Administration Department

ADMINISTRATION UNDERGRADUATE STUDY PROGRAM

Learning Outcomes

Vukovar, 2020

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GENERAL INFORMATION

Administrative Studies

Issuing institution: **College of Applied Sciences "Lavoslav Ružička" in Vukovar**

Issuing institution type: **Public university**

Education provider: **Administrative academic department**

Programme type: **Professional study**

Degree type: **Undergraduate professional study programme**

Programme duration: **3.0** year (6 semesters)

ECTS Credits: **180**

Field of study: **Social sciences**

Subject: **Law**

Qualification Level: level 6 EQF

Qualification: **stručni prvostupnik/stručna prvostupnica**
Professional bachelor / professional bachelor

Professional title: prvostupnik/ca javne uprave –bacc. admin. publ.
Bachelor of Public Administration - bacc. admin. publ

Location: **Vukovar, Županijska 50**

COLLEGE OF APPLIED SCIENCES "LAVOSLAV RUŽIČKA" IN VUKOVAR

ADMINISTRATION UNDERGRADUATE STUDY PROGRAM – LIST OF COURSES

First year

Class name	Code	Sem	ECTS	C	P	S
Introduction to Law	U101	1	7	**3**	**0**	**1**
History of Administration	U102	1	5	**2**	**0**	**0**
Political Economy	U103	1	5	**2**	**0**	**0**
Basics of Constitutional Law	U104	1	9	**4**	**1**	**1**
Foreign language I (English/German)	U105	1	3	**1**	**1**	**0**
Physical Education I	U106	1	0	**0**	**2**	**0**
Basics of Sociology	U201	2	5	**2**	**1**	**0**
Basics of Administration	U202	2	6	**3**	**0**	**1**
Administrative Law – general part	U203	2	7	**4**	**0**	**1**
IT in Administration and Statistics	U204	2	4	**2**	**2**	**0**
Croatian Public Administration and the European Union	U205	2	4	**2**	**1**	**0**
Foreign language II (English/German)	U206	2	3	**1**	**1**	**0**
Physical Education II	U207	2	0	**0**	**2**	**0**
Practical Training I	U208	2	2	**0**	**3**	**0**

Second year

Class name	Code	Sem	ECTS	C	P	S
Public Needs Financing	U301	3	5	**2**	**1**	**1**
Administrative-procedural Law	U302	3	7	**4**	**0**	**1**
Basics of Criminal and Criminal-process Law	U303	3	6	**3**	**1**	**0**
Structure and Functioning of the Public Sector	U304	3	6	**2**	**2**	**0**
Economic Politics	U305	3	3	**2**	**0**	**0**
Foreign Language III (English/German)	U306	3	3	**1**	**1**	**0**
Physical Education III	U307	3	0	**0**	**2**	**0**
Organization and Methods in Administration	U401	4	6	**2**	**1**	**1**
Basics of Civil Law	U402	4	8	**4**	**1**	**0**
Statutory Rights of Citizens	U403	4	4	**1**	**1**	**0**
Local Self-government	U404	4	7	**2**	**1**	**1**
Foreign language IV (English/German)	U405	4	3	**1**	**1**	**0**
Physical Education IV	U406	4	0	**0**	**2**	**0**
Practical Training II	U407	4	2	**0**	**3**	**0**

Third year

Class name	Code	Sem	ECTS	C	P	S
Basics of Trade Law	U501	5	7	**2**	**0**	**1**
Nomotechnics	U502	5	5	**2**	**1**	**0**
Economics of Public Administration	U503	5	5	**2**	**0**	**0**
Public Procurement	U504	5	5	**2**	**1**	**0**
Environmental Law	U505	5	5	**2**	**0**	**1**
Elective classes (only 1 is chosen)		5	3	2	0	0
1. Electronic Administration	U512			1	1	**0**
2. Military and Police Administration Law	U513			2	0	**0**
Basics of Labour and Social Law	U601	6	7	**2**	**0**	**1**
Archiving	U602	6	4	**1**	**1**	**0**
Taxing and Institutions	U603	6	6	**2**	**1**	**1**
Office Business Conduct	U604	6	4	**1**	**2**	**0**
Ethics in Business and Administration	U605	6	3	**2**	**0**	**0**
Elective classes (only 1 is chosen)		6	3			
1. Entrepreneurial Management	U611			**2**	**0**	**0**
2. Communal Spending Financing	U612			**2**	**0**	**0**
3. Project Management	U613			**1**	**1**	**0**
Undergraduate paper	U620	6	3			

Sem – Semester

C- Classes

P- Practice

S- Seminar

LEARNING OUTCOMES OF THE STUDY PROGRAM

After successfully completing the study program, students will be able:

