



SVEUČILIŠTE U SPLITU

FILOZOFSKI FAKULTET

Centar za strane jezike

**ELABORAT O PROGRAMU CJELOŽIVOTNOG
OBRAZOVANJA**

Poslovni engleski jezik

SPLIT, veljača 2025.

1. OPĆE INFORMACIJE O PROGRAMU CJELOŽIVOTNOG OBRAZOVANJA

Naziv programa	Poslovni engleski jezik
Sastavnica nositelj programa	Filozofski fakultet u Splitu, Centar za strane jezike
Sastavnica/e izvoditelj/i programa	Filozofski fakultet u Splitu, Centar za strane jezike
Svrha programa	Razlikovne obveze studenata za potrebe promjene studijskog programa i/ili upisa na studij, dovršetak ranije započetog studija i priznavanja kompetencija stečenih izvan studijskog programa a koje su uvjet za sudjelovanje na studiju ☐
	Ostali programi koji se temelje na načelima cjeloživotnog obrazovanja ☒
Razina programa (prema HKO-u s obzirom na skupove ishoda učenja koji se njihovim završetkom stječu)	/
Ukupan broj ECTS bodova	/
Razlozi pokretanja programa	Razlog pokretanja ovog programa temelji se na potrebama tržišta i sve većem zahtjevu za jezičnim vještinama u poslovnom okruženju. Program je osmišljen kako bi studentima omogućio usvajanje specifičnog vokabulara i jezičnih vještina potrebnih za uspješno snalaženje u poslovnim situacijama na B1 razini. Program pruža priliku za praktičnu primjenu jezika kroz rad na autentičnim tekstovima, čime se povećava motivacija studenata i njihov interes za poslovne teme. Integracija analiza slučajeva omogućava studentima da koriste jezik u stvarnim poslovnim kontekstima, dok naglasak na vještinama pregovaranja, dopisivanja, vođenja telefonskih razgovora, sudjelovanja u sastancima, pisanja prijedloga i izvještaja te izlaganja osigurava razvoj ključnih kompetencija za uspješan rad u profesionalnom okruženju.

Ishodi učenja na razini programa	Nakon završetka programa polaznici će moći u • primijeniti tehnike čitanja jednostavnih stručnih tekstova iz područja poslovnog engleskoga jezika; • definirati i usvojiti osnovne pojmove i termine iz područja poslovnog engleskoga jezika; • ostvariti samostalnu usmenu komunikaciju tipičnu za opće poslovne situacije (sudjelovanje u sastancima, telefonski razgovori, diskusije, prezentacije); • napisati dobro strukturiran poslovni mail, voditi zapisnik na sastanku; • pripremiti i izložiti svoj način rješavanja projekta/ideje vezane uz studije slučaja; • pravilno koristiti jezične i gramatičke strukture na B1 razini u poslovnoj konverzaciji.
Trajanje programa	70 sati
Ciljna skupina polaznika programa	Studenti, nastavnici i znanstvenici u sustavu visokog obrazovanja. Administrativno osoblje u sustavu visokog obrazovanja.
Minimalan broj polaznika	8
Cijena pohađanja programa	340 eura (70 sati)
Uvjeti upisa programa	Poznavanje engleskog jezika na A2 razini (provest će se kratka procjena razine poznavanja stranog jezika). Osnovne vještine rada na računalu.
Uvjeti za završetak programa	Ispunjenje programom predviđenih obveza.

2. OPIS PROGRAMA CJELOŽIVOTNOG OBRAZOVANJA I IZVEDBENI PLAN

2.1. Popis predmeta programa cjeloživotnog obrazovanja

POPIS PREDMETA/OBRAZOVNIH AKTIVNOSTI *						
Naziv predmeta/obrazovne aktivnosti	Način izvođenja nastave**				Samostalne aktivnosti polaznika	ECTS
	Vođeni proces učenja i poučavanja					
	P	S	V	T		
Poslovni engleski jezik			70			/

