



Šibenik University of Applied Sciences

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Erasmus+

DEPARTMENT OF ADMINISTRATIVE STUDIES

PROFESSIONAL UNDERGRADUATE STUDY OF PUBLIC
ADMINISTRATION

Erasmus+ Course Catalogue

Academic year 2025-2026

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Course list

Course	Professor	Lecturing	PE	ECTS
Introduction to the theory of law	S. Veštić Mirčeta	3	1	5
Introduction to administration	I. Rančić	3	1	5
Basics of civil law	V. Jurin Bakotić	3	1	5
Administrative procedural law	A. Lalić	3	1	5
Financing of public administration	J. Žaja	3	1	5
Basics of international law	Lj. Runjić / M. D. Burić	3	1	5
Law of the European Union	Lj. Runjić / M. D. Burić	3	1	5
Law of international organizations	Lj. Runjić / M. D. Burić	3	1	5
Databases in public administration	I. Livaja	3	1	5
English in administration I-IV	I. Bratić	2	1	3
Statistics	I. Beljo	2	1	3
Management of companies	D. Zlatović	3	1	5
E-government	I. Rančić	3	1	5

Full Course Curriculums

Introduction to the theory of law**1. GENERAL COURSE INFORMATION**

1.1. Course title	INTRODUCTION TO THE THEORY OF LAW	1.8. Course code in ISVU	
1.2. Course lecturer	Sanja Vešić Mirčeta, mag.iur., s. 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)	(45+0+30+0)
1.4. Study programme (specialist, undergraduate, graduate)	Professional Undergraduate Study Administrative Study	1.11. Level of e- learning application (1 st , 2 nd , 3 rd level), percentage of on line course performance (max. 20%)	1 st , course materials are on-line, 0%
1.5. Course status (obligatory, optional)	Obligatory	1.12. Number of course revisions	
1.6. Year of study	1.	1.13. Modernization	☒ yes ☐ no
1.7. Credit score (ECTS)	7	1.14. Percentage estimate of course changes and/or supplements	Less than 20% ☒ More than 20 % ☐

2. COURSE DESCRIPTION

2.1. Course objectives	Course objective is to adopt fundamental terms of state and law for the purpose of understanding legal system.
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2.2. Terms of course entry and required competences	Terms of entry for the first year of study.	
2.3. . Learning outcomes on the study programme level	LO 1, 2, 10	
2.4. Expected learning outcomes on the course level	Learning outcomes according to the Bloom`s taxonomy: (up to two verbs per LO)	Level of LO: 1- remembering, 2- understanding, 3- application, 4-analysis, 5-evaluation, 6-synthesis
	To analyze elements of state and to differ state and other organizations.	4
	To present state structure.	5
	To classify state based on different criteria.	5
	To compare different theory of law and to interpret trend of further development.	4,5
	To compare custom, moral and legal order.	4
	To judge critically norms, legal provisions and legal acts.	6
	To analyze elements of legal relation.	4
	To select legal norm.	6
	To classify legal legal institutions, legal branches and legal areas.	5

2.5. Course content according to detailed curriculum schedule	Constructive allignement					
	no	Thematic unit	LO of the course	Content/teaching methods	Evaluation	Time
		Introduction to course and lesson plan. Concept of state	1	Listen to lectures and read literature, discuss. Get to know course content and documents on e-learning.	On colloquium or on exam students know to define and to explain concept of organsation and to define, to explain and to diferentiate concepts of power, coercion, authority, legitimacy and hierarchy.	12 hours
		Concept of state	1	Listen to lecture, read literature, discuss, write and present seminar paper.	On colloquium or on exam students know to define concept of state, to specify, to describe, to explain and to analyze specific characteristics of state. Written and presented seminar paper.	12 ours
		State organization	2	Listen to lecture, read literature, discuss, write and present seminar paper.	On colloquium or on exam students know to define , to explain and to analyse temrs: state officials, state organs and jurisdiction, to specify, to explain and to diferentiate types of state organs, to specify, to explain and to diferentiate levels of division of labor in state, to specify, to explain and to analyze state activities, to explaine hierarchy in state and to describe sstate organisation in Republic of Croatia. Written and presented seminar paper.	12 ours
		Types of states	3	Listen to lecture, read literature, discuss, write and present seminar paper.	On colloquium or on exam students know to specify types of states and to explain distinguishing criteria, to explain and to analyze types of states. Written and preseted seminar paper.	12 ours
		Theory of law	4	Listen to lecture, read literature, discuss, write and present seminar paper.	On colloquium or on exam students know to explain developement and content of different theoryies of law as well as their relations. Written and preseted seminar paper.	12 ours
		Legal order and moral order	5	Listen to lecture, read literature, discuss, write and present seminar paper.	On colloquium or on exam students know to define concept of law, to define and to explain social norm, to define, to explain and to analyze customs,	12 ours

					moral and legal norms, to explain sources of legal norms, relationship between state and law, role of other subjects in creating legal norms, procedural law. Written and presented seminar paper.	
		Legal norm and legal acts	6	Listen to lecture, read literature, discuss, write and present seminar paper.	On colloquium or on exam students know to explain structure of legal norm, to explain and to analyze delict, legal responsibility, sanctions and punishments. Written and presented seminar paper.	12 ours
		Legal norm and legal acts	6	Listen to lecture, read literature, discuss, write and present seminar paper.	On colloquium or on exam students know to differentiate and to explain types of legal norms, to define and to explain legal acts, to explain analyze hierarchy of legal norms and legal acts, to explain and to analyze principle of legality. Written and presented seminar paper.	12 ours
		Legal norm and legal acts	6	Listen to lecture, read literature, discuss, write and present seminar paper.	On colloquium or on exam students know to define, to explain and to analyze constitution, laws, bylaws, general acts of social organizations, customary law, individual legal acts, validity, fairness and efficiency of legal norms (acts). Written and presented seminar paper.	12 ours
		Legal relation	7	Listen to lecture, read literature, discuss, write and present seminar paper.	On colloquium or on exam student know to define, to explain and to analyze legal relation, composition and types of legal relation, legal subjects, legal object, legal authorisation, legal obligation and legal object. Written and presented seminar paper.	12 ours
		Legal relation	7	Listen to lecture, read literature, discuss, write and present seminar paper.	On colloquium or on exam students know to explain and to analyze formation and termination of legal relation, to define, to explain and to analyze legal facts and legal evidence, legal actions and legal gaps. Written and presented seminar paper.	12 ours
		Application of legal norm	8	Listen to lecture, read literature, discuss, write and present seminar paper.	On colloquium or on exam students know to explain application of legal norms.	12 ours

					Written and presented seminar paper.	
		Application of legal norm	8	Listen to lecture, read literature, discuss, write and present seminar paper.	On colloquium or on exam students know to explain application of legal norms. Written and presented seminar paper.	12 hours
		Systematisation of legal norms	9	Listen to lecture, read literature, discuss, write and present seminar paper.	On colloquium or on exam students know to define and to explain systematization of legal norms and to define, to differentiate and to analyze legal institutions, legal branches and legal areas. Written and presented term paper.	12 hours
		Final observations / Repetition and preparation for exam.		Listen to lecture, read literature, discuss, write and present seminar paper.		42 hours
3. EVALUATION OF STUDENTS' WORK						
3.1. Students' obligations	In accordance with the Regulations on Studying and the Regulations on Student Assessment and Evaluation: for all full-time students attendance of at least 70%. Part-time students are required to attend classes at least 50%. All students are obligated to write and to present seminar paper. Students who have during the course achieved: - from 0 - 24,9% ECTS credits- are rated F (unsuccessful) and cannot obtain ECTS credits, and must re-enroll in the next academic year; - from 25 - 49,9% - are assessed by FX (insufficient) and must pass the written exam (test). Written exam (test) can be held in a regular or extraordinary exam period; - more than 50% - students have the right to take the final exam. Students can take the final exam from the course in two ways: a) during the course of teaching through continuous monitoring of students (active participation in classes, writing and presenting term paper and through two colloquia); b) during the course (active participation in classes and writing and presenting term paper) and by passing the exam (written and oral part of the exam).					
3.2. Monitoring student work (enter the share of ECTS credits for each activity so that the total number of ECTS points corresponds to the credit score of the course))	Attendance	2, 5 ECTS	Written exam	2 ECTS (no colloquium=	Project	
	Experimental work		Research		Practical work	
	Essay		Report		Continuous examination	
	Colloquium	3,5 ECTS (no exam)	Seminar paper	1	Other	
	Class activity		Oral exam	1,5 (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: 1. Attending classes and exercises. 75 hours 2. Writing and presenting seminar paper. 30 hours					

	Preparing colloquia or exams through individual work. 105 hours					
4. FORMIRANJE OCJENE						
4.1. Grading seminar papers	-					
4.2. Grading colloquia/ written and oral exam	Unsatisfactory		Satisfactory		Above average	
	Responds by memory, without a deeper understanding. Does not know or apply basic terms and concepts. Does not know how to apply or explain the contents of the course with examples.		Reproduces the basic concepts and without difficulty imparts new knowledge, understands the material, explains the terms and concepts supported with examples.		Knowledge is at the level of analysis, synthesis and evaluation. Observes the principles, accurately and thoroughly explains the content of the material, and logically connects and explains the terms and concepts supported with examples. Finds solutions that were not originally given. Notes correlations with related material.	
4.3. Final grade according to evaluation elements	Active course attendance	70-74,9% attendance		75-80% attendance	80-89,9% attendance	90-100% attendance
		3 points		5 points	7 points	10 points
	Seminar paper	2		3	4	5
		5 points		6 points	8 points	10 points
	Colloquia/ Written exam	2		3	4	5
		50-64,9%		65-79,9%	80-89,9%	90-100%
		25 points		30 points	35 points	40 points
	Oral exam	2		3	4	5
		25 points		30 points	35 points	40 points
4.4. Final grade according to absolute division		Percentage of acquired knowledge, skills and competences (teaching + final exam)	Numerical grade	ECTS grade		
		90-100%	5	A		
		80-89,9%	4	B		
		65-79,9%	3	C		
		60-64,9%	2	D		
		50-59,9%	2	D		
5. ADDITIONAL COURSE INFORMATION						

5.1. Compulsory literature (available in the library and via other media)	Title	Number of copies in the library	Availability via other media
	Visković, N., Teorija države i prava, Zagreb, 2006.		
5.2. Additional literature (at the moment of changes and/or amended of study programme)	Visković, N., Pojam prava, Split, 1981. Visković, N., Argumentacija i pravo, Split, 1997. Burazin, L., Krešić, M., Tucak, I., Priručnik za teoriju prava, Naklada Breza, Zagreb, 2020.		
5.3. Quality assurance methods that ensure the acquisition of knowledge, skills and competences	The control of students' work quality and the acquisition of necessary knowledge and skills will be ensured through interactive work. By keeping track of attendance and student activity during classes and provided information on students' progress through short colloquiums and homework, information for further guidance to students will be provided in order to increase the efficiency of their work. Students will be informed about their rights and obligations as well as the methods of work and the required literature. Indicators of quality assurance system: Student survey, monitoring of annual data from the Croatian employment service on the annual state of student employment, surveys from employers and Alumni association.		
5.4. Informing about the course and contacting the teacher	It is the responsibility of each student to be regularly informed about the course, the coursework, and the classroom activities. All notices of classes or possible adjournment will be published in a timely manner on the e-learning site of the course and on the website of the Polytechnic. Students can contact teachers during the consultation period (at least one hour per week), while for short questions and explanations they can be contacted during class. It is also possible to ask questions by e-mail (from the official e-mail address at @vus.hr), which will be answered as soon as possible (no later than five working days after receiving the e-mail).		

Introduction to administration

1. GENERAL COURSE INFORMATION			
1.1. Course title	INTRODUCTION TO ADMINISTRATION	1.8. Course code in ISVU	
1.2. Course lecturer	Ivan Rančić, 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)	Pe+s+s
1.4. Study programme (specialist, undergraduate, graduate)	professional undergraduate 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	1	1.14. Modernization	☐ da x ☐ ne
1.7. Credit score (ECTS)	6	1.14. Percentage estimate of course changes and/or supplements	Less than 20% X ☐ More than 20 % ☐

2. COURSE DESCRIPTION	
2.1. Course objectives	The goal of the course is to enable students to acquire basic knowledge about the concept of basic administrative systems, as well as knowledge of the organization of state administration in the Republic of Croatia, and the organization of administration in comparative administrative systems.
2.2. Terms of course entry and required competences	Conditions for enrollment in the second year of study
2.3. . Learning outcomes on the study programme level	Connect the basic concepts of administrative systems. . Analyze the basic concepts of administrative systems from the science of administration. . Distinguish between the main forms of administration and government relations. Explain and analyze the relationship between administration and citizens from a theoretical perspective. Independently and responsibly search, interpret and apply relevant literature and legal rules in the relationship between administration and government. Analyze and apply basic rules in the area of basic administrative systems. Use specific computer skills in basic and advanced administration application packages. To foresee the future development of the application of administrative systems.

2.4. Expected learning outcomes on the course level	Learning outcomes according to the Bloom`s taxonomy: (up to two verbs per LO)	Level of LO: 1- remembering, 2- understanding, 3- application, 4-analysis, 5-evaluation, 6-synthesis
	1. Define and analyze administrative organizations and the relationship with other parts of public administration in Croatia 2. Classify parts of administrative organizations, and explain common features, similarities and differences between individual types of management. 3. Interpret the applicable law in administrative organizations, judge which of the offered legal solutions is the most appropriate for the establishment, organization and management of individual organizations and plan the way of establishment, organization and operation of individual organizations, management activities. 4. To foresee the procedures for establishing legally relevant facts and deciding on issues related to the role of management in society, and to apply the relevant law to the established facts.	1-3 2-4 3-5 1-3

	5. Select and use various databases on legal sources, court practice and relevant legal literature when preparing a decision on various legal issues related to public or local self-government 6. Responsibly and independently search and transfer relevant literature and legal rules in the field of administration of organizations and management activities. 7. Propose and argue proposals for optimal administrative organizations and systems for the study of administration. 8. To connect the basic concepts of different branches of law. 9. Use and develop complex written and oral communication in Croatian and English. 10. Predict the future development of administrative organizations and trends in development. .	
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2.5. Course content according to detailed curriculum schedule	Constructive alignment					
	no	Thematic unit	LO of the course	Content/teaching methods	Evaluation	Time
	1.	Introduction to basic administration		They listen to lectures, browse databases and read literature	At the colloquium or written / oral exam, they define the basic concepts of administrative systems from the science of administration.	
	2.	The meaning of administration in the modern world		They listen to lectures and read literature. During the exercises, they	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	

				analyze		
				examples		
				from		
				practice		
				independen		
				tly and in		
				teams and		
				draw		
				conclusion		
				s about the		
				application		
				of legal		
				regulations		
				in		
				administrat		
				ive		

				organizational In group work, the		
	3.	The role of management	They listen to lectures and read literature. During the exercises, they analyze examples from practice independently	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		

				tly and in teams and draw conclusion s about the application of legal regulations to a concrete factual situation, and the dilemmas of division	
	4.			They listen	

		Management study system	to lectures and read literature. During the exercises, independen tly and in teams, they analyze examples from practice and draw conclusion s about the application	
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				of legal regulations to a specific factual situation, and draw up acts related to the	
	5.	The science of administration as an empirical science		At the colloquium or written/oral exam, they can	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.

				define		
				societies of		
				persons,		
				list their		
				common		
				and		
				distinguish		
				ing		
				characterist		
				ics, that is,		
				analyze		
				and		
				explain the		
				modalities		
				of the		
				manageme		

				nt study system.		
	6.		The role of management in society	They listen to lectures and read literature. During the exercises, they analyze examples from practice independen tly and in teams and	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	

				draw conclusion s about the application of legal regulations to a concrete factual situation related to urbanizatio n and	
	7.	Management development		They listen to lectures and read	At the colloquium or written/oral exam, they know how to define each of the tendencies in management and list their common and

				literature.	distinguishing characteristics.	
				During the		
				exercises,		
				they		
				analyze		
				examples		
				from		
				practice		
				independen		
				tly and in		
				teams and		
				draw		
				conclusion		
				s about the		
				application		
				of legal		

				regulations to a specific factual situation.	
	8.	Tendencies in administration		At the colloquium or written/ora l exam, they can define the historical influence and developme	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

				nt of the administrat ion, state their common and distinguish ing characterist ics, or analyze it according to years.	
	9.	Means of political control of the		They listen to lectures and read	At the colloquium or written/oral exam, they can define what is management in local self- government, state their common and

		administration		literature. They use multimedia and the network. During the exercises, they individually research the content of this thematic area by searching the	distinguishing characteristics, that is, analyze and explain management modalities in administrative organizations.	
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				database about administrat ion in the political system and its influence on the	
	10.	Management as a human activity		They listen to lectures and read literature. During the exercises, they	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 means of political control of the administration.

				demonstrate the means of political control of the administration	
	11.	Organizational structure of the administration		They listen to lectures and read literature. They use multimedia and the network.	At the colloquium or written/oral exam, they know how to define and interpret local bodies. Propose a way of solving a certain organizational structure of dispute management based on the presented facts of the case.