1. *To differentiate between, describe, compare, and apply provisions of different branches of the law.*
2. *To differentiate between legal sources and apply them accordingly.*
3. *To explain and interpret relevant legal terminology.*
4. *To critically deliberate the significance of theory of law and state.*
5. *To critically deliberate interpretations of the law, legal argumentation, and legal norms.*
6. *To interpret appropriate legal provisions of material and procedural law and apply the appropriate law to specific practical cases.*
7. *To isolate disputable legal issues and propose possible solutions.*
8. *To analyze, categorize, and critically deliberate the functioning and structure of public administration.*
9. *To write motions for administrative and legal proceedings and drafts of administrative acts.*
10. *To identify and analyze the connectivity between national land European law, as well as national and international law in general.*
11. *To write and form a legal document and differentiate it from a document written in plain language.*
12. *To differentiate between and explain fundamental economic institutes.*
13. *To use appropriate legal terminology in foreign languages.*
14. *To use appropriate information technologies and statistical methods.*
15. *To demonstrate and apply knowledge acquired from theoretical classes in practice.*
16. *To work and communicate in a team while abiding ethical norms and socially responsible conduct.*

COLLEGE OF APPLIED SCIENCES "LAVOSLAV RUŽIČKA" IN VUKOVAR

LIST OF ENGLISH CLASSES

	Course title	Semester	ECTS
1.	Basics of constitutional law	1	9
2.	Introduction to law	1	7
3.	Croatian public administration and the European Union	2	4
4.	Basics of civil law	4	8
5.	Constitutional citizens' rights	4	4
6.	Basics of commercial law	5	7
7.	Environmental Law	5	5
8.	Nomotehnics	5	5

ACADEMINC YEAR:

The academic year in Croatia runs from October 1 to September 30, and is generally divided into two semesters:

Winter semester that starts from October 1 and ends in February.

Summer semester starts from March 1 and ends on June 30

GRADING SYSTEM

The Croatian educational institutions use a 5-point grading scale.

- **Excellent** (*izvrstan*) - 5
  Note: highest grade
- **Very good** (*vrlo dobar*) - 4
- **Good** (*dobar*) - 3
- **Sufficient** (*dovoljan*) - 2
  Note: minimum pass grade
- **Fail** (*nedovoljan*) - 1
  Note: requires student to retake exam/resubmit work

Notification: According the university Study regulations (2019) Article 50, paragraph five:
"The subjects for which the study program has determined that they are expressed by a descriptive grade, the teacher assigns the grade passed - P." (Example – practical training courses)

European Credit Transfer System (ECTS)

In addition to grades, higher education institutions in Croatia award ECTS credits (European Credit Transfer System), as a part of the Bologna system. Although there is no national regulation on this issue, it is common for 1 ECTS credit to be equivalent to approx. 30 student-working hours. Credits are awarded when a course has been completed and all required examinations have been successfully taken.

- 1 year = 60 ECTS credits
- 1 semester= 30 ECTS credits

COURSE CATALOGUE OF LEARNING OUTCOMES

1. BASICS OF CONSTITUTIONAL LAW

ECTS coefficient of student workload: 9

Time and place of classes: Winter semester, according to the schedule

General and specific knowledge acquired in the class (Goal)

Knowledge of social development (individual, economic, organizational, cultural) and the structure of state and society, as well as the role and function of constitutional law in lege artis and bona fide interpretation of regulations. Recognizing the constitution as a crucial political and social project that defines the vision and mission of specific communities. Specific knowledge relates to the origination, choice of, and development of political institutions. In addition, an emphasis is put on fundamental values and principles that are measured in the realization of human rights and fundamental freedoms. General and specific knowledge is related to the processes of origination and development of the constitution and other relevant documents, whether international or national.

Expected outcomes of the class

After completing the class, students will be able to:

- Define and differentiate between fundamental terms of constitutional law.
- Understand the changes to the Constitution of the Republic of Croatia.
- Critically deliberate the importance of regulations on the rights and freedoms of person and citizen.
- Differentiate between types of election systems and come to know the election system of the Republic of Croatia.
- Define the status of the Supreme Court and know the criteria of its proceedings.
- The differentiate between and understand the relations of state functions.
- The understand the legal structure of complex states.
- The understand the legal structure of the European Union.

2. INTRODUCTION TO LAW

ECTS coefficient of student workload: 7

Time and place of classes: Winter semester, according to the schedule

General and specific knowledge acquired in the class (Goal)

To train students of the undergraduate study program to understand law in contemporary states through fundamental elements of both terms (the State and law).

Expected outcomes of the study program

After completing the study program, students will be able to:

- Interpret fundamental legal terminology
- Differentiate the State from other organizations
- Classify states according to different criteria
- Describe individual elements of state organizations
- Compare elements of legal relations
- Analyze basic types of legal interpretation
- Analyze legal norms
- Compare different types of argumentation in law
- To critically deliberate the significance of theory of law and state

3. CROATIAN PUBLIC ADMINISTRATION AND THE EUROPEAN UNION

ECTS coefficient of student workload: 4

Time and place of classes: Summer semester, according to the schedule

General and specific knowledge acquired in the class (Goal)

Acquiring knowledge of the historical development and current functioning of the European Union, the process of adjusting the public administration of a candidate country in the accession period and the obligations of an EU member state in regards to the functioning of public administration, acquiring knowledge on EU integration processes. Learning fundamental knowledge of functioning of administrative systems, public administration as a complex organization and institution, reforms of public administration, and knowledge of managing human potentials.

