Administrative law doc
Administrative systems doc
Communications and communication skills
Criminalistics
English language I
English language II
English language III
English language IV
Ethics and Social Responsibility
Financing of Public Administration
Law on misdemeanor
Non profit organizations law
Public procurement law
Theory of law and state
**Course description**

<table>
<thead>
<tr>
<th>General information</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Course holder</strong></td>
</tr>
<tr>
<td><strong>Course</strong> Administrative law</td>
</tr>
<tr>
<td><strong>Study programme</strong> Professional administrative study</td>
</tr>
<tr>
<td><strong>Course status</strong> Obligatory</td>
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<tr>
<td><strong>Year</strong> 2nd</td>
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<tr>
<td><strong>Credits and Teaching</strong></td>
</tr>
<tr>
<td>ECTS credits</td>
</tr>
<tr>
<td>Hours of classes (L+E+S)</td>
</tr>
</tbody>
</table>

1. **COURSE DESCRIPTION**

1.1. **Objectives of the course**

Administrative law course will represent an introduction to the cardinal branch of public law. The introduction refers to the analysis of elementary institutes and issues of modern administrative law. In order to accomplish that a great stress will be put on legal issues specific for our legal system. Practical part of instruction will be used for analysing basic institutes and most often issues and problems that occur in legal practice. Priority will be given to the issues and problems in the field of administrative procedure (in a narrower sense) and in the field of administrative law (in a wider sense). This means that students have already adopted the most important institutes of administrative law (e.g. administrative act and/or discretion) in the static (normative-conceptual), as well as in the dynamic (practical) dimension.

1.2. **Conditions to enroll the course**

According to the special decision made by the Faculty

1.3. **Expected outcomes for the course**

After the fulfilment of all of their obligations students will be expected to:
- Carry out independently simple and medium complicated/difficult actions in administrative procedure (especially in the first stage and partially in the second stage), and to
- Discern many of the crucial institutes of administrative law.

1.4. **Sadržaj predmeta**

- Introductory part of administrative law – the notions of public administration and of administrative law; sources of administrative law, administrative law relation, the principle of legality of public administration and other fundamental principles of administrative law (principle of proportionality, principle of equality); the notion of free evaluation (discretion) and undetermined legal notions; the control of administration; general acts of administration; state liability.
- State and public administration in Croatian legal order – organization and tasks of state and public administration in the Republic of Croatia; the reform of state and public administration in the Republic of Croatia.
- Administrative act and administrative contract – the notion, function and difference (with the analysis of laws); categories, form and content of administrative act; the beginning and cessation of operation of administrative act; compliance with administrative act; execution of administrative act; legal validity of administrative act; wrong administrative acts.
• Administrative procedure – the notion and function of administrative procedure, general and special administrative procedures (with examples from legal system), the evolution of codification of administrative procedures – General Administrative Procedure Act (GAPA); basic principles; administrative matter; categories, the field of application and entities obliged to apply GAPA; jurisdiction; party and the representation of party; administrative procedure in the first stage – until the issuance of administrative act or making an administrative contract (examination of evidences); administrative procedure in the second stage – an appeal; extraordinary legal remedies; execution of administrative act; administrative contracts; special norms on legal protection in GAPA; analysis of administrative and judicial, as well as constitutional practice.

• Introduction to administrative dispute and special administrative law – basic issues of administrative dispute according to Administrative Disputes Act (ADA)

• Special administrative law – the example of Right of Access to Information Act or Croatian Nationality Act

1.5. Types of teaching

<table>
<thead>
<tr>
<th>Type of教学</th>
<th>Lectures</th>
<th>Seminars and workshops</th>
<th>Exercises</th>
<th>Distance education</th>
<th>Field work</th>
<th>Homework</th>
<th>Multimedia and network</th>
<th>Laboratory</th>
<th>Mentoring</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td>X</td>
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</table>

1.6. Comments

1.7. Obligations of students

Students are expected to attend classes regularly; independently, and as a part of a team, participate in discussions about the most frequent legal issues in the field of administrative law. Students are obliged to independently find sources on the Internet and to present judgments, decrees, articles etc. In addition, students will be obliged to solve simple administrative matters (or their parts). Depending on available funds of the Faculty, the class may pay a visit to one of administrative courts (in Zagreb or Rijeka).

1.8. Monitoring\(^1\) of students

<table>
<thead>
<tr>
<th>Attendance</th>
<th>Activity in class</th>
<th>Seminar paper</th>
<th>Experimental work</th>
</tr>
</thead>
<tbody>
<tr>
<td>Written exam</td>
<td>Oral exam</td>
<td>Essay</td>
<td>Research</td>
</tr>
<tr>
<td></td>
<td>and colloquium</td>
<td></td>
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<tr>
<td>Project</td>
<td>Continuous</td>
<td>Report</td>
<td>Practical work</td>
</tr>
<tr>
<td></td>
<td>assessment</td>
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<tr>
<td>Portfolio</td>
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</tbody>
</table>

1.9. Assessment and evaluation of students' work during the classes and the final exam

Oral exam – 60%

\(^1\) IMPORTANT: With each of the methods of monitoring the work of students enter an appropriate proportion of ECTS credits of certain activities so that the total number of credits is equal to the ECTS value of the course. Empty fields can be used for additional activities.
1.10. Required literature (on the proposal of the study programme)

**Literature and legal sources:**

1) **Required literature**
   - Borković I, Upravno pravo, VII. izdanje, Narodne novine, 2002, i to slijedeće glave:
     
     I – IX, XI, XII (samo t. V), XIII-XIV, XVII, XVIII (samo t. 1-3, str. 399-402), XIX, XXI-XXII.
   - Šprajc I, Upravni postupak prema Zakonu o općem upravnom postupku (NN 47/09) – predavanje i vježbe, na web-stranicama Veleučilišta „Nikola Tesla“, 2010,
   - Šprajc, I, Uvjeti propisivanja posebnog upravnog postupka; usporedba novog i starog ZUP-a, u: „Hrvatska pravna revija“, br. 1/2011, str. 58-66,

2) **Legal sources:**
   - Ustav Republike Hrvatske, i to čl. 1-20, 117, 126-132, 139-141.
   - Ustavni zakon o Ustavnom sudu Republike Hrvatske, i to čl. 35-38, 55-58, 62-64, 75-77, 81-82.
   - Zakon o sustavu državne uprave, i to čl. 1-36, 60-62, 65-69, 77-90.
   - Zakon o općem upravnom postupku.

1.11. Additional literature (on the proposal of the study programme)

- Ivančević, V: Institucije upravnog prava, Zagreb, Pravni fakultet u Zagrebu, 1983 (odabrana poglavlja),
- Rajko, A, Informacijsko upravno pravo (odabrana poglavlja), Zagreb, 2011.
- Šprajc, I, Obveze tijela javne vlasti prema hrvatskom Zakonu o pravu na pristup informacijama, 2013, dostupno u biblioteci studija u Otočcu.

1.12. Number of copies of required literature in relation to the number of students currently attending the course

<table>
<thead>
<tr>
<th>Title</th>
<th>Number of titles</th>
<th>Number of students</th>
</tr>
</thead>
</table>

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

Quality control of students' work (which mainly consists of the adoption of necessary knowledge and skills) will be provided through interactive teaching. This will put a great stress on rational, analytical and critical approach in analyzing and proposing solutions to specific problems in this legal field. Special importance will be attached to the students' reports and solving practical tasks (which will be regular part of lectures). Students will be informed of their rights and obligations and methods of operation, as well as of required literature.
General information

<table>
<thead>
<tr>
<th>Course holder</th>
<th>Administrative systems</th>
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<tbody>
<tr>
<td>Study programme</td>
<td>Study of applied administrative sciences</td>
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<tr>
<td>Course status</td>
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<tr>
<td>Year</td>
<td>I.</td>
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<td>Credits and Teaching</td>
<td>ECTS credits 5</td>
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<td>Hours of classes (L+E+S) 30 (L) + 15 (S)</td>
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</table>

1. COURSE DESCRIPTION

1.1. Objectives of the course

Goals

Definite and elaborate general terms which determinate organization of administrative system in state. Elaborate and explain legal acts in Republic of Croatia, which definite organization of central and local public administration.

