of those English expressions. They are able to independently translate the text in English and answer the questions.	4 h
	The Concept of Administrative Power	3,4,5,6	Case Study, Students' Project. Students work in teams and participate in discussion.	At written and oral exam students can paraphrase or explain English terms by using synonyms and learned vocabulary and offer an adequate Croatian version of those English expressions. They are able to independently translate the text in English and answer the questions.	10 h
	The Concept of Public Service Culture	4,5,6	Reading, Case Study, Students' Project. Students work in teams and participate in discussion.	At written and oral exam students will be able to present a project to other students.	10 h

		The Relationship Between Politics and Administration: The Concept of Issue Networks.	3,4,5,6	Case Study, Students' Project.	At written and oral exam students will be able to present a project to other students.	10 h
		Writing Techniques: Research Papers, Formal Letter Writing.	1,2,3,4	Students work in a team. They express themselves in written form and participate in discussions.	Students will be able to write formal business letter and research papers.	4 h
		Conclusions. Revision.	1,2,3,4,5,6	Students listen the lecture and participate in discussions.		4 h
		Concluding discussions. Evaluation of the course	1,2,3,4,5,6	Students answer the questions and do vocabulary exercises, write a report on one of the topics from the coursebook.	At the colloquium or at final exam, students are able to explain and solve tasks related to the legal vocabulary learned during the course and to explain the relevant topic.	16 h
3. EVALUATION OF STUDENTS' WORK						
3.1. Students' obligations	<p>In accordance with the Regulations on Studying and the Regulations on Student Assessment and Evaluation: for all full-time students attendance of at least 70%. Part-time students are required to attend classes at least 50%. All students are required to carry calculator and formulae list.</p> <p>Students who have during the course achieved:</p> <ul style="list-style-type: none"> • from 0 - 24,9% ECTS credits- are rated F (unsuccessful) and cannot obtain ECTS credits, and must re-enroll in the next academic year; • from 25 - 49,9% - are assessed by FX (insufficient) and must pass the written exam (test). Written exam (test) can be held in a regular or exam period; • more than 50% - students have the right to take the final exam. <p>Students can take the final exam from the course in two ways: a) during the course of teaching through continuous monitoring of students (active participation in classes and through three colloquia); b) by passing the exam (written and oral part of the exam).</p>					attendance of at least 70%; in a regular or exam period;students (active participation in classes and through three colloquia);
3.2. Monitoring student work (enter the share of ECTS credits for each activity so that the total number of ECTS points corresponds to the	Attendance	0,5	Written exam	1	Project	
	Experimental work		Research		Practical work	
	Essay		Report		Continuous examination	

credit score of the course)	Colloquium		Seminar paper		Other	
	Class activity	0,5	Oral exam	1	Other	
3.3. Student workload	Student workload on all bases for 1 ECTS credit is 30 hours in a semester and is estimated as: 1. Attending classes and exercises 45 hours 2. Preparing colloquia or exams through individual work 45 hours					
4. GRADING SYSTEM						
4.1. Grading seminar papers						
4.2. Grading colloquia/ written and oral exam	Unsatisfactory	Satisfactory		Above average		
	Responds by memory, without a deeper understanding. Does not know or apply basic terms and concepts. Does not know how to apply or explain the contents of the course with examples.	Reproduces the basic concepts and without difficulty imparts new knowledge, understands the material, explains the terms and concepts supported with examples.		Knowledge is at the level of analysis, synthesis and evaluation. Observes the principles, accurately and thoroughly explains the content of the material, and logically connects and explains the terms and concepts supported with examples. Finds solutions that were not originally given. Notes correlations with related material.		
4.3. Final grade according to evaluation elements	Active course attendance	70-74,9% of attendance	75-79,9% of attendance	80-89,9% of attendance	90-100% of attendance	
		2 points	5 points	10 points	20 points	
	Colloquia/ Written exam	2	3	4	5	
		50-64,9%	65-79,9%	80-89,9%	90-100%	
		25 points	30 points	35 points	40 points	
	Oral exam	2	3	5	5	
25 points		30 points	35 points	40 points		

4.3. Final grade according to absolute division	Percentage of acquired knowledge, skills and competences (teaching + final exam)	Numerical grade	ECTS grade		
	90 – 100%	5 (excellent)	A		
	80 – 89,9%	4 (very good)	B		
	65 – 79,9%	3 (good)	C		
	60 – 64,9%	2 (satisfactory)	D		
	50 – 59,9%	2 (satisfactory)	E		
5. ADDITIONAL COURSE INFORMATION					
5.1. Compulsory literature (available in the library and via other media)	Title			Number of copies in the library	Availability in media
	SOČANEC, L., JAVORNIK ČUBRIĆ, M., English for Public Administration, Narodne novine, Zagreb, 2018 (the mandatory part only applies to the topics described in this implementation plan)			5	e-materijal available for students on Clarivate of the Polytechnic
5.2. Additional literature (at the moment of changes and/or amended of study programme)	1. DOBROLET, O.V., A.R. ZHOROVA, English for Public Administration, 2008. (Textbook) 2. STILLMAN R.J., Public administration: concepts and cases. Boston: Wadsworth, 2010. 3. HUTCHINSON, T., WATERS, A. (2002), English for Specific Purposes, Cambridge University Press.				
5.3. Quality assurance methods that ensure the acquisition of	The control of students' work quality and the acquisition of necessary knowledge and skills will be ensured through interactive work. By keeping track of and student activity during classes and provided information on students` progress through short colloquiums and homework, information for further work and the required literature. Students will be informed about their rights and obligations as well as the				

knowledge, skills and competences	Indicators of quality assurance system: Student survey, monitoring of annual data from the Croatian employment service on the annual state of student en surveys from employers and Alumni association.	
5.4. Informing about the course and contacting the teacher	It is the responsibility of each student to be regularly informed about the course, the coursework, and the classroom activities. All notices of classes adjournment will be published in a timely manner on the e-learning site of the course and on the website of the Polytechnic. Students can contact teach the consultation period (at least one hour per week), while for short questions and explanations they can be contacted during class. It is also possible to as by e-mail (from the official e-mail address at @ vus.hr), which will be answered as soon as possible (no later than five working days after receiving the	

GENERAL COURSE INFORMATION				
1.1. Course title	Management of decentralization	1.8. Course code in ISVU		
1.2. Course lecturer	Ivan Rančić , s. lect.	1.9. Course code in MOZVAG		
1.3. Assistants and/or associates		1.10. Forms of teaching (number of hours Lecturing +Practical exercises + Seminars + e learning)	Pe+s+s	
1.4. Study programme (specialist, undergraduate, graduate)	Specialist graduate professional study Administrative study	1.11. Level of e- learning application (1 st , 2 nd , 3 rd level), percentage of on line course performance (max. 20%)		
1.5. Course status (obligatory, optional)	o	1.12. Number of course revisions		

1.6. Year of study	4	1.15. Modernization	<input type="checkbox"/> da	<input checked="" type="checkbox"/> ne
1.7. Credit score (ECTS)	6	1.14. Percentage estimate of course changes and/or supplements	Less than 20%	More than 20 %

2. COURSE DESCRIPTION

2.1. Course objectives

The goal of the course is to enable students to acquire knowledge about decentralization management

2.2. Terms of course entry and required competences

General conditions required for enrollment in II. semester of study

2.3. . Learning outcomes on the study programme level

IU1, IU3, IU4, Iu7, IU8, IU9, IU10, IU 11, IU17

2.4. Expected learning outcomes on the course level

Learning outcomes accroding to the Bloom`s taxonomy: (up to two verbs per LO)

			4-a 5-e 6-s
	Categorize types of decentralization and explain common characteristics, similarities and differences between individual types of management. 4, 6	individual	
	Interpret the relevant law, judge which of the offered legal solutions is the most appropriate for managing the decentralization of individual organizations and plan the method of establishment, organization and operation of individual organizations, management activities. 5, 6		
	Predict the procedures for determining legally relevant facts and deciding on issues in the field of managing decentralization in society and apply the relevant law to the established facts. 5, 6		
	Select and use various databases on the relationship between citizen administration, case law and relevant legal literature when preparing a decision on various legal issues related to public or local self-government 5, 6	literature	
	Responsibly and independently search and transfer relevant literature and legal rules in the field of administrative systems and management activities. 5, 6	administrative systems	
	Propose and argue proposals for the decentralization process and the system of studying decentralization in Croatia. 5, 6		
	Anticipate the future development of decentralization in Croatia 6/7		

