



Univerza v Novém městě
University of Novo mesto

**CLEAN COPY OF THE HIGHER EDUCATION
PROFESSIONAL STUDY PROGRAMME**

1st CYCLE

BUSINESS AND MANAGEMENT,

**implemented by University of Novo mesto Faculty of
Economics and Informatics**

Novo mesto, November 2014

(change of the intended course of teaching – January 2022)

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I GENERAL INFORMATION ABOUT THE PROGRAMME

Study Programme:	Business and Management
Cycle:	first
Type:	higher education professional study programme
Duration:	3 years
ECTS amount:	180 ECTS
Klasius P-16:	0488 - Interdisciplinary programmes and qualifications involving business, administration and law
Research area (Frascati classification):	social sciences
SOK (Slovene classification framework)	level 7
EOK (European classification framework)	level 6
EOVK (European higher education classification framework)	first cycle
Accreditation:	NAKVIS, decision No. 6033-89/2012/3 on 16 October 2014

In the development of the higher education professional study programme at the first cycle *Business and Management*, we consistently considered the following documents:

- Higher Education Act (Official Gazette of the RS, No.100/04),
- Law on Professional and Scientific Titles (Official Gazette of the RS, No. 61/06),
- Criteria on Accreditation of Higher Education Institutions and Study Programmes (Official Gazette of the RS, No. 101/04),
- Criteria for Credit Assignment to Study Programmes According to ECTS (Official Gazette of the RS, No. 124/04).

2 FUNDAMENTAL OBJECTIVES AND COMPETENCES

2.1 Fundamental objectives of the study programme

Higher education professional study programme *Business and Management* enables students to gain expertise knowledge and qualification for:

- indirect employment after the accomplished first cycle,
- continuation of their studies at the second cycle and participation in supplementary programmes,
- permanent professional and personal growth,
- understanding of the global professional, political, social and cultural environment.

Graduates will be recruited at the level of middle management personnel for highly professional jobs in all structures of economy, non-economy and state administration. They will master the solving of complex professional and work problems in the fields of management, business and management of the organization, organization of business systems, law and regulations, management of resources and personnel and use of information-management systems. The advantage of the programme is its

interdisciplinarity, integration with practice, training for the immediate practical use of expertise, procedures and business techniques, and the development of the ability to negotiate, make decisions and for implementation of decisions that were made.

2.2 Professional competences

In designing competences for higher education professional study programme at the first cycle Business and Management we relied on the orientations of the Tuning project, taking into account the assessments and opinions of economists and higher education teachers.

Students will acquire and develop the mentioned general and course-specific competences in the higher education professional study programme at the first cycle Business and Management.

General competences

With the study programme students develop the following general competences:

- knowledge and understanding of processes in the business environment and the ability to analyse, synthesise and envisage solutions or consequences,
- being qualified for research in the field of management and business and to develop critical and self-critical judgment,
- flexible use of knowledge in practice,
- autonomy, (self-)criticism, (self-)reflexivity, self-evaluation and pursuit of quality,
- sensitivity / openness to people and social situations and development of communication skills for the domestic and international environment,
- ethical reflection and commitment to professional ethics in the business environment, respect for non-discrimination and multiculturalism in the organization and its (international) environment,
- the ability to establish and maintain partner relationship with colleagues, the employer and other users / groups (local community, advisory services, economy, etc.) as well as to hold a tolerant dialogue,
- to know and understand development tendencies, differences and needs of the individual,
- the ability to manage time, self-preparation and planning, and self-control of plan implementation.

Course-specific competences

With the study programme students develop the following course-specific competences:

- knowledge and understanding of the rationale and history of basic disciplines in the field of business and administrative sciences, namely economics, entrepreneurship, business informatics, human resources, quantitative methods, law and management,
- the ability for solving concrete problems in the field of business and management by using scientific methods and procedures,
- coherent mastery of the basic knowledge acquired in compulsory subjects and the ability to integrate knowledge from different fields and its applied application in practice,

- skills for gaining, selection and evaluation of new information, and the ability of adequate interpretation in the field of economics, entrepreneurship, business informatics, human resources, quantitative methods, law and management,
- understanding general structure of social sciences and the connection with its subdisciplines, in particular economics, management, business, organizational and human sciences (interdisciplinarity),
- the development of skills in the application of knowledge in a specific area of expertise through practical training,
- the ability to use information and communication technology and systems in the field of management and business,
- organizational and leadership skills in companies and institutions, mentoring students and trainees,
- understanding individual values and value systems, mastering professional and ethical issues,
- the ability to run a department and/or a group,
- organizing active and independent work, training employees for self-education,
- qualification for verification and assessment of the achievements of employees and the provision of feedback,
- communication with experts in various fields of economic and social life,
- cooperation with stakeholders (suppliers, customers, competition, politics...),
- understanding the relationship between the organization and the social environment - systematic viewing and functioning,
- to know and understand theoretical backgrounds of advisory work (transfer of knowledge), mastering procedures and principles of advisory work, and planning and controlling changes,
- developing a comprehensive assessment of the individual's needs (or group needs), their strong and weak areas, on considering environmental factors (physical, social, cultural) by using appropriate procedures and instruments,
- advocating such changes to the system that guarantee the basic rights and needs of the user or groups.

