



POLYTECHNIC OF MEĐIMURJE IN ČAKOVEC

COURSE SYLLABUS

ACADEMIC YEAR: 2020/2021

1. GENERAL COURSE INFORMATION

1.1 Course name	TECHNICAL DOCUMENTATION AND REGULATIONS			
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	15
1.4 Course code	4098		Exercises	30
1.5 Course abbreviation	TDP		Seminars	
1.6 Semester	VI semester		E-learning	
1.7 ECTS	3	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
		contact	
2.2 Assistant/s- title		contact	
		contact	
2.3 Instruction held by- title		contact	

3. COURSE DESCRIPTION

3.1 Course goals	The main goal is to familiarize students of Sustainable Construction with technical and legal regulations in the field of architecture and construction.
3.2 Prerequisites	The TDP course is a logical sequence after all the professional courses that were listened to during the III, IV and V semesters; through the program of this course, students gain insight into the legally prescribed determinants and prepare for work activities in one of the occupations for which they gained knowledge during their studies in the direction of Sustainable Construction. There are no special conditions for enrolling in the subject, the condition for taking the exam is regular attendance, preparation of all domestic tasks and obtained signature upon completion of all lectures and obligations arising from the lecture.
3.3 Course outcomes	After successfully mastering the course, students will be able to: I1 – find the requested thematic unit in the legislation using e-information/ R 4 I2 – analyze laws, regulations, decisions related to construction / R 5 I3 – present the way of reading the law and the shortest way to secure and up-to-date information from the legislation /R 5 I4 – present the default topics in the law or regulations in the most appalling way/R 6
3.4 Course content	Finding and getting acquainted with technical and legal regulations in the field of architecture and design, construction, occupational safety and fire safety, environmental protection, physical planning, etc., in order to better find their way around the real business world, which often determines the meaning of action by laws, regulations, regulations and regulations.

3.5 Types of coursework	X	Lectures	X	Exercises		Blended e-learning		Individual activities		Laboratory																																																								
	X	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)	1,5	Class attendance	1	Seminars				Essay																																																										
	0,5	Class activity		Project				Report/paper																																																										
		Midterm exams		Practical task				Continuous knowledge check																																																										
		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"> <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>5%</td> <td>5</td> </tr> <tr> <td>Class activity</td> <td>5%</td> <td>5</td> </tr> <tr> <td>Seminar</td> <td>30%</td> <td>30</td> </tr> <tr> <td>Continuous knowledge check</td> <td>30%</td> <td>30</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>Oral exam</td> <td>30%</td> <td>30</td> </tr> <tr> <td>Total:</td> <td>100%</td> <td>100</td> </tr> </tbody> </table>										Activity specification	Percent %	Points	Assessment during instruction			Attendance	5%	5	Class activity	5%	5	Seminar	30%	30	Continuous knowledge check	30%	30	<i>Exam assessment for the students who failed to fulfill all the obligatory requirements during the semester</i>			Oral exam	30%	30	Total:	100%	100																													
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3.9 Assessment criteria – analysis per learning outcomes	<table border="1"> <thead> <tr> <th colspan="7">Ways of evaluating learning outcomes</th> </tr> <tr> <th></th> <th>Attendance</th> <th>Activity</th> <th>Seminar</th> <th>Continuous knowledge check</th> <th>Oral exam</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Outcome 1</td> <td></td> <td></td> <td>5</td> <td>5</td> <td>5</td> <td>15</td> </tr> <tr> <td>Outcome 2</td> <td></td> <td></td> <td>5</td> <td>5</td> <td>5</td> <td>15</td> </tr> <tr> <td>Outcome 3</td> <td></td> <td></td> <td>5</td> <td>5</td> <td>5</td> <td>15</td> </tr> <tr> <td>Outcome 4</td> <td></td> <td></td> <td>5</td> <td>5</td> <td>5</td> <td>15</td> </tr> <tr> <td>Outcome not-related</td> <td>20</td> <td>20</td> <td></td> <td></td> <td></td> <td>40</td> </tr> <tr> <td>Total</td> <td>20</td> <td>20</td> <td>20</td> <td>20</td> <td>20</td> <td>100</td> </tr> </tbody> </table> <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>										Ways of evaluating learning outcomes								Attendance	Activity	Seminar	Continuous knowledge check	Oral exam	Total	Outcome 1			5	5	5	15	Outcome 2			5	5	5	15	Outcome 3			5	5	5	15	Outcome 4			5	5	5	15	Outcome not-related	20	20				40	Total	20	20	20	20	20	100
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3.10 Specific features related with taking the course	<p>A teacher before the start of every odd year. it aligns laws, regulations, regulations with the current legislation, which includes supplementing amendments, introducing new laws in the list, as well as abolishing those that have been repealed outside the law.</p> <p>Students up to date. they are tasked with monitoring the actualities related to these laws and regulations and to notice amendments, abolitions or new laws. Other colleagues are informing other colleagues about their observations in</p>																																																																	

