

### DESCRIPTION OF A STUDY COURSE – SYLLABUS

<b>Title of a course</b>	<b>Administrative procedure</b>					
<b>Head of course</b>	<b>Full Professor, PhD Dario Đerđa</b>					
<b>Study programme</b>	<b>Specialist professional graduate study Occupational Safety</b>					
<b>Status of a course</b>	Obligatory					
<b>Year of study</b>	1.	<b>Semester</b>	I	<b>ECTS credits</b>	6	
<b>Teaching plan (L + E + S+ Pr)</b>	2+0+2+0					
<b>Goals of a course</b>						
The aim of the course is to understand the importance of public law measures to ensure the life, health and property of workers and entrepreneurs, to analyze solutions as an instrument of decision-making by the competent administrative authority in individual cases in the implementation of supervision of the legality of work and conduct of companies and craftsmen, and to take the necessary measures in the administrative procedure.						
<b>Conditions for enrolling course</b>						
No conditions						
<b>Learning outcomes on a level of a study programme which includes course</b>						
Outcome 3: Create safety solutions using legislation at regional and national level. Outcome 8: Create internal acts in the field of occupational safety on the basis of legislation.						
<b>Expected learning outcomes on a level of a course</b>						
<ol style="list-style-type: none"> <li>1. Define and explain the basic concepts of administrative law.</li> <li>2. Distinguish and explain the basic concepts of administrative procedure.</li> <li>3. Judge the content and impact of submissions and documents.</li> <li>4. Take actions in an administrative procedure.</li> <li>5. Write a request for an administrative procedure, conclusion, decision, appeal and second instance decision.</li> </ol>						
<b>Content of a course</b>						
Legal rules in administrative procedure. Principles of administrative procedure. Parties. The rights and obligations of the parties in the procedure. Types of administrative procedure. Jurisdiction. Statements. Appealing. Minutes. Time limits. Evidence. Expenses. Settlement. Special procedures to the rights of occupational safety and fire protection. Implementation. Administrative dispute.						
<b>Teaching modes</b>	<input checked="" type="checkbox"/> lectures <input type="checkbox"/> auditory exercises <input checked="" type="checkbox"/> seminars and workshops <input type="checkbox"/> distance learning <input type="checkbox"/> field classes		<input checked="" type="checkbox"/> individual assignments <input type="checkbox"/> multimedia and network <input type="checkbox"/> laboratory <input type="checkbox"/> supervisor's work <input type="checkbox"/> other _____			
<b>Comments</b>						
<b>Students' obligations</b>						
<b>Grading, evaluation and monitoring of students' work continuously during lectures and exams</b>						
Grading is based upon evaluation of course's learning outcomes' adoption. Grading is performed continuously during lectures and/or during exam, in compliance with the provisions of Regulation on the assessment of students.						
<b>Continuous check-up:</b>						
	<b>Outcomes</b>	<b>Pre-exam I</b>	<b>Pre-exam 2</b>	<b>Practical assignment</b>	<b>Threshold</b>	<b>Max</b>
	<b>Outcome 1</b>	<b>20</b>			<b>10</b>	<b>20</b>
	<b>Outcome 2</b>	<b>20</b>			<b>10</b>	<b>20</b>

Outcome 3		20		10	20
Outcome 4		20		10	20
Outcome 5			20	10	20
Percentage of ECTS	2,4	2,4	1,2		
Total	40	40	20	50 %	100 %

A student has passed the exam if he has acquired a percentage of credits for each learning outcome higher or equal to defined threshold.

**Exam term:**

Outcomes	Written exam	Oral exam	Max
Outcome 1		20	20
Outcome 2		20	20
Outcome 3		20	20
Outcome 4		20	20
Outcome 5	20		20
Percentage of ECTS	1,2	4,8	
Total	20	80	100 %

A student has passed the exam if he has acquired a percentage of credits for each learning outcome higher or equal to defined threshold.

**Grading:**

A student has passed the exam if he has acquired at least 50% of anticipated credits of a specific learning outcome.

If a student has passed learning outcomes of all courses, the accomplished credits (percentages) of all passed learning outcomes are being added, while the final grade is defined upon following table:

Range of credits (percentages)	Numerical grade	ECTS grade
90,00 – 100,00	Excellent (5)	A
75,00 – 89,99	Very good (4)	B
60,00 – 74,99	Good (3)	C
50,00 – 59,99	Sufficient (2)	D
0,00 – 49,99	Insufficient (1)	F

#### Obligatory literature

1. Borković, Ivo: Upravno pravo, Narodne novine, Zagreb, 2002., str. 357-398.
2. Đerđa, Dario: Upravni postupak, Veleučilište u Rijeci, Rijeka, 2011.

#### Additional literature

Đerđa, Dario: Opći upravni postupak u Republici Hrvatskoj, Inženjerski biro, Zagreb, 2010.