3 INFORMATION ABOUT THE INTERNATIONAL COMPARABILITY OF THE PROGRAMME

In designing a study on the international comparability of the higher education professional study programme at the first cycle *Business and Management* with other related study programmes, in accordance with Article 49 of the Higher Education Act (*Official Gazette of the Republic of Slovenia, no. 100/04*) and Article 8 of the Criteria for Accreditation of Higher education Institutions and Study Programmes (*Official Gazette of the Republic of Slovenia, no. 101/04*), we considered the following criteria:

- comparability of concept, formal and content structure of the Business and Management programme with foreign programmes,
- comparability of access opportunities and conditions for enrolment in the study programme;
- comparability of the duration of the study, advancements, completion of the study and acquired titles,
- comparability of methods and forms of study (system and organisation of the study process, the credit system, the use of modern information technologies, an independent study, tutoring, organization of practical training),
- options for integrating the programme in international cooperation (mobility), or the common European Higher Education Area,

- differences between the proposed and foreign programs according to the specific needs and conditions of the domestic economy and public services,

In order to analyse the international comparability of the higher education professional study programme at the first cycle *Business and Management*, we examined various related study programs in the European Higher Education Area. After consideration, we have selected three European study programs in the field of business and management sciences, which are in line with the Bologna guidelines, and are carried out at internationally recognized and high quality higher education institutions with tradition.

Thus, for the study of international comparability, we have included related study programmes from the following higher education institutions: Hochschule Wismar – Germany, Libera Università di Bolzano, Facoltà di Economia - Italy, Fachhochschule Vorarlberg – Austria.

Table 1: The list of comparable higher education institutions and study programmes

Higher education institution	Study programme	Country	Institution's website
Hochschule Wismar	Betriebswirtschaft	Germany	www.hs-wismar.de
Libera Università di Bolzano, Facoltà di Economia,	Laurea in Scienza dell'Economia e della Gestione Aziendale	Italy	www.unibz.it
Fachhochschule Vorarlberg	Betriebswirtschaft	Austria	www.fh-vorarlberg.ac.at

A study of international comparability has shown that the higher education professional study programme at the first cycle Business and Management is internationally comparable and facilitates international mobility and integration into the European higher education area.

4 INTERNATIONAL COOPERATION OF THE HIGHER EDUCATION INSTITUTION

The Faculty develops its international activity in five areas, which are:

- organization of international scientific conferences,
- exchange of students and higher education teachers/staff,
- Participation in international scientific-research projects:
- collaboration in developing joint study programmes,
- individual contacts of the higher education teachers.

5 CURRICULUM OF THE STUDY PROGRAMME

The Bologna Declaration's recommendations regarding the duration of the study, annual workload of students, electivity, credit evaluation of the study programmes and international mobility, including the provisions of the Higher Education Act and by-laws are consistently taken into account in designing courses of the higher education professional study programme at the first cycle Business and Management.

5.1 Credit evaluation of the programme and individual learning units

The higher education professional study programme at the first cycle *Business and Management* is evaluated with ECTS in accordance with the European Credit Transfer and Accumulation System (ECTS) framework (Official Gazette of the RS, 124/04). The ECTS system enables students to collect and transfer the credit points from one study programme to another as well as recognition of accomplished studies on other institutes of higher education in Slovenia and abroad. It ensures transparency and comparability of systems and study programmes, which is fundamental for mobility of students and recognition of study obligations.

A credit point (ECTS) is a unit of measurement for the evaluation of work, which is performed by a student on the average.

The ECTS Criteria encourage the introduction of teaching strategies that focus on students: the starting point is the workload of a student. The credit points are awarded to the student when the prescribed study obligations are accomplished. The students' workload comprises: lectures, tutorials and laboratory work as well as other forms of organized study work (professional practice), individual study work (real-time work, literature studies, seminar papers and preparation for exams or other forms of knowledge assessment) and diploma paper or final seminar in parts of the study programme.

The actual individual student workload is monitored and evaluated in concordance with the Article 5 of the ECTS Criteria. The findings are an integral part of the annual self-evaluation report.

5.2 Curriculum with names of individual learning units

Displayed in the table is the curriculum with the named learning units, credit evaluation of the complete programme and individual learning units, annual or total number of hours of study obligations, as well as the annual and total number of organised contact hours of the programme.

