



**EFFECTUS**  
University of Applied Sciences



**Erasmus+**

**Professional Undergraduate Study - Finance and Business Law  
Syllabus**

**Business Ethics**

This syllabus informs students about the content of the course " Business Ethics," the teaching methodology, student obligations, and the exam format.

## **1. Basic Course Information Course Objectives**

### **a) General Competencies:**

- Identify key concepts.
- Systematically and meaningfully argue positions.
- Express ideas both in writing and orally.

### **b) Specific Competencies:**

- Connect the theoretical framework of business ethics with business practice.
- Recognize moral and ethical principles.
- Develop a code of ethical conduct.
- Critically assess a specific case and make an appropriate decision.

## **2. Learning Outcomes**

Learning outcomes represent the knowledge, skills, and competencies acquired by the student upon fulfilling the course requirements and passing the exam in Business Ethics. After completing the course, students will be able to:

- Familiarize with theoretical approaches to studying business ethics and understand the significance of business and managerial ethics.**
- Link theoretical knowledge of business ethics with business practice and explain the criteria for ethical decision-making.**
- Know legal rules, codes, and customs in business and elaborate on mechanisms for managing business ethics.**
- Analyze and break down universal business rules, the nature of complexity, and types of managerial ethics.**
- Propose solutions for selected business situations in accordance with behavioral rules and principles in different cultures and analyze the prerequisites for successful management of business ethics.**
- Build a system for critical thinking and judgment in applying business ethics at various organizational levels.**

## **1. Duration and Delivery Method**

The course is a compulsory elective subject worth 5 ECTS credits. The instruction is delivered through a combination of lectures and exercises. Classes are scheduled according to the timetable published in the digital student administration system and on the school's notice board. The course consists of a total of 45 hours, including 30 hours of lectures and 15 hours of exercises.

## 2. Instructors and Communication Methods

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## 3. Literature and Other Sources

### Required Literature:

- Bebek, B., Kolumbić, A. (2001). *Business Ethics*, Zagreb, Sinergija

### Supplementary Literature:

- Vujić, V., Ivaniš, M., Bojić, B. (2012). *Business Ethics and Multiculturalism*, University of Rijeka
- Klose, A. (1996). *Entrepreneurial Ethics*, Zagreb, Školska knjiga
- Shaw, W.H. (2014). *Business Ethics*, Wadsworth Cengage Learning, Boston
- Atkinson, J. (2014). *Education, Values and Ethics in International Heritage: Learning to Respect*, Elsevier B.V.

## 4. Code of Conduct

In addition to general rules of proper behavior, students are expected to:

- Actively and attentively follow the lessons
- Arrive to class on time, prepared, and with the necessary materials

During written exams:

- Students may only have writing materials and an identification document with them. No other personal belongings are allowed, especially mobile phones.
- Leaving the room is not permitted.
- Communication with other students in any form is not allowed.

Students and lecturers are also expected to adhere to ethical principles, which require compliance with the following instructions: In order to maintain a high standard of quality and the school's reputation, we would like to emphasize the school's official position on misconduct during exams.

The use of unauthorized materials (cheat sheets) during exams, as well as any form of communication between students, is prohibited and ethically unacceptable. Lecturers are expected to sanction such behavior. To prevent this, students must be reminded before each exam that cheating will not be tolerated. Measures should be taken to prevent cheating, such as instructing students to leave their personal belongings in designated areas (coat racks),

spreading students apart, etc. During exams, the use of mobile phones is strictly prohibited, even for calculations! Students must identify themselves with their student ID card during the exam.

If students engage in unacceptable behavior, the materials they used for cheating must be confiscated, the exam must be taken away and annulled, and the student's name and surname recorded.

Lecturers are expected to ensure that exam grades reflect the students' actual knowledge, not their cleverness, as their competencies will ultimately be assessed by the job market, which is crucial for maintaining the school's reputation.

## **5. Activity Calendar**

### **Classes**

Classes are held according to the academic year activity calendar, which is published on the School's website, in the digital student service system, and on the notice board.

### **Deadlines and Submission of Seminar and Other Papers**

Seminar papers and other assignments are to be submitted during the class of the subject lecturer or course leader, or during consultation hours.

## **6. Tips and Recommendations for Students**

As an additional form of support for mastering the material, students are advised to attend consultations at times that will be specified later.

We especially want to emphasize the necessity of continuous independent work, as this will allow you to meet the relatively high exam criteria by taking full advantage of this teaching concept. The material is such that failure to keep up with the ongoing content can seriously hinder a student's ability to follow the further course of instruction. Difficulties in following the material may lead to demotivation and, ultimately, various undesirable outcomes. Therefore, we suggest a serious approach from the very beginning and throughout the entire course.

In case of any uncertainties, problems, or unforeseen situations, we recommend contacting the lecturer and course leader in a timely manner.