2.2. Opis predmeta/obrazovne aktivnosti programa cjeloživotnog obrazovanja

NAZIV PREDMETA	Poslovni engleski jezik					
Nositelj/i predmeta/obrazovne aktivnosti	Ivana Bojčić, v. lekt.	Bodovna vrijednost (ECTS)		/		
Suradnici	Marin Slugan, mag. educ. croat. et. angl.	Način izvođenja nastave (broj sati)	Vođeni proces učenja i poučavanja			
			P	S	V	T
					70	
			Samostalne aktivnosti polaznika			
Status predmeta/obrazovne aktivnosti		Postotak primjene e-učenja				
OPIS PREDMETA						
Sadržaj predmeta/obrazovne aktivnosti detaljno razrađen prema satnici nastave (izvedbeni plan)	1.Uvod u kolegij 4 sata 2.UNIT 1 BRANDS 4 sata 3.UNIT 2 TRAVEL 5 sati 4.UNIT 3 CHANGE 4 sata 5.UNIT 4 ORGANISATION. 5 sati 6.UNIT 5 ADVERTISING. 6 sati 7.UNIT 6 MONEY 5 sati 8.UNIT 7 CULTURES. 6 sati 9.UNIT 8 HUMAN RESOURCES 4 sata 10.UNIT 9 INTERNATIONAL MARKETS. 6 sati 11.UNIT 10 ETHICS. 4 sata 12.UNIT 11 LEADERSHIP 4 sata 13.UNIT 12 COMPETITION 4 sata 14.RAD U KULTURNIM OKVIRIMA 5 sati 15.Ponavljjanje. 4 sata UKUPNO: 70 sati					
Načini izvođenja nastave	☐ predavanja ☐ seminari ☐ radionice ☒ vježbe ☐ on line u cijelosti ☐ mješovito e-učenje ☐ terenska nastava ☒ samostalni zadaci ☒ multimedija ☐ laboratorij ☐ mentorski rad ☐ (ostalo upisati)					
Obveze polaznika	razina uključenosti u nastavni proces i proces akvizicije stranog jezika.					
Način sudjelovanja polaznika u izvedbi predmeta/obrazovne aktivnosti (upisati udio u ECTS bodovima za svaku aktivnost tako da ukupni broj ECTS bodova odgovara bodovnoj vrijednosti)	Pohađanje nastave	x	Istraživanje		Praktični rad	
	Eksperimentalni rad		Radionica		(Ostalo upisati)	
	Esejski zadatak		Seminarski rad		(Ostalo upisati)	
	Kolokviji		Usmeni ispit	X	(Ostalo upisati)	
	Pisani ispit	X	Projekt		(Ostalo upisati)	

predmeta/obrazovne aktivnosti)						
Načini i postupak vrednovanja postignuća polaznika	Aktivnost na nastavi, završni pisani i usmeni ispit.					
Literatura	1. Locker, K., Mackiewicz, J., & Kienzler, D. (2018). <i>Business and Administrative Communication</i> (priručnik - udžbenik). Boston: McGraw-Hill Higher Education. 2. Downes, C. (2008). <i>Cambridge English for Job-hunting</i> (priručnik - udžbenik). Cambridge: Cambridge University Press. 3. Cotton, D., Falvey, D., & Kent, S. (2011). <i>Market Leader (3rd ed.) / Upper-intermediate</i>. Longman. 4. Zandvoort, R. W. (1997). <i>A Handbook of English Grammar</i>. Longman. 5. Cotton, D., Falvey, D., & Simon, K. (2010). <i>Market Leader Intermediate Course Book</i> (3rd ed.). Pearson Longman. 6. Cotton, D., Falvey, D., & Simon, K. (2010). <i>Market Leader Intermediate Practice File</i> (3rd ed.). Pearson Longman.					

3. UVJETI IZVOĐENJA PROGRAMA CJELOŽIVOTNOG OBRAZOVANJA

3.1. Prostorni uvjeti za izvođenje programa cjeloživotnog učenja

Zgrade sastavnice (navesti postojeće zgrade, zgrade u izgradnji i planiranu izgradnju)	
Identifikacija zgrade	Filozofski fakultet u Splitu
Lokacija zgrade	Poljička cesta 35, 21000 Split
Godina izgradnje	1990.
Ukupna površina u m ²	1452.4 m ² (28 učionica)

3.2. Popis nastavnika i suradnika po predmetima

Predmet	Nastavnici i suradnici
Poslovni engleski jezik	Ivana Bojčić, v. lekt. Marin Slugan, mag. educ. croat. et. angl.

