



Univerza v Novem mestu
*Fakulteta za poslovne
in upravne vede*

**CLEAN COPY OF THE ACCREDITED
STUDY PROGRAMME
2nd CYCLE**

BUSINESS ECONOMICS

(master's study programme)

Novo mesto, October 2009

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

TABLE OF CONTENTS

1	GENERAL INFORMATION ABOUT THE PROGRAMME.....	2
2	FUNDAMENTAL OBJECTIVES AND COMPETENCES	2
1.1	Fundamental objectives of the study programme	2
1.2	General competences.....	3
1.3	Course-specific competences	3
3	INFORMATION ABOUT THE INTERNATIONAL COMPARABILITY OF THE PROGRAMME	4
4	INTERNATIONAL COOPERATION OF THE INSTITUTION.....	6
5	CURRICULUM WITH ECTS (CREDIT POINTS) VALUES OF INDIVIDUAL STUDY OBLIGATIONS.....	6
5.1	Number of learning units with ECTS.....	7
5.2	Learning units and their inclusion in the programme structure.....	10
5.3	The ratio of lectures, seminars, tutorials and other organised forms of study.....	11
5.4	Practical training within the programme, implementation and ECTS	12
5.5	Parts of the study programme	12
6	ACCESS REQUIREMENTS AND CRITERIA FOR THE SELECTION OF CANDIDATES IN THE EVENT OF ENROLMENT RESTRICTIONS	19
7	CRITERIA FOR RECOGNITION OF SKILLS AND COMPETENCES GAINED BEFORE ENROLMENT	20
8	ASSESSMENT METHODS	21
9	PROGRESSION REQUIREMENTS FOR THE PROGRAMME.....	22
10	PROVISIONS ON TRANSFERS BETWEEN STUDY PROGRAMMES	23
11	MODES OF STUDY	24
12	REQUIREMENTS FOR COMPLETION OF THE STUDY.....	24
13	REQUIREMENTS FOR COMPLETING THE PART OF THE STUDY PROGRAMME (SUPPLEMENTARY PROGRAMME)	25
14	PROFESSIONAL TITLE	25

1 GENERAL INFORMATION ABOUT THE PROGRAMME

Study Programme:	Business Economics
Cycle:	second
Type:	master's study programme
Duration:	2 years
ECTS amount:	120 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 8
EOK (European classification framework)	level 7
EOVK (European higher education classification framework)	second cycle
Accreditation:	Council for Higher Education of the Republic of Slovenia, decision No. 6033-214/2009/7 on 26 October 2009 and decision No. 6033-214/2009/9 on 11 November 2009.

2 FUNDAMENTAL OBJECTIVES AND COMPETENCES

1.1 Fundamental objectives of the study programme

The fundamental objectives of the programme are to educate and qualify graduates at the second cycle for:

- immediate employment in high-level positions in all structures of economy, non-economy and state administration,
- continuation of study at the third cycle - in doctoral study programmes,
- direct involvement in turbulent international economic, non-economic, social and cultural flows.

The master's programme enables students to broaden their knowledge in wider professional fields, be able to search for new sources of knowledge in the professional and scientific field, use scientific and research methods in a wider spectrum of problems and new or changed circumstances, assume responsibility for managing the most complex working systems as well as develop critical reflection and social and communication skills for implementing teamwork. The obligatory integral part of the programme are project papers in the work environment or basic, applicative or development research papers.

Future graduates at the second cycle will deepen their knowledge and develop competences for:

- independent use of modern scientific research methods,
- independent solving of the most demanding professional economic and business interdisciplinary problems,
- performing managerial tasks,
- development and implementation of modern management solutions in business systems,
- organizing, managing, developing, planning and implementing modern information technology in all forms of business systems,
- oral and written communication in at least one world language.

1.2 General competences

In designing competences of the master's study programme *Business Economics*, we relied on the Tuning Educational Structures in Europe II (2005, pp. 340-356) guidelines, taking into account the assessments and opinions of the business environment and higher education teachers.

General competences developed by the student during the study programme include:

- comprehensive critical thinking, the ability to analyse, synthesise and predict solutions in the field of economic, business, administrative, organisational, natural mathematical and other sciences (interdisciplinary programme),
- knowledge and use of research methods, procedures, processes and technology,
- the ability to creatively use knowledge in the business environment,
- knowledge and understanding of processes in the business environment and the ability to analyse, synthesise and envisage solutions or consequences;
- the ability to identify the needs for changes and introduce innovations in the business environment,
- autonomy and responsibility in decision-making,
- the ability to communicate in the local and international environment,
- commitment to professional ethics,
- the ability to develop the culture of non-discrimination and consideration of intercultural differences,
- the ability to present the gained knowledge and research findings,
- awareness of the necessity of one's own training, and broadening and updating knowledge.