General and special competences

Main competences: resume and identification key facts and elements, systematic and sensibly argumentation of point of view.
Specific competences: logical connection and analysis of the term and institution of administrative systems.

1.2. Conditions to enroll the course

1.3. Expected outcomes for the course

1.4. Course content

Introduction. Basic elements of administrative systems. Administrative system and political system. Administrative system and civil institutions. Administrative system and public society.

Central public administration. Organization of central public organization. Local parts of central public organization. Relation between public servants and citizens.

service.


Public services in Croatia. Services of general economic interest. Services of general interest. Communal services.

1.5. Types of teaching

<table>
<thead>
<tr>
<th></th>
<th>lectures</th>
<th>seminars and workshops</th>
<th>exercises</th>
<th>distance education</th>
<th>homework</th>
<th>multimedia and network</th>
<th>laboratory</th>
<th>mentoring</th>
<th>other</th>
</tr>
</thead>
</table>

1.6. Comments

1.7. Obligations of students

1.8. Monitoring\(^1\) of students

<table>
<thead>
<tr>
<th>Attendance</th>
<th>Activity in class</th>
<th>Seminar paper</th>
<th>Experimental work</th>
</tr>
</thead>
<tbody>
<tr>
<td>Written exam</td>
<td>Oral exam</td>
<td>✔️ Essay</td>
<td>✔️ Research</td>
</tr>
<tr>
<td>Project</td>
<td>Continuous assessment</td>
<td>Report</td>
<td>Practical work</td>
</tr>
<tr>
<td>Portfolio</td>
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</tbody>
</table>

1.9. Assessment and evaluation of students' work during the classes and the final exam

1.10. Required literature (on the proposal of the study programme)


1.11. Additional literature (on the proposal of the study programme)

1. IMPORTANT: With each of the methods of monitoring the work of students enter an appropriate proportion of ECTS credits of certain activities so that the total number of credits is equal to the ECTS value of the course. Empty fields can be used for additional activities.
### 1.12. Number of copies of required literature in relation to the number of students currently attending the course

<table>
<thead>
<tr>
<th>Title</th>
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<th>Number of students</th>
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</table>

### 1.13. Quality assurance methods that ensure the acquisition of exit knowledge, skills and competences
Course description

General information

<table>
<thead>
<tr>
<th>Course holder</th>
<th>Marija Baburić Vranešić, lecturer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course</td>
<td>Communications and communication skills</td>
</tr>
<tr>
<td>Study programme</td>
<td>Professional Administrative study</td>
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<td>Year</td>
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<tr>
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<td>Hours of classes (L+E+S)</td>
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</table>

1. COURSE DESCRIPTION

1.1. Objectives of the course

The aim of the course is to provide students with basic knowledge of theories of business communications. Students need to learn how to effectively communicate orally and in writing in the business environment, and to develop good business relationships with business partners.

1.2. Conditions to enroll the course

- 

1.3. Expected outcomes for the course

After passing the course, students should have the ability to:
- Successfully establish business relationships with people,
- Successfully perform tasks that involve working with people in the modern business environment.

1.4. The course contents

Theoretical basics of communication. The understanding of communication. The process of communication. The forms of communication. Functions of communication.

PRESENTATIONS. Preparation and maintenance of the presentation. The structure of the presentation. Speaker and oratory skills. The presentation with the help of PowerPoint. Write text presentation. Shaping the presentation. Seminars.

COMMUNICATIONS IN BUSINESS ORGANIZATION. The flow of communication in the organization. The role of communication in the organization. Selecting a channel of communication. Negotiation skills.

WRITTEN BUSINESS COMMUNICATION. The types of business communications. The role of written business communication in the various stages of the business. The functions of business communication. Styles of business communications. The structure of written business communication. Design of business communications.


Application of modern technologies in business communication.

1.5. Types of teaching

- lectures
- seminars and workshops
- homework
- multimedia and network
1.6. Comments

1.7. Obligations of students

Regular and active attendance of lectures, participation in all forms of instruction, preparation and presentation of the seminar, case and assignments, homework.

1.8. Monitoring1 of students

<table>
<thead>
<tr>
<th>Attendance</th>
<th>Activity in class</th>
<th>0.5</th>
<th>Seminar paper</th>
<th>Experimental work</th>
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<tbody>
<tr>
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<tr>
<td>Portfolio</td>
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</tbody>
</table>

1.9. Assessment and evaluation of students' work during the classes and the final exam

- Report - 10%
- Two preliminary exams - 70%
- Presentation - 10%
- Problem solving - 10%

Students who do not pass colloquia and achieve points from activities in class written exam 70%, seminar work 30%.

1.10. Required literature (on the proposal of the study programme)


1.11. Additional literature (on the proposal of the study programme)


1.12. Number of copies of required literature in relation to the number of students currently attending the course

<table>
<thead>
<tr>
<th>Title</th>
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<th>Number of students</th>
</tr>
</thead>
<tbody>
<tr>
<td>Poslovne komunikacije</td>
<td>4</td>
<td></td>
</tr>
</tbody>
</table>

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

Quality monitoring, which provides the necessary knowledge and skills will be carried out with active participation of students in the classroom, applying lessons learned in the preparation of the paper and the presentation of the same, solving tasks related to the production of business communications, and student progress through three preliminary tests. Reasonable and appropriate teaching methods will be controlled by interviewing the students and to the Council for the quality of teaching at the University of Applied Sciences.

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1 IMPORTANT: With each of the methods of monitoring the work of students enter an appropriate proportion of ECTS credits of certain activities so that the total number of credits is equal to the ECTS value of the course. Empty fields can be used for additional activities.
Course title: CRIMINALISTICS

Basic description

<table>
<thead>
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<th>Study programme</th>
<th>Undergraduate Professional Study Programme in Administration Studies</th>
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<tr>
<td>Course coordinator</td>
<td>Full. Prof. Petar Veić, Ph.D.</td>
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<td>Year</td>
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<td>Semester</td>
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ECTS credits and teaching

<table>
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<tr>
<th>ECTS student's workload coefficient</th>
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</thead>
<tbody>
<tr>
<td>Number of hours per semester</td>
<td>30</td>
</tr>
<tr>
<td>Number of hours per week</td>
<td>2</td>
</tr>
</tbody>
</table>

Course objectives - general and specific competences

It is expected that the students after completing the exam in Criminalistics are able to:

1) define and distinguish basic terms of criminalistics;
2) analyze basic methods of criminalistics;
3) analyze basic terminology of criminalistics;
4) distinguish criminalistics from criminal law in procedural sense;
5) understanding of basic state and private bodies which conduct criminal investigation.

The objective of the course it to develop:

a) general competences:
   - identifying key facts in analysis of the content of particular instances,
   - systematic and meaningful argumentation of positions,
   - oral and written expression.

b) specific competences:
   - acquiring general and new knowledge on comparative criminal law,
   - acquiring operational knowledge in scientific areas important for future work in judicial and other institutions, in criminal, but also other procedures in which the subject matter is clarifying factual state and concretization of legal norm.

