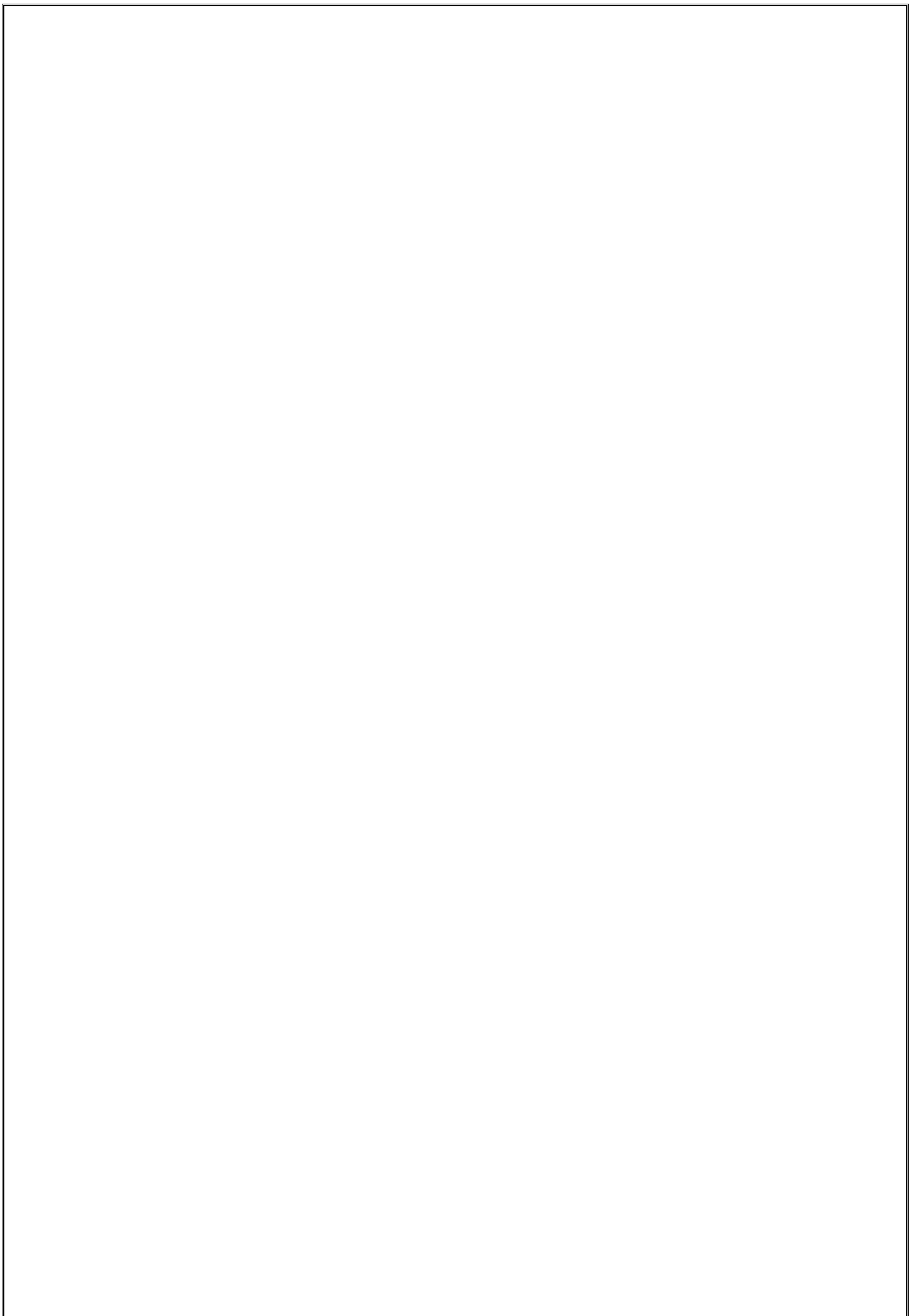




EFFECTUS University College for Law and Finance
ZAGREB, John F. Kennedy Square 2

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2 ABOUT US

EFFECTUS University College for Law and Finance was established by the Founding Agreement on January 17, 2008.