1.3 Course-specific competences

Course-specific competences developed by the student during the study programme include:

- knowledge and understanding of the history of economic, business, natural sciences and other social sciences,
- mastering the selected mathematical tools for solving problems in economics,
- understanding and applying the methods of critical analysis and theory development,
- the ability for solving concrete work problems by using scientific methods and procedures,

- comprehensive mastering of basic knowledge of microeconomics and macroeconomics, strategic management, marketing, contemporary organizational theories and research methodology, and its interdisciplinary integration and application,
- the ability to place new knowledge, information and interpretations in the context of business and management sciences,
- development of skills and competences in the specific professional field,
- the ability to use information and communication technology and systems in the field of management and business,
- the use of information and communication technology and systems as a source of information, a communication tool, as a tool in research work and as a work tool,
- in-depth knowledge and understanding of organizations and processes in today's business environment,
- being qualified to strategically lead, manage and develop the most demanding work systems according to the contemporary organisational-economic principles,
- understanding individual values and value systems, as well as professional-ethical principles,
- knowledge of theoretical bases and mastering skills for working with people: business communication, leadership, psychological principles of working in a group, encouraging creativity, strengthening and maintaining one's own personal stability, resilience to stress and constructive conflict resolution,
- proactive attitude towards stakeholders (partners, suppliers, customers, competition, etc.),
- qualification for verification and assessment of the achievements of employees and the provision of feedback,
- knowledge and understanding of the theoretical bases and principles of consulting work.

3 INFORMATION ABOUT THE INTERNATIONAL COMPARABILITY OF THE PROGRAMME

In designing a study on the international comparability of the master's study programme *Business Economics* with other related study programmes, in accordance with Article 49 of the Higher Education Act (Official Gazette of the Republic of Slovenia, no. 119/06 and no. 64/08) 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:

- comparability of concept, formal and content structure with foreign programs,
- 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,

With regard to the international comparison analysis, we examined a number of similar study programmes in higher education in Europe. For the international comparison of the proposal of the study programme *Business Economics* we have chosen the related study programmes of the recognized institutions of higher education: CBS Copenhagen Business School (Denmark), BI Norwegian School of Management (Norway) and HSE Helsinki School of Economics (Finland).

Table 1: Higher education institutions and comparable programmes

Higher education institution	Study programme	City	Country	Institution's website
Handelshøjskolen CBS Copenhagen Business School	Cand. Merc. (MSc in Economics and Business Administrations)	Copenhagen	Denmark	http://www.cbs.dk
BI Handelshøyskolen (BI Norwegian School of Management)	MSc Siviløkonom (MSc in Business and Economics)	Oslo	Norway	http://www.bi.no
Helsingin kauppakorkeakoulu (HSE Helsinki School of Economics)	MSc in Economics and Business Administration	Helsinki	Finland	http://www.hse.fi/FI/

In the comparison included study programmes are accredited by the competent national bodies, are classified into the field of business and management sciences and are unified with the Bologna guidelines. According to the Times' rank of master's degree programmes in Business and Management Sciences, they are permanently ranked among the highest in Europe. They are classified as study programmes at the second cycle, last for two years and comprise 120 ECTS. Are internationally oriented. They are characterized by a balance between academic provision of theoretical knowledge and its application in the business environment and research work.

The second-cycle study programme *Business Economics* is an internationally comparable study programme by its concept, formal and contextual structure, prerequisites for enrolment, duration of study, the conditions for completion of the study, obtained title, means and forms of study. The programme is evaluated with ECTS points in accordance with the European credit system (ECTS). The comparison showed that the programme fulfils all conditions for quality international cooperation (mobility), as well as integration into the common European Higher Education Area and provides an equivalent integration of the second cycle graduates into the European labour market.

4 INTERNATIONAL COOPERATION OF THE INSTITUTION

In 2011, the Erasmus University Charter (ECHE) has been first implemented, with which the Faculty gained the right to international exchanges of higher education teachers, students and to participation in the European projects.

The Faculty develops its international activity in four areas:

- organization of international scientific conferences,
- exchange of students and higher education teachers/staff,
- participation in international research projects, and
- individual contacts of pedagogical workers, researchers and associates.

5 CURRICULUM WITH ECTS (CREDIT POINTS) VALUES OF INDIVIDUAL STUDY OBLIGATIONS

The study programme was designed in accordance with the provisions of the Higher Education Act (Official Gazette of the Republic of Slovenia, No. 119/06), and in accordance with the criteria for accreditation of study programmes. It is evaluated according to Criteria for Credit Assignment to Study Programmes According to ECTS (Official Gazette of the RS, No. 124/04).

In the master's study programme *Business Economics* scope of the complete annual student workload, 13.56 % of study time is allocated to organised study work. The main student workload is based on individual student work, which is in accordance with the set objectives as well as with the general and course-specific competences.

The programme puts emphasis on research work, which covers 31.7% of the programme.

5.1 Number of learning units with ECTS

The following table shows the list of courses with names of learning units and the number of hours by individual semesters and years, number of hours of organised study work, number of hours of individual student work, annual student workload and credit evaluation according to ETCS.

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

No.	Learning unit	CA	OSW		OSW	ISW	ASW	ECTS
			L	T				
Year 1								
Winter semester								
1.	Research Methodology	RW	24	16	40	200	240	8
2.	Macroeconomics 2	EC	24	16	40	200	240	8
3.	Management	BS	24	16	40	170	210	7
4.	Marketing Management	BS	24	16	40	170	210	7
Summer semester								
5.	Microeconomics 2	BS	24	16	40	200	240	8
6.	Business Law	LW	24	16	40	200	240	8
7.	Human Resources Development	BS	24	16	40	170	210	7
8.	Contemporary Organizational Theories	BS	24	16	40	170	210	7
TOTAL:			192	128	320	1480	1800	60
Year 2								
Winter semester								
1.	Module: Course 1		24	16	40	200	240	8
2.	Course 2		24	16	40	200	240	8
3.	Elective course 1		24	16	40	170	210	7
4.	Elective course 2		24	16	40	170	210	7
Summer semester								
5.	Master's Seminar	RW		8	8	262	270	9
June	Master's thesis	RW				630	630	21
TOTAL:			96	72	168	1632	1800	60

OBLIGATIONS PER YEAR	L	T	OSW	ISW	ASW	ECTS
1.	192	128	320	1480	1800	60
2.	96	72	168	1632	1800	60
TOTAL:	288	200	488	3112	3600	120

Abbreviations:

Study obligations: L - lectures, T - tutorials, OSW – organised study work, ISW – individual student work, ASW – annual student workload, ECTS = European Credit Transfer System points.