	<p>lectures and exercises. This work is further kept in the field of teaching activities.</p> <p>By attending lectures and regular independent work on exercises, students can acquire enough knowledge and skills to be able to take the exam and pass the processed material with a positive assessment.</p> <p>In lectures they receive the necessary knowledge and instructions for the skill of reading the legal relative, a way of finding answers to various questions, while in hours of exercises they apply their own knowledge and abilities by answering a written question, for which they can independently find answers by examining the legal regulations.</p> <p>Since there is no written exam, students take the oral exam directly by applying for the exam.</p> <p>The oral exam consists of 5 questions from the processed material. The student can independently, with the help of computers and navigate through the website, thanks to the acquired knowledge and skills, come up with all the data and information necessary to answer the question. Getting around and being accurate in the answer will depend primarily on how many times the student has tried to work at the exercises and work at home independently to come up with certain answers to the questions asked.</p> <p>A student who has achieved 100% attendance and teaching activity 100%, can be eligible to enroll in the proposed grade without taking the exam. The proposed assessment will depend on the knowledge shown and getting around in the given issue in the hours of the exercise.</p>		
3.11 Students obligations	<p>Redovni studenti dužni su prisustvovati na najmanje 70% od ukupnog broja sati predavanja i vježbi kako bi ostvarili pravo izlaska na ispit.</p> <p>Izvanredni studenti dužni su prisustvovati na najmanje 30% od ukupnog broja sati predavanja i vježbi da bi ostvarili pravo izlaska na ispit.</p> <p>Ukoliko student nije ispunio sve obveze predviđene kolegijem, dužan je ponovno pohađati predavanja i ispuniti uvjete za pristupanje ispitu.</p> <p>U iznimnim slučajevima, uz prethodno obrazloženje i potvrdu nemogućnosti dolazaka na nastavu, dolaznost se može nadoknaditi online konzultacijama, organiziranim webinarima te dodatnim zadacima zadanim od strane nastavnika. Jedan nastavni sat traje 45 minuta, a više sati čine nastavnu cjelinu. Izostanak s jedne nastavne cjeline broji se kao jedan izostanak.</p> <p>U slučaju da je student izostao s više od 50% nastave, a ima opravdan razlog/ispriku treba predati zahtjev Vijeću odjela koje potom odlučuje o opravdanosti studentskih izostanaka uz obvezno mišljenje nositelja kolegija.</p>		
3.12 Written assignments	<p>Every student in the first lesson of the exercises receives a task for seminar work. The seminar paper is processed in such a way that it is prepared in writing for presentation before a group of students on the topic of a single law or rule book. He receives instructions for the preparation of seminar work and preparation of presentations in lecture classes, direct insight into the way teachers are lectured and the analysis of a particular law. Depending on the number of students in the group and the schedule of assignments, the student can get to draft several laws or regulations as part of one seminar paper.</p>		
3.13 Required reading	<table border="1"> <tr> <td>1.</td> <td>listed under point 2.4 - the content of teaching; current laws and regulations</td> </tr> </table>	1.	listed under point 2.4 - the content of teaching; current laws and regulations
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3.14 Additional reading	<table border="1"> <tr> <td>1.</td> <td>in addition to these laws – the associated regulations, decisions, regulations that are not processed in the regular hourly</td> </tr> </table>	1.	in addition to these laws – the associated regulations, decisions, regulations that are not processed in the regular hourly
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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>I3 - Use foreign languages in professional communication and use of professional literature</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>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>I10 - Interpret European Union legislation on sustainable development</p> <p>- as an elective course for students of Sustainable Construction, this course unites all previous knowledge and puts them under the control of legal regulations, which determines the quality and limitations in the field of the construction profession. In preparation for work in the profession, future engineers must be familiar with the regulations that accompany the real construction sector, so in this sense knowledge and acquired skills in this course are of great importance for understanding the functioning of the real sector and fitting into the business world.</p>