				The types and peculiaritie s of local bodies are presented. In the group work at the seminar, the brainstormi ng method and the discussion method	
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	12.	Types of administrations	They listen to lectures and read literature. During the exercises, they analyze examples from practice independen tly and in teams and search databases	They listen to lectures and read literature. During the exercises, they analyze examples from practice independently and in teams and search databases about	
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				about		
	13.		People in the administration	They listen to lectures and read literature. During the exercises, they analyze examples from practice independently and in teams and search	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.	

				databases about		
	14.	Forecasting in the administration, planning, management in the administration		They listen to the lecture and prepare individually for the exam. During the exercises, they analyze certain definitions related to	At the colloquium or written/oral exam, they know how to define and explain the peculiarities of theoretical models.	

				theoretical manageme nt models independe		
	15.	Theoretical management models, Final lecture: recapitulation and repeaters				
3. EVALU ATION OF STUDEN TS' WORK						
3.1. Students' obligation s	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					

3.2. Monitorin g student work (enter the share of ECTS credits for each activity so that the total number of ECTS points correspon ds to the credit	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:					
	• 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).					
					Other	
					Other	

score of the course))												
3.3. . Student workload	Student workload on all bases for 1 ECTS credit is 30 hours in a semester and is estimated as:											
4. FORMIRANJE OCJENE												
4.1. Grading seminar papers	-											
4.2. Grading colloquia/ written and oral exam	<table><tr><td>Unsatisfactory</td><td>Satisfactory</td><td>Above average</td></tr><tr><td></td><td></td><td></td></tr></table>						Unsatisfactory	Satisfactory	Above average			
Unsatisfactory	Satisfactory	Above average										
4.3. Final grade according to evaluation elements	Active course attendance	The paper is not organized in a logical order and lacks structure. Words and expressions not aligned with official	The paper is well structured with a clear distinction between the introduction, the main body of the text and the conclusion.	The paper is well structured with a clear distinction between the introduction, the main part								

		terminology. The writing style is not appropriate, the sentences are too long, the vocabulary is modest and with frequent and		of the text and the conclusion, which are excellently logically connected to each other.	
	Colloquia/ Written exam	frequent and repeated grammatical errors. No sources are given at all. The references do not	Words and expressions are aligned with official terminology. The writing style is appropriate, the	Words and expressions are aligned with official terminology and demonstrate	

		match the topic	sentence	an	
		and show a	structure is clear,	understanding	
		superficial	the vocabulary is	of their	
		approach to	appropriate and	meaning. The	
		researching the	there are few	writing style	
		topic.	grammatical	is excellent,	
			errors.	the sentences	
				are clear and	
				concise, the	
				vocabulary is	
				rich and there	
				are no	
				grammatical	
				errors.	
Oral exam		The references do	The sources are	Words and	

		not match the topic and show a superficial approach to researching the topic.	listed, but incompletely and with errors. References are appropriate for the topic and demonstrate a satisfactory research attitude.	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	
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					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		
5. ADDITIONAL COURSE INFORM								

ACTION			
5.1. Compulsory literature (available in the library and via other media)	Title Nauka o upravi, E. Pusić, Zagreb 2002.	Number of copies in the library	Availability via other media
5.2. Additional literature (at the moment of changes and/or amended of study programme)	. Koprić, I., (ur.), Javna uprava – nastavni materijali, Zagreb, Suvremena javna uprava, 2006. 2. Koprić, I. – Marčetić, G.: Obrazovanje upravnog osoblja: iskustva i izazovi u Koprić, I. (ur.): Modernizacija hrvatske uprave, Suvremena javna uprava, Društveno veleučilište u Zagrebu, Zagreb, 2003., str. 191. – 227. 3. Kuhlmann, S., Wollmann, H., Introduction To Comparative Public Administration, Cheltenham, Edward Elgar Publishing Ltd, 2014. 4. Šimac, N.: Izbor i početna izobrazba viših kadrova državne uprave; francuska iskustva i tranzicijske mogućnosti u Koprić, I. (ur.): Modernizacija hrvatske uprave, Suvremena javna uprava, Društveno veleučilište u Zagrebu, Zagreb, 2003., str. 152. – 159.		
5.3. Quality assurance methods that ensure the acquisition of knowledge, skills and competences	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. 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		

5.4. Informing about the course and contacting the teacher	. 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).

Basics of Civil Law

1. GENERAL COURSE INFORMATION			
1.1. Course lecturer	Vesna Jurin Bakotić, law graduate, a senior lecturer	1.8. Course code in ISVU	140796
1.2. Course title	Basics of Civil Law	1.9. Course code in MOZVAG	
1.3. Assistants and/or associates		1.10. Forms of teaching (number of hours Lecturing + Practical exercises + Seminars + e learning)	(45+15+0+0)
1.4. Study programme (specialist, undergraduate, graduate)	Undergraduate Professional Study Administrative Law	1.11. Level of e- learning application (1 st , 2 nd , 3 rd level), percentage of on line course performance (max. 20%)	1 st , course materials are on-line, 0%
1.5. Course status (obligatory, optional)	Obligatory	1.12. Number of course revisions	5
1.6. Year of study	2 st	1.15. Modernization	Yes
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 teaching process is to develop the ability of students to master the basic concepts of civil law, particularly those related to performing lower and middle decision-making, such as official work in notary and attorney's offices, administrative bodies in state administration and companies, land registry departments of municipal court. The acquired knowledge will help them master the theoretical legal knowledge that they will be able to apply in concrete situations and on the basis of which they will understand the meaning of civil law in the legal system of our country.		
2.2. Terms of course entry and required competences	Conditions for enrollment of the second year of study.		
2.3. Learning outcomes on the study programme level	(IU1) Link the basic concepts of different branches of law and generalize the issues of work in public administration		
	(IU2) Analyze the interferences of international, European and national law		
	(IU6) Evaluate the effects on the life of citizens of the actions of bodies and organizations of public administration and other entities at different levels		
	(IU10) Organize and conduct team work and critically evaluate the opinions and attitudes of team stakeholders		
	(IU11) Independently and responsibly search, interpret and apply relevant literature and legal rules for drafting and enacting regulations		

	and acts in administrative and other legal proceedings, administrative disputes and activities of governing bodies and organizations, utility companies and institutions				
	(IU12) Independently draft acts and submissions and take basic procedural steps in administrative and other legal matters procedure and administrative dispute.				
2.4. Expected learning outcomes on the course level	Learning outcomes according to the Bloom's taxonomy: (up to two verbs per LO)				Level of LO: 1- remembering, 2- understanding, 3- application, 4-analysis, 5-evaluation, 6-synthesis
	Define and analyze civil law institutes, in theory and positive law.				1, 4
	Categorize and analyze individual institutes of compulsory and succession law.				2, 4
	Conduct procedures for determining legally relevant facts and deciding disputable and uncontested issues in the field of civil law and apply relevant law to established facts				2, 5
	Use different databases on legal sources, case law and relevant legal literature when preparing a decision on various legal issues and present a legal framework in the field of private law				6, 3
	Evaluate the legal basis and draw up draft contracts and individual and general legal acts and explanations of individual and general normative acts				4, 6
2.5. Course content according to detailed curriculum schedule	Constructive allignment				
	no	Thematic unit	LO of the course	Content/teaching methods	Evaluation
		INTRODUCTION TO CIVIL LAW.	1,3,5	Listen to lectures. In the course of independent work on the computer, they are introduced to the course content and documents on the e-learning page of the course.	In colloquium or he written exam, they define the basic concepts of civil law. They analyze the principles in this area of law. Establish and interpret the legal framework of civil law.
		.SUBJECTS OF CITIZENS 'RIGHTS	1, 2,3,4,5,6	Listen to a lecture and read literature. They practice case studies independently and in a team and draw conclusions on the application of legal regulations	In colloquium or the written exam students know to enumerate, differentiate and give an example of basic civil law sources at a colloquium or a written exam, and know how to apply the appropriate positive legal regulation to a specific example.
		CIVIL LEGAL SUBJECTS	1, 2,3,4,5,6	Listen to a lecture and read literature. They practice case studies independently and in a team and draw conclusions on the application of legal regulations	In colloquium or a written exam, they can enumerate, distinguish who can be the subject of a civil relationship and what prerequisites are required for a person to be capable of being a participant in a civil relationship. Civil law objects, the division of things, the characteristics of the act and the functions and characteristics of the property are distinguished.

		LEGAL BUSINESS	1, 2,3,4,5,6	Listen to a lecture and read literature. They practice case studies independently and in a team and draw conclusions on the application of legal regulations	In colloquium or the written exam students know to define and describe what is required to achieve a certain legal effect, what are the forms of manifesting the will and related to this type of legal affairs, the content of the same, the way of concluding, the assumptions for validity and nullity and the consequences of invalidity	12 h	
		REAL RIGHTS	1, 2,3,4,5,6	Listen to lectures and read literature. They use multimedia and networking. During the exercises, they individually explore the content of this topic area by searching the database, and on the basis of it and reading the literature, they create a seminar paper that presents the acquired knowledge and presents their own ideas, and ways to solve problems.	In colloquium or a written exam students know to define and e institutes of real law, outline their characteristics and limitations.	12 h	
		LAW OF PLEDGE, THE RIGHT OF CONSTRUCTION.	1,3,5,6	Listen to a lecture and read literature. They use multimedia and networking. During the exercises, they individually explore the content of this topic area by searching the database, and on the basis of it and reading the literature, they create a seminar paper that presents the acquired knowledge and presents their own ideas, and ways to solve problems.	In colloquium or the written exam, students know to define and describe the importance of the property right institute, concept, characteristics, content, restrictions, types, methods of protection of property rights.	10 h	
		COMPULSORY LAW.	1,2, 3,4,5,6	Listen to a lecture and read literature. They use multimedia and networking. During the exercises, they individually explore the content of this topic area by searching the database, and on the basis of it and reading the literature, they create a seminar paper that presents the acquired knowledge and presents their own ideas, and ways to solve problems..	In colloquium or the written and oral exam students know how to define, describe, and compare ownership with other real property rights in someone else's real estate.	12 h	
		TYPES OF AND CONDITIONS OF CONTRACT.	1, 4,5,6	Listen to a lecture and read literature. They use multimedia and networking. During the exercises, they individually explore the content of this topic area by searching the database, and on the basis of it and reading the literature, they create a seminar paper that presents the	In colloquium or the written and oral exam students know how to define and describe the manner and types of publishing real rights in real estate, arranging land registers, principles that are characteristic of land registration law and types of land registration.	6 h	

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

				reading the literature, they create a seminar paper that presents the acquired knowledge and presents their own ideas, and ways to solve problems.		
		INHERITANCE RIGHTS CONTRACTS, PROBATE PROCEEDINGS.	1,2,3,5,6	. Listen to lectures and read literature.	In colloquium or the written and oral exam they know how to explain and evaluate the assumptions necessary for the property to continue its legal destiny even after the decedent's death and what are the basic principles and characteristics of inheritance by law	8 h
		REVISION		Listen to lectures and and individually prepare for the exam.read literature	-	20 h
3. EVALUATION OF STUDENTS` WORK						
3.1. Students` obligations	In accordance with the Regulations on Studying and the Regulations on Student Assessment and Evaluation: for all full-time students attendance of at least 70%. Part-time students are required to attend classes at least 50%. All students are required to carry calculator and formulae list. Students who have during the course achieved: - from 0 - 24,9% ECTS credits- are rated F (unsuccessful) and cannot obtain ECTS credits, and must re-enroll in the next academic year; - from 25 - 49,9% - are assessed by FX (insufficient) and must pass the written exam (test). Written exam (test) can be held in a regular or extraordinary exam period; - more than 50% - students have the right to take the final exam. Students can take the final exam from the course in two ways: a) during the course of teaching through continuous monitoring of students (active participation in classes and through three colloquia); b) by passing the exam (written and oral part of the exam).					
3.2. Monitoring student work (enter the share of ECTS credits for each activity so that the total number of ECTS points corresponds to the credit score of the course)	Attendance	1	Written exam	2 (without colloquia)	Project	
	Experimental work		Research		Practical work	
	Essay		Report		Continuous examination	
	Colloquium	2 (without written and oral exam)	Seminar paper	0,5	Other	
	Class activity	0,5	Oral exam	1 (without colloquia)	Other	
3.3. Student workload	Student workload on all bases for 1 ECTS credit is 30 hours in a semester and is estimated as: Attending classes and exercises 60 hours Creation of seminar work and presentation 15 hours Preparing colloquia or exams through individual work 75 hours					
4. GRADING SYSTEM						

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

		competences (teaching + final exam)			
		90 – 100%	5 (excellent)	A	
		80 – 89,9%	4 (very good)	B	
		65 – 79,9%	3 (good)	C	
		60 – 64,9%	2 (satisfactory)	D	
		50 – 59,9%	2 (satisfactory)	E	
5. ADDITIONAL COURSE INFORMATION					
5.1. Compulsory literature (available in the library and via other media)	Title			Number of copies in the library	Availability via other media
	1. Petar Klarić - Mladen Vedriš, Građansko pravo, Narodne novine, Zagreb, 2014			3	
	2. Zakon o obveznim odnosima			5	
	3. Zakon o vlasništvu i drugim stvarnim pravima				
4. Zakon o nasljeđivanju					
5.2. Additional literature (at the moment of changes and/or amended of study programme)	1. GAVELLA, N., JOSIPOVIĆ, T., GLIHA, I., BELAJ, V., STIPKOVIĆ, Z., Stvarnopravo, II. izmijenjeno i dopunjeno izdanje, Svezak prvi i drugi, Narodne novine,Zagreb, 2007. 2. GAVELLA, N., BELAJ, V., Nasljedno pravo, Narodne novine, 2008. 3. GORENC, VILIM (urednik): Komentar Zakona o obveznim odnosima, 2005.				
5.3. Quality assurance methods that ensure the acquisition of knowledge, skills and competences	The control of students' work quality and the acquisition of necessary knowledge and skills will be ensured through interactive work. By keeping track of attendance and student activity during classes and provided information on students' progress through short colloquiums and homework, information for further guidance to students will be provided in order to increase the efficiency of their work. Students will be informed about their rights and obligations as well as the methods of work and the required literature. Indicators of quality assurance system: Student survey, monitoring of annual data from the Croatian employment service on the annual state of student employment, surveys from employers and Alumni association.				
5.4. Informing about the course and contacting the teacher	It is the responsibility of each student to be regularly informed about the course, the coursework, and the classroom activities. All notices of classes or possible adjournment will be published in a timely manner on the e-learning site of the course and on the website of the Polytechnic. Students can contact teachers during the consultation period (at least one hour per week), while for short questions and explanations they can be contacted during class. It is also possible to ask questions by e-mail (from the official e-mail address at @ vus.hr), which will be answered as soon as possible (no later than five working days after receiving the e-mail).				

Administrative procedural law

1. GENERAL COURSE INFORMATION			
1.1. Name of object	ADMINISTRATIVE PROCEDURAL LAW	1.8. College code in ISVU	
1.2. Case holders	Alen Lalic, lect.	1.9. College code in MOZVAG	
1.3. Associates	none	1.10. Method of teaching (number of hours P + V + S + learning)	(45+30+0+0)
1.4. Study programme (professional, specialist graduate professional study programme)	Undergraduate Professional Study of Administrative Studies	1.11. Level of application of e-learning (level 1,2,3), Percentage of course performance online (max. 20%)	Level 1 – materials up Stupni On-to Line 0%
1.5. College status (O,I)	Obligatory (O)	1.12. Ordinal number of amendments to the description of the college	
1.6. Year of study	2nd study year	1.13. Modernization	☒ yes , no.
1.7. Credit score (ECTS)	7	1.14. Estimation of the percentage of amendments to the course programme	Less than 20% ☒ More than 20% ☐
2. CASE DESCRIPTION			

2.1. Objectives of the College	The main objective of the course is to familiarize students with the concept of procedural law and with the basic legal institutes of administrative procedural law, at a level that allows the direct application of administrative norms to an individual case by solving administrative matters, the use of appeals and other legal remedies in administrative proceedings, and the drafting of administrative acts and other written articles in administrative proceedings. After successfully passing the course, students will be trained to directly engage in the implementation of administrative procedures and similar work processes.
2.2. Requirements for course admission and entry competences required for the course	Conditions for enrollment in the second year of study.
2.3. Programme-wide learning outcomes to which the course contributes	IU 1, 2, 5, 6, 8, 10, 11, 12, 13 .

2.4. Expected learning outcomes at course level (4-10 learning outcomes)	Learning outcomes according to Bloom's taxonomy: (up to two verbs per IU)		Level IU: 1-compassion, 2- understanding 3- application 4-analysis, 5 evaluation, 6-synthesis
	Distinguish between general and special administrative procedures.		4
	Describe and analyze the principles of general administrative procedure.		2,4
	Distinguish criteria for determining jurisdiction in administrative proceedings and cases of exemption of an official when conducting administrative proceedings.		4
	Explain the importance and role of the parties in administrative proceedings		2
	Describe and analyze the course of the administrative procedure.		2,4
	Explain and analyze all the actions that need to be carried out when conducting and completing administrative procedures		2,4
	Handle the conduct of all types of administrative proceedings in the first instance.		3

		Choose the appropriate type of remedy according to the General Administrative Procedure Act and recommend it to the parties and - the authorized persons of the right to submit them.	3			
		Judge the system of rules of administrative procedure in the legal system of the European Union	5			
		Propose the application of the Institute from the General Administrative Procedure Act in specific administrative proceedings	3			
2.5. Course content elaborated in detail according to the hourly rate	Constructive alignment					
	r.br.	Thematic unit	IU College	Teaching content/method	Evaluation	Time required
		Introduction to the course and detailed detailed curricula	-	They're listening to a lecture. On exercises independently working on the computer, they are introduced to the content of the course and documents on the e-learning page of the subject.	-	

		Peculiarities of administrative procedure. Standardization of the general administrative procedure.	1,7	They listen to a lecture, browse databases and read literature.	At the colloquium or exam, students can explain the concept of administrative procedure, the peculiarities of the administrative procedure, and the development of standardization of the general administrative procedure in the world and in Croatia.	10
		General and special administrative procedures. Obligated to conduct administrative proceedings. It's an administrative matter.	1,7,10	They listen to lectures and read literature. On the exercises independently and in a team, they analyze examples from practice and draw conclusions about the application of legal regulations to a specific factual situation. In group work on exercises, the brain storm method and the method of discussing the topic covered are applied.	At a colloquium or exam, students know how to distinguish general from special administrative procedures, explain the subject of the General Administrative Procedure Act and its application, explain the concept of an administrative matter. Created and presented practical work (independent using computer programs).	12
		Principles of administrative procedure.	2,7,10	They listen to lectures and read literature. On the exercises independently and in a team, they analyze examples from practice and draw conclusions about the application of legal regulations to a specific factual situation.	On a colloquium or exam, students know how to list and analyze the principles of administrative procedure. Created and presented practical work (independent using computer programs).	12