Following the statutory procedure, in May 2010, EFFECTUS received a permit for performing activities, conducting the undergraduate professional study of Finance and Business Law and specialist graduate professional study of Finance Management, as well as permission to enrol the first generation of students. In the academic year, 2012/2013 EFFECTUS successfully passes AZVO's re-accreditation process. Re-accreditation is a mechanism for examining the competence and credibility of higher education qualification, provides quality and is the main evidence to students and the public about the quality of a higher education institution or program. According to the results of the re-accreditation, EFFECTUS has partly completed, mostly completed, or fully completed all seven prescribed quality standards. The report of the International Commission and the positive recommendation to the Minister were clear proof that EFFECTUS, when it comes to quality standards, is the fastest growing university college in the country. This exceptional achievement was accomplished in just three years after the first generation of students enrolled. The results of the re-accreditation have confirmed that EFFECTUS has since its foundation been permanently committed to achieving national and international norms and standards in higher education. Commitment to the quality culture derives from the Mission, Vision and Strategic Framework of EFFECTUS and the ways of their achievement.

LIFELONG LEARNING is one of the strategic development projects of EFFECTUS. The ultimate goal of implementing lifelong learning programs tailored to the needs of the economy and the development of society is to create a diverse and flexible offer of individual and corporate lifelong learning programs. The Agency for Vocational and Adult Education recognised the commitment that EFFECTUS attaches to the segment of its self-development.

Effectus Business Academy, an adult education institution, runs professional training programs in the field of economics, law, finance, supervision and corporate governance, tourism and hospitality, and foreign language learning. With its wide range of business programs, the Academy ensures gaining knowledge and skills in the mentioned areas having in mind the goal of adopting necessary competencies for a demanding labour market. The programs are designed as narrower specialisations in the demanded areas, and support learners in acquiring knowledge and skills they would not normally acquire during regular schooling. The Ministry of Science and Education verified the programs of the Academy, which ensures their entry in the e-workbook. Upon successful completion of the formal program, participants receive a Certificate of Specialisation/ Training and acquire the right to obtain a 29990 Quality Management Certificate, recognised for its quality both in the Republic of Croatia and in the countries of the European Union. By acquiring the Certificate and its mobility, each participant additionally confirms their competences.

EFFECTUS pursues a transparent business and development policy based on high academic standards and an appropriate enrollment policy enabling high-quality teaching (small educational groups supporting individual approach to students; a balanced ratio of theoretical and practical classes with an emphasis on the practical professional development of students). The premises of Effectus are equipped with state-of-the-art teaching aids and are fully tailored to the needs of students, teachers

and associates.

3 STUDIES

3.1 Undergraduate Professional Study Finance and Business Law

Name: Finance and Business Law

Type: Undergraduate Professional Study

Level: Undergraduate, 6 according to the Croatian Qualifications Framework

Duration: 3 academic years, 6 semesters

ECTS credit: 180

Name of qualification: Bachelor (Baccalaureus/ Baccalaurea) Economics

Type of study: full-time and part-time

Continuing education: In graduate study Business Administration – MBA for which students receive the additional 120 ECTS credit

Basic features:

- Unique interdisciplinary course of study that allows you to obtain knowledge in two complementary fields - law and finance
- Program based on the practical application of acquired knowledge
- Upon completion of a three-year study one acquires the title of Bachelor Economics and 180 ECTS credit
- The possibility of TRANSFER to the SECOND or THIRD YEAR of STUDY

3.2 Undergraduate Professional Study Finance and Business Law – Courses

3.2.1 1st Year Undergraduate Professional Study Finance and Business Law – Winter Semester

Basics of Mathematics

Basics of Accounting

Basics of Economics

Introduction to the Law and Judicial System of the Republic of Croatia

3.2.2 1st Year Undergraduate Professional Study Finance and Business Law – Summer

Semester

Financial Mathematics
Basics of Informatics
Basics of Statistics
Business English 1
Basic Management Functions