Table 2: Curriculum with ECTS (credit points) values of individual study obligations

Year 1													
No. No.	Learning units	OSW								OSW	ISW	ASW	ECTS
		winter semester				summer semester							
		L	T	LW	PT	L	T	LW	SP				
1.	Macroeconomics 1	45	45							90	85	175	7
2.	Entrepreneurship	30	30							60	65	125	5
3.	Information Systems Basics	30		45						75	75	150	6
4.	Business Mathematics	30	60							90	85	175	7
5.	Business Foreign Language 1	15	45							60	65	125	5
June	Microeconomics 1					45	30			75	100	175	7
7.	Accounting					45	45	15		105	70	175	7
8.	Management Fundamentals					30	30			60	65	125	5
9.	Business Communication					30	45			75	75	150	6
10.	Business Foreign Language 2					15	45			60	65	125	5
TOTAL		150	180	45	0	165	195	15	0	750	750	1500	60
Year 2													
1.	Management of Public Services and Non-Profit Organisations	30	30							60	90	150	6
2.	Marketing	30	30							60	90	150	6
3.	Legal Framework of Business Operations	30	45							75	75	150	6
4.	Human Resource Management	30	45							75	75	150	6
5.	Operations Management	30	30							60	90	150	6
6.	Decision Models					30	30			60	90	150	6
7.	Corporate Finance					30	45			75	75	150	6
8.	Total Quality Management					30	30			60	65	125	5
9.	Business Statistics					30	45	15		90	85	175	7
10.	Elective course 1					30	30			60	90	150	6
TOTAL		150	180	0	0	150	180	15	0	675	825	1500	60
Year 3													
1.	Career Management	30	30							60	90	150	6
2.	MODULE: Course 1	30	30							60	90	150	6
3.	Course 2	30	30							60	90	150	6
4 November	Course 3	30	30							60	90	150	6
5.	Elective course 2	30	30							60	90	150	6
6.	EU Economics and Slovenia					30	30			60	90	150	6
7.	Professional Training								360	360		360	18
8.	Diploma Thesis						15			15	135	150	6
TOTAL		150	150	0	0	30	45	0	360	735	675	1410	60

Note:

L - lectures, T - tutorials, LW - laboratory work, PT = professional training, OSW - organised study work, ISW - individual student work, ASW - annual student workload, ECTS = European Credit Transfer System points.

YEAR	L	T	LW	PT	OSW	ISW	ASW	ECTS
year 1	315	375	60	0	750	750	1500	60
year 2	300	360	15	0	675	825	1500	60
year 3	180	195	0	360	735	675	1410	60
TOTAL in hours	795	930	75	360	2160	2250	4410	180
TOTAL IN %	18	21	2	8	49	51	100	18

5.3 Learning units and their inclusion in the programme structure

The programme consists of 180 credit points. The study programme includes organised work and individual study work, which is 4410 hours. It lasts for three years. It is formed of 21 common obligatory courses, 2 elective courses, 3 elective module courses, professional training and diploma thesis.

The learning units are implemented as *organised study work* and include lectures, tutorials, laboratory work, and professional training.

Individual study work consists of ongoing work, studying literature, seminar, research and project papers, as well as preparing for exams and writing a diploma thesis. It comprises 2250 hours or 51%.

5.3.1 Elective modules of the programme

The programme consists of 6 elective modules. Each module consists of three courses (18 ECTS). The module is a well-rounded whole of the specialized content area and enables the upgrading and deepening of the basic knowledge of common subjects of the first and second year. Students select a module according to their interests, as well as according to the needs of their work.

Table 3: Elective modules of the programme

No.	Learning unit	OSW			OSW	ISW	ASW	ECTS
		L	T	LW				
Module 1: ECONOMICS								
1.	Managerial Economics	30	30	0	60	90	150	6
2.	Public Sector Economics	30	30	0	60	90	150	6
3.	Business Analysis	30	30	0	60	90	150	6
Module 2: MANAGEMENT								
1.	Management of Innovations	30	30	0	60	90	150	6
2.	Small Business Management	30	30	0	60	90	150	6
3.	Crisis Management	30	30	0	60	90	150	6
Module 3: MARKETING								
1.	Marketing Planning	30	30	0	60	90	150	6
2.	International Business	30	30	0	60	90	150	6
3.	Marketing Communications	30	30	0	60	90	150	6
Module 4: ACCOUNTING								
1.	Public Sector Accounting	30	30	0	60	90	150	6
2.	Business Accounting	30	30	0	60	90	150	6
3.	Financial Statement Analysis	30	30	0	60	90	150	6
Module 5: HUMAN RESOURCES								
1.	Employment Policy	30	30	0	60	90	150	6
2.	Labour Law	30	30	0	60	90	150	6
3.	Business Ethics	30	30	0	60	90	150	6
Module 6: FUNCTIONING OF THE EUROPEAN UNION								
1.	Law of the European Union	30	30	0	60	90	150	6
2.	EU Economic Policies	30	30	0	60	90	150	6
3.	Regional Policy and Structural Funds of EU	30	30	0	60	90	150	6
TOTAL IN THE MODULE:		90	90	0	180	270	450	18

5.3.2 Elective courses of the programme

Elective courses allow students to plan their studies according to the individual needs. Elective courses are available in the second and third year. With elective courses 12 ECTS can be obtained or 6.6% of the obligatory study work.