				In group work on exercises, the brain storm method and the method of discussing the topic covered are applied.		
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		Jurisdiction in administrative proceedings. A person authorized to conduct administrative proceedings and resolve it.	3,7,10	Listen lecture and They read literature. On the exercises independently and in a team, they analyze examples from practice and draw conclusions about the application of legal regulations to a specific factual situation. In group work on exercises, the brain storm method and the method of discussing the topic covered are applied.	At a colloquium or exam, students know how to explain competence in administrative proceedings (determination of competent public law body, conflict of jurisdiction, joint decision in administrative matter, single administrative place), designate an official person authorized to conduct administrative proceedings and resolve it, and state and explain the reasons for its exemption. Developed and presented practical work (independent use of computer programs and sources of court and other legal practice).	12
		Legal assistance in administrative matters. A party to administrative proceedings.	4,7,10	Listen lecture and They read literature. On the exercises independently and in a team, they analyze examples from practice and draw conclusions about the application of legal regulations to a specific factual situation. In group work on exercises, the brain storm method and the method of discussing the topic covered are applied.	At the colloquium or exam, students know how to explain legal assistance in administrative matters, explain the right to declare a party in administrative proceedings, distinguish between one-party and multiparty administrative matters, determine the party in administrative proceedings, explain the taking of actions in administrative proceedings. Developed and presented practical work (independent use of computer programs and sources of court and other legal	12

					practice).	
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		Initiating administrative proceedings. The process of resolving an administrative matter.	5,6,7,10	They listen to lectures and read literature. On the exercises independently and in a team, they analyze examples from practice and draw conclusions about the application of legal regulations to a specific factual situation. In group work on exercises, the brain storm method and the method of discussing the topic covered are applied.	At the colloquium or exam, students know how to describe the initiation of administrative proceedings at the request of the party and ex officio, explain the amendment and withdrawal of the request, explain the merger and separation of the administrative matter, explain the determination of the facts, the immediate resolution of the administrative matter, the investigation procedure, the oral hearing and the preliminary question. Created and presented practical work (independent use of computer programs and sources of jurisprudence and other legal practice).	12
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		Argumentation. Actions in administrative procedure.	5,6,7,10	They listen to lectures and read literature. On the exercises independently and in a team, they analyze examples from practice and draw conclusions about the application of legal regulations to a specific factual situation and independently draw examples of conclusions. In group work on exercises, the brain storm method and the method of discussing the topic covered are applied.	At a colloquium or exam, students can explain the concept of proof and the concept of evidence, explain the security of evidence, explain the concept and use of documents, witnesses, expert witnesses, eyewitnesses and statements of a party as evidence in administrative proceedings, explain submissions, electronic communication, minutes, renewal (reconstruction) of files in administrative proceedings, and distinguish between the decision and conclusion. Created and presented practical work (independent use of computer programs and sources of jurisprudence and other legal practice).	12
		Terms. Notification.	5,6,7,10	They listen to lectures and read literature. On the exercises independently and in a team, they analyze examples from practice and draw conclusions about the application of legal regulations to a specific factual situation.	At the colloquium or exam, students know how to describe the determination and calculation of deadlines in the administrative procedure, explain the return to the previous state in the administrative procedure, explain the forms	12

				In group work on exercises, the brain storm method and the method of discussing the topic covered are applied.	information in administrative proceedings, explain informing of the course of the proceedings and reviewing the file, explain service in administrative proceedings. Developed and presented practical work (independent use of computer programs and sources of court and other legal practice).	
		Dealing with the administrative matter.	5,6,7,10	They listen to lectures and read literature. On the exercises independently and in a team, they analyze examples from practice and draw conclusions about the application of legal regulations to a specific factual situation and independently develop examples of solutions. In group work on exercises, the brain storm method and the method of discussing the topic covered are applied.	At a colloquium or exam, students know how to explain the concept of a solution in an administrative procedure, describe the form and content of the decision, specify the deadline for issuing a decision, explain the premise of adopting a party's request, explain the special types of solutions, explain the settlement of the parties and the suspension of administrative proceedings as other ways of terminating the administrative procedure. Created and presented practical work (independent use of computer programs and sources of jurisprudence and other legal practice).	12

		Regular remedies.	5,6,7,8,10	They listen to lectures and read literature. On the exercises independently and in a team, they analyze examples from practice and draw conclusions on the application of legal regulations to a specific factual situation and independently make examples of appeals and objections. In group work on exercises, the brain storm method and the method of discussing the topic covered are applied.	At a colloquium or examination, students know how to list and distinguish between regular and extraordinary legal remedies in administrative proceedings and distinguish and explain appeal and objection as regular legal remedies in administrative proceedings. Created and presented practical work (independent use of computer programs and sources of jurisprudence and other legal practice).	12
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		Extraordinary remedies.	5,6,7,8,10	They listen to lectures and read literature. On the exercises independently and in a team, they analyze examples from practice and draw conclusions about the application of legal regulations to a specific factual situation. In group work on exercises, the brain storm method and the method of discussing the topic covered are applied.	At the colloquium or exam, students know how to list and distinguish extraordinary legal remedies in administrative proceedings (renewal of proceedings, annulment and cancellation of decisions and advertising solutions null and void) and explain them. Created and presented practical work (independent use of computer programs and sources of jurisprudence and other legal practice).	12
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		Enforcement in administrative proceedings.	5,6,7,10	They listen to lectures and read literature. On the exercises independently and in a team, they analyze examples from practice and draw conclusions about the application of legal regulations to a specific factual situation. In group work on exercises, the brain storm method and the method of discussing the topic covered are applied.	On a colloquium or exam, students know how to explain execution in administrative proceedings. Created and presented practical work (independent use of computer programs and sources of jurisprudence and other legal practice).	12
		Rules of general administrative procedure in European Union law	9	They listen to lectures and read literature. On the exercises independently and in a team, they analyze examples from practice and draw conclusions about the application of legal regulations to a specific factual situation. In group work on exercises, the brain storm method and the method of discussing the topic covered are applied.	At a colloquium or examination, the student knows how to specify and explain the rules of general administrative procedure in European Union law. Created and presented practical work (independent use of computer programs and sources of jurisprudence and other legal practice).	12
		Necessary application for administrative procedure in European Union law	9	They listen to lectures and read literature. On the exercises independently and in a team, they analyze examples from practice and draw conclusions about the application	At a colloquium or exam, students know how to distinguish and explain the necessary requirements for conducting administrative proceedings in European Union law.	12

				legal regulations on a specific factual situation. In group work on exercises, the brain storm method and the method of discussing the topic covered are applied.	Created and presented practical work (independent use of computer programs and sources of jurisprudence and other legal practice).	
		Concluding considerations/Repetition and preparation for the exam.	1,2,3,4,5,6,7,8,9,10	They listen to the lecture and prepare individually for the exam. They listen to lectures and read literature. On the exercises independently and in a team, they analyze examples from practice and draw conclusions about the application of legal regulations to a specific factual situation. In group work on exercises, the brain storm method and the method of discussing the topic covered are applied.	Created and presented practical work (independent use of computer programs and sources of jurisprudence and other legal practice).	44
3. EVALUATION OF STUDENT WORK						

3.1. Obligations of the student	In accordance with <i>the Regulations on studying</i> and <i>the Ordinance on the evaluation and evaluation of students' work</i>: for all full-time students attendance at least 70%. Part-time students are obliged to attend classes at least 50%. Students who have achieved: - From 0 – 24.9% of ECTS credits - they are assessed with an F grade (unsuccessful) and cannot earn ECTS credits, and must re-enroll in the subject in the next academic year; - From 25 – 49.9% - they are rated FX (insufficient) and must come out and pass the written exam (test). The written exam (test) can be held within a regular or part-time examination period; - More than 50% - students are entitled to access the final exam of the subject. Students can pass the final exam in the course in two ways: a) during classes through continuous monitoring of students (active participation in teaching and preparation and presentation of practical work and two colloquia); b) during classes (active participation in teaching and preparation and presentation of practical work) and passing exams (written exam).
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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)	Attendance of classes	2.5	Written exam	2 (without colloquium)	Project	
	Experimental work		Research		Practical work	0.5
	Assay		Report		Continuous verification	
	Colloquiums	4 (without written exam)	Seminar paper		(other enroll)	
	Activities in continuation		Viva voce	2 (without colloquium)	(other enroll)	
3.3. Student workload	The student's workload on all grounds is for 1 ECTS credit 30 hours of work in the semester and is assessed as:					
	Obligation		Hours (estimate)			
	Attendance of classes		75			
	Creating practical work and presentation		15			

	Preparation for colloquium/exam through self-study		120	
4. FORMATION OF THE RATING				
4.1. Evaluation of the seminar paper	Valuation element	Badly	Satisfactorily	Above average
	Organization	The work is not organized in a 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 excellently logically related to each other.
	Terminology, writing style	Words and phrases low aligned with official terminology. The writing style is not appropriate, the sentences are too long, with a modest vocabulary and with frequent and repeated grammatical errors.	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.	Words and phrases are aligned with official terminology and show an understanding of their meaning. The writing style is excellent, the sentences are clear and concise, the vocabulary is rich and there are no grammatical errors.
	Citing and citing references	Sources are not cited at all. The references do not fit the topic and show a superficial approach to researching the topic.	Sources are cited, but incompletely and with errors. The references are appropriate for the topic and show a satisfactory research stance.	The sources are accurately, completely and consistently listed. The references are appropriate, their list is "rich" and comprehensive, and shows a detailed research approach.
4.2. Evaluation of colloquiums /	Badly		Satisfactorily	Above average

Written and the oral part of the exam	It responds from memory, without a deeper understanding. He does not know or apply basic terms and concepts. He does not know how to apply or explain the content of the course with examples.	He reproduces basic concepts and without difficulty transfers new knowledge, understands the material, explains terms and concepts that he supports with examples.	Knowledge is at the level of analysis, synthesis and evaluation. He perceives the laws, accurately and thoroughly explains the content of the material and logically connects and explains terms and concepts that he substantiates with examples. Find solutions that were not originally given. It sees correlations with related material.	
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4.3. Formation of the final assessment according to the elements of evaluation	Active attendance of classes		70-75% of attendance		76-86% of the attendance		87-100% attendance		Case study solution	
			2 points		4 points		7 points		3 points	
	Practical work		2		3		4		5	
			5 points		7 points		8 points		10 points	
	Passing the colloquium / Written part of the exam		2		3		4		5	
			50-64,9%		65-79,9%		80-89,9%		90-100%	
			25 points		30 points		35 points		40 points	
	Oral part of the exam		2		3		5		5	
25 points			30 points		35 points		40 points			
4.4. Formation of a final assessment based on absolute distribution		Percentage of acquired knowledge, skills and Competence (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)	Title								Number of copies in the library	Availability through other media
	Đerđa, D., General Administrative Procedure in the Republic of Croatia, Inženjerski biro, 2010. Đerđa, D., Basics of Administrative Law of the European Union, Faculty of Law, University of Rijeka, Rijeka, 2012, selected parts									Available on-line

	Law on General Administrative Procedure		
5.2. Supplementary literature (at the time of application amendment and/or addition to the study programme)	1. Turčić, Z., Commentary Law on General Administrative Procedure (third amended edition), Organizer, Zagreb, 2012. 2. Turčić, Z., Manual for the Application of the General Administrative Procedure Act, Organizer, Zagreb, 2013. 3. Bienenfeld, J. et al.: Application of the General Administrative Procedure Act, Novi informator, Zagreb, 2010. 3. Đerđa, D. et al: Actualities of administrative practice and administrative judiciary, Inženjerski biro, Zagreb, 2015.		Available on-line
5.3. Quality monitoring methods ensuring the acquisition of output knowledge, skill and competence	Quality control of students' work and acquisition of the necessary knowledge and skills will be ensured through interactive work. By keeping records of the presence and activities of students in teaching and the information obtained on the progress of students through colloquiums, information will be obtained for further instructions to students in order to increase the efficiency of their work. Students will be briefed on their rights and obligations and work methods and necessary literature. Indicators of the quality assurance system: Student survey, monitoring of annual data from HZZZ on the annual state of employment of students, surveys of employers and association Alumni.		

5.4. Informing about the course and contacting the teacher	It is the obligation of every student to regularly inform themselves about the course, teaching and activities in classes. All notifications about teaching or possible postponement of classes will be published in a timely manner on the e-learning pages of the course and on the website of the Polytechnic. Students can contact teachers during the consultation period (at least one hour per week), while for short questions and explanations, they can contact 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 the receipt of the e-mail).
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Financing of Public Administration

1. GENERAL COURSE INFORMATION			
1.1. Course title	Financing of Public Administration		
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)	(45+15+0+0)
1.4. Study programme (specialist, undergraduate, graduate)	Undergraduate Professional Study Administrative Law	1.11. Level of e- learning application (1 st , 2 nd , 3 rd level), percentage of on line course performance (max. 20%)	1 st – materials available On-line, 0%
1.5. Course status (obligatory, optional)	Obligatory	1.12. Number of course revisions	4.
1.6. Year of study	1 st	1.13. Modernization	☒ yes ☐ 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	• To familiarize students with the basic terms of public finance with an emphasis on the topic of tax revenues and budgets. • Demonstrate procedures for determining the tax base and tax liability for basic types of taxes. • Present the procedures for analyzing public revenues and expenditures. • Explain the importance of certain fiscal instruments for financing public administration.	
2.2. Terms of course entry and required competences	No conditions.	
2.3. Learning outcomes on the study programme level	LO: 1,4,6,8,10,11	
2.4. Expected learning outcomes on the course level	Learning outcomes towards Bloom's taxonomy: (up to two verbs per LO)	Level of LO: 1. <i>Recapture,</i> 2. <i>Understanding,</i> 3. <i>Application,</i> 4. <i>Analysis,</i> 5. <i>Evaluation,</i> 6. <i>Synthesis</i>
	1. to categorize individual types of public revenues and public expenditures and determine similarities and differences between individual categories of public revenues and expenditures,	5
	2. to differentiate between the basic concepts of tax terminology and link the effects and objectives of taxation,	2, 5
	3. to interpret the basic determinants of income tax, profit tax, and value added tax, and calculate tax base and tax liability,	3,5
	4. to explain concepts from the area of budgeting and the budgeting process and analyze budget documents,	2,4
	5. to determine the goals and effects of fiscal policy and examine the amount, structure, coverage of public debt and the goals of public debt management.	6,5

2.5. Course content according to detailed curriculum schedule	Constructive alignment					
	no	Thematic unit	LO of the course	Content/teaching methods	Evaluation	Time
		Introduction to the course and a detailed performance plan.	-	Listen to the lecture. In seminary teaching, students get acquainted with course content and documents on the e-learning course page through independent work on the computer.	-	2 h
		Financing of public needs. Public goods.	1	Listen to the lecture and read the literature.	At the colloquium or written and oral exam, students can identify funding sources for public	4 h

					needs. They can describe the differences between public and private sector financial activities. They can categorize public revenues and give examples for particular categories of revenues. They can distinguish between taxes and contributions. They can outline the Croatian tax system.	
		Taxes. Tax terminology.	1, 2	Listen to the lecture and read the literature.	At the colloquium or written and oral exam, students can interpret the basic concepts of tax terminology. They can list and explain goals, principles of taxation, and theory of justification for taxation and determine the correlation between the effects and goals of taxation.	4 h
		Tax evasion.	1, 2	Listen to the lecture and read the literature. Students individually or in pairs explore the content of this topic area by searching the database and, based on it and reading literature, students write seminar papers, thus presenting the acquired knowledge and making their ideas and ways to solve problems. Methods of brainstorming and discussion on the exposed topic are applied to the whole group.	At the colloquium or written and oral exam, students can interpret different taxpayer actions aimed at avoiding or minimizing tax liability. Students are familiar with examples of illegal tax evasion; they can propose measures to avoid tax lawfully. They can explain and give examples of the concepts of tax roll and multiple taxations. They created and presented a seminar paper.	4 h
		Income tax.	1, 2, 3	Listen to the lecture and read the literature. In the practical exercises, they determine the amount of income tax on specific examples. They solve case studies on the exposed topic, after which the discussion method is applied.	At the colloquium or written and oral exam, students can explain the concept of income, identify the forms of income subject to taxation, and list the legal regulations governing income tax. Moreover, students can distinguish the basic characteristics of income tax, explain its role in public revenue and analyze the role of personal deduction in the tax system. They solved the case study.	10 h
		Profit tax.	1, 2, 3	Listen to the lecture and read the literature. Individually or in pairs, solve case studies, thus presenting the appropriateness of previously acquired knowledge and presenting adopted expertise and ideas, discussing issues.	At the colloquium or written and oral exam, students can state the basic features of corporate income tax and explain its role in public revenue. They can decide in which cases government bodies will be taxed with profit tax. Furthermore, students can determine the tax base and give an example of the tax incentives in the corporative income tax system. They created and presented a seminar paper.	10 h
		Value-added tax.	1, 2, 3	Listen to the lecture and read the literature. Students individually or in pairs explore the content of this topic area by searching the database and, based on it and reading literature, students	At the colloquium or written and oral exam, students can state the basic features of VAT and explain its importance for public revenues. They can systematize VAT tax rates. They solved the case study. They created and presented a seminar paper.	8 h

				write seminar papers, thus presenting the acquired knowledge and making their ideas and ways to solve problems. Methods of brainstorming and discussion on the exposed topic are applied to the whole group.		
		Excise and special taxes.	1, 2, 4	Listen to the lecture and read the literature. Listen to the lecture and read the literature. Students individually or in pairs explore the content of this thematic area, and based on it and the read literature, students write seminar papers, thus presenting the acquired knowledge and making their ideas and ways to solve problems.	At the colloquium or written and oral exam, students can state the basic characteristics of special taxes and excise duties and explain their role in public revenues. They created and presented a seminar paper.	10 h
		Fiscal decentralization.	1, 4	Listen to the lecture and read the literature. Students individually or in pairs explore the content of this thematic area and, based on it and the read literature, write seminar papers, thus presenting the acquired knowledge and making their ideas and ways to solve problems.	At the colloquium or written and oral exam, they can explain the concept of fiscal decentralization and its advantages and disadvantages. They can analyze and estimate the degree of fiscal decentralization of the Croatian tax system. They created and presented a seminar paper.	4 h
		Financing of the local government.	1, 2, 4	Listen to the lecture and read the literature. During the practice exercises, they solve a case study.	At the colloquium or written and oral exam, students can identify the basic characteristics of county and city (municipal) revenues and explain their role in public revenues. They solved the case study. They created and presented a seminar paper.	6 h
		Public expenditures.	1, 2	Listen to the lecture and read the literature. Students individually or in pairs explore the content of this thematic area, and based on it and the read literature, students write seminar papers, thus presenting the acquired knowledge and making their ideas and ways to solve problems. Methods of brainstorming and discussion on the exposed topic are applied to the whole group.	At the colloquium or written and oral exam, students can define and describe the concept, types, principles and structure of public expenditure. They created and presented a seminar paper.	8 h
		The budget; budget functions; budget process.	1, 5	Listen to the lecture and read the literature. During the practice exercises, they solve a case study.	At the colloquium or written and oral exam, students can define and describe the underlying concepts of the budget law, categorize budget levels and analyse budget documents. They created and presented a seminar paper.	8 h
		Tax procedure.	1, 5	Listen to the lecture and read the literature. They use multimedia and	At the colloquium or written and oral exam, students can explain the basic principles of the tax	10 h