Course content

Notion of criminalistics

1. Defining the notion of criminalistics
2. The notion of criminalistic procedure
3. Features of the system of criminalistic procedure

The object and tasks of criminalistics

1. The object of criminalistics
2. The tasks of criminalistics

The system of criminalistics

1. Traditional classification
2. New approaches to systematic classification of criminalistics

Criminalistic procedure as investigation and exposition

1. Cognitive functions in criminalistic procedure
2. Description, explanation and anticipation in criminalistic procedure
3. Gnoseological component of the criminalistic procedure
4. Cognitive science and criminalistic procedure
5. Cybernetics, communication and information in criminalistic procedure
6. The fact in criminalistic procedure  
7. Evidence in criminalistic procedure  
8. Circumstantial evidence in criminalistic procedure  
9. Cognitive path of the criminalistic procedure  

**Versions (criminalistic hypotheses)**  
1. Versions in criminalistics  
2. Conditions for the formation of versions  
3. Classification of versions  
4. Examination of versions  
5. Versions and planning in criminalistics  
6. Planning on the macro and micro level, operative models  
7. Phenomenology in criminalistics as a starting point of planning  
8. Planning in criminalistics as protection against false judicial decisions  

**Investigative acts**  
1. Introductory about police investigative acts  
2. General investigative acts  

**Recognition**  
1. Introductory about recognition  
2. Factors influencing the reliability of recognition  
3. Procedure od recognizing objects  
4. Face recognition of persons  

**Taking of fingerprints and prints of other body parts**  

**Expertise and professional assistance**  
1. Expertise  
2. The process of expertise  
3. Errors in conducting expertise  
4. Professional assistance  
5. Professional advice  
6. Expert agencies established through special provisions  

**Criminalistic identification**  
1. The notion of identity  
2. Types of identity  
3. Procedural meaning of identity  

**Teaching methods**  

<table>
<thead>
<tr>
<th>Lectures</th>
<th>Seminars and workshops</th>
<th>Exercises</th>
<th>Individual assignment</th>
<th>Multimedia and network</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Long distance education</strong></td>
<td>Consultation</td>
<td>Laboratories</td>
<td>Mentorship</td>
<td>Fieldwork</td>
</tr>
</tbody>
</table>

**Comments:**  
The classes include presentations and lectures on the topic according to the course curricula, through examples and questions in order to encourage activity and interactive communication with the students. The questions are raised in a way that the students can answer in either oral or written form, and can consequently gain points for active participation in classes. Each lecture begins with recapitulation of previous lecture, and each ends with the announcement of the next topic, so that the students can prepare for active participation on time.

**Student’s obligations**  
Students are required to attend course lectures. Course attendance is recorded. Students must be present at least 70% of lecture hours, where they get certain amount of points, that is of
certain percentage of the grade. Student who actively participates in classes (answers questions asked, solving practical problems, oral presentation of part of the course content according to possibilities of organizing lectures and according to the demands of the professor) can obtain certain amount of points, that is of certain percentage of the grade.

The knowledge obtained by students is subject to sustained knowledge check. Students have two written colloquia in 7th and 14th week of classes. First colloquium contains the course content of first six weeks of classes and second colloquium next five weeks of lectures according to the lecture schedule. Corrective colloquium will take place in 15th week of classes and at that point the student has the possibility to take one of the colloquia which they didn’t partake earlier or has not passed from first attempt.

Student must take final or corrective exam. Final exam is written and contains of certain questions from the whole material.

<table>
<thead>
<tr>
<th>Assessment and evaluation of student’s work (explanation of ECTS structure)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Examination methods and examination</td>
</tr>
<tr>
<td><strong>Course attendance</strong></td>
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<tr>
<td>Written exam</td>
</tr>
<tr>
<td>Project</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Table of student’s workload, expected learning outcomes and student’s obligation</th>
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</thead>
<tbody>
<tr>
<td><strong>Activities</strong></td>
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<td>-----------------------------------</td>
</tr>
<tr>
<td>Course attendance</td>
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<tr>
<td>Participation in lectures</td>
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<td>First colloquium</td>
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<td>Second colloquium</td>
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<td>TOTAL</td>
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<tr>
<td>Final exam</td>
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<td>TOTAL</td>
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</tbody>
</table>

Assigned reading
• Pavišić, B., Komentar Zakon o kaznenom postupku, Dušević&Kršovnik, Rijeka, 2013.

Optional/additional reading

• Aleksić, Kriminalistika, Beograd, 1989.,
• Grubiša, Činjenično stanje u krivičnom postupku, II. Izdanje, Zagreb 1980.,
• Kolar-Gregorić, Praktikum kriminalističke tehnike, Zagreb, MUP, 1999.,
1. COURSE DESCRIPTION

1.1. Objectives of the course

- Mastering language skills in order to learn and acquire knowledge, and to communicate in the legal profession English as a 'universal' language of communication
- Application of professional terminology in speaking and writing
- Encouraging the self-reading of professional literature in English
- Developing the ability to think, draw conclusions and presentation of personal opinion in English
- Understanding the verbal presentations and expert dialogues in English
- Mastering the specifics of the basics of English grammar in the legal profession

1.2. Conditions to enroll the course

Basic knowledge of English grammar

1.3. Expected outcomes for the course

- Successful basic communication in the field of legal profession
- Successful use of professional literature in English
- The ability of independent thinking and presentation of personal opinion in English

1.4. Course content

- What is Meant by Law? - Definition of the term 'law' in the context of the legal system; other possibilities and approaches to the definition of the same term (anthropological, sociological, etc.); The term 'authorized coercion';
- Sources and Varieties of English Law - the type and diversity of English law
- Statute Law in Britain - Statutory right in the UK - The House of Commons
- The British Judiciary - The judiciary in the UK - the Lord Chancellor, the House of Lords, stipendiary magistrates, puisne judges, circuit judges
- The Doctrine of Precedent - The principle of wealth - the ratio decidendi, obiter dicta, stare decisis
- The Legal Profession in England - The legal profession in England - 'Solicitors' vs. 'barristers'; relationship with a potential client; the right of representation in the courts;
- Elements of grammar:
  - Practicing grammatical structures
  - Grammatical units that are most necessary for the understanding of written and spoken language, i.e. The use of definite and indefinite article, the present, past and future tenses, the
use of the passive form of the verb.

1.5. Types of teaching

- lectures
- seminars and workshops
- exercises
- distance education
- fieldwork
- homework
- multimedia and network
- laboratory
- mentoring
- other

1.6. Comments

1.7. Obligations of students

Full-time students are required to attend 80% of classes which is proved by signing the indexes of students. Part-time students are not required to attend the classes, but it does not relieve them of tasks that determine the final exam. Since the emphasis is on exercises too, students are expected to participate actively in the process of teaching, both in individual and group projects. With a view to more effective use of English the students get additional tasks (in class or as homework) that are required to be done in order to take the final exam.

1.8. Monitoring of students

<table>
<thead>
<tr>
<th>Attendance</th>
<th>Activity in class</th>
<th>0.25</th>
<th>Seminar paper</th>
<th>Experimental work</th>
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<tbody>
<tr>
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<td>Oral exam</td>
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<td>Essay</td>
<td>Research</td>
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<td>Project</td>
<td>Continuous assessment</td>
<td>Report</td>
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</tbody>
</table>

1.9. Assessment and evaluation of students’ work during the classes and the final exam

In the final assessment along with the final exam student’s activity is by large taken into consideration, which may in some cases affect getting higher mark. The passing rate of the written part is achieved with successfully performed 50% of the test content. The oral part of the exam includes discussion about the texts proposed in the obligatory literature, expressing an opinion on the topics done, as well as theoretical part of the grammar - if necessary, depending on the success of the written exam.