Content area (CA) according to the Klasius categorisation: RW = research work, EC = economics, BS = business sciences, LW = law.

The study programme lasts for two years, i.e. four semesters. It comprises 3600 hours amounting to 120 ECTS and includes organised study work as well as individual student work. It consists of the joint and elective part. The joint part of the programme is implemented in the first year, comprises 8 courses (60 ECTS) and is compulsory for all students.

The elective part of the programme is implemented in the second year, comprises the elective module with two courses (16 ECTS) and two elective courses (14 ECTS).

An important part of the programme is intended for development of competences in the field of research activity. It comprises 1 compulsory course (8 ECTS), project papers in the work environment or fundamental, applicative, development research papers at all study courses, Master's Seminar (9 ECTS) and Master's thesis (21 ECTS).

Elective section of the programme

The program allows the planning of individual studies. Students may select among the elective units, offered by the faculty, in the amount of 60 ECTS. This is enabled by the elective modules and elective courses.

Elective modules of the programme

The elective modules are comprehensive content units and represent the elective part of the study programme. They enable the upgrade and deepening of the fundamental and gaining special knowledge. Students select one of the offered modules. The elective modules are implemented in such scope as there would be the number of groups at tutorials if only one module were implemented.

The programme comprises the following modules: *Economics, Accounting, Marketing, Human Resources, Business Environment of the EU*. The individual module consists of two courses amounting to 16 ECTS.

Table 3: Elective modules of the programme

No.	ELECTIVE MODULES	CA	OSW		OSW	ISW	ASW	ECT S
			L	T				
MODULE 1: ECONOMICS								
1.	Models for Business Decision-Making	EC	24	16	40	200	240	8
2.	Economic Growth and Development	EC	24	16	40	200	240	8
MODULE 2: ACCOUNTING								
1.	Business Accounting	BS	24	16	40	200	240	8
2.	Tax Accounting	BS	24	16	40	200	240	8
MODULE 3: MARKETING								
1.	Developmental Marketing of Products and Services	BS	24	16	40	200	240	8
2.	International Marketing	BS	24	16	40	200	240	8
MODULE 4: HUMAN RESOURCES								
1.	Human Resource Management	BS	24	16	40	200	240	8
2.	Management of Knowledge and Innovation	BS	24	16	40	200	240	8
MODULE 5: BUSINESS ENVIRONMENT OF THE EU								
1.	EU Competition Law	LW	24	16	40	200	240	8
2.	EU Business Environment	BS	24	16	40	200	240	8
TOTAL IN THE MODULE:			48	32	80	400	480	16

Compensation module

Compensation module is intended as a compulsory module for students of non-related study programmes who enrol in the second year according to the Criteria for Transition between Programmes. It consists of two courses, Microeconomics 2 and Research Methodology.

Table 4: Compensation elective modules

No.	COMPENSATION MODULE	CA	OSW		OSW	ISW	ASW	ECT S
			L	T				
1.	Microeconomics 2	EC	24	16	40	200	240	8
2.	Research Methodology	RW	24	16	40	200	240	8
TOTAL IN THE MODULE:			48	32	80	400	480	16

Elective courses

In the second year the elective courses enable students to exercise their own study programme in accordance with individual needs. They choose two elective courses (14 ECTS), which they can take at their home faculty or at any second cycle programme in Slovenia or abroad, at the institution with which the faculty has an agreement.

The elective courses are implemented in such scope as there would be the number of groups at tutorials if only one elective course would be implemented.

Table 5: Elective courses

No.	ELECTIVE COURSES	CA	OSW		OSW	ISW	ASW	ECTS
			L	T				
1.	Economics of Economic Growth	EC	24	16	40	170	210	7
2.	Financial Accounting	BS	24	16	40	170	210	7
3.	EU Projects	BS	24	16	40	170	210	7
4.	Social Capital in Organisations	BS	24	16	40	170	210	7
5.	Learning Organisation	BS	24	16	40	170	210	7
6.	Business Ethics	BS	24	16	40	170	210	7
7.	Foreign Language for Specific Purposes 3	FL	24	16	40	170	210	7
8.	* Macroeconomics 2	EC	24	16	40	170	210	7
9.	* Management	BS	24	16	40	170	210	7
10.	* Marketing Management	BS	24	16	40	170	210	7
11.	* Contemporary Organizational Theories	BS	24	16	40	170	210	7
12.	* Business Law	LW	24	16	40	170	210	7
13.	* Human Resources Development	BS	24	16	40	170	210	7
14.	Δ Microeconomics 1	EC	24	16	40	170	210	7
15.	Δ Macroeconomics 1	EC	24	16	40	170	210	7

Abbreviations:

Content area (CA) according to the Klasius categorisation: EC = economics, BS = business sciences, LW = law, FL = foreign language.

Δ Elective courses Microeconomics 1 and Macroeconomics 1 are compulsory for students who enrolled in the first year from non-related study programmes.

* Elective course Macroeconomics 2 is compulsory for students who enrolled in the second year from non-related study programmes, and the second elective course is selected from the asterisked subjects.