				network. At the seminar, students individually explore the content of this topic area by searching the database and, based on it and reading literature, students write seminar papers, thus presenting the acquired knowledge and making their ideas and ways to solve problems.	procedure, the concepts of tax law, tax-debtor relationship, and the concept of tax supervision. They know how to define the terms tax debt write-off and statute of limitations. They know how to determine the reasons for writing off the tax debt. They have created and presented a seminar paper.	
		Public debt.	1, 6	Listen to the lecture and read the literature. Students individually or in pairs explore the content of this thematic area, and based on it and the read literature, students write seminar papers, thus presenting the acquired knowledge and making their ideas and ways to solve problems. Methods of brainstorming and discussion on the exposed topic are applied to the whole group.	At the colloquium or written and oral exam, students can define and describe the concepts of public loans and public debt. They can determine the scope of public debt and the goals of managing public debt. They critically judge the amount and structure of public debt. They can elaborate on Maastricht's convergence criteria. They created and presented a seminar paper.	8 h
		Fiscal policy.	1, 6	Listen to the lecture and read the literature. Students individually or in pairs explore the content of this thematic area and, based on it and the read literature, write seminar papers, thus presenting the acquired knowledge and making their ideas and ways to solve problems.	At the colloquium or written and oral exam, they can describe and critically evaluate the effects of fiscal policy, define the goals to be achieved by implementing fiscal policy and assess the constraints in implementing fiscal policy.	8 h
		Concluding Considerations / Repeating and Preparing for Exam.		Students listen to lectures, read literature and individually prepare for the exam.		
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 full-time students, attendance of at least 70% is required. Part-time students are required to attend at least 50% of the classes. All students must create, present and positively colloquy seminar paper. Students who have during the course achieved: - From 0 – 24,9% ECTS credits- is rated F (unsuccessful) and cannot get ECTS credits and must re-enrol the subject in the next academic year; - 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. Students can pass the final exam in two ways: a) during the course through continuous student attendance (active participation in the lessons, solving case studies, making and presenting the seminar paper and passing colloquium); b) during the course (active participation in the lessons, solving case studies, creating and presenting the seminar paper) and passing the exam (written and oral exam).					
3.2. Monitoring student work (enter the share of ECTS credits for each activity so that the total	Attendance	2	Written exam	1,5 (by submitting colloquium, the student is relieved of a written examination)	Project	

number of ECTS points corresponds to the credit score of the course)	Experimental work		Research		Practical work		
	Essay		Report		Continuous examination		
	Colloquium	2,5 (by submitting colloquium, the student is relieved of a written and oral examination)	Seminar paper	0,5	Other (inscribe)		
	Class activities		Oral exam	1 (by submitting colloquium, the student is relieved of an oral examination)	Other (inscribe)		
3.3. Student workload	The student's workload on all bases amounts to 1 ECTS point for 30 hours of work per semester and is estimated as follow:						
	<i>Commitment</i>			<i>Hours (estimate)</i>			
	Attending classes			60			
	Creating and presenting seminar paper			15			
	Preparation for the Colloquium / exam through self-study			75			
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, the main part of the text and the conclusions that are perfectly logically linked to one another.	
	Terminology, writing style	Words and phrases are low harmonized with official terminology. Writing style is not appropriate, sentences are too long, modest vocabulary, and frequent and repeated grammatical mistakes.		Words and phrases are aligned with official terminology. The writing style is appropriate, the sentence structure is clear, the vocabulary is appropriate and has little grammatical errors.		Words and phrases are aligned with official terminology and show an understanding of their meaning. The writing style is excellent, the sentences are clear and concise, the vocabulary is rich and there are no grammatical errors.	
	Quoting and referencing	Sources are not specified at all. The references do not match the topic and show a superficial approach to the research topic.		Sources are listed, but incomplete and with errors. The references are appropriate for the subject and show a satisfactory research attitude.		Sources are accurate, complete and consistent. The references are appropriate, their list is "rich" and comprehensive and shows a robust research approach.	
4.2. Grading colloquia/ written and oral exam	Unsatisfactory		Satisfactory		Above average		
	Responds by memory, without a deeper understanding. Does not know or apply basic terms and concepts. Does not know how to apply or explain the contents of the course with examples.		Reproduces the basic concepts and without difficulty imparts new knowledge, understands the material, explains the terms and concepts supported with examples.		Knowledge is at the level of analysis, synthesis and evaluation. Observes the principles, accurately and thoroughly explains the content of the material, and logically connects and explains the terms and concepts supported with examples. Finds solutions that were not originally given. Notes correlations with related material.		
4.3. Final grade according to evaluation elements	Active participation in the lessons	70-75% of the attendance		76-86% of the attendance		87-100% of the attendance	Solved case study.
		2 points		4 points		7 points	3 points

	Project	2	3	4	5
		5 points	7 points	8 points	10 points
	Colloquium / written exam	2	3	4	5
		50-64,9%	65-79,9%	80-89,9%	90-100%
		25 points	30 points	35 points	40 points
	Oral exam	2	3	5	5
		25 points	30 points	35 points	40 points
4.4. Final grade according to absolute division		Percentage of adopted 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 through other media)	Title			Number of copies in the library	Availability via other media
	Arbutina, H., Rogić Lugarić, T., Cindori, S., Bogovac, J., i Klemenčić, I. (2022) Javnofinancijski sustav Republike Hrvatske, Zagreb: Narodne novine (selected chapters). Mečev, D. i Žaja, J. (2017) Financiranje središnje države i lokalnih vlasti. Šibenik, Veleučilište u Šibeniku (selected chapters).			2	online
5.2. Additional literature (at the moment of changes and/or amended of study programme)	Income Tax Act Profit Tax Act Value Added Tax Act Local Taxes Act Budget Act				
5.3. Quality assurance methods that ensure the acquisition of knowledge, skills and competences	The control of students' work quality and the acquisition of necessary knowledge and skills will be ensured through interactive work. By keeping track of attendance and student activity during classes and provided information on students' progress through short colloquiums and homework, information for further guidance to students will be provided in order to increase the efficiency of their work. Students will be informed about their rights and obligations as well as the methods of work and the required literature. Indicators of quality assurance system: Student survey, monitoring of annual data from the Croatian employment service on the annual state of student employment, surveys from employers and Alumni association.				

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

GENERAL COURSE INFORMATION			
1.1. Course title	Basics of international law	1.8. Course code in ISVU	(228404) (U17) (228410) (U17-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	Sanja Vešić Mirčeta, mag. iur., Lecturer	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 Undergraduate Study Administrative Law	1.11. Level of e- learning application (1 st , 2 nd , 3 rd level), percentage of on line course performance (max. 20%)	1 st , course materials are on-line, 0%
1.5. Course status (obligatory, optional)	Obligatory	1.12. Number of course revisions	5
1.6. Year of study	2 nd	1.16. Modernization	☐ da ☐ ne

1.7. Credit score (ECTS)	5	1.14. Percentage estimate of course changes and/or supplements	Less than 20% More than 20 %	☒ ☐
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2. COURSE DESCRIPTION			
2.1. Course objectives	The aim of the course is to enable students to acquire basic knowledge of the system of legal rules governing relations between international legal subjects.		
2.2. Terms of course entry and required competences	General conditions required for enrollment in III. semester. Understanding of fundamental concepts in the area of state theory and law, constitutional law, as well as finding internal and international legal sources.		
2.3. . Learning outcomes on the study programme level	LO1: Link the basic concepts of different branches of law and generalize the issues of work in public administration LO2: To analyze the interferences of international, European and national law LO3: To analyze and critically evaluate the structure and functioning of the state government in the Republic of Croatia and the structure, bodies and mode of functioning of the European Union, and to evaluate trends in the modern development of public administration. LO4: To analyze the impact of social processes on the constitutional order and administrative systems, in particular the processes of globalization, euro-integration, transition, urbanization, regionalization and decentralization. LO8: To use and develop complex written and oral communication in Croatian and English. LO10: To organize and conduct teamwork, and critically evaluate the opinions and attitudes of team stakeholders		
2.4. Expected learning outcomes on the course level	Learning outcomes according to the Bloom`s taxonomy: (up to two verbs per LO)		Level of LO: 1- remembering, 2- understanding, 3- application, 4-analysis, 5-evaluation, 6-synthesis
	To analyze individual branches of international law.		4
	To identify sources of international law.		4
	To identify and explain the constituent elements of particular categories of subjects of international law.		5
	To explain the relationship between international and national law in terms of international legal doctrine and existing international law.		5
	To examine the role of certain international legal entities in the creation of international law.		4
	To evaluate the role of international law in regulating relations in the international community of recognized subjects.		5
	To anticipate the development of the international legal order, taking into account the existing relations in the international		6

	community.	
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2.5. Course content according to detailed curriculum schedule	Constructive allignement					
	no	Thematic unit	LO of the course	Content/teaching methods	Evaluation	Time
		Introduction to the course and a detailed teaching plan	-	Listen to a lecture. At the seminar, students are introduced to the course content and documents on the e-learning page of the course by working independently on a computer.	-	3h
		Introduction - the concept of international law, divisions of international law, sources of international law, history of international law	1, 2, 4, 6	Listen to a lecture and read literature.	At the colloquium or the written / oral exam students can define the basic concepts of administrative systems in the science of administration.	5h
		Subjects of international law - general views, individual, international organisms, state	1, 2, 3, 5	Listen to a lecture and read literature.	At the colloquium or the written / oral examination students can define certain categories of subjects of international law and identify and explain their constituent elements.	10h
		Subjects of International Law - Insurgency and Liberation Movements, Addition Relations, Special Areas, Holy See and Vatican City State, Permanent Neutrality	1, 2, 3, 5	Listen to a lecture and read literature.	At the colloquium or the written / oral examination students can define certain categories of subjects of international law and identify and explain their constituent elements.	8h
		Objects of international law - state territory, borders, rivers	1, 2, 6, 7	Listen to a lecture and read literature. At the exercises students on practical examples carry out demarcation on land, sea and rivers.	At the colloquium or the written / oral exam students can define the basic institutes in the science of objects of international law and explain the basic ways of demarcation of state power in space.	10h

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

		mediation, conciliation, arbitration, judicial settlement		international case law	and ensuring peace.	
		The role of the United Nations in the peaceful settlement of disputes and in securing peace - the peaceful settlement of disputes within the United Nations, bringing disputes to the United Nations, collective action, peacekeeping, disarmament	1, 2, 6, 7	Listen to a lecture and read literature. At the exercises students analyze case studies of peaceful dispute resolution and peacekeeping.	At the colloquium or the written / oral examination students can explain the various means of peaceful settlement of disputes and the securing of peace within the United Nations.	8h
		Law of Armed Conflict - sources, concept, persons involved in armed conflict, restrictions on the conduct of hostilities, protection of certain categories of persons, war occupation	1, 2, 6, 7	Listen to a lecture and read literature. At the exercises students analyze relevant case studies on the rights of armed conflict.	At the colloquium or the written / oral examination students can define the basic institutes of the rights of armed conflicts and identify and enumerate international normative sources of the rights of the armed conflicts.	8h
		The law of armed conflicts - the concept of neutrality, the rights and duties of neutrals, blockades, the right of seizure	1, 2, 6, 7	Listen to a lecture and prepare individually for the exam. At the exercises students analyze relevant case studies on the rights of armed conflict.	At the colloquium or the written / oral examination students can define the basic institutes of the rights of armed conflicts and identify and enumerate international normative sources of the rights of the armed conflicts.	20h
3. EVALUATION OF STUDENTS' WORK						
3.1. Students' obligations	In accordance with the Regulations on Studying and the Regulations on Student Assessment and Evaluation: for all full-time students attendance of at least 70%. Part-time students are required to attend classes at least 50%. All students are required to carry calculator and formulae list. Students who have during the course achieved: - from 0 - 24,9% ECTS credits- are rated F (unsuccessful) and cannot obtain ECTS credits, and must re-enroll in the next academic year; - from 25 - 49,9% - are assessed by FX (insufficient) and must pass the written exam (test). Written exam (test) can be held in a regular or extraordinary exam period; - more than 50% - students have the right to take the final exam. Students can take the final exam from the course in two ways: a) during the course of teaching through continuous monitoring of students (active participation in classes and through three colloquia); b) by passing the exam (written and oral part of the exam).					
3.2. Monitoring student work (enter the share of ECTS credits for each activity so that the total number of ECTS points	Attendance		Written exam	2 (without colloquia)	Project	
	Experimental work		Research		Practical work	
	Essay		Report		Continuous	

corresponds to the credit score of the course))					examination	
	Colloquium	4,5 (without written exam)	Seminar paper		Other	
	Class activity		Oral exam	2,5 (without colloquia)	Other	
3.3. . Student workload	Student workload on all bases for 1 ECTS credit is 30 hours in a semester and is estimated as: 2. Attending classes and exercises 60 hours 3. Preparing colloquia or exams through individual work 90 hours					
4. GRADING						
4.1. Grading seminar papers	The evaluation element	Unsatisfactory	Satisfactory	Above average		
	Organization	The paper is not organized in a logical order and lacks structure.	The paper is well structured with a clear distinction between the introduction, the main body of the text and the conclusion.	The paper is well structured with a clear distinction between the introduction, the main body of the text and the conclusion, which are logically interconnected.		
	Terminology, writing style	Words and expressions low in line with official terminology. The writing style is not appropriate, the sentences are too long, of a modest vocabulary and with frequent and repeated grammatical errors.	Words and expressions are in line with official terminology. The writing style is appropriate, the sentence structure is clear, the vocabulary is appropriate and there are few grammatical errors.	Words and expressions are aligned with official terminology and show an understanding of their meaning. The writing style is excellent, the sentences are clear and concise, the vocabulary is rich and there are no grammatical errors.		
	Citing and referencing references	The sources are not listed at all. The references do not fit the topic and show a cursory approach to exploring the topic.	The sources are listed but incomplete and with errors. The references are relevant to the topic and show a satisfactory research attitude.	The sources are accurately, completely and consistently listed. The references are appropriate, their list is "rich" and comprehensive and shows a detailed research approach.		
4.2. Grading colloquia/ written and oral exam	Unsatisfactory		Satisfactory		Above average	
	Responds by memory, without a deeper understanding. Does not know or apply basic terms and concepts. Does not know how to apply or explain the contents of the course with examples.		Reproduces the basic concepts and without difficulty imparts new knowledge, understands the material, explains the terms and concepts supported with examples.		Knowledge is at the level of analysis, synthesis and evaluation. Observes the principles, accurately and thoroughly explains the content of the material, and logically connects and explains the terms and concepts supported with examples. Finds solutions that were not originally given. Notes correlations with related material.	

4.3. Final grade according to evaluation elements	Active course attendance	70-75% of attendance	76-86% of attendance	87-100% of attendance	
		3 points	5 points	10 points	
	Colloquia/ Written exam	2	3	4	5
		50-64,9%	65-79,9%	80-89,9%	90-100%
		27 points	33 points	39 points	45 points
	Oral exam	2	3	5	5
		27 points	33 points	39 points	45 points

4.4. Final grade according to absolute division		Percentage of acquired knowledge, skills and competences (teaching + final exam)	Numerical grade	ECTS grade	
		90 – 100%	5 (excellent)	A	
		80 – 89,9%	4 (very good)	B	
		65 – 79,9%	3 (good)	C	
		60 – 64,9%	2 (satisfactory)	D	
		50 – 59,9%	2 (satisfactory)	E	

5. ADDITIONAL COURSE INFORMATION				
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5.1. Compulsory literature (available in the library and via other media)	Title	Number of copies in the library	Availability via other media
	1. Andrassy, J., Bakotić, B., Seršić, M., Vukas, B., Međunarodno pravo 1, Zagreb, Školska knjiga, 2010. (selected chapters)	5	
	2. Andrassy, J., Bakotić, B., Lapaš, D., Seršić, M., Vukas, B., Međunarodno pravo 2, Zagreb, Školska knjiga, 2012. (selected chapters)	5	
	3. Andrassy, J., Bakotić, B., Seršić, M., Vukas, B., Međunarodno pravo 3, Zagreb, Školska knjiga, 2006. (selected chapters)	5	
5.2. Additional literature (at the moment of changes and/or amended of study programme)	1. Degan, V. Đ., Međunarodno pravo, Zagreb, Školska knjiga, 2011.	5	
	2. Runjić, Lj., Međunarodnopravni subjektivitet međunarodnih organizama u suvremenom međunarodnom pravu, Veleučilište u Šibeniku, 2016.	5	
	3. Runjić, Lj., Pravo međunarodnih organizacija, Rijeka, Libertin, 2019.	5	
	4. Shaw, M. N., International Law, Cambridge, Cambridge University Press, 2014.	2	

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

Law of the European Union

1. GENERAL COURSE INFORMATION			
1.1. Course title	Law of the European Union	1.8. Course code in ISVU	140815 (U34) (202243) (U34-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	Mario Dominik Burić, mag. iur., assistant	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 Undergraduate Study Administrative Law	1.11. Level of e- learning application (1 st , 2 nd , 3 rd level), percentage of on line course performance (max. 20%)	1 st , course materials are on-line, 0%
1.5. Course status (obligatory, optional)	Obligatory	1.12. Number of course revisions	5
1.6. Year of study	2 nd	1.17. Modernization	☒ da ☐ 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 basic knowledge about European law and its application and the institutions of the European Union.					
2.2. Terms of course entry and required competences	General conditions required for enrollment in III. semester. Understanding of fundamental concepts in the area of state theory and law, constitutional law, as well as finding internal and international legal sources.					
2.3. Learning outcomes on the study programme level	LO1: Link the basic concepts of different branches of law and generalize the issues of work in public administration. LO2: To analyze the interferences of international, European and national law. LO3: To analyze and critically evaluate the structure and functioning of the state government in the Republic of Croatia and the structure, bodies and mode of functioning of the European Union, and to evaluate trends in the modern development of public administration. LO4: To analyze the impact of social processes on the constitutional order and administrative systems, in particular the processes of globalization, euro-integration, transition, urbanization, regionalization and decentralization. LO8: To use and develop complex written and oral communication in Croatian and English. LO10: To organize and conduct teamwork, and critically evaluate the opinions and attitudes of team stakeholders.					
2.4. Expected learning outcomes on the course level	Learning outcomes according to the Bloom's taxonomy: (up to two verbs per LO)					Level of LO: 1- remembering, 2- understanding, 3- application, 4-analysis, 5-evaluation, 6-synthesis
	To analyze European law and its relationship with national law.					4
	To identify sources of European law.					4
	To differentiate the powers of the European Union.					4
	To demonstrate the institutional set-up of the European Union.					5
	To make a request to the European Court of Justice.					6
	To evaluate the impact of European law on the national legal systems of the Member States.					5
	To anticipate the future development of European integration processes					5
2.5. Course content according to detailed curriculum schedule	Constructive alignment					
	no	Thematic unit	LO of the course	Content/teaching methods	Evaluation	Time