Table 4: Elective courses

No.	Learning unit	OSW			OSW	ISW	ASW	ECTS
		L	T	LW				
1.	Public Finance	30	30	0	60	90	150	6
2.	Rhetoric	30	30	0	60	90	150	6
3.	Taxation Policy	30	30	0	60	90	150	6
4.	Business Logistics	30	30	0	60	90	150	6
5.	Family Entrepreneurship	30	30	0	60	90	150	6
6.	Business Foreign Language 3	30	30	0	60	90	150	6
7.	Managing Retail Operations	30	30	0	60	90	150	6
8.	E - Business	30	0	30	60	90	150	6

5.3.3 Electiveness within the study programme

The study programme lasts for three academic years, i.e. six semesters. The first year consists of 10 joint study courses. The second year comprises 9 common study courses (54 ECTS) and one elective course (6 ECTS). The third year consists of: two common courses (12 ECTS), the elective module with three courses (18 ECTS), one elective course (6 ECTS), professional training (18 ECTS) and diploma thesis (6 ECTS).

The learning units cover economics, business, management, quantitative methods, human resources, computer science, law and foreign languages.

Table 5: Structure of the programme according to electiveness and number of ECTS.

<i>Structure of the programme</i>	<i>Learning unit</i>	<i>Number of learning units</i>	<i>TOTAL IN ECTS</i>	<i>Share in %</i>
<i>Common section of the programme</i>	Common courses	21	126	70.0
<i>Elective section of the programme</i>	Module course	3	18	10.0
	Elective course	2	12	6.7
	Professional Training	1	18	10.0
	Diploma Thesis	1	6	3.3
	Total	7	54	30.0
TOTAL		35	180	100.0

Common section of the programme includes 21 study courses in the scope of 126 ECTS or 70%, enabling the acquisition of basic knowledge, the development of general and subject-specific competences of the graduate.

Elective section of the programme enables students to realise their own academic pathways. Planning of an individual study programme involves the possibility of

internal and external selection. Selection is available at the following learning units: elective module, elective courses, professional training and diploma thesis.

In the scope of *internal selection* the student can collect 54 ECTS or 30% of the programme, namely:

- module covering three study courses in the range of 18 ECTS or 10% of the programme;
- two elective courses in the range of 12 ECTS or 6.7% of the programme;
- professional training in the range of 18 ECTS or 10% of the programme;
- diploma thesis in the range of 6 ECTS or 3.3% of the programme;

5.4 The ratio of lectures, seminars, tutorials and other organised forms of study

In accordance with the ECTS Criteria, annual student workload (AWS) consists of: lectures, seminars, tutorials and laboratory work, professional training and individual study work (ongoing work, studying literature, seminar, project and research papers, and preparing for exams or other forms of examinations), as well as preparation and defence of the diploma thesis.

Table 6: The ratio of lectures, seminars, tutorials and other organised forms of study

YEAR	L	T	LW	PT	OSW	ISW	ASW	ECTS
year 1	315	375	60	0	750	750	1500	60
year 2	300	360	15	0	675	825	1500	60
year 3	180	195	0	360	735	675	1410	60
TOTAL in hours	795	930	75	360	2160	2250	4410	180
TOTAL IN %	18	21	2	8	49	51	100	

In three years, the student is expected to complete 4410 hours, of which 2250 hours or 51% of organized study work and 2250 hours or 51% of individual student work. Organized study work is carried out in the form of lectures (18%), tutorials (21%), laboratory work (2%) and professional training (8%).

5.5 Practical training within the programme, implementation and ECTS

Elements of practical training as an extremely important part of the educational process are tutorials, laboratory work, professional practice in a work environment and diploma thesis.

Tutorials are organized in the form of group work, where the participants solve a concrete problem by applying the knowledge and procedures gained in the lectures and through independent individual study. In concordance with the syllabus of the individual learning unit, they individually or in a team prepare a seminar paper in written form, present it and defend it.

Laboratory work is an individual reinforcement and assessment of understanding of the knowledge gained in theoretical training, which is related to the mastery of individual subject areas by solving specific tasks.

Professional training in terms of content and level of complexity is in line with the achieved level of theoretical knowledge. It is performed in a work environment in companies, institutions or state bodies. It is managed, supervised and directed, trains students to solve concrete problems in a real-world environment. After completing the

professional training, the student prepares a report in a predetermined format, which is reviewed by the mentor and evaluated by the organizer of the professional training at the faculty. The course and organization of professional training is more precisely foreseen in the Rules on the implementation of professional training, and the content is contained in the syllabus.

