



POLYTECHNIC OF MEĐIMURJE IN ČAKOVEC

COURSE SYLLABUS

ACADEMIC YEAR: 2020/2021

1. GENERAL COURSE INFORMATION

1.1 Course name	ORGANIZATION OF CONSTRUCTION II			
1.2 Study program/s	Undergraduate professional study Sustainable Development			
1.3 Course status (O,E)	Required	1.6 Mode of instruction (number of hours)	Lectures	30
1.4 Course code	4027		Exercises	30
1.5 Course abbreviation	OG II		Seminars	
1.6 Semester	IV semester		E-learning	
1.7 ECTS	5	1.7 Place and time of instruction	Premises of Polytechnic of Međimurje in Čakovec, according to the schedule published on the website	

2. TEACHING STAFF

2.1 Course leader/s-title	Jasmina Ovčar, mag.ing.arh.i urb. senior lecturer	contact	jovcar@mev.hr
	Ratko Matotek, mag.ing.aedif. senior lecturer	contact	rmatotek@mev.hr
2.2 Assistant/s- title		contact	
		contact	
2.3 Instruction held by- title		contact	

3. COURSE DESCRIPTION

3.1 Course goals	Acquiring knowledge about organizing construction sites as preparations for works and keeping site documentation.
3.2 Prerequisites	The requirements for enrolment of subjects are the course Building And Construction Organization I from the III semester. The condition for obtaining signatures is regular attendance of lectures and exercises and correctly created 2 program tasks as part of the exercises. For the accession to the exam, the condition was given the signature and passed the exam in the subject Organization of Construction I (III semester).
3.3 Course outcomes	After successfully mastering the course, students will be able to: I1 – plan the organization of the roles of all participants in construction, their tasks and mutual obligations and responsibilities, with the application of public procurement rules, implementation of occupational safety measures, in accordance with the Construction Contract / R 6 I2 – apply knowledge related to the management of part of the construction documentation (bill of quantities of construction and craft works, construction logbook, monthly and final situations) / R 4 I3 – propose a site scheme / R 6 I4 – create the organization of construction sites and the execution of works on the site and the technological approach to the execution of works / R 6 I5 - critically judge all documentation for the organization of works and documentation on the site / R 5

