

## UČNI NAČRT PREDMETA/COURSE SYLLABUS

**Predmet:** ZAPOSILITEV V INSTITUCIJAH EVROPSKE UNIJE

**Course title:** EMPLOYMENT IN THE EU INSTITUTIONS

Študijski programi in stopnja	Študijska smer	Letnik	Semestri
Upravljanje javnega sektorja, prva stopnja, univerzitetni	Upravljanje javnega sektorja (študijski program)	2. letnik	Letni

**Univerzitetna koda predmeta/University course code:**

1807

Predavanja	Seminar	Vaje	Klinične vaje	Druge oblike študija	Samostojno delo	ECTS
45		30		15	90	6

**Nosilec predmeta/Lecturer:**

Tatjana Kozjek, Valentina Franca

**Vrsta predmeta/Course type:**

OBVEZNI/CORE

**Jeziki/Languages:**

Predavanja/Lectures:

Slovenščina, Angleščina

Vaje/Tutorial:

Slovenščina, Angleščina

**Pogoji za vključitev v delo oz. za opravljanje študijskih obveznosti:**

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**Prerequisites:**

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**Vsebina:**

**Content (Syllabus outline):**

1. Zaposlitev in poklicna pot v institucijah EU
2. Temeljna načela uslužbenskega sistema EU
3. Vrednote in kodeksi ravnanja uradnikov EU
4. Iskanje zaposlitve v institucijah EU
5. Procesi privabljanja, pridobivanja in izbire kandidatov za zaposlitev v institucijah EU
6. Kadrovski predpisi za uradnike EU – splošne določbe ter pravice in obveznosti uradnikov
7. Kadrovski predpisi za uradnike EU – uradniška kariera
8. Predpisi na področju lobiranja – ravnanje zaposlenih v primeru lobiranja
9. Prost pretok delovne sile v EU
10. Pripravnništvo v institucijah v EU
11. Vrste pogodb o delu v institucijah EU

1. Employment and career path in the EU Institutions
2. Basic principles of the EU Civil Service
3. Values and codes of conduct of EU officials
4. Finding employment in the EU institutions
5. Hiring and selection processes for employment in the EU Institutions
6. Staff Regulations for EU officials – General provisions, Rights and obligations of officials
7. Staff Regulations for EU officials – Career of officials
8. Regulations in the field of lobbying – Employee Behaviour in case of lobbying
9. Free movement of workers in the EU institutions
10. Traineeships in the EU institutions

12. Druge oblike sodelovanja v institucijah EU	11. Types of work contracts in the EU institutions 12. Other forms of collaboration in the EU institutions
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**Temeljna literatura in viri/Readings:**

<ol style="list-style-type: none"> <li>1. Berlaymont, J. (2018). Working for the EU: How to get in. London: John Harper Publishing (izbrana poglavja)</li> <li>2. Kadrovski predpisi Evropske unije.</li> <li>3. Kodeksi vedenja in ravnanja.</li> <li>4. Predpisi in primeri dobrih praks na področju lobiranja.</li> <li>5. Veljavna evropska zakonodaja, sodna praksa.</li> <li>6. Druga študijska gradiva, posredovana na predavanjih in vajah ter v e-učilnico.</li> </ol>
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**Cilji in kompetence:**