Constructive allignement					
no	Thematic unit	LO of the course	Content/teaching methods	Evaluation	Time
2.5. Course content according to detailed curriculum schedule	Introductory lecture				
	Types of decentralization		<p>They listen to lectures and read literature. During the exercises, they analyze examples from practice independently and in teams and draw conclusions about the application of legal regulations in administrative organizations</p> <p>1. In group work, the</p>	<p>At the colloquium or written / oral exam, they can enumerate and differentiate the goals of administrative systems and explain the processes of differentiation and integration, i.e. interest dominance and autonomy in administrative systems</p>	

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

		<p>management and good governance</p>		<p>application of legal regulations to a specific factual situation, and draw up acts related to the</p>		
		<p>Decentralization in Western European countries</p>		<p>At the colloquium or written/oral exam, they can define societies of persons, list their common and distinguishing characteristics, that is, analyze and explain the modalities of the management study system.</p>	<p>At the colloquium or written/oral exam, they can define societies of persons, list their common and distinguishing characteristics, that is, analyze and explain the modalities of the management study system •</p>	

	<p>Decentralization in transition countries</p>		<p>They listen to lectures and read literature. During the exercises, they analyze examples from practice independently and in teams and draw conclusions about the application of legal regulations to a concrete factual situation related to urbanization and</p>	<p>At the colloquium or written / oral exam, they know how to define the concepts of urbanization and metropolitanization. Prepared and presented practical work (independently using computer programs and sources of judicial and other legal practice</p>	
	<p>Foundations of the decentralization process</p>		<p>They listen to lectures and read literature. During the exercises, they analyze examples from practice independently and in teams and draw conclusions about</p>	<p>At the colloquium or written/oral exam, they know how to define each of the tendencies in management and list their common and distinguishing characteristics •</p>	

			<p>the application of legal regulations to a specific factual situation.</p>		
	<p>Objectives and program of decentralization</p>		<p>At the colloquium or written/oral exam, they can define the historical influence and development of the administration, state their common and distinguishing characteristics, or analyze it according to years.</p>	<p>They listen to lectures and read literature. They use multimedia and the network. During the exercises, they individually research the content of this thematic area by searching the database about administration in the political system and its influence on the</p>	
	<p>Bodies and entities participating in</p>		<p>They listen to lectures and read literature.</p>	<p>At the colloquium or written/oral exam, they can define what is management in local self-government, state their</p>	

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

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

	<p>Evaluation of decentralization</p>		<p>They listen to lectures and read literature.</p> <p>During the exercises, they analyze examples from practice independently and in teams and search databases about</p>	<p>They listen to lectures and read literature.</p> <p>During the exercises, they analyze examples from practice independently and in teams and search databases about</p>	
	<p>Decentralization process in Croatia</p>		<p>They listen to lectures and read literature.</p> <p>During the exercises, they analyze examples from practice independently and in teams and search databases about</p>	<p>At the colloquium or written / oral exam, they know how to define the jobs of people in the administration and propose a model of participation in a specific working environment •</p>	

		<p>Management of the decentralization process in Croatia</p>		<p>They listen to the lecture and prepare individually for the exam.</p> <p>During the exercises, they analyze certain definitions related to theoretical management models</p> <p>independe</p>	<p>At the colloquium or written/oral exam, they know how to define and explain the peculiarities of theoretical models.</p>	
		<p>Final lecture</p>				
<p>3. EVALUATION OF STUDENTS' WORK</p>						
<p>3.1. Students' obligations</p>	<p>In accordance with the Rulebook on studying and the Rulebook on assessment and evaluation of student work: for all full-time students, a minimum of 70% class attendance. Part-time students are obliged to attend a minimum of 50% of lectures. All students must create present and positively evaluate a seminar paper. Students who achieved during the course:</p> <ul style="list-style-type: none"> • From 0 – 24.9% of ECTS points - they are graded F (failed) and cannot acquire ECTS points, and must re-enroll in the course in the following academic year; 					

- From 25 – 49.9% - they are graded FX (insufficient) and must sit and pass a written exam (test). The written exam (test) can be held during the regular or extraordinary exam period;
- More than 50% - students have the right to access the final exam of the course. Students can pass the final exam from the course in two ways: a) during classes through continuous monitoring of students (active participation in classes and preparation and presentation of practical work and solving a case study and two colloquiums); b) during classes (active participation in classes and preparation and presentation of practical work and solution of case studies) and by taking an exam (written exam).

3.2.
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each activi ty so that the total numb er of ECT S point s corre spon ds to the credit score of the cours e))						
3.3. . Stude nt workl oad	Student workload on all bases for 1 ECTS credit is 30 hours in a semester and is estimated as:					
4. FORMIRANJE OCJENE						
4.1. Gradi ng semi nar	-					

papers											
4.2. Grading colloquia/written and oral exam	<table border="1" data-bbox="321 399 1864 521"> <tr> <td data-bbox="321 399 837 459" style="text-align: center;">Unsatisfactory</td> <td data-bbox="837 399 1354 459" style="text-align: center;">Satisfactory</td> <td data-bbox="1354 399 1864 459" style="text-align: center;">Above average</td> </tr> <tr> <td data-bbox="321 459 837 521"></td> <td data-bbox="837 459 1354 521"></td> <td data-bbox="1354 459 1864 521"></td> </tr> </table>					Unsatisfactory	Satisfactory	Above average			
Unsatisfactory	Satisfactory	Above average									
4.3. Final grade according to evaluation elements	Active course attendance	<p>The paper is not organized in a logical order and lacks structure.</p> <p>Words and expressions not aligned with official terminology. The writing style is not appropriate, the sentences are too long, the vocabulary is modest and with frequent and</p>	<p>The paper is well structured with a clear distinction between the introduction, the main body of the text and the conclusion •</p>	<p>The paper is well structured with a clear distinction between the introduction, the main part of the text and the conclusion, which are excellently logically connected to each other.</p>							

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

		superficial approach to researching the topic •	for the topic and demonstrate a satisfactory research attitude.	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.					
4.4. Final grade according to absolute division	Percentage of acquired knowledge, skills and competences (teaching + final exam)						Numerical grade	ECTS grade	
	70-75% prisustva			76-86% prisustva					87-100% prisustva
	2 bodova			4 bodova					7 bodova
	2			3					4
	5 bodova			7 bodova					8 bodova
	2			3					4
	50-64,9%			65-79,9%					80-89,9%
	25 bodova			30 bodova					35 bodova
	2			3					5
25 bodova			30 bodova					35 bodova	

<p>(at the moment of changes and/or amended of study programme)</p>			
<p>5.3. Quality assurance methods that ensure the acquisition of knowledge, skills and comp</p>	<p>Control of the quality of students' work and the acquisition of the necessary knowledge and skills will be ensured through interactive work. By keeping records of students' attendance and activities in class and the information obtained about students' progress through colloquia, the information necessary for further instructions to students will be obtained in order to increase the efficiency of their work. Students will be informed about their rights and obligations, work methods and necessary literature.</p> <p>Indicators of the quality assurance system: Student survey, monitoring of annual data from HZZZ on the annual state of student employment, employer and Alumni association surveys</p>		

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5.4.
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- Informing about the course and contacting the teacher It is the duty of every student to regularly inform themselves about the course, the course and activities in the class. All information about the holding of classes or possible postponement of classes will be published in a timely manner on the e-learning pages of the course and on the website of the Polytechnic. Students can contact teachers during the consultation period (at least one hour a week), while for short questions and explanations they can be contacted during classes. It is also possible to ask questions by e-mail (from the official e-mail address on the @vus.hr domain), which will be answered as soon as possible (no later than five working days from the receipt of the e-mail).

GENERAL COURSE INFORMATION				
1.1. Course title	Protection of human rights	1.8. Course code in ISVU		
1.2. Course lecturer	Sanja Veštić Mirčeta, senior lecturer	1.9. Course code in MOZVAG		
1.3. Assistants and/or associates		1.10. Forms of teaching (number of hours Lecturing + Practical exercises + Seminars + e learning)	30+15+0	
1.4. Study programme (specialist, undergraduate, graduate)	Professional graduate study Administrative Study	1.11. Level of e- learning application (1 st , 2 nd , 3 rd level), percentage of on line course performance (max. 20%)	1. level- study materials available online 0%	

01.5. Course status (obligatory, optional)	Obligatory	1.12. Number of course revisions	1.	
1.6. Year of study	First (I.)	1.16. Modernization	<input checked="" type="checkbox"/> yes	<input type="checkbox"/> no
1.7. Credit score (ECTS)	5	1.14. Percentage estimate of course changes and/or supplements	Less than 20%	More than 20 %

2. COURSE DESCRIPTION

2.1. Course objectives	The aim of the course is to enable students to acquire knowledge of human rights and international, regional and domestic human rights.
2.2. Terms of course entry and required competences	General conditions for admission of the second (I) semester of the first (I) year of study programme.
2.3. . Learning outcomes on the study programme level	LO 1,7,8,9,12,13,15,16,17
2.4. Expected learning outcomes on the course level	Learning outcomes according to the Bloom`s taxonomy: (up to two verbs per LO)

			4-ana
			5-eva
			6-syn
	To explain concept of human rights and to differ stages in process of legal regulation of protection of human rights.		
	To identify legal norms, mechanisms and institutions for protection of human rights on international, regional and national level.		
	To evaluate impact of international and regional law on protection of human rights in the Republic of Croatia.		
	To estimate efficiency of current human rights protection systems.		
	To predict future trends in protection of human rights on international and national level.		