3.3. Podaci o nastavnicima i suradnicima

Titula, ime i prezime	Ivana Bojčić, v. lekt.
Predmet koji predaje na predloženom programu cjeloživotnog obrazovanja	Engleski jezik A1.1 – C2.2 Poslovni engleski B1 Konverzijski engleski A2/B1

	Engleski jezik- komunikacijske vještine 2/ modul 3 Engleski jezik- komunikacijske vještine 2/ modul 4
OPĆE INFORMACIJE O NOSITELJU	
Telefon	(021) 545 587
E-mail adresa	ibojcic@ffst.hr
Osobna web stranica	
Matični broj iz Upisnika znanstvenika	ORCID – 0000-0001-7489-9256
Znanstveno ili umjetničko zvanje i datum posljednjega izbora	
Znanstveno-nastavno, umjetničko-nastavno ili nastavno zvanje i datum posljednjega izbora	Viši lektor, 2.10.2024.
Područje i polje izbora u znanstveno ili umjetničko zvanje	Viši lektor
PODACI O SADAŠNJEM ZAPOSLENJU	
Ustanova zaposlenja	Filozofski fakultet u Splitu
Datum zaposlenja	5.10.2009.
Naziv radnoga mjesta (profesor, istraživač, suradnik i sl.)	Viši lektor
Područje rada	Jezične vježbe, lektorske vježbe, metodika engleskog jezika
Funkcija	Viši lektor
PODACI O ŠKOLOVANJU – Najviši postignuti stupanj	
Zvanje	sveučilišna magistra edukacije engleskog jezika i književnosti te talijanskog jezika i književnosti
Ustanova	Sveučilište u Zadru, Filozofski fakultet
Mjesto	Zadar
Nadnevak	1.1.1994.
PODACI O USAVRŠAVANJU	
Godina	2013.
Mjesto	Split; Hrvatska i inozemstvo
Ustanova	Centar za strane jezike Split; HUPE, Filozofski fakultet u Crnoj Gori; U.S. Department of State English Language Specialist Program i Ministarstvo prosvjete i sporta RH; Program Ministarstva gospodarstva, rada i poduzetništva RH; „Niko“ Computers
Područje usavršavanja	Engleski jezik (theory and practice in modern foreign language); Konferencije Hrvatskog udruženja profesora engleskog i talijanskog jezika; Seminar Mentor Training Course for English Teachers; Seminar menadžmenta u organizaciji poduzetničkog centra Doxtus;
MATERINSKI I STRANI JEZICI	
Materinski jezik	hrvatski
Strani jezik i poznavanje jezika na ljestvici od 2 (dovoljno) do 5 (izvrsno)	Engleski jezik (5)
Strani jezik i poznavanje jezika na ljestvici od 2 (dovoljno) do 5 (izvrsno)	Talijanski jezik (5)
Strani jezik i poznavanje jezika na ljestvici od 2 (dovoljno) do 5 (izvrsno)	
KOMPETENCIJE ZA PREDMET	

Ranije iskustvo u realizaciji sličnih predmeta (navesti naziv predmeta, programa cjeloživotnog obrazovanja)	2009 – danas Filozofski fakultet u Splitu, viša lektorica na Odsjeku za engleski jezik i književnost 1994 – 2009 Centar za strane jezike, Split - Rad u nastavi sa različitim uzrastima od djece do odraslih polaznika - Pripremni tečajevi za Cambridge ispite (FCE , CAE , CPE) - Upotreba različitih nastavnih programa standardiziranim prema Vijeću Europe 2005 – 2010 Prirodoslovni matematički fakultet u Splitu, vanjska suradnica - Predavač engleskog jezika u struci 2004 – 2008 Filozofski fakultet u Splitu, vanjska suradnica - mentorica - Mentor studentima anglistike 2002 – 2003 Ekonomski fakultet u Splitu, vanjska suradnica - Nositelj predmeta te izvoditelj nastave i ispita iz engleskog jezika na studiju turizma 2000 – 2001 Veleučilište u Splitu, vanjska suradnica
Autorstvo sveučilišnih/fakultetskih udžbenika iz područja predmeta	
Stručni, znanstveni i umjetnički radovi objavljeni u posljednjih pet godina iz područja predmeta (najviše 5 referenca)	1. I. Bojčić, B. Dukić (2022). <i>Black(n)adder-Indo-European ancestry of the English language through words</i> (stručni članak), <i>Školski vjesnik</i>, br. 2, vol. 71. 133-145. 2. I. Bojčić (2023.) <i>Coping with the New Online Way of Teaching</i> (stručni članak), <i>The Second Decade of English Studies in Split, An Anthology</i>, Filozofski fakultet u Splitu, 22-32. 3. A. Bakašun, I. Bojčić, M. Marušić (2017). <i>ESP Refresher courses: Reflecting on our teaching practices</i> (stručni članak), <i>Strani jezici</i>, 46, 119-140. 4. I. Bojčić, M. Braović Plavša (2018). <i>Kultura u nastavi stranog jezika</i> (stručni članak), <i>Zbornik radova Međimurskog veleučilišta u Čakovcu</i>, 7-12. 5. A. Bakašun, I. Bojčić, M. Marušić (2018). <i>When mess is the norm: Engaging with classroom complexities</i> (stručni članak). <i>Strani jezici</i>, 59-78.
Stručni, znanstveni i umjetnički projekti iz područja predmeta koji su se provodili u posljednjih pet godina (najviše 5 referenca)	1. I. Bojčić, M. Braović Plavša (2014). <i>Analiza potreba u tečajevima općeg engleskog jezika</i> (stručni članak) , <i>Školski vjesnik</i>, 189-200. 2. I. Bojčić, M. Braović Plavša (2009). <i>Just a few ideas</i> (prilog), <i>HUPE, Newsletter</i> 29, 16-17. 3. I. Bojčić, M. Braović Plavša (2009). <i>Analiza najčešćih pogrešaka u učenju engleskog jezika i talijanskog jezika</i> (stručni članak) <i>Strani jezici</i>, 37, 203-214.