		Introduction to the course and a detailed teaching plan	-	Listen to a lecture and get to know the course content and documents on the e-learning course page by working independently on a computer.	-	3h
		Introduction - basic terms and concepts of EU law	1, 2	Listen to the lecture and read the literature.	At the colloquium or the written / oral exam students know how to define the basic concepts of European law.	5h
		Membership in the EU	1, 2, 4	Listen to a lecture and read literature.	At the colloquium or the written/oral exam students can explain the process of joining the European Union.	10h
		Sources of EU law	1, 2, 5, 6, 7	Listen to a lecture and read literature.	At the colloquium or the written / oral exam students can identify and classify sources of European law and explain the different types of sources.	8h
		Powers of the European Union	3, 6	Listen to a lecture and read literature. At the exercises on practical examples students analyze individual powers of the European Union, as well as the principles of which they are limited.	At the colloquium or the written / oral examination students can define the powers of the European Union and explain the principles that limit them.	10h
		Institutions of the European Union - European Parliament, European Council, Council of Ministers, European Commission	4, 6	Listen to a lecture and read literature. At the exercises students deal with the composition and powers of individual bodies of the European Union.	At the colloquium or written / oral exam students know show and explain the institutional structure of the European Union, , including the composition and powers of its principal organs.	14h
		Legislative procedures	1, 4, 6	Listen to a lecture and read literature. At the exercises students analyze the different types of legislative procedures.	At the colloquium or the written / oral exam students can distinguish and explain the ordinary legislative procedure and the specific legislative procedures.	10h
		Institutions of the European Union - Court of Justice of the European Union	3, 4, 5	Listen to a lecture and read literature. At the exercises students analyze the institutional structure of the European Union with special reference to its main bodies.	At he colloquium or written / oral exam students know show and explain the institutional structure of the European Union, including the composition and powers of its principal organs.	12h

		Application of EU law before national courts - direct effect, supremacy of European law	1, 3, 6, 7	Listen to a lecture and read literature. At the exercises students address the relevant case law of the European Court of Justice regarding the direct effect and supremacy of European law.	At the colloquium or the written / oral examination students can explain the direct effect and superiority of European law and substantiate this with relevant examples from the case law of the European Court of Justice.	12h
		Application of EU law before national courts - direct effect of directives	1, 3, 6, 7	Listen to a lecture and read literature. At the exercises students address the relevant case law of the European Court of Justice regarding the direct effect of directives.	At the colloquium or the written / oral examination students can show and explain the direct effect of directives by example.	12h
		State liability for damage in EU law	1, 6	Listen to a lecture and read literature. At the exercises students analyze examples of state liability for damages in EU law.	At the colloquium or the written / oral exam students can identify and enumerate cases where the state is liable for damages under EU law.	12h
		Basics of the EU internal market - in general	1, 2, 6	Listen to a lecture and read literature. At the exercises students discuss the reasons for establishing an EU common market.	At the colloquium or the written / oral examination students can explain the reasons for establishing the EU Common Market and define the concepts of positive and negative integration.	12h
		Basics of the internal market - free movement of goods, free movement of services	1, 2, 6	Listen to a lecture and read literature. At the exercises students analyze the relevant TFEU norms on market freedoms.	At the colloquium or the written / oral exam students can list the EU's market freedoms and explain them based on the relevant TFEU norms.	10h
		Infringement procedure	1, 5, 6	Listen to a lecture and read literature. At the exercises students analyze relevant case studies of the European Court of Justice.	At the colloquium or the written / oral examination students can explain the purpose of the pre-litigation procedure, show the course of the proceedings, define the jurisdiction of the European Court of Justice in the infringement procedure and make a simple request to the European Court of Justice.	10h

		Urgent infringement procedure, how to apply to the European Court of Justice	1, 5, 6	Listen to a lecture and read literature. At the exercises students analyze relevant examples from the case law of the European Court of Justice and practice preparing applications to the European Court of Justice.	At the colloquium or the written / oral exam students can explain the purpose of the infringement procedure and show the course of the procedure.	10h
3. EVALUATION OF STUDENTS' WORK						
3.1. Students` obligations	In accordance with the Regulations on Studying and the Regulations on Student Assessment and Evaluation: for all full-time students attendance of at least 70%. Part-time students are required to attend classes at least 50%. All students are required to carry calculator and formulae list. Students who have during the course achieved: - from 0 - 24,9% ECTS credits- are rated F (unsuccessful) and cannot obtain ECTS credits, and must re-enroll in the next academic year; - from 25 - 49,9% - are assessed by FX (insufficient) and must pass the written exam (test). Written exam (test) can be held in a regular or extraordinary exam period; - more than 50% - students have the right to take the final exam. Students can take the final exam from the course in two ways: a) during the course of teaching through continuous monitoring of students (active participation in classes and through three colloquia); b) by passing the exam (written and oral part of the exam).					
3.2. Monitoring student work (enter the share of ECTS credits for each activity so that the total number of ECTS points corresponds to the credit score of the course))	Attendance		Written exam	2 (without colloquia)	Project	
	Experimental work		Research		Practical work	
	Essay		Report		Continuous examination	
	Colloquium	4,5 (without written exam)	Seminar paper		Other	
	Class activity		Oral exam	2,5 (without colloquia)	Other	
3.3. . Student workload	Student workload on all bases for 1 ECTS credit is 30 hours in a semester and is estimated as: Attending classes and exercises 60 hours Preparing colloquia or exams through individual work 90 hours					
4. GRADING						
4.1. Grading seminar papers	The evaluation element	Unsatisfactory	Satisfactory		Above average	
	Organization	The paper is not organized in a logical order and lacks structure.	The paper is well structured with a clear distinction between the introduction, the main body of the text		The paper is well structured with a clear distinction between the introduction, the main body of the text	

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

		90 – 100%	5 (excellent)	A	
		80 – 89,9%	4 (very good)	B	
		65 – 79,9%	3 (good)	C	
		60 – 64,9%	2 (satisfactory)	D	
		50 – 59,9%	2 (satisfactory)	E	
5. ADDITIONAL COURSE INFORMATION					
	Title			Number of copies in the library	Availability via other media
5.1. Compulsory literature (available in the library and via other media)	1. Čapeta, T., Rodin, S., Osnove prava Europske unije, Zagreb, Narodne novine, 2018.			5	
5.2. Additional literature (at the moment of changes and/or amended of study programme)	1. Čapeta, T., Goldner Lang, I., Perišin, T., Rodin, S.,(ur.), Prethodni postupak u pravu Europske unije – suradnja nacionalnih sudova s Europskim sudom, Zagreb, Narodne novine, 2011. 2. Fairhurst, J., Law of the European Union, Harlow, Pearson Education Limited, 2014. 3. Mintas Hodak, Lj.(ur.), Europska unija, Zagreb, Mate, 2010. 4. Rodin, S., Čapeta T., Goldner Lang, I.(ur.), Reforma Europske unije - Lisabonski ugovor, Zagreb, Narodne novine, 2009.			1 1 1 1	- available online - -
5.3. Quality assurance methods that ensure the acquisition of knowledge, skills and competences	The control of students' work quality and the acquisition of necessary knowledge and skills will be ensured through interactive work. By keeping track of attendance and student activity during classes and provided information on students' progress through short colloquiums and homework, information for further guidance to students will be provided in order to increase the efficiency of their work. Students will be informed about their rights and obligations as well as the methods of work and the required literature. Indicators of quality assurance system: Student survey, monitoring of annual data from the Croatian employment service on the annual state of student employment, surveys from employers and Alumni association.				
5.4. Informing about the course and contacting the teacher	It is the responsibility of each student to be regularly informed about the course, the coursework, and the classroom activities. All notices of classes or possible adjournment will be published in a timely manner on the e-learning site of the course and on the website of the Polytechnic. Students can contact teachers during the consultation period (at least one hour per week), while for short questions and explanations they can be contacted during class. It is also possible to ask questions by e-mail (from the official e-mail address at @ vus.hr), which will be answered as soon as possible (no later than five working days after receiving the e-mail).				

Law of international organizations

1. GENERAL COURSE INFORMATION			
1.1. Course title	Law of international organizations	1.8. Course code in ISVU	(142644) (U21) (202255) (U21-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	Mario Dominik Burić, mag. iur., assistant	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 Undergraduate Study Administrative Law	1.11. Level of e- learning application (1 st , 2 nd , 3 rd level), percentage of on line course performance (max. 20%)	1 st , course materials are on-line, 0%
1.5. Course status (obligatory, optional)	Optional	1.12. Number of course revisions	5
1.6. Year of study	3 rd	1.18. Modernization	☒ da ☐ 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 general and specific knowledge of international organizations - their structure, activities and

	powers, and to introduce students to the most important international organizations and their position and role in the international legal order.	
2.2. Terms of course entry and required competences	General conditions required for enrollment in V. semester. Knowledge of fundamental concepts in the field of international public law.	
2.3. . Learning outcomes on the study programme level	LO1: Link the basic concepts of different branches of law and generalize the issues of work in public administration LO2: To analyze the interferences of international, European and national law LO3: To analyze and critically evaluate the structure and functioning of the state government in the Republic of Croatia and the structure, bodies and mode of functioning of the European Union, and to evaluate trends in the modern development of public administration. LO4: To analyze the impact of social processes on the constitutional order and administrative systems, in particular the processes of globalization, euro-integration, transition, urbanization, regionalization and decentralization. LO8: To use and develop complex written and oral communication in Croatian and English. LO10: To organize and conduct teamwork, and critically evaluate the opinions and attitudes of team stakeholders	
2.4. Expected learning outcomes on the course level	Learning outcomes according to the Bloom`s taxonomy: (up to two verbs per LO)	Level of LO: 1- remembering, 2- understanding, 3- application, 4-analysis, 5-evaluation, 6-synthesis
	To analyze the constituent elements of international organizations.	4
	To identify sources of law of international organizations.	4
	To distinguish different types of international organizations.	4
	To examine the legal obligation of individual acts of international organizations for its member states.	4
	To evaluate the role of international organizations in the creation of international law.	5
	To evaluate the role of international organizations in regulating existing relations in the international community of recognized entities.	5
	To anticipate the development of international organizations' rights, taking into account existing relations in the international community.	5
2.5. Course content according to detailed curriculum schedule	Constructive alignment	

	no	Thematic unit	LO of the course	Content/teaching methods	Evaluation	Time
		Introduction to the course and a detailed teaching plan	-	Listen to a lecture. At the seminar, students are introduced to the course content and documents on the e-learning page of the course by working independently on a computer.	-	3h
		The concept of law of international organizations	2, 3	Listen to a lecture and read literature.	At the colloquium or the written / oral exam students can define basic terms of the law of international organizations.	5h
		The concept of international organizations	1, 3	Listen to a lecture and read literature.	At the colloquium or written / oral exam students can define an international organization, distinguish its constituent elements and explain them individually.	12h
		Historical development of international organizations	5, 6, 7	Listen to a lecture and read literature. At the exercises students independently and in a team, give an overview of the historical development of international organizations.	At the colloquium or the written / oral exam students can show the historical development of international organizations in general, and individually the development of the largest universal international organization - the United Nations.	12h
		Establishment of international organizations	1, 2	Listen to lectures and read literature. At the exercises, students analyze examples of the establishment of individual international organizations.	At the colloquium or written / oral exam, students can explain the different ways of establishing international organizations.	12h
		Legal personality of international organizations	1, 2	Listen to a lecture and read literature. At the exercises students independently and in a team, study relevant case law - the Bernadotte case before the ICJ	At the colloquium or the written / oral examination students are able to identify the elements of legal personality, explain the ways of their acquisition in the internal legal orders as well as in the international legal order, and at the same time enumerate the consequences of acquiring a legal personality.	16h

		Membership of international organizations	1, 3	Listen to a lecture and read literature. At the exercises students independently and in a team, analyze the structure of membership of international organizations.	At the colloquium or written / oral examination students can identify members of international organizations, distinguish between different categories of membership and enumerate membership rights and obligations.	12h
		Organs of international organizations	1, 5	Listen to a lecture and read literature. At the exercises students, , independently and in a team, simulate the decision-making process in international organizations.	At the colloquium or the written / oral examination students can explain the organizational structure of international organizations, enumerate particular types of organs and state their composition and powers.	16h
		Decision-making in international organizations	4, 5, 6	Listen to lectures and read literature. During the exercises, students simulate the decision-making process in international organizations independently and in teams.	At the colloquium or written/oral exam students can explain the decision-making process in international organizations.	10h
		Acts of international organizations	4, 5, 6, 7	Listen to a lecture and read literature. At the exercises students independently and in a team, present different types of acts of international organizations.	At the colloquium or the written / oral examination students can classify the acts of international organizations and explain their impact in the internal legal systems of the member states.	10h
		Internal law of international organizations and labor relations	2, 7	Listen to lectures and read literature. At the exercises students analyze individual sources of law of international organizations independently and in teams and apply them to solving specific labor relations.	At the colloquium or written/oral exam students can identify the sources of internal law of international organizations and apply them to concrete cases in practice.	10h
		Privileges and immunities	6, 7	Listen to a lecture and read literature. At the exercises students independently and in a team, analyze Convention on the Privileges and Immunities of the United Nations and	At the colloquium or written / oral exam students know list and examples to explain certain privileges and immunities of international organizations.	15h

				Convention on the Privileges and Immunities of the Specialized Institutions of the United Nations.		
		International legal responsibility of international organizations	6, 7	Listen to a lecture and read literature. At the exercises students independently and in a team, present examples of case law in which the question of international legal responsibility of international organizations was raised.	At the colloquium or the written / oral exam students can explain the key institutes of international legal responsibility of international organizations.	15h
		Financing of international organizations	1, 2	Listen to a lecture and read literature. At the exercises students independently and in a team, discuss ways of financing international organizations.	At the colloquium or the written / oral exam students are able to enumerate ways of financing international organizations.	15h
		Termination of an international organization and succession of international organizations	1, 2	Listen to a lecture and read literature. At the exercises students independently and in a team, study examples of succession of international organization.	At the colloquium or written / oral examination students can list the reasons for termination of an international organization and explain the concept of succession of international organizations.	15h
3. EVALUATION OF STUDENTS' WORK						
3.1. Students' obligations	In accordance with the Regulations on Studying and the Regulations on Student Assessment and Evaluation: for all full-time students attendance of at least 70%. Part-time students are required to attend classes at least 50%. All students are required to carry calculator and formulae list. Students who have during the course achieved: - from 0 - 24,9% ECTS credits- are rated F (unsuccessful) and cannot obtain ECTS credits, and must re-enroll in the next academic year; - from 25 - 49,9% - are assessed by FX (insufficient) and must pass the written exam (test). Written exam (test) can be held in a regular or extraordinary exam period; - more than 50% - students have the right to take the final exam. Students can take the final exam from the course in two ways: a) during the course of teaching through continuous monitoring of students (active participation in classes and through three colloquia); b) by passing the exam (written and oral part of the exam).					
3.2. Monitoring student work (enter the share of ECTS credits for each activity so that the total	Attendance		Written exam	2 (without colloquia)	Project	
	Experimental work		Research		Practical work	

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

4.3. Final grade according to evaluation elements	Active course attendance	70-75% of attendance	76-86% of attendance	87-100% of attendance	
		3 points	5 points	10 points	
	Colloquia/ Written exam	2	3	4	5
		50-64,9%	65-79,9%	80-89,9%	90-100%
		27 points	33 points	39 points	45 points
	Oral exam	2	3	5	5
		27 points	33 points	39 points	45 points

4.4. Final grade according to absolute division		Percentage of acquired knowledge, skills and competences (teaching + final exam)	Numerical grade	ECTS grade	
		90 – 100%	5 (excellent)	A	
		80 – 89,9%	4 (very good)	B	
		65 – 79,9%	3 (good)	C	
		60 – 64,9%	2 (satisfactory)	D	
		50 – 59,9%	2 (satisfactory)	E	

5. ADDITIONAL COURSE INFORMATION			
5.1. Compulsory literature (available in the library and via other media)	Title	Number of copies in the library	Availability via other media
	Runjić, Lj., Pravo međunarodnih organizacija, Rijeka, Libertin, 2019.	5	
5.2. Additional literature (at the moment of changes and/or amended of study programme)	1. Andrassy, J., Bakotić, B., Seršić, M., Vukas, B., Međunarodno pravo 1, Zagreb, Školska knjiga, 2010.	5	
	2. Andrassy, J., Bakotić, B., Lapaš, D., Seršić, M., Vukas, B., Međunarodno pravo 2, Zagreb, Školska knjiga, 2012.	5	
	3. Degan, V. Đ., Međunarodno pravo, Zagreb, Školska knjiga, 2011.	5	
	4. Klabbers, J., An Introduction to International Institutional Law, Cambridge, Cambridge Univerisity Press, 2009	2	
		5	

	5. Lapaš, D., Pravo međunarodnih organizacija, Zagreb, Narodne novine, 2008. 6. Runjić, Lj., Međunarodnopravni subjektivitet međunarodnih organizama u suvremenom međunarodnom pravu, Šibenik, Veleučilište u Šibeniku, 2016.	5	
5.3. Quality assurance methods that ensure the acquisition of knowledge, skills and competences	The control of students' work quality and the acquisition of necessary knowledge and skills will be ensured through interactive work. By keeping track of attendance and student activity during classes and provided information on students' progress through short colloquiums and homework, information for further guidance to students will be provided in order to increase the efficiency of their work. Students will be informed about their rights and obligations as well as the methods of work and the required literature. Indicators of quality assurance system: Student survey, monitoring of annual data from the Croatian employment service on the annual state of student employment, surveys from employers and Alumni association.		
5.4. Informing about the course and contacting the teacher	It is the responsibility of each student to be regularly informed about the course, the coursework, and the classroom activities. All notices of classes or possible adjournment will be published in a timely manner on the e-learning site of the course and on the website of the Polytechnic. Students can contact teachers during the consultation period (at least one hour per week), while for short questions and explanations teachers can be contacted during class. It is also possible to ask questions by e-mail (from the official e-mail address at @vus.hr), which will be answered as soon as possible (no later than five working days after receiving the e-mail).		