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

					Practical work performed.		
		United Nations and protection of human rights- core documents	1,2,3,4,5	Listen to lecture, read literature, debate, practice.	On colloquium and on exam students can explain content and significant of United Nations Charter, Universal Declaration of Human Rights, International Covenant of Civil and Political Rights and International Covenant Economic, Social and Cultural Rights. Practical work performed.		10
		United Nation and protection of human rights- core documents	1,2,3,4,5	Listen to lecture, read literature, debate, practice.	On colloquium and on exam students can explain content and significant of other United Nations core treaties (such as Convention on Prevention and Punishment of Crime of Genocide, International Convention on the Elimination of All Forms of Racial Discrimination ect.) and estimate direction of further development of international protection of human rights. Practical work performed.		10
		Council of Europe and protection of human rights	1,2,3,4,5	Listen to lecture, read literature, debate, practice.	On colloquium and on exam students can explain significance of Council of Europe for protection of human rights, especially by analyzing norms and impact of European Convention on Human Rights and European Social Charter and by explaining significance of European Court of Human Rights. Practical work performed.		10
		European Union and protection of human rights	1,2,3,4,5	Listen to lecture, read literature, debate, practice.	On colloquium and on exam students can explain role of European Union in protection of human rights, especially by analyzing content and significance of Charter of the Fundamental Rights. Practical work performed.		10

		Protection of human in legal system of Republic of Croatia- introduction, constitutional regulation	1,2,3,4,5	Listen to lecture, read literature, debate, practice.	On colloquium and on exam students can explain how fundamental rights are protected in Republic of Croatia as well as the constitutional regulation of protection of human rights. Practical work performed.	10
		Role of Constitutional Court of Republic of Croatia in protection of human rights	1,2,3,4,5	Listen to lecture, read literature, debate, practice.	On colloquium and on exam students can explain role of Constitutional court of Republic of Croatia in protection of human rights. Practical work performed.	9
		Ombudsman	1,2,3,4,5	Listen to lecture, read literature, debate, practice.	On colloquium and on exam students can explain significance of ombudsman for protection of human rights in Republic of Croatia. Practical work performed.	9
		Gender Equality Ombudsperson	1,2,3,4,5	Listen to lecture, read literature, debate, practice.	On colloquium and on exam students can explain significance of Gender Equality Ombudsperson for protection of human rights in Republic of Croatia. Practical work performed.	7
		Ombudsman for Children	1,2,3,4,5	Listen to lecture, read literature, debate, practice.	On colloquium and on exam students can explain significance of Ombudsman for Children for protection of human rights in Republic of Croatia. Practical work performed.	7
		Ombudsman for persons with disabilities	1,2,3,4,5	Listen to lecture, read literature, debate, practice.	On colloquium and on exam students can explain significance of Ombudsman for persons with disabilities for protection of human rights in Republic of Croatia. Practical work performed.	7
		Other institutions for protection of human rights in Republic of Croatia	1,2,3,4,5	Listen to lecture, read literature, debate, practice.	On colloquium and on exam students can explain significance of other institutions in Republic of Croatia for protection of human rights.	7

					Practical work performed.		
		Final observations / Repetition and preparation for exam.	1,2,3,4,5	Listen to lecture, read literature, debate, practice.			27
3. EVALUATION OF STUDENTS' WORK							
3.1. Students` obligations	<p>In accordance with the Regulations on Studying and the Regulations on Student Assessment and Evaluation: for all full-time students attend at least 70%. Part-time students are required to attend classes at least 50%.</p> <p>Students who have during the course achieved:</p> <ul style="list-style-type: none"> • from 0 - 24,9% ECTS credits- are rated F (unsuccessful) and cannot obtain ECTS credits, and must re-enroll in the next academic year • from 25 - 49,9% - are assessed by FX (insufficient) and must pass the written exam (test). Written exam (test) can be held in an extraordinary exam period; • more than 50% - students have the right to take the final exam. <p>Students can take the final exam from the course in two ways: a) during the course of teaching through continuous monitoring of student participation in classes, practical work during practical exercises and through two colloquia); b) during the course (active participation in practical work during practical exercises) and by passing the exam (written and oral part of the exam).</p>						
3.2. Monitoring student work (enter the share of ECTS credits for each activity so that the total number of ECTS points corresponds to the credit score of the course))	Attendance	1,5 ECTS	Written exam	1,5 ECTS (no colloquium)	Project		
	Experimental work		Research		Practical work		0,5 ECTS
	Essay		Report		Continuous examination		
	Colloquium	3 ECTS (no exam)	Seminar paper		Other		
	Class activity		Oral exam	1,5 ECTS (no colloquium)	Other		
3.3. . Student workload	Student workload on all bases for 1 ECTS credit is 30 hours in a semester and is estimated as:						
	Obligation			Hours (estimated)			
	Attendance			45			
	Practical work			15			

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

		80-89,9%	4	B		
		65-79,9%	3	C		
		60-64,9%	2	D		
		50-59,9%	2	D		
5. ADDITIONAL COURSE INFORMATION						
		Title			Number of copies in the library	Available in other media
5.1. Compulsory literature (available in the library and via other media)	International Human Rights in a Nutshell (selected chapters), BUERGENTHAL, Thomas, SHELTON, Dinah, STEWART, David P., St. Paul, MN : West Academic Publishing, 2017.					
	Lecture materials					
5.2. Additional literature (at the moment of changes and/or amended of study programme)	1. The European Convention on Human Rights- Principles and Law, C.M. Buckley, K. Kamber, P. McCormick, with contribution of D. J. Harris, Coe Publishing, 2022.					
	2. Research Handbook on EU Law and Human Rights, Sionaidh Douglas-Scott and Nicholas Hatzis (eds.), Cambridge University Press, 2019.					
	3. Human Rights in the Council of Europe and the European Union, Steven Greer, Janneke Gerards, Rose Slowe, 2018.					

5.3. Quality assurance methods that ensure the acquisition of knowledge, skills and competences	<p>The control of students' work quality and the acquisition of necessary knowledge and skills will be ensured through interactive work. By keeping attendance and student activity during classes and provided information on students' progress through short colloquiums and homework, information further guidance to students will be provided in order to increase the efficiency of their work. Students will be informed about their rights and as well as the methods of work and the required literature.</p> <p>Indicators of quality assurance system: Student survey, monitoring of annual data from the Croatian employment service on the annual state employment, surveys from employers and Alumni association.</p>	By keeping homework, information about their rights and the annual state
5.4. Informing about the course and contacting the teacher	<p>It is the responsibility of each student to be regularly informed about the course, the coursework, and the classroom activities. All notices of possible adjournment will be published in a timely manner on the e-learning site of the course and on the website of the Polytechnic. Students and teachers during the consultation period (at least one hour per week), while for short questions and explanations they can be contacted during class. It is possible to ask questions by e-mail (from the official e-mail address at @vus.hr), which will be answered as soon as possible (no later than five days after receiving the e-mail).</p>	es. All notices of contacted during class (no later than five

1. GENERAL INFORMATION				
1.1. Subject name	Law of Non-Profit Organization	1.8. Course Code in the ISVU	201411 (DU4)	(202154) (DU4-I)
1.2. Case holders	Dragan Zlatović	1.9. MOZVAG College Code		
1.3. Colleagues	No	1.10. Method of teaching (number of hours P + V + S + e-learning)	(30 + 15 + 0 + 0)	
1.4. Study programme (vocational undergraduate, vocational graduate studies)	professional graduate studies	1.11. Level of application of e-learning (level 1, 2, 3), Percentage of courses conducted online (max 20%)	tier 1 – 0%	materials available