Diploma thesis is a comprehensive and complex professional discussion of the solution of a specific problem of business practice and should be the result of the individual work of the candidate in the range of 2-3 copyright fields. The candidate demonstrates that he / she is able to solve a professional practical problem based on the knowledge he / she has acquired through his / her study programme, through independent study of literature and resources, and through professional training.

The procedure and manner of preparation and defence of the diploma thesis are defined in the Rules and in the Manual for writing.

5.6 Parts of the study programme

In accordance with the Article 36 of the Higher Education Act, study programmes at the first and second cycle may be carried out in parts, specified by the programme. Each defined part of the study programme represents a substantially rounded whole of learning units from the study programme.

Higher education professional study programme at the first cycle Business and Management comprises the following parts of the study programme:

- *Economics*
- *Management*
- *Marketing*
- *Accounting*
- *Human Resources*
- *Functioning of the European union.*

The mentioned parts of the programme are carried out according to the curriculum, shown in the table below.

Table 7: Learning units of the part of the study programme

No.	Learning unit	OSW			OSW	ISW	ASW	ECTS
		L	T	PT				
1.	MODULE: Course 1	30	30		60	90	150	6
2.	Course 2	30	30		60	90	150	6
3.	Course 3	30	30		60	90	150	6
4.	Elective course 1	30	30		60	90	150	6
5.	Elective course 2	30	30		60	90	150	6
6.	Professional Training			160	160		160	8
7.	Final Seminar project					150	150	6
TOTAL		150	150	160	460	600	1060	44

Each part of the higher education professional study programme at the first cycle *Business and Management* comprises 44 ECTS. It consists of three courses of the selected module (18 ECTS), two elective courses (12 ECTS), professional training (8 ECTS) and final seminar (6 ECTS).

The student accomplishes the part of the higher education professional study programme at the first cycle *Business and Management* when they perform all the programme regulatory obligations in the range of 44 ECTS, for which they receive a certificate (in accordance with the Article 32a of the Higher Education Act - final bullet point), which is a public document.

5.6.1 *Economics*

The part of the study programme *Economics* is aimed at improving, completing, deepening and updating knowledge in the field of economic and business sciences at the first cycle.

Curriculum of the part of the study programme Economics

Part of the study programme *Economics* comprises 1060 hours or 44 ECTS. It consists of three courses of the selected module (18 ECTS), two elective courses (12 ECTS), professional training (8 ECTS) and final seminar (6 ECTS).

Table 8: Curriculum of the part of the study programme Economics

No.	Learning unit	OSW			OSW	ISW	ASW	ECTS
		L	T	PT				
1.	Managerial Economics	30	30		60	90	150	6
2.	Public Sector Economics	30	30		60	90	150	6
3.	Business Analysis	30	30		60	90	150	6
4.	Elective course 1	30	30		60	90	150	6
5.	Elective course 2	30	30		60	90	150	6
6.	Professional Training			160	160		160	8
7.	Final Seminar project					150	150	6
TOTAL		150	150	160	460	600	1060	44

The obligatory instances of students and forms of assessment of knowledge are described in individual learning units' course syllabus.

The student accomplishes the part of the study programme *Economics* when they perform all the programme regulatory obligations in the range of 44 ECTS, for which they receive a certificate (in accordance with the Article 32a of the Higher Education Act - final bullet point), which is a public document.

5.6.2 *Management*

The part of the study programme *Management* is aimed at improving, completing, deepening and updating knowledge in the field of economic and business sciences at the first cycle.

Curriculum of the part of the study programme Management

Part of the study programme *Management* comprises 1060 hours or 44 ECTS. It consists of three courses of the selected module (18 ECTS), two elective courses (12 ECTS), professional training (8 ECTS) and final seminar (6 ECTS).

Table 9: Curriculum of the part of the study programme Management

No.	Learning unit	OSW			OSW	ISW	ASW	ECTS
		L	T	PT				
1.	Management of Innovations	30	30		60	90	150	6
2.	Small Business Management	30	30		60	90	150	6
3.	Crisis Management	30	30		60	90	150	6
4.	Elective course 1	30	30		60	90	150	6
5.	Elective course 2	30	30		60	90	150	6
6.	Professional Training			160	160		160	8
7.	Final Seminar project					150	150	6
TOTAL		150	150	160	460	600	1060	44

The obligatory instances of students and forms of assessment of knowledge are described in individual learning units' course syllabus.

The student accomplishes the part of the study programme *Management* when they perform all the programme regulatory obligations in the range of 44 ECTS, for which they receive a certificate (in accordance with the Article 32a of the Higher Education Act - final bullet point), which is a public document.

5.6.3 Marketing

The part of the study programme *Marketing* is aimed at improving, completing, deepening and updating knowledge in the field of economic and business sciences at the first cycle.

