

DESCRIPTION OF THE COURSE

GENERAL INFORMATION		
Course Holder	mr. sc. Miljenko Javorović	
The name of the college	Public Procurement	
Study program	Undergraduate Professional Study – Finance and Business Law	
Status of the College	Mandatory	
Year	2 nd Year	
Point value and method of teaching	ECTS coefficient of student workload	6
	Number of hours (P+V+S)	45+15+0

DESCRIPTION OF THE COURSE
1.1. Objectives of the course
<p><i>a) General competencies:</i></p> <ul style="list-style-type: none"> - understand the importance and role of public procurement in society - The importance of public procurement in the economy - to find out who are obliged to apply the law <p><i>(b) Specific competencies:</i></p> <ul style="list-style-type: none"> - Procedures and processes in public procurement - The role of bidders in public procurement - Practical action

1.2. Requirements for enrolment in the course

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1.3. Expected learning outcomes for the course

I1	Analyze the basic concepts of public procurement.
I2	Draw up a public procurement plan in the affairs of public procurement entities.
I3	Explain the public procurement procedure from publication to decision.
I4	Prepare an offer and an application after the announcement of the public procurement.
I5	Interpret public-private partnerships and concessions.
I6	To link the regulations that allow judicial protection for violations of rights.

1.4. Course content

Introduction, Economic Significance of Public Procurement, Historical Development of Public Procurement Law in the Republic of Croatia
Basic concepts of public procurement, principles, general procedural rules
Planning in the public procurement system and the register of public contracts and framework agreements
Preparation of the public procurement procedure; Market research – preliminary market analysis and prior participation of competitors or bidders, Simple procurement
Public procurement procedures and techniques and instruments for electronic and collective procurement
Implementation of public procurement procedures, publication and transparency
Procurement Documentation – Instructions to Bidders for the Preparation and Submission of Bids
Criteria for the qualitative selection of the economic operator and criteria for the selection of the tender

Tender – Preparation, delivery and opening of tenders		
Review and evaluation of bids		
Decisions of the contracting authority (on selection or cancellation) and completion of the public procurement procedure		
The public procurement contract and the framework agreement		
Public-Private Partnerships and Concessions		
Legal protection in the public procurement system		
Public Procurement Policy, Prevention of Corruption in the Public Procurement System		
<p>1.5. Types of teaching (put X)</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	<input type="checkbox"/> Independent tasks <input type="checkbox"/> Multimedia & Network <input type="checkbox"/> laboratory <input type="checkbox"/> Mentoring work <input type="checkbox"/> Other _____
<p>1.6. Student obligations</p> <p><i>The obligations of students are prescribed in detail by the Statute, Study Regulations, and Student Obligations Guidelines. The key obligations of students are:</i></p> <p>ATTENDANCE AT CLASSES: <i>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;</i></p> <ul style="list-style-type: none"> • <i>Full-time students must attend at least 70% of the total number of classes to be eligible to sign.</i> • <i>Part-time students need to attend at least 50% of the total number of classes to be eligible to sign.</i> <p>PASSING EXAMS: <i>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.</i></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.*

WRITTEN EXAM: *the student is obliged to take a written exam that verifies the acquisition of theoretical knowledge and its practical application in the field of public procurement and related activities and regulations.*

**CONTINUOUS EXAMINATION: for more efficient progress of students 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.*

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:



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	Attending classes	Written exam	Altogether
I1		16	16
I2		16	16
I3		16	16
I4		16	16
I5		16	16
I6		16	16
OUT OF OUTCOME	4		4
ALTOGETH ER	4	96	100

Linking learning outcomes, teaching methods and knowledge assessment methods:

Forms of monitoring	Learning outcomes	Teaching method	Knowledge assessment method	Maximum number of points
<i>Attending classes</i>	<i>Outcomes 1-6</i>	<i>Lectures and exercises</i>	<i>Record Lists</i>	<i>4</i>
<i>Written exam</i>	<i>OUTCOME 1 Analyze the basic concepts of public procurement.</i>	<i>Lecture, asking questions, discussion</i>	<i>Essay Questions</i>	<i>48</i>
<i>Written exam</i>	<i>OUTCOME 2 Draw up a public procurement plan in the affairs of public procurement entities.</i>	<i>Lecture, ask questions, practice and feedback</i>	<i>Cases and open problems</i>	



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Written exam	<i>OUTCOME 3</i> <i>Explain the public procurement procedure from publication to decision.</i>	<i>Lecture, asking questions, discussion</i>	<i>Essay Questions</i>	
Written exam	<i>OUTCOME 4</i> <i>Prepare an offer and an application after the announcement of the public procurement.</i>	<i>Guided training, training and feedback</i>	<i>Cases and open problems</i>	48
Written exam	<i>OUTCOME 5</i> <i>Interpret public-private partnerships and concessions.</i>	<i>Lecture, asking questions, discussion</i>	<i>Essay Questions</i>	
Written exam	<i>OUTCOME 6</i> <i>Link the regulations that allow judicial protection for violations of rights</i>	<i>Lecture, asking questions, discussion</i>	<i>Essay Questions</i>	
Altogether	/	/	/	100

<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	25	0,83
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	80	2,67
Consultation activities	15	0,5
Other	0	0
ALTOGETHER	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. 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

<i>Title</i>	<i>Number of copies</i>	<i>Number of students</i>
<ol style="list-style-type: none"> <i>Turudić, Marko; Public Procurement Law; Official Gazette d.d. (2017),</i> <i>Teaching materials that will be available on the website of the University of Applied Sciences.</i> 	<p>5*</p> <p><i>*students receive compulsory literature in permanent ownership</i></p>	100

1.10. Supplementary literature

- Current Public Procurement Act (Official Gazette No. 120/2016 and 114/2022),*
- Concessions Act (Official Gazette No. 69/17, 107/20),*
- Public-Private Partnership Act (Official Gazette No. 78/12, 152/14, 114/18) and by-laws*

1.11. Means of quality monitoring that ensure the acquisition of output knowledge, skills and competences

- analysis of exam results, achieved results, level of understanding and knowledge during exercises, practical tasks and group work,
- conducting a survey among students,
- Evaluation of the teacher,
- achieved results and level of knowledge shown during the preparation and defense of the final thesis (students who choose the final/diploma thesis in this course),
- Analysis of the Quality Center report and
- Feedback from students who have already graduated and their employers on the usefulness of the content of this course in the performance of the work they do.