5.2 Learning units and their inclusion in the programme structure

The study programme lasts for two years, i.e. four semesters. The first year consists of 8 joint study courses. The second year consists of: the elective module with two courses (16 ECTS), two elective courses (14 ECTS), master's seminar (9 ECTS) and master's thesis (21 ECTS). The study programme comprises a total of 12 courses (90 ECTS), master's seminar (9 ECTS) and master's thesis (21 ECTS).

The learning units cover the following content areas: research work, economics, business sciences, law and foreign language.

Table 6: Structure of the programme according to the content areas, obligation and number of ECTS.

Year	Structure of the programme	No. pred.	Content areas in ECTS					TOTAL IN ECTS	TOTAL IN %
			EC	BS	LW	RW	ELECT		
1.	Obligatory section	8	16	28	8	8	0	60	50.0
2.	Elective module	2					16	16	13.3
	Elective course	2					14	14	11.7
	Master's Seminar					9		9	7.5
	Master's thesis					21		21	17.5
TOTAL:		12	16	28	8	38	30	120	100.0
TOTAL IN %			13.3	23.3	6.7	31.7	25.0	100.0	

Students can according to their wishes and needs of the choose one of five modules (16 ECTS). Two elective courses (14 ECTS) can be selected from the list of elective courses (internal selection) or the students decide for the external selection, enabled by the faculty through the Erasmus student mobility programmes. Students can choose between institutions (in Slovenia or abroad), with which the faculty has signed a bilateral agreement, as well as their accredited study programmes in the second cycle.

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

The programme comprises 3600 hours (120 ECTS), of which 1800 hours (60 ECTS) in each year. Organised study work includes 13.56 %, 8 % of which are lectures and 5.56 % are tutorials. Individual student work represents 86.44 % of the programme.

Table 7: The ratio of lectures, seminars, tutorials and other organised forms of study

Year	OSW		OSW	ISW	ASW	in ECTS
	L	T				
1.	192	128	320	1480	1800	60
2.	96	72	168	1632	1800	60
TOTAL in hours	288	200	488	3112	3600	120
TOTAL IN %	8.00	5.56	13.56	86.44	100.00	

Forms of study work are: lectures, tutorial and individual student work (preparations for the exams, studying professional literature and preparation, writing, presentation and defence of the project papers in the work environment, and fundamental, applicative or research papers).

Organised study work

Lectures are an organised form of study work, performed simultaneously for all enrolled students. The course lecturer transfers the fundamental knowledge and the latest findings of their profession, encourages students to active cooperation, to critical reflection through the use of modern methods of teaching and learning with the support of ICT.

Tutorials are an organised form of study work, performed in a group of 30 students. At tutorials students solve concrete set problems with the use of knowledge and procedures, gained at lectures, and with independent individual studies.

In concordance with the syllabus of the individual learning unit, they individually or in a team prepare a project, fundamental, applicative or development research paper in written form, present it and defend it.

Individual research work of students

Project paper in the work environment, and fundamental, applicative or development research paper is the independent work of students (ISW), which is performed under the guidance of a mentor. It discusses a concrete professional problem from the business environment and proposes its resolution. Thus, students prove that they are capable of a valid discussion and research of a practical professional problem by using ICT as a source of information, using selected methodological tools for solving the problem.

One of the successfully prepared papers needs to be presented before the defence of the master's thesis:

- at the scientific consultation, congress, conference or symposium, and published in the book of proceedings, or
- published in the professional journal, accepted by the faculty.

Master's Seminar is the organised form of academic work, at which students refresh the applicative knowledge of the research work methods, get acquainted with the relevant instructions for writing and defence of the master's thesis, and make the draft of the disposition. In the context of independent work of students, they need to attend at least three defences of master's theses.

Master's thesis is an independent professional work, which the candidate writes under the guidance of a mentor. It needs to contain the theoretical background and verifying of the latter within an independent research of the topical issues in the field of management, business, and business economics.

In dealing with the selected topic, the candidate needs to use the relevant research instruments and systematically present the results of their research. The candidate must demonstrate the ability of the written elaboration and resolution of the current practical problems of the economy, companies, activities, institutions, or a certain specific problem.

Prerequisites for application of the topic of master's thesis are accomplished study obligations in the scope of 90 ECTS.

The procedure, preparation and defence of the master's thesis is defined in special Rules.

5.4 Practical training within the programme, implementation and ECTS

The practical training in direct business environment is not a part of the study programme.

5.5 Parts of the study programme

In accordance with Articles 33.a and 36 of the Higher Education Act, implementation of the study programme *Business Economics* in parts is anticipated. Parts of the programme

are completed by learning units of the specific substantive area. In the scope of the *Business Economics* study programme, the following parts of the study programme are anticipated: *Economics, Accounting, Marketing, Human Resources, and Business Environment of the EU*.

In accordance with the Criteria, the implementation of the study programme in parts is credit evaluated, amounting to 35 ECTS.

Table 8: Curriculum for the part of the study programme

No.	Learning unit	OSW		OSW	ISW	TW	ECTS
		L	T				
1.	Research Methodology	24	16	40	200	240	8
2.	Module: Course 1	24	16	40	200	240	8
3.	Course 2	24	16	40	200	240	8
4.	Elective course	24	16	40	170	210	7
5.	Final research paper	5	5	10	110	120	4
TOTAL:		101	69	170	880	1050	35

Abbreviations:

OSW- organised study work L- lectures, T - tutorial, ISW - individual student work, TW - total workload, ECTS - credit points.