	4. I. Bojčić, M. Braović Plavša (2012). <i>Language Borrowing</i> (stručni članak), Zbornik radova Međimurskog veleučilišta u Čakovcu, 7-14. What kind of language do we teach? Reconsidering Conventions: Essays on Language and Literature Filozofski fakultet u Nikšiću, međunarodni znanstveni skup "On the Borders of Convention" 5. I. Bojčić, M. Braović Plavša (2009) <i>Teach- Teacher- The Teachest</i> (stručni članak), Reconsidering Conventions: Essays on Language and Literature, Filozofski fakultet u Nikšiću, Crna Gora ("On the borders of Convention" – međunarodni znanstveni skup), str. 135-142.
U sklopu kojega programa i u kojem je opsegu nositelj i/ili izvoditelj stekao metodičko – psihološko -didaktičko - pedagoške kompetencije?	Diploma Filozofskog fakulteta u Zadru, smjer Talijanski jezik i književnost i Engleski jezik i književnost s temom iz engleske lingvistike: "English Loan – Words in Croatian Music Terminology"
PRIZNANJA I NAGRADE	
Priznanja i nagrade za nastavni i znanstveni rad/umjetnički rad	

3.4. Procjena troškova održavanja programa (interno/ne objavljuje se na web stranicama)

4. PROVOĐENJE KVALITETE I USPJEŠNOSTI IZVEDBE PROGRAMA CJELOŽIVOTNOG OBRAZOVANJA

Opis postupaka kojima se vrjednuje kvaliteta izvedbe programa cjeloživotnog obrazovanja:	
pri svakom postupku vrednovanja kvalitete izvedbe programa potrebno je opisati korištenu metodu (najčešće anketa za polaznike ili nastavnike, samoevaluacijski upitnik),	
Vrednovanje rada nastavnika i suradnika	Nakon završetka svakog predmeta u okviru programa Poslovni <i>engleski jezik B1</i>, polaznici će moći popuniti anonimnu online anketu u kojoj će moći izraziti svoje (ne)zadovoljstvo nastavnim procesom, nastavnikom, materijalima ili bilo kojim drugim faktorom vezanim uz proces podučavanja. U anonimnoj online anketi umjesto odgovora na pitanja bit će ponuđena skala: 1 označava potpuno neslaganje s tvrdnjom, 2 označava da se polaznik donekle ne slaže s ponuđenom tvrdnjom, 3 označava nemogućnost procjene polaznika s ponuđenom tvrdnjom; 4 označava da se polaznik donekle slaže s ponuđenom tvrdnjom te 5 označava potpuno slaganje s ponuđenom tvrdnjom. Uz navedene tvrdnje, moguće je da nositelj doda i pitanja otvorenog tipa.
Ostvarenost ishoda učenja na Programu	Kroz cikluse provođenja programa obrazovanja