Curriculum of the part of the study programme Marketing

Part of the study programme *Marketing* comprises 1060 hours or 44 ECTS. It consists of three courses of the selected module (18 ECTS), two elective courses (12 ECTS), professional training (8 ECTS) and final seminar (6 ECTS).

Table 10: Curriculum of the part of the study programme Marketing

No.	Learning unit	OSW			OSW	ISW	ASW	ECTS
		L	T	PT				
1.	Marketing Planning	30	30		60	90	150	6
2.	International Business	30	30		60	90	150	6
3.	Marketing Communications	30	30		60	90	150	6
4.	Elective course 1	30	30		60	90	150	6
5.	Elective course 2	30	30		60	90	150	6
6.	Professional Training			160	160		160	8
7.	Final Seminar project					150	150	6
TOTAL		150	150	160	460	600	1060	44

The obligatory instances of students and forms of assessment of knowledge are described in individual learning units' course syllabus.

The student accomplishes the part of the study programme *Marketing* when they perform all the programme regulatory obligations in the range of 44 ECTS, for which they receive a certificate (in accordance with the Article 32a of the Higher Education Act - final bullet point), which is a public document.

5.6.4 Accounting

The part of the study programme *Accounting* is aimed at improving, completing, deepening and updating knowledge in the field of economic and business sciences at the first cycle.

Curriculum of the part of the study programme Accounting

Part of the study programme *Accounting* comprises 1060 hours or 44 ECTS. It consists of three courses of the selected module (18 ECTS), two elective courses (12 ECTS), professional training (8 ECTS) and final seminar (6 ECTS).

Table 11: Curriculum of the part of the study programme Accounting

No.	Learning unit	OSW			OSW	ISW	ASW	ECTS
		L	T	PT				
1.	Public Sector Accounting	30	30		60	90	150	6
2.	Business Accounting	30	30		60	90	150	6
3.	Financial Statement Analysis	30	30		60	90	150	6
4.	Elective course 1	30	30		60	90	150	6
5.	Elective course 2	30	30		60	90	150	6
6.	Professional Training			160	160		160	8
7.	Final Seminar project					150	150	6
TOTAL		150	150	160	460	600	1060	44

The obligatory instances of students and forms of assessment of knowledge are described in individual learning units' course syllabus.

The student accomplishes the part of the study programme *Accounting* when they perform all the programme regulatory obligations in the range of 44 ECTS, for which they receive a certificate (in accordance with the Article 32a of the Higher Education Act - final bullet point), which is a public document.

5.6.5 Human Resources

The part of the study programme *Human Resources* is aimed at improving, completing, deepening and updating knowledge in the field of economic and business sciences at the first cycle.

Curriculum of the part of the study programme Human Resources

Part of the study programme *Human Resources* comprises 1060 hours or 44 ECTS. It consists of three courses of the selected module (18 ECTS), two elective courses (12 ECTS), professional training (8 ECTS) and final seminar (6 ECTS).

Table 12: Curriculum of the part of the study programme *Human Resources*

No.	Learning unit	OSW			OSW	ISW	ASW	ECTS
		L	T	PT				
1.	Employment Policy	30	30		60	90	150	6
2.	Labour Law	30	30		60	90	150	6
3.	Business Ethics	30	30		60	90	150	6
4.	Elective course 1	30	30		60	90	150	6
5.	Elective course 2	30	30		60	90	150	6
6.	Professional Training			160	160		160	8
7.	Final Seminar project					150	150	6
TOTAL		150	150	160	460	600	1060	44

The obligatory instances of students and forms of assessment of knowledge are described in individual learning units' course syllabus.

The student accomplishes the part of the study programme *Human Resources* when they perform all the programme regulatory obligations in the range of 44 ECTS, for which they receive a certificate (in accordance with the Article 32a of the Higher Education Act - final bullet point), which is a public document.

5.6.6 Functioning of the European union

The part of the study programme *Functioning of the European union* is aimed at improving, completing, deepening and updating knowledge in the field of economic and business sciences at the first cycle.

Curriculum of the part of the study programme *Functioning of the European union*

Part of the study programme *Functioning of the European union* comprises 1060 hours or 44 ECTS. It consists of three courses of the selected module (18 ECTS), two elective courses (12 ECTS), professional training (8 ECTS) and final seminar (6 ECTS).

Table 13: Curriculum of the part of the study programme *Functioning of the European union*

No.	Learning unit	OSW			OSW	ISW	ASW	ECTS
		L	T	PT				
1.	Law of the European Union	30	30		60	90	150	6
2.	EU Economic Policies	30	30		60	90	150	6
3.	Regional Policy and Structural Funds of EU	30	30		60	90	150	6
4.	Elective course 1	30	30		60	90	150	6
5.	Elective course 2	30	30		60	90	150	6
6.	Professional Training			160	160		160	8
7.	Final Seminar project					150	150	6
TOTAL		150	150	160	460	600	1060	44

The obligatory instances of students and forms of assessment of knowledge are described in individual learning units' course syllabus.