Each part of the study programme includes the following learning units:

- Research Methodology,
- a module with two courses, completing the selected content area,
- one elective course, and
- the final research paper.

Part of the study programme comprises 1050 hours or 35 ECTS. With the programme students acquire basic knowledge of the methodology of research work (8 ECTS), in-depth knowledge of the content areas (16 ECTS), knowledge in the field of the elective course (7 ECTS), as well as knowledge about writing research papers (4 ECTS).

Obligatory instances for the students are:

- active participation in lectures and tutorials,
- preparation, presentation and defence of research papers,
- written and/or oral exams,
- preparation and defence of the final research paper.

Verification and assessment of knowledge is designed in a way, which enables students to get continuous and quality feedback on their progress and achievement of competences/objectives. The study programme requires students ongoing work, therefore the assessment of knowledge is more diagnostic, formative and summative. The verification and assessment process is carried out regularly during and after the completion of individual courses. On the elements of the verification and evaluation criteria, the students are informed orally at the beginning of the programme and in writing with the syllabus for each course.

The intended methods of verification and assessment of knowledge are: written/oral examination, fundamental, applicative or development research papers by addressing

actual professional problems, oral presentations, written reports, portfolio, peer assessment, final research paper.

The assessment takes into account the *ECTS grading scale*.

Students complete the part of the study programme, when they successfully complete all with the study programme intended obligations in the amount of 35 ECTS, for which they are given a certificate (according to the Article 32a of the Higher Education Act - last indent), which is a public document.

Economics

In the scope of the study programme *Business Economics*, the part of the study programme *Economics* can be carried out. Its basic objective is to deepen and specialise the knowledge in the field of economic sciences and training for research work in the business environment.

The part of the study programme comprises 1050 hours or 35 ECTS. With the programme students acquire basic knowledge of the methodology of research work (8 ECTS), in-depth knowledge of the content areas (16 ECTS), knowledge in the field of the elective course (7 ECTS), as well as knowledge about writing research papers (4 ECTS).

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

No.	Learning unit	OSW		OSW	ISW	TW	ECTS
		L	T				
1.	Research Methodology	24	16	40	200	240	8
2.	Models for Business Decision-Making	24	16	40	200	240	8
3.	Economic Growth and Development	24	16	40	200	240	8
4.	Elective course	24	16	40	170	210	7
5.	Final research paper	5	5	10	110	120	4
TOTAL:		101	69	170	880	1050	35

The part of the study programme *Economics* comprises the following learning units:

- Research Methodology
- two courses, completing the selected content area of economics,
- one elective course, and
- the final research paper.

Obligatory instances for the students are:

- active participation in lectures and tutorials,
- preparation, presentation and defence of research papers,
- written / oral exams,
- preparation and defence of the final research paper.

Verification and assessment of knowledge is designed in a way, which enables students to get continuous and quality feedback on their progress and achievement of competences/objectives. The study programme requires students' ongoing work, therefore the assessment of knowledge is diagnostic and formative. The verification and assessment process is carried out regularly during and after the completion of individual courses.

On the elements of the verification and evaluation criteria, the students are informed orally at the beginning of the programme and in writing with the syllabus for each course.

The intended methods of verification and assessment of knowledge are: written/oral examination, fundamental, applicative or development research papers by addressing actual professional problems, oral presentations, written reports, portfolio, peer assessment, final research paper.

The assessment takes into account the *ECTS grading scale*.

Students complete the part of the study programme *Economics*, when they successfully complete all with the study programme intended obligations in the amount of 35 ECTS, for which they are given a certificate (according to the Article 32a of the Higher Education Act - last indent), which is a public document.

Accounting

In the scope of the study programme *Business Economics*, the part of the study programme *Accounting* can be carried out. Its basic objective is to deepen and specialise the knowledge in the field of accounting and training for research work in the business environment.

The part of the study programme comprises 1050 hours or 35 ECTS. With the programme students acquire basic knowledge of the methodology of research work (8 ECTS), in-depth knowledge of the content areas (16 ECTS), knowledge in the field of the elective course (7 ECTS), as well as knowledge about writing research papers (4 ECTS).

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

No.	Learning unit	OSW		OSW	ISW	TW	ECTS
		L	T				
1.	Research Methodology	24	16	40	200	240	8
2.	Business Accounting	24	16	40	200	240	8
3.	Tax Accounting	24	16	40	200	240	8
4.	Elective course	24	16	40	170	210	7
5.	Final research paper	5	5	10	110	120	4
TOTAL:		101	69	170	880	1050	35

The part of the study programme *Accounting* comprises the following learning units:

- Research Methodology
- two courses, completing the selected content area of accounting,
- one elective course, and
- the final research paper.

Obligatory instances for the students are:

- active participation in lectures and tutorials,
- preparation, presentation and defence of research papers,
- written / oral exams,
- preparation and defence of the final research paper.

Verification and assessment of knowledge is designed in a way, which enables students to get continuous and quality feedback on their progress and achievement of competences/objectives. The study programme requires students' ongoing work, therefore

the assessment of knowledge is diagnostic and formative. The verification and assessment process is carried out regularly during and after the completion of individual courses. On the elements of the verification and evaluation criteria, the students are informed orally at the beginning of the programme and in writing with the syllabus for each course.

The intended methods of verification and assessment of knowledge are: written/oral examination, fundamental, applicative or development research papers by addressing actual professional problems, oral presentations, written reports, portfolio, peer assessment, final research paper.