Načini vrednovanja na programu i usklađenost načina i postupaka vrednovanja s očekivanim ishodima učenja	Kroz cikluse provođenja programa obrazovanja
Vrjednovanje dostupnosti resursa (prostornih, ljudskih, informacijskih) za proces učenja i poučavanja	Anonimna online anketa za polaznike
Zadovoljstvo polaznika programom u cjelini	Anonimna online anketa za polaznike Među ostalim, postupak sadržava i odgovor na tvrdnju: <i>Zadovoljan/zadovoljna sam izvedbom programa u cjelini</i>
Vrednovanje prakse, ako postoji (kratki opis postupaka provođenja i ocjenjivanja te osiguravanje kvalitete)	/
Opis postupaka informiranja vanjskih dionika o programu cjeloživotnog obrazovanja	Sve informacije vezane uz program <i>Engleski jezik</i> , bit će dostupne na službenoj stranici Filozofskog fakulteta u Splitu, pod odjeljkom Centar za strane jezike .



UNIVERSITY OF SPLIT

FACULTY OF HUMANITIES AND SOCIAL SCIENCES IN SPLIT
CENTRE FOR FOREIGN LANGUAGES

**DETAILED PROPOSAL OF THE LIFELONG LEARNING
PROGRAMME**
Business English

SPLIT, May 2025

1. GENERAL INFORMATION ON THE LIFELONG LEARNING PROGRAMME

Name of the programme	Business English Language
University constituent	Faculty of Humanities and Social Sciences, Centre for Foreign Languages
Constituent/s providing the programme	Faculty of Humanities and Social Sciences, Centre for Foreign Languages
Purpose of the programme	Students' obligations for the purpose of changing study programmes and/or enrolling study, completion of already started study programme and acknowledging competences acquired elsewhere, which are mandatory for participating in the study. ☐
	Other programmes based on principles of lifelong learning ☒
Program level (according to the CROQF with regard to the units of learning outcomes that are acquired upon their completion)	/
Total number of ECTS credits	/
Reasons for starting the lifelong learning programme	The reason for launching this program is based on market needs and the increasing demand for language skills in the business environment. The program is designed to enable students to acquire specific vocabulary and language skills necessary for successfully navigating business situations at the B1 level. It provides an opportunity for the practical application of the language through working with authentic texts, which increases student motivation and interest in business topics. The integration of case study analyses allows students to use the language in real business contexts, while the focus on negotiation skills, correspondence, phone conversations, participating in meetings, writing proposals and reports, and making presentations ensures the development of key competencies for successful work in a professional environment.
Lifelong learning outcomes	Completing the programme, students will be able to: • Apply reading techniques for simple professional texts in the field of business English • Define and adopt basic concepts and terms in the field of Business English

	- Engage in independent oral communication typical for general business situations (participating in meetings, phone conversations, discussions, presentations) - Write a well-structured business email and take meeting minutes - Prepare and present their approach to solving a project/idea related to case studies - Correctly use language and grammatical structures at the B1 level in business conversations
Duration of the programme	70 hours
Target group of students	Students, teachers, and researchers in the higher education system. Administrative staff in the higher education system.
Minimal number of students	8
Cost of programme per student	340 euros (70 hours)
Enrolment requirements for the programme	Knowledge of English at the A2 level (a brief assessment of foreign language proficiency will be conducted). Basic computer skills.
Requirements for completion of the programme	Fulfillment of the obligations prescribed by the programme.

2. DESCRIPTION OF THE LIFELONG LEARNING PROGRAMME AND SYLLABUS

2.1. List of lifelong learning programme courses

LIST OF COURSES/EDUCATIONAL ACTIVITIES*						
Name of the course/ educational activity	Method of teaching**					ECTS
	Guided process of teaching				Independent student activities	
	Lecture	Seminar	Exercise	Field work		
Business English Language			70			/

