

DESCRIPTION OF THE COURSE

GENERAL INFORMATION		
Course Holder	Milan Stipić, dip. iur. Marija Miličević, mag.iur.	
The name of the college	Administrative Procedure and Administrative Dispute	
Study program	Professional Undergraduate Study of Finance and Business Law	
Status of the College	Mandatory	
Year	3 rd Year	
Point value and method of teaching	ECTS coefficient of student workload	6
	Number of hours (P+V)	45+15

DESCRIPTION OF THE COURSE
1.1. <i>Objectives of the course</i>
<i>The aim of this course is to introduce students and transfer them knowledge about administrative and legal concepts and institutes and to develop the ability of students to acquire knowledge and skills in dealing with and resolving administrative and misdemeanor matters. Students will be introduced to the content of legal provisions for the practical application of administrative and misdemeanor law and for the purpose of making a correct and lawful decision in specific cases. The acquired knowledge will help them to gradually master and compile submissions on their own, draft decisions and conclusions, write appeals and objections, and generally acts adopted by public law bodies in administrative proceedings, as well as submissions by which parties address public law bodies (applications, petitions, appeals, etc.).</i>
1.2. <i>Requirements for enrolment in the course</i>

1.3. Expected learning outcomes for the course

Students should be able to:

- 1. Interpret the general concepts of administrative procedure and the rules on substantive and territorial jurisdiction**
- 2. Interpret the elements of the first-instance and second-instance administrative procedure**
- 3. Describe the resolution of an administrative matter**
- 4. Explain legal remedies and enforcement procedure**
- 5. Analyze the elements of an administrative contract**
- 6. Analyze the content of administrative disputes and the basic characteristics of misdemeanor law**

1.4. Course content

1. Introduction – general rules of administrative procedure and jurisdiction
2. Official and Legal Aid in Administrative Matters
3. Participation of the parties in the procedure
4. Initiation and course of proceedings and the procedure for resolving administrative matters
5. Argumentation
6. Actions in administrative proceedings, deadlines and notification
7. Resolution of an administrative matter – decision-making in administrative proceedings
8. Remedies
9. Execution
10. Administrative contract
11. Administrative dispute – basic features
12. Administrative dispute – course of the procedure
13. Misdemeanour proceedings – basic features

<p>1.5. Types of teaching (put X)</p>	<p><input checked="" type="checkbox"/> lectures <input type="checkbox"/> seminars and workshops <input checked="" type="checkbox"/> exercises <input type="checkbox"/> Distance education <input type="checkbox"/> Field Teaching</p>	<p><input type="checkbox"/> Independent tasks <input type="checkbox"/> Multimedia & Network <input type="checkbox"/> laboratory <input type="checkbox"/> Mentoring work <input type="checkbox"/> Other _____</p>
<p>1.6. Student obligations</p>		
<p>The obligations of students are prescribed in detail by the Statute, Study Regulations, and Student Obligations Guidelines. The key obligations of students are:</p> <p>ATTENDANCE: students are obliged to attend classes, actively follow lectures and exercises, and participate constructively in classes, and in order to acquire the right to take the exam, it is necessary to attend classes in the percentages prescribed by the Study Regulations. For each student, their presence in class is recorded through the Infoeduka digital office system. The minimum obligations are:</p> <ul style="list-style-type: none"> • Full-time students must attend at least 70% of the total number of classes to be eligible to sign. • Part-time students need to attend at least 50% of the total number of classes to be eligible to sign. <p>PASSING EXAMS: in order to achieve a positive grade in the subject, it is necessary to achieve at least 54 points in the subject, but also at least 50% of points for each learning outcome. The method of taking the exam is described in more detail in the item Assessment and evaluation of students' work during classes and at the final exam.</p> <p>*CONTINUOUS EXAMINATION: In order to make students progress more efficiently in class, continuous examinations of knowledge (2 intermediate exams) are carried out. In this way, students acquire smaller teaching units and master the subject material more easily.</p> <p>**FINAL EXAM – a student who has not met the conditions for passing the exam during the continuous examination of knowledge (has achieved a total of at least 54 points in the course and has met the lower point threshold of adoption of each learning outcome, i.e. a minimum of 50% of the points of each learning outcome), may take the learning outcomes of the course at the final exam.</p>		

1.7. Student Work Tracking (Add X to the appropriate tracking format)

Attending classes	X	Teaching activity		Seminar paper		Experimental work	
Written exam	X	Oral exam		Essay		Research	
Project		Continuous Knowledge Assessment		Report		Practical work	
Portfolio							

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

Evaluation and evaluation of students' work during classes and at the final exam is carried out on the basis of the Regulations on Studying of the EFFECTUS University of Applied Sciences. Allocation of points according to the forms of student work monitoring:

	Attending classes	Written exam	Project	Practical work	Altogether
I1		16			16
I2		16			16
I3		16			16
I4		16			16
I5		16			16
I6		16			16
OUT OF OUTCOME	4				4
ALTOGETHER	4	96			100