3.2.3 2nd Year Undergraduate Professional Study Finance and Business Law – Winter Semester

Digital Economics
Financial Markets
Financial Accounting
Public Finance
Basics of Civil Law
Elective Course

3.2.4 2nd Year Undergraduate Professional Study Finance and Business Law – Summer Semester

Compulsory Law
Business English 2
Business Planning
Professional Practice
Elective Course

3.2.5 3rd Year Undergraduate Professional Study Finance and Business Law – Winter Semester

Economics and Business Analysis
Insurance and Insurance Risks
Fundamentals of Commercial Law
Corporate Law
Administrative Procedure and Administrative Dispute
Elective Course

3.2.6 3rd Year Undergraduate Professional Study Finance and Business Law – Summer

Semester

Banks and Banking Business

Elective Course

Dissertation

4 Graduate Specialist Study Business Management – MBA

Name: Business Management – MBA

Duration: 2 academic years, 4 semesters

ECTS credit: 120

Name of qualification: Professional Master of Business Administration (MBA)

Type of study: full-time and part-time

MBA study BUSINESS MANAGEMENT is designed to provide 9 (nine) obligatory courses in the first year of study. These courses are common to all specialisations of the MBA study of BUSINESS MANAGEMENT. When proceeding to the next year of the study, one chooses a study specialisation and, accordingly, enrol in the courses of one of the offered specialisations.

4.1 1st Year Specialist Graduate Professional Study Business Management – MBA – Courses

4.1.1 1st Year Specialist Graduate Professional Study – Winter Semester

Analysis of Financial Statements

Marketing Management and Application

Strategic Management

Managing Capital Companies

4.1.2 1st Year Specialist Graduate Professional Study – Summer Semester

Crisis Management

Game Theory

Human Resources Management

Project Management

4.2 2nd Year Specialist Graduate Professional Study – Course of Study Financial Management

When enrolling in the second year of study „Business Management – MBA“ students are offered a specialisation called: FINANCIAL MANAGEMENT. Courses in FINANCIAL MANAGEMENT ensure the acquisition of specialist knowledge in this field. Students acquire competencies in the field of modern analytical techniques and financial decision-making skills in everyday practice. Mastering the program increases individual efficiency in the area of finance and financial management. Upon completion of this specialisation, students will be able to perform a number of jobs from both the economic and public sectors such as financial planning and management, investment planning, money and short-term securities management, credit counselling in banks, corporate finance management. They will also acquire competencies for conducting financial operations and solving financial problems of economic entities. Upon completion of the specialisation Finance Management Graduate professional specialist in business management will be also able to perform tasks in the field of public finance and taxes, i.e. tax policy.

Courses in the specialisation of "Financial Management" follow contemporary trends in financial management. Generally speaking, highly educated professionals in the field of finance can be employed in all larger companies, where the management of financial operations should be performed by a special service.

An expert with long term experience in the field of finance, especially in a managerial position, can also become self-employed (for example start their own company for financial or tax counselling) or specialise for narrow branches of finance (e.g. forensic accounting, which deals with the research of complex financial transactions for which there is a suspicion of the occurrence of illegal actions). Experienced financial experts are also required for a business audit of various organisations or institutions because, by gaining insight into financial operations, they confirm the legality of business operations of individual organisations. It is also important to emphasize that individuals involved in such a type of study program possess a very high level of legal knowledge and skills that are complementary to their financial knowledge.

4.2.1.1 Financial Management – Winter Semester Courses

Financial Instruments and Risk Management Instruments

Investment Project Development

Bank Management

Tax System and its Application in the Republic of Croatia

4.2.1.2 Financial Management – Summer Semester Courses

Controlling

Monetary and Credit Analysis

Revision

Specialist Dissertation

Elective Course

4.3 2nd Year Specialist Graduate Professional Study – Course of Study: Human Resources and Knowledge Management

The main purpose of the Human Resources and Knowledge Management specialisation is to enable students to master a number of strategies, methods and techniques for human resources management. Special competencies that students acquire will enable them to apply strategies, methods and techniques for human resources management both in business organisations and in the public sector.