The assessment takes into account the *ECTS grading scale*.

Students complete the part of the study programme *Accounting*, when they successfully complete all with the study programme intended obligations in the amount of 35 ECTS, for which they are given a certificate (according to the Article 32a of the Higher Education Act - last indent), which is a public document.

Marketing

In the scope of the study programme *Business Economics*, the part of the study programme *Marketing* can be carried out. Its basic objective is to deepen and specialise the knowledge in the field of *marketing* and training for research work in the business environment.

The part of the study programme comprises 1050 hours or 35 ECTS. With the programme students acquire basic knowledge of the methodology of research work (8 ECTS), in-depth knowledge of the content areas (16 ECTS), knowledge in the field of the elective course (7 ECTS), as well as knowledge about writing research papers (4 ECTS).

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

No.	Learning unit	OSW		OSW	ISW	TW	ECTS
		L	T				
1.	Research Methodology	24	16	40	200	240	8
2.	Developmental Marketing of Products and Services	24	16	40	200	240	8
3.	International Marketing	24	16	40	200	240	8
4.	Elective course	24	16	40	170	210	7
5.	Final research paper	5	5	10	110	120	4
TOTAL:		101	69	170	880	1050	35

The part of the study programme *Marketing* comprises the following learning units:

- Research Methodology
- two courses, completing the selected content area of marketing,
- one elective course, and
- the final research paper.

Obligatory instances for the students are:

- active participation in lectures and tutorials,
- preparation, presentation and defence of research papers,
- written / oral exams,
- preparation and defence of the final research paper.

Verification and assessment of knowledge is designed in a way, which enables students to get continuous and quality feedback on their progress and achievement of competences/objectives. The study programme requires students' ongoing work, therefore the assessment of knowledge is diagnostic and formative. The verification and assessment process is carried out regularly during and after the completion of individual courses.

On the elements of the verification and evaluation criteria, the students are informed orally at the beginning of the programme and in writing with the syllabus for each course.

The intended methods of verification and assessment of knowledge are: written/oral examination, fundamental, applicative or development research papers by addressing actual professional problems, oral presentations, written reports, portfolio, peer assessment, final research paper.

The assessment takes into account the *ECTS grading scale*.

Students complete the part of the study programme *Marketing*, when they successfully complete all with the study programme intended obligations in the amount of 35 ECTS, for which they are given a certificate (according to the Article 32a of the Higher Education Act - last indent), which is a public document.

Human Resources

In the scope of the study programme *Business Economics*, the part of the study programme *Human Resources* can be carried out. Its basic objective is to deepen and specialise the knowledge in the field of *human* resource management and training for research work in the business environment.

The part of the study programme comprises 1050 hours or 35 ECTS. With the programme students acquire basic knowledge of the methodology of research work (8 ECTS), in-depth knowledge of the content areas (16 ECTS), knowledge in the field of the elective course (7 ECTS), as well as knowledge about writing research papers (4 ECTS).

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

No.	Learning unit	OSW		OSW	ISW	TW	ECTS
		L	T				
1.	Research Methodology	24	16	40	200	240	8
2.	Human Resource Management	24	16	40	200	240	8
3.	Management of Knowledge and Innovation	24	16	40	200	240	8
4.	Elective course	24	16	40	170	210	7
5.	Final research paper	5	5	10	110	120	4
TOTAL:		101	69	170	880	1050	35

The part of the study programme *Human Resources* comprises the following learning units:

- Research Methodology
- two courses, completing the selected content area of human resources,
- one elective course, and
- the final research paper.

Obligatory instances for the students are:

- active participation in lectures and tutorials,
- preparation, presentation and defence of research papers,
- written / oral exams,
- preparation and defence of the final research paper.

Verification and assessment of knowledge is designed in a way, which enables students to get continuous and quality feedback on their progress and achievement of competences/objectives. The study programme requires students' ongoing work, therefore the assessment of knowledge is diagnostic and formative. The verification and assessment process is carried out regularly during and after the completion of individual courses.

On the elements of the verification and evaluation criteria, the students are informed orally at the beginning of the programme and in writing with the syllabus for each course.

The intended methods of verification and assessment of knowledge are: written/oral examination, fundamental, applicative or development research papers by addressing actual professional problems, oral presentations, written reports, portfolio, peer assessment, final research paper.

The assessment takes into account the *ECTS grading scale*.

Students complete the part of the study programme *Human Resources*, when they successfully complete all with the study programme intended obligations in the amount of 35 ECTS, for which they are given a certificate (according to the Article 32a of the Higher Education Act - last indent), which is a public document.

EU Business Environment

In the scope of the study programme *Business Economics*, the part of the study programme *EU Business Environment* can be carried out. Its basic objective is to deepen and specialise the knowledge in the field of EU business environment and training for research work in the business environment.

The part of the study programme comprises 1050 hours or 35 ECTS. With the programme students acquire basic knowledge of the methodology of research work (8 ECTS), in-depth knowledge of the content areas (16 ECTS), knowledge in the field of the elective course (7 ECTS), as well as knowledge about writing research papers (4 ECTS).

Table 13: Curriculum of the part of the study programme EU Business Environment

No.	Learning unit	OSW		OSW	ISW	TW	ECTS
		L	T				
1.	Research Methodology	24	16	40	200	240	8
2.	EU Competition Law	24	16	40	200	240	8
3.	EU Business Environment	24	16	40	200	240	8
4.	Elective course	24	16	40	170	210	7
5.	Final research paper	5	5	10	110	120	4
TOTAL:		101	69	170	880	1050	35

The part of the study programme *EU Business Environment* comprises the following learning units:

- Research Methodology
- two courses, completing the selected content area,
- one elective course, and
- the final research paper.