The student accomplishes the part of the study programme *Functioning of the European union* when they perform all the programme regulatory obligations in the range of 44

ECTS, for which they receive a certificate (in accordance with the Article 32a of the Higher Education Act - final bullet point), which is a public document.

6 ACCESS REQUIREMENTS AND CRITERIA FOR THE SELECTION OF CANDIDATES IN THE EVENT OF ENROLMENT RESTRICTIONS

Access requirements

Prerequisites for enrolment in the *first year* of higher education professional study programme at the first cycle (on the basis of the 38th Article of the Higher Education Act):

- an accomplished matura examination,
- an accomplished vocational matura or final exam after a four-year high school programme,
- an accomplished any four-year high school programme before 1 June 1995

Criteria for the selection of candidates in the event of enrolment restriction

The faculty may restrict the enrolment if the number of applications for enrolment exceeds the number of open positions. In the event of enrolment restriction the candidates are selected according to the criterion of achieved points of general academic achievement in the third and fourth year (40% of points) and general academic achievement at the final exam or vocational matura or general matura (60% of points).

Prerequisite for enrolment in the **second year** of study after completing the higher education programme accepted after 1 January 1994 is a higher education diploma. Candidates must pass the differential exams arising from the difference between the programmes before enrolling in the third year.

Prerequisite for enrolment in the **third year** of study after completing the higher education programme accepted after 1 January 1994 is a higher education diploma. Graduates of related programmes (EF Ljubljana, VEKŠ / EPF Maribor, VUŠ / FU Ljubljana, VŠOD / FOV Kranj) can enrol without differential exams; everyone else must pass the differential exams in the selected chapters of the first and second year courses in the Business and Management programme.

The access requirements are also fulfilled by the candidate who has finished an equivalent education abroad.

CRITERIA FOR RECOGNITION OF SKILLS AND COMPETENCES GAINED BEFORE ENROLMENT

Upon the written application of the candidate, enclosed certificates and other documents, the faculty recognises the knowledge and training that fully or partly correspond to the general or course-specific competences defined by the higher education professional study programme *Business and Management*.

Individual documented applications of candidates for the recognition of knowledge acquired before enrolment are addressed by the relevant commission in accordance with the procedures and rules, adopted by the faculty's Senate.

8 VERIFICATION AND ASSESSMENT OF KNOWLEDGE

The verification and assessment of the knowledge of students is designed in the way that enables students and higher education teachers to have constant and quality information on the progress and achievement of the set objectives / competences of the study programme. The study programme requires students to work on a regular basis, therefore the assessment of knowledge is diagnostic, formative and summative. The verification and assessment process is carried out regularly during and after the completion of individual courses.

The methods of verification and assessment of knowledge are defined in the syllabuses for individual courses and conform to the verification of achieving planned goals, expected student performance and the development of general and course-specific competences. To ensure the diversity of learning and teaching methods as well as validity, reliability and objectivity, higher education teachers use different combinations of verification and assessment in individual courses. Verification and assessment include all taxonomic domains (cognitive, conative and psychomotoric) and all taxonomic levels, whereby we are also interested in the quality of structure and the organisation of knowledge.

The purpose of the assessment is: to assess the student's work, to provide feedback on their progress and the results achieved, to enable their inclusion in further education and employment, and the acquisition of data for the evaluation of pedagogical work.

Students are familiarised with the elements of verification and the criteria for assessment orally at the beginning of the academic year and in writing by the course syllabus.

Examination and assessment methods are: exams, preliminary exams, tests, essays, seminar papers, oral presentations, practical assignments, products, portfolio, diaries, problem solving, projects, peer evaluation, written report on professional training, diploma thesis.

Table 14: Grading scale

Grade		Grade according to ECTS Criteria		Criteria in %	Description of knowledge
10	odlično	A	excellent	95 – 100 %	Outstanding performance with only minor errors
9	prav dobro	B	very good	85 – 94 %	Above-average standard but with some errors
8	prav dobro	C	good	71 – 84 %	Generally sound work with a number of notable errors
7	dobro	D	satisfactory	61 – 70 %	fair knowledge but with significant shortcomings
6	zadostno	E	sufficient	55 – 60 %	knowledge meets the minimum criteria
5 - 1	insufficient	F	fail	< 55 %	knowledge does not meet the minimum criteria
*	successful	P	successful	55 – 100 %	knowledge meets the minimum criteria
*	unsuccessful	F	unsuccessful	< 55 %	knowledge does not meet the minimum criteria

*the grades “successful” and “unsuccessful” are used for grading the knowledge and accomplished obligations in professional training.

For the positive assessment, the students have to achieve at least 55% of the required points. Procedures and rules for examination and assessment of knowledge are governed by the Rules for examination and assessment of knowledge.