**Objectives and competences:**

<p>Cilji</p> <p>Študent:</p> <ul style="list-style-type: none"> <li>• razume procese zaposlovanja in poklicno pot v institucijah EU</li> <li>• razume temeljna načela uslužbenskega sistema in vrednote ter kodekse vedenja uradnikov EU</li> <li>• razume procese privabljanja, pridobivanja ter izbire kandidatov v institucijah EU</li> <li>• razume kadrovske predpise za uradnike EU</li> <li>• razume predpise in primere dobrih praks ravnanj na področju lobiranja</li> <li>• razume različne možnosti sodelovanja in zaposlovanja v institucijah EU</li> </ul> <p>Kompetence:</p> <ul style="list-style-type: none"> <li>• sposobnost razumevanja procesov zaposlovanja in poklicne poti v institucijah EU</li> <li>• sposobnost razumevanja temeljnih načel uslužbenskega sistema in vrednot ter kodeksov vedenja uradnikov EU</li> <li>• sposobnost razumevanja procesa privabljanja in izbire kandidatov v institucijah EU</li> <li>• sposobnost razumevanja kadrovskih predpisov za uradnike EU</li> <li>• sposobnost razumevanja predpisov in dobrih praks ravnanj na področju lobiranja</li> <li>• sposobnost razumevanja pravnih podlag za zaposlovanje institucijah EU</li> </ul> <p>sposobnost razlikovanja in razumevanja pravnega položaja posameznika glede na različne oblike sodelovanja v institucijah EU</p>	<p>Objectives</p> <p>Student:</p> <ul style="list-style-type: none"> <li>• understands employment processes and career path in the EU institutions</li> <li>• understands general principles, values and codes of conduct of EU officials</li> <li>• understands the hiring and selection process in the EU institutions</li> <li>• understands staff regulations for the EU officials</li> <li>• understands regulations and best practices in the field of lobbying</li> <li>• understands different opportunities for collaboration and employment in the EU institutions</li> </ul> <p>Competences:</p> <ul style="list-style-type: none"> <li>• ability to understand the employment processes and career path in the EU institutions</li> <li>• ability to understand general principles, values and codes of conduct of EU officials</li> <li>• ability to understand hiring and selection process in the EU institutions</li> <li>• ability to understand staff regulations for the EU officials</li> <li>• ability to understand regulations and best practices in the field of lobbying</li> <li>• ability to understand employment legislation in the EU institutions</li> </ul> <p>ability to differentiate and understand individual's legal situation, considering different forms of collaboration in the EU institutions</p>
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**Predvideni študijski rezultati:**

**Intended learning outcomes:**

<p>Znanje in razumevanje:</p> <p>Študent pridobi kompetence, ki mu omogočajo razumevanje procesov v zvezi z zaposlovanjem in poklicnih poti v institucijah EU. Študent razume</p>	<p>Knowledge and understanding:</p>
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<p>temeljna načela uslužbenskega sistema, vrednote ter kodekse vedenja uradnikov EU.</p> <p>Študent pridobi kompetence za razumevanje procesov privabljanja in izbire kandidatov v institucijah EU ter za razumevanje kadrovskih predpisov za uradnike EU ter predpisov na področju lobiranja.</p> <p>Študent pridobi kompetence, ki mu omogočajo razumevanje pravnih podlag tako za zaposlitev kakor tudi za druge oblike sodelovanja v institucijah EU. Usposobljen je prepoznati prednosti in slabosti posamezne oblike sodelovanja ter kritično presoditi prijave bodisi za prosto delovno mesto bodisi za druge oblike sodelovanja v institucijah EU, zlasti za pripravništvo.</p>	<p>Student acquires competencies that enable him/her to understand the employment processes and career paths in the EU institutions.</p> <p>Student understands general principles, values and codes of conduct of EU officials.</p> <p>Student acquires competencies that enable him/her to understand the hiring and selection processes in the EU institutions and to understand staff regulations for the EU officials and regulations in the field of lobbying.</p> <p>Acquires competences that enable him/her to understand employment legislation and other forms of collaboration in the EU institutions. Is able to recognize the advantages and disadvantages of specific form of collaboration and critically judges applications for a job or other forms of collaboration in the EU institutions (especially traineeship).</p>
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**Metode poučevanja in učenja:**