1.5. College status (O, I)	Required (O)	1.12. Sequence number of amendments and/or supplements to the college description	1.	
1.6. Year of study	1st study year	1.13. Modernisation	<input checked="" type="checkbox"/> not to <input type="checkbox"/>	
1.7. Point value (ECTS)	5	1.14. Assessment of the percentage of amendments and/or supplements college programmes	Less than 20% More than 20%	
2. COURSE DESCRIPTION				
2.1. Objectives of the college	The main goal of the course is to introduce students to the specificities of non-profit organizations and their organization and way of working. is to train students to understand the structure of non-profit organisations, how they are established and operated. Refer students to all positive regulations that are important for their establishment and work, both in domestic law and in EU law. The aim of the course is also to acquire the competences necessary to participate in administrative adjustments in the field of non-profit sector law in accordance with European standards protection of human rights and fundamental freedoms.			
2.2. Conditions for admission of the college and the input competences required for the college	General conditions required for enrolment in the second semester of studies.			
2.3. Learning outcomes at programme level to which the college contributes	IU1: Connect basic concepts of different branches of law and generalize the problem of work in public administration			
	IU2: identify modern administrative doctrines and their impact on the convergence of administrative systems in the world.			
	IU3: distinguish public policies in Croatia and compare them with public policies in other countries			
	IU5: choose methods and instruments of public management that are suitable for use in certain parts of public administration and public sector IU15: Predlo to develop and devise the establishment of individual non-profit organizations and to valorise the manner of action of state and public administration in the context of the protection of fundamental rights at the general level and those relating to the non-profit sector			

	IU17: evaluate the existing system of state administration and public services in Croatia and predict the future development of the national administrative system at different levels		
2.4. Expected learning outcomes at college level (4-10 learning outcomes)	<p>Learning outcomes according to Bloom taxonomy: <i>(up to two verbs per IU)</i></p>		<p>Level</p> <p>1 - a</p> <p>2 - Unde</p> <p>3 - u</p> <p>4-an</p> <p>5-eve</p> <p>6-syn</p>
	categorize basic concepts of civil society and non-profit organizations in the Republic of Croatia compared to comparable solutions		
	compare and evaluate the legal Regulation of non-profit organizations in the Republic of Croatia in the light of relevant international standards,		
	propose and justify the establishment of individual non-profit organisations		
	develop and propose for general acts of non-profit organisations in accordance with their objectives and activities		
	critically analyse the impacts and possibilities of cooperation between the state and local community with non-profit civil society organisations		
	recommend and/or supervise the activities of individual non-profit organisations		
	analyse administrative and administrative case-law in the field of non-profit organisations using available practice bases, regulations and professional literature,		
	assess the development of legislation and practice in the Republic of Croatia under the influence of EU law, as well as the practice of the European Court of human Rights		
	Constructive alignment		

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

		Public gathering as a modality of civil society manifestation	1,5, 7, 8	They listen to the talk and read the literature. The exercise deals with the prerequisites for the exercise of freedom of assembly with the preparation of applications and approvals.	At a colloquium or written/oral exam, they shall explain the most significant aspects of the right to a public gathering: the right to a public gathering and peaceful protest in general and its link with civil society; positive and negative obligations of the State; criteria for assessing the reasonableness of State interference with the right to freedom of public assembly; analysis of the current legislation on public gathering and relevant resolution of the Constitutional Court of the Republic of Croatia, with special emphasis on the process of reporting peaceful assembly and public protest and the role of the state in their progress and possible termination; a public event; other forms of public gathering.	10 E
		Foundations	1, 2, 3, 4, 6, 7	They listen to the talk and read the literature. During the exercises, they process the foundation's founding process.	At a colloquium or written/oral exam, they can categorize and apply basic postulates of the activities of foundations: the term, legal basis and elements; organisation; the purpose; founders; the establishment process; foreign foundations; the supervision of foundations; tax credits; the termination of the foundation; specific foundations; foundations in a parallel legal perspective; the development of Regulation and competence; problems in current legislation and future developments in this regard...	15 E

	Institutions	1, 2, 3, 4, 6 and 7	They listen to the talk and read the literature. At the exercises they analyse the status of institutions, especially public institutions in the Republic of Croatia	At a colloquium or written/oral exam, they are able to determine the basic characteristics of institutions and the procedure for their establishment and organisation: the term, legal basis and elements; place of institutions in Croatian legislation; founders; the relationship between the founder and the institution; a public institution; the establishment process; the operation of the institution; the organisational forms; supervision of establishments; the termination of the institution; examples of institutions	15 ECTS
	Religious communities as special non-profit organizations	1, 2, 3, 4, 6 and 7	They listen to the talk and read the literature. At the exercises they analyse the legal nature of the religious communities in the Republic of Croatia with a reference to the special status of the Catholic Church.	At a colloquium or written/oral exam, they shall explain the basic prerequisites for the establishment and operation of religious organisations, in particular: the term, legal basis and elements; Records of religious communities; the meaning of the status of the religious community; the registration process; internal issues of the religious community; operational limitations; relationship with the State; financing; social rights of religious officials and students of religious schools and colleges; deletion from the record; analysis of current issues.	15 ECTS
	Status of political parties in the Republic of Croatia	1, 2, 3, 4, 6 and 7	They listen to the talk and read the literature. At practical exercises, they analyse the establishment and normative Regulation of the activities of	At the colloquium or written/oral exam, they present the activities and normative framework of political parties in the Republic of Croatia:	12 ECTS

				political parties in the Republic of Croatia.			
		Right of access to information	2, 5, 6, 7 and 8	They listen to the talk and read the literature. In practical exercises, they analyse the exercise of the right of access to information.	At a colloquium or written/oral exam they can present the modalities of exercising the right of access to information in the Republic of Croatia: an overview of the constitutional and legal provisions; the proportionality test and the public interest test; remedies for the protection of the right of access to information.		15 ECTS
		Civil society and cooperation with the state in the context of Croatia's relations with the European Union	1, 2, 5, 6, 7 and 8	They listen to the talk and read the literature. The national and European legal framework and practice shall be analysed.	Analyse social capital and new government models in a colloquium or written/oral exam; the role of civil society in European Union action; reflective Deliberative Polyarchy; open methods of coordination; civil dialogue; cooperation between the Republic of Croatia and civil society organisations, Union influence; financing of civil society organisations; participatory democracy; the right of access to information; consultation of the public concerned; regulatory impact assessment; provision of social services by civil society organisations		12 ECTS
		Legal treatment of volunteering as an inherent socially responsible activity	1, 2, 5 and 8	They listen to the talk and read the literature. They work on volunteer contracts during exercises.	At a colloquium or written/oral exam they can present and apply the legal framework of volunteering in the Republic of Croatia: why volunteering; the term and elements; forms; action by the UN, the Council of Europe and the European Union; an overview of the		10 ECTS

					model of volunteering volunteering in the Republic	Regulation; of Croatia.	
		Provision of humanitarian aid as a form of socially responsible action by civil society organisations (non-profit organisations):	1, 2, 5 and 8	They listen to the talk and read the literature. During the exercises they discuss the modalities of organizing humanitarian action within the framework of legal Regulation in the Republic of Croatia.	At the colloquium or written/oral exam, they shall categorise and present the fundamental legal aspects of humanitarian action: the forms of provision of humanitarian aid; who and how it can provide humanitarian aid; restrictions on humanitarian actions; State supervision and obligations of the state in the Regulation of volunteering.		10 E
3. EVALUATION OF STUDENT WORK							
3.1. Obligations of the student	<p>In accordance with <i>the Ordinance on study</i> and <i>the Ordinance on evaluation and evaluation of student work</i>: for all full-time students, attendance is a minimum of 70%. Part-time students are obliged to attend lecture classes at least 50%. All students must prepare, present and collate seminar work positively.</p> <p>Students who achieved:</p> <ul style="list-style-type: none"> • Of 0-24.9% of ECTS credits - they are rated F (unsuccessful) and cannot acquire ECTS credits, and must re-enter the course in the next academic year; • Of 25-49.9% - are assessed by FX (insufficient) and must exit and pass a written exam (test). A written test (test) may be held within the next or exceptional test period; • More than 50% - students are entitled to the final examination of the case. <p>Students can take the final exam from the college in two ways: a) during classes through continuous monitoring of students (active participation in classes and preparation and presentation of seminar papers and two colloquiums); B) during classes (active participation in classes and preparation and presentation of seminar papers) and taking exams (written and oral exams).</p>						