1.10. Required literature (on the proposal of the study programme)

- Dodatni tekstovi (handouts) – cilj: proširenje obradene tematike
- Grgić, Brihta. Engleski za svakoga/An English Grammar for Everybody. Školska knjiga
- Ž. Bujas. Veliki englesko-hrvatski rječnik. Nakladni zavod Globus, Zagreb (ili drugi autori)

1.11. Additional literature (on the proposal of the study programme)

- Thomson A.J., Martinet A.V., A Practical English Grammar-EXERCISES 1,2, Oxford University Press

1 IMPORTANT With each of the methods of monitoring the work of students enter an appropriate proportion of ECTS credits of certain activities so that the total number of credits is equal to the ECTS value of the course. Empty fields can be used for additional activities.
### 1.12. Number of copies of required literature in relation to the number of students currently attending the course

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<td></td>
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<tr>
<td></td>
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</tbody>
</table>

### 1.13. Quality assurance methods that ensure the acquisition of exit knowledge, skills and competences

The quality and success of the lectures will be proved in the exercises that take place during the semester, parallel with the lectures. Students will apply their acquired knowledge learned during the exercises in class, as well as in their individual work, and home tasks. Records about the attendance and activity of students in the classroom, feedback on the progress of students through individual assignments and colloquiums – all of these will provide information necessary for further instruction to students to increase the efficiency of their performance; also the teacher will get an early feedback on the progress of his students and will be more aware in which direction to boost the exercise in certain grammatical parts. Students get familiar with their rights and obligations, as well as with the methods of teaching and the required literature.
1. COURSE DESCRIPTION

1.1. Objectives of the course

• Mastering language skills in order to learn and acquire knowledge, and to communicate in the legal profession (English as a 'universal' language of communication)
• Encouraging the self-reading of professional literature in English
• Training for self-presentation and discussion in English on topics in the field of law and the legal profession in discussions, meetings, seminars and conferences

1.2. Conditions to enroll the subject

Basic knowledge of English grammar

1.3. Expected outcomes for the course

- Successful basic communication in the field of legal profession
- Successful use of professional literature in English
- The ability of independent thinking and presentation of personal opinion in English

1.4. Course content

• Legal aid. What is legal aid and who is it intended for?
• A Day in A Civil Court. Criminal and civil law. An example of specific cases.
• From the Constitution of the Republic of Croatia. From the Croatian Constitution. Basic provisions: Article 1,2,3,4,5. Protection of human rights and fundamental freedoms; General provisions - Article 5,15,16.
• Judicial Power in the Republic of Croatia. From the Croatian Constitution - Article 117,118,119. Croatian Supreme Court. President of the Croatian Supreme Court.
• The European Court of Human Rights - the foundation and purpose of the trial, the official languages of the Court, the right to a fair trial
• The American Presidency - the president of the United States and its powers, the US Congress, impeachment, the Bill

About translating from the Croatian language into English and vice versa
• Comparison of the text of the Croatian Constitution with an English translation (a selection of
Elements of grammar: Grammar is not taught out of context, but emerges from the text and includes the syntax of complex sentences of the legal texts (treaties, conventions, etc.), Lexical labeling of a discourse (linking words), active / passive, modality, the conditional sentence. Communication skills: The emphasis is on presentation skills of the texts being read, selection of information, summarising and expanding information arising from the text, as well as to develop a sense for the difference in terms of 'formality vs. informality ', and PC (‘ political correctness ’) in simple and complex lexical expressions, including institutionalized phrases to be used on expressing personal opinion, ask questions in formal / non-formal settings, expressing agreement / disagreement with the speaker (agreement / disagreement ; certainty / uncertainty) and so on.

- practicing all four language skills: speaking, listening, reading and writing

<table>
<thead>
<tr>
<th>1.5. Types of Teaching</th>
<th>lecture</th>
<th>seminars and workshops</th>
<th>exercises</th>
<th>distance education</th>
<th>fieldwork</th>
<th>homework</th>
<th>multimedia and network</th>
<th>laboratory</th>
<th>mentoring</th>
<th>other</th>
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</thead>
</table>

<table>
<thead>
<tr>
<th>1.6. Comments</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>1.7. Obligations of students</th>
</tr>
</thead>
</table>

Full-time students are required to attend 80% of classes which is proved by signing the indexes of students. Part-time students are not required to attend the classes, but it does not relieve them of tasks that determine the final exam. Since the emphasis is on exercises too, students are expected to participate actively in the process of teaching, both in individual and group projects. With a view to more effective use of English the students get additional tasks (in class or as homework) that are required to be done in order to take the final exam.

<table>
<thead>
<tr>
<th>1.8. Monitoring of students</th>
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</thead>
</table>

<table>
<thead>
<tr>
<th>Attendance</th>
<th>Activity in class</th>
<th>Seminar paper</th>
<th>Experimental work</th>
</tr>
</thead>
<tbody>
<tr>
<td>Written exam</td>
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<td>0,75</td>
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</tr>
<tr>
<td>Portfolio</td>
<td></td>
<td></td>
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1 IMPORTANT With each of the methods of monitoring the work of students enter an appropriate proportion of ECTS credits of certain activities so that the total number of credits is equal to the ECTS value of the course. Empty fields can be used for additional activities.
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- Dodatni tekstovi (handouts) – cilj: proširenje obrađene tematike/
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1.11. Additional literature (on the proposal of the study programme)

- Thomson A.J., Martinet A.V., A Practical English Grammar-EXERCISES 1,2, Oxford University Press

1.12. Number of copies of required literature in relation to the number of students currently attending the course

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The quality and success of the lectures will be proved in the exercises that take place during the semester, parallel with the lectures. Students will apply their acquired knowledge learned during the exercises in class, as well as in their individual work, and home tasks. Records about the attendance and activity of students in the classroom, feedback on the progress of students through individual assignments and colloquiums – all of these will provide information necessary for further instruction to students to increase the efficiency of their performance; also the teacher will get an early feedback on the progress of his students and will be more aware in which direction to boost the exercise in certain grammatical parts. Students get familiar with their rights and obligations, as well as with the methods of teaching and the required literature.
1. **COURSE DESCRIPTION**

1.1. **Objectives of the course**

- Mastering the vocabulary of legal profession in various fields of law
  - Identifying and understanding grammatical structures typical for the language of the legal profession in a written text
  - The ability to self-service a bilingual English-Croatian dictionary
  - Training of speech communication (in the active and passive sense)
  - Expressing own opinion about the death penalty, abortion, euthanasia; marriage and divorce
  - To compare recent marital and extramarital union in the world and in Croatia
  - Rules of translation from English into Croatian

1.2. **Conditions to enroll the subject**

Basic knowledge of English grammar

1.3. **Expected outcomes for the course**

- Successful written and oral expression in English
- Define and apply basic legal concepts from different areas of English law
- Distinguish inheritance under the law and inheritance under a will
- Successful translation from English into Croatian

1.4. **Course content**

**The Supreme Court of the United States** - the State and federal court systems

**Crime** - Definition of crime for practical purposes, classification of crimes under English law before and after the Criminal Law Act 1967, categorisation of crimes

Death and the Law - New attitudes towards death and dying, the cases of suicide, abortion, capital punishment and euthanasia; Newspaper article – comprehension check, translation

**The death penalty** - Protocol No.6 Concerning the Abolition of the death penalty

**Marriage** - definition of marriage under English law, four conditions for a valid marriage, capacity to marry, cases in which marriage is voidable, reasons for the break-up of marriages


**Wills and Inheritance** - how an estate is handled upon death, legacies and legatees in case, form of a letter, Letter – writing, vocabulary relating to the law of inheritance
Elements of grammar: verb tenses, conditional sentences, Causative HAVE, articles, modality, direct / indirect speech, prepositions of time and place
• practicing all four language skills: speaking, listening, reading and writing
- Practicing grammatical structures

1.5. Types of Teaching

1.6. Comments

1.7. Obligations of students

Full-time students are required to attend 80% of classes which is proved by signing the indexes of students. Part-time students are not required to attend the classes, but it does not relieve them of tasks that determine the final exam. Since the emphasis is on exercises too, students are expected to participate actively in the process of teaching, both in individual and group projects. With a view to more effective use of English the students get additional tasks (in class or as homework) that are required to be done in order to take the final exam.