9 PROGRESSION REQUIREMENTS FOR THE PROGRAMME

In order to advance to the second year, the student must achieve at least 45 ECTS from the first year, to advance to the third year at least 45 ECTS from the second year and all the obligations from the first year, which amounts to 105 ECTS.

Students may progress to next year even if they have not reached a required ECTS amount, when they have legitimate reasons: motherhood, prolonged illness, urgent family and social circumstances, participation in top professional, cultural and sporting events.

Individual student, who has not accomplished all obligations according to the study programme in order to progress in the next year, may repeat a year once during the study or change the study programme as a result of failure in the previous study programme. The third year cannot be repeated because the pre-graduation (absolvent) period is intended for completing the missing obligations.

A student can be granted an extended student status - according to the Higher Education Act - for a maximum of one year if he/she has excusable reasons.

Depending on the academic achievements of the student, they can finish the course in lesser time than provided in the study programme.

Guidance and counselling

Before enrolling in the study programme, the professional service of the Student Affairs Office at the faculty enables candidates to become fully acquainted with the study programme, modes, conditions of study, etc.

During the study the following activities are organized:

- counselling to promote self-awareness, effectively resolve conflicts and build positive social contacts,
- training for professional writing and effective learning,
- tutoring to help solve problems arising from the organization or realization of study obligations,
- mentorship, in which higher education teachers and associates, with an individual approach, lead students to successful study results,
- counselling for overcoming personal issues,
- counselling in the integration of graduates into employment and various forms of lifelong learning.

10 PROVISIONS ON TRANSFERS BETWEEN STUDY PROGRAMMES

Transfers between study programmes are possible in accordance with the applicable Criteria for transfers between study programmes.

A transition between programmes is when a student terminates his/her education in one study programme and continues his education in another study programme, in which a part or all of the completed study requirements from the first study programme are recognised in the new study programme.

11 MODES OF STUDY

Higher education professional study programme at the first cycle *Business and Management* is implemented as full-time, part-time and online study. All modes of study are equal.

For full-time and part-time studies, lectures are conducted with the entire group of students, seminar exercises in groups of at least 30 students, and laboratory exercises in groups of at least 15 students. Study is implemented according to the study calendar.

Organised study work in *part-time study* is organised consecutively, one course after another. Each course begins with lectures, followed by tutorials in groups and examination. The same order is organised for all courses. At least one-third of the organized study work provided for by the course is completed. As the number of hours of organized study work is lower than that of full-time study, this mode of study requires more independent work.

Remote study (e-study) or a combined form of study: We are not planning this form of study. The nature of the field of study requires direct work with students. The decision of the senate will exceptionally determine the form of distance learning for individual study units or parts of study units of the program.

In some courses, the method of work also requires practical training: laboratory work - exercises in a computer classroom, seminar work, professional training. Practical work is based on real-world problem solving and aims to find such solutions that are most common in practice today, taking into account the latest aids, tools and methodology related to modern information technology.

12 REQUIREMENTS FOR COMPLETION OF THE STUDY

The student completes his studies according to the higher education professional study programme at the first cycle Business and Management, when he / she completes all the prescribed study obligations in the amount of 180 ECTS credits.

Student who enrolls in the second year of the higher education professional study programme at the first cycle Business and Management in accordance with the Criteria for Transfers (after completing their studies at the post-secondary programme, adopted after 1 January 1994), needs to complete all the required differential exams and full-time study requirements of the second and third year in the amount of at least 120 ECTS.

Student who enrolls in the third year of the higher education professional study programme at the first cycle Business and Management in accordance with the Criteria for Transfers (after completing their studies at the post-secondary programme, adopted after 1 of January 1994), needs to complete all the required differential exams and full-time study requirements of the third year in the amount of at least 60 ECTS.

13 REQUIREMENTS FOR COMPLETING THE PART OF THE STUDY PROGRAMME

The prerequisite for completion of the part of the higher education professional study programme at the first cycle Business and Management, are completed all the prescribed study obligations in the amount of 44 ECTS credits. Upon completion, the candidate receives a certificate, which is a public document.

14 PROFESSIONAL TITLE

In accordance with the provisions of Article 4 of the Law on Professional and Scientific Titles (Official Gazette of the Republic of Slovenia, No. 61/06), upon completion of studies, a student obtains a professional title:

- *diplomirana ekonomistka (VS)*, abbreviated *dipl. ekon. (VS)*,
- *diplomirani ekonomist (VS)*, abbreviated *dipl. ekon. (VS)*.

In accordance with Article 32 of the Higher Education Act and the provisions of the Rules on the Diploma Supplement (Official Gazette of the RS, No. 56/07) graduates of the higher education professional study programme at the first cycle Business and Management receive a Diploma Supplement issued by the faculty.

Marjan Blažič, PhD, Acad. Prof., Rector