3.2. Monitoring student performance (enter the share of ECTS credits for each activity so that the total number of ECTS credits corresponds to the percentage value of the course)	Attendance	0,5	Written exam	2	Project		
	Experimental work		Research		Practical work		0,5
	Essay		Referral		Continuous verification		
	Colloquiums		Seminar work		(other type)		
	Teaching activities		Oral exam	2	(other type)		
3.3. Student workload	The workload of a student on all grounds is 1 ECTS point 30 hours in the semester and is estimated as:						
	<i>Appointment</i>			Hours (estimate)			
	Attendance			60			
	Preparation for the self-study Colloquium/exam			90			
4. FORM RATING							
4.1. Evaluation of seminar work	Valuation element	Bad		Satisfactory		Above average	
	Organisation	The work is not organized in logical order and lacks structure.		The work is well structured with a clear distinction between the introduction, the main part of the text and the conclusion.		The work is well structured with a clear distinction between the introduction, the main part of the text and the conclusion that are logically linked to each other.	
	Terminology, writing style	Words and expressions low in accordance with official terminology. The style of writing is inappropriate, sentences are long, modest vocabulary		Words and expressions are consistent with official terminology. The writing style is appropriate, the sentence structure is clear, the vocabulary is		Words and expressions harmonious with official terminology and understanding of their meaning. The style of writing is excellent, sentences are clear and concise, vocabulary	

		and with frequent and repeated grammatical errors.	appropriate and there are few grammatical errors.	rich and there are no grammatical mistakes.		
	Quoting and referencing	Sources are not listed at all. References do not match the subject and show a superficial approach to topic research.	Sources are listed, but incomplete and with errors. References are appropriate for the subject and show a satisfactory research attitude.	The sources are accurate, consistent. References are appropriate. Their list is "rich" and comprehensive and shows a detailed research approach.		
4.2. Assessment of the colloquium/written and oral part of the examination	Bad		Satisfactory		Above average	
	Responds from memory, no deeper understanding. Does not know or apply basic terms and terms. He does not know how to apply or explain the content of the course.		It reproduces basic concepts and easily transmits new knowledge, understands the material, justifies terms and concepts supported by examples.		Knowledge is at the level of analysis, synthesis and evaluation. It recognizes the legal implications accurately and thoroughly justifies the terms and concepts of the material and logically connects and justifies the terms and terms supported by examples. Finds solutions that weren't originally given. It notices correlations related material.	
4.3. Preparation of final evaluation according to evaluation elements	Active attendance	70-75% of attendance	76-86% of attendance	87-100% of attendance		
		3 points	5 points	10 points		
	Examinations/written part of examinations	2	3	4	5	
		50-64,9%	65-79,9%	80-89,9%	90-100%	
		27 points	33 points	39 points	45 points	
	Oral part of the exam	2	3	5	5	
		27 points	33 points	39 points	45 points	

4.4. Forming a final score based on absolute distribution	Percentage of knowledge, skills and competences acquired (teaching + final exam)	Numerical rating	ECTS score		
	90 – 100%	5 (Excellent)	AND		
	80 – 89,9%	4 (very good)	B		
	65 – 79,9%	3 (Good)	C		
	50 – 64,9%	2 (sufficient)	D		
5. MORE INFORMATION ABOUT THE SUBJECT					
5.1. Mandatory literature (available in the library and via other media)	Title			Number of copies in the Library	Access via o
	Zlatović, D., Upravljanje neprofitnim organizacijama: Pravni aspekti , Knjige 1 i 2., Libertin naklada, Rijeka, 2022-2024.			20	Online
5.2. Supplementary literature (at the time of application for amendments to the study programme)	<p>M.Dika-S.Ljubišić-D.Medvedović-I.Šprajc: Komentar Zakona o udrugama (s obrascima), B.a.b.e.-ICNL, Zagreb, 2003.</p> <p>D. Medvedović: Pojam i glavna obilježja ustanova u: Zakon o ustanovama, Informator, Zagreb, 1995</p> <p>Ivanda, S., Javne ustanove, Osijek, 2008.</p> <p>Bežovan, G., Civilno društvo, Nakladni zavod Globus, 2004., Zagreb,</p> <p>Članci i druge publikacije:</p> <p>S. Barić i D. Dobrić, “Europeizacija civilnog društva u RH: shvaćanje socijalnog kapitala ozbiljno?” u: Zbornik Pravnog fakulteta Sveučilišta u Rijeci, vol. 33, br. 2/2012, str. 883-916.</p> <p>M. Radin, „Pravo na slobodu okupljanja i udruživanja u praksi Europskog suda za ljudska prava i Ustavnog suda RH“, u: Hrvatska pravna revija, listopad 2010, str. 1-13.</p> <p>S. Trgovac, „Pravo na slobodu udruživanja u praksi Ustavnog suda RH“, u: Hrvatska pravna revija, lipanj 2010, str. 1-9.</p>			-	available

	<p>S. Barić, "Volonterstvo kao inherentno socijalno odgovorna djelatnost – pravni aspekti“, u: Zborniku radova s međunarodnog znanstvenog skupa 'Socijalno odgovorno gospodarjenje', Rijeka, 5. i 6. listopada 2007., TIM Press i Pravni fakultet, 2008., str. 213-238.</p> <p>S. Barić, "Pravna pomoć i neprofitne organizacije u RH", u: Zbornik Pravnog fakulteta Sveučilišta u Rijeci, vol. 25, br. 2/2004, str. 935-956.</p> <p>S. Barić, "Pravni sustav suradnje neprofitnih organizacija s vladom i tijelima lokalne samouprave i uprave u Republici Hrvatskoj", ICNL – B.a.B.e., Zagreb, 2000</p> <p>D. Zlatović, „Pravni status zaklade“, Pravo i porezi, br.7., 2007.</p> <p>D. Zlatović, „Pravni položaj umjetničkih organizacija i udruga u kulturi“, Hrvatska ravna revija, br.11., 2005.</p> <p>D. Zlatović, „Temeljni opći akti ustanove“, Informator, br.5483., 2006.</p> <p>Ustav RH</p> <p>Zakon o ustanovama</p> <p>Zakon o udrugama</p> <p>Zakon o zakladama i fondacijama</p> <p>Zakon o zadrugama</p> <p>Zakon o političkim strankama</p> <p>Zakon pravnom položaju vjerskih zajednica</p> <p>Zakon o volonterstvu</p> <p>Zakon o humanitarnoj pomoći</p>			
<p>5.3. Quality monitoring methods ensuring the acquisition of exit knowledge, skills and competences</p>	<p>Quality control of student work and acquisition of necessary knowledge and skills will be ensured through interactive work. Keeping a record of attendance and activity in teaching and the information obtained on student progress through the colloquium will provide information necessary for guidance to students in order to increase the efficiency of their work. Students will be informed of their rights and obligations, working methods and literature.</p> <p>Indicators of quality assurance system: student survey, monitoring of annual data with HZZZ on the annual employment status of students, employment and Alumni association.</p>			

5.4. Providing of information relating to colleges and contact with teachers	It is the obligation of every student to be regularly informed about the course, the course and the teaching activities. All notices on the holding of the possible postponement of classes will be published in a timely manner on the e-learning pages of the course and on the website of the P. Students can contact teachers during the consultation period (at least one hour a week), while short questions and explanations can be addressed to the teachers during the classes. You can also ask questions by e-mail (from the official e-mail address at @vus. hr), which will be answered as soon as possible (no later than 2 working days from the receipt of the e-mail).	on the holding of the website of the P. can be addressed as possible (no later
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GENERAL COURSE INFORMATION				
1.1. Course title	Public Administration Efficiency	1.8. Course code in ISVU		
1.2. Course lecturer	Jelena Žaja, s.lec.	1.9. Course code in MOZVAG		

1.3. Assistants and/or associates	-	1.10. Forms of teaching (number of hours Lecturing + Practical exercises + Seminars + e learning)	(30+15+0+0)	
1.4. Study programme (specialist, undergraduate, graduate)	Professional Graduate Study Programme Administrative Law	1.11. Level of e- learning application (1 st , 2 nd , 3 rd level), percentage of on line course performance (max. 20%)	1 st – materials available o 0%	
1.5. Course status (obligatory, optional)	Obligatory	1.12. Number of course revisions	3	
1.6. Year of study	2 nd	1.17. Modernization	<input checked="" type="checkbox"/> yes	<input type="checkbox"/> no
1.7. Credit score (ECTS)	5	1.14. Percentage estimate of course changes and/or supplements	Less than 20% More than 20 %	

2. COURSE DESCRIPTION

2.1. Course objectives	<ul style="list-style-type: none"> • To explain the meaning, role and content of efficient public administration; • To familiarise students with the basic models of checking the efficiency of employees in public administration; • To explain the meaning of public servants in society and the importance of the efficient performance of tasks; • From the point of view of efficiency, locate and determine the fundamental problems of the Croatian civil service system; • Show the process of modernization and Europeanization of the performance of official duties at a higher level of efficiency.
2.2. Terms of course entry and required competences	No conditions.