Obligatory instances for the students are:

- active participation in lectures and tutorials,
- preparation, presentation and defence of research papers,
- written / oral exams,
- preparation and defence of the final research paper.

Verification and assessment of knowledge is designed in a way, which enables students to get continuous and quality feedback on their progress and achievement of competences/objectives. The study programme requires students' ongoing work, therefore the assessment of knowledge is diagnostic and formative. The verification and assessment process is carried out regularly during and after the completion of individual courses.

On the elements of the verification and evaluation criteria, the students are informed orally at the beginning of the programme and in writing with the syllabus for each course.

The intended methods of verification and assessment of knowledge are: written/oral examination, fundamental, applicative or development research papers by addressing actual professional problems, oral presentations, written reports, portfolio, peer assessment, final research paper.

The assessment takes into account the *ECTS grading scale*.

Students complete the part of the study programme *EU Business Environment*, when they successfully complete all with the study programme intended obligations in the amount of 35 ECTS, for which they are given a certificate (according to the Article 32a of the Higher Education Act - last indent), which is a public document.

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

Access requirements for the first year:

Access to master's study programme is open to students who:

- finished a study programme, adopted before 11 June 2004, to obtain higher professional education in relevant ISCED professional fields: social (31) or business and administrative sciences (34).
- finished a study programme at the first cycle, and obtained at least 180 ECTS in relevant ISCED professional fields: social (31) or business and administrative sciences (34).
- finished equivalent study programmes referred to in the previous indents from other fields of expertise and will, prior to enrolment, complete the study requirements that are essential for continuing the studies.

Access requirements for the second year:

Access to second year is open to students who:

- finished a study programme for obtaining a university degree, adopted before 11 June 2004 in relevant ISCED professional fields: social (31) or business and administrative sciences (34),
- finished a study programme at the first cycle, and obtained at least 240 ECTS in relevant ISCED professional fields: social (31) or business and administrative sciences (34),
- finished equivalent study programmes referred to in the previous indents from other fields of expertise and will complete the study requirements of the Compensation module (Microeconomics 2 (8 ECTS), Research Methodology (8 ECTS)), the course Macroeconomics 2, and one of the following elective courses: Management (7 ECTS), Marketing Management (7 ECTS), Contemporary Organisational Theories (7 ECTS), Business Law (7 ECTS) or Human Resource Management (7 ECTS).

Access requirements also need to be fulfilled by the candidate who has finished an equivalent education abroad.

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

In the event of enrolment restriction, the candidates will be selected according to the average grade at the first cycle (70%) and the grade of diploma thesis (30%).

7 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 of the *Business Economics* study programme.

If the knowledge was acquired in the formal/informal forms of education, the candidates prove this knowledge with certificates and other documents ("atypical certificates", portfolio, confirmations on completed parts of study programmes, courses, and other forms of education) which clearly show the contents of these programmes and the scope of the student work involved. Students who enrol in the second year according to Criteria for Transfers between Study Programmes, have to fulfil at least 60 ECTS in the study programme *Business Economics*.

The student may get an individual exam, which they have previously accomplished, recognised if the exam matches the course in the new programme in at least 80% in content and scope. In this case, the grade attained previously, and the amount of ECTS, provided for the course in the new programme, are taken into consideration.

If previous knowledge was acquired by the candidate through self-education or experience learning, they can apply for verification and assessment of knowledge at the Faculty

Individual documented applications of candidates for the recognition of knowledge acquired before enrolment are addressed by the special commission in accordance with the

procedures and rules regarding the recognition of exams, adopted by the Faculty's Senate. The candidate must submit all evidence and documentation no later than June for the next academic year.

8 ASSESSMENT METHODS

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 the inclusion in further education and employment, and the acquisition of data for the evaluation of pedagogical work.

The intended methods of verification and assessment of knowledge are: written/oral examination, tests, essays, fundamental, project papers in the work environment, including applicative or development research papers by addressing actual professional problems, oral presentations, written reports, portfolio, peer assessment, final research paper, professional papers and contributions, master's thesis.

In the first year (joint part of the programme) the obligations of students are the same at all courses and consist of: active participation in the lectures and tutorials, successfully accomplished project paper in the work environment, fundamental, applicative or development research paper with presentation and defence, and successfully completed examination.

In the second year at the elective module and elective courses, the obligations of students consist of 100 % attendance and active participation in lectures and tutorials, as well as successfully prepared fundamental, applicative or development research paper with presentation and defence. If the students fail to achieve 100% attendance, their obligations consist of successfully prepared fundamental, applicative or development research paper with presentation and defence, and successfully completed examination.

The same criteria apply for the parts of the study programmes.

Table 14: Grading scale in line with the ECTS assessment scale

Grade		Grade according to ECTS Criteria		Grading criteria %	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	pass	55 – 100 %	knowledge meets the minimum criteria
*	unsuccessful	F	fail	< 55	knowledge does not meet the minimum criteria

*the grades “successful” and “unsuccessful” are used for grading the knowledge and accomplished obligations in Master’s Seminar.

Students are familiarised with the elements of verification and the criteria for assessment at the beginning of the academic year/an individual learning unit and in writing by the syllabus.

