

## UČNI NAČRT PREDMETA/COURSE SYLLABUS

**Predmet:** EVROPSKI RAZPISI IN MENEDŽMENT EVROPSKIH PROJEKTOV  
**Course title:** EUROPEAN TENDERS AND EUROPEAN PROJECT MANAGEMENT

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

**Univerzitetna koda predmeta/University course code:** 1806

Predavanja	Seminar	Vaje	Klinične vaje	Druge oblike študija	Samostojno delo	ECTS
15		15		30	30	3

**Nosilec predmeta/Lecturer:** Maja Klun, Tatjana Jovanović, Žiga Kotnik

**Vrsta predmeta/Course type:** OBVEZNI/CORE

**Jeziki/Languages:**

Predavanja/Lectures:	Angleščina, Slovenščina
Vaje/Tutorial:	Angleščina, Slovenščina

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

### Vsebina:

1. Politike in programi EU ter navezava na evropske razpise
2. Področja in vrste EU razpisov (kohezija, razvoj, znanost itd.)
3. Evropske strategije za inovacije, raziskave in razvoj
4. Projektni cikel (od idejne zasnove projekta do evalvacije projekta)
5. Priprava dokumentacije pri posameznih vrstah projektov (priprava projekta, poročanje rezultatov projekta in diseminacija projekta)
6. Okviri in časovnica evropskih razpisov
7. Pogodbena razmerja z EU
8. Management projektnega konzorcija oz. tima
9. Orodja za spremljanje izvajanja ter obvladovanje tveganj v evropskih projektih
10. Finančni in administrativni vidiki evropskih projektov
11. Vsebinsko in finančno revidiranje evropskih projektov
12. Pregled metodologij za posamezno vrsto projektov

### Content (Syllabus outline):

1. EU policies and programs and their relation to European calls
2. Different areas and types of EU tenders (cohesion, development, science, etc.)
3. European strategy for innovation, research and development
4. The project cycle (from the designing the idea conceptual to the evaluation of the project)
5. Preparation of documentation for different types of projects (preparation of the project, reporting of project results and dissemination of the project)
6. Frames and timetable for European tenders
7. Contractual relations with the EU
8. Managing project consortium and team
9. Tools for monitoring implementation and risk management in European projects
10. Financial and administrative aspects of European projects
11. The substantive and financial auditing of European projects
12. An overview of the methodologies for each type of project

### Temeljna literatura in viri/Readings:

- Beginners Guide to EU Funding, European Commission, 2015.

- PM2 Project Management Methodology Guide 3.0., European Commission, 2018.
- Larson, W.E. & Gray, C.F.: Project Management: The Managerial Process. Mcgraw-hill Series - Operations and Decision Sciences, 2017.
- Evaluation Methods for The European Union's External Assistance, European Communities, 2006

#### Cilji in kompetence:

##### Cilji

- Študent razume programski, politični in razpisni okvir evropskih projektov
- Študent spozna tehnična orodja za realizacijo razvojnih, znanstvenoraziskovalnih ali izobraževalnih idej za projekt
- Študent se usposobi za pripravo projektnega osnutka ter vzpostavitev projektnega konzorcija ter budžeta
- Študent se usposobi za razumevanje kompleksnosti pridobivanja EU sredstev ter menedžiranja EU projekta

##### Kompetence

- Študent bo zmožen orientacije po programih in razpisih EU
- Študent bo obvladal identifikacijo najbolj primernih oblik za pridobitev evropskih sredstev glede na tematiko in cilje projekta
- Študent bo sposoben formulirati projektne ideje v skladu s cilji evropskih razpisov
- Študent bo sposoben uporabiti temeljna pravila za menedžment evropskih projektov v različnih fazah, od planiranja, formuliranja, uresničevanja, razvijanja, spremljanja do evalviranja

#### Objectives and competences:

##### Objectives

- The student understands the program, the political and the tender framework of European projects
- The student learns the technical skills for development, scientific research or educational ideas for the project
- The student knows how to prepare a project proposal and is able to establish a project consortium and budget
- The student understands the complexity of obtaining EU funds and managing the EU project.

##### Competences

- The student will be able to recognize the potential of the programs in EU tenders
- The student will be able to identify the most appropriate forms for acquiring European funds in relation to the theme and objectives of the project
- The student will be able to design project ideas in accordance with the objectives of European tenders
- The student will be able to manage European projects at different stages, from planning, formulation, implementation, development, monitoring to evaluation

#### Predvideni študijski rezultati:

Študent je sposoben poznati različne EU programe in razpise ter možnosti dostopanja do EU sredstev. Študent je sposoben pripraviti ustrezen projektni predlog ter pridobiti financiranje. Študent je sposoben samostojno izpeljati odobren EU projekt.

#### Intended learning outcomes:

The student will know the various EU programs and EU calls for projects that are funded by EU. The student will be enabled the write their own project and thus prepare an appropriate project proposal and obtain financing for the project. The student will be able to independently carry out an EU project that was approved.