2.3. . Learning outcomes on the study programme level	LO: 1,3,4,5,7,8,9,10,12,14,17						
2.4. Expected learning outcomes on the course level	Learning outcomes according to the Bloom`s taxonomy: (up to two verbs per LO)					Level of 1- re 2- un 3- ap 4- ana 5- eva 6- syn	
	1. Analyze the performance management system in the Croatian public administration and evaluate its success.						
	2. Determine the key elements of effective public administration.						
	3. To examine the reasons, goals and results of the reform of the strategic planning system.						
	4. Analyze the situation and propose measures to improve and modernize the civil service system in the Croatian public administration.						
	5. Choose adequate methods and tools and apply them in the evaluation of the efficiency of public administration work.						
2.5. Course content according to detailed curriculum schedule	Constructive allignement						
	no	Thematic unit	LO of the course	Content/teaching methods	Evaluation		
1.	Introduction to the course and detailed lesson plan.		Students are listening to a lecture. Students become familiar with the course content, obligations and work methods.				

		Principles of efficiency and effectiveness in the public administration system.	1,2	Students listen to lectures and read literature. During the exercises, they independently and in groups study examples from practice, after which the method of discussing the presented topic is applied.	At the colloquium or written and oral exam, they can compare the principles of efficiency, effectiveness, and economy in the context of public administration and create examples for each principle.	7 hours
	2.	Performance management in Croatian public administration.	1,2,3	Students listen to lecture and read literature. During the exercises, students independently and in teams study examples, regulations and strategic documents related to the development of efficiency management systems in the Croatian public administration.	At the colloquium or written and oral exam, they can judge the key determinants of efficient and effective public administration. They can elaborate why it is important to measure and manage efficiency. They know how to critically comment on the success of the performance management system development process so far in the Croatian public administration.	8 hours
	3.	Strengthening the efficiency of public administration through the strategic planning system.	1,2,3	Students listen to lectures and read literature. During exercises, students study examples and regulations from the field of strategic planning independently and in teams.	At a colloquium or a written and oral exam, they can judge the reasons, goals and results of the reform of the strategic planning system. They know how to define, categorize and create a hierarchical structure of acts of the strategic planning system.	8 sat
	4.	Main processes in the public administration.	1,2	Students listen to lectures and read literature. In exercises based on case presentations, they analyze processes in administrative bodies from different aspects.	At the colloquium or written and oral exam, they can categorize public administration tasks into basic groups of processes in public administration. They can propose approaches for harmonizing the services provided by public law bodies with the real needs of users. Written and presented seminar paper.	8 hours
	5.	Planning and execution in public administration.	1,2,3,4	Students listen to lectures and read literature. During the exercises, using a multimedia network, they study key strategic documents related to planning and execution in public administration.	At the colloquium or written and oral exam, they can identify the main difficulties and shortcomings of the existing system of planning and execution in public administration. They can describe the main goals of strategic planning and connect national strategic objectives and the state budget. Written and presented seminar paper.	8 hours

	6.	Measuring efficiency - monitoring and evaluating the results and effects of work in public administration.	1,4,5	Students listen to lectures and read literature. During the exercises, they analyze relevant examples from practice regarding monitoring, measuring and evaluating results and effects in public administration.	At the colloquium or written and oral exam, they can explain the components and peculiarities of different levels of performance management. They can categorize different dimensions of performance (results, outcomes, efficiency, cost-effectiveness). Written and presented seminar paper.	12 h
	7.	Models for measuring efficiency.	1,2,4,5	Students listen to lectures and read literature. During the exercises, they analyze relevant examples from practice regarding the models for measuring efficiency in public administration.	At the colloquium or written and oral exam, they can formulate assumptions for improving efficiency. They can explain different models for measuring the efficiency of public administration. Written and presented seminar paper.	10 h
	8.	The use of financial indicators in assessing the effectiveness of budget users.	1,5	Students listen to lectures and read literature. During the exercises, they calculate and interpret financial indicators using concrete examples.	At the colloquium or written and oral exam, they can choose adequate financial indicators and use them in evaluating the effectiveness of budget users. Written and presented seminar paper.	10 h
	9.	The system of internal controls as a mechanism for improving the efficiency of public administration.	1,5	Students listen to lectures and read literature. During the exercises, they study examples of internal control systems and audit implementation, after which the discussion method on the presented topic is applied.	At the colloquium or written and oral exam, they can construct a framework for developing the internal control system by defining its components and giving an overview of its principles, methods and procedures. They can determine the purpose and scope of the system of internal controls and internal audits. Written and presented seminar paper.	8 h
	10.	The role of state audit in evaluating the efficiency of the public sector.	1,5	Students listen to lectures and read literature. During the exercises, they study the reports of the State Audit Office on the efficiency audits carried out.	At the colloquium or written and oral exam, they can explain the types of audits. They can define entities that are subject to audit. Analyze the role and impact of state audit on the efficiency of the public sector. Written and presented seminar paper.	6 h
	11.	Efficiency management in local self-governing units.	1,2,3,4	Students listen to lectures and read literature. During the exercises, they analyze the current level of	At the colloquium or written and oral exam, they can evaluate the state, problems and incentives of	10 h

				application of the efficiency management instrument in local self-governing units and discuss proposals for its improvement.	the efficiency management system in local self-governing units. Written and presented seminar paper.		
	12.	The relationship between public administration bodies and users of public services.	4,5	Students listen to lectures and read literature. During the exercises, they analyze relevant examples from practice on the relationship between public administration bodies and users of public services, after which the method of discussion on the presented topic is applied.	At the colloquium or written and oral exam, they know the obligations of public law bodies towards service users. They can propose ways to improve communication and cooperation between public administration bodies and users of public services. Written and presented seminar paper.		8 h
	13.	Efficiency and remuneration system. Permanent education and efficiency.	1,5	Students listen to lectures and read literature. During the exercises, they analyze relevant examples from practice regarding education, remuneration and efficiency in public administration.	At a colloquium or a written and oral exam, they can explain the existing training and reward systems for public administration employees, review them, and recommend improvement measures. Written and presented seminar paper.		10 h
	14.	The impact of reform measures aimed at increasing the efficiency of public administration.	1,4	Students listen to lectures and read literature. During the exercises, they analyze relevant examples from practice regarding the set goals and achieved results of reform measures in the public administration system.	At the colloquium or written and oral exam, they can explain the approaches, policies and practices implemented to increase public administration's efficiency and evaluate their effectiveness. Written and presented seminar paper.		10 h
	15.	Final considerations/Revision and preparation for the exam.		Students listen to lectures, read literature and individually prepare for the exam.			25 h
3. EVALUATION OF STUDENTS' WORK							
3.1. Students` obligations	In accordance with the Book of Rules and the Rulebook on Student Assessment and Evaluation: for all full-time students, attendance of at least 70% is required. Part-time students to attend classes at least 50%. All students must create, present and positively colloquy seminar paper. Students who have during the course achieved:						

	<ul style="list-style-type: none"> • From 0 – 24,9% ECTS credits- is rated F (unsuccessful) and cannot get ECTS credits and must re-enrol in the subject in the next academic year; • From 25 – 49,9% ECTS credits - is rated FX (inadequate) and has to come out and pass the test (exam). A written exam can be held in a regular or extraordinary exam period; • More than 50% ECTS credits - students have the right to access the final exam of the subject. <p>Students can pass the final exam in two ways: a) during the course through continuous student attendance (active participation in the lessons, solving case studies, making and seminar paper and passing colloquium); b) during the course (active participation in the lessons, solving case studies, creating and presenting the seminar paper) and passing the and oral exam). Access to the colloquium/exam is conditioned with a written and presented seminar paper</p>					
3.2. Monitoring student work (enter the share of ECTS credits for each activity so that the total number of ECTS points corresponds to the credit score of the course)	Attendance	1,5	Written exam	(by submitting colloquia, the student is relieved of a written examination)	Project	
	Experimental work		Research		Practical work	
	Essay		Report		Continuous examination	
	Colloquium	3 (by submitting colloquia, the student is relieved of a written and oral examination)	Seminar paper	0,5	Other (inscribe)	
	Class activities		Oral exam	1 (by submitting colloquia, the student is relieved of an oral examination)	Other (inscribe)	
3.3. Student workload	Student workload on all bases for 1 ECTS credit is 30 hours in a semester and is estimated as follow:					
	<i>Commitment</i>			<i>Hours (estimate)</i>		
	Attending classes			45		
	Creating and presenting seminar paper			15		
Preparation for the Colloquium / exam through self-study			90			
4. GRADING						
4.1. Grading seminar papers	Valuation Element	Unsatisfactory		Satisfactory		Above average