<i>Linking learning outcomes, teaching methods and knowledge assessment methods:</i>				
FORMS OF TRACKING	NAME OF LEARNING OUTCOMES	TEACHING METHOD	KNOWLEDGE ASSESSMENT METHOD	Maximum number of points
Written exam	OUTCOME 1 <i>Interpret the general concepts of administrative procedure and the rules on substantive and territorial jurisdiction</i>	lecture	Exam in the form of an essay on a given topic	96
		discussion		
		Open Questions		
	OUTCOME 2 <i>Interpret the elements of the first-instance and second-instance administrative procedure</i>	lecture		
		discussion		
		Open Questions		
	OUTCOME 3 <i>Describe the resolution of an administrative matter</i>	Guided training		
		Rehearsal and feedback		
	OUTCOME 4	lecture		



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		<i>Explain legal remedies and enforcement procedure</i>	<i>Asking questions</i>		
		<i>OUTCOME 5 Analyze the elements of an administrative contract</i>	<i>lecture</i>		
			<i>discussion</i>		
		<i>OUTCOME 6 Analyze the content of administrative disputes and the basic characteristics of misdemeanor law</i>	<i>lecture</i>		
			<i>discussion</i>		
			<i>Open Questions</i>		
<i>Attending classes</i>	<i>All outcomes</i>		<i>Lectures and exercises</i>	<i>Attendance records</i>	<i>4</i>
<i>TOTAL POINTS</i>					<i>100</i>

<i>Type of student workload</i>	<i>Student Load Hours</i>	<i>ECTS credits</i>
Attending contact classes	60	2
Field Trips/Visits Outside the College	0	0
Independent study/research	30	1
Out-of-classroom preparation and preparation of seminars/presentations	0	0
Work on an out-of-classroom project assignment	0	0
Independent preparation for exams and exam time	60	2
Consultation activities	30	1
Other	0	0
TOTAL ECTS credits	180	6

RATING:

In order to achieve a positive grade in the course, the student must cumulatively meet two conditions: achieve a total of at least 54 (fifty-four) points in the course and meet the lower point threshold for the adoption of each individual learning outcome, which is 50% of the total points of the learning outcomes.

Grades are calculated based on the following distribution of points:

<i>SCORE</i>	<i>RATING</i>
<i>0,00 – 53,90</i>	<i>Insufficient (1)</i>
<i>54,00 – 64,90</i>	<i>Sufficient (2)</i>
<i>65,00 – 79,90</i>	<i>Good (3)</i>
<i>80,00 – 89,90</i>	<i>Very good (4)</i>
<i>90.00 and more</i>	<i>Excellent (5)</i>

Grading is carried out in a transparent manner by collecting points. The course is evaluated with 100.00 points (with the possibility of achieving an additional 8 points on the Challenge learning outcome).

CHALLENGE LEARNING OUTCOME - the student has the opportunity to earn an additional maximum of 8 points through the Challenge learning outcome; the student independently chooses one of the activities proposed in the first lesson, and has the opportunity to independently propose an activity with which he wants to increase the number of points and, with the consent of the course holder, achieves them according to the criteria of the course. Additional points can also be earned by active participation in classes (active participation in discussion, group work, answering questions, solving practical examples from practice) and practical work (writing homework – solving cases from practice and writing short essays on a given topic). Points for the Challenge learning outcome are not distributed according to the learning outcomes, but the number achieved makes an additional number of points to the total number of points achieved according to the learning outcomes.

Before taking the final written exam, each student must meet the prescribed conditions, which primarily means that they have attended the % of classes determined by the Study Regulations and that they have received an electronically encrypted permission to take the exam.

1.9. Required reading and number of copies in relation to the number of students currently attending classes in the course

Title	Number of copies	Number of students
<p>Stipić Milan, Jagić, Zdravka: Administrative Procedure, Administrative Dispute and Basic Features of Misdemeanors, Zagreb, EFFECTUS University College – College of Finance and Law, 2015. Stipić Milan, Amendment to the General Administrative Procedure Act FIP journal, (7-26), EFFECTUS Entrepreneurial Studies, Zagreb 2021 General Administrative Procedure Act (Official Gazette No. 47/09, 110/21) Administrative Disputes Act (Official Gazette No. 20/10, 143/12, 152/14, 94/16, 29/17, 110/21) Misdemeanor Act (Official Gazette No. 107/07, 39/13, 157/13, 110/15, 70/17, 118/18) Art.1, 15-30, 59-62, 76-77, 108-116, 121-127, 228-245.</p>	<p>5*</p> <p>*students receive compulsory literature in permanent ownership</p>	100
Lecture materials	-	-
1.10. Supplementary literature		
<p>Đerda Dario, General Administrative Procedure in the Republic of Croatia, Inženjerski biro d.d., Zagreb, November 2010. Dragan Medvedović, General Administrative Procedure Act - Introductory Study, Regulation of Administrative Procedure in Croatia, Text of the Act with Notes, Actual Index, Official Gazette d.d., Zagreb, 2013.</p>		
1.11. Ways of quality monitoring that ensure the acquisition of output knowledge, skills and competencies		
<ul style="list-style-type: none"> • statistical processing and analysis of exam results (checking the Gauss curve - normal distribution of success, comparing and monitoring the results of exams of different generations, analysis of understanding of individual modules/questions on the exam, etc.), • conducting a survey among students, • evaluation and self-evaluation of teachers, • achieved results, level of understanding and knowledge during the preparation of the seminar paper, • achieved results and level of knowledge presented during the preparation and defense of the final thesis (students who choose a graduate thesis in this course), • analysis of the report of the Head of the Quality Centre, and • Feedback from students who have already graduated on the usefulness of the content of this course in the performance of the work they do. 		