Databases in public administration

2. GENERAL COURSE INFORMATION			
1.1. Course lecturer	Ivan Livaja	1.8. Course code in ISVU	142651
1.2. Course title	Databases in public administration	1.9. Course code in MOZVAG	
1.3. Assistants and/or associates		1.10. Forms of teaching (number of hours Lecturing +Practical exercises + Seminars + e learning)	(45+15+0+0)
1.4. Study programme (specialist, undergraduate, graduate)	Undergraduate Professional Study Administrative Law	1.11. Level of e- learning application (1 st , 2 nd , 3 rd level), percentage of on line course performance (max. 20%)	1 st , course materials are on-line, 0%
1.5. Course status (obligatory, optional)	Optional	1.12. Number of course revisions	2
1.6. Year of study	3 st	1.19.Modernization	Yes
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	- Understanding database application in shaping business processes in management - Adopting and expanding knowledge in the field through: - Creating documentation in some parts of database in administration - Database Management - Logical data modelling - Organization of data in Database administration - Defining requirements - Models of databases in social system		
2.2. Terms of course entry and required competences	4 year secondary education completed; qualification level 4.2 according to the CROQF.		
2.3. Learning outcomes on the study programme level	LO5: To manage the human resources, office operations and various administrative processes and to establish the communication with different users of public administration LO7: To analyze and to apply the basic rules in the field of IT administrative law and statistics on solving the expert problems in the area of public administration		

	LO8: To use and to develop the complex written and oral communication in Croatian and English language					
	LO9: To use specific computer skills in basic and advanced program packages for work in public administration					
	LO10: To organize and to implement a team work and to critically evaluate the opinions and attitudes of team members					
2.4. Expected learning outcomes on the course level	Learning outcomes according to the Bloom's taxonomy: (up to two verbs per LO)				Level of LO: 1- remembering, 2- understanding, 3- application, 4-analysis, 5-evaluation, 6-synthesis	
	Define and analyze the application of information technologies in public administration, develop knowledge, skills and attitudes about the structures and organization of databases related to administration and its activity, and apply work with databases in administration.				4, 5	
	Classify and explain common features, similarities and differences between current and relevant information and communication technologies, and database structure and organization of law				4, 6	
	Implement database implementation procedures in administration and the judiciary and in other public services.				3, 5	
	Describe and make a diagram of the relational scheme of simpler databases, and the explanation to determine and plan the internal organization of the concrete.				2, 5	
	Propose and argue proposals for the application of databases in the administration				5	
2.5. Course content according to detailed curriculum schedule	Constructive allignement					
	no	Thematic unit	LO of the course	Content/teaching methods	Evaluation	Time
		Introduction to Databases in administration	-	Listen to lectures. Work independently on computer, get to know course content and elearning documents.	-	10 h
		Introduction to Databases in administration	5, 8	Listen to lectures and read literature. The exercises demonstrate how to solve tasks. Solve exercises.	At the midterm or the written / oral exam define the basic concepts of databases. They analyze databases in the field of administration.	8 h
		Organization of data in administration	5, 8	Listen to lectures and read literature. The exercises demonstrate how to solve tasks. Solve exercises.	At the midterm or written / oral exam, they can define the physical modeling of the database. Practical work created and presented (using computer programs and sources of information technologies independently.)	8 h
		Organization of data in administration	5, 7	Listen to lectures and read literature. The exercises demonstrate how to solve tasks. Solve exercises.	At the midterm or written / oral exam, they can define the physical modeling of the database. Practical work created and presented (using computer programs and sources of information technologies independently.)	14 h
		Relational database management system (DMBS)	5, 7, 8, 9	Listen to lectures and read literature. The exercises demonstrate how to	At the midterm or written / oral exam, they can define the physical modeling of the database.	12h

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

3. EVALUATION OF STUDENTS` WORK						
3.1. Students` obligations	In accordance with the Regulations on Studying and the Regulations on Student Assessment and Evaluation: for all full-time students attendance of at least 70%. Part-time students are required to attend classes at least 50%. All students are required to carry calculator and formulae list. Students who have during the course achieved: - from 0 - 24,9% ECTS credits- are rated F (unsuccessful) and cannot obtain ECTS credits, and must re-enroll in the next academic year; - from 25 - 49,9% - are assessed by FX (insufficient) and must pass the written exam (test). Written exam (test) can be held in a regular or extraordinary exam period; - more than 50% - students have the right to take the final exam. Students can take the final exam from the course in two ways: a) during the course of teaching through continuous monitoring of students (active participation in classes and through two colloquia); b) by passing the exam (written and oral part of the exam).					
	Attendance	2,0	Written exam	3,0 (without colloquia)	Project	
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)	Experimental work		Research		Practical work	
	Essay		Report		Continuous examination	0,5
	Colloquium	3,0 (without written exam)	Seminar paper		Other	
	Class activity		Oral exam	0,5	Other	
3.3. Student workload	Student workload on all bases for 1 ECTS credit is 30 hours in a semester and is estimated as: 4. Attending classes and exercises 75 hours 5. Preparing colloquia or exams through individual work 105 hours					
4. GRADING SYSTEM						
4.1. Grading seminar papers						
4.2. Grading colloquia/ written and oral exam	Unsatisfactory		Satisfactory		Above average	
	Responds by memory, without a deeper understanding. Does not know or apply basic terms and concepts. Does not know how to apply or explain the contents of the course with examples.		Reproduces the basic concepts and without difficulty imparts new knowledge, understands the material, explains the terms and concepts supported with examples.		Knowledge is at the level of analysis, synthesis and evaluation. Observes the principles, accurately and thoroughly explains the content of the material, and logically connects and explains the terms and concepts supported with examples. Finds solutions that were not originally given. Notes correlations with related material.	
4.3. Final grade according to evaluation elements	Active course attendance	70-74,9% of attendance	75-79,9% of attendance	80-89,9% of attendance	90-100% of attendance	

		2 points	5 points	10 points	20 points
	Colloquia/ Written exam	2	3	4	5
		50-64,9%	65-79,9%	80-89,9%	90-100%
		25 points	30 points	35 points	40 points
	Oral exam	2	3	5	5
		25 points	30 points	35 points	40 points
4.3. Final grade according to absolute division		Percentage of acquired knowledge, skills and competences (teaching + final exam)	Numerical grade	ECTS grade	
		90 – 100%	5 (excellent)	A	
		80 – 89,9%	4 (very good)	B	
		65 – 79,9%	3 (good)	C	
		60 – 64,9%	2 (satisfactory)	D	
		50 – 59,9%	2 (satisfactory)	E	
5. ADDITIONAL COURSE INFORMATION					
5.1. Compulsory literature (available in the library and via other media)	Title			Number of copies in the library	Availability via other media
	An Introduction to Database Systems, 8th Edition; C.J. Date; Addison Wesley			7	
				5	
5.2. Additional literature (at the moment of changes and/or amended of study programme)	Teaching material and exercises				
	A First Course in Database Systems; J. D. Ullman, J. Widom; Prentice-Hall; 2007; ISBN: 9780136006374				
	Database Systems: A Practical Approach to Design, Implementation, and Management; T. M. Connolly, C. E. Begg; Addison Wesley; 2004				
5.3. Quality assurance methods that ensure the acquisition of knowledge, skills and competences	The control of students' work quality and the acquisition of necessary knowledge and skills will be ensured through interactive work. By keeping track of attendance and student activity during classes and provided information on students` progress through short colloquiums and homework, information for further guidance to students will be provided in order to increase the efficiency of their work. Students will be informed about their rights and obligations as well as the methods of work and the required literature. Indicators of quality assurance system: Student survey, monitoring of annual data from the Croatian employment service on the annual state of				

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

English in administration 1

1. GENERAL COURSE INFORMATION			
1.1. Course lecturer	Ivana Bratić, prof., higher lecturer	1.8. Course code in ISVU	201175
1.2. Course title	English in administration 1	1.9. Course code in MOZVAG	
1.3. Assistants and/or associates		1.10. Forms of teaching (number of hours Lecturing +Practical exercises + Seminars + e learning)	(30+0+0)
1.4. Study programme (specialist, undergraduate, graduate)	Undergraduate Professional Study of Public Administration	1.11. Level of e- learning application (1 st , 2 nd , 3 rd level), percentage of on line course performance (max. 20%)	1 st , course materials are on-line, 0%
1.5. Course status (obligatory, optional)	Obligatory	1.12. Number of course revisions	2
1.6. Year of study	1 st	1.20. Modernization	Yes
1.7. Credit score (ECTS)	3	1.14. Percentage estimate of course changes and/or supplements	Less than 20% ☒ More than 20 % ☐
2. COURSE DESCRIPTION			
2.1. Course objectives	The objective of the course English language 1 is to master basic vocabulary in English related to administrative, legal and business world in general, as well as the accurate grammatical structures that include the correct use of verb tenses in spoken and written English, mastering the new lexical units, and the proper use of syntax in English sentences, as well as the use of general linguistic competences at B1 level.		
2.2. Terms of course entry and required competences	Four-year secondary education completed; Possession of a Level 4.2 qualification according to the CROQF. Proficiency in English at minimum B1 level.		
2.3. Learning outcomes on the study programme level	LO8: Use and develop complex written and oral communication in Croatian and English LO10: Organize and conduct teamwork and critically evaluate the opinions and attitudes of team stakeholders LO12: Compile and draft acts and submissions and to undertake basic procedural actions in administrative and other legal proceedings as well as in the administrative dispute		
2.4. Expected learning outcomes on the course level	Learning outcomes according to the Bloom's taxonomy: (up to two verbs per LO)		Level of LO: 1- remembering, 2- understanding,

						3- application, 4-analysis, 5-evaluation, 6-synthesis	
	1. Understand and apply basic terms in legal English terminology					2,3	
	2. Solve and apply grammatical structures on texts and grammar tasks					3	
	3. Interpret and use verb tenses in a real linguistic context					3,4	
	4. Solve and interpret grammatical tasks in English					3	
	5. Develop and demonstrate (in front of fellow students) a brief presentation in English					3	
	6. Analyze and compare differences in the use of basic verb tenses in English					4	
	7. Select and argue one of the topics within the course					5	
	8. Explain and translate a specific text of a business-legal character					6	
	9. Prepare and compose an essay in English					6	
2.5. Course content according to detailed curriculum schedule	Constructive allignement						
	No	Thematic unit	LO of the course	Content/teaching methods	Evaluation	Time	
		Introduction into the course and detailed plan	-	Listen to lectures. Work independently on computer, get to know course content and elearning documents.	-	2 h	
		Grammar review	1,2	Students repeat and name the grammatical structures adopted.	At colloquium or written and oral exam students know how to to understand and apply basic grammatical tenses in the English language and, to apply grammatical structures in texts and grammatical tasks, they are able to use part of general language competence on the B1 level.	3 h	
		Present Simple vs. Present Continuous	1,2,3,4	Students listen to a lecture and read literature. They use multimedia and	At colloquium or written and oral exam students know how to to understand and apply basic	3 h	

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

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

3. EVALUATION OF STUDENTS' WORK

3.1. Students' obligations	In accordance with the Regulations on Studying and the Regulations on Student Assessment and Evaluation: for all full-time students attendance of at least 70%. Part-time students are required to attend classes at least 50%. All students are required to carry calculator and formulae list. Students who have during the course achieved: - from 0 - 24,9% ECTS credits- are rated F (unsuccessful) and cannot obtain ECTS credits, and must re-enroll in the next academic year; - from 25 - 49,9% - are assessed by FX (insufficient) and must pass the written exam (test). Written exam (test) can be held in a regular or extraordinary exam period;
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	more than 50% - students have the right to take the final exam. Students can take the final exam from the course in two ways: a) during the course of teaching through continuous monitoring of students (active participation in classes and through three colloquia); b) by passing the exam (written and oral part of the exam).					
3.2. Monitoring student work (enter the share of ECTS credits for each activity so that the total number of ECTS points corresponds to the credit score of the course)	Attendance	0,5	Written exam	1 (without colloquia)	Project	
	Experimental work		Research		Practical work	
	Essay		Report		Continuous examination	
	Colloquium	2 (without written exam)	Seminar paper		Other	
	Class activity	0,5	Oral exam	1 (without colloquia)	Other	
3.3. Student workload	Student workload on all bases for 1 ECTS credit is 30 hours in a semester and is estimated as: Attending classes and exercises 45 hours Preparing colloquia or exams through individual work 45 hours					
4. GRADING SYSTEM						
4.1. Grading seminar papers						
4.2. Grading colloquia/ written and oral exam	Unsatisfactory		Satisfactory		Above average	
	Responds by memory, without a deeper understanding. Does not know or apply basic terms and concepts. Does not know how to apply or explain the contents of the course with examples.		Reproduces the basic concepts and without difficulty imparts new knowledge, understands the material, explains the terms and concepts supported with examples.		Knowledge is at the level of analysis, synthesis and evaluation. Observes the principles, accurately and thoroughly explains the content of the material, and logically connects and explains the terms and concepts supported with examples. Finds solutions that were not originally given. Notes correlations with related material.	
4.3. Final grade according to evaluation elements	Active course attendance	70-74,9% of attendance	75-79,9% of attendance	80-89,9% of attendance	90-100% of attendance	
		2 points	5 points	10 points	20 points	
	Colloquia/ Written exam	2	3	4	5	
		50-64,9%	65-79,9%	80-89,9%	90-100%	
		25 points	30 points	35 points	40 points	
	Oral exam	2	3	5	5	
		25 points	30 points	35 points	40 points	

4.3. Final grade according to absolute division		Percentage of acquired knowledge, skills and competences (teaching + final exam)	Numerical grade	ECTS grade	
		90 – 100%	5 (excellent)	A	
		80 – 89,9%	4 (very good)	B	
		65 – 79,9%	3 (good)	C	
		60 – 64,9%	2 (satisfactory)	D	
		50 – 59,9%	2 (satisfactory)	E	
5. ADDITIONAL COURSE INFORMATION					
5.1. Compulsory literature (available in the library and via other media)	Title			Number of copies in the library	Availability via other media
	„Market Leader“, Business Law, A Robin Widdowson, Pearson/Longman, 2010 (the mandatory part only applies to the topics described in this implementation plan)			1	e-materijal available to all students on Claroline system of the Polytechnic of Šibenik
	„Osnovna gramatika engleskog jezika“, Ivana Bratić, Veleučilište u Šibeniku, (e-izdanje) (the mandatory part only applies to the topics described in this implementation plan)				e-materijal available to all students on Claroline system of the Polytechnic of Šibenik
5.2. Additional literature (at the moment of changes and/or amended of study programme)	Peter Strutt , „Market Leader - Business Grammar and Usage“, Business English , Pearson/Longman, 2000.				
5.3. Quality assurance methods that ensure the acquisition of knowledge, skills and competences	The control of students' work quality and the acquisition of necessary knowledge and skills will be ensured through interactive work. By keeping track of attendance and student activity during classes and provided information on students` progress through short colloquiums and homework, information for further guidance to students will be provided in order to increase the efficiency of their work. Students will be informed about their rights and obligations as well as the methods of work and the required literature. Indicators of quality assurance system: Student survey, monitoring of annual data from the Croatian employment service on the annual state of student employment, surveys from employers and Alumni association.				
5.4. Informing about the course and contacting the teacher	It is the responsibility of each student to be regularly informed about the course, the coursework, and the classroom activities. All notices of classes or possible adjournment will be published in a timely manner on the e-learning site of the course and on the website of the Polytechnic. Students can contact teachers during the consultation period (at least one hour per week), while for short questions and explanations they can be contacted during class. It is also possible to ask questions by e-mail (from the official e-mail address at @ vus.hr), which will be answered as soon as possible (no later than five working days after receiving the e-mail).				

English in administration 2

1. GENERAL COURSE INFORMATION			
1.1. Course lecturer	Ivana Bratić, prof., higher lecturer	1.8. Course code in ISVU	201183
1.2. Course title	English in administration 2	1.9. Course code in MOZVAG	
1.3. Assistants and/or associates		1.10. Forms of teaching (number of hours Lecturing +Practical exercises + Seminars + e learning)	(30+0+0)
1.4. Study programme (specialist, undergraduate, graduate)	Undergraduate Professional Study of Public Administration	1.11. Level of e- learning application (1 st , 2 nd , 3 rd level), percentage of on line course performance (max. 20%)	1 st , course materials are on-line, 0%
1.5. Course status (obligatory, optional)	Obligatory	1.12. Number of course revisions	2
1.6. Year of study	1 st	1.21. Modernization	Yes
1.7. Credit score (ECTS)	3	1.14. Percentage estimate of course changes and/or supplements	Less than 20% ☒ More than 20 % ☐
2. COURSE DESCRIPTION			
2.1. Course objectives	The objective of the course English language 2 is to master basic vocabulary in English related to administrative, legal and business world in general, as well as the accurate grammatical structures that include the correct use of verb tenses in spoken and written English, mastering the new lexical units, and the proper use of syntax in English sentences, as well as the use of general linguistic competences at B1 level.		
2.2. Terms of course entry and required competences	Four-year secondary education completed; Possession of a Level 4.2 qualification according to the CROQF. Proficiency in English at minimum B1 level.		
2.3. Learning outcomes on the study programme level	LO8: Use and develop complex written and oral communication in Croatian and English LO10: Organize and conduct teamwork and critically evaluate the opinions and attitudes of team stakeholders LO12: Compile and draft acts and submissions and to undertake basic procedural actions in administrative and other legal proceedings as well as in the administrative dispute		

2.4. Expected learning outcomes on the course level	Learning outcomes according to the Bloom`s taxonomy: (up to two verbs per LO)					Level of LO: 1- remembering, 2- understanding, 3- application, 4-analysis, 5-evaluation, 6-synthesis	
	1. Understand and apply basic terms in legal English terminology					2,3	
	2. Solve and apply grammatical structures on texts and grammar tasks					3	
	3. Interpret and use verb tenses in a real linguistic context					3,4	
	4. Solve and interpret grammatical tasks in English					3	
	5. Develop and demonstrate (in front of fellow students) a brief presentation in English					3	
	6. Analyze and compare differences in the use of basic verb tenses in English					4	
	7. Select and argue one of the topics within the course					5	
	8. Explain and translate a specific text of a business-legal character					6	
2.5. Course content according to detailed curriculum schedule	Constructive allignment						
	no	Thematic unit	LO of the course	Content/teaching methods	Evaluation	Time	
		Introduction into the course and detailed plan	-	Listen to lectures. Work independently on computer, get to know course content and elearning documents.	-	2 h	
		Common law / Civil Law	1,8	Students read the text in English. They understand new and unfamiliar vocabulary and professional terms, paraphrase them into English and offer an adequate translation into	At the colloquium or written and oral exam students will be able to explain in English the differences between Common Law and Civil Law, identify all words connected to legal character and be able to use and interpret them.	4 h	