1.8. Monitoring1 of students

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<thead>
<tr>
<th>Attendance</th>
<th>Activity in class</th>
<th>0,5</th>
<th>Seminar paper</th>
<th>Experimental work</th>
</tr>
</thead>
<tbody>
<tr>
<td>Written exam</td>
<td>1,0</td>
<td>Oral exam</td>
<td>0,5</td>
<td>Essay</td>
</tr>
<tr>
<td>Project</td>
<td>Continuous assessment</td>
<td>Report</td>
<td>Practical work</td>
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1.10. Required literature (on the proposal of the study programme)

• Engleski za pravnike, Dunja M. Vićan, Branko Smerdel, Zlata Pavić, Narodne novine, Zagreb 2012.;
• dodatni tekstovi, vježbe i slučajevi (handouts)
• Murphy R. English Grammar in Use. Cambridge

1.11. Additional literature (on the proposal of the study programme)

• Advanced Grammar in Use, Martin Hewings, Cambridge University Press, 1999, 12th

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1 IMPORTANT With each of the methods of monitoring the work of students enter an appropriate proportion of ECTS credits of certain activities so that the total number of credits is equal to the ECTS value of the course. Empty fields can be used for additional activities.
• Oxford Practice Grammar, John Eastword 2nd ed. 1999, 12th impression 2003

1.12. **Number of copies of required literature in relation to the number of students currently attending the course**

<table>
<thead>
<tr>
<th>Title</th>
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1.13. **Quality assurance methods that ensure the acquisition of exit knowledge, skills and competences**

The quality and success of the lectures will be proved in the exercises that take place during the semester, parallel with the lectures. Students will apply their acquired knowledge learned during the exercises in class, as well as in their individual work, and home tasks. Records about the attendance and activity of students in the classroom, feedback on the progress of students through individual assignments and colloquiums – all of these will provide information necessary for further instruction to students to increase the efficiency of their performance; also the teacher will get an early feedback on the progress of his students and will be more aware in which direction to boost the exercise in certain grammatical parts. Students get familiar with their rights and obligations, as well as with the methods of teaching and the required literature.
Course description

General information

<table>
<thead>
<tr>
<th>Course holder</th>
<th>Sladana Ćuljat, prof Anita Lemić Staglić, predavač</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course</td>
<td>English language IV</td>
</tr>
<tr>
<td>Study programme</td>
<td>Administrative study</td>
</tr>
<tr>
<td>Course status</td>
<td>Obligatory course</td>
</tr>
<tr>
<td>Year</td>
<td>2nd year, Semester IV</td>
</tr>
<tr>
<td>Credits and Teaching</td>
<td>ECTS credits 2</td>
</tr>
<tr>
<td></td>
<td>Hours of classes (L+E+S) 30 E</td>
</tr>
</tbody>
</table>

1. COURSE DESCRIPTION

1.1. Objectives of the course

- Mastering the vocabulary of legal professional in different areas of law.
- Application of professional terminology in speech and writing (communication skills)
- Use of dictionaries, glossaries and online tools
- Rules of translation from Croatian to English

1.2. Conditions to enroll the course

1.3. Expected outcomes for the course

- Expressing personal opinions on topics and concepts covered by the course content
- Successful use of legal vocabulary in speech and writing
- Successful translating from Croatian to English
- Distinguishing the main forms of business organization under American law

1.4. Course content

The Charter of the United Nations - Chapter I – Purposes nad principles, Article 1,2, additional reading and discussion
The European Court of Justice – the Council, the Commission, the European Parliament, the Court of Auditors, the Court of Justice
Conflict of Laws – choice-of-laws, judicial jurisdiction, Private international law
Contract – law of contract, definition, requirements for a valid contract, void-voidable or unenforceable contract, commercial arbitration
Economic, Social and Cultural Rights – From the Croatian Constitution - article 48, 49, 50, 51 and 52
Forms of Business Organization in the USA – sole proprietorship, partnership, corporation, legal personality, liability, access to capital
The Rise of the Lawyer's Role in the Modern World – development of capitalism, lawyers in politics, the rule of law

Handouts:
- History of the EU
- Introduction to the European Union Law
1.5. Types of teaching

- lectures
- seminars and workshops
- exercises
- distance education
- fieldwork
- homework
- multimedia and network
- laboratory
- mentoring
- other ___

1.6. Comments

1.7. Obligations of students

Full-time students are required to attend 80% of classes which is proved by signing the indexes of students. Part-time students are not required to attend the classes, but it does not relieve them of tasks that determine the final exam.

Since the emphasis is on exercises too, students are expected to participate actively in the process of teaching, both in individual and group projects. With a view to more effective use of English the students get additional tasks (in class or as homework) that are required to be done in order to take the final exam.

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1.13. **Quality assurance methods that ensure the acquisition of exit knowledge, skills and competences**

The quality and success of the lectures will be proved in the exercises that take place during the semester, parallel with the lectures. Students will apply their acquired knowledge learned during the exercises in class, as well as in their individual work, and home tasks. Records about the attendance and activity of students in the classroom, feedback on the progress of students through individual assignments and colloquiums – all of these will provide information necessary for further instruction to students to increase the efficiency of their performance; also the teacher will get an early feedback on the progress of his students and will be more aware in which direction to boost the exercise in certain grammatical parts. Students get familiar with their rights and obligations, as well as with the methods of teaching and the required literature.
## Course description

### General information

<table>
<thead>
<tr>
<th>Course holder</th>
<th>Marija Baburić Vranešić, lecturer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course</td>
<td>Ethics and Social Responsibility</td>
</tr>
<tr>
<td>Study programme</td>
<td>Professional Administrative study</td>
</tr>
<tr>
<td>Course status</td>
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</tr>
<tr>
<td>Year</td>
<td>III</td>
</tr>
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</tr>
<tr>
<td></td>
<td>30L+15S</td>
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</tbody>
</table>

### 1. COURSE DESCRIPTION

#### 1.1. Objectives of the course

The goal of course is to introduce students to the concept of ethical behavior, and master the skills of corporate social responsibility based on ethical principles of morality.

#### 1.2. Conditions to enroll the course

- 

#### 1.3. Expected outcomes for the course

After passing the course, students should:

- develop basic ethical acceptable system
- acquire theoretical and practical knowledge on ethics, morals, corporate social responsibility as the key determinants of competitive advantage.
- Explain the principles of ethical business power
- Evaluate the basic human rights and their infringement.
- To interpret the role and contribution of the Code of Ethics.

#### 1.4. The course contents

The concept and definition of business ethics and corporate social responsibility; theory of business ethics and the role of business ethics; concept of freedom versus responsibility; civil servant ethics; democracy and public administration; citizens’ rights and democracy, code of ethics and "whistleblowers"; Ethics of social communication; social ethics; bribery and corruption; human rights; freedom and the relationship of a target; violation of human rights.

#### 1.5. Types of teaching

- lectures
- seminars and workshops
- exercises
- distance education
- field work

#### 1.6. Comments

- 

#### 1.7. Obligations of students

Regular and active attendance of lectures, participation in all forms of instruction, preparation and presentation of the seminar, case and assignments, homework.
1.8. Monitoring of students

<table>
<thead>
<tr>
<th>Attendance</th>
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</tr>
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</tr>
<tr>
<td>Project</td>
<td>Continuous assessment</td>
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</tr>
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<td></td>
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<td></td>
</tr>
</tbody>
</table>

1.9. Assessment and evaluation of students' work during the classes and the final exam

- Seminar - 10%
- Two preliminary exams - 80%
- Group solving business cases - 10%
- Students who do not pass colloquia and achieve points from activities in class written exam 90%, seminar work 10%

1.10. Required literature (on the proposal of the study programme)

Bebek, B., Kolumbić, A. (2005.) Poslovna etika, Sinergija nakladništvo, Zagreb
Pupavac, D: Etika za menadžere

1.11. Additional literature (on the proposal of the study programme)

Krkač, K: Uvod u poslovnu etiku i korporacijsku društvenu odgovornost

1.12. Number of copies of required literature in relation to the number of students currently attending the course

<table>
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<tr>
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<th>Number of students</th>
</tr>
</thead>
<tbody>
<tr>
<td>Etika i društvena odgovornost</td>
<td>4</td>
<td></td>
</tr>
</tbody>
</table>

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

Quality monitoring, which provides the necessary knowledge and skills will be carried out with active participation of students in the classroom, applying lessons learned in the preparation of the paper and the presentation of the same, solving tasks related to the production of business communications, and student progress through three preliminary tests. Reasonable and appropriate teaching methods will be controlled by interviewing the students and to the Council for the quality of teaching at the University of Applied Sciences.