In the second year the Business Management – MBA program offers students a specialisation called: HUMAN RESOURCES and KNOWLEDGE MANAGEMENT. The need for creating this specialisation program was grounded in the observation that Croatia suffers from a chronic lack of experts in human resources management, which has been again a direct consequence of lack of appropriate study programs. Nowadays is the work of human resources experts performed by employees who are not adequately educated and their knowledge and skills have a narrow focus on only one dimension of the profession (either economics or law or psychology). For this reason, there is a need to develop a new multidisciplinary study that is comparable to similar studies in the European Union and beyond.

The National Classification of Occupations 2010 - NKZ 10. (Narodne novine No. 147/10) envisages the following occupations in the field of human resources: 2423 - experts in human resources and career management; 2424 - employee training and development experts; 1212 - human resources directors; 4416 - human resources officers. This makes it obvious that the National Classification of Occupations itself envisages the need for education of a specific profile of employees in departments/sectors/services for human resources management, which is currently not offered in the labour market via formal forms of higher education at qualification levels 6 and 7.

The main goal of the specialisation of "Human Resources and Knowledge Management" is to get acquainted with the basic concepts of the field, and to master the strategies, methods and techniques for human resources management. Special competencies that students acquire will enable them to apply strategies, methods and techniques for human resources management both in business organisations and in the public sector.

4.3.1 Human Resources and Knowledge Management – Winter Semester Courses

- Career and Organisation
- Organisational Behaviour
- Leadership Techniques and Skills
- Labour Market and Employment

4.3.2 Human Resources and Knowledge Management – Summer Semester Courses

- Knowledge and Innovation Management
- Practicum in Human Resources
- Personality and Organisation Psychology
- Specialist Dissertation
- Elective Course

4.4 2nd Year Specialist Graduate Professional Study – Course of Study: Taxes and Business Law

In the second year the Business Management – MBA program offers students a specialisation called: TAXES and BUSINESS LAW. The need to conduct a specialisation "Taxes and Business Law" is grounded in the fact that contemporary modern education in the field of economics, especially in finance, cannot be imagined without a strong legal component. However, this legal component must be adapted both to the labour market needs and needs and profile of the students. Therefore, the basic principle in designing the specialisation "Taxes and Business Law" within the MBA study Business Management was to provide students with an adequate, functional and above all, tailored set of legal knowledge and skills necessary for a young professional in the field of business management. In this regard, courses that constitute the specialisation of Graduate Professional Study "Taxes and Business Law" provide knowledge from relevant subjects in the field of law, offering basic theoretical assumptions, but at the same time placing a strong emphasis on the practical application of legal knowledge. The Taxes and Business Law specialisation contains the knowledge and skills that are necessary to acquire for students to understand the organisational structure of business entities, as well as the complex business and legal relations that they enter when carrying out their business functions. The legal dimension of business operations is considered dynamically, through the prism of applicability of law in business operations and in terms of the possibility of having a creative choice between the offered solutions. We do this to achieve more efficient management and better positioning of the economic entity in the market while avoiding the risk of violating imperative norms. By mastering the course in the field of taxation students acquire specific competencies necessary for the practical application of knowledge about the tax system, which involves identifying tax effects and having specific knowledge related to basic tax forms. With the study program specialisation designed in this way, the education of students takes place intending to acquire general and specific practical knowledge and skills from several fields. These are necessary for the

professional execution of managerial roles both in economic activities and free professions, while keeping in focus strategic importance of business operations for all marketplace participants. Business operations and business management capture the attention of many experts of various profiles, from economists, managers, to lawyers and tax experts.

The understanding and thesis that overall business operations should be a special subject of regulation and that it refers to a very specific set of legal norms, institutions and principles that regulate and standardize business relations that arise between various entities, have developed and shaped over time.

Business law is a new field of law that emerged in the last decades of the last century. Initially, quite rightly, it was thought that the area of Commercial Law completely satisfies the "coverage" of new emerging forms related to business operations and of those which arise from business operations.