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

	Contract law	1, 5, 7, 8, 9	Students read the text in English. They understand new and unfamiliar vocabulary and professional terms, paraphrase them into English and offer an adequate translation into Croatian. They answer the questions.	At the colloquium or the written and oral exam the students will be able to paraphrase the text, explain the new vocabulary, answer the questions related to the text.	10 h	
	Modal verbs	2, 3, 4, 6	Students listen the lesson. They solve different linguistic tasks.	At the colloquium or the written and oral exam students know how to correctly use modal verbs in written and spoken language.	4 h	
	Passive voice	2, 3, 4, 6	Students listen the lesson. They solve different linguistic tasks.	At the colloquium or the written and oral exam students know how to correctly use passive voice in written and spoken language.	4 h	
	Review II	1, 2, 3, 4, 5, 6, 7, 8, 9	Students solve grammar tasks and tasks related to comprehension, translation and paraphrasing.	Students will know how to paraphrase the text correctly and to explain new vocabulary. They will also know to form new sentences by using the new vocabulary.	16 h	
3. EVALUATION OF STUDENTS' WORK						
3.1. Students' obligations	In accordance with the Regulations on Studying and the Regulations on Student Assessment and Evaluation: for all full-time students attendance of at least 70%. Part-time students are required to attend classes at least 50%. All students are required to carry calculator and formulae list. Students who have during the course achieved: - from 0 - 24,9% ECTS credits- are rated F (unsuccessful) and cannot obtain ECTS credits, and must re-enroll in the next academic year; - from 25 - 49,9% - are assessed by FX (insufficient) and must pass the written exam (test). Written exam (test) can be held in a regular or extraordinary exam period; - more than 50% - students have the right to take the final exam. Students can take the final exam from the course in two ways: a) during the course of teaching through continuous monitoring of students (active participation in classes and through three colloquia); b) by passing the exam (written and oral part of the exam).					
3.2. Monitoring student work (enter the share of ECTS credits for each activity so that the total number of ECTS points corresponds to the credit score of the course)	Attendance	0,5	Written exam	1 (without colloquia)	Project	
	Experimental work		Research		Practical work	
	Essay		Report		Continuous examination	
	Colloquium	2 (without written exam)	Seminar paper		Other	
	Class activity	0,5	Oral exam	1 (without colloquia)	Other	
3.3. Student workload	Student workload on all bases for 1 ECTS credit is 30 hours in a semester and is estimated as: Attending classes and exercises 45 hours					

	Preparing colloquia or exams through individual work 45 hours					
4. GRADING SYSTEM						
4.1. Grading seminar papers						
4.2. Grading colloquia/ written and oral exam	Unsatisfactory		Satisfactory		Above average	
	Responds by memory, without a deeper understanding. Does not know or apply basic terms and concepts. Does not know how to apply or explain the contents of the course with examples.		Reproduces the basic concepts and without difficulty imparts new knowledge, understands the material, explains the terms and concepts supported with examples.		Knowledge is at the level of analysis, synthesis and evaluation. Observes the principles, accurately and thoroughly explains the content of the material, and logically connects and explains the terms and concepts supported with examples. Finds solutions that were not originally given. Notes correlations with related material.	
4.3. Final grade according to evaluation elements	Active course attendance	70-74,9% of attendance		75-79,9% of attendance	80-89,9% of attendance	90-100% of attendance
		2 points		5 points	10 points	20 points
	Colloquia/ Written exam	2		3	4	5
		50-64,9%		65-79,9%	80-89,9%	90-100%
		25 points		30 points	35 points	40 points
	Oral exam	2		3	5	5
		25 points		30 points	35 points	40 points
4.3. Final grade according to absolute division		Percentage of acquired knowledge, skills and competences (teaching + final exam)		Numerical grade	ECTS grade	
		90 – 100%		5 (excellent)	A	
		80 – 89,9%		4 (very good)	B	
		65 – 79,9%		3 (good)	C	
		60 – 64,9%		2 (satisfactory)	D	
		50 – 59,9%		2 (satisfactory)	E	
5. ADDITIONAL COURSE INFORMATION						
5.1. Compulsory literature (available in the library and via other media)	Title				Number of copies in the library	Availability via other media
	„Market Leader“, Business Law, A Robin Widdowson, Pearson/Longman, 2010 (the mandatory part only applies to the topics described in this implementation plan)				1	e-materijal available to all students on Claroline svstem of

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

English in administration 3

1. GENERAL COURSE INFORMATION			
1.1. Course lecturer	Ivana Bratić, prof., higher lecturer	1.8. Course code in ISVU	201187
1.2. Course title	English in administration 3	1.9. Course code in MOZVAG	
1.3. Assistants and/or associates		1.10. Forms of teaching (number of hours Lecturing +Practical exercises + Seminars + e learning)	(30+0+0)
1.4. Study programme (specialist, undergraduate, graduate)	Undergraduate Professional Study of Public Administration	1.11. Level of e- learning application (1 st , 2 nd , 3 rd level), percentage of on line course performance (max. 20%)	1 st , course materials are on-line, 0%
1.5. Course status (obligatory, optional)	Obligatory	1.12. Number of course revisions	2
1.6. Year of study	1 st	1.22. Modernization	Yes
1.7. Credit score (ECTS)	3	1.14. Percentage estimate of course changes and/or supplements	Less than 20% ☒ More than 20 % ☐
2. COURSE DESCRIPTION			
2.1. Course objectives	The objective of the course English language 3 is to improve the learned grammatical structures with new vocabulary from the business and legal world and to develop competencies in reading and understanding, as well as communicating and doing presentations in English. The aim of the course is also to familiarize students with multicultural diversity at European and global level and to develop competencies and skills like; public speaking skills, active listening, writing a business letter (business etiquette) and the basics of negotiation skills.		
2.2. Terms of course entry and required competences	Four-year secondary education completed; Possession of a Level 4.2 qualification according to the CROQF. Proficiency in English at minimum B1 level.		
2.3. Learning outcomes on the study programme level	LO8: Use and develop complex written and oral communication in Croatian and English LO10: Organize and conduct teamwork and critically evaluate the opinions and attitudes of team stakeholders LO12: Compile and draft acts and submissions and to undertake basic procedural actions in administrative and other legal proceedings as well as in the administrative dispute		

2.4. Expected learning outcomes on the course level	Learning outcomes according to the Bloom`s taxonomy: (up to two verbs per LO)					Level of LO: 1- remembering, 2- understanding, 3- application, 4-analysis, 5-evaluation, 6-synthesis	
	1. Understand and apply the basic terms in legal terminology in English					2, 3	
	2. Retell and explain the texts of business-legal character					2	
	3. Analyze and translate the text from English into Croatian					4	
	4. Give an example and some of the "legal phenomena" in the British system and compare them with those in the Croatian system					2, 4	
	5. Prepare and give a Power Point presentation in English					3, 4	
	6. Collect data and write an essay in English					6	
	7. Conclude and discuss a topic covered during the course duration					5	
2.5. Course content according to detailed curriculum schedule	Constructive allignement						
	no	Thematic unit	LO of the course	Content/teaching methods	Evaluation	Time	
		Introduction into the course and detailed plan	-	Listen to lectures. Work independently on computer, get to know course content and elearning documents.	-	2 h	
		Company structure; Characteristics of a company	1, 2, 3	Students read the text in English. They understand new and unfamiliar vocabulary and professional terms, paraphrase them into English and offer an adequate translation into Croatian. They answer the questions.	At the colloquium or the written and oral exam students are able to accurately explain the differences between the term "private company" and "public company", the characteristics of a public company. The student will be able to paraphrase new English terms into English.	4 h	
		Multi-word verbs	1, 2, 3, 4,	Students process the text in English. They learn about new language structures. They solve tasks.	At the colloquium or the written and oral exam students know how to apply new linguistic structures in speaking and writing.	4 h	

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

	Student's presentations and discussion	4, 5, 6, 7	Students listen the presentation. They participate in the discussion.	Students know how to gather information, make a story and prepare a presentation in English. They know how to make a good impression, what to avoid, and what to incorporate into the beginning of a presentation, how to organize their presentation into meaningful units.	10 h	
	Marketing agreements	2, 3, 4, 6	Students read the text in English. They understand new and unfamiliar vocabulary and professional terms, paraphrase them into English and offer an adequate translation into Croatian. They answer the questions.	At the colloquium or the written and oral exam, students can paraphrase professional terminology in English and find an adequate translation into Croatian as well as use acquired language competences in English.	4 h	
	Document completion	1, 2, 3, 4	Students process the text in english. They solve tasks.	At the colloquium or the written and oral exam, students can paraphrase professional terminology in English and find an adequate translation into Croatian as well as use acquired language competences in English.	4 h	
	Review II	1, 2, 3, 4, 5, 6, 7	Students answer the questions regarding the topics done during the semestar.	At the colloquium or the written and oral exam students can explain and solve the tasks related to new vocabulary and explain relevant topic dealt during the course duration.	16 h	

3. EVALUATION OF STUDENTS' WORK

3.1. Students' obligations	In accordance with the Regulations on Studying and the Regulations on Student Assessment and Evaluation: for all full-time students attendance of at least 70%. Part-time students are required to attend classes at least 50%. All students are required to carry calculator and formulae list. Students who have during the course achieved: - from 0 - 24,9% ECTS credits- are rated F (unsuccessful) and cannot obtain ECTS credits, and must re-enroll in the next academic year; - from 25 - 49,9% - are assessed by FX (insufficient) and must pass the written exam (test). Written exam (test) can be held in a regular or extraordinary exam period; - more than 50% - students have the right to take the final exam. Students can take the final exam from the course in two ways: a) during the course of teaching through continuous monitoring of students (active participation in classes and through three colloquia); b) by passing the exam (written and oral part of the exam).					
3.2. Monitoring student work (enter the share of ECTS credits for each activity so that the total number of ECTS points corresponds to the credit score of the course)	Attendance	0,5	Written exam	1 (without colloquia)	Project	
	Experimental work		Research		Practical work	
	Essay		Report		Continuous examination	
	Colloquium	2 (without written exam)	Seminar paper		Other	

	Class activity	0,5	Oral exam	1 (without colloquia)	Other	
3.3. Student workload	Student workload on all bases for 1 ECTS credit is 30 hours in a semester and is estimated as: Attending classes and exercises 45 hours 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	Title				Number of copies in	Availability via

(available in the library and via other media)		the library	other media
	"Legal English", William R. McKay, Helen E. Charlton, Pearson/Longman, 2005. (the mandatory part only applies to the topics described in this implementation plan)	1	e-materijal available to all students on Claroline system of the Polytechnic of Šibenik
	„Osnovna gramatika engleskog jezika“, Ivana Bratić, Veleučilište u Šibeniku, (e-izdanje) (the mandatory part only applies to the topics described in this implementation plan)		e-materijal available to all students on Claroline system of the Polytechnic of Šibenik
5.2. Additional literature (at the moment of changes and/or amended of study programme)	"Busine Grammar and Usage", Market Leader, Business English, Peter Strutt, Pearson/Longman, 2000.		Available on-line
5.3. Quality assurance methods that ensure the acquisition of knowledge, skills and competences	The control of students' work quality and the acquisition of necessary knowledge and skills will be ensured through interactive work. By keeping track of attendance and student activity during classes and provided information on students' progress through short colloquiums and homework, information for further guidance to students will be provided in order to increase the efficiency of their work. Students will be informed about their rights and obligations as well as the methods of work and the required literature. Indicators of quality assurance system: Student survey, monitoring of annual data from the Croatian employment service on the annual state of student employment, surveys from employers and Alumni association.		
5.4. Informing about the course and contacting the teacher	It is the responsibility of each student to be regularly informed about the course, the coursework, and the classroom activities. All notices of classes or possible adjournment will be published in a timely manner on the e-learning site of the course and on the website of the Polytechnic. Students can contact teachers during the consultation period (at least one hour per week), while for short questions and explanations they can be contacted during class. It is also possible to ask questions by e-mail (from the official e-mail address at @vus.hr), which will be answered as soon as possible (no later than five working days after receiving the e-mail).		

English in administration 4

1. GENERAL COURSE INFORMATION			
1.1. Course lecturer	Ivana Bratić, prof., higher lecturer	1.8. Course code in ISVU	201188
1.2. Course title	English in administration 4	1.9. Course code in MOZVAG	
1.3. Assistants and/or associates		1.10. Forms of teaching (number of hours Lecturing +Practical exercises + Seminars + e learning)	(30+0+0)
1.4. Study programme (specialist, undergraduate, graduate)	Undergraduate Professional Study of Public Administration	1.11. Level of e- learning application (1 st , 2 nd , 3 rd level), percentage of on line course performance (max. 20%)	1 st , course materials are on-line, 0%
1.5. Course status (obligatory, optional)	Obligatory	1.12. Number of course revisions	2
1.6. Year of study	1 st	a. Modernization	Yes
1.7. Credit score (ECTS)	3	1.14. Percentage estimate of course changes and/or supplements	Less than 20% ☒ More than 20 % ☐
2. COURSE DESCRIPTION			
2.1. Course objectives	The objective of the course English language 3 is to improve grammatical structures with new vocabulary from the business and legal world and to develop competencies in reading and understanding, as well as communicating and doing presentations in English. The aim of the course is also to familiarize students with multicultural diversity at European and global level and to develop competencies and skills like; public speaking skills, active listening, writing a business letter (business etiquette) and the basics of negotiation skills.		
2.2. Terms of course entry and required competences	Four-year secondary education completed; Possession of a Level 4.2 qualification according to the CROQF. Proficiency in English at minimum B1 level.		
2.3. Learning outcomes on the study programme level	LO8: Use and develop complex written and oral communication in Croatian and English LO10: Organize and conduct teamwork and critically evaluate the opinions and attitudes of team stakeholders LO12: Compile and draft acts and submissions and to undertake basic procedural actions in administrative and other legal proceedings as well as in the administrative dispute		

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

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

		Trial		Students read the text in English. They understand new and unfamiliar vocabulary and professional terms, paraphrase them into English and offer an adequate translation into Croatian. They answer the questions.	At the colloquium or at written and oral exam students can paraphrase or explain English terms by using synonyms and learned vocabulary and offer an adequate Croatian version of those English expressions. They are able to independently translate the text in English and answer the questions.	10 h	
		Case study		Students work in a team. They express themselves in written form and participate in discussions.	Students can express their opinions in spoken and written language.	4 h	
		Negotiation		Students listen the lecture and participate in discussions.	Students can differentiate the basic principles of negotiation in business world.	4 h	
		Review II		Students answer the questions and do vocabulary exercises.	At the colloquium or at final exam, students are able to explain and solve tasks related to the legal vocabulary learned during the course and to explain the relevant topic.	16 h	

3. EVALUATION OF STUDENTS' WORK

3.1. Students' obligations	In accordance with the Regulations on Studying and the Regulations on Student Assessment and Evaluation: for all full-time students attendance of at least 70%. Part-time students are required to attend classes at least 50%. All students are required to carry calculator and formulae list. Students who have during the course achieved: - from 0 - 24,9% ECTS credits- are rated F (unsuccessful) and cannot obtain ECTS credits, and must re-enroll in the next academic year; - from 25 - 49,9% - are assessed by FX (insufficient) and must pass the written exam (test). Written exam (test) can be held in a regular or extraordinary exam period; - more than 50% - students have the right to take the final exam. Students can take the final exam from the course in two ways: a) during the course of teaching through continuous monitoring of students (active participation in classes and through three colloquia); b) by passing the exam (written and oral part of the exam).					
3.2. Monitoring student work (enter the share of ECTS credits for each activity so that the total number of ECTS points corresponds to the credit score of the course)	Attendance	0,5	Written exam	1 (without colloquia)	Project	
	Experimental work		Research		Practical work	
	Essay		Report		Continuous examination	
	Colloquium	2 (without written exam)	Seminar paper		Other	
	Class activity	0,5	Oral exam	1 (without colloquia)	Other	
3.3. Student workload	Student workload on all bases for 1 ECTS credit is 30 hours in a semester and is estimated as: Attending classes and exercises 45 hours					

	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	Title				Number of copies in the library	Availability via other media	

other media)	"Legal English", William R. McKay, Helen E. Charlton, Pearson/Longman, 2005. (the mandatory part only applies to the topics described in this implementation plan)	1	e-materijal available to all students on Claroline system of the Polytechnic of Šibenik
	„Osnovna gramatika engleskog jezika“, Ivana Bratić, Veleučilište u Šibeniku, (e-izdanje) (the mandatory part only applies to the topics described in this implementation plan)		e-materijal available to all students on Claroline system of the Polytechnic of Šibenik
5.2. Additional literature (at the moment of changes and/or amended of study programme)	"Busine Grammar and Usage", Market Leader, Business English, Peter Strutt, Pearson/Longman, 2000.		Available on-line
5.3. Quality assurance methods that ensure the acquisition of knowledge, skills and competences	The control of students' work quality and the acquisition of necessary knowledge and skills will be ensured through interactive work. By keeping track of attendance and student activity during classes and provided information on students' progress through short colloquiums and homework, information for further guidance to students will be provided in order to increase the efficiency of their work. Students will be informed about their rights and obligations as well as the methods of work and the required literature. Indicators of quality assurance system: Student survey, monitoring of annual data from the Croatian employment service on the annual state of student employment, surveys from employers and Alumni association.		
5.4. Informing about the course and contacting the teacher	It is the responsibility of each student to be regularly informed about the course, the coursework, and the classroom activities. All notices of classes or possible adjournment will be published in a timely manner on the e-learning site of the course and on the website of the Polytechnic. Students can contact teachers during the consultation period (at least one hour per week), while for short questions and explanations they can be contacted during class. It is also possible to ask questions by e-mail (from the official e-mail address at @ vus.hr), which will be answered as soon as possible (no later than five working days after receiving the e-mail).		

Statistics

1. GENERAL COURSE INFORMATION			
1.1. Course title	Statistics	1.8. Course code in ISVU	201174, 202229
1.2. Course lecturer	Ivana Beljo	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 (undergraduate, graduate)	Undergraduate Professional Study Administrative Law	1.11. Level of e- learning application (1 st , 2 nd , 3 rd level), percentage of on line course performance (max. 20%)	1 st , course materials are on-line, 0%
1.5. Course status (obligatory, optional)	Obligatory	1.12. Number of course revisions	5.
1.6. Year of study	1 st	1.23. Modernization	Yes
1.7. Credit score (ECTS)	3	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 is to provide students with theoretical knowledge: To define fundamental terms of descriptive statistics.