1 IMPORTANT: With each of the methods of monitoring the work of students enter an appropriate proportion of ECTS credits of certain activities so that the total number of credits is equal to the ECTS value of the course. Empty fields can be used for additional activities.
# Course description

## General information

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<tr>
<th>Course holder</th>
<th>Mehmed Alijagic, PhD, Professor at Polytechnic</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course</td>
<td>Financing of Public Administration</td>
</tr>
<tr>
<td>Study programme</td>
<td>Professional Administrative Studies</td>
</tr>
<tr>
<td>Course status</td>
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<td></td>
<td>Hours of classes (L+E+S) 30P</td>
</tr>
</tbody>
</table>

## 1. COURSE DESCRIPTION

### 1.1. Objectives of the course

Gaining knowledge on the basics of public finances, which are the basis for understanding of financing of public administration - public revenues as a source of financing of the public administration with particular emphasis on tax revenues, budgetary issues at all levels of public administration, fiscal system of the Republic of Croatia, etc..

### 1.2. Conditions to enrol the course

There are no requirements

### 1.3. Expected outcomes for the course

Students will gain the knowledge and skills for:
- Understanding the basic concepts of public finances, i.e. understanding the instruments (and modes) of financing of public administration at all levels, in particular:
- apportionment and collection of tax revenues, by legal and tax elements,
- contributions system and policies in Republic of Croatia,
- the issues of financing from the state budget, as well as from counties’, cities’ and municipal budgets

### 1.4. Course contents

1. Public expenditure - definition, structure, classification.
3. Contributions – concept and types, contributions in Republic of Croatia, fees and non-tax charges
4. Budget and treasury– the budget category, budget flows and procedures, types of budget, budget implementation, the budgets in Croatia;
5. Fiscal Federalism
6. Fiscal policy - concept, role and objectives, types, RH fiscal policies

### 1.5. Types of teaching

- lectures
- homework
- seminars and
- multimedia and
1.6. Comments

1.7. Obligations of students

Students are expected to attend class regularly and to participate interactively during the classes and discussion, either individually or through teams. Students are expected to write a seminar paper that will have the practical character i.e. to apply theoretical knowledge to practical problems.

1.8. Monitoring1 of students

- Attendance
- Activity in class
- Seminar paper
- Experimental work
- Written exam
- Oral exam
- Essay
- Research
- Project
- Continuous assessment
- Report
- Practical work
- Portfolio

1.9. Assessment and evaluation of students' work during the classes and the final exam

- Attendance – 20%
- Two preliminary exams - 80%

1.10. Required literature (on the proposal of the study programme)


1.11. Additional literature (on the proposal of the study programme)


1.12. Number of copies of required literature in relation to the number of students currently attending the course

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

Quality control and necessary knowledge and skills will be ensured through interactive class work and rational, analytical and critical-thinking approach during the problem-solving workshops related to entrepreneurial and banking practice.

1 IMPORTANT: With each of the methods of monitoring the work of students enter an appropriate proportion of ECTS credits of certain activities so that the total number of credits is equal to the ECTS value of the course. Empty fields can be used for additional activities.
Using the records on students’ presence and their activities during the classes, as well as preliminary exams results, we will have the information on students’ learning progress, and that way will be able to give them further instructions aiming to increase the efficiency of their work.

Students will be informed on time about their rights and responsibilities, working methods and required literature. By anonymous surveys done within the students, the qualities and skills of the teaching staff are monitored, as well as the quality and appropriateness of the study program. Additionally, through students’ representatives, students are involved in decision making process for curriculum changes.

Based on all the data collected, Council for quality assurance at Polytechnic monitor the work of the teaching staff. The information gathered during the monitoring process are used by teaching staff to improve their teaching skills, as well as for the changing the curriculum and teaching methods as needed.
<table>
<thead>
<tr>
<th>Course title</th>
<th>Law on misdemeanor</th>
</tr>
</thead>
</table>

**Basic description**

<table>
<thead>
<tr>
<th>Study programme</th>
<th>Undergraduate Professional Study Programme in Administration Studies</th>
<th>Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course coordinator</td>
<td>Full. Prof. Petar Veić, Ph.D.</td>
<td>2015./2016.</td>
</tr>
<tr>
<td>Course status</td>
<td>Compulsory</td>
<td>Semester IV</td>
</tr>
<tr>
<td>ECTS credits and teaching</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ECTS student's workload coefficient</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Number of hours per semester</td>
<td>30</td>
<td></td>
</tr>
<tr>
<td>Number of hours per week</td>
<td>2</td>
<td></td>
</tr>
</tbody>
</table>

**Course objectives - general and specific competences**

It is expected that the students after completing the exam in Law of Misdemeanor are able to:
1) define and describe certain institutes of misdemeanor law in theory and positive law;
2) determine mutual relation between certain institutes, recognize certain relations in life situations and apply acquired knowledge;
3) critically analyze and solve practical problems.

The objective of the course is to develop:

a) **general competences**:
   - identifying key facts in analysis of the content of particular instances,
   - systematic and meaningful argumentation of positions,
   - oral and written expression.

b) **specific competences**:
   - acquiring general and new knowledge on comparative criminal law,
   - acquiring operational knowledge in scientific areas important for future work in judicial and other institutions, in criminal, but also other procedures in which the subject matter is clarifying factual state and concretization of legal norm.

**Course content**

1. Notion and types of punishable offences (criminal offences, misdemeanor, other punishable offences)
2. Notion and validity of misdemeanor law
3. Principles of misdemeanor law
4. Reasons for excluding unlawfulness
5. Guilt and types of guilt
6. Sanctions – system of sanctions within Croatian legislation regarding misdemeanor
7. Notion of misdemeanor procedure
8. Stages of misdemeanor procedure
9. Subjects of misdemeanor procedure
10. Actions regarding misdemeanor procedure
11. Course of misdemeanor procedure
12. Rulings in misdemeanor procedure
13. Legal remedies against the decision on misdemeanor
14. Enforcement of decisions made by misdemeanor procedure bodies

### Teaching methods

<table>
<thead>
<tr>
<th>Lectures</th>
<th>Seminars and workshops</th>
<th>Exercises</th>
<th>Individual assignment</th>
<th>Multimedia and network</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Long distance education</strong></td>
<td>Consultation</td>
<td>Laboratories</td>
<td>Mentorship</td>
<td>Fieldwork</td>
</tr>
</tbody>
</table>

**Comments:**
The classes include presentations and lectures on the topic according to the course curricula, through examples and questions in order to encourage activity and interactive communication with the students. The questions are raised in a way that the students can answer in either oral or written form, and can consequently gain points for active participation in classes. Each lecture begins with recapitulation of previous lecture, and each ends with the announcement of the next topic, so that the students can prepare for active participation on time.

### Student’s obligations

Students are required to attend course lectures. Course attendance is recorded. Students must be present at least 70% of lecture hours, where they get certain amount of points, that is of certain percentage of the grade.

Student who actively participates in classes (answers questions asked, solving practical problems, oral presentation of part of the course content according to possibilities of organizing lectures and according to the demands of the professor) can obtain certain amount of points, that is of certain percentage of the grade.

The knowledge obtained by students is subject to sustained knowledge check. Students have two written colloquia in 7th and 14th week of classes. First colloquium contains the course content of first six weeks of classes (Introduction and General part), and second colloquium next five weeks of lectures according to the lecture schedule (Specific part). Corrective colloquium will take place in 15th week of classes and at that point the student has the possibility to take one of the colloquia which they didn’t partake earlier or has not passed from first attempt.

Student must take final or corrective exam. Final exam is written and contains of certain questions from the whole material.