For the positive assessment, the students have to achieve at least 55% of the required points. The estimates referred to in rating scales will be converted into ECTS scoring system. The rules and procedures on verification and assessment of knowledge and on the recognition of ECTS points, obtained in other study programmes at the same or different higher education institution are defined in a special document.

9 PROGRESSION REQUIREMENTS FOR THE PROGRAMME

Progression requirements for the second year are not defined.

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, however, the second year cannot be repeated.

According to the Article 70 of the Higher Education Act, a student can be granted an extended student status due to excusable reasons, for a maximum of one year.

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

10 PROVISIONS ON 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.

Change of the study programme or study field due to non-completed requirements in the previous study programme or field is not considered as a transfer between study programmes.

Transition allows the mobility of students, choice of different routes for educational attainment and the flexibility and openness of the higher education system. On transfers between programmes, the following criteria apply:

- fulfilling the requirements for enrolment in the new study programme,
- the number of available places,
- study obligations (in credit evaluated programmes also ECTS) from the previous programme, which can be recognised,
- obligations which the students must complete, if they want to graduate in the new programme.

Transfer to second year from related and non-related University programmes

Prerequisite for transfer to the second year are a Diploma degree in a *related* (business and management sciences) or *non-related* university study programme (4 years, 240 ECTS).

Candidates who enrol in the second year after completing a *related* university programme are credited with the exams and other study obligations of the first year of the programme they are transferring in. In order to complete their studies in the new programme, students must complete all study obligations in the second year in the amount of at least 60 ECTS credits.

Candidates who enrol in the second year after completing a *non-related* university programme are credited with the exams and other study obligations of the first year of the programme they are transferring in. In order to complete their studies in the new programme, students must complete all study obligations in the second year in the amount of at least 60 ECTS credits. In the second year, they have to choose the compensation module and the optional subject Macroeconomics 2, which is specifically marked in the course syllabus.

Individual applications of candidates for the transfers between study programmes are addressed by the relevant committee in accordance with the procedures and rules regarding the recognition of exams and other academic obligations and the recognition of previously obtained knowledge.

The same transfer criteria apply to students who have completed equivalent studies (4 years, 240 ECTS) abroad.

Transitions between study programmes of the 2nd cycle

Students can transfer between similar programmes to the master's study programme *Business Economics* after successfully completed first semester (30 ECTS) or completed

first year (60 ECTS). When it comes to recognition of the completed semesters or years, the student's grades and ECTS, acquired at the previous institution, are recognised.

Individual applications of candidates for the transfers between study programmes are addressed by the relevant committee in accordance with the procedures and rules regarding the recognition of exams and other academic obligations and the recognition of previously obtained knowledge.

The same transfer criteria apply to students who have begun their studies abroad.

11 MODES OF STUDY

The study programme is performed in part-time and online study mode. All modes are equivalent. In the case of part-time study/online study, as a rule, one year is carried out in one academic year.

The study is performed according to the valid normatives and the study calendar.

Organised study work 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. As a rule, 33% of the organised study work for the full-time study is implemented in the part-time mode. 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. Part-time students need to complete all obligations provided for full-time study.

Remote study (e-study) or a combined form of study: In addition to the traditional form of study, a combined form of study is planned – a remote study for individual learning units or parts of learning units, using modern software solutions that enable audio and video communication (Skype, MS Teams, ZOOM, GoToMeeting, Webex and the online learning platform Moodle). The defence of project tasks or research assignments, knowledge assessment and defence of the master's thesis will take place at the faculty's seat with a direct communication. The extent of the implementation of the remote study in individual subjects will depend on the number of enrolled students, the number of enrolled foreign students, the distance between the students' location and the location of the education institution, and students' employment (shift work, etc.).

Remote study allow greater adaptability and flexibility, help save time and money, and provide an easy access to a modern virtual study environment.

The scope of distance learning up to 50%: Research Methodology, Macroeconomics 2, Management, Marketing Management, Microeconomics 2, Business Law, Human Resources Development, Contemporary Organizational Theories.

The scope of distance learning up to 100%: Master's Seminar and Elective courses (determination of the scope will depend on the number of students who will choose individual elective courses and modules). This will be decided by the senate before the start of the academic year.

Higher education teachers are well qualified for the implementation of the remote study, because they are already using audio and video communication in their daily work. For the online learning platform Moodle, a training will be organised for all external staff before the start of the academic year.

Non-educational staff (student office, library, accounting, etc.) will not communicate with students in this way, they will have a direct communication.

12 REQUIREMENTS FOR COMPLETION OF THE STUDY

Requirements for the completion of the study are: the fulfilment of all the academic obligations defined in the programme in the amount of 120 ECTS.

Students complete the studies if they achieve 180 credit points, as defined in the study programme. The requirement for completing the study in case of enrolment in accordance with the Criteria for Transfers between Study Programmes from a short-cycle study programme (adopted before 1 January 1994) into the Nursing Care programme (third year), are successfully accomplished study obligations of at least 60 ECTS.

13 REQUIREMENTS FOR COMPLETING THE PART OF THE STUDY PROGRAMME (SUPPLEMENTARY PROGRAMME)

Requirements for the completion of the supplementary programme are the fulfilment of all study obligations defined in the programme in the amount of 35 ECTS.

14 PROFESSIONAL TITLE

Upon completion of the study, the student acquires a professional title in accordance with the Professional and Scientific Titles Act (Official Gazette RS, No. 61/06): *magister ekonomskih in poslovnih ved / magistrica ekonomskih in poslovnih ved; okrajšava mag. ekon. in posl. ved.*

Prof. Jasmina Starc, PhD, Dean