Further, some authors argued that one could not speak of a special branch of law, denying its specificity of subject matter and methods of study. However, it seems that there are more and more of those who believe that business, due to its increasing complexity and diversity, imposes the need for a comprehensive study of business law as well as its clarification. The above certainly leads to the need for lawyers to provide answers to questions that business practice imposes on them. Business law should ensure that the consequences of legal problems arising in connection with business are identified, avoided on time and eliminated. Eventually, a graduate student of Taxes and Business Law should be able to take responsibility for making strategic decisions in terms of the practical application of the principles of managing different types of financial risks (tax risks, liability risks, investment risks and market risks), and apply more complex instruments of the tax system.

The Taxes and Business Law specialisation contains the knowledge and skills that are necessary for students to understand the organizational structure of business entities, as well as the complex business and legal relations that they enter when performing their business activities. The legal dimension of business is considered dynamically, through the prism of applicability of law in business, and in terms of the possibility of creative choice between the offered solutions, trying to achieve more efficient management and better positioning of the business entity in the market, while avoiding the risk of violating imperative norms. Further, by mastering the course in the field of taxation, students acquire specific competencies necessary for the practical application of knowledge about the tax system in practice, about identify tax effects and specific knowledge that relates to basic tax forms.

A specialisation of the study program designed in this way enables the students' education to be carried out to comprise general and specific practical knowledge and capabilities from several fields, which are necessary for highly professional performance in managerial positions both in economic markets and liberal professions. At the same time, one must not lose focus on the strategic importance of business for all marketplace participants.

4.4.1 Taxes and Business Law – Winter Semester Courses

Indemnification Law

Enforcement Law

Tax System and its Application in the Republic of Croatia

4.4.2 Taxes and Business Law – Summer Semester Courses

Commercial Criminal Law
Tax Law and Tax Procedure
Changes in Company's Status
Elective Course
Specialist Dissertation

4.5 2nd Year Specialist Graduate Professional Study – Course of Study: Creativity, Innovation, and Analytical Management

The modern business environment is characterized by multiple rapid and numerous changes in business circumstances around the world and changes in legal regulations governing specific areas, all to adapt to new situations. Such a dynamic environment requires professionals who can follow up changes, both in the areas of finance and law that are relevant to financial operations.

At the same time, the new specialisation of the study program Business Management – MBA called Creativity, Innovation and Analytical Management ensures the acquisition of those future skills that are highly required by highly specialized business management experts, now and especially in the future.

In this way, we have achieved an integrated approach to all the above aspects, including the development and strengthening of creative potentials and analytical management of students. Thus, at the same time, the new specialisation of study is purposefully continued on the basic contents of the first year of specialist graduate professional study. In the first year of the specialist graduate professional study Business Management - MBA students master the basic general knowledge and skills inherent in all professional studies of business management in the world, which enables them to become employed in different types of jobs. After acquiring basic general knowledge and skills required for the first year of study, students will have the opportunity to enrol in a special module, in which the courses of the second year of study, will help them to develop their creative skills and problem-solving techniques, their decision-making and creative thinking techniques, as well as acquire in-depth knowledge of behavioural economics and learn ways to manage knowledge and innovation.

Most relevant business schools contain business management studies in their portfolio of study programs in various versions, where teaching content in the field of **creativity** and **innovation** represents an increasing and significant part of the formal and institutionalised education system. Changes in the labour market demand, relating to its structure, require from a graduate-level of study a multidimensional approach to education. Nonetheless, they also assume the adoption of a wider range of specific competencies that cannot be obtained via courses in the field of financial management alone. Adoption of creative techniques and skills, problem-solving techniques and analytical management forms an integral part of the skills and techniques of almost all occupations of the future. Therefore, managerial positions require dynamic knowledge of different dimensions of business, which should enable more efficient and correct decision making. This assumes that a manager has developed analytical skills, can think creatively, innovatively and critically, and can also

demonstrate communication skills and show the ability to work in multidisciplinary teams. A multidisciplinary approach protects the individual from the inability to keep up with the demands of a wide range of jobs in the new economy. It provides students with the ability to react faster and adapt to changes in the marketplace.