2.2. Description of lifelong learning programme courses/educational activities

NAME OF THE COURSE	Business English Language					
Course professor	Ivana Bojčić, Senior Lecturer		Credits (ECTS)			
					Guided process of teaching	
Associates	Marin Sluga, mag. educ. croat. et. angl.	Method of teaching (number of hours)	L	S	E	F
					70	
			Independent student activities			
Status of the course /educational activity			E-learning percentage of application			
COURSE DESCRIPTION						
Course/educational activity's syllabus broken down in detail by weekly class schedule						NUMBER OF HOURS
	1. Introduction to the course					4 hours
	2. UNIT 1 BRANDS					4 hours
	3. UNIT 2 TRAVEL					5 hours
	4. UNIT 3 CHANGE					4 hours
	5. UNIT 4 ORGANISATION					5 hours
	6. UNIT 5 ADVERTISING					6 hours
	7. UNIT 6 MONEY					5 hours
	8. UNIT 7 CULTURES					6 hours
	9. UNIT 8 HUMAN RESOURCES					4 hours
	10. UNIT 9 INTERNATIONAL MARKETS					6 hours
	11. UNIT 10 ETHICS					4 hours
	12. UNIT 11 LEADERSHIP					4 hours
	13. UNIT 12 COMPETITION					4 hours
	14. WORK IN CULTURAL FRAMEWORKS					4 hours
	15. Revision					5 hours
					TOTAL: 70 hours	
Format of instruction	☐ lectures ☐ seminars ☐ workshops ☒ exercises ☐ <i>on line</i> in entirety ☐ partial e-learning ☐ field work		☒ independent assignments ☒ multimedia ☐ laboratory ☐ work with mentor ☐ (other types, if there are any)			
Student responsibilities	Regular class attendance. Preparation for lessons and completion of homework.					
Student <u>work-participation</u> (name the proportion of ECTS credits for each activity, so that the total number of ECTS credits matches the ECTS value of the course/educational activity)	Class attendance	x	Research		Practical work	
	Experimental work		Workshop		(Other, specify what)	
	Essay		Seminar paper		(Other)	
	Tests		Oral exam	x	(Other)	
	Written exam	x	Project		(Other)	
Grading and evaluating student	Class participation, final written and oral exam.					

work and accomplishments	
Required literature	1. Locker, K., Mackiewicz, J., & Kienzler, D. (2018). <i>Business and Administrative Communication</i> (priručnik - udžbenik). Boston: McGraw-Hill Higher Education. 2. Downes, C. (2008). <i>Cambridge English for Job-hunting</i> (priručnik - udžbenik). Cambridge: Cambridge University Press. 3. Cotton, D., Falvey, D., & Kent, S. (2011). <i>Market Leader (3rd ed.) / Upper-intermediate</i>. Longman. 4. Zandvoort, R. W. (1997). <i>A Handbook of English Grammar</i>. Longman. 5. Cotton, D., Falvey, D., & Simon, K. (2010). <i>Market Leader Intermediate Course Book (3rd ed.)</i>. Pearson Longman. 6. Cotton, D., Falvey, D., & Simon, K. (2010). <i>Market Leader Intermediate Practice File (3rd ed.)</i>. Pearson Longman.

3. REQUIREMENTS FOR IMPLEMENTING LIFELONG LEARNING PROGRAMME

3.1. Spatial requirements for implementing the programme

University constituents' buildings (state existing buildings, those under construction and planned)	
Building's ID/name	Faculty of Humanities and Social Sciences
Its location/address	Poljička cesta 35, 21 000 Split
Year of construction	1990.
Total surface in m ²	1452.4 m ² (28 lecture rooms)

3.2. List of professors and associates per course

Course	Professors and associates
Business English	Ivana Bojčić, Senior Lecturer Marin Sluga, mag. educ. croat. et. angl.

3.3. Information on professors and associates

Title, name, surname	Ivana Bojčić, Senior Lecturer
Course they teach in the suggested lifelong learning programme	Business English
GENERAL INFORMATION ON PROFESSORS IN CHARGE OF THE COURSE	
Phone	(021) 545 587
E-mail	ibojcic@ffst.hr
Personal web page	
Researcher ID in the Register	ORCID – 0000-0001-7489-9256

Research or art position and date of last appointment	
Scientific research and teaching, art and teaching or just teaching position and date of last appointment	Senior Lecturer, 2.10.2024.
Area and field of appointment	Humanities, philology
INFORMATION ON CURRENT EMPLOYMENT	
Institution where employed	Faculty of Humanities and Social Sciences in Split
Date of employment	5.10.2009.
Name of position (professor, researcher, associate, etc.)	Senior Lecturer
Field	Language exercises, learning modules, methodology of English
Function	Senior Lecturer
INFORMATION ON EDUCATION – highest degree	
Position	University Master of Education in English Language and Literature and Italian Language and Literature
Institution	Faculty of Humanities and Social Sciences in Zadar, University of Zadar
Place	Zadar
Date	1.1.1994.
INFORMATION ON ADDITIONAL TRAINING	
Year	2013.
Place	Split, Croatia and Abroad
Institution	Center for Foreign Languages Split; HUPE, Faculty of Philosophy in Montenegro; U.S. Department of State English Language Specialist Program and the Ministry of Education and Sports of the Republic of Croatia; Program of the Ministry of Economy, Labour and Entrepreneurship of the Republic of Croatia; "Niko" Computers.
Field of training	English Language (theory and practice in modern foreign language); Conferences of the Croatian Association of English and Italian Language Teachers; Seminar Mentor Training Course for English Teachers; Management seminar organized by the Doxtus Entrepreneurial Center.
LANGUAGES	
First language	Croatian
Foreign language and expertise, on a scale from 2 (sufficient) to 5 (excellent)	English (5)
Foreign language and expertise	Italian (5)
Foreign language and expertise	
COMPETENCE FOR TEACHING THE COURSE	
Earlier experience in teaching similar courses (name the course or lifelong-learning programme)	2009 – present Faculty of Philosophy in Split, Senior Lecturer at the Department of English Language and Literature 1994 – 2009 Center for Foreign Languages, Split • Teaching various age groups from children to adult learners • Preparatory courses for Cambridge exams (FCE, CAE, CPE) • Use of different teaching programs standardized according to the Council of Europe