	Organization	The paper is not organized in a logical order and its structure is lacking.	The paper is well structured with a clear distinction between the introduction, the main part of the text and the conclusion.	The paper is well-structured with a clear distinction between the introduction part of the text and the conclusion perfectly logically linked to one another.		
	Terminology, writing style	Words and phrases are low harmonized with official terminology. Writing style is not appropriate, sentences are too long, modest vocabulary, and frequent and repeated grammatical mistakes.	Words and phrases are aligned with official terminology. The writing style is appropriate, the sentence structure is clear, the vocabulary is appropriate and has little grammatical errors.	Words and phrases are aligned with official terminology and show an understanding of meaning. The writing style is excellent, sentences are clear and concise, the vocabulary is rich and there are no grammatical errors.		
	Quoting and referencing	Sources are not specified at all. The references do not match the topic and show a superficial approach to the research topic.	Sources are listed, but incomplete and with errors. The references are appropriate for the subject and show a satisfactory research attitude.	Sources are accurate, complete and appropriate. The references are appropriate, thorough and comprehensive and shows a robust approach.		
4.2. Grading colloquia/ written and oral exam	Unsatisfactory		Satisfactory		Above average	
	Responds by memory, without a deeper understanding. Does not know or apply basic terms and concepts. Does not know how to apply or explain the contents of the course with examples.		Reproduces the basic concepts and without difficulty imparts new knowledge, understands the material, explains the terms and concepts supported with examples.		Knowledge is at the level of analysis, synthesis and evaluation. Observes the principles, accurately and thoroughly explains the content of the material, logically connects and explains the terms and concepts supported with examples. Finds solutions that were originally given. Notes correlations with related concepts.	
4.3. Final grade according to evaluation elements	Active course attendance	70-75% of the attendance	76-86% of the attendance	87-100% of the attendance	Solved case studies	
		2 points	4 points	7 points	3 points	
	Colloquia/ Written exam	2	3	4	5	
		5 points	7 points	8 points	10 points	
		2	3	4	5	
	Oral exam	50-64,9%	65-79,9%	80-89,9%	90-100%	
25 points		30 points	35 points	40 points		

4.4. Final grade according to absolute division	Percentage of acquired knowledge, skills and competences (teaching + final exam)	Numerical grade	ECTS grade		
	90 – 100%	5 (excellent)	A		
	80 – 89,9%	4 (very good)	B		
	65 – 79,9%	3 (good)	C		
	50 – 64,9%	2 (sufficient)	D		
5. ADDITIONAL COURSE INFORMATION					
5.1. Compulsory literature (available in the library and via other media)	Title			Number of copies in the library	Availability of other resources
	<p>Otrusinova, M., Pastuszkova, E. (2012). Concept of 3 E's and Public Administration Performance. <i>International Journal Of Systems Applications, Engineering & Development</i>, 2(6).</p> <p>Halaskova, M., Halaskova, R., & Prokop, V. (2018). Evaluation of Efficiency in Selected Areas of Public Services in European Union Countries. <i>Sustainability</i>, 10(12), 4592.</p> <p>Afonso, António; Alves, José; Bazah, Najat (2024) : Public Sector Efficiency and the Functions of the Government, CESifo Working Paper, No. 11487, CESifo GmbH, Munich</p> <p>The World Bank. (2019). Public Administration Modernization. (selected chapters).</p> <p>European Commission. (2025). 2025 Country Report - Croatia. (Annex 3).</p> <p>European Institute of Public Administration. (2024). Public Sector Performance Programme 2022-2025. An International Benchmarking Study. (selected chapters).</p> <p>European Commission. European public administration country reports. https://reforms-investments.ec.europa.eu/public-administration-and-governance-coordination/european-public-administration-country-reports_en</p>				Avail
5.2. Additional literature (at the moment of changes and/or amended of study programme)					Avail

<p>5.3. Quality assurance methods that ensure the acquisition of knowledge, skills and competences</p>	<p>The control of students' work quality and the acquisition of necessary knowledge and skills will be ensured through interactive work. By keeping track of attendance and student progress through short colloquiums and homework, information for further guidance to students will be provided in order to increase the quality of their work. Students will be informed about their rights and obligations as well as the methods of work and the required literature.</p> <p>Indicators of quality assurance system: Student survey, monitoring of annual data from the Croatian employment service on the annual state of student employment, surveys from Alumni association.</p>	
<p>5.4. Informing about the course and contacting the teacher</p>	<p>It is obligatory for every student to regularly inform about the course, teaching and teaching activities. All information about teaching or any delay in teaching will be published on the web pages of the course and the web pages of the Polytechnic. Students can contact the teachers during the consultation term (at least one hour per week), while brief questions and explanations can be addressed during classes. It is possible to ask questions by e-mail (from the official e-mail address of the domain @vus.hr) that will be answered in a short time (no later than five days from the receipt of the e-mail).</p>	

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

2.1. Objectives of the College	The aim of the course is to enable students to acquire knowledge about the importance of environmental protection, legal sources and institutional levels of environmental protection at national and international level.	
2.2. Requirements for course admission and entry competences required for the course	General conditions for enrolment of the second (I) semester of the first (I) year of specialist graduate professional administrative study	
2.3. Programme-wide learning outcomes to which the course contributes	IU 1, 2, 3, 4, 7, 9, 10, 11, 13,15, 16, 17	
2.4. Expected learning outcomes at course level (4-10 learning outcomes)	<p>Learning outcomes according to Bloom's taxonomy:</p> <p><i>(up to two verbs per IU)</i></p>	<p>IU level</p> <p>1- re</p> <p>2- un</p> <p>3- ap</p> <p>4- ana</p> <p>5- val</p> <p>6- syn</p>
	1. describe environmental components and individual loads	
	2. identify and understand environmental subjects	
	3. Explain and apply environmental sources and instruments;	
	4. Analyze the duties and powers of state authorities, local and regional self-government units and legal entities with public authority in the field of environmental protection;	
	5. Synthesize what would happen if some legal norm in the field of environmental law was violated	
	6. valorize the conduct of competent public law bodies in environmental protection;	
	7. represent an opinion on the importance of the environment and the need for its legal protection;	
8.		

	9.				
	10.				
2.5. Course content elaborated in detail according to the hourly rate	Constructive alignment				
	r.br.	Thematic unit	IU College	Teaching content/method	Evaluation
	2.	Introductory presentation of environmental law, concept and subject of environmental law	2, 3,4	They listen to lectures and read literature, discussing the topic on display.	Students in the oral exam know how to understand the concept and subject of environmental law according to the theoretical understanding of Croatian and international law.
	3.	Environmental sources and environmental instruments Exercises: sources of environmental law	2,3,4	They listen to lectures and read literature, discussing the topic on display. Exercises: students get to know and recognize the sources and instruments of environmental protection	Students in the oral exam know how to identify the sources and instruments of environmental protection and highlight those sources that have an impact on certain components of the environment.
4.	Informing the public, public and interested public participation and access to justice in environmental matters Exercises: citizen participation in environmental protection	3,4,5	They listen to the lecture and read the literature, discuss the topic on display. Exercises: students read and analyze the instruments by which citizens supervise public and private entities regarding environmental protection.	Students in the oral exam know how to describe the way citizens participate in environmental protection and critically relate to the synthesis of forms of supervision of public and private entities at their local level	

	5.	<p>Inspection and administrative supervision of environmental protection</p> <p>Exercises: administrative inspection supervision of environmental protection</p>	4,5,6	<p>They listen to the lecture and read the literature, discuss the topic on display.</p> <p>Exercises: Students analyze and study the acts adopted by the relevant inspection and administrative bodies as environmental protection measures</p>	<p>Students in the oral exam know how to recognize the failure of public and private entities regarding environmental protection and draw up a petition informing the competent authority about environmental violations</p>	3 hours 2 hours
	6.	<p>Administrative protection of individual environmental components</p> <p>Exercises: administrative procedure of individual components of the environment</p>	4,5,6	<p>They listen to the lecture and read the literature, discuss the topic on display.</p> <p>Exercises: Students, based on earlier lectures and exercises, analyze specific administrative courses that are conducted in order to protect individual components of the environment.</p>	<p>Students in the oral exam understand the course of the administrative procedure related to the protection of individual environmental components with the knowledge of students to independently synthesize the administrative act from the subject administrative area.</p>	3 hours 3 hours
	7.	<p>Administrative protection of the environment from the impact of loads</p> <p>Exercises: Administrative procedure for environmental protection from the impact of loads</p>	4,5,6	<p>They listen to the lecture and read the literature, discuss the topic on display.</p> <p>Exercises: Students, based on earlier lectures and exercises, analyze specific administrative subjects conducted for the study of environmental impact assessment.</p>	<p>Students in the oral exam understand the course of the administrative procedure related to protection from the impact of loads with the knowledge of students to independently synthesize the administrative act from the subject administrative area.</p>	3 hours 2 hours
	8.	<p>Civil law environmental protection</p> <p>Exercises: Analysis of civil and legal acts in the field of environmental protection</p>	4,5,6	<p>They listen to the lecture and read the literature, discuss the topic on display.</p> <p>Exercises: students analyze petitions, submissions and decisions made within the framework of civil legal protection of the environment</p>	<p>Students in the oral exam know how to compare the quality of legal provisions in the field of environmental protection, and draw up petitions of lawsuits and judgments in the field of civil legal protection of the environment.</p>	3 hours 2 hours