**Learning and teaching methods:**

<ol style="list-style-type: none"> <li>1. priprava na predavanja</li> <li>2. predavanje</li> <li>3. priprava na vaje</li> <li>4. vaje</li> <li>5. študije primerov</li> <li>6. naloge (npr. seminarsko delo)</li> <li>7. e-učenje</li> <li>8. konzultacije</li> <li>9. medpredmetno sodelovanje</li> </ol>	<ol style="list-style-type: none"> <li>1. preparations for lectures</li> <li>2. lecture</li> <li>3. preparations for tutorials</li> <li>4. tutorials</li> <li>5. case studies</li> <li>6. assignments (e.g. seminar work)</li> <li>7. e-learning</li> <li>8. consultations</li> <li>9. cross-curricular collaboration</li> </ol>
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**Načini ocenjevanja:**

**Delež/Weight**

**Assessment:**

<ol style="list-style-type: none"> <li>1. pisni izpit in/ali ustni izpit, sestavljen iz dveh delov (pogoj: pozitivna ocena obeh delov izpita)</li> </ol>	<p>60,00 %</p>	<ol style="list-style-type: none"> <li>1. Written and/or oral exam consists of two parts (condition: grades of both two parts of the exam must be positive)</li> </ol>
<ol style="list-style-type: none"> <li>2. sprotno delo oz. aktivno sodelovanje (npr. samostojno in/ali skupinsko delo, naloge, e-učenje, testi, eseji, seminarsko delo, zagovor seminarskega dela) Pri oblikovanju ocene predmeta se upošteva rezultate tistih delnih obveznosti iz točke 2, ki jih je študent pridobil do roka, določenega za posamezno obveznost.</li> </ol>	<p>40,00 %</p>	<ol style="list-style-type: none"> <li>2. Assignments (individual and/or group work, (home)works, e-learning, tests, essays, seminar work, presentation of the seminar work) When forming the final grade of the course, those results of the partial activities (see point 2) are taken into account that have been acquired before the deadline of a specific activity of collaboration.</li> </ol>

**Reference nosilca/Lecturer's references:**

Kozjek, T., Ferjan, M., Žnidaršič, A. (2017). Perception of job security - empirical evidence from Slovenia. Journal of East European management studies, vol. 22, no. 3, str. 287-314.

Pečarič, M., Benčina, J., Kozjek, T. (2017). Zaznava korupcije v slovenski državni upravi. *Revija za kriminalistiko in kriminologijo*, letn. 68, št. 2, str. 150-165.

Pečarič, M., Kozjek, T. (2016). From rational to more rational standards of proof. *International journal of public policy*, vol. 12, no. 3/4/5/6, str. 115-129.

Kozjek, T., Ferjan, M. (2015). Organizational flexibility, employee security and organizational efficiency: a case study of Slovenian public and private sector organizations. *Organizacija: revija za management, informatiko in kadre*, vol. 48, no. 1, str. 3-22.

Tomažević, N., Kozjek, T., Stare, J. (2015). Does a voluntary job change affect work-family balance. *International business research*, vol. 8, no. 2, str. 1-15.

Franca, V. (2018). Vprašanje zaupnosti informacij med delavskimi predstavniki v nadzornem svetu ter svetom delavcev. *Delavci in delodajalci:[revija za delovno pravo in pravo socialne varnosti]*, letn. 18, [št.] 2/3, str. 309-325.

Franca, V. (2018). Med teorijo in prakso : vsebine izobraževanja in usposabljanja v kolektivnih pogodbah dejavnosti. *Delavci in delodajalci:[revija za delovno pravo in pravo socialne varnosti]*, letn. 18, [št.] 4, str. 609-632.

Laporšek, S., Franca, V., Arzenšek, A. (2018). Kako dostojne so nove oblike dela v Sloveniji?. *Economic and business review*, vol. 20, pos. št., str. 129-145.

Franca, V., Zirnstein, E. (2014). The legal aspects of the deregulation of professions as a supporting measure towards greater mobility of workers. *E-journal of international and comparative labour studies*, vol. 3, no. 1, 26 str.

Franca, V., Pahor, M. (2014). Influence of management attitudes on the implementation of employee participation. *Economic and industrial democracy*, vol. 35, no. 1, str. 115-142.