	2005 – 2010 Faculty of Science, University of Split, External Collaborator - English language lecturer for professional courses 2004 – 2008 Faculty of Philosophy in Split, External Collaborator – Mentor - Mentoring students of English studies 2002 – 2003 Faculty of Economics in Split, External Collaborator - Course leader and instructor of English for the tourism program 2000 – 2001 Polytechnic in Split, External Collaborator
Authorship of university/faculty textbooks in scientific area	
Expert, scientific and art papers published in the last five years in that area (5 at most)	1. I. Bojčić, B. Dukić (2022). <i>Black(n)adder-Indo-European ancestry of the English language through words</i> (stručni članak), <i>Školski vjesnik</i>, br. 2, vol. 71. 133-145. 2. I. Bojčić (2023.) <i>Coping with the New Online Way of Teaching</i> (stručni članak), <i>The Second Decade of English Studies in Split, An Anthology</i>, Filozofski fakultet u Splitu, 22-32. 3. A. Bakašun, I. Bojčić, M. Marušić (2017). <i>ESP Refresher courses: Reflecting on our teaching practices</i> (stručni članak), <i>Strani jezici</i>, 46, 119-140. 4. I. Bojčić, M. Braović Plavša (2018). <i>Kultura u nastavi stranog jezika</i> (stručni članak), <i>Zbornik radova Međimurskog veleučilišta u Čakovcu</i>, 7-12. 5. A. Bakašun, I. Bojčić, M. Marušić (2018). <i>When mess is the norm: Engaging with classroom complexities</i> (stručni članak). <i>Strani jezici</i>, 59-78.
Expert, scientific and art projects carried out in the last five years (5 at most)	1. I. Bojčić, M. Braović Plavša (2014). <i>Analiza potreba u tečajevima općeg engleskog jezika</i> (stručni članak), <i>Školski vjesnik</i>, 189-200. 2. I. Bojčić, M. Braović Plavša (2009). <i>Just a few ideas</i> (prilog), <i>HUPE, Newsletter</i> 29, 16-17. 3. I. Bojčić, M. Braović Plavša (2009). <i>Analiza najčešćih pogrešaka u učenju engleskog jezika i talijanskog jezika</i> (stručni članak) <i>Strani jezici</i>, 37, 203-214. 4. I. Bojčić, M. Braović Plavša (2012). <i>Language Borrowing</i> (stručni članak), <i>Zbornik radova Međimurskog veleučilišta u Čakovcu</i>, 7-14. What kind of language do we teach? Reconsidering Conventions: Essays on Language and Literature, Filozofski fakultet u Nikšiću, međunarodni znanstveni skup "On the Borders of Convention" 5. I. Bojčić, M. Braović Plavša (2009) <i>Teach- Teacher- The Teachest</i> (stručni članak), <i>Reconsidering Conventions: Essays on Language and Literature</i>, Filozofski fakultet u

	Nikšiću, Crna Gora ("On the borders of Convention" – međunarodni znanstveni skup), str. 135-142.
In what programme and to what extent they acquired methodological-psychological-didactic-pedagogical competences	Diploma from the Faculty of Philosophy in Zadar, majoring in Italian Language and Literature and English Language and Literature, with a thesis in English linguistics: "English Loan-Words in Croatian Music Terminology."
RECOGNITION AND AWARDS	
Recognition and awards for teaching and scientific/art work	