---

Assessment and evaluation of student’s work (explanation of ECTS structure);

**Examination methods and examination**

<table>
<thead>
<tr>
<th>Course attendance</th>
<th>Activity/Participation</th>
<th>Seminar paper</th>
<th>Experimental work</th>
</tr>
</thead>
<tbody>
<tr>
<td>Written exam</td>
<td>Oral exam</td>
<td>Essay</td>
<td>Research</td>
</tr>
<tr>
<td>Project</td>
<td>Sustained knowledge check</td>
<td>Report</td>
<td>Practice</td>
</tr>
</tbody>
</table>

Table of student’s workload, expected learning outcomes and student’s obligation.

<table>
<thead>
<tr>
<th>Activities</th>
<th>ECTS</th>
<th>Student’s</th>
<th>Method of</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Activity</td>
<td>Weight</td>
<td>Description</td>
<td>Evaluation</td>
<td>Percentage</td>
</tr>
<tr>
<td>----------------------------------</td>
<td>--------</td>
<td>------------------------------</td>
<td>--------------</td>
<td>----------------</td>
</tr>
<tr>
<td><strong>Course attendance</strong></td>
<td>0.25</td>
<td>Attendance more than 70%</td>
<td>Attendance</td>
<td>3% - 5%</td>
</tr>
<tr>
<td><strong>Participation in lectures</strong></td>
<td>0.25</td>
<td>Solving practical tasks</td>
<td>Any type of activity</td>
<td>7% - 10%</td>
</tr>
<tr>
<td><strong>First colloquium</strong></td>
<td>0.75</td>
<td>Written colloquium</td>
<td>Colloquium</td>
<td>15% - 25%</td>
</tr>
<tr>
<td><strong>Second colloquium</strong></td>
<td>0.75</td>
<td>Written colloquium</td>
<td>Colloquium</td>
<td>15% - 30%</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>2</td>
<td></td>
<td></td>
<td>40% - 70%</td>
</tr>
<tr>
<td><strong>Final exam</strong></td>
<td>1</td>
<td>Written exam</td>
<td></td>
<td>15% - 30%</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>3</td>
<td></td>
<td></td>
<td>55% - 100%</td>
</tr>
</tbody>
</table>

**Assigned reading**

**Optional/additional reading**
### Course description

<table>
<thead>
<tr>
<th>General information</th>
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</thead>
<tbody>
<tr>
<td>Course holder</td>
</tr>
<tr>
<td>Course</td>
</tr>
<tr>
<td>Study programme</td>
</tr>
<tr>
<td>Course status</td>
</tr>
<tr>
<td>Year</td>
</tr>
<tr>
<td>Credits and Teaching</td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

### 1. COURSE DESCRIPTION

#### 1.1. Objectives of the course

The focus of the course will be on professional knowledge about non-profit organizations law. Introductory part of the course will deal with the typology of non-profit organizations and with the connection between the formation and operation of non-profit organizations and fundamental human rights. In this context lectures will touch upon the following sources of law: first and foremost the European Convention on Human Rights and the main sources of domestic law (three basic acts: Association Act, Institutions Act and Foundations and Funds Act). Students will be trained to accept crucial legal institutions of the field and to independently detect problems in the application of these. Special stress will be put on the new Associations Act (Official Gazette 74/14).

#### 1.2. Conditions to enroll the course

According to the special decision made by the Faculty.

#### 1.3. Expected outcomes for the course

The purpose of the course will be reached if students would be ready to apply acquired knowledge. Therefore, important decisions from this legal field will be analysed throughout the semester in order to achieve it (administrative, judicial and European decisions). In addition, the course aims to encourage students to share their experiences in the participation in the activities of various non-profit organizations which is the preparation for the use of relevant basic human rights for those students who do not have mentioned experience.

#### 1.4. Sadržaj predmeta

- The notion and typology of non-profit organizations and non-profit organizations law.
- The right to freedom of associations and the right of ownership – fundamental rights as a common element of non-profit
organizations law; the regulation of those rights in the European Convention on Human Rights and the Constitution of the Republic of Croatia; the analysis of judgments of the European Court of Human Rights and of decisions of the Constitutional Court of the Republic of Croatia:

- Associations – the notion, the purpose and basic normative elements: the basic questions of associations (founding an association – registration procedure; membership, internal democratic organization, activity of association); normative fundament of association's activity – statute; organs of association; property of association; legal protection of membership's rights within and outside of association; the cessation of association.

- Institutions – the notion, the purpose and basic normative elements: categories of institutions; basic questions of activities of institutions (founding – registration procedure, participation – relation to founder, organization, activity of institution); normative fundament of institution's activity – statute; internal organization of institution and management of institution, relation institution – clients and institution – founder (specifically regarding local institution); control over institution; cessation of institution.

Foundations and funds – the notion, the purpose and basic normative elements: discerning between foundations and funds; the basic questions – founding (specifically procedural questions) and functioning of foundations/funds; ownership and property as a crucial formative elements of foundations/funds; the cessation of foundations/funds.

1.5. Types of teaching

| X | lectures |
| X | seminars |
|   | and workshops |
| X | exercises |
|   | distance education |
|   | field work |
| X | homework |
| X | multimedia and network |
|   | laboratory |
|   | mentoring |

1.6. Comments

1.7. Obligations of students

Students are expected to attend classes regularly; independently and interactively, and as a part of a team, participate in discussions about the most frequent legal issues in the field of non-profit organizations law. In addition, students will participate in practical part of lectures which will consist of analyzing case law connected with the basic legal issues in this legal field.
1.8. Monitoring of students

<table>
<thead>
<tr>
<th>Attendance</th>
<th>Activity in class</th>
<th>Seminar paper</th>
<th>Experimental work</th>
</tr>
</thead>
<tbody>
<tr>
<td>Written exam</td>
<td>Oral exam and colloquium</td>
<td>3+1</td>
<td>Essay</td>
</tr>
<tr>
<td>Project</td>
<td>Continuous assessment</td>
<td>Report</td>
<td>1</td>
</tr>
<tr>
<td>Portfolio</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

1.9. Assessment and evaluation of students' work during the classes and the final exam

- Oral exam – 60%
- Colloquium – 30%
- Practical work – 10%

1.10. Required literature (on the proposal of the study programme)

**Literature and legal sources:**

**Obvezna literatura:**


**Izvori:**

- Zakon o udrugama
- Zakon o ustanovama
- Zakon o zakladama i fundacijama.

1.11. Additional literature (on the proposal of the study programme)

**Dopunska literatura:** Ž. Paunović: Nevladine organizacije, Beograd, 2006 (odabrana poglavlja)

1.12. Number of copies of required literature in relation to the number of students currently attending the course

<table>
<thead>
<tr>
<th>Title</th>
<th>Number of titles</th>
<th>Number of students</th>
</tr>
</thead>
</table>

1 IMPORTANT: With each of the methods of monitoring the work of students enter an appropriate proportion of ECTS credits of certain activities so that the total number of credits is equal to the ECTS value of the course. Empty fields can be used for additional activities.
1.13. Quality assurance methods that ensure the acquisition of exit knowledge, skills and competences

Quality control of students’ work (which mainly consists of the adoption of necessary knowledge and skills) will be provided through interactive teaching. This will put a great stress on rational, analytical and critical approach in analyzing and proposing solutions to specific problems in this legal field. Special importance will be attached to the students’ reports who will have an occasion to present basic institutions of this legal field (e.g. students will present judgments of the European court of human rights or crucial domestic decisions). In addition, students will be encouraged to present their own experiences from engagement in different non-profit organizations. Students will be informed of their rights and obligations and methods of operation, as well as of required literature.
Course description

<table>
<thead>
<tr>
<th>General information</th>
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<tbody>
<tr>
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<tr>
<td>Year</td>
</tr>
<tr>
<td>Credits and Teaching</td>
</tr>
<tr>
<td>ECTS credits</td>
</tr>
<tr>
<td>Hours of classes (L+E+S)</td>
</tr>
</tbody>
</table>

1. COURSE DESCRIPTION

1.1. Objectives of the course

Familiarizing students of Professional Administrative Study with the Public Procurement Law; domestic law and the law of the EU will be in the focus of interest. European law of public procurement will be analyzed on a basic level (a survey of regulatory instruments and of the most important judgments of the European Court of Justice will be given). Domestic law will be analyzed more thoroughly. Students will be presented with an overview of sources of the public procurement law (domestic, as well as international); legislative, administrative and judicial practice and will also be encouraged to check up on the changes of law in this legal field on a regular basis even after the completion of the course.