#### Metode poučevanja in učenja:

1. priprava na predavanja
2. predavanje
3. študija primera
4. problemsko učenje

#### Learning and teaching methods:

1. preparations for lectures
2. lecture
3. case study
4. problem based learning

#### Načini ocenjevanja:

#### Delež/Weight

#### Assessment:

1. Pisni izpit in/ali ustni izpit (pogoj: pozitivna ocena izpita)	60,00 %	1. Written (and/or oral) examination (condition: positive evaluation of the exam)
2. Aktivno sodelovanje (samostojno in/ali skupinsko delo, e-učenje, test, esej), skupinsko delo in poročilo (poročilo projektne naloge, zagovor projektne naloge) Pri oblikovanju ocene predmeta se upoštevajo rezultati tistih delnih obveznosti, ki jih študent pridobi do	40,00 %	2. Active participation (individual and/or group work, e-learning, test, essay) group work and report (report of project work, oral presentation of project work) Final assessment of the course is the sum of the time commitments (oral exam, written exam) and

roka, za katerega je razpisana časovna obveznost (pisni ali ustni izpit).		other partial estimates of commitments for this period.
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#### Reference nosilca/Lecturer's references:

- KLUN, Maja, REICHARD, Christoph. Accreditation in European public administration. V: ONGARO, Edoardo (ur.). Public administration in Europe : the contribution of EGPA, (Governance and public management, ISSN 2524728X). Cham, Switzerland: Palgrave Macmillan, 2019, str. 345-354.
- KLUN, Maja. Finančni okviri javnih projektov, programov in politik. V: VINTAR, Mirko (ur.), ARISTOVNIK, Aleksander (ur.), KLUN, Maja (ur.). Vidiki in dejavniki uspešnega izvajanja javnih politik v Sloveniji = Aspects and factors for the successful implementation of public policies in Slovenia, (Upravna misel). 1. natis. Ljubljana: Fakulteta za upravo. 2018, str. 6580.
- STARE, Janez, KLUN, Maja. Required competencies in public administration study programs. Transylvanian review of administrative sciences, ISSN 18422845, Feb. 2018, vol. 14, no. 55 E, str. 80-97.
- JOVANOVIĆ, Tatjana, DRAGIJA KOSTIĆ, Martina. Application of the accounting information at higher education institutions in Slovenia and Croatia : preparation of public policy framework. International journal of public sector performance management, ISSN 1741105X, 2018, vol. 4, no. 4, str. 452-466, graf. prikazi, tabele, doi: 10.1504/IJSPM.2018.10015776. [COBISS.SI-ID 5236654], [SNIP]
- JOVANOVIĆ, Tatjana, KLUN, Maja. Tax policy assessment in Slovenia case of interest tax shield. Danube : law and economics review, ISSN 1804-6746. [Printed ed.], 2017, vol. 8, iss. 1, str. 1-17, ilustr., doi: 10.1515/danb-2017-0001. [COBISS.SI-ID 5035182], [SNIP, Scopus do 29. 12. 2018: št. citatov (TC): 2, čistih citatov (CI): 2, čistih citatov na avtorja (CIAu): 1.00]
- JOVANOVIĆ, Tatjana, ARISTOVNIK, Aleksander, ROGIĆ LUGARIĆ, Tereza. A comparative analysis of building permits procedures in Slovenia and Croatia : development of a simplification model. Theoretical and empirical researches in urban management, ISSN 20653921. [Online ed.], May 2016, vol. 11, iss. 2, str. 5-23, ilustr. <http://www.um.ase.ro/no112/1.pdf>. [COBISS.SI-ID 4782766], [SNIP, Scopus do 2. 2. 2017: št. citatov (TC): 0, čistih citatov (CI): 0, čistih citatov na avtorja (CIAu): 0]
- KOTNIK, Žiga, KLUN, Maja, ŠKULJ, Damjan. Performance budgeting model in the environmental perspective : tackling waste pollution. Administrație și management public, ISSN 1583-9583, 2017, 29, str. 141-150, tabele. [http://www.ramp.ase.ro/en/\\_data/files/articole/2017/29-09.pdf](http://www.ramp.ase.ro/en/_data/files/articole/2017/29-09.pdf). [COBISS.SI-ID 5141422], [SNIP, Scopus do 14. 1. 2018: št. citatov (TC): 0, čistih citatov (CI): 0, čistih citatov na avtorja (CIAu): 0]
- KOTNIK, Žiga, UMEK, Lan, KOVAČ, Polonca, STANIMIROVIĆ, Dalibor. The role and significance of strategic and normative factors in public policy design and implementation in Slovenia : a content analysis. V: From policy design to policy practice. Prague: NISPAcee, 2019, ilustr. [http://www.nispa.org/conf\\_paper\\_details2019.php?cid=27&p=4423&pid=8358](http://www.nispa.org/conf_paper_details2019.php?cid=27&p=4423&pid=8358). [COBISS.SI-ID 5332142]
- KOTNIK, Žiga, KLUN, Maja, GRDINIĆ, Maja. Performance budgeting in the field of environment with an emphasis on eco taxes : the case of Slovenia and Croatia = Planiranje proračuna na temelju mjerenja ostvarenih rezultata u području okoliša s psebnim naglaskom na ekološko poreze : slučaj Slovenije i Hrvatske. V: MAŠEK TONKOVIĆ, Anka (ur.), CRNKOVIĆ, Boris (ur.). 7. međunarodni znanstveni simpozij gospodarstvo istočne Hrvatske - vizija i razvoj, u Osijeku, 24.-26. svibnja 2018 = 7th International Scientific Symposium Economy of Eastern Croatia - Vision and Growth, Osijek 24th-26th May 2018. Osijek: Sveučilište J. J. Strossmayera [etc.]. 2018. [https://bib.irb.hr/datoteka/941380.GIH\\_2018.pdf](https://bib.irb.hr/datoteka/941380.GIH_2018.pdf). [COBISS.SI-ID 5206702]