	• To effectively understand and recognize fundamental statistical procedures and methods; • To develop and apply the learned content of this course in business practice	
2.2. Terms of course entry and required competences	No conditions.	
2.3. . Learning outcomes on the study programme level	LO7: Break down and apply basic rules in the field of IT administrative law and statistics to solving professional problems in the field of public administration. LO 8: Use and develop complex written and oral communication in Croatian and English. LO 10: Organize and implement work in the team, and critically evaluate the opinions and attitudes of the team's stakeholders.	
2.4. Expected learning outcomes on the course level	Learning outcomes according to the Bloom`s taxonomy: (up to two verbs per LO)	Level of LO: <i>1- remembering, 2- understanding, 3- application, 4-analysis, 5-evaluation, 6-synthesis</i>
	to define and explain fundamental terms of descriptive statistics	1, 2
	to prepare tabular an graphical data representation of statistical data	3, 4
	to calculate and to interpret measures of central tendency and measures of dispersion	3, 4
	to identify time series type, to calculate and to interpret the values of dynamics indicators	2, 3, 4
	to perform correlation and regression analysis, to comment the results and to draw a conclusion about the relationship between variables	3, 4, 5
	to estimate the linear trend equation and to apply it for forecasting future values of the time series	3, 4, 6

2.5. Course content according to detailed curriculum schedule	Constructive alignment					
	no	Thematic unit	LO of the course	Content/teaching methods	Evaluation	Time
		Introduction into the course and detailed plan.	-	Listen to lectures. Work independently on computer, get to know course content and elearning documents.	-	2 h
		Basic statistical terms.	1, 2	Listen to lectures and read literature. The exercises demonstrate how to solve tasks. Solve exercises.	In colloquium or written and oral exams students define basic statistical terms.	4 h

	Statistical tables. Cumulative frequency	1, 2	Listen to lectures and read literature. The exercises demonstrate how to solve tasks. Solve exercises.	In colloquium or written and oral exams students define basic statistical terms, They describe the data in a tables. They know how to calculate cumulative and relative frequencies.	3 h
	Grouping data and graphical data representatio.	1,2	Listen to lectures and read literature. The exercises demonstrate how to solve tasks. Solve exercises.	In colloquium or written and oral exams students know how to group and graphically present data	3 h
	Measures of central tendency.	1, 2,3	Listen to lectures and read literature. The exercises demonstrate how to solve tasks. Solve exercises.	In colloquium or written and oral exams students know how to define and describe measures of central tendency, division of central tendency. Calculate and comment on the resulting calculations.	4 h
	Measures of central tendency.	1, 2, 3	Listen to lectures and read literature. The exercises demonstrate how to solve tasks. Solve exercises.	In colloquium or written and oral exams students know how to define and describe measures of central tendency, division of central tendency. Calculate and comment on the resulting calculations.	3 h
	Measures of dispersion.	1,2, 3	Listen to lectures and read literature. The exercises demonstrate how to solve tasks. Solve exercises.	In colloquium or written and oral exams students know how to define and describe dispersion measures, division into absolute and relative. Calculate dispersion measures and comment on obtained calculations.	3 h
	Standardized value. Colloquium.	1, 2, 3	Write the colloquium.	-	15 h
	Time series.	1, 2, 4	Listen to lectures and read literature. The exercises demonstrate how to solve tasks. Solve exercises.	In colloquium or written and oral exams students know how to define and differentiate the type of time series, examine and solve dynamic indicators, and comment on obtained solutions	3 h
	Indices.	1, 2, 4	Listen to lectures and read literature. The exercises demonstrate how to solve tasks. Solve exercises.	In colloquium or written and oral exams students know how to define and calculate indices, and comment on solutions obtained.	3 h
	Correlation and regression.	1, 2, 5	Listen to lectures and read literature. The exercises demonstrate how to solve tasks. Solve exercises.	In colloquium or written and oral exams students know how to perform correlation analysis, sketch the scatterplot, calculate Pearson's correlation coefficient, and draw conclusions about the correlation of phenomena.	3 h
	Correlation and regression.	1, 2, 5	Listen to lectures and read literature. The exercises demonstrate how to solve tasks. Solve exercises.	In colloquium or written and oral exams students know how to perform linear regression analysis, comment on solutions, and draw conclusions about the correlation of phenomena.	4 h
	Trend.	1, 6	Listen to lectures and read literature. The exercises demonstrate how to solve tasks. Solve exercises.	In colloquium or written and oral exams students know how to estimate a linear trend equation and apply it when forecasting future values of a time series.	7 h
	Chi-square test. Colloquium	1,4,5,6	Write the colloquium.	-	15 h

		Revision		Listen to lectures and read literature.	-	15 h
3. EVALUATION OF STUDENTS' WORK						
3.1. Students` obligations	Student obligations are prescribed by the Study Regulations. It is recommended that students actively participate in classes, which includes engaging in discussions, solving tasks, etc. Students who are unable to attend classes regularly should consult with the professor during consultation hours or via email (ivana.beljo@vus.hr). It is the responsibility of each student to stay informed about the conduct of classes. All announcements regarding the conduct or possible postponement of classes will be posted on the website of the Polytechnic of Šibenik or the course webpage, where all information about the course, as well as teaching materials and a list of literature, can also be found. Students can pass the final exam in the course in two ways: a) During the course through continuous student assessment (active participation in classes and two colloquiums). Students who do not meet some of the learning outcomes are required to take the oral part of the exam. b) During the course (active participation in classes) and by taking the exam (written and oral parts).					
3.2. Monitoring student work (enter the share of ECTS credits for each activity so that the total number of ECTS points corresponds to the credit score of the course))	Attendance	0,5	Written exam	1 (without colloquia)	Project	
	Experimental work		Research		Practical work	
	Essay		Report		Continuous examination	0,5
	Colloquium	2 (without written and oral exam)	Seminar paper		Other	
	Class activity	0,5	Oral exam	0,5 (without colloquia)	Other	
3.3. . Student workload	Student workload on all bases for 1 ECTS credit is 30 hours in a semester and is estimated as: Attending classes and exercises 45 hours Preparing colloquia or exams through individual work 45 hours					
4. FORMIRANJE OCJENE						
4.1. Grading seminar papers	-					
4.2. Grading colloquia/ written and oral exam	Unsatisfactory		Satisfactory		Above average	
	Responds by memory, without a deeper understanding. Does not know or apply basic terms 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	Preparation for teaching units; Understanding previous content; Participation in solving tasks together 0 – 20 points			
	Colloquia/ Written exam	Preparation/learning; Scoring and grading according to correct answers in the test. 0 – 80 points (min 40 points)			
	Oral exam	Preparation/learning; additional verification of unachieved learning outcomes			
4.4. Final grade according to absolute division		Postotak usvojenog znanja, vještina i kompetencija (nastava + završni ispit)	Brojčana ocjena	ECTS ocjena	
		90 – 100%	5 (izvrstan)	A	
		80 – 89,9%	4 (vrlo dobar)	B	
		65 – 79,9%	3 (dobar)	C	
		50 – 64,9%	2 (dovoljan)	D	
5. ADDITIONAL COURSE INFORMATION					
5.1. Compulsory literature (available in the library and via other media)	Title			Number of copies in the library	Availability via other media
	Petz, B. i sur. (2012.) Petzova statistika: Osnovne statističke metode za nematematičare, Naklada Slap, Zagreb (selected chapters)			5	
	Dumičić, K. i sur. (2011.) Poslovna statistika, ELEMENT d.o.o., Zagreb (selected chapters)			5	
5.2. Additional literature (at the moment of changes and/or amended of study programme)	Teaching material and exercises Boban, M. i Mečev, D. (2011.) Poslovna statistika, Veleučilište u Šibeniku, recenzirana skripta				
5.3. Quality assurance methods that ensure the acquisition of knowledge, skills and competences	The control of students' work quality and the acquisition of necessary knowledge and skills will be ensured through interactive work. By keeping track of attendance and student activity during classes and provided information on students' progress through short colloquiums and homework, information for further guidance to students will be provided in order to increase the efficiency of their work. Students will be informed about their rights and obligations as well as the methods of work and the required literature. Indicators of quality assurance system: Student survey, monitoring of annual data from the Croatian employment service on the annual state of student employment, surveys from employers and Alumni association.				

5.4. Informing about the course and contacting the teacher

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

Management of companies

1. GENERAL COURSE INFORMATION			
1.1. Course lecturer	associate professor Ph.D. Dragan Zlatović, prof. professional studies	1.7. Credit score (ECTS)	6
1.2. Course title	Management of companies	1.8. Forms of teaching (number of hours Lecturing + Practical exercises + Seminars + e learning)	45L + 15 PE
1.3. Assistants and/or associates		1.9. Level of e- learning application (1 st , 2 nd , 3 rd level), percentage of on line course performance (max. 20%)	
1.4. Study programme (specialist, undergraduate, graduate)	undergraduate	1.10. Number of course revisions	4
1.5. Course status (obligatory, optional)	optional	1.11. Modernization	+
1.6. Year of study	III	1.12. Percentage estimate of course changes and/or supplements	Less than 20% x More than 20 % □
2. COURSE DESCRIPTION			
2.1. Course objectives	General and specific knowledge of the system of commercial law in the Republic of Croatia, including general and specific knowledge that enables the understanding and identification of companies, analysis and synthesis of information on companies, developed ability to acquire acquired knowledge in solving various practical problems related to companies, their organization , management and business.		
2.2. Terms of course entry and required competences	Conditions for enrollment of the third year of study.		
2.3. Learning outcomes on the study programme level	To link the basic concepts of different branches of the law and to generalize issues of work in public administration To analyze the interference of international, European and national law To evaluate how the effects of the activities of bodies and organizations of public administration and other authorities at different levels interfere with the lives of the citizens To use and to develop the complex written and oral communication in Croatian and English language To organize and to implement a team work and to critically evaluate the opinions and attitudes of team members To explore, interpret and apply the relevant literature as well as the proper legal rules for drafting and issuing regulations and acts in administrative and other legal proceedings, administrative disputes and different actions of bodies of the state authority like administrative bodies and organizations, utility companies and other public institutions To draft acts and submission and to undertake basic procedural actions in the administrative and other legal proceedings and disputes		

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

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

2.12. Additional literature (at the moment of changes and/or amended of study programme)	JURIĆ, D., Pravo društava, Pravni fakultet Sveučilišta u Rijeci, Rijeka, 2020. Zakon o trgovačkim društvima Zakon o sudskom registru Stečajni zakon Zakon o preuzimanju dioničkih društava Zakon o tržištu kapitala Zakon o obveznim odnosima Zakon o uvođenju Europskog društva – Societas Europea (SE) i Europskog gospodarskog interesnog udruženja (EGIU)		
2.13. Quality assurance methods that ensure the acquisition of knowledge, skills and competences	The control of students' work quality and the acquisition of necessary knowledge and skills will be ensured through interactive work. By keeping track of attendance and student activity during classes and provided information on students' progress through short colloquiums and homework, information for further guidance to students will be provided in order to increase the efficiency of their work. Students will be informed about their rights and obligations as well as the methods of work and the required literature. Indicators of quality assurance system: Student survey, monitoring of annual data from the Croatian employment service on the annual state of student employment, surveys from employers and Alumni association.		

E-government

1. GENERAL COURSE INFORMATION			
1.1. Course title	E-government	1.8. Course code in ISVU	
1.2. Course lecturer	Ivan Rančić, 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)	+Practical exercises + Seminars + e learning
1.4. Study programme (specialist, undergraduate, graduate)	undergraduate studies, administrative studies	1.11. Level of e- learning application (1 st , 2 nd , 3 rd level), percentage of on line course performance (max. 20%)	
1.5. Course status (obligatory, optional)	O	1.12. Number of course revisions	
1.6. Year of study	2023/2024	1.24. Modernization	X ☐ da ☐ ne
1.7. Credit score (ECTS)	6	1.14. Percentage estimate of course changes and/or supplements	Less than 20% X ☐ More than 20 % ☐

2. COURSE DESCRIPTION	
2.1. Course objectives	Getting to know students with the basic terms of e-Professor, understanding the subjects of the e-Professor, the methods that are used in

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

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

	Propose and argue proposals for optimal technologies in e-government, and information and communication technology study systems	5-6
	Connect the basic concepts of different branches of law Use and develop complex written and oral communication in Croatian and English Use and develop complex written and oral communication in Croatian and English. Manage information technology in the administration	5-6

2.5. Course content according to detailed curriculum schedule	Constructive alignment					
	no	Thematic unit	LO of the course	Content/teaching methods	Evaluation	Time
		introductory lecture		They are listening to a lecture. In the seminar class, by independent work on the computer, they become familiar with the content of the course and the documents	At the colloquium or written / oral exam, they define the basic concepts of public administration and local self-government. They analyze the principles in this	

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

				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 are debated.	the specifics of the administration study modality, especially the dilemma of territorial division. Prepared and presented practical work (independently using computer programs and sources of judicial and other legal practice	
		Technological, organizational, legal, political, social and procedural aspects of e- government		They listen to lectures and read literature. During exercises, independently and in teams, they analyze examples from practice and draw conclusions about the	At the colloquium or written/oral exam, they can define societies of persons, list their common and distinguishing characteristics, that is,	

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

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

				factual situation related to electronic communication in e-administration.	(independently using computer programs and sources of judicial and other legal practice).	
		Social and economic aspects of e- government and e-public services		They listen to lectures and read literature. During the exercises, they analyze examples from practice independently and in teams and draw conclusions about the application of legal regulations to a specific factual situation.	At the colloquium or written/oral exam, they can define the historical influence and development of the administration, state their common and distinguishing characteristics, or analyze it according to years. Prepared and presented practical work	

					(independently using computer programs and sources of judicial and other legal practice)	
		The developmental role of e-government		They listen to lectures and read literature. During the exercises, they analyze examples from practice independently and in teams and draw conclusions about the application of legal regulations to a specific factual situation.	At the colloquium or written / oral exam, they can define each newspaper in the e-administration, their common and distinguishing characteristics. Prepared and presented practical work (independently using computer programs and sources of judicial and other	

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

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

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

		and the private sector		read literature. They use multimedia and the network. The types and peculiarities of local bodies are presented. In the group work at the seminar, the brainstorming method and the discussion method on the presented topic are applied.	/ oral exam, they know how to define e-government. Propose a way of solving a certain organizational structure of dispute management based on the presented facts of the case	
		E-administration as an internal organizational process (within the administration and between the administration and other authorities). E-administration and local self-government		They listen to lectures and read literature. During the exercises, they analyze examples from practice, which are performed by people in the	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	

				administration, independently and in teams. During the exercises, they demonstrate the procedure of the decentralization process itself using the example of the county and the city.	working environment. Prepared and presented practical work (independently using computer programs and sources of judicial and other legal practice).	
		International and European trends with selected comparative experiences and application in Croatia.		They listen to lectures and read literature. During the exercises, they analyze examples from practice independently and in teams and search databases on forecasting in management and planning.	At the colloquium or written / oral exam, they can define and analyze the concept and forms of forecasting or planning in management Prepared and presented practical work (independently using computer programs and	

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

3.1. Students` obligations	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: • 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. Monitoring student work (enter the share of ECTS credits for each	Attending classes	2	exam	2	Project	

activity so that the total number of ECTS points corresponds to the credit score of the course))						
	Experimental work		Seminar work	0.5	Practical	
	Essay				work	
	Activities in class	0.5				
					Other	
					Other	
3.3. . Student workload	1. Attending classes 45 2. Preparation of practical work and presentation 15 3. Preparation for the colloquium/exam through self-study 105					
4. FORMIRANJE OCJENE						
4.1. Grading seminar papers	-					
4.2. Grading colloquia/ written and oral exam	Unsatisfactory		Satisfactory		Above average	
	He answers from memory, without deeper understanding. He does not know and does not apply basic terms and concepts. He does not know how to apply		Reproduces basic concepts and transfers new knowledge without difficulty, understands material, explains terms and concepts supported by examples		Knowledge is at the level of analysis, synthesis and evaluation. He observes laws, accurately and thoroughly explains the content of the material, and logically	

	or explain the content of the course with examples			connects and explains terms and concepts, which he supports with examples. Finds solutions that were not originally given. Observes correlations with related material	
4.3. Final grade according to evaluation elements	Active course attendance	The paper is not organized in a logical order and lacks structure.	The paper is well structured with a clear distinction between the introduction, the main body of the text and the conclusion		
		Words and expressions not aligned with official terminology. The writing style is not appropriate, the sentences are too long, the			

		vocabulary is modest and						
		with frequent and repeated						
		grammatical errors						
	Colloquia/ Written exam	No sources are given at all.			Words and expressions are			
		The references do not			aligned with official			
		match the topic and show a			terminology. The writing			
	superficial approach to			style is appropriate, the				
	researching the topic			sentence structure is clear,				
					the vocabulary is appropriate			
					and there are few			
					grammatical errors.			
Oral exam								
4.4. Final grade according to absolute division		Percentage of acquired knowledge, skills and competences (teaching + final exam)				Numerical grade	ECTS grade	
			90 – 100%	5 (izvrstan)	A			
			80 –	4 (vrlo	B			

			89,9%	dobar)				
			65 – 79,9%	3 (dobar)	C			
			60 – 64,9%	2 (dovoljan)	D			
			50 – 59,9%	2 (dovoljan)	E			

5. ADDITIONAL COURSE INFORMATION				
5.1. Compulsory literature (available in the library and via ther media)	Title		Number of copies in the library	Availability via other media
	OBLIGATORY: Koprić, I., Musa, A., Vrček, N.; E-uprava; Institut za javnu upravu (2017), str OBLIGATORY: Koprić, I.; Struktura i komuniciranje u upravnim organizacijama; Pravni fakultet u Zagrebu (1999), str. 87-109, 118-124, 230-256 OBLIGATORY: Koprić, I., Musa, A., Giljević, T.; Građani i uprava (poglavlja: E-uprava, One-stop-shop, Transparentnost i otvorenost); Institut za javnu upravu (2017), str OBLIGATORY: Musa, A. (ur.); Uprava u digitalno doba: Otvoreni podaci.; Friedrich Ebert Stiftung. (2015), str OBLIGATORY: Nixon et al.; Understanding e-government in Europe, Issues and Challenges.; Routledge (2009), str OBLIGATORY Annabel Z.Dodd Telekomunikacije Zagreb 2020			
	: Odabrani recentni radovi o e-upravi u uglednim časopisima iz područja javne uprave, a osobito časopisa Electronic Journal of E-Government, Journal of Information Technology and Politics, Electronic Government, Journal of E-Governance; , str : Periodične recentne publikacije na temu korištenja informacijsko-komunikacijske tehnologije u javnom sektoru OECD-a i UN-a (npr. UN E-government Survey 2016); (2016), str : Recentni dokumenti Europske unije o e-upravi i informacijskom društvu (npr. Europska komisija (2015) Digital Single Market); , str Contini, F., Lanzara, G.F.; ICT and Innovation in Public Sector; Palgrave McMillan (2009), str Dunleavy et al.; Digital Era Governance; Oxford University Press (2005), str Hague, B.N., Loader, B.D.; Digital Democracy. Discourse and decisionmaking in information age.; (1999), str : Henmann, P.; Governing Electronically, E-Government and Reconfiguration of Public Administration.; Palgrave			

	Macmillan (2010), str		
5.2. Additional literature (at the moment of changes and/or amended of study programme)			
5.3. Quality assurance methods that ensure the acquisition of knowledge, skills and competences	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. 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.		