4.5.1 Creativity, Innovation, and Analytical Management – Winter Semester Courses

Psychology of Creativity

Analytical Management 1: Creative Thinking Techniques

Analytical Management 2: Problem Solving and Decision Making Techniques

Critical Thinking

Knowledge and Innovation Management

4.5.2 Creativity, Innovation, and Analytical Management – Summer Semester Courses

Behavioral Economics

Application of Analytical Management

Social Network Analysis

Communication and Presentation Skills

Creativity in the Digital Age

Elective Course

Specialist Dissertation

5 International Cooperation

5.1 Office for International Cooperation

The Office for International Cooperation works to establish and expand contacts with internationally recognised universities and institutions in the EU and around the world in order to enhance the quality of our institution. The office achieves international cooperation through various EU projects, but primarily through the Erasmus+ program. In addition to managing mobility programs for students, instructors, and non-teaching staff, we are open to other projects related to the exchange of good practices, research, writing scientific and professional papers. The Office for International Cooperation also provides information and assistance to incoming and departing students, and instructors and non-teaching staff.

5.2 Partner institutions

Austria

1. CAMPUS 02 – Finance and Management, Graz
CAMPUS 02 Fachhochschule der Wirtschaft GmbH

www.campus02.at

Belgium

1. UC Leuven Limburg, Limburg

www.ucll.be/international/programmes/exchange-students

Czech Republic

1. University Masaryk, Faculty of Law, Brno

Masarykova univerzita, Právnická fakulta

www.muni.cz/law

Italy

1. University in Bologna / Alma mater studiorum – Università di Bologna

Faculty of Law, Scuola di giurisprudenza

www.law.unibo.it/en/index.htm

2. Faculty of Economics, Management and Statistics/ Scuola di economia, management e statistica

www.ems.unibo.it/en/index.htm

3. University in Florence, Florence

Università degli studi di Firenze

<http://www.unifi.it/cmpro-v-p-10340.html>

Latvia

1. Business and Finance College, Riga

Banku Augustskola

www.ba.lv/en/

Lithuania

1. Public University Klaipeda, Faculty of Social Sciences, Klaipeda

Klaipėdos valstybinė kolegija

www.klvtk.lt/old/index.php/lt/klaipeda-state-college

Hungary

1. University Corvinus, Faculty of Business Administration, Budapest

Budapesti Corvinus Egyetem

www.portal.uni-corvinus.hu

Poland

1. University in Białymstok, Faculty of Law, Białymstok

Uniwersytet w Białymstoku, Wydział Prawa

www.prawo.uwb.edu.pl/prawo_new/index.php

2. Banking and Management College, Krakow

Wyższej Szkoły Zarządzania i Bankowości

www.wszib.edu.pl/index.php?change_lang=en

3. Economics College, Katowice

Górnośląska Wyższa Szkoła Handlowa

www.gwsh.pl/katowice-school-of-economics

Slovakia

1. University Comenius, Bratislava

Univerzita Komenského v Bratislave

www.uniba.sk

Slovenia

1. University in Maribor, Faculty of Economics and Business, Maribor
2. University in Maribor, Faculty of Law, Maribor
www.um.si/en/Pages/default.aspx
3. European Faculty of Law, Nova Gorica
Evropska pravna fakulteta v Novi Gorici
www.evro-pf.si
4. Faculty of Social Sciences, Ljubljana
Fakulteta za družbene vede
www.fdv.uni-lj.si
5. Fakulteta za upravljanje, poslovanje in informatiko, Novo Mesto
www.fupi.vs-nm.si
6. Fakulteta za poslovne in upravne vede, Novo Mesto
www.fpuv.vs-nm.si

Spain

1. University of Valencia, Faculty of Law, Valencia
Universitat de Valencia, Grado en Derecho
www.uv.es/uvweb/college/en/undergraduate-studies/grau-1285846094474/Titulacio.html?id=1285847455682
2. UAX, University Alfonso el Sabio, Madrid
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