Title, name, surname	Marin Slugan, mag. educ. croat. et. angl.
Course they teach in the suggested lifelong learning programme	Business English
GENERAL INFORMATION ON PROFESSORS IN CHARGE OF THE COURSE	
Phone	
E-mail	mslugan@ffst.hr
Personal web page	
Researcher ID in the Register	
Research or art position and date of last appointment	
Scientific research and teaching, art and teaching or just teaching position and date of last appointment	
Area and field of appointment	Humanities, philology
INFORMATION ON CURRENT EMPLOYMENT	
Institution where employed	Faculty of Humanities and Social Sciences in Split, external collaborator Foreign Language School – ESL
Date of employment	3. 5. 2023. //2024. - vanjski suradnik
Name of position (professor, researcher, associate, etc.)	professor
Field	Philology, glottodidactics
Function	
INFORMATION ON EDUCATION – highest degree	
Position	University Master of Education in Croatian Language and Literature and English Language and Literature.
Institution	Faculty of Humanities and Social Sciences in Split
Place	Split
Date	19.9.2023.
INFORMATION ON ADDITIONAL TRAINING	
Year	1. 2024. 2. 2024. 3. 2025.
Place	1. Split 2. Split (online) 3. Zagreb
Institution	1. Faculty of Humanities and Social Sciences in Split, CEHAS 2. University of Split – SEA-EU (online) 3. University of Zagreb, Faculty of Humanities and Social Sciences

Field of training	1. Teaching Croatian as a Foreign Language 2. Teaching English as a Foreign Language 3. Scientific and Professional Conference of HDSL "Contemporary Approaches to Language Teaching"
LANGUAGES	
First language	Croatian
Foreign language and expertise, on a scale from 2 (sufficient) to 5 (excellent)	English (5)
Foreign language and expertise	
Foreign language and expertise	
COMPETENCE FOR TEACHING THE COURSE	
Earlier experience in teaching similar courses (name the course or lifelong-learning programme)	1. CEHAS – Croatian as a Foreign Language (A1-C2) 2. Project SEA-EU: Business English B1 Conversational English A2
Authorship of university/faculty textbooks in scientific area	
Expert, scientific and art papers published in the last five years in that area (5 at most)	
Expert, scientific and art projects carried out in the last five years (5 at most)	
In what programme and to what extent they acquired methodological-psychological-didactic-pedagogical competences	Diploma from the Faculty of Humanities and Social Sciences in Split, majoring in Croatian Language and Literature and English Language and Literature, with a thesis in Croatian: "Working with Children with Speech and Language Difficulties in Elementary Schools."
RECOGNITION AND AWARDS	
Recognition and awards for teaching and scientific/art work	

3.4. Assessment of programme's cost (internal-not published on web page)

Cost estimate for maintaining the course (70 hours) = 1.304,8 EUR (excluding VAT)

4. QUALITY ASSURANCE AND SUCCESSFUL IMPLEMENTATION OF THE PROGRAMME

Description of procedures for evaluating quality of lifelong-learning study programme implementation:	
For each procedure of evaluating quality, method used needs to be described (most often questionnaires for students or teachers),	
Evaluation of the work of professors and associates	After completing each module within the Business English Language program, participants will be able to fill out an anonymous online survey in which they can express their (dis)content with the teaching process, the instructor, materials, or any other factor related to the teaching process. In the anonymous online survey, instead of answering questions, a

	scale will be provided: 1 indicates strong disagreement with the statement, 2 indicates partial disagreement with the statement, 3 indicates the participant's inability to assess the statement, 4 indicates partial agreement with the statement, and 5 indicates full agreement with the statement. Along with these statements, the course organizer may also include open-ended questions.
Realization of anticipated learning outcomes	Through the cycles of program implementation.
Evaluation methods and procedures <u>comply-agree</u> with expected learning outcomes	Through the cycles of program implementation.
Evaluation of availability of resources (spatial, human, IT) in learning and teaching	Anonymous online survey for participants.
Student satisfaction with the programme as a whole	Anonymous online survey for participants Among other things, the process includes responding to the statement: I am satisfied with the overall execution of the program.
Evaluating student traineeships, if there are any- Evaluation of student practical work, where applicable (short description of training, grading procedures and means of quality assurance)	/
Description of procedures for informing external stakeholders about the lifelong learning programme	All information related to the Business English Language program will be available on the official website of the Faculty of Humanities and Social Sciences in Split, under the section Centre for Foreign Languages.