Expected outcomes of the class

After completing the class, students will be able to:

- Explain and understand historical development roots of the EU
- Define the EU and understand its structure
- Analyze the functioning of the EU and its institutional structure
- Define the legal acquis of the EU and the scope of its chapters
- Explain the ascension criteria of the EU and the components of the ascension strategy
- To know and understand the relations of the Republic of Croatia and the influence of its membership in the EU on public administration in Croatia
- Explain the development of administrative systems and know the types of administrative reforms.

4. BASIC OF CIVIL LAW

ECTS coefficient of student workload: 8

Time and place of classes: Summer semester, according to the schedule

General and specific knowledge acquired in the class (Goal)

The Basics of Civil Law class teaches students of fundamental institutions of civil law. The general part of civil law teaches not just about civil law, but about knowledge and fundamental terms that are significant for other legal disciplines, especially those that are closely related to civil law. The real law part teaches general and specific knowledge about specific real rights and other terms of real law with a focus on ownership rights. The part on inheritance law teaches general and specific knowledge connected to inheritance, or managing the rights and obligations that used to belong to the testator. The part on obligation law teaches general and specific knowledge on the sources of individual obligations. The class is connected to the Basics of trade law and Statutory rights of citizens.

Expected outcomes of the class

After completing the class, students will be able to:

- define basic terms and institutions of civil law,
- differentiate between and describe basic types and forms of legal work, their contents and invalidity reasons,
- describe and compare elements of real rights (right of ownership, right of easement, right of lien, right of real burden, and the right of construction) as well as possession,
- apply legal protection of real rights and possessions in practical examples,
- differentiate between parts of land registries and types of registration in a land registry,
- describe basic elements of obligation law (obligations, contracts, reinforcements and changes in obligations, contract enforcement, cessation of obligational relations, responsibility for damages, acquisition without foundation and unwarranted management),
- independently create contracts (buying and selling, gifting, leases, rents, loans, service contracts, and others),
- analyze practical examples from the field of damage responsibility,
- describe elements of inheritance law
- ascertain inheritable parts in specific examples.

5. CONSTITUTIONAL CITIZENS' RIGHTS

ECTS coefficient of student workload: 4

Time and place of classes: Summer semester, according to the schedule

General and specific knowledge acquired in the class (Goal)

Students acquire knowledge of all relevant elements of family law, citizenship, place of residence, foreigner status, and other status question. The class is connected to civil and administrative law.

Expected outcomes of the class

After completing the class, students will be able to:

- Analyze elements of institutions of family law,
- Solve practical assignments from the fields of divorce, annulment, arranging legal relations between parents and their children, adoption, designating a custodian, breaking up of marital property,
- Give examples of possible arrangements of property relations between spouses (marital property, personal property, marital contract),
- Describe the enforced legal regulations from the field of statutory rights in the Republic of Croatia.

6. BASICS OF COMMERCIAL LAW

ECTS coefficient of student workload: 7

Time and place of classes: Winter semester, according to the schedule

General and specific knowledge acquired in the class (Goal)

General knowledge on trading and singing of trade contracts, which contracts are most often signed, the importance of timely fulfilment of obligations and the consequences of not fulfilling them, solving of trade disputes.

Expected outcomes of the class

After completing the class, students will be able to:

- Define and differentiate between trade contract law and trade status law.
- Compare individual subjects of trade law.
- To critically deliberate the significance of a company.
- Analyze application of the Law on Mandatory Relations on trade agreements.
- Present legal basis for representation.
- Compare and analyze individual types of securities.

7. ENVIRONMENTAL LAW

ECTS coefficient of student workload: 5

Time and place of classes: Winter semester, according to the schedule

General and specific knowledge acquired in the class (Goal)

Students acquire knowledge on protecting individual parts of the environment and develop understanding the need for protecting the environment. The class is connected to civil, administrative, criminal, international, and financial law, but it occurs as an upgrade because it implies that the contents of those classes have already been mastered.

Expected outcomes of the class

After completing the class, students will be able to:

- Explain fundamental principles of environmental protection.

- Describe features of the environment and their burdens.
- Handle the Law on environmental protection.
- Compare different forms of environmental protection.
- Formulate obligations of different subjects involved in environmental protection.

8. NOMOTEHNICS

ECTS coefficient of student workload: 5

Time and place of classes: Winter semester, according to the schedule

General and specific knowledge acquired in the class (Goal)

This subject teaches the necessary nomotechnical literacy to students. Every subject that deals with the "production" of regulation, and that includes all classes that have law-positive contents, is connected to Nomotechnics. This is best shown in the process of harmonizing regulation, which also includes subjects that deal with European law.

Expected outcomes of the class

After completing the class, students will be able to:

- Describe and define nomotechnics as the science of creating legal regulation.
- Define and differentiate between legal acts of Croatian and European legal systems.
- Create a simple concrete general or specific legal act.
- Describe aspects of creating and enacting legal regulation in the scope of Croatian legislation.
- Understand and know the hierarchy of legal acts in the Republic of Croatia.