	9.	International legal aspects of environmental protection Exercises: international legal aspects of environmental protection	5,6, 7	They listen to the lecture and read the literature, discuss the topic on display. Exercises: students analyze international legal aspects of environmental protection, their compliance with the law of the Republic of Croatia and the possibilities of forced application of subject instruments.	Students in the oral exam know how to recognize international legal sources of environmental protection and know how to draft a petition to relevant international organizations in the field of environmental protection.	3 hours 2 hours
	10.	Criminal law environmental protection	5,6,8	They listen to the lecture and read the literature, discuss the topic on display.	Students in the oral exam recognize the criminal legal aspect of certain parts of environmental protection, with a critical review of the extension or reduction of criminal liability for individual environmental components with the synthesis of the description of the being of a new criminal offense.	3 hours
	11.	Environment from a tax law point of view, concluding considerations, repetition	5,6,7	They listen to the lecture and read the literature, discuss the topic on display.	Students in the oral exam recognize the types and amount of environmental taxes in the Republic of Croatia, with the possibility to draw up a tax ruling on the basis of a specific tax administrative legal subject.	3 hours
	12.					
	13.					
	14.					
	15.					
	16.					
3. EVALUATION OF STUDENT WORK						
3.1. Obligations of the student	In accordance with the Regulations on studying and the Ordinance on the evaluation and evaluation of students' work: for all full-time students attendance at least 70%. Part-time students are obliged to attend classes at least 50%.					

	Students can pass the final exam by passing the subject course on the oral exam.														
3.2. Monitoring the work of students (enroll in the share of ECTS credits for each activity so that the total number of ECTS credits corresponds to the credit value of the course)	Active attendance of classes	2 ECTS													
	Viva voce	3 ECTS													
						(other enroll)									
						(other enroll)									
3.3. Student workload	The student's workload on all grounds is for 1 ECTS credit 30 hours of work in the semester and is assessed as:														
	<table border="1"> <thead> <tr> <th><i>Obligation</i></th> <th><i>Hours (estimate)</i></th> </tr> </thead> <tbody> <tr> <td>Attendance of classes</td> <td>45</td> </tr> <tr> <td>Preparation of seminar papers and presentations</td> <td>15</td> </tr> <tr> <td>Preparation for colloquium/exam through self-study</td> <td>90</td> </tr> </tbody> </table>		<i>Obligation</i>	<i>Hours (estimate)</i>	Attendance of classes	45	Preparation of seminar papers and presentations	15	Preparation for colloquium/exam through self-study	90					
	<i>Obligation</i>	<i>Hours (estimate)</i>													
	Attendance of classes	45													
	Preparation of seminar papers and presentations	15													
Preparation for colloquium/exam through self-study	90														
4. FORMATION OF THE RATING															
4.1. Evaluation of the seminar paper															

4.2. Assessment of colloquiums / written and oral part of the exam	Badly		Satisfactorily		Above average	
	<p>It responds from memory, without a deeper understanding. No</p> <p>he knows and does not apply basic terms and concepts.</p> <p>He does not know how to apply or explain the content with examples</p> <p>Course.</p>		<p>Reproduces core concepts and without difficulty</p> <p>he transfers new knowledge, understands the material, explains</p> <p>terms and concepts substantiated by examples</p>		<p>Knowledge is at the level of analysis, synthesis and evaluation.</p> <p>Notices legalities, accurately and thoroughly</p> <p>the content of the material logically connects and explains</p> <p>terms and concepts that he substantiates with examples.</p> <p>Find solutions that were not originally given</p> <p>Spotting</p> <p>correlation with related material</p>	
4.3. Formation of the final assessment according to the elements of evaluation	Active attendance of classes	2				
	Exercises					
	Passing the colloquium / Written part of the exam					
Oral part of the exam	3					
4.4. Formation of a final assessment based on absolute distribution		Percentage of acquired knowledge, skills and competences (teaching + final exam)	Numerical rating	ECTS rating		

		90 – 100%	5 (excellent)	And		
		80 – 89,9%	4 (very good)	B		
		65 – 79,9%	3 (good)	C		
		60 – 64,9%	2 (sufficient)	D		
		50 – 59,9%	2 (sufficient)	E		
5. ADDITIONAL INFORMATION ON THE CASE						
5.1. Compulsory literature (available in the library and through other media)	1. THE ENVIRONMENT THROUGH THE LENS OF INTERNATIONAL COURTS AND TRIBUNALS				Number of copies in the library	Av thro 1
	<p>Samson (ur.) Benjamin</p> <p>Mead (ur.) Sarah</p> <p>Sobenes (ur.) Edgardo</p> <p>ISBN: 978-94-6265-506-5</p>					
	2. ENVIRONMENTAL LOSS AND DAMAGE IN A COMPARATIVE LAW PERSPECTIVE					
	<p>Pozzo (ed.) Barbara</p> <p>Jacometti (ed.) Valentina</p> <p>ISBN: 978-1-83970-026-2</p> <p>Law:</p>					

	<p>Criminal Code - environmental crimes,</p> <p>Environmental Protection Act</p> <p>Nature Protection Act</p> <p>Water Law</p> <p>Air Protection Act</p> <p>Noise Protection Act</p> <p>Forest Law</p> <p>Law on Sustainable Waste Management</p>			
<p>5.2. Supplementary literature (at the time of submission of amendments to the study programme)</p>	<p>Carter Neil, Environmental Strategies – Ideas, Activism, Action, Barbat, Zagreb, 2004.</p> <p>Cifrić Ivan, Social Ecology – Contributions to the Foundation of discipline, Globus, Zagreb, 1987</p> <p>Cifrić Ivan, Lexicon of Social Ecology, Školska knjiga, Zagreb, 2012.</p> <p>Črnjar Mladen, Economics and Environmental Policy, Faculty of Economics and Business in Rijeka and Glossa, The River, 2002.</p> <p>Holy Mirela, Mythical Aspects of Ecofeminism, TIM –press, Zagreb, 2007.</p> <p>Galić, B. and Žažar, K, eds., Development and environment – perspectives on sustainability, proceedings, PF press, Zagreb, 2013.</p> <p>Glavač Vjekoslav, Introduction to Global Ecology, State Directorate for Nature and Environmental Protection and Croatian Forests, Zagreb, 1999</p> <p>Goodstein Eban, Economics and Environment, MATE, Zagreb, 2003.</p> <p>McCormick John, Understanding the European Union, MATE, Zagreb, 2010.</p> <p>Rifkin Jeremy, The European Dream – how Europe's vision of the future is slowly overshadowing America's</p>			

	<p>dream, Školska knjiga, Zagreb, 2006.</p> <p>Šimleša Dražen, Ecological footprint – How development has crushed sustainability, TIP press, Zagreb, 2010.</p>			
<p>5.3. Ways of monitoring quality that ensure the acquisition of output knowledge, skills and competences</p>	<p>Quality control of students' work and acquisition of the necessary knowledge and skills will be ensured through interactive work. Keeping records of the presence and activities during teaching and obtained information on students' progress through colloquiums will provide information necessary for further instructions to students in order to increase the efficiency of their work. Students are instructed in their rights and obligations and work methods and the necessary literature.</p> <p>Indicators of the quality assurance system: Student survey, monitoring of annual data from HZZZ on the annual state of employment of students, surveys of employers and associations.</p>	<p>presence and activities during teaching and obtained information on students' progress through colloquiums will provide information necessary for further instructions to students in order to increase the efficiency of their work. Students are instructed in their rights and obligations and work methods and the necessary literature.</p> <p>Indicators of the quality assurance system: Student survey, monitoring of annual data from HZZZ on the annual state of employment of students, surveys of employers and associations.</p>		
<p>5.4. Informing the course and contacting the teacher</p>	<p>It is the obligation of every student to regularly inform themselves about the course, teaching and activities in classes. All notifications about the holding of classes or possible postponements will be timely published on the e-learning pages of the course and on the website of the Polytechnic. Students can contact teachers during the consultation period (at least one week), while for a short Questions and explanations can be addressed during class. It is also possible to ask questions by e-mail (from the official e-mail address on the domain @vukobrat.hr) they will be answered as soon as possible (no later than five working days from receiving the e-mail)</p>	<p>classes or possible postponements will be timely published on the e-learning pages of the course and on the website of the Polytechnic. Students can contact teachers during the consultation period (at least one week), while for a short Questions and explanations can be addressed during class. It is also possible to ask questions by e-mail (from the official e-mail address on the domain @vukobrat.hr) they will be answered as soon as possible (no later than five working days from receiving the e-mail)</p>		