1.2. Conditions to enroll the course

According to the special decision made by the Faculty.

1.3. Expected outcomes for the course

After the fulfilment of all of their obligations students will be expected to:
- Find positive legal norms of public procurement procedures in domestic, as well as European sources,
- Discern and observe their own domestic, as well as European sources of law in the field of public procurement,
- Apply basic institutes of this legal field at least,
- Note and independently anticipate problems in the application of basic institutes in the field of public procurement,
- Discern the most important legal procedures in this legal field,
- Analyze procedural stages (especially the appeal stage),
- Brief on crucial novelties in domestic, as well in the European public procurement law.
1.4. Sadržaj predmeta

- The notion of public procurement
- Placing the public procurement law in legal order,
- Recent evolution of legal regulation in the RH and EU,
- Sources of the public procurement law in the RH and EU,
- Basic principles of public procurement,
- Entities obliged to apply public procurement laws,
- Exceptions from duty to apply public procurement laws,
- Categories of public procurement procedures and its essential characteristics,
- Conduct of public procurement procedures,
- The tender notice,
- Examination and evaluation of tenders,
- The contract award decision/the cancellation decision,
- Legal protection of tenderers/candidates (administrative – judicial – european),
- Public contract

<table>
<thead>
<tr>
<th>1.5. Types of teaching</th>
</tr>
</thead>
<tbody>
<tr>
<td>lectures</td>
</tr>
</tbody>
</table>

1.6. Comments

1.7. Obligations of students

Students are expected to attend classes regularly; independently, and as a part of a team, participate in discussions about the legal issues in public procurement law. Every student will have to present one decision – European or domestic – from this legal field.

1.8. Monitoring\(^1\) of students

| Attendance | Activity in class | Seminar paper | Experimen tal work |

\(^1\) IMPORTANT: With each of the methods of monitoring the work of students enter an appropriate proportion of ECTS credits of certain activities so that the total number of credits is equal to the ECTS value of the course. Empty fields can be used for additional activities.
<table>
<thead>
<tr>
<th>Written exam</th>
<th>Oral exam and colloquium</th>
<th>3+2</th>
<th>Essay</th>
<th>Research</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project</td>
<td>Continuous assessment</td>
<td>Repor 1</td>
<td>Practical work</td>
<td></td>
</tr>
<tr>
<td>Portfolio</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

1.9. Assessment and evaluation of students' work during the classes and the final exam

Oral exam – 55%
Colloquium – 35%
Practical work – 10%

1.10. Required literature (on the proposal of the study programme)

**Literature and legal sources:**

1) Required literature

- Mužina, Uvrštenje javne nabave u pravni sistem, pravna priroda javne nabave, pravna priroda pravne zaštite, u: „Pravna zaštita u postupcima javnih nabava“ (više autora), Zagreb, 2006, str. 18–57;
- P. Šantić, Dokazivanje sposobnosti ponuditelja oslanjanjem na sposobnost drugih subjekata, u: Financije, pravo i porezi, br.3/2015;
- I. Šprajc, Ustavnosudska intervencija u Zakon o javnoj nabavi, u: „Hrvatska pravna revija“, br. 4/2014;
- I. Šprajc – A. Šoštarec, Ograničavanje prava na žalbu u Zakonu o javnoj nabavi, u: „Hrvatska pravna revija“, br. 5/2013;
- I. Šprajc, O važnosti jednog rješenja Državne komisije za kontrolu postupaka javne nabave, u: “Hrvatska pravna revija” br. 5/2015;
- Izbor presuda Europskog suda pravde (raspoloživo u referadi studija u Otočcu)

Legal sources:

- Zakon o Državnoj komisiji za kontrolu postupaka javne nabave (NN br. 18/2013, 127/13, 74/14).
- Izbor recentnih domaćih odluka (kao dijelovi referata i studije slučajeva).

1.11. Additional literature (on the proposal of the study programme)

<table>
<thead>
<tr>
<th>1.12. Number of copies of required literature in relation to the number of students currently attending the course</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title</td>
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<tr>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>1.13. Quality assurance methods that ensure the acquisition of exit knowledge, skills and competences</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quality control of students' work (which mainly consists of the adoption of necessary knowledge and skills) will be provided through interactive teaching. This will put a great stress on rational, analytical and critical approach in analyzing and proposing solutions to specific problems in this legal field. Keeping track of attendance and students' activity in addition to the received information on the progress of students through colloquiums/tests will provide necessary information for further instructions to students in order to increase the efficiency of their work. Students will be informed of their rights and obligations and methods of operation, as well as of required literature.</td>
</tr>
</tbody>
</table>
1. COURSE DESCRIPTION

1.1. Objectives of the course

Educational goal is acquisition of basic aspects of legal culture and critic of dominant political and legal ideologies.

Functional goal is recognizing and understanding of main types of legal acts and modern legal systems and analyzing of ethics and sociological aspects of law.

Cognitive goal is introducing with central problem of law which is in relation with collective action, the role of legal rules, decisions, values and acts, and especially with the structures of the contemporary legal systems. The second goal is relation between legal and other social sciences.

True the exercises students will be learn legal writing, and ensure basic knowledge’s about writing of scientific and experts’ articles.

1.2. Conditions to enroll the course

1.3. Expected outcomes for the course

Student will be:

Develop of main competences related which are imported for analyzing of legal facts and creation of legal documents and acts
Develop of specific competences: recognizing basic legal terms, institutes, principles and values of the contemporary law, political and administrative systems.
Student must develop general competences like oral expression, and special competences like using with the founds of law and recognizing of formal requirement which are need making of seminar works.

1.4. Sadržaj predmeta


2. Structure of state organization. Official persons, state authorities. Types of state authorities. Division...


<table>
<thead>
<tr>
<th>1.5. Types of teaching</th>
<th>☑ lectures</th>
<th>☑ homework</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>☑ seminars and workshops</td>
<td>☑ multimedia and network</td>
</tr>
<tr>
<td></td>
<td>☑ exercises</td>
<td>☑ laboratory</td>
</tr>
<tr>
<td></td>
<td>☑ distance education</td>
<td>☑ mentoring</td>
</tr>
<tr>
<td></td>
<td>☑ field work</td>
<td>☑ other</td>
</tr>
</tbody>
</table>

| 1.6. Comments |

| 1.7. Obligations of students |

They are regulate with internal regulations of institution

| 1.8. Monitoring1 of students |

<table>
<thead>
<tr>
<th>Attendance</th>
<th>Activity in class</th>
<th>Seminar paper</th>
<th>Experimental work</th>
</tr>
</thead>
<tbody>
<tr>
<td>Written exam</td>
<td>☑ Oral exam</td>
<td>☑ Essay</td>
<td>☑ Research</td>
</tr>
</tbody>
</table>

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1 IMPORTANT: With each of the methods of monitoring the work of students enter an appropriate proportion of ECTS credits of certain activities so that the total number of credits is equal to the ECTS value of the course. Empty fields can be used for additional activities.
### 1.9. Assessment and evaluation of students' work during the classes and the final exam

Student has two literary exams according to the content of the course, from the book of N. Visković: Teorija države i prava, Zagreb, 2006. Students will pass exams if they first and second exam positively marked. When students did not pass first and second exam, they must take all content of the course in one exam.

### 1.10. Required literature (on the proposal of the study programme)


### 1.11. Additional literature (on the proposal of the study programme)

1.

### 1.12. Number of copies of required literature in relation to the number of students currently attending the course

<table>
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<tr>
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</table>

### 1.13. Quality assurance methods that ensure the acquisition of exit knowledge, skills and competences