3.4 Course content	<p>Acquiring knowledge about organizing construction sites as preparations for the execution of works. Designing the organization of construction sites with all the necessary calculations and designs related to the design of the construction site scheme and the organization of the execution of works. Keeping documentation of construction sites, quality control, type and quantity of works, production of monthly quantitative and financial situations, preparation of costs of construction works.</p> <p>Field teaching/extracup teaching (2P + 2V) is an expert visit to a construction site, with all measures to ensure occupational safety; the purpose is to see the development process of construction, the construction phase, the organization of construction and construction sites, insight into the actual existing documentation of the construction site.</p>																																																																							
3.5 Types of coursework	X	Lectures	X	Exercises		Blended e-learning	X	Individual activities	Laboratory																																																															
		Seminars and workshops		Distant learning	X	Field classes		Multimedia and network	Mentorship																																																															
		Other																																																																						
3.6 Language of instruction	Croatian/English																																																																							
3.7 Monitoring students' work (enter the number of ECTS credits for each activity so that the total number of ECTS credits is equal to the total ECTS value of the course, 1 ECTS = 30 hours)	2	Class attendance		Seminars				Essay																																																																
	0,5	Class activity	0,5	Project				Report/paper																																																																
		Midterm exams		Practical task				Continuous knowledge check																																																																
	1	Written exam		Experimental work																																																																				
	1	Oral exam		Research																																																																				
3.8 Assessment and evaluation of students' work during classes and at the final exam	<table border="1" data-bbox="603 1214 1327 1550"> <thead> <tr> <th>Activity specification</th> <th>Percent %</th> <th>Points</th> </tr> </thead> <tbody> <tr> <td colspan="3" style="text-align: center;">Assessment during instruction</td> </tr> <tr> <td>Attendance</td> <td>10%</td> <td>10</td> </tr> <tr> <td>Class activity</td> <td>15%</td> <td>15</td> </tr> <tr> <td>Work independently on assignments in class</td> <td>25%</td> <td>25</td> </tr> <tr> <td colspan="3" style="text-align: center;"><i>Exam assessment for the students who failed to fulfill all the obligatory requirements during the semester</i></td> </tr> <tr> <td>Written exam</td> <td>25%</td> <td>25</td> </tr> <tr> <td>Oral exam</td> <td>25%</td> <td>25</td> </tr> <tr> <td>Total:</td> <td>100%</td> <td>100</td> </tr> </tbody> </table>									Activity specification	Percent %	Points	Assessment during instruction			Attendance	10%	10	Class activity	15%	15	Work independently on assignments in class	25%	25	<i>Exam assessment for the students who failed to fulfill all the obligatory requirements during the semester</i>			Written exam	25%	25	Oral exam	25%	25	Total:	100%	100																																				
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	<p>Grading of outcomes (in order to pass the mid-term exam/exam the student must achieve more than 60% points for each learning outcome)</p> <p>Points Grade</p> <p>91 – 100 excellent (5)</p> <p>81 – 90 very good (4)</p> <p>71 – 80 good (3)</p> <p>61 – 70 pass (2)</p> <p>0 – 60 fail (1)</p>								
3.10 Specific features related with taking the course	<p>Through independent tasks, students actually transfer acquired theoretical knowledge into practical knowledge and skills of managing building documentation with constant support and additional explanations of teachers through exercises and hourly corrections.</p> <p>The student first approaches the written part of the exam, which consists of 3 problem tasks. The first and third tasks are scored with a maximum of 10 points, and the second task by its content, quantity and complexity is valued at 20 points and refers to the evidence of measures, bill of quantities and monthly situations of works carried out on the site. The written exam was passed by a student who won a minimum of 60% of the possible points.</p> <p>The oral exam asks 5 questions from the content of the lecture.</p>								
3.11 Students obligations	<p>Full-time students are required to attend at least 70% of the total number of hours of lectures and exercises in order to exercise the right to take the exam. Part-time students are required to attend at least 30% of the total number of hours of lectures and exercises in order to exercise the right to take the exam. If the student has not fulfilled all the obligations provided for in the course, he/she is obliged to attend lectures again and meet the requirements for taking the exam.</p> <p>Incomingness can be compensated by online consultations, organized webinars and added tasks set by teachers. In this case, the student has been absent with more than 50% of the lessons, and has a legitimate reason/apology, the application should be submitted to the Department Council, which then decides on the justification of student absences with the obligatory opinion of the holder of the course.</p>								
3.12 Written assignments	<p>During the semester, the exercises will perform processed material in the form of independent program tasks:</p> <ol style="list-style-type: none"> 1) keeping a building diary, creating a monthly situation 2) preparation of evidence of measures and filling in the bill of quantities made on the basis of the conceptual project of the family house, which the students independently created as a project task in the course Building (in the III semester). <p>In addition to regular attendance (lectures and exercises), students must create two program tasks, hand them over to the teacher in training classes. The tasks will be reviewed, pointing out errors to the student, since the written part of the exam will consist of questions related directly to the tasks that were processed in the training classes.</p>								
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	5.	Zakon o obveznim odnosima (NN RH 35/05 Ugovor o građenju čl.620-636.)
	6.	Pravilnik o načinu provedbe stručnog nadzora građenja, obrascu, uvjetima i načinu vođenja građevinskog dnevnika te o sadržaju završnog izvješća nadzornog inženjera (NN RH 111/14, 107/15 i 20/17)
	7.	Posebne uzance o građenju (SL SFRJ 18/1977) i Zakon o pružimanju ZOO (NN RH 53/91)
4 ADDITIONAL COURSE INFORMATION		
4.1 Quality control	The quality of the program, teaching process, teaching skills and level of mastery of the material will be established by conducting a written evaluation based on questionnaires, and in other standardised ways and in accordance with the by-laws of the Polytechnic of Međimurje in Čakovec.	
4.2 Contact the teacher	Students can contact the teacher during the office hours and during classes, while for short questions and explanations they can contact him/her any day during working hours by coming in person or by landline. It is also possible to ask questions by e-mail, which will be answered in 48 hours at the latest. It is desirable for students to come as often as possible for any possible questions during the teacher's office hours.	
4.3 Information about the course	It is the obligation of each student to be regularly informed about the course. All notifications about the classes or possible postponement of classes will be posted on the bulletin board and on the website of the Polytechnic at least 24 hours in advance.	
4.4 Course contribution to the study program	<p>GENERIC LEARNING OUTCOMES</p> <p>I1 - Interpret information, ideas, problems and solutions to professional and general audiences</p> <p>I2 - Use new technologies and techniques as part of the lifelong learning process</p> <p>I4 - Represent an ethical approach in work and according to project team associates</p> <p>I5 - Critically judge arguments, assumptions and data in order to create opinions and adhesion troubleshooting</p> <p>SPECIFIC LEARNING OUTCOMES</p> <p>I6 - Solve engineering problems of sustainable development using mathematics, physics, chemistry and biology</p> <p>I8 - Interdisciplinary to solve engineering problems of sustainable development</p> <p>I9 - Plan the circular economy in accordance with the legal framework in the Republic of Croatia</p> <p>I20 - Conduct organization and construction technology activities</p> <p>I21 - Propose selection of environmentally friendly materials in sustainable construction</p> <p>I22 - Plan facilities management and maintain high-rise and